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Start of Academic Year Staff Briefing

Student Services Centre



Welcome and Introductions

Overview of Welcome:

Rebekah Huggins

Head of Student Services Event
Management

Welcome Activities and Events:

Emma Bates

Student Communities Lead

Support during Welcome:

Rebekah Huggins

Head of Student Services Event
Management

Welcome Communications:

Justina Gapper

Student Communications Manager

Pre-enrolment & Campus Enrolment

Zoe Jones

Deputy Head of Student Services Event
Management

Joey Nguyen

Senior Administrator (Student Services
Events)

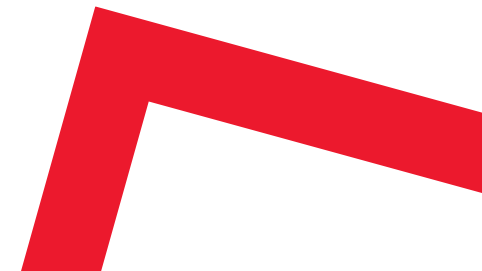
Course Selection and Timetables:

Becci Ayling

Project Business Delivery Manager

Nia Thomas

Deputy Timetables Manager





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Questions and Zoomkeeping

There will be the opportunity for **general questions** at the end of each section.

If your question is **specific** to your programme, department or service there will be time for questions at the end of this briefing.

Recording this session.

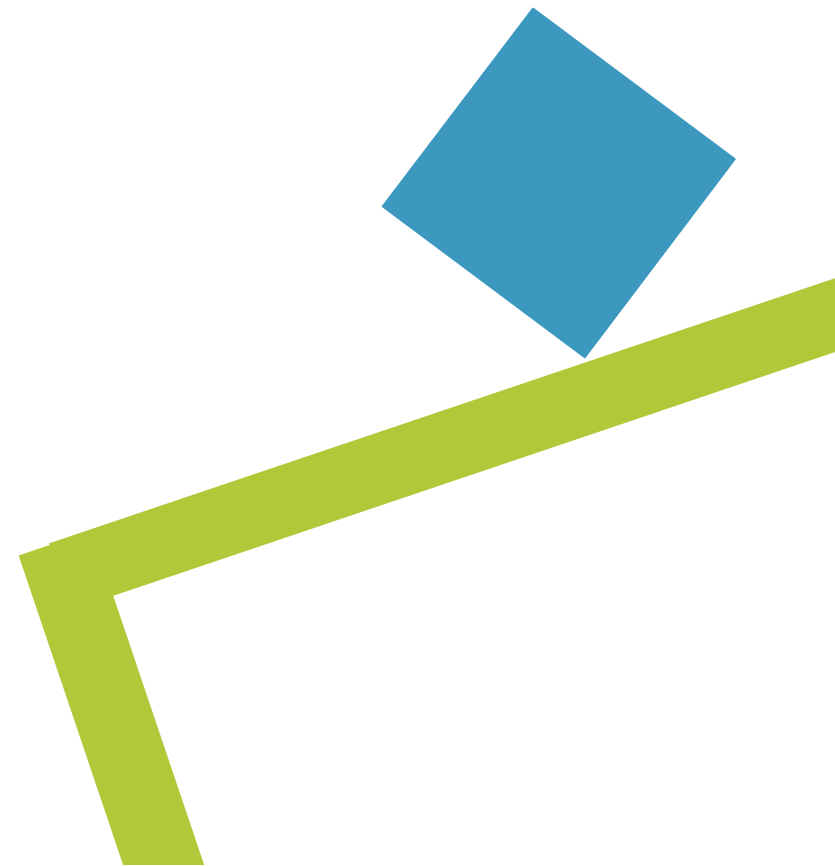




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Welcome Overview





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Student Communities Programme Board



