How to check your UCL timetable

Before selecting your modules on Portico, you can look up the timetable for modules you are required to take as well as when your options are running, to check for potential clashes. You should also continue to check your timetable regularly, especially at the beginning of term, in case of any changes to rooms.

Until your modules have been approved, you should check your timetable as a 'guest', as follows:

1. Go to www.ucl.ac.uk/timetable

5. Ignore the section for 'department or subject area name', this is not a good way to search, as it is far too broad. You will have a list of the module codes e.g. ELCS0042, FREN0020, etc. and you should enter these in the second box on the page:

6. You will see above the box that it is asking for '*enter module **name***'. However it is far easier and quicker to use the module code, so if you click on 'Switch Module Info' this will change the title to '*enter module **code***'. Once this has changed, you can enter the subject codes you would like to check, and click 'SEARCH'.

As you can see from the above example, it is possible to enter several codes at a time, with just a space between each, and this is definitely the quickest way to search! Alternatively you can enter the module codes one by one, until you have listed all the modules you wish to check.

7. Once the search has completed, your modules will be listed as follows:

Please ignore the exact module codes and titles on the example pictures shown in this guide. *They

module codes and see several time slots: you will be allocated to a group in advance of teaching. Once you are in the correct group, you should attend all classes.

If you take a language or subject outside of SELCS-CMII, please check with the relevant UCL department in case there are groups/alternative times for classes different from the online timetable.

Note that in the case of ELCS and LITC modules, all students wil6 ( )-422A668 (S)3.(case)132A668 ceq (el)

11. You may find it easier to check your timetable for any potential clashes by looking at a screen showing only term 1 or only term 2 modules. To do it, click on 'Change display':
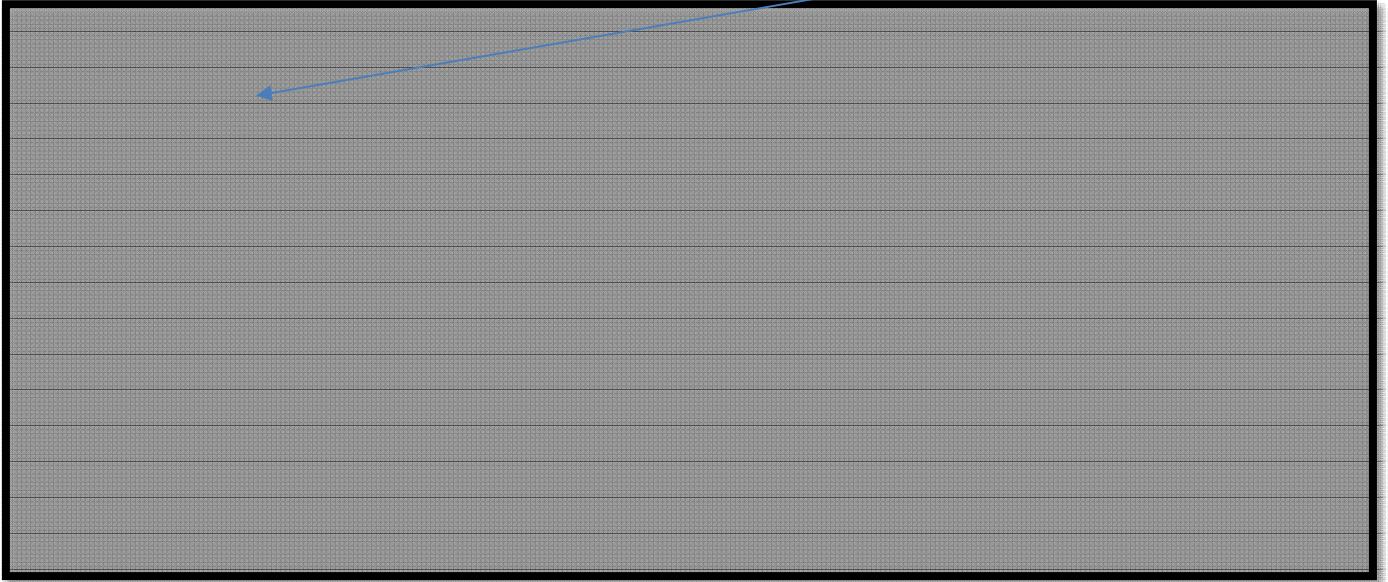
Once you click on 'Change display', further options will appear as listed below. Click on either 'Term One' or 'Term Two' to see teaching sessions in that period of time only.

Any issues?

- If you experience any technical issues, please refer to this webpage for help and advice: https://www.ucl.ac.uk/srs/portico/timetable-troubleshooting.

- If you have queries about your module registration for SELCS-CMII modules or your timetable, please email either selcs.undergraduate@ucl.ac.uk or selcs.postgraduate@ucl.ac.uk (depending on your level of study).