THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Guide for Undergraduates

Course Selection and Timetables 2025/26

Updated July 2025

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1 Introduction

As an undergraduate student, you are required to take the equivalent of 4 full unit courses each year as prescribed by your programme regulations. All of these courses (whether compulsory or optional) will need to be selected using LSE for You. Once you have selected your courses, the Timetables Team will create your timetable.

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 differently by different academic departments, so you are advised to consult this guide in conjunction with the Course Selection and Timetables pages in your Department or Programme Handbook along with 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 three symbols which alert you to new information, common problems, or tips on good practice.

The blue icon calendar indicates something which has changed for the upcoming academic year. Please ensure you read these sections carefully so that you're up to date with the changes.

The orange caution icon indicates something 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 ommision or would like to suggest an improvement please **provide us with your feedback**.

2 Key Dates

Course selection for new undergraduates (and General Course students) will open at 10.00am on Tuesday 09 September 2025. Course selection for continuing undergraduates will open at 10.00am on Tuesday 02 September 2025.

Selections should be finalised by 5.00pm on Monday 13 October 2025 (Monday of Week 3).

If required, you can also make changes to Winter Term half-units only between 10.00am on Monday 19 January 2026 – 5.00pm on Friday 30 January 2026.

3 Glossary of Key Terms

LSE for You (LfY):	An online administrative portal. 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 LSE for You**.
Moodle:	LSE's virtual learning environment, where course materials and lecture recordings are shared, you can submit work and engage with lecturers and class teachers. This is separate and distinct from LSE for You.
Calendar:	An online platform that gathers together all regulations relating to students and their study. It contains the programme regulations and courses 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, e.g. FM213 or HY226, are called 'courses'. Normally the teaching in a course will consist of a lecture and a class, but this does vary. The two letters in a course code indicate which department teaches the course, and the first number indicates the usual year of study. For example, PB100 is a first-year course in the department of Psychological and Behavioural Science.
Unit:	A measure of course value. Assessed courses carry a unit value of either one full unit or one half unit. 4 units must be taken in each year of your undergraduate programme.
Programme:	A full BA or BSc degree comprising all units studied, for example BSc in Economics or BA in History are both degree programmes.
Paper:	In an undergraduate programme, each year of study is divided into 4 papers. Each paper will include a course or group of courses that can be selected as options or must be taken as a compulsory element of your programme. Your programme regulations in the Calendar will show the papers for each year of study for your programme.

Programme regulations: The formal rules and requirements that govern a specific academic programme. They outline essential details such as papers, core and optional courses for example. These regulations ensure consistency, academic standards, and fairness across the programme, providing both students and staff with clear guidelines on how the degree is structured and what is needed to successfully complete it.

Unlisted course: A course that is outside of a programme's listed options, but that you can request to study.

Compulsory/Core course: A course that must be taken to meet the requirements of the programme regulations.

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

Capped course: Courses with limited places. When the number of students registered for these courses reaches the capped number, the course is full, and no further students can take it.

Prerequisite: A requirement you must fulfil in order to be able to take a course. For example, a specific A-level may be required to select certain first year courses, or a specific first year course may need to have been completed to select some second year/third year courses.

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 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 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.

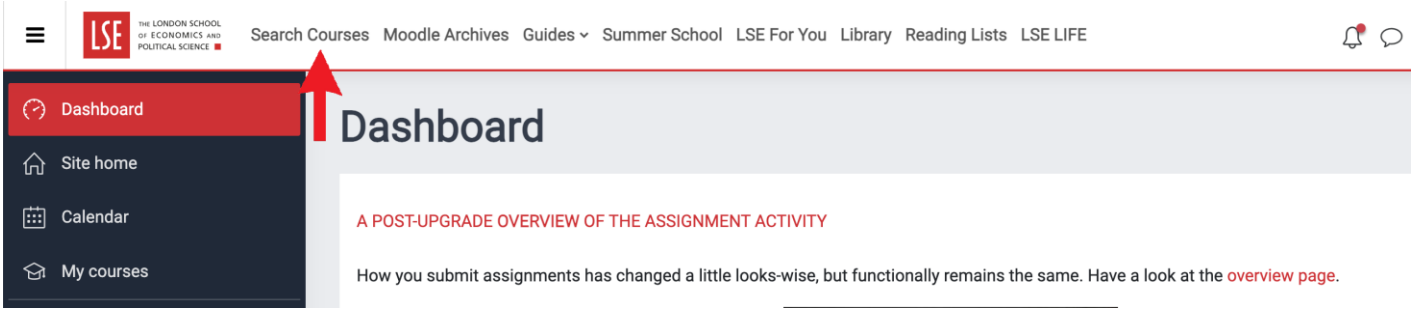
Finding out more about courses

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

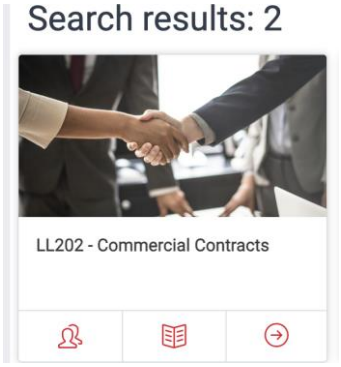
To find and self-enrol on a course on Moodle:

