



Guide for Postgraduates

Course Selection and Timetables 2025/26

Updated July 2025

Contents

1	Introduction	3
2	Key Dates	4
3	Glossary of Key Terms	5
4	Finding Courses	6
	Before you start	6
	Using the LSE Calendar	6
	Finding out more about courses	7
	Viewing the LSE timetable	8
	Understanding controlled access courses	8
5	Selecting Courses on LSE for You	9
	Withdrawing requests, declining offers and dropping courses	16
	Waiting Lists	17
6	Seminar Sign-Up	18
7	Your Timetable on LSE for You	21
	Student Hub	21
8	Special Circumstances	22
	Requesting to take courses outside LSE (selecting Intercollegiate Courses)	22
	Timetable clashes	22
	Late course change	23
	Winter Term Course Change	23
9	Key Contacts	24



1 Introduction

As a full-time postgraduate student, you are typically required to take the equivalent of four full unit courses each year as prescribed by your programme regulations. You should, however, check your regulations carefully to ensure you aren't required to take more. All of these courses (whether compulsory or optional) will need to be selected using [LSE for You](#).

This guide will take you through the process of course selection. It includes advice on how to find out more about courses, understand your timetable, and deal with any special circumstances that may arise.

Course selection is managed in different ways by different departments, so you are advised to consult this guide in conjunction with the Course Selection and Timetables pages in your Department or Programme Handbook and any other information provided by your home department and the department(s) teaching the courses you are taking.

Further information can also be found on the Student Services Centre's [Course Selection Webpages](#).

Throughout the guide you will see two symbols which are designed to alert you to common problems or tips on good practice.



The orange caution icon indicates something that is recognised as a common problem or misconception with the course selection and timetabling process.



The green star icon indicates good practice in course selection. These are things that might help you in the course selection process.

Help us to improve these guides...

We're very keen to make these guides as useful as possible. If you spot an error, identify an omission or would like to suggest an improvement please [provide us with your feedback](#).

2 Key Dates

Postgraduate students will be able to browse (but not select) courses from 10.00am on Monday 22 September 2025.

Course selection for postgraduates will be open from 10.00am on Thursday 25 September until 5.00pm on Friday 10 October 2025.

Course selection will reopen from 10.00am on Monday 19 January until 5.00pm on Friday 30 January 2026 to allow changes to be made to Winter Term half unit courses.





3 Glossary of Key Terms

LSE for You (LfY): One of LSE's administrative portals. You will select your courses on LSE for You during the course selection windows outlined in the Key Dates section, above.

Student LfY: Due to development work, some functions have moved over to Student LfY. **All course selection will take place in LfY**.

Moodle: LSE's virtual learning environment, where course materials and lecture recordings are shared, and you can submit work and engage with lecturers and seminar teachers. This is separate and distinct from LSE for You.

Calendar: An online platform that gathers all regulations relating to students and their study. It contains the programme regulations and course guides you will use when choosing your courses.

Terms: Periods of teaching into which the academic year is split. **Autumn Term** runs from September to December, **Winter Term** runs from January to April, and **Spring Term** runs from May to June.

Courses: Individual modules of study that form part of a degree programme, for example EC402 or HY411, are called 'courses'. Normally the teaching for a course will consist of a lecture and a seminar group, but this will vary. The two letters in a course code indicate which department teaches the course, and the first number indicates the level of study. For example, EC402 is a postgraduate course in the Department of Economics.

Unit: A measure of course value. Assessed courses carry a unit value of either one full unit or one half unit.

Programme: A full MA or MSc degree comprising of all units studied. For example, MSc in Economics or MSc in Sociology are both programmes.

Compulsory/Core: A course that must be taken.

Elective/Optional: A course chosen from a list of options.

Prerequisite: A requirement you must fulfil in order to be able to take a course.

Controlled Access: A course which has limited places and/or prerequisites which are required in order to take it.



4 Finding Courses

Before you start

If you are a new student, before you start selecting courses on LSE for You, you should complete [online pre-enrolment](#). You will activate your LSE network account during pre-enrolment. You will then be able to log into LSE for You to select your courses. You do not need to have completed campus enrolment to select your courses.



You are strongly advised to attend any induction and/or advice sessions hosted by your department (or departments if you are on a joint programme) before selecting your courses. These information sessions will provide you with guidance about the course selection processes specific to your programme. You will receive information about these sessions from your department.

Using the LSE Calendar

The [LSE Calendar](#) is an online resource that, among other things, contains programme regulations and course descriptions for all courses taught at LSE. You can use the Calendar to:

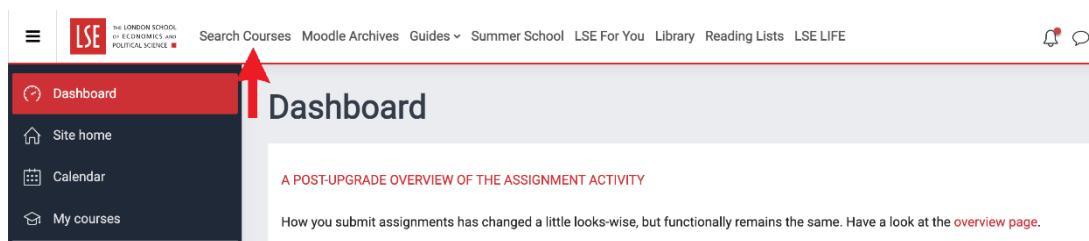
- 1) Check your [programme regulations](#) to check which courses are compulsory for your programme, and which optional courses you might be able to choose.
- 2) Read the [course guides](#) to find out more about each course, including teaching arrangements, academic content, assessments, readings, and survey results from former students.

Finding out more about courses

You may also be able to view course content from previous years by enrolling on courses on [Moodle](#).

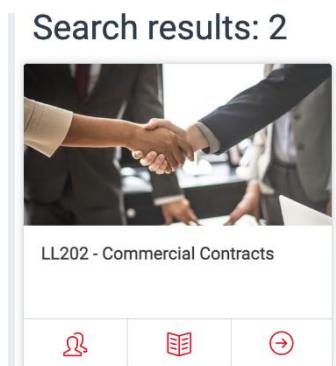
To find and self-enrol on a course on Moodle:

- 1) Log in to Moodle with your LSE Office 365 username and password.
- 2) Click on the 'Search Courses' option at the top left of the page and type the relevant course code or course title into the search bar. You will also have the option of browsing courses by department.



