

## Undergraduate Course Selection and Timetables FAQs

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## Section A: Course selection

### Q1. What courses am I permitted to take?

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

- 1) Check your [programme regulations](#) as they will tell you 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 every course including teaching arrangements, academic content, assessment, readings, and survey results from past students. You can also view introductory course videos by following the links in the course guides.

In some cases, you may also be able to view course content from previous years by enrolling on courses on [Moodle](#).

[Course Finder](#) lets you browse available courses. You can search by keyword, department or by assessment type. **You cannot select your courses via Course Finder and must choose your courses in [LSE for You](#).**

Your home department will provide you with guidance about your course selections. Each department may manage course selection processes slightly differently, so make sure you attend any relevant information sessions and read any guidance carefully.

### Q2. Who can give me advice on which courses to choose?

You will be assigned an Academic Mentor at the start of the academic year who can discuss your course selection options with you. They are responsible for approving your course selections to ensure you meet all of the requirements for your degree programme. If you would like advice on which courses to take, you should get in touch with staff in your home department and your Academic Mentor as early as possible. If you have questions about how the courses you select might relate to your future career goals, you could also consider speaking to [LSE Careers](#) for advice.

### Q3. What is the difference between a half-unit and a full-unit course?

A half-unit course typically runs for just one term - either the Autumn (first term) or Winter Term (second term) and usually comprises around 20 hours of teaching (lecture/class) over 10 weeks. A full-unit course typically runs for both the Autumn and Winter Terms and usually comprises 40 hours of teaching (lecture/class) over 20 weeks. The course guide for each course will indicate the number of units and teaching term(s) for each course.

### Q4. Why can't I access Course Finder in LSE for You?

[Course Finder](#) is only available to LSE students who will be attending teaching this academic year. It is not available to students on interruption, or non-enrolled students taking resit or deferred assessments only. If you are a new student, you will need to have submitted all your admissions paperwork and completed online pre-enrolment to be able to access Course Finder.

Course Finder is available from September each year until the end of the course selection period, but you will only be able to access it once you have set up your LSE IT account. You can set up your LSE IT account during online pre-enrolment.

If you completed online pre-enrolment today, please check the system again tomorrow as this usually needs 24 hours to update.

If the above does not apply to your situation and you are still experiencing problems with Course Finder, please contact [tech.support@lse.ac.uk](mailto:tech.support@lse.ac.uk).

#### Q5. Do I need to sign up to take compulsory courses?

Yes, you must register for compulsory courses in [LSE for You](#). The system does not do this automatically for you. You will be required to 'submit' these selections in order to register for these courses. LSE for You will automatically accept your registration request for your compulsory courses.

#### Q6. Can I take additional courses?

Full-time undergraduate students are required to take 4.0 units worth of courses each academic year. It is not possible to take more courses than this, with the exception of **non-degree language** courses. These can be taken alongside your programme teaching at an additional cost.

Auditing is an arrangement whereby you enrol on the course on Moodle and attend the lectures for the course, but do not undertake any assessment for it. The Course Leader must give permission. If you are interested in auditing a course, please discuss this with your Academic Mentor in the first instance.

#### Q7. How are places allocated on capped courses?

If a course is capped, this means places on the course are limited. Places on these courses are allocated on a first-come-first-served basis, and when the course is full, you will not be able to select it. Please see the [list of capped courses for 2024/25](#) for further details. This list will be updated periodically if there are any changes to the capping information.

#### Q8. Who should I contact with queries about capped courses?

A full list of capped courses is available on the [capped courses for 2024/25](#) webpage.

It is possible that a place on a capped course will become available during the course selection window if another student decides to change their selection. There is no waiting list function in LSE for You for undergraduate course selection, so you are advised to keep checking to see if a place becomes available. There is no guarantee that you will get a place on a particular capped course.

Depending on your programme, it may be advisable to have a few "back-up" optional courses in mind in the event of any of your preferred courses already being full. If you have any further questions, please get in touch with the department that runs the course.

#### Q9. Can I take a course which is outside of my programme regulations?

You can apply for outside options (sometimes called an 'unlisted course') where your [programme regulations](#) permit, though this is always subject to approval by your Academic Mentor and Departmental Tutor. When requesting to take an unlisted course, you will also be required to provide an explanation of the academic reasons why you want to take this particular course. Taking outside options is also subject to capacity and timetabling constraints.

Please refer to Section 5 of the [Course Selection and Timetables Guide for Undergraduates](#) for step-by-step guidance on how to select unlisted courses.

#### Q10. How do I make course selections or change my course selections?

You can find out how to select and change your course selections in [LSE For You](#) in Section 5 of the [Course Selection and Timetables Guide for Undergraduates](#).

#### Q11. What do I do if a course is listed as Full, N/A or disc in LSE For You?

Any courses listed as 'Full' are currently at capacity, so you cannot select these unless a space becomes available. Unfortunately, LSE for You cannot issue an alert when places on a course become available, so you will need to keep checking for this manually.