1) Login to Moodle with your LSE Office 365 username and password

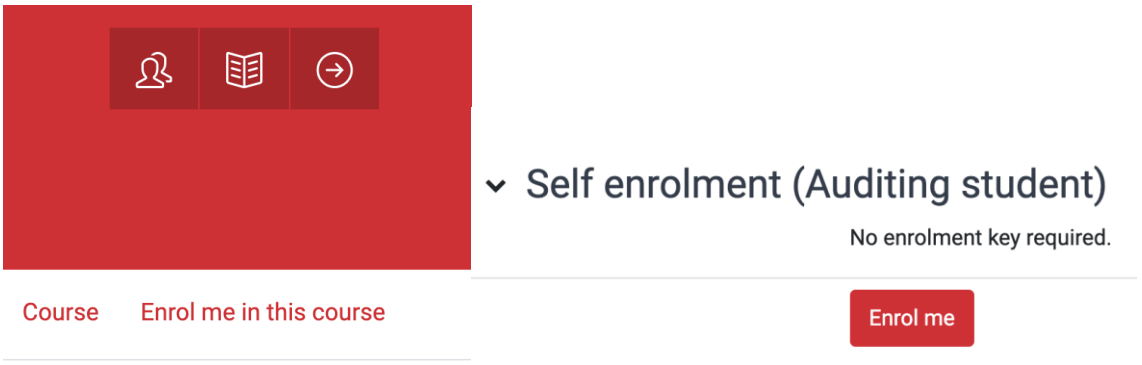
2) Click on the 'Search Courses' option at the top left of the page and type the relevant course code or course title into the search bar that will appear. You will also have the option of browsing courses by department.



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.



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.



Some courses may not allow self-enrolment or may require an enrolment key. For assistance in self-enrolling on these 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 and being formally registered on the course to take the assessments. 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 webpages.

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 all 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 weeks in which teaching takes place, times, and locations of all teaching for every course and for each week of the Autumn, Winter and Spring Terms. At undergraduate level, the majority of small group teaching will take place in classes rather than seminars.

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 it may not be possible for you to take due to timetabling clashes.

Understanding Capped Courses

Some departments have capped courses, meaning that places on these courses are limited. On the LSE for You course selection system these courses are labelled as '**CAPPED**'. A full list of capped courses for the upcoming academic year is available here.

These courses are offered on a first come first served basis and, as soon as the number of students registered reaches the capped number, the status of these courses will change to '***FULL***' and no further students will be able to select them.

Remember that, depending on your programme, it may be advisable to have a few "back-up" optional courses in mind in the event that any of your preferred courses are already full.

If you do not secure a place on one of your preferred courses, remember you might be able to take it in a future year. It may also be possible for you to audit the course. 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 their permission. If you are interested in auditing a course, please discuss this with your Academic Mentor in the first instance.

5 Selecting Courses

Selecting Listed Courses

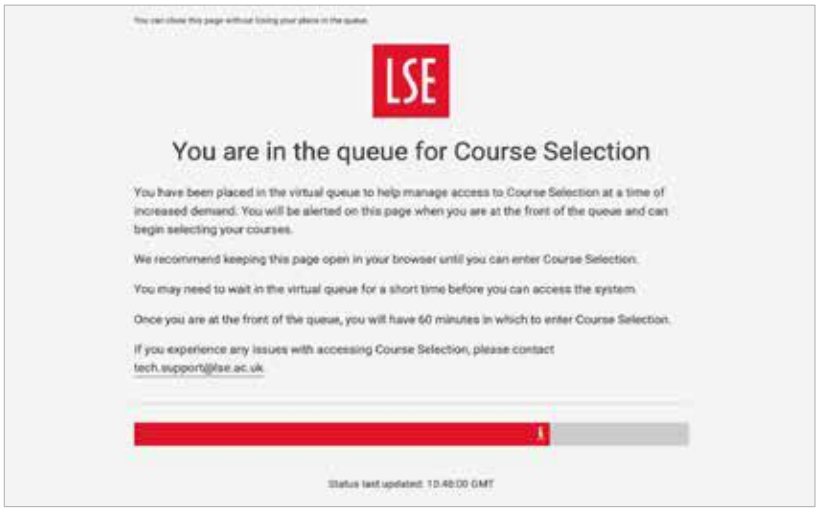
To select courses in the programme regulations (and therefore that appear in the lists in the course selection system) you will need to:

1) Login to LSE for You using your LSE username and password. Whilst LSE for You will work on a mobile device it is much easier to use a computer or laptop.

2) Find the 'Selection of Courses' option in the left-hand menu and click on it.

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:

4) When course selection first opens and at times when the volume of students attempting to access the system is high, you may be placed in a queue. If the queue is in operation you will see the message below:



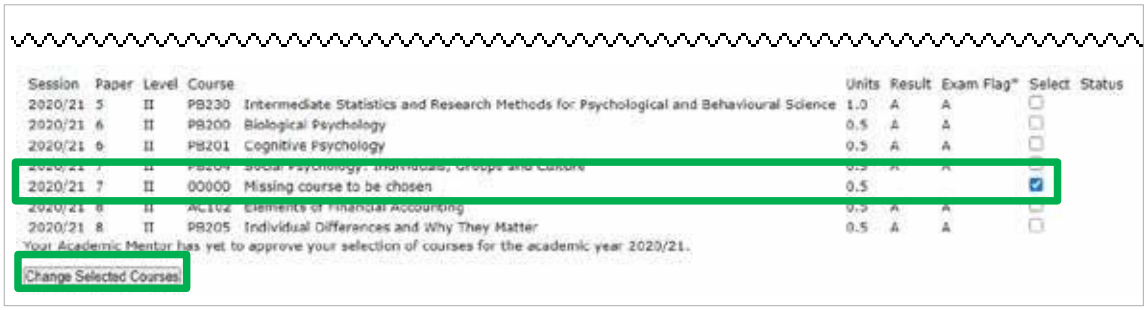
5) If the queue is in operation, once you reach the front of the queue you have 60 minutes to enter course selection. If you take longer than 60 minutes to enter course selection after reaching the front of the queue, you will see this message:

6) If the queue is not in operation or students have reached the front of the queue, they will see the undergraduate course selection landing page (*please note, the image below is an example and does not reflect dates for the 2025/2026 academic year*).

7) You should then click on the "Continue to your course selections" link to progress to course selection.