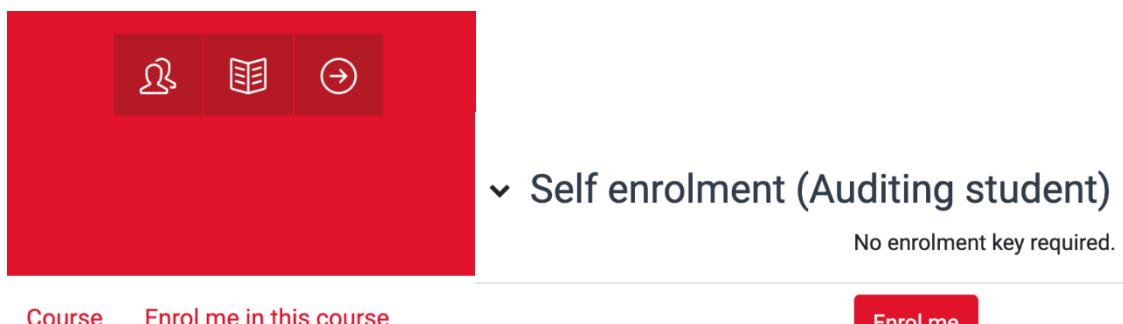
The screenshot shows the Moodle dashboard. At the top, there is a navigation bar with links for 'Search Courses', 'Moodle Archives', 'Guides', 'Summer School', 'LSE For You', 'Library', 'Reading Lists', and 'LSE LIFE'. On the far right of the navigation bar are a bell icon and a message icon. Below the navigation bar is a red arrow pointing upwards towards the 'Search Courses' link. The main content area is titled 'Dashboard' and contains a message: 'A POST-UPGRADE OVERVIEW OF THE ASSIGNMENT ACTIVITY'. Below this message, there is a note: 'How you submit assignments has changed a little looks-wise, but functionally remains the same. Have a look at the [overview page](#)'. On the left side of the dashboard, there is a sidebar with links for 'Dashboard', 'Site home', 'Calendar', and 'My courses'.

- 3) The course you have searched for should then appear in the search results. Click on the title of the appropriate search result to enter the course.



The screenshot shows the course landing page for 'LL202 - Commercial Contracts'. At the top, there is a thumbnail image of two people shaking hands. Below the thumbnail, the course title 'LL202 - Commercial Contracts' is displayed. At the bottom of the page, there are three red icons: a user icon, a book icon, and a circular arrow icon.

- 4) On the course landing page, click 'Enrol me in this course', then click 'Enrol me' at the bottom of the page to self-enrol as an auditing student.



The screenshot shows the course landing page for 'LL202 - Commercial Contracts'. At the top, there are three red icons: a user icon, a book icon, and a circular arrow icon. Below these icons, there is a section titled '▼ Self enrolment (Auditing student)' with the subtext 'No enrolment key required.' At the bottom of the page, there are two buttons: 'Course' and 'Enrol me in this course' on the left, and a red 'Enrol me' button on the right.



Some courses may not allow self-enrolment or may require an enrolment key. For assistance in self-enrolment on such courses you should contact the department responsible for teaching the course.



Enrolling on a course on Moodle is not the same as selecting a course on LSE for You. You can be enrolled on a course on Moodle, but not formally registered on the course.

Viewing the LSE timetable

The school-level timetables can be viewed on the [Timetables webpage](#).

There are two school-level timetables, published at different times:

- 1) The Lecture & Seminar Timetable is published in mid-August. This shows the times of lectures and seminars only. Access does not require an LSE login.
- 2) The Timetable viewed by course code is published in mid-September. This shows all lecture, class, seminar, and workshop timetables. Access requires an LSE username and password.

Together, these timetables show the dates, times, and locations of all teaching for every course and for each week of the Autumn, Winter, and Spring terms.

You should make use of the school-level timetables when choosing your courses. They can help give you an idea of what your personal timetable might look like when it is generated, and also help you identify any courses you may not be able to take due to timetabling clashes.

Understanding controlled access courses

Many graduate courses are designated as 'controlled access' due to limited places and/or prerequisites to take the course. To gain a place on a controlled access course you must apply and be accepted by the department running the course.

You can find information about controlled access courses, how applicants are selected, and deadlines for applying on the [controlled access courses page](#).



Remember that, depending on your programme, it is advisable to have a few "back-up" optional courses in mind in the event of you not gaining a place on one or more of your preferred courses.



If you do not secure a place on one of your preferred courses, it may be possible for you to audit the course. Auditing is an arrangement whereby you enrol on the course via Moodle and attend the lectures for the course, but do not undertake any assessment for it. It is allowed with permission from the Course Manager. If you are interested in auditing a course, you are advised to discuss this with your Academic Mentor in the first instance.

5 Selecting Courses

On LSE for You

When choosing courses, you will only be able to request the number of units required to fulfil your programme requirements. This means if you require four units for your degree you will only be able to request and/or receive offers for courses up to the value of four units.



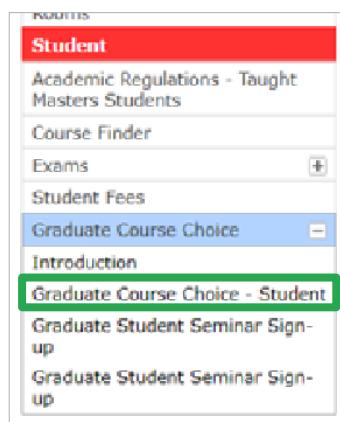
If you have chosen courses up to the total number of units required for your degree, you will need to withdraw requests or drop courses you have been accepted onto in order to select more or different courses.



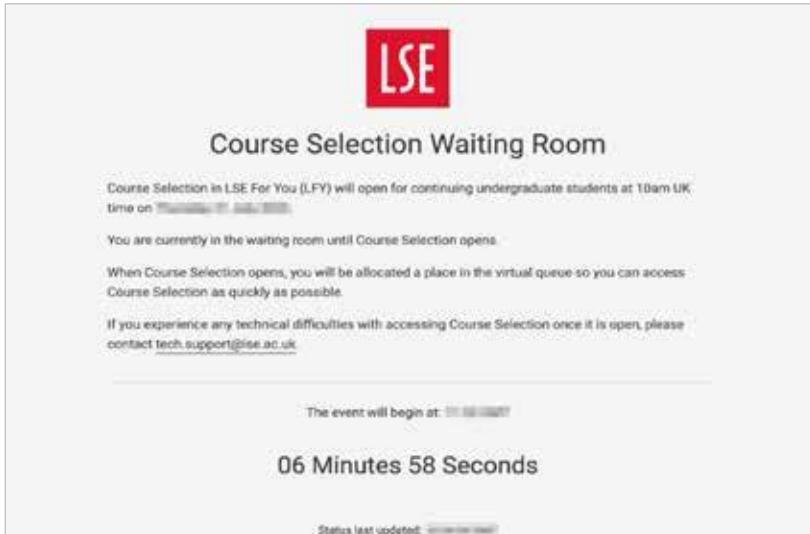
You can re-enter the system and change your selection of courses as many times as you like during the course selection windows and you may not need to make all of your selections in one go. Academic departments can operate differently and places on popular courses can be filled quickly so do get advice from your home department – and other departments where you are interested in their courses – as to how you should proceed.

To select a course:

- 1) Log into [LSE for You](#) using your LSE username and password. While LSE for You will work on a mobile device it is much easier to use a computer or laptop.
- 2) Expand the 'Graduate Course Choice' option in the left-hand menu and select 'Graduate Course Choice – Student'.