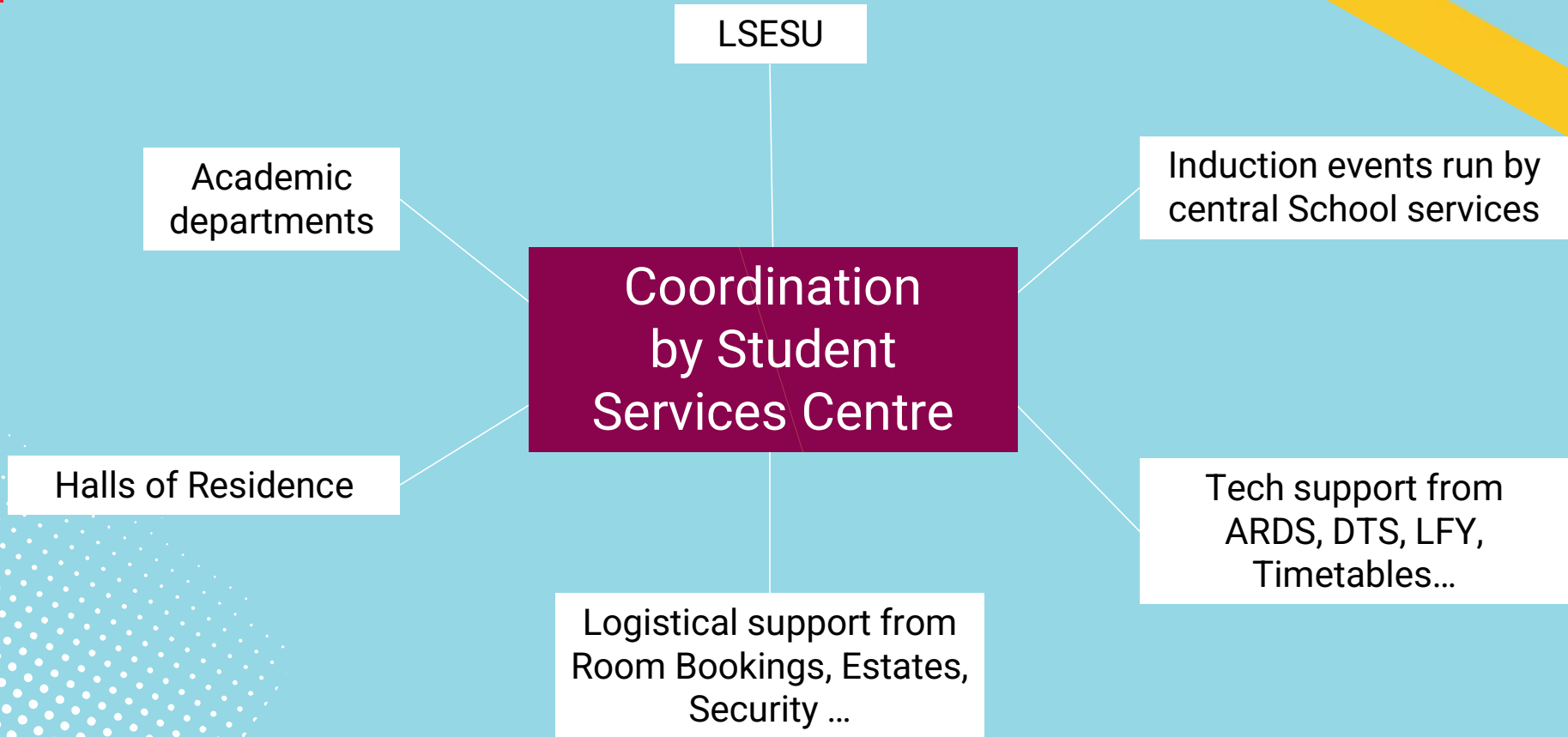
SSC activities

A diagram consisting of a horizontal line with a vertical line intersecting it at its center. The horizontal line extends to the left and right, while the vertical line extends upwards and downwards. The text 'SSC activities' is positioned below the horizontal line.



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Responsibilities within the SSC

Student Services Events Team

Welcome Guide

Local history tours

Campus tours

Help points

Felix the Beaver and Guide

Coordinating some Welcome
Events such as Top Tip Talks

SSC Welcome related webpages
and a range of content on
Welcome microsite

welcome@lse.ac.uk

Online pre-enrolment

Pre-Sessional enrolment
(for new taught masters
students)

Main enrolment (for new
undergraduate and taught
masters students)

Late enrolment (for new
undergraduate and taught
masters students)

Enrolment for
continuing students

ssc.enrolment@lse.ac.uk

Student Services Exams Team

Central contact point for staff
and student queries about
course selection

Signposting to specialist sources
of course selection support

Processing UG late course
change forms

Involvement in projects to
maintain and develop existing
course selection system

ssc.courseselection@lse.ac.uk



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Support for you

- Regular email updates including updates from the Student Communities team
- Internal staff webpage for Welcome
- Welcome toolkit





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Welcome

Friday 19 September


Monday 22 to Friday 26 September




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Welcome Guide





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Your guide to Welcome at LSE 2025

welcome.lse.ac.uk





Register with a doctor

You have various choices about how to access medical care while at university. If you are an EU resident, please check the healthcare section on lse.ac.uk/ISVA/EU for the most up to date information.

If you are a full-time international student enrolled on a programme lasting six months or more, you may be eligible for NHS treatment once you have paid the immigration health surcharge. Visit www.gov.uk/healthcare-immigration-application for more information.

What medical care is available?

If you are unfamiliar with the NHS, you can do an online search for "NHS services explained". This will provide you with an overview of common services e.g. pharmacies, hospitals, eye care and dental surgeries and how to access them.

You are usually required to register with a local General Practitioner's (GP) surgery before you can book an appointment. You should register as soon as possible and not wait until you're unwell!

Visit lse.ac.uk/studentHealth for more details.

How do I register with a GP?

- Find your local surgery**
The NHS typically requires you to select a local GP within your postcode catchment area. Some GP practices will register patients who live outside of their traditional catchment areas for greater convenience. To choose a GP and find their contact details, visit www.nhs.uk
- Ask if your preferred GP is accepting new patients**
You can find out the procedure for registering at the surgery.
- Prepare any required documentation**
You may need:
 - Proof of your identity e.g. your passport or driving licence
 - Your visa, if applicable
 - Evidence that you are a student (see request student status documentation)
 - Proof of your UK address.

Top Tip!


GPs can charge different fees for additional services like writing medical letters, which you might need later. Ask them about their prices before you register!



Nearest GP to campus
St Philips Medical Centre, Second floor, Peilwick Lawrence House
www.stphilipsmedicalcentre.co.uk

» Your wellbeing

53



Shape the world with LSE's Public Events

Shaping the world through global debate

LSE's renowned public lecture programme features over 2000 events each year, where some of the most influential figures in the social sciences can be heard. Upcoming events are all featured on the LSE events website. These events are a fantastic opportunity for you to engage with academics, political leaders, authors, leading figures from business and commerce, journalists, and civil society activists. Do check out our schedule of events and join the debate!

To receive updates about events you can sign up to the newsletter or follow us on Twitter and Facebook. You can also catch up on any missed events by listening to the podcasts.