8) Please be aware that LSE for You will log you out after 20 minutes of inactivity. If you are logged out, you may need to queue again when you try to return to course selection in LSE for You.

9) Once you have entered course selection, tick the paper(s) you wish to select courses for and click 'Change Selected Courses'.

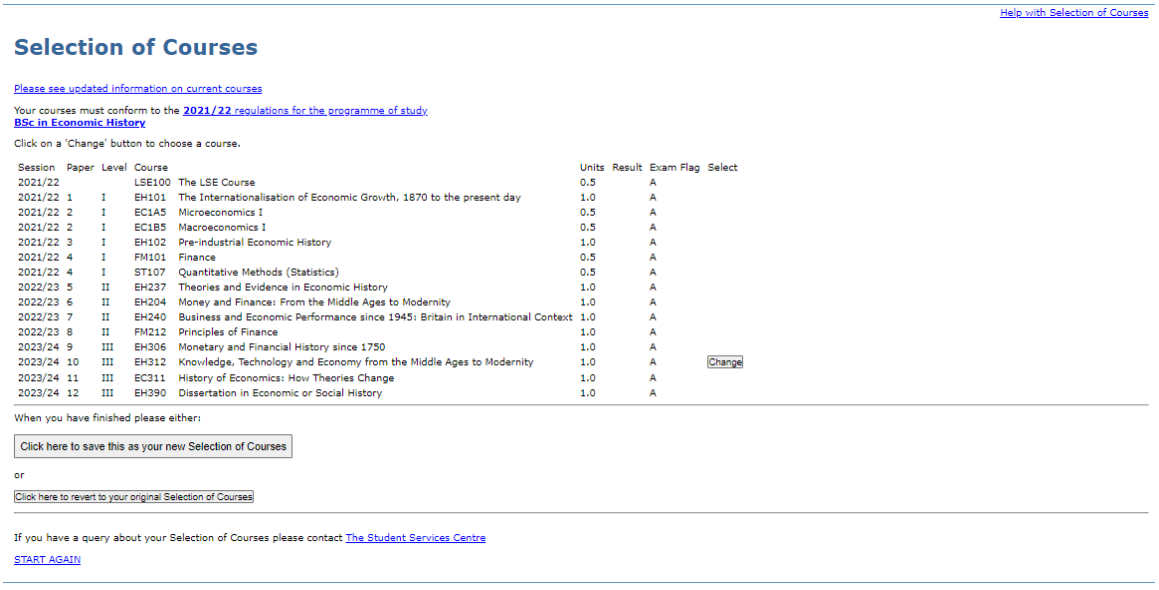


Session	Paper	Level	Course		Units	Result	Exam Flag*	Select	Status
2020/21	5	II	PB230	Intermediate Statistics and Research Methods for Psychological and Behavioural Science	1.0	A	A	☐	
2020/21	6	II	PB200	Biological Psychology	0.5	A	A	☐	
2020/21	6	II	PB201	Cognitive Psychology	0.5	A	A	☐	
2020/21	7	II	00000	Missing course to be chosen	0.5			☑	
2020/21	8	II	PB205	Individual Differences and Why They Matter	0.5	A	A	☐	

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

Change Selected Courses

10) Click on "Change" button to list the courses available under this paper.



Help with Selection of Courses

Selection of Courses

Please see updated information on current courses

Your courses must conform to the 2021/22 regulations for the programme of study
BSc in Economic History

Click on a 'Change' button to choose a course.

Session	Paper	Level	Course		Units	Result	Exam Flag	Select
2021/22			LSE100	The LSE Course	0.5	A		
2021/22	1	I	EH101	The Internationalisation of Economic Growth, 1870 to the present day	1.0	A		
2021/22	2	I	EC1A5	Microeconomics I	0.5	A		
2021/22	2	I	EC1B5	Macroeconomics I	0.5	A		
2021/22	3	I	EH102	Pre-industrial Economic History	1.0	A		
2021/22	4	I	FM101	Finance	0.5	A		
2021/22	4	I	ST107	Quantitative Methods (Statistics)	0.5	A		
2022/23	5	II	EH237	Theories and Evidence in Economic History	1.0	A		
2022/23	6	II	EH204	Money and Finance: From the Middle Ages to Modernity	1.0	A		
2022/23	7	II	EH240	Business and Economic Performance since 1945: Britain in International Context	1.0	A		
2022/23	8	II	FM212	Principles of Finance	1.0	A		
2023/24	9	III	EH306	Monetary and Financial History since 1750	1.0	A		
2023/24	10	III	EH312	Knowledge, Technology and Economy from the Middle Ages to Modernity	1.0	A		Change
2023/24	11	III	EC311	History of Economics: How Theories Change	1.0	A		
2023/24	12	III	EH390	Dissertation in Economic or Social History	1.0	A		

When you have finished please either:

Click here to save this as your new Selection of Courses

or

Click here to revert to your original Selection of Courses

If you have a query about your Selection of Courses please contact The Student Services Centre