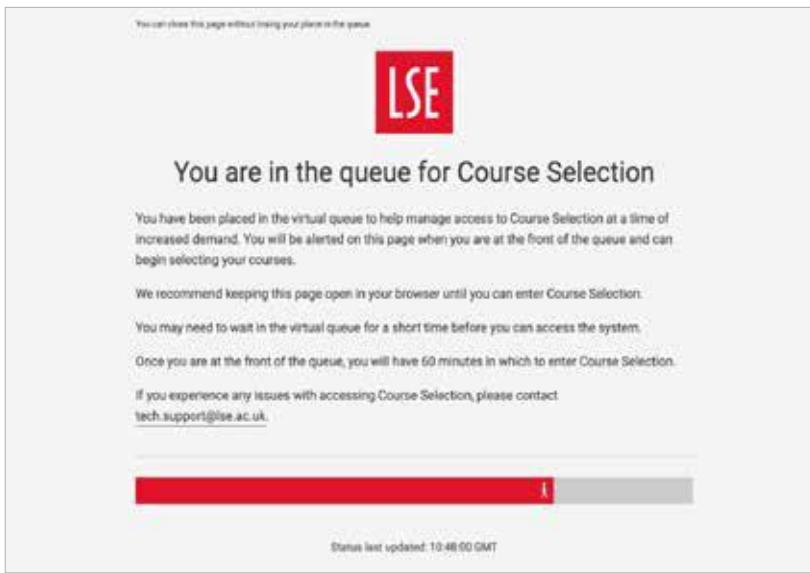


3) If you try to access course selection during the 15 minutes before it opens, you will be placed in a virtual waiting room. All students in the waiting room will be allocated a place in the queue when course selection opens and the message they will see while in the waiting room is below:



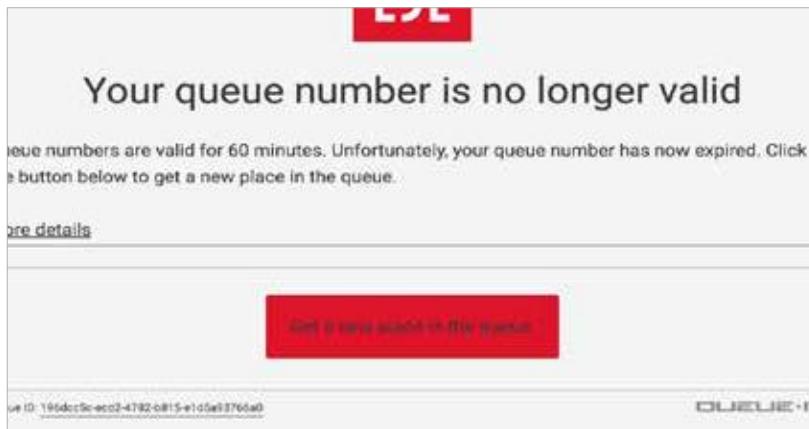
The screenshot shows the LSE Course Selection Waiting Room. At the top is the LSE logo. Below it is the heading 'Course Selection Waiting Room'. A message states: 'Course Selection in LSE For You (LFY) will open for continuing undergraduate students at 10am UK time on [REDACTED]'. It says, 'You are currently in the waiting room until Course Selection opens.' Another message reads, 'When Course Selection opens, you will be allocated a place in the virtual queue so you can access Course Selection as quickly as possible.' A third message provides support contact information: 'If you experience any technical difficulties with accessing Course Selection once it is open, please contact tech.support@lse.ac.uk.' Below this is a timer: 'The event will begin at: [REDACTED]' followed by '06 Minutes 58 Seconds'. At the bottom is a status update: 'Status last updated: [REDACTED]'.

4) Either when it opens or a later point, if the queue is in operation and there is a high volume of students trying to access course selection, you may be placed in a virtual queue. Students who are in the queue will see the below message until they have reached the front of the queue and are able to make their course selections:

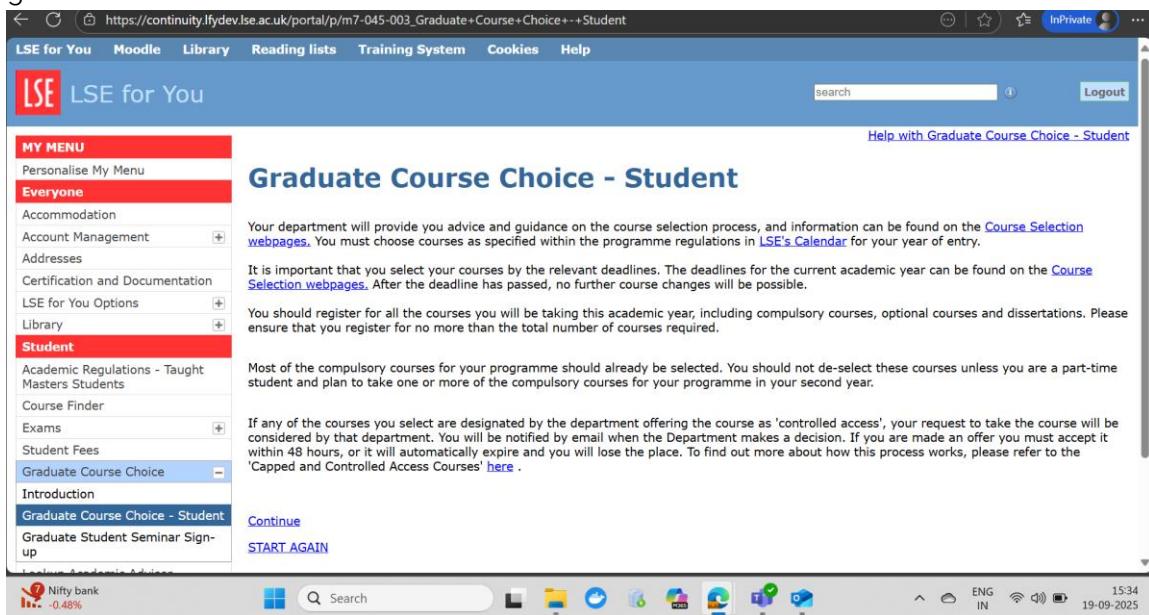


The screenshot shows the message 'You are in the queue for Course Selection'. It includes a note: 'You can close this page without losing your place in the queue.' Below the LSE logo is the heading 'You are in the queue for Course Selection'. A message explains: 'You have been placed in the virtual queue to help manage access to Course Selection at a time of increased demand. You will be alerted on this page when you are at the front of the queue and can begin selecting your courses.' It advises: 'We recommend keeping this page open in your browser until you can enter Course Selection.' It notes: 'You may need to wait in the virtual queue for a short time before you can access the system.' It provides a time limit: 'Once you are at the front of the queue, you will have 60 minutes in which to enter Course Selection.' It offers support contact information: 'If you experience any issues with accessing Course Selection, please contact tech.support@lse.ac.uk.' At the bottom is a status update: 'Status last updated: 10:48:00 GMT'.

5) If you have reached the front of the queue, you have 60 minutes to enter course selection. If you take longer than 60 minutes to enter course selection after reaching the front of the queue, you will see this message:



6) If the queue is not in operation or students have reached the front of the queue, they will see the postgraduate course selection landing page. Read the course selection guidance and then click the 'continue' button at the bottom of the screen.



7) Students who are inactive within LSE for You after 20 minutes will be logged out. When re-entering, students may have to queue again if the queue is still in operation.