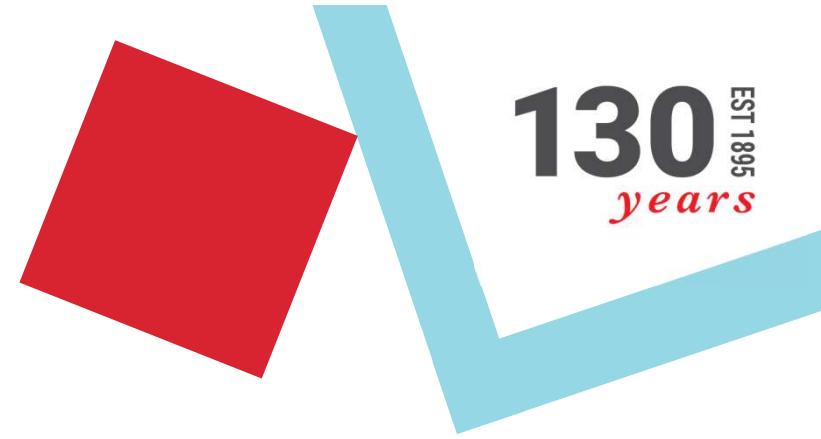




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Welcome Presentations

- Compulsory
- Online, recorded with a premiere 'release date'
- One live presentation: 12-1pm on 17 September
- Presentation to be hosted on Zoom
- Recorded and uploaded to Welcome microsite





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Welcome – optional events

- Local History Tours
- Top Tips for new undergraduate and postgraduate students
- Top Tips for International Students
- LSE LIFE sessions
- Library Sessions
- Faith Centre Welcome Tea
- Language Centre Events
- Volunteering Fair





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Campus tours and local history tours

- Student-led campus tours
- Self-guided campus tour
- In-person local history tours
- Felix the Beaver



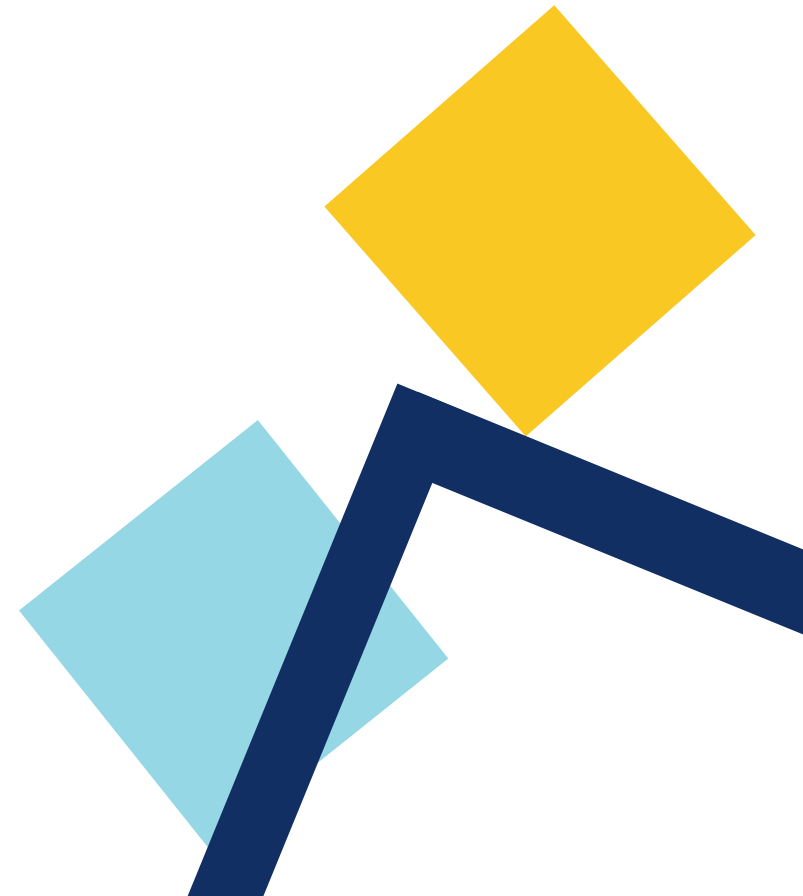


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Arriving on campus

- Welcome events
- Campus enrolment
- Checklist for arriving on campus
- Self-guided tours





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Welcome 2025

Student Communities Team

Student.communities@lse.ac.uk





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Overview

- Our School-wide approach
- Welcome Values 2025
- What have we learned from previous years?
- How are we translating these learnings?
- Campus design
- Welcome marquee
- Department Treasure Hunts & Games Nights
- Department Icebreaker Toolkit
- LIFE in London programme





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Our School-Wide Approach

- Collaboration with the Student Communities Programme Board to formulate a plan for Welcome 2025 that is in keeping with our Welcome Values and proactively responds to student and staff feedback from previous years.
- Working closely with members of the Student Communities Operational Group to coordinate a range of activities across the School in a joined-up way, and to collectively deliver an excellent Welcome experience for our students.
- Input from valuable discussions at our Student Engagement and Experience (SEEN) meetings – with both PS and departmental colleagues.
- Centering incredibly important student feedback, such as the Welcome Survey and event-based feedback during Welcome 2024.





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Welcome Values 2025

- ❖ **Inclusive:** all new and returning students should feel welcomed. This means, in particular, reflecting on the results of the Welcome Survey 2024 and developing enhancements to support students who reported lower rates of satisfaction and belonging within the LSE community
- ❖ **Caring:** all staff should come across as supportive and approachable
- ❖ **Fun:** new students should be excited about arriving to LSE and returning students should look forward to coming back
- ❖ **Empowering:** we should make it easy for students to make the most of their LSE opportunities



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What have we learned from previous years?