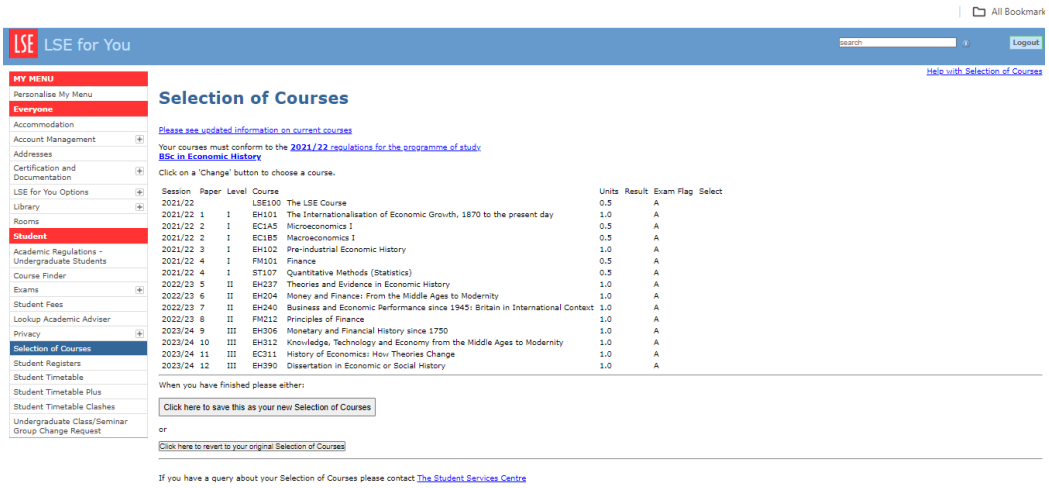
START AGAIN

11) Tick the box(es) to select the course(s) you would like to take for the selected paper and then click 'Click here to choose selected courses' at the bottom of the page.

Selection of Courses

12) Repeat this process until you have made all of your course selections for all papers.

13) When you have finished, click 'Click here to save this as your new Selection of Courses'.



All course selections are subject to availability, timetable constraints and approval from your Academic Mentor.

You can re-enter LfY and change your selection of courses as many times as you like during the course selection windows. You do not need to make all your selections in one go, so you may want to finalise your compulsory courses first and then come back to select your options. When selecting optional courses, please be aware that capped courses may reach their maximum capacity before the end of the course selection period. If the demand for course selection is high when you return to LfY, you may be placed in the virtual queue.

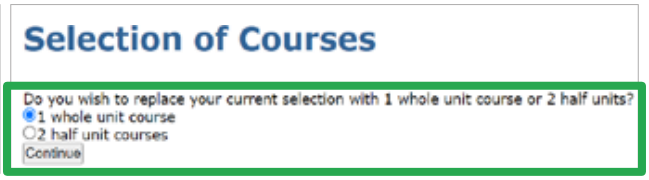
Selecting Unlisted Courses

If the course that you want to take does not appear in the list in LSE for You, you will need to request it as an unlisted course at step 11. **Please make sure you have saved any other course selections or changes before requesting an unlisted course. Any unsaved course selections made when an unlisted course is requested will be lost**.

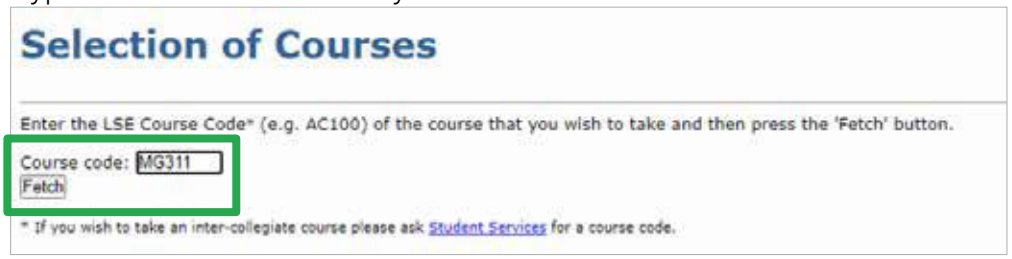
1) Complete steps 1-13 above, as though selecting a listed course.

2) Scroll to the bottom of the page and click 'Request unlisted course'.

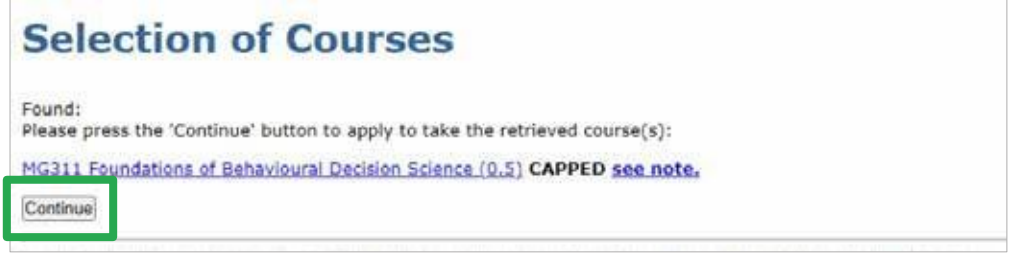
3) Select the unit value of the course you wish to replace. If you are requesting to replace a full-unit course, you will need to select whether you wish to take one whole unit course or two half-unit courses in place of your current selection and click 'continue'.



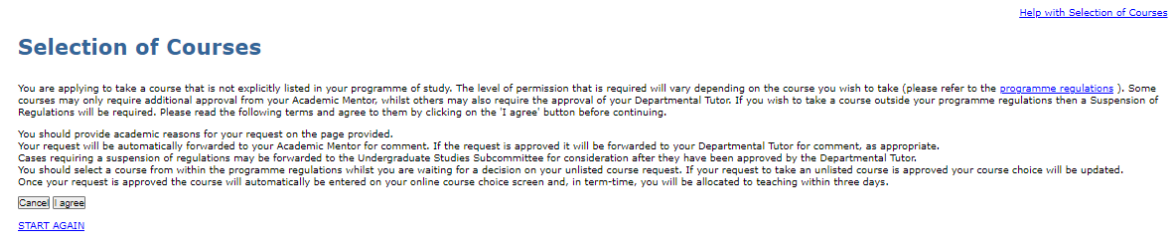
4) Type the code of the course you wish to take into the box and click 'Fetch'.



5) Check that the correct course has been returned, if so click 'continue' to apply to take the retrieved course.



6) Carefully read the terms and conditions and, if satisfied, click 'I agree' to continue. It is very important that you understand the process for requesting an unlisted course.