8) Click on the 'select or drop courses | accept or decline offers | withdraw requests' button.



capped
2020/21 FM473M* Financial Markets

capped
2020/21 PP452 Applying Behavioural Economics for Social Impact: Design, Delivery, E

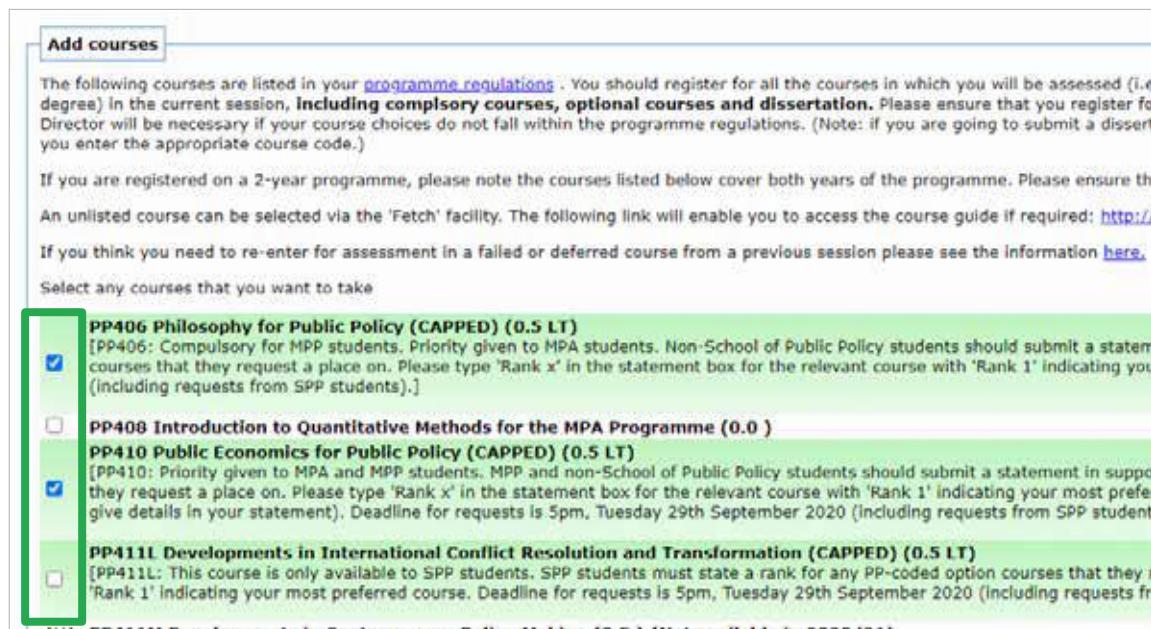
PP483 MPA Capstone Project

select or drop courses | accept or decline offers | withdraw requests

Course choices have a total value of 4 units.
* denotes a course not listed in the Programme Regulations

9) Select courses from the list of available options by checking the boxes to the left of the courses. Most of the compulsory courses for your programme should already be selected. Do not de-select these courses unless you are a part-time student and plan to take one or more of the compulsory courses for your programme in your second year.

Some courses on the list of available options presented to you will be marked as '**CAPPED**'. Capped courses have a limited number of places and are one type of controlled access course.



Add courses

The following courses are listed in your [programme regulations](#). You should register for all the courses in which you will be assessed (i.e. degree) in the current session, **including compulsory courses, optional courses and dissertation**. Please ensure that you register for these courses. Your Director will be necessary if your course choices do not fall within the programme regulations. (Note: if you are going to submit a dissertation, you enter the appropriate course code.)

If you are registered on a 2-year programme, please note the courses listed below cover both years of the programme. Please ensure that you register for these courses. Your Director will be necessary if your course choices do not fall within the programme regulations. (Note: if you are going to submit a dissertation, you enter the appropriate course code.)

An unlisted course can be selected via the 'Fetch' facility. The following link will enable you to access the course guide if required: <http://>

If you think you need to re-enter for assessment in a failed or deferred course from a previous session please see the information [here](#).

Select any courses that you want to take.

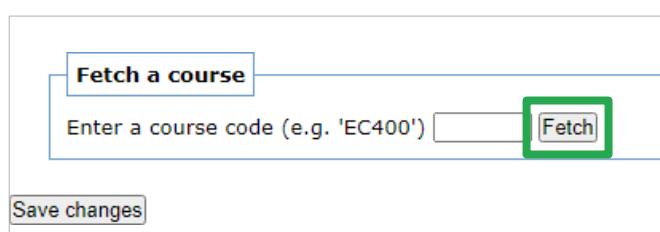
PP406 Philosophy for Public Policy (CAPPED) (0.5 LT)
[PP406: Compulsory for MPP students. Priority given to MPA students. Non-School of Public Policy students should submit a statement in support of their request for a place on. Please type 'Rank x' in the statement box for the relevant course with 'Rank 1' indicating your most preferred course (including requests from SPP students).]

PP408 Introduction to Quantitative Methods for the MPA Programme (0.0)

PP410 Public Economics for Public Policy (CAPPED) (0.5 LT)
[PP410: Priority given to MPA and MPP students. MPP and non-School of Public Policy students should submit a statement in support of their request for a place on. Please type 'Rank x' in the statement box for the relevant course with 'Rank 1' indicating your most preferred course (including requests from SPP students). Deadline for requests is 5pm, Tuesday 29th September 2020 (including requests from SPP students).]

PP411L Developments in International Conflict Resolution and Transformation (CAPPED) (0.5 LT)
[PP411L: This course is only available to SPP students. SPP students must state a rank for any PP-coded option courses that they request. Please type 'Rank x' in the statement box for the relevant course with 'Rank 1' indicating your most preferred course. Deadline for requests is 5pm, Tuesday 29th September 2020 (including requests from SPP students).]

10) If you would like to take a course that is not listed in your programme regulations, type the course code into the box at the bottom of the list and click 'Fetch'. The option to select that course will then be made available to you.



Fetch a course

Enter a course code (e.g. 'EC400') **Fetch**

Save changes



11) When you have selected your courses click the 'Save changes' button at the bottom of the screen.

12) You will then be presented with a page containing boxes in which you can write statements in support of your applications to courses. There will be a larger box at the top for a programme-level statement, and smaller boxes below this for individual course-level statements.

For courses that are compulsory for your programme it is not necessary for you to write course-level statements, but if you select a non-compulsory controlled access course, a course-level statement may be required. It will often be specified in the course listing on LSE for You if a course-level statement is required, and you can find full guidance on what you need to do to apply for each controlled access course on the [controlled access courses page](#).

The purpose of the programme-level statement is to explain why you have chosen the courses you have selected. The programme-level statement will only be seen by your Academic Mentor, and you are advised to provide a programme-level statement if you have chosen courses outside of your programme regulations.

Graduate Course Choice - Student

Supporting Statement

You may, optionally, make a statement in support of your course choices in the field below. You are strongly advised to do this if you are requesting any capped courses in the box next to the relevant course (there is no need to do so).

Add general statement about course selections here for your Academic Mentor to review

(last changed: 20/02/2024)

Statement(s) in support of non-compulsory, capped courses

PP806 Philosophy for Public Policy (0.5) Add statement if required for relevant department's allocation method

PP410 Public Economics for Public Policy (0.5) Add statement if required for relevant department's allocation method

PP412 Global Social Protection Design and Delivery (0.5) Add statement if required for relevant department's allocation method

Save **START AGAIN**

13) After you have written your supporting statement(s), where necessary, click the 'Save' button at the bottom of the page to complete the process and return to your course selection summary page.