- Recurring sentiment of students feeling 'overwhelmed but underinformed'.
- Students fed back that they particularly loved the opportunity to 'hang out' in the marquee as a way to relax amidst their busy schedules, and to make friends:
 - *"I met a group of friends my first week in the marquee and we keep coming back now to hang out whenever we can."*
 - *"Staff here are so welcoming and kind, it is one of my favourite places to hang out after class."*
- Students' experiences of Welcome is not even – with Black students, and students with disabilities reporting lower levels of satisfaction.
- Many teams and departments are particularly busy during Welcome – offering a more streamlined, flexible approach works especially well.
- Importance of providing opportunities for engagement with London/the local area.



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How are we translating this?

1. Staggered approach to Welcome
2. Consideration into the physical design of the marquee
3. Working closely with colleagues across LSESU and LSE to consider reasons for lower satisfaction rates across student groups (e.g. Student Communities Development Group session on Black student experience), Black Student Experience Working Group recommendations, Black students' experiences of Welcome research project (further SEEN presentation on this!), Disability @ LSE Working Group.
4. Development of an Icebreaker Toolkit for use by colleagues
5. Department Treasure Hunts
6. LIFE in London events





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Campus design



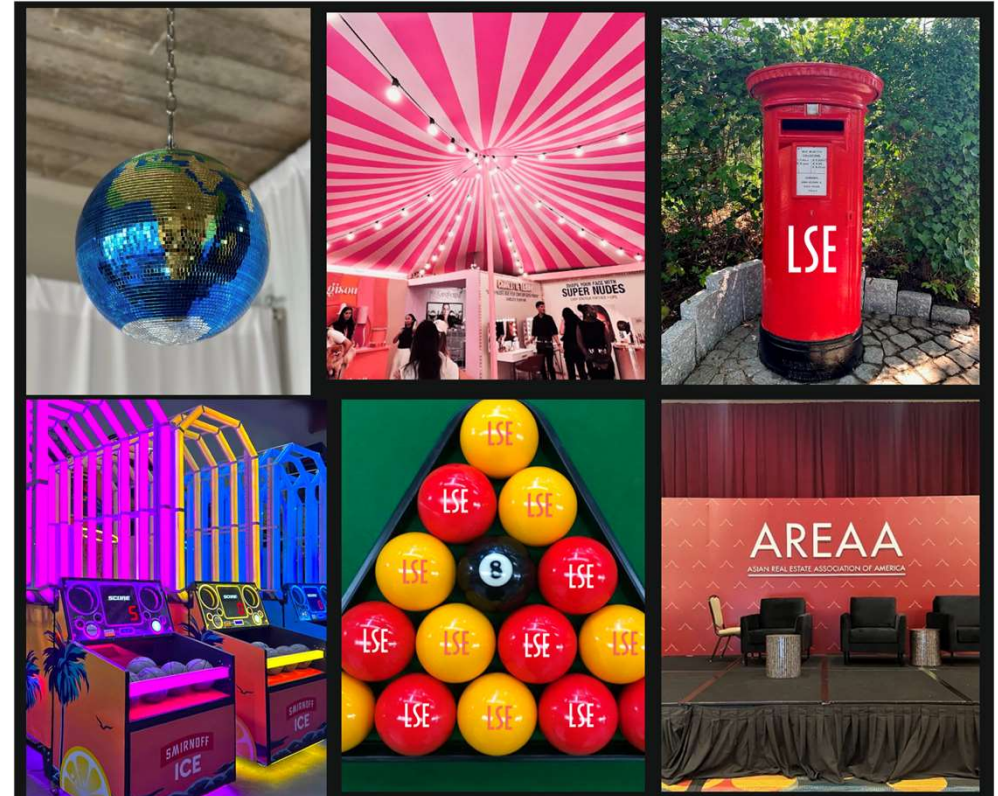


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Welcome marquee

- Weeks –1, 0, and 1
- 'Common room' feel
- Bringing in London/international elements
- 'Window' into other spaces on campus
- Engagement activities (vs information-based stalls)
- An information-based fair will be taking place later on in the term, in collaboration with fellow LSE LIFE colleagues
- Department games nights

We will be including elements such as...





Department Treasure Hunts & Games Nights

- Treasure hunts on campus and in surrounding areas for departments new students (UG, PGT, PGR). This year, and based on helpful feedback, we have worked to develop new guidance on running treasure hunts. This includes opportunities for SAMs to help facilitate the treasure hunts.
- Additionally, department colleagues have been invited to host department games nights for students in the evenings (4pm-6pm in Week -1 and Week 1). The marquee will be fitted out with a selection of games.

Welcome Treasure Hunt: Guidance for Departments

Table of Contents

1. How the game works	2
2. What Departments need to do	2
3. Example game instruction PDF	3
Teams and Meeting Points & Times:	5
Starting the Game:	6
During the Game:	6
Scores and Results:	6
4. Description to advertise to students	7
5. Template email to send to students	7



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Department Icebreaker Toolkit

- Creation of a 'Department Icebreaker Toolkit' to support the design and delivery of icebreaker/Welcome sessions with students
- Includes:
 - A template slide deck
 - On-campus activity suggestions
 - Suggestions of off-campus activities, such as the London Zoo
 - Suggestions as to how activities could be co-delivered with SAMs



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How to use the Student Communities Icebreaker Toolkit

What is the toolkit? This Icebreaker Toolkit has been created to act as a bank of resources to aid you in preparing for icebreaker sessions within your department, should you wish to use it. These are suggestions and can be adapted to be tailored around any other activities that you may wish to run, or for what you feel may work best in your department.