Help with Selection of Courses

Selection of Courses

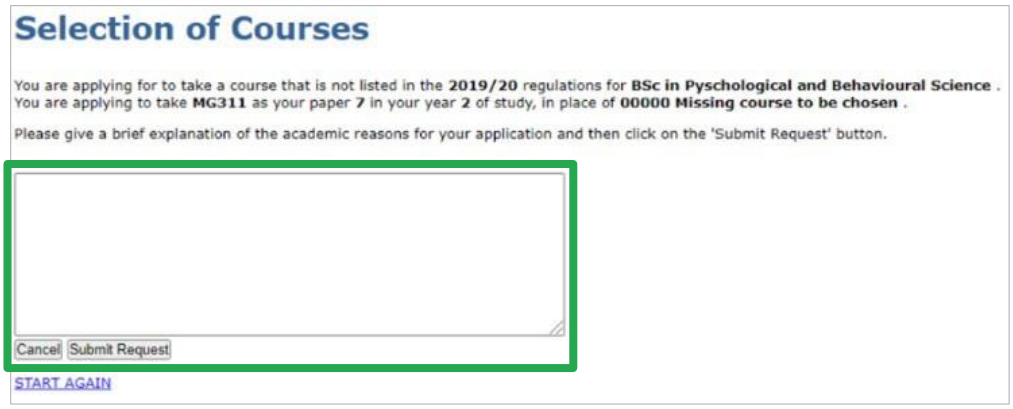
You are applying to take a course that is not explicitly listed in your programme of study. The level of permission that is required will vary depending on the course you wish to take (please refer to the programme regulations). Some courses may only require additional approval from your Academic Mentor, whilst others may also require the approval of your Departmental Tutor. If you wish to take a course outside your programme regulations then a Suspension of Regulations will be required. Please read the following terms and agree to them by clicking on the 'I agree' button before continuing.

You should provide academic reasons for your request on the page provided.
Your request will be automatically forwarded to your Academic Mentor for comment. If the request is approved it will be forwarded to your Departmental Tutor for comment, as appropriate.
Cases requiring a suspension of regulations may be forwarded to the Undergraduate Studies Subcommittee for consideration after they have been approved by the Departmental Tutor.
You should select a course from within the programme regulations whilst you are waiting for a decision on your unlisted course request. If your request to take an unlisted course is approved your course choice will be updated.
Once your request is approved the course will automatically be entered on your online course choice screen and, in term-time, you will be allocated to teaching within three days.

Cancel I agree

START AGAIN

7) Write an explanation in the box of the academic reasons for applying to take an unlisted course and click 'Submit Request'. This statement will go to your Academic Mentor and then your Departmental Tutor. General Course and GO LSE students should see the additional steps below.



Selection of Courses

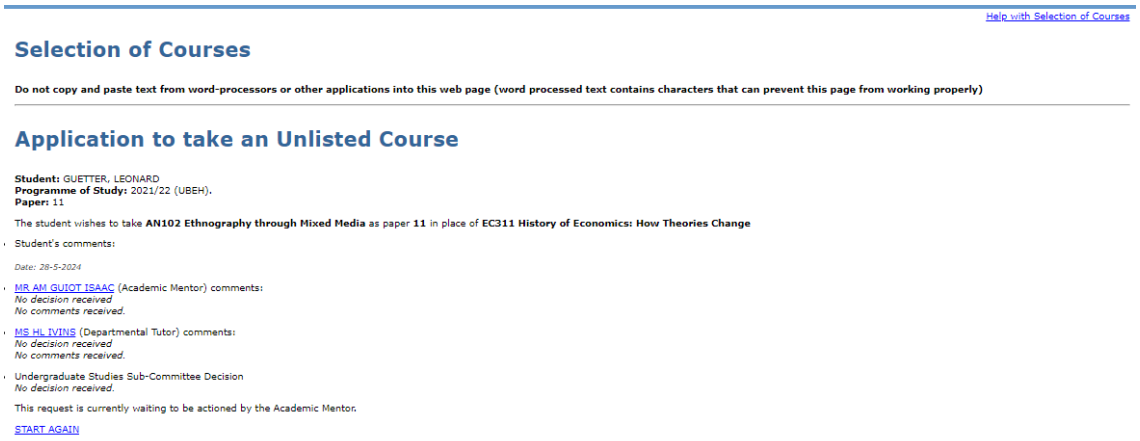
You are applying for to take a course that is not listed in the **2019/20** regulations for **BSc in Pyschological and Behavioural Science** .
You are applying to take **MG311** as your paper **7** in your year **2** of study, in place of **00000 Missing course to be chosen** .

Please give a brief explanation of the academic reasons for your application and then click on the 'Submit Request' button.

Cancel Submit Request

START AGAIN

8) Once "Submit Request" is clicked, you will need to wait for your request to be considered. You will be able to view the status of your request in the 'Application to take an Unlisted Course' screen in LSE for You. If your request is approved, the course will appear in your 'My Courses' page on Moodle.



Help with Selection of Courses

Selection of Courses

Do not copy and paste text from word-processors or other applications into this web page (word processed text contains characters that can prevent this page from working properly)

Application to take an Unlisted Course

Student: GUETTER, LEONARD
Programme of Study: 2021/22 (UBEH).
Paper: 11

The student wishes to take **AN102 Ethnography through Mixed Media** as paper **11** in place of **EC311 History of Economics: How Theories Change**

- Student's comments:

Date: 28-5-2024

- MR AM GUIOT ISAAC (Academic Mentor) comments:
No decision received
No comments received.
- MS HL IVINS (Departmental Tutor) comments:
No decision received
No comments received.
- Undergraduate Studies Sub-Committee Decision
No decision received.

This request is currently waiting to be actioned by the Academic Mentor.