For information about capped courses please refer to Q7 and Q8 above. You can also find detailed information about capped courses in the [Course Selection and Timetables Guide for Undergraduates](#)

Any courses listed as 'N/A' are not available in the 2024/25 academic year.

Any courses listed as 'disc' have been discontinued – this means they will not be taught again and cannot be selected.

#### Q12. How many times can I change my courses during course selection?

You can change your courses at any point during the course selection period before the deadline. There is no limit to how many times you can change your courses, but you should bear in mind that some courses are capped, and places will be allocated on a first-come-first-served basis.

If you make any changes to your course selection, your Academic Mentor will need to approve your course selection again.

### Q13. How can I cancel or change my requests to take unlisted courses?

If you want to cancel any of your pending unlisted course requests, you can do that via the main course selection page in LSE For You. There is a section about unlisted course requests towards the bottom of the page ("\*\* Papers marked with a \*\*..."). If you click on 'View Details' underneath this section, you will be provided with a list of all your requests and their statuses. If you no longer wish to take any of these courses, you should tick the box under the request(s) you wish to withdraw and click 'Click here to withdraw requests marked for cancellation.' at the bottom of the page.

Your Academic Mentor has yet to approve your selection of courses for the academic year 2020/21.

[Change Selected Courses](#)

If you have a query about the process of course selection please send an email to [Student Services](#)

\*\* Papers marked with a \*\* are the subject of a request to take an Unlisted Course (click on the 'View Details' button to view requests for Unlisted Courses). If you no longer wish to pursue a request (or wish to take another course in place of the requested one then you must first cancel the request in the 'View Details' page).

[View Details](#)



\*Exam Flags:

A: attend teaching and assessment in the same session.

AN: not assessed - assessment deferred to the next session.

T: repeat tuition is being received in this course.

TN: repeat tuition course whose assessment has been deferred to the next session.

[START AGAIN](#)

### Q14. Can I change courses after the deadline has passed?

You should always aim to finalise your course selections by the [course selection deadline](#).

Please refer to [the Course Selection and Timetables Guide for Undergraduates](#) for information on what to do if you need to make changes to your course selection after the deadline has passed.

### Q15. When should I contact Student Services about Course Selection?

You should contact the Student Exams and SSC Support Team if you are experiencing any problems with your course selection on LSE for You which can't be answered by these FAQs, [the Course Selection and Timetables Guide for Undergraduates](#) or staff in your home department. You should also contact the Team if you are returning from interruption and need advice about the course selection process.

The team runs drop-in sessions to answer your course selection questions. During the busy start of term, this can be the quickest way to get any queries answered.

Drop-In Sessions will run from Wednesday 11 September 2024 – Friday 11 October 2024. Sessions will take place via Zoom three days a week, Mondays, Wednesdays and Fridays from 14:30 - 15:30.

Alternatively, you can get in touch by [submitting an enquiry](#).

## Section B: Timetables

### Q1. How do I understand the information on the master timetable?

You can view the timetable of every course in the current academic year on the [teaching timetable webpage](#). The Timetable, viewed by course code, contains a list of departments and their abbreviated forms. To view the timetable for a course, you will need to know the department code. Below is a list of department codes and the corresponding department name.

AC	Department of Accounting	IR	Department of International Relations
AN	Department of Anthropology	LL	Department of Law
DS	Data Science Institute	LN	Language Centre
DV	Department of International Development	MA	Department of Mathematics
EC	Department of Economics	MC	Department of Media and Communications
EH	Department of Economic History	MG	Department of Management
EU	European Institute	MY	Department of Methodology
FM	Department of Finance	PH	Department of Philosophy, Logic and Scientific Method
GI	Gender Institute	PB	Department of Psychological and Behavioural Science
GV	Department of Government	PP	School of Public Policy
GY	Department of Geography and Environment	SP	Department of Social Policy
HP	Department of Health Policy	SO	Department of Sociology
HY	Department of International History	ST	Department of Statistics

For guidance on how to view and access the information you need in the timetable, you should refer to the [Undergraduate Course Selection and Timetables Student Guide](#).

### Q2. Where can I find my personal timetable?

Personal timetables for undergraduate students (except Diploma/Intercollegiate students) will be available on [Student LSE for You](#) by Friday 22 September. To view your timetable, you need to be enrolled for the current academic year, have made your course selections in LSE for You and ensure you do not have any clashing courses.

For more information about how to access your personal timetable, please refer to the [Undergraduate Course Selection and Timetables Student Guide](#) and the information on [Timetables webpages](#).

### Q3. Why can't I see my personal timetable in Student LSE for You?

Personal timetables are published at the end of September on [Student LSE for You](#). You need to have completed online pre-enrolment (if you are a new student) or re-enrolled online (if you are a continuing student) and have set up your IT account in order to see your timetable. If your timetable still does not show, it is possible this is due to a timetable clash.