What are Icebreaker sessions designed to do? Icebreaker sessions are intended to provide students with an opportunity to get to know one another outside of the classroom through more informal meet-ups and activities, as well as to get to become more familiar with their department community.

A series of ice breaker activities have been included within this pack, including:

- Ice Breaker Template slides
- On-campus activities, such as department games nights and ping pong
- Off-campus activities, such as the London Zoo

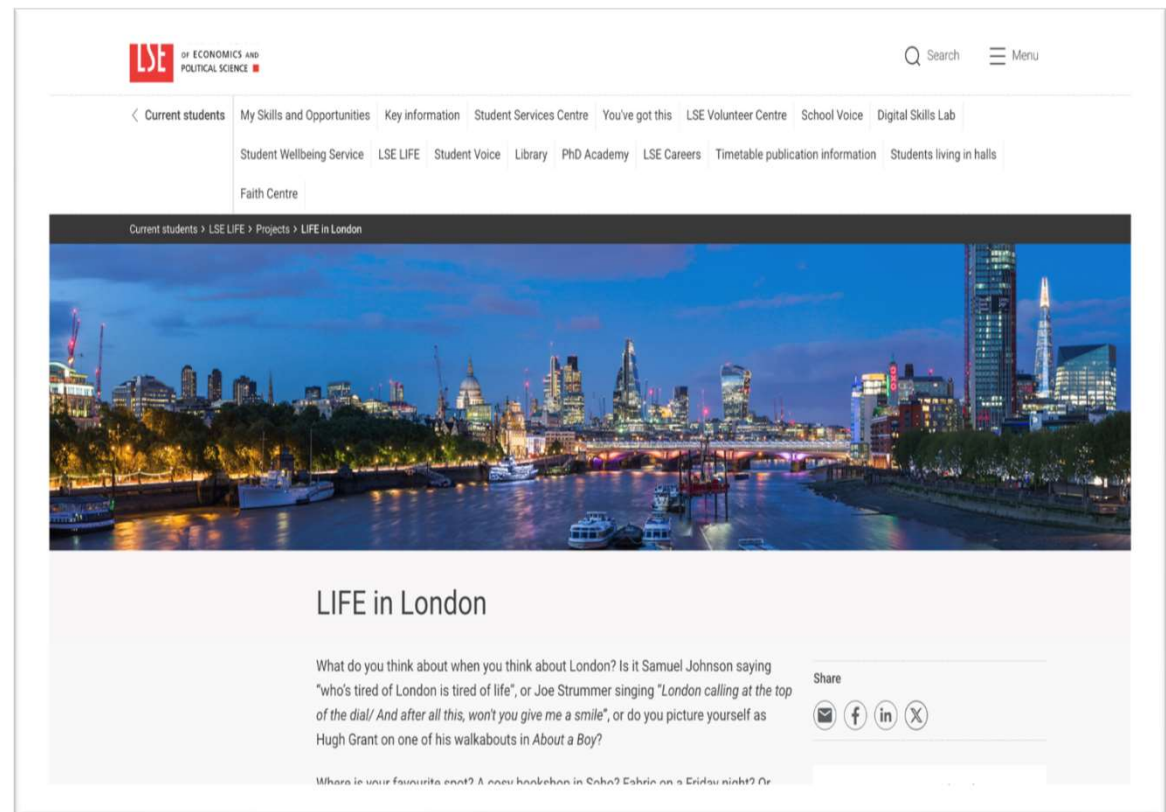


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LIFE in London

- Designed to support students with connecting to London, and one another
- Free for students to take part in
- Trips are run by our student helpers
- A range of activities planned across Welcome, including:
 - The London Zoo
 - The Tower of London
 - Twelfth Night, the Globe Theatre
 - Royal Opera House trip
 - V+A: Marie Antoinette's Style
- Further activities planned across the year (including School-closure periods)





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Looking beyond Welcome....

- Welcome is not the end! This year, we are particularly focusing on supporting students to recognise that the end of the Welcome period does not mark the end for them to be able to get involved in activities, try out things for the first time, or have permission to 'not know' how to navigate the full breadth of resources and opportunities at LSE.
- We are addressing this through:
 - Close work with communications colleagues on developing our 'Welcome narrative'
 - Working with teams to help them to signpost to opportunities across AT/the rest of the academic year throughout the Welcome period.
 - Ensure that students know that Welcome Back will be another dedicated opportunity to connect with a range of teams.