START AGAIN

You must to save your other course selections before you go on to request an unlisted course. The following important information appears above the 'Request unlisted course' button:

"Before proceeding with a request for an unlisted course you should save any other changes that you have just made to your selection of courses: if you have made other changes on the previous screen then click the 'Click here to cancel (return to previous screen)' button above and save your work before coming back into this screen.

Failure to save your other selections before continuing with your request will result in losing all of your unsaved course selections or changes."

Selecting Unlisted Courses: General Course and GO LSE Students

If you are a General Course or GO LSE student, in addition to completing the above steps for requesting an 'unlisted course' you must also complete the following steps:

1) Download and complete the 'Course Approval form' form which is available to download from the 'courses with permission' webpages.

2) Obtain permission to take the course from the relevant Course Leader or Department Programme Manager (who needs to sign the form may vary from course to course).

3) Return the completed and signed form to the Dean of the General Course and Global Mobility (gc.dean@lse.ac.uk).

4) Wait for up to 5 working days for your course selection to be approved by the Dean of the General Course and Global Mobility. Once approved it will then appear in your course selection list and timetable.

As with listed courses, unlisted course selections are subject to approval, availability, and timetable constraints.

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

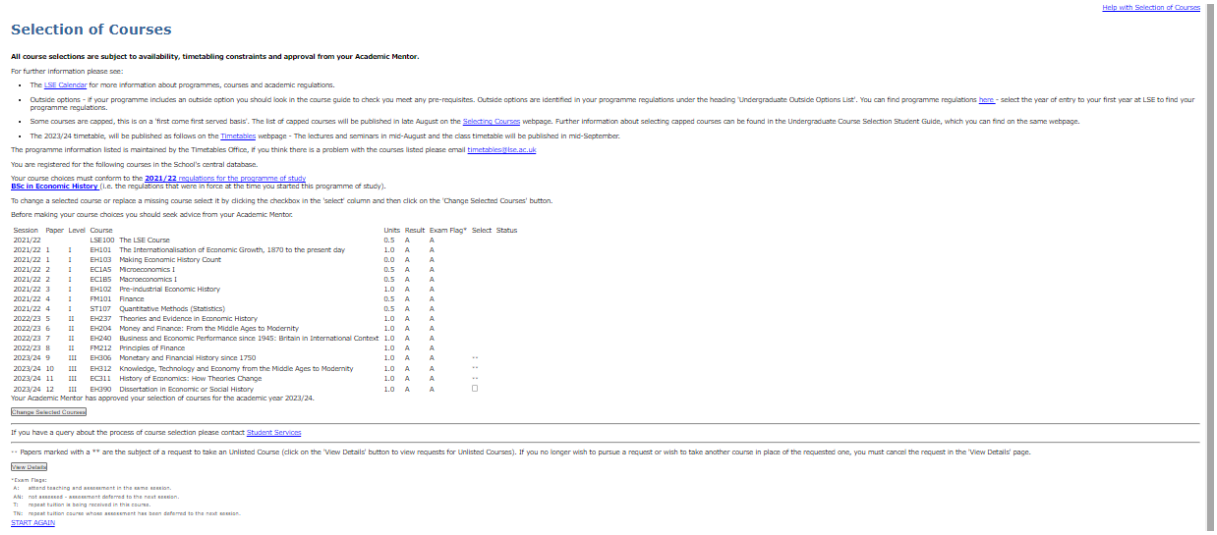
If you are selecting an unlisted course that is also capped, you will not have a place on this course until your Academic Mentor and Departmental Tutor have approved your request.

The Academic Mentor check is separate from the approval given for an unlisted course request. This final check has no impact on places on capped courses, timetable publication, or Moodle enrollments. Do not rely on this check for any issues – it is your responsibility to make sure you select the correct number of courses under your programme regulations.

Withdrawing Unlisted Course Requests

If you want to withdraw a request for an unlisted course:

1) Click on View Details button as shown in screen below.



Help with Selection of Courses

Selection of Courses

All course selections are subject to availability, timetabling constraints and approval from your Academic Mentor.

For further information please see:

- The LSE Calendar for more information about programmes, courses and academic regulations.
- Outside options - if your programme includes an outside option you should look in the course guide to check you meet any pre-requisites. Outside options are identified in your programme regulations under the heading 'Undergraduate Outside Options List'. You can find programme regulations here - select the year of entry to your first year at LSE to find your programme regulations.
- Some courses are capped, this is on a 'first come first served basis'. The list of capped courses will be published in late August on the Selecting Courses webpage. Further information about selecting capped courses can be found in the Undergraduate Course Selection Student Guide, which you can find on the same webpage.
- The 2023/24 timetable, will be published as follows on the Timetables webpage - The lectures and seminars in mid-August and the class timetable will be published in mid-September.

The programme information listed is maintained by the Timetables Office, if you think there is a problem with the courses listed please email timetables@lse.ac.uk

You are registered for the following courses in the School's central database.

Your course choices must conform to the **2021/22** regulations for the programme of study
BSc in Economic History (i.e. the regulations that were in force at the time you started this programme of study).

To change a selected course or replace a missing course select it by clicking the checkbox in the 'select' column and then click on the 'Change Selected Courses' button.

Before making your course choices you should seek advice from your Academic Mentor.