PP412 Global Social Protection Design and Delivery (0.5)	<input type="button" value="Add Statement department's a"/>
<input type="button" value="Save"/>	
START AGAIN	

14) When you have applied for courses, they will appear on your Graduate Course Choice home page in LSE for You. The status of all your applications to controlled access courses will be listed in Section 1, and all the courses you have successfully registered for (or been accepted onto) will be listed in Section 2.

Section 1: Capped Course Requests

You have applied to take the following capped courses

Course	Request Status	Offer Expiry Date
GY455 Economic Appraisal and Valuation	REJECT	
PH431 Physics and the City: From Quantum Jumps to Stock Market Crashes	ACCEPTED	
PP450 Public Organisations: Theory and Practice	WITHDRAWN	
PP410 Public Economics for Public Policy	DECLINED_OFFER,	
PP406 Philosophy for Public Policy	DECLINED_OFFER,	
FM473M Financial Markets	ACCEPTED	
FM474M Managerial Finance (Michaelmas Term)	ACCEPTED	
AC491 Financial Accounting, Reporting and Disclosure	ACCEPTED	
PP402 New Institutions of Public Policy: Strategic Philanthropy, Impact Investment and	ACCEPTED	
GY462 Real Estate Finance	REJECT	
FM476 Entrepreneurial Finance	WAIT	
PP4G3 Designing and Managing Change In the Public Sector	WITHDRAWN	
PP452 Applying Behavioural Economics for Social Impact: Design, Delivery, Evaluation and	ACCEPTED	

Capped course requests have a total value of 0.5 units.

Please ensure that you have entered a statement in support of any applications to take capped courses, unless the department teaching clicking the "select or drop courses | accept or decline offers | withdraw requests" button below. This statement will be seen by the depa

Section 2: Registered Courses

You are currently registered for these courses

capped 2020/21 AC491*	Financial Accounting, Reporting and Disclosure	0.5
capped 2020/21 FM472**	International Finance	0.5
capped 2020/21 FM474M*	Managerial Finance	0.5
capped 2020/21 FM476*	Entrepreneurial Finance	0.5
capped 2020/21 FM473M*	Financial Markets	0.5
capped 2020/21 PP452	Applying Behavioural Economics for Social Impact: Design, Delivery, Evaluation and Policy	0.5
PP4B3	MPA Capstone Project	1.0

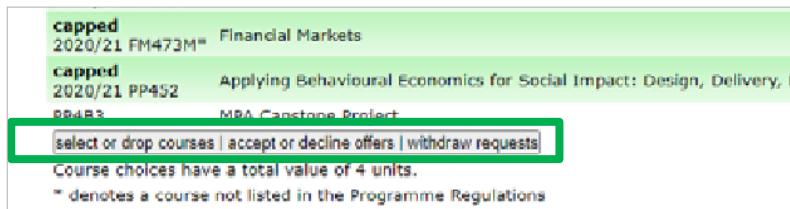
[select or drop courses | accept or decline offers | withdraw requests](#)

Course choices have a total value of 4 units.

* denotes a course not listed in the Programme Regulations

15) You will be notified by email when a request to take a controlled access course has been considered by the relevant teaching department and a decision has been reached.

The department can accept or reject your offer. If the department offers you a place on a controlled access course, you must accept the offer in LSE for You within 48 hours in order to be enrolled on the course. If you don't accept the offer within 48 hours, your offer will time out and there is no guarantee you will be offered a place on this course again.



capped
2020/21 FM473M* Financial Markets

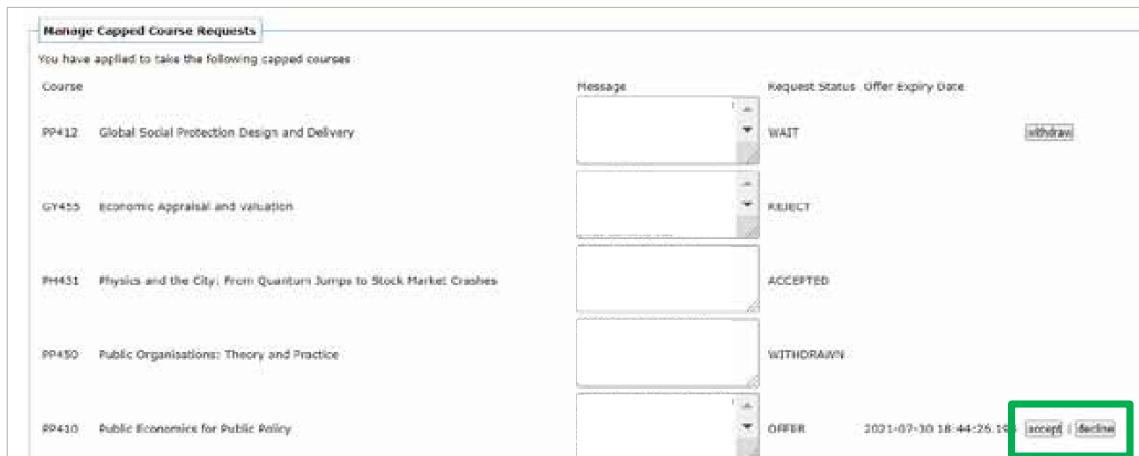
capped
2020/21 PP452 Applying Behavioural Economics for Social Impact: Design, Delivery, E

PP453 MPA Capstone Project

[select or drop courses](#) | [accept or decline offers](#) | [withdraw requests](#)

Course choices have a total value of 4 units.

* denotes a course not listed in the Programme Regulations



Manage Capped Course Requests

You have applied to take the following capped courses:

Course	Message	Request Status	Offer Expiry Date
PP412 Global Social Protection Design and Delivery		WAIT	withdraw
GY455 Economic Appraisal and Valuation		REJECT	
PH451 Physics and the City: From Quantum Jumps to Stock Market Crashes		ACCEPTED	
PP450 Public Organisations: Theory and Practice		WITHDRAWN	
PP410 Public Economics for Public Policy		OFFER	2021-07-30 18:44:26.19 accept decline

You will be automatically enrolled on a controlled access course in Moodle within 15 minutes of accepting an offer.

Towards the end of the course selection period your academic department may check your overall course selections to make sure you have selected the right number of courses and that they align with your programme regulations.

This can be done by your Academic Mentor or another member of staff. This final check has no impact on whether you get a place on controlled access courses, when your timetable is published, or when you are enrolled onto courses on Moodle. You should not rely on staff to pick up any issues with your course selections: it is your responsibility to make sure you select the correct number of courses and that they align with your programme regulations.



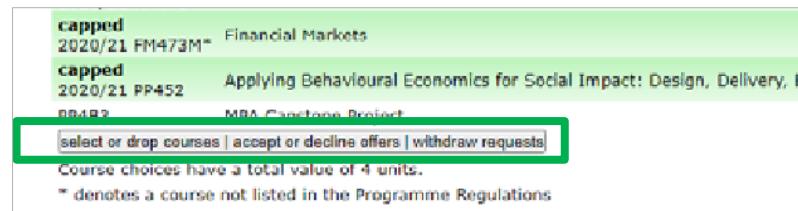
When offered a place on a controlled access course you must act quickly as offers expire after 48 hours. Do not hold onto offers unnecessarily as you may be preventing someone else from getting a place on a course.