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My Support

#PartofLSE

Support for
students during
Welcome



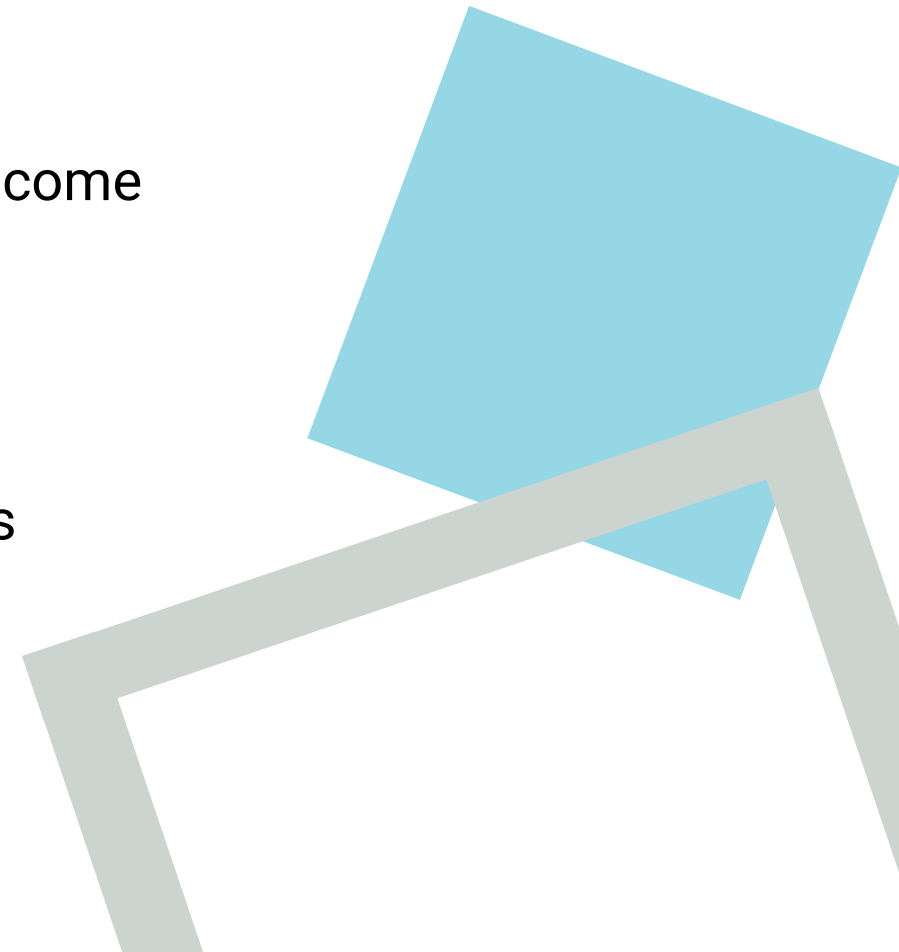


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Help Points

- Help point (LRB John Watkins Plaza) during Welcome Lite
- 5 main help points + tbc during main Welcome
- CBG help point in Week 1 of AT
- Answer general queries and signpost to services



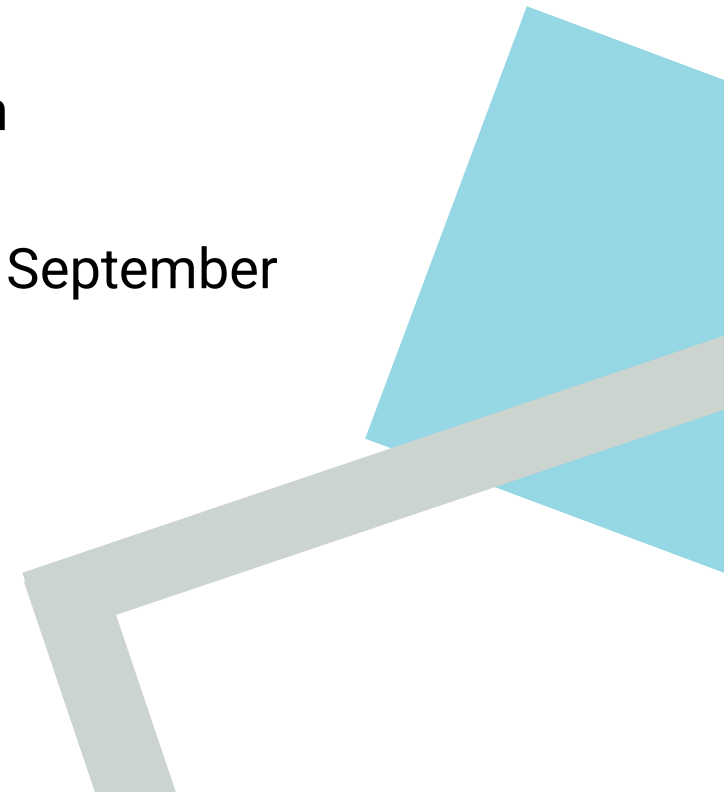


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LSESU advice and support

- Support the student experience at LSE through social events, student-led groups, representation and advice
- All welcome activity run by LSESU will be published on lsesu.com (available from 04 August)
- Welcome Fair: Tuesday 23 September to Thursday 25 September
- The Big Conversation: Runs throughout Welcome