Session	Paper	Level	Course		Units	Result	Exam Flag*	Select	Status
2021/22			LSE100	The LSE Course	0.5	A	A		
2021/22	1	I	EH101	The Internationalisation of Economic Growth, 1870 to the present day	1.0	A	A		
2021/22	1	I	EH103	Making Economic History Count	0.0	A	A		
2021/22	2	I	EC1A5	Microeconomics I	0.5	A	A		
2021/22	2	I	EC1B5	Macroeconomics I	0.5	A	A		
2021/22	3	I	EH102	Pre-industrial Economic History	1.0	A	A		
2021/22	4	I	FM101	Finance	0.5	A	A		
2021/22	4	I	ST107	Quantitative Methods (Statistics)	0.5	A	A		
2022/23	5	II	EH237	Theories and Evidence in Economic History	1.0	A	A		
2022/23	6	II	EH204	Money and Finance: From the Middle Ages to Modernity	1.0	A	A		
2022/23	7	II	EH240	Business and Economic Performance since 1945: Britain in International Context	1.0	A	A		
2022/23	8	II	FM212	Principles of Finance	1.0	A	A		
2023/24	9	III	EH306	Monetary and Financial History since 1750	1.0	A	A	--	
2023/24	10	III	EH312	Knowledge, Technology and Economy from the Middle Ages to Modernity	1.0	A	A	--	
2023/24	11	III	EC311	History of Economics: How Theories Change	1.0	A	A	--	
2023/24	12	III	EH390	Dissertation in Economic or Social History	1.0	A	A	☐	

Your Academic Mentor has approved your selection of courses for the academic year 2023/24.

Change Selected Courses

If you have a query about the process of course selection please contact Student Services

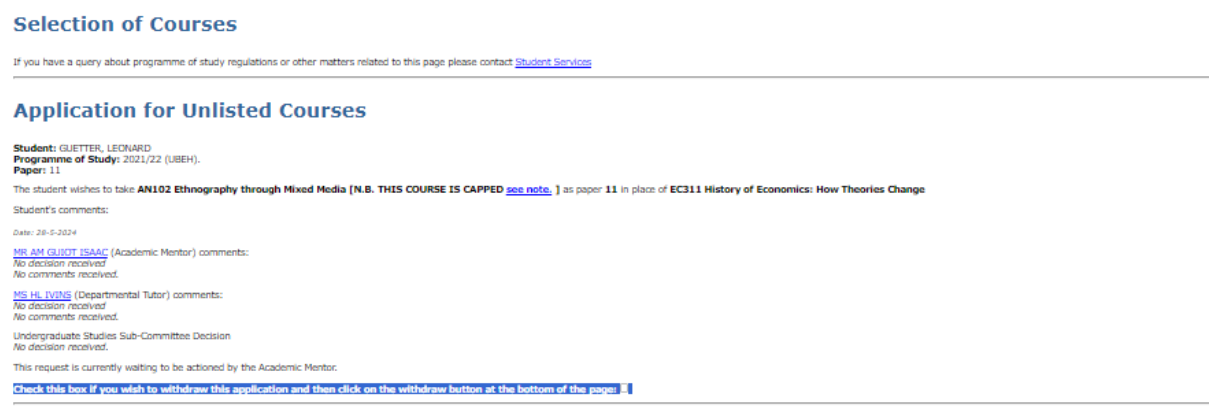
** Papers marked with a ** are the subject of a request to take an Unlisted Course (click on the 'View Details' button to view requests for Unlisted Courses). If you no longer wish to pursue a request or wish to take another course in place of the requested one, you must cancel the request in the 'View 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 the course.
TN: repeat tuition course whose assessment has been deferred to the next session.

START AGAIN

2) Click on the checkbox "**Check this box if you wish to withdraw this application and then click on the withdraw button at the bottom of the page.**"



Selection of Courses

If you have a query about programme of study regulations or other matters related to this page please contact Student Services

Application for Unlisted Courses

Student: GUETTER, LEONARD
Programme of Study: 2021/22 (UBEH).
Paper: 11

The student wishes to take **AN102 Ethnography through Mixed Media [N.B. THIS COURSE IS CAPPED see note.]** as paper **11** in place of **EC311 History of Economics: How Theories Change**

Student's comments:

Date: 28-5-2024

MR AM GUIOT ISAAC (Academic Mentor) comments:
No decision received
No comments received.

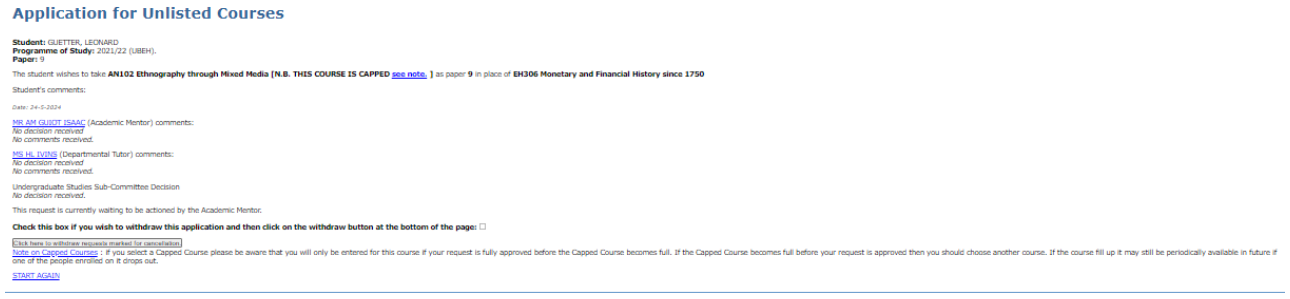
MS HL IVINS (Departmental Tutor) comments:
No decision received
No comments received.

Undergraduate Studies Sub-Committee Decision
No decision received.

This request is currently waiting to be actioned by the Academic Mentor.

Check this box if you wish to withdraw this application and then click on the withdraw button at the bottom of the page: ☐

3) Once you have selected all requests that need to be withdrawn, click on the button "Click here to withdraw requests marked for cancellation" at the end of the page.



Application for Unlisted Courses

Student: GUETTER, LEONARD
Programme of Study: 2021/22 (UBEH).
Paper: 9

The student wishes to take **AN102 Ethnography through Mixed Media [N.B. THIS COURSE IS CAPPED see note.]** as paper **9** in place of **EH306 Monetary and Financial History since 1750**

Student's comments:

Date: 24-5-2024

MR AM GUIOT ISAAC (Academic Mentor) comments:
No decision received
No comments received.