Given that you can only select the number of units you are required to take for your degree programme, you should think carefully about which courses you wish to select and should drop any you no longer want to take.

Withdrawing requests, declining offers and dropping courses

You can withdraw a request to take a controlled access course on LSE for You before ('withdraw request') or after ('decline offer') you have received a decision from the teaching department, or 'drop' the course after you have registered on it. You can do this using the same button you clicked on to select your courses:



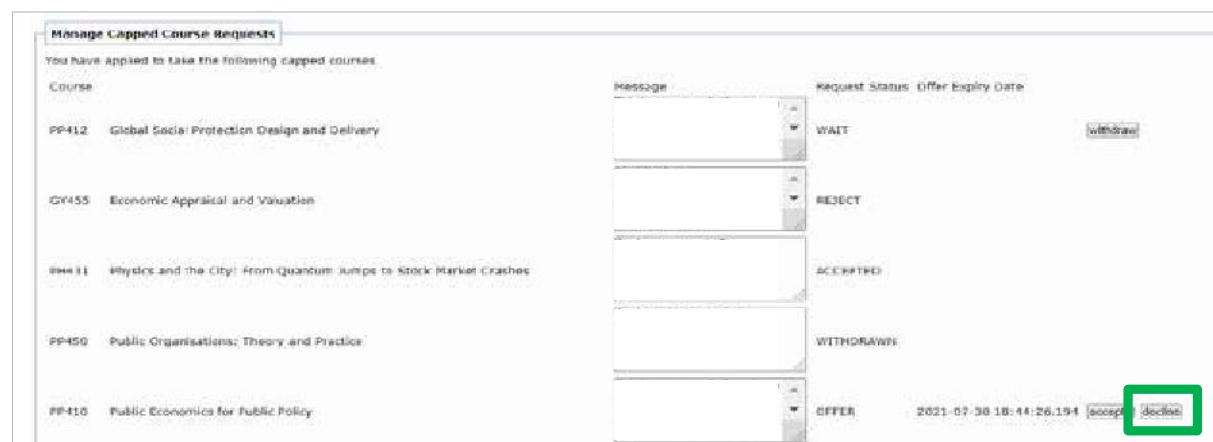
The screenshot shows a list of courses with a green header. The first two courses are 'capped'. The third course is 'PP452 Applying Behavioural Economics for Social Impact: Design, Delivery, E'. The fourth course is 'PP482 MBA Capstone Project'. Below the list is a button bar with three options: 'select or drop courses | accept or decline offers | withdraw requests'. A note below the button says 'Course choices have a total value of 4 units.' and a small note at the bottom says '* denotes a course not listed in the Programme Regulations'.

To withdraw a request, you should click on the 'withdraw' button under the 'Manage Capped Course Requests' section of the next screen:



The screenshot shows the 'Graduate Course Choice - Student' page. Under the 'Manage Capped Course Requests' section, it lists a course: 'HP423 Advanced Health Economics'. The 'Message' field is empty. The 'Request Status' is 'NEW' and the 'Offer Expiry Date' is 'withdraw'. A note below the table says 'update message (Messages about requests to take capped courses may be updated whilst still NEW)'.

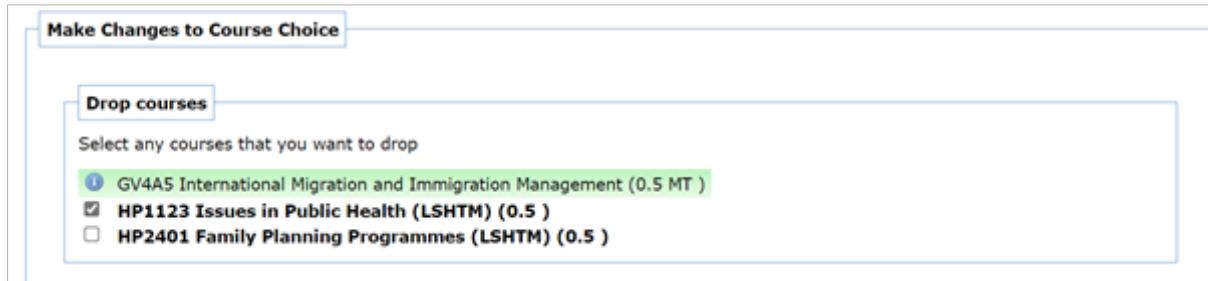
To decline an offer, you should click on the 'decline' button under the 'Manage Capped Course Requests' section of the next screen:



The screenshot shows the 'Manage Capped Course Requests' page with a list of courses and their status. The courses are:

- PP412 Global Social Protection Design and Delivery: Status WAIT, Decline button
- GY455 Economic Appraisal and Valuation: Status REJECT
- PP451 Physics and the City: From Quantum Jumps to Stock Market Crashes: Status ACCEPTED
- PP459 Public Organisations: Theory and Practice: Status WITHDRAWN
- PP410 Public Economics for Public Policy: Status OFFER, Date 2021-07-30 18:44:26.194, Decline button

To drop a course you are registered on, you should tick the box next to the course you wish to drop under the 'Make Changes to Course Choice' section on the next screen, before clicking 'Save' at the bottom of the page:



Make Changes to Course Choice

Drop courses

Select any courses that you want to drop

GV4A5 International Migration and Immigration Management (0.5 MT)

HP1123 Issues in Public Health (LSHTM) (0.5)

HP2401 Family Planning Programmes (LSHTM) (0.5)

When you drop a course, you will be presented with your programme-level statement and be provided with the opportunity to edit it before returning to the main screen.

Waiting Lists

If you apply for a place on a controlled access course, the teaching department may place you on a waiting list if they do not accept or reject your application in the first instance. If a place subsequently becomes available on the course, they may then send you an offer of a place.

There is no guarantee that you will receive an offer for a controlled access course if you are placed on a waiting list. You can refer to the [controlled access courses page](#) to find out more information about each department's course allocation methods.



If you are placed on a waiting list for a course, the course will still count towards your overall course selection count. This means that you will need to drop a course (students cannot drop core courses) if you have already requested the total number of units required for your programme and would like to select an alternative course.

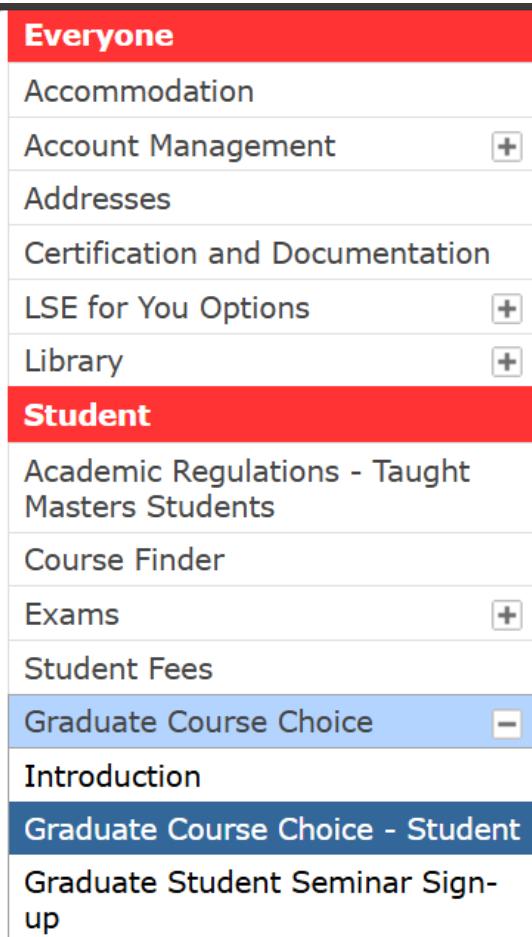
6 Seminar Sign-Up

Some departments allocate students to seminars, and other departments allow students to sign up to seminars themselves. You can see which method is used for each of your registered courses in the Seminar Sign-Up system.