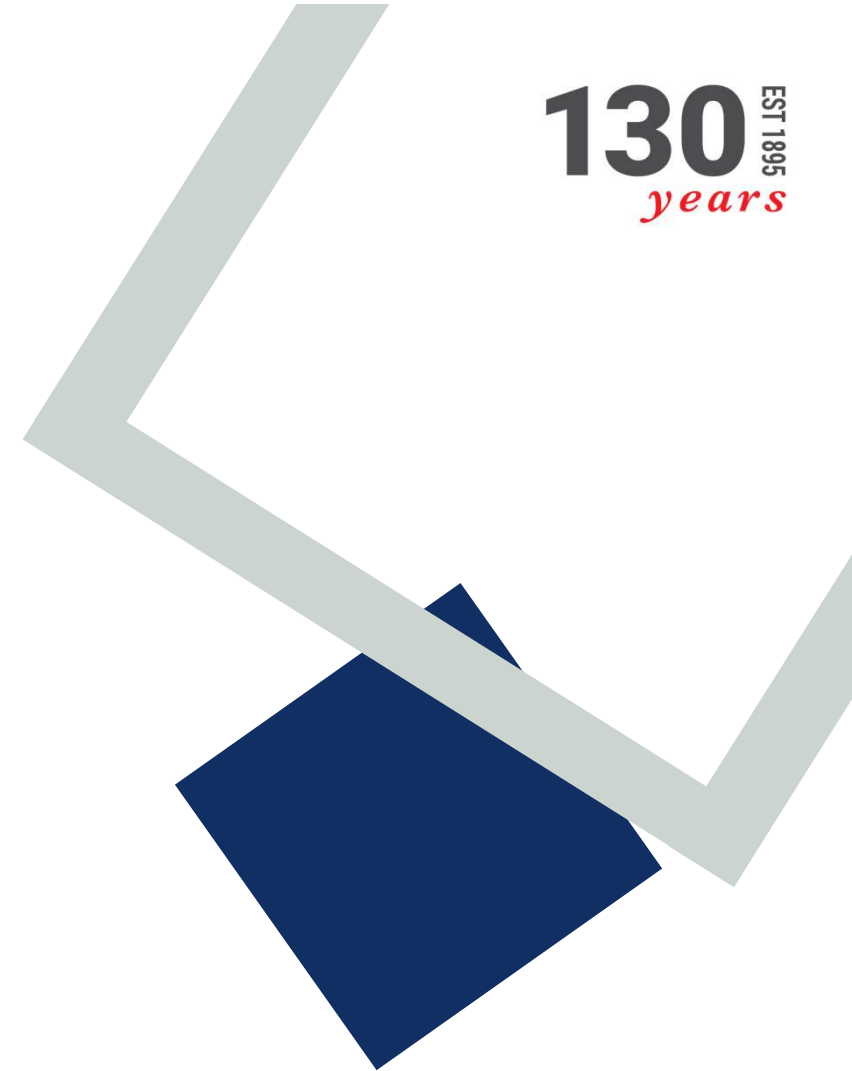


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Student Services Centre

- Counter services (arrangement tbc)
- Open term time, Monday – Friday from 10am to 4pm
- Enquiry form and live chat
- Drop-ins
 - Check webpage for information
 - Visa Advice Quick Consultations (appointment only)
 - Student Recruitment and Study Abroad Team (SRSA)
 - Fees Office
- Certificates of Enrolment (self-generated option)





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Supporting students living in Halls

In-person 24/7 Wellbeing Support is available across all halls

- Support is provided by Wardens (staff) and Subwardens (PhD Students)
- Halls also have student Hall Committees who run events each week

If you need support or you're worried about a student, please speak to the hall reception or email hallswellbeing@lse.ac.uk

Halls Life

- The Halls Life platform is packed full of useful articles written by students along with lots of events such as day trips, cooking classes, and wellness activities.

Visit: halls.lse.ac.uk





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Welcome communications





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Welcome microsite

- Now updated, more to be added ahead of A level results day
- Essential tasks, My Education, My Support etc
- Continued use of the SCI categories
- Daily Welcome events listing
- Links to departmental Welcome webpages (update your pages and share links by 14 August)

Living in London > view all

See what's inside

Everything you need to know about living in LSE halls of residence
Visit the Halls Life website

Get to know your LSE campus

Learn all about campus, including favourite study spaces

Budgeting for student life in London

Make your money go further

How to travel around London

Discover great ways to explore London

Five ways to be sustainable at LSE

Help cultivate a culture of sustainability on campus and in...

London's best markets

Find the best food and drink at the city's most...

My support > view all

See what's inside

STUDENT VIDEO

Where to get academic support

There are many places you can find study advice

Set up support with the Disability and Wellbeing Service

Get in touch as soon as possible so we can...

Five ways to stay healthy at university

Manas shares her top tips on staying well and feeling...

Join our Faith Centre

Home to religious activities, interfaith leadership programmes and reflective spaces...

Who can I talk to?

If you're worried about something or you're feeling down, support...

How to deal with homesickness

Student Nafisa reflects on moving to a new city



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Welcome toolkit

- Welcome checklist– key dates, deadlines, and activities
- Communication tools include: webpage templates, central communications schedules, key messages, suggested content
- Welcome assets (130 years)
- Events information and resources

Toolkit available now

info.lse.ac.uk/welcome-toolkit





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Student Hub and Welcome

- Personalised calendars for students
- "Optional" tag for events in student calendars
- Join our Student Hub session on 21 August, or find guidance on the Student Hub Knowledge Base:

admin.studenthub.lse.ac.uk/support/knowledge-base

The image shows two overlapping mobile app screens. The top screen is the 'Knowledge Base' for 'Student Hub support', featuring a teal header and a white body. It displays an article titled 'Personalising Student Hub calendars' with a sub-header 'Updated 12th October 2022'. The article content includes sections for 'Creating custom audiences' and 'Adding events to students' calendars'. A sidebar on the left lists 'Personalising Student Hub calendars' and 'Creating custom audiences'. A small teal box on the right asks 'Has this article answered your question?'. The bottom screen is the 'News Feed' app, also with a teal header. It shows a 'News Feed' section with a search icon and tabs for 'All', 'News', 'Depts', and 'Services'. Below this is a post from 'London School of Economics and Political Science' dated '6 days ago' with a photo of a yellow school bus. The post is titled 'What's on campus today?!' and mentions 'Mental Health Awareness Week'. It lists events: 'Table tennis - 10am-4pm, Library Plaza' and 'The Zen Project bus for mindful sessions - 10am-5pm, CBC Square'. At the bottom is a navigation bar with icons for 'News feed', 'Calendar', 'Bookings', 'Notifications', and 'Menu'.



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Communicating events

- Personalised calendars in the Student Hub
 - Training available at Get it Done session on 21 August
 - Knowledge base guides
- Central events and departmental Welcome webpages will be shared on the microsite
- Daily event listings on Student Hub, plasma screens, A-boards on campus
- Promotion on social media





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What do we need from you?