MS HL IVINS (Departmental Tutor) comments:
No decision received
No comments received.

Undergraduate Studies Sub-Committee Decision
No decision received.

This request is currently waiting to be actioned by the Academic Mentor.

Check this box if you wish to withdraw this application and then click on the withdraw button at the bottom of the page: ☐

Click here to withdraw requests marked for cancellation

Note on Capped Courses : If you select a Capped Course please be aware that you will only be entered for this course if your request is fully approved before the Capped Course becomes full. If the Capped Course becomes full before your request is approved then you should choose another course. If the course fill up it may still be periodically available in future if one of the people enrolled on it drops out.

START AGAIN

You will see the updated status as below:

The student withdrew this request on 28/05/24.

LSE100

LSE's flagship interdisciplinary course is compulsory for all first-year undergraduate students and taught in fortnightly 80-minute seminar-style sessions. Before enrolling at LSE, you will select one of three themes to focus on during LSE100, each of which foregrounds a complex and pressing question facing social scientists. LSE100 will be added to your course selections and timetable automatically based on your choice of theme.

6 Your Timetable

LSE for You

You have the following options to access your teaching timetable:

To access the timetable in list view, go into **Student LfY**.

1) Access the *My studies* tab. Go to the *Teaching timetable* sub-tab.

Note 1: Timetable clashes will not appear.

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

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

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

Student Hub

Student Hub is the LSE's student app, which allows you to view your personal timetable, see news and events, and book office hours. Your timetable will appear on Student Hub and Student LfY on the personal **timetable publication date**.

Student Hub is available for iOS, Android, and on the web at **studenthub.lse.ac.uk**.

7 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 web page. 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. A member of the Student Services team will sign and return the form to you, and you will then need to submit the form 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 scheduled at the same time, including lectures, seminars, classes, or workshops/help sessions. Whilst LSE makes every effort to avoid clashes, the wide range of optional courses available on some programmes means it is not always possible.

If you have enrolled for this academic year and made all of your course selections in LSE for You, but either cannot view your personal timetable or can see only a partial timetable, it's likely due to a timetable clash. On the 'Student Timetable Clashes' screen in LSE for You, details of simple clashes (e.g. lecture-to-lecture clashes) will be shown. Complex clashes do not appear on the list in LSE for You; they may involve multiple courses, and/or when a clash-free seminar/class group can't be found.

You are also advised to consult the School-level timetables (found on the **Timetables webpage**) and check all of your course timings so you understand the full nature of the clash(es).

If you do have a timetable clash:

1) Get advice from your Academic Mentor. We recommend you change one of your courses to another course that does not clash, and your Academic Mentor will give you advice about what changes to make.

2) Update your course choice on LSE For You. Once you have chosen your new course(s), your personal timetable should update within 3 working days – as long as your new choice is clash-free.

If the clash involves a Language Centre course, it may be possible for the appropriate Language Co-ordinator to resolve the clash.

In exceptional circumstances, you may be allowed to take clashing courses. The clash should be discussed with your Departmental Tutor. If they approve the clash, they will ask you to accept a disclaimer, usually via email (some Departments will use a form). Once approved your Departmental Tutor will notify the Timetables Office who will then process in 3-5 working days.

As attendance at classes/seminars is compulsory, a clash between two classes/ seminars will not be approved. In cases where a class/seminar is involved in an approved clash, you will be expected to attend the class/seminar and catch up on the lecture (or other teaching) in your own time. You must not attend the lecture (or other teaching) instead of the class/seminar.

If you are seeking timetable clash approval for a clash between two lectures, you should check that at least one of the lectures is recorded via lecture capture before the Departmental Tutor can manage the clash approval. If you are seeking timetable clash approval for a clash between a lecture and a class, you should check that the lecture is recorded and let the Departmental Tutor know so they can manage the clash approval.

If you do have a timetable clash approved, it will be assumed that you understand the risks involved in not attending all available teaching and that it is your personal responsibility to catch up with any work that you may miss. You also understand that special consideration cannot be given to any of your assessments because of this clash. Any Exceptional Circumstance Forms submitted stating a timetable clash as grounds for special consideration will be automatically rejected.'

Late course change

You should complete your course selections in advance of the system closing on Monday 13 October 2025.

However, in exceptional circumstances, it may be possible for you to make changes after the deadline. If you are concerned that you may need to make changes after the deadline, you should contact your home department in the first instance. To make a late course change you are required to:

1) Complete the late course change form, which can be found under the 'Late Course Change' section of the **Selecting Courses webpage**.

2) Collect the relevant approval signatures on the back of the form.

3) Return the completed form to the Student Services Centre by attaching it to an **online enquiry form**.

No course changes to full units or Autumn Term half units are possible after the end of the late course change period in October. Forms received after this deadline will be returned unprocessed.

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.

To make changes to Winter Term courses during the Winter Term course selection period you should refer to process detailed on the Course Selection – **Selecting Courses** webpage.

Before making any attempt to make changes to Winter Term half units:

1) Review the **course guides** and your **programme regulations**.

2) Check the course is a Winter Term half unit. Changes to full units and Autumn Term half units will not be permitted.

3) Complete the necessary steps as stated on the **Selecting Courses** webpage.

No course changes to Winter Term half units are possible after January. Requests received after the deadline will be unprocessed.

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.

8 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 home department are unable to resolve your query, you can also make use of the following contacts:

For questions about the course selection process in 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 is about Student LfY, please use our **student feedback form**.

For questions about timetabling and timetable clashes: contact the Timetabling Team via **the enquiry 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**.

For questions about LSE100: contact the LSE100 team at **LSE100@lse.ac.uk**.

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

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.