Seminar Sign-Up can be accessed through the course selection pages on LSE for You. You can use Seminar Sign-Up once you have selected a course or accepted an offer for a capped course and the department responsible has made the course available for Seminar Sign-Up.

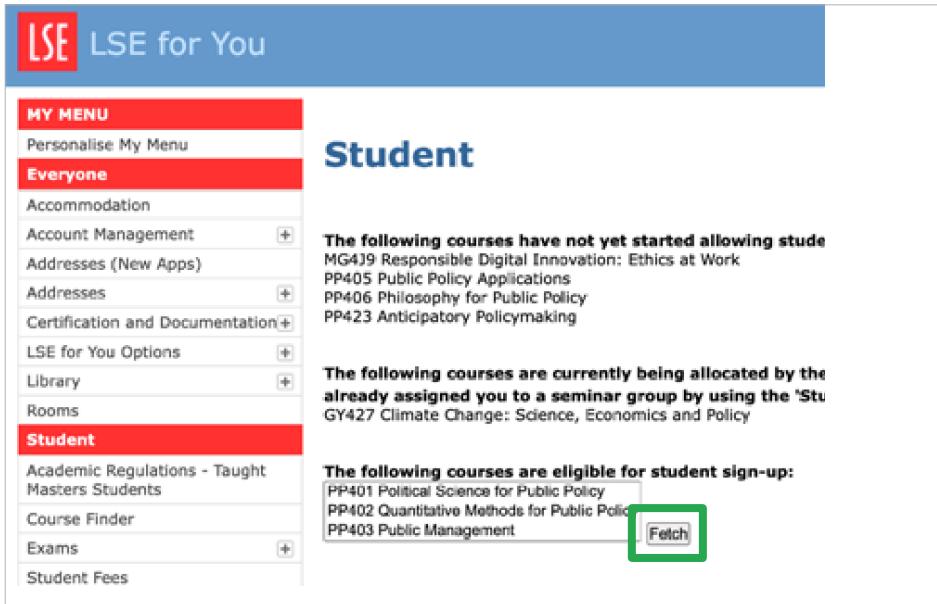
To sign up for seminars on Seminar Sign-Up:

- 1) Login to LSE for You using your LSE username and password.
- 2) Expand the 'Graduate Course Choice' option in the left-hand menu and select 'Graduate Student Seminar Sign-Up'.



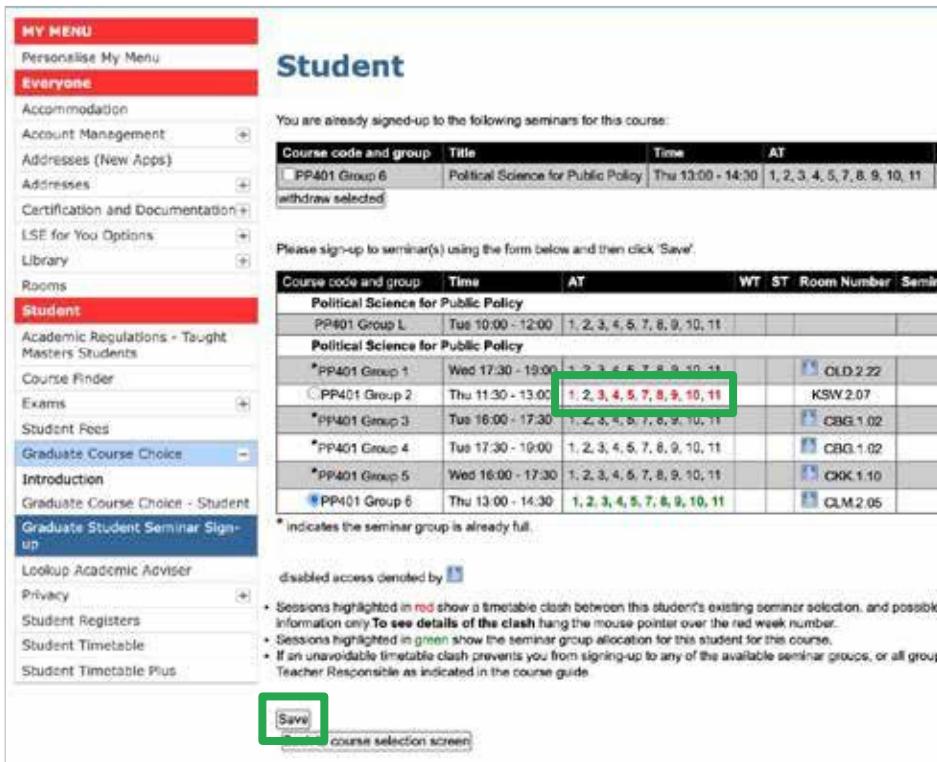
The image shows a screenshot of the LSE for You left-hand menu. The menu is organized into sections: 'Everyone' (Accommodation, Account Management, Addresses, Certification and Documentation, LSE for You Options, Library), 'Student' (Academic Regulations - Taught Masters Students, Course Finder, Exams, Student Fees), and 'Graduate Course Choice' (Introduction, Graduate Course Choice - Student, Graduate Student Seminar Sign-up). The 'Graduate Course Choice - Student' and 'Graduate Student Seminar Sign-up' items are highlighted in a dark blue box, indicating they are the target options for the steps described in the text.

3) The page which then opens will show which of your courses are open for students to sign up to seminars. Click on a course for which you would like to sign up to a seminar and click 'Fetch'.



The screenshot shows the LSE for You Student dashboard. On the left, there is a 'MY MENU' sidebar with 'Everyone' and 'Student' sections. The 'Student' section is expanded, showing 'Academic Regulations - Taught Masters Students', 'Course Finder', 'Exams', and 'Student Fees'. On the right, the main content area is titled 'Student'. It displays three sections: 1) 'The following courses have not yet started allowing students to sign up': MG419 Responsible Digital Innovation: Ethics at Work, PP405 Public Policy Applications, PP406 Philosophy for Public Policy, PP423 Anticipatory Policymaking. 2) 'The following courses are currently being allocated by the seminar group manager and are not yet open for sign-up': GY427 Climate Change: Science, Economics and Policy. 3) 'The following courses are eligible for student sign-up': PP401 Political Science for Public Policy, PP402 Quantitative Methods for Public Policy, PP403 Public Management. A green box highlights the 'Fetch' button next to PP401 Political Science for Public Policy.

4) You will then see a list of seminars for the selected course. You can select any seminar that is not yet full but should avoid selecting seminars with red week numbers as these indicate clashes with your other teaching commitments. Hovering over the red week numbers with your cursor will show the teaching event with which the seminar clashes. If all the seminar options are showing red, speak to your home department for further guidance.