- Review the Welcome checklist to ensure everything is on track
- Add any Welcome events to the central schedule
- Update your departmental Welcome webpages
 - Email j.gapper@lse.ac.uk by 14 August so we can add the link to the microsite
- Attend our Student Hub calendar session on 21 August to add your Welcome events to the Hub
 - Add your events by 2 September
 - Get in touch if you can't attend the Student Hub session or think you need additional support.



LSE

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Questions?





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Pre-enrolment & Campus Enrolment



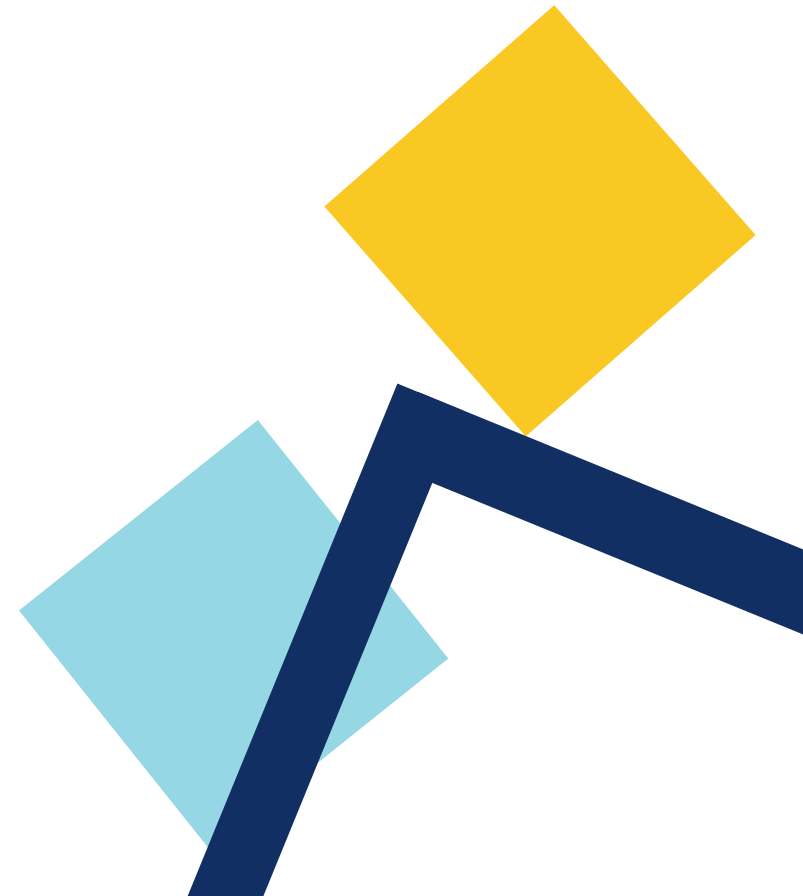
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Enrolment Overview: new students

Two stage enrolment process:

- Online pre-enrolment = pre-enrolled
- Campus enrolment = fully enrolled





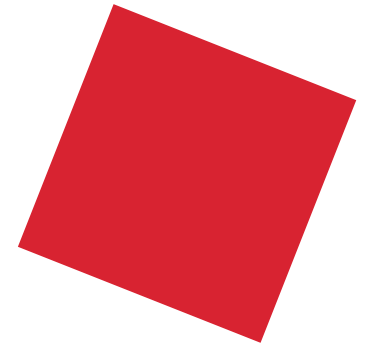
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Enrolment Overview: new students

SITS:

- Online enrolment status:
 - SITS SCE Enrolment Status
 - E (ready to pre-enrol)
 - R (have pre-enrolled)
- Campus enrolment status:
 - SCE UDF_4 screen
 - E (not campus enrolled)
 - R (fully enrolled)
- **Salesforce - Programme Enrolment information:**
 - Online enrolment status – same as SITS
 - Campus enrolment status – same as SITS





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SITS Status

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[SCE] Student Course Block Enrolment

London School of Economics
Course Enrolment Detail (SCE)

02/Aug/2024
SRS_SCE

4 of 20 Student Enrolment (SCE) records

UDF

SCJ code [] [] Seq number 01 Gend / STU M []
Programme TMRESEC MRES ECON (2+2) Block 1 Forename []
Acad year 2024/5 2024/25 Occurrence A D.o.B. []

Department EC ECONOMICS Batch []
Prog status GRAD-EC GRAD PROG EC Date Registered []
UDS Code [] Start Date []
Faculty [] End Date []
Enrolment Status E EXPECTED STA Last Modified []
Next Enrol Status [] Start of Break (this session) []
Recruitment Status Directly enrolled End of Break (this session) [] Bk []
Mode of Attendance F Full-time Created Date []

User Defined Fields Screen (MEN_YUDF)

NGUYENJ4 London School of Economics 28/Jul/2025
MAS01 Student Course Block Enrolment (SCE) User Defined Fields. MEN_YUDF

1 Non-complete reg/update []
2 ARDS Temporary Flag []
3 HESA - Commencing from afar? []
4 On Campus Enrolment Status E
5 Registration type []
6 Fee Stamp []
7 SPR Award (HESA use) []
8 Current Session's Tutor []
9 Disability codes A No disability
A SSC Fee From Task []
B Prog Report Form Recd? []
C Mode Stamp []
D Updated date []
E Updated by []
F Suspension of regulations request []
G On Campus Enrolment Date []
H HESA details submitted? []
I Old sce_ysdy []
J HESA HSCS SID []
K Finance fee check []

Cancel Clear Apply



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