For more information about timetable clashes and how to access your personal timetable, please refer to the [Undergraduate Course Selection and Timetables Student Guide](#) and the information on [Timetables webpages](#).

### Q4. Why are courses missing from my personal timetable in Student LSE for You?

If courses are missing from your timetable, there are four possible reasons for this:

- The most common reason for this is because there is a clash in your timetable. Please see the [timetable clashes webpage](#) for further information.
- If the missing course is compulsory, please check on LSE for You that you have selected it during course selection.
- If you have only selected or changed courses recently, it takes about an hour for changes to appear on your personal timetable.
- If your student tab is missing from LSE for You - then you have not enrolled for this academic year. You will need to do this in order to access your personal timetable.

### Q5. Why are my compulsory courses not showing on my timetable?

This is probably because you have not selected your compulsory courses on [LSE For You](#). Even if only one course is shown as an option for a paper, you still need to select it to complete your course selection.

### Q6. Can I change the class group I have been allocated to?

You can request a class group change via LSE for You, but you should be aware that this is at the discretion of the department running the course. You may need to provide evidence justifying the need to change classes. It is at the discretion of each department to define what reasons are valid for a class change. If you have any questions about this, please get in touch with the teaching department for the course directly. Please also note that any potential class group changes are subject to availability. You can find more information on the [class change requests webpage](#).

### Q7. Can I take two courses which have clashing teaching?

In exceptional circumstances, you may be allowed to take clashing courses. For more information about timetable clashes, please refer to the [Undergraduate Course Selection and Timetables Student Guide](#) and the information on the [timetable clashes webpage](#).

#### Q8. Where can I see the timetable if I have not yet enrolled?

You can only see your personal timetable and class information when you have enrolled at LSE, as you will need your LSE username and password to access the [timetable webpages](#).

If you have not enrolled yet, you should refer to the general [Lectures and Seminars Timetable](#) on the Timetables webpages, but specific class information will not be available. Lectures and Seminar Timetables are published around mid-August each year.

#### Q9. When will changes to my personal timetable be updated and how will I be notified?

You will be sent an email notification if your timetable changes. Notified changes are updated immediately on students' personal timetables in [Student LSE for You](#), it can take up to an hour to appear on students' personal timetable in the Student Hub and connected calendars. However, the online master timetables will be refreshed overnight and will not show last minute modifications.

#### Q10. Can I view my timetable in the 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 LSE for You](#) it will automatically sync to your in-app calendar.

Student Hub is available on iOS, Android and [laptop/desktop](#).

#### Q11. When should I contact the Timetables Team?

Contact the [Timetables Team](#) if you are experiencing any problems with your personal timetable which are not answered by the FAQs above or the [Undergraduate Course Selection and Timetables Student Guide](#).

#### Q12. What are the academic terms and dates?

The academic year consists of three terms:

- Autumn Term (AT): September – December
- Winter Term (WT) – January - April
- Spring Term (ST) – May – June

There are 11 weeks per term for both Autumn and Winter Terms. Some courses operate with a Reading Week in Week 6 of Autumn Term and Week 6 of Winter Term. Reading Weeks provide you with a break from lectures and seminars to allow you to catch up on readings and assessments. You can find the 2024/2025 LSE [Term Dates here](#) and an [overview of teaching weeks here](#).



### Q13. What are the different types of teaching?

- Lectures – are an important part of the teaching and learning experience.
- Classes/seminars – are a compulsory part of the undergraduate teaching and learning experience at LSE. The maximum group size is normally around 15 students to facilitate small group discussions, though some seminars are taught in larger groups. You should only attend the group that you are assigned to and your class attendance will be recorded for each session.
- Workshops – workshops are similar to classes and seminars in the way they are run. They are usually computer help sessions.

If you want to understand how each course is structured, please see the relevant [course guides](#) in the [LSE Calendar](#) for full details.

### Q14. Teaching rooms that have a name as well as a room number?

Most LSE rooms are known by their number, with the first three characters denoting what building they are in and the following character(s) denoting the floor of that building that they are on. For example, CLM 2.02 is in 'CLM' building (Clement House) on the second floor, in room 02. There are a few exceptions to this (rooms with names rather than numbers):

#### Old Building:

OT - Old Theatre

VAR - Vera Anstey Room

#### Cheng Kin Ku

CKK.LG.01 - Wolfson Theatre

CKK.LG.03 - Thai Theatre

CKK.LG.08 - Sheikh Zayed Theatre

CKK.LG.09 - Alumni Theatre

#### Clement House:

CLM. G.02 - Hong Kong Theatre

PT – Peacock Theatre

#### Centre Buildings:

CBG.1.01 - Sumeet Valrani Lecture theatre

CBG.2.01 - Yangtze Lecture Theatre

CBG.B1.02 – Malaysia Auditorium

CBG.G.01 - LSE Lecture Theatre