The screenshot shows the seminar sign-up page for PP401 Political Science for Public Policy. The 'Student' section of the sidebar is selected. The main content area shows a table of seminars:

Course code and group	Title	Time	AT
PP401 Group 6	Political Science for Public Policy	Thu 13:00 - 14:30	1, 2, 3, 4, 5, 7, 8, 9, 10, 11

Below the table, a note says 'Please sign-up to seminar(s) using the form below and then click 'Save''. A second table shows available seminar groups:

Course code and group	Time	AT	WT	ST	Room Number	Semin
Political Science for Public Policy						
PP401 Group L	Tue 10:00 - 12:00	1, 2, 3, 4, 5, 7, 8, 9, 10, 11				
Political Science for Public Policy						
PP401 Group 1	Wed 17:30 - 19:00	1, 2, 3, 4, 5, 7, 8, 9, 10, 11			OLB.2.22	
PP401 Group 2	Thu 11:30 - 13:00	1, 2, 3, 4, 5, 7, 8, 9, 10, 11			KSW.2.07	
PP401 Group 3	Tus 16:00 - 17:30	1, 2, 3, 4, 5, 7, 8, 9, 10, 11			CBG.1.02	
PP401 Group 4	Tus 17:30 - 19:00	1, 2, 3, 4, 5, 7, 8, 9, 10, 11			CBG.1.02	
PP401 Group 5	Wed 16:00 - 17:30	1, 2, 3, 4, 5, 7, 8, 9, 10, 11			CKK.1.10	
PP401 Group 6	Thu 13:00 - 14:30	1, 2, 3, 4, 5, 7, 8, 9, 10, 11			CLM.2.05	

A note at the bottom left says '* indicates the seminar group is already full.' A green box highlights the 5th seminar group (PP401 Group 1) in the second table.

Once you have selected a seminar, click 'Save' at the bottom of the page.

- 5) Click 'Back to course selection screen' and repeat the process for any other courses offering Seminar Sign-Up.
- 6) You can withdraw from and change any seminars individually by re-selecting a course and clicking 'Fetch'. This will again take you to the page displaying available seminars for the selected course.



If you fail to sign up for seminars during the allocated time, the teaching department may allocate you to a seminar group on your behalf.

7 Your Timetable

On LSE for You

Students have the following options to access their teaching timetable:

- 1) To access the timetable in list view go into [Student LfY](#). Access the My studies tab. Go to the Teaching timetable sub-tab.

Note 1: Timetable clashes will not appear.

Note 2: Students can see the details of their teachers by clicking on the button at the bottom of the screen.

Note 3: Students also have the "My teaching today" widget on the homepage of Student LfY. This will only start coming through when teaching weeks begin. This won't show other events.

- 2) Go into Student Hub to access the timetable in calendar view.

Student Hub

Student Hub allows you to view your timetable on your mobile, tablet and computer. If you sign up for Student Hub, when your personal timetable is published on Student LfY it will automatically sync to your in-app calendar.

Your timetable will appear on Student Hub on the individual timetable publication date. Student Hub is available on iOS, Android and web browser: [laptop/desktop](#).





8 Special Circumstances

Requesting to take courses outside LSE (selecting Intercollegiate Courses)

In exceptional circumstances you may be allowed to take courses offered at other University of London institutions; this is known as intercollegiate study. To register for a course outside of LSE, you need to:

- 1) Complete the form available on the [Taking a Course Outside of LSE](#) webpage. Your department will need to approve the request.
- 2) Request and complete the relevant registration form for the other University of London institution, obtaining the necessary approval as indicated on the form.
- 3) Submit both the LSE and the other institution's registration form to the Student Services Centre via the [SSC Enquiry form](#). A member of the Student Services team will sign and return the form to you, and you will then need to submit this directly to the other institution.

Within 5-10 working days, the outside course will appear on your course selection list on LSE for You.



It is your responsibility to ensure that you abide by the other institution's course registration deadlines, as they may refuse your application if submitted late.

Timetable clashes

A timetable clash occurs when two or more of the courses you have selected have teaching (be that lectures, seminars or workshops/help sessions) scheduled at the same time. While LSE makes every effort to avoid clashes, due to the number of optional courses available on some programmes, it is not always possible. You should avoid selecting courses and/or seminars that create timetable clashes, seeking guidance from your Academic Mentor if you need advice on selecting alternative courses.



It is your responsibility to check for (and avoid) timetable clashes. You cannot use a timetable clash as evidence of Exceptional Circumstances.



Late course change

You should complete your course selections in advance of the system closing at 5.00pm on Friday 10 October 2025.

However, in exceptional circumstances, it may be possible for you to make changes after the deadline. If you think you may need to make changes after the deadline, you should contact your home department to discuss this further.



No course changes to full units or Autumn Term half units are possible after 5.00pm on 17 October 2025. Requests to change course selections after this date will not be approved.

Winter Term Course Change

You will be able to make changes to Winter Term half units from 10.00am on Monday 19 January 2026 until 5.00pm on Friday 30 January 2026, when the LSE for You Graduate Course Choice system re-opens to postgraduate students. It is not possible to change full unit or half unit courses that were taught in Autumn Term during the Winter Term course change period.

To make changes to your Winter Term half units, log in to LSE for You using your LSE username and password and follow the instructions in the [Selecting Courses section](#) of this guide. The process for changing courses is the same in Winter Term as it is in Autumn Term.



No course changes to Winter Term half units are possible after January, and it is not possible to change full unit courses or half unit courses that were taught in Autumn Term during the Winter Term course change period.

9 Key Contacts

Any questions you may have about the course selection and timetabling processes should, in the first instance, be directed to staff in your home department. Consult your department's website or handbook to find the appropriate people to contact.

If staff in your department are unable to resolve your query, you can also make use of the following contacts:

For questions about the course selection process on LSE for You: Frequently Asked Questions (FAQs) are available on the [Course Selection webpage](#). Drop-In Sessions will run during the Course Selection period and timings will be published on the [Course Selection webpage](#) in due course. If you have any further questions, you can contact the Student Exams Team via [the enquiry form](#), choosing the options that most accurately describe your question from the dropdown lists.

If your question pertains to Student LfY, please use our [student feedback form](#).

For questions about course content: contact staff in the relevant [teaching department](#)(s), or the teacher responsible for the course, as stated on the relevant course guide.



Student Services Centre

The London School of Economics and
Political Science Houghton Street London,
WC2A 2AE

Contact via

info.lse.ac.uk/current-students/student-services/how-to-contact-the-student-services-centre

Website

info.lse.ac.uk/current-students/student-services/student-services-centre

Timetables

The London School of Economics and
Political Science Houghton Street London,
WC2A 2AE

Contact via

timetables@lse.ac.uk

Website

info.lse.ac.uk/staff/divisions/academic-registrars-division/timetables/contact-us

lse.ac.uk



The School seeks to ensure that people are treated equitably, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation or personal circumstances.

Freedom of thought and expression is essential to the pursuit, advancement and dissemination of knowledge. LSE seeks to ensure that intellectual freedom and freedom of expression within the law is secured for all our members and those we invite to the School.

DESIGN: LSE Design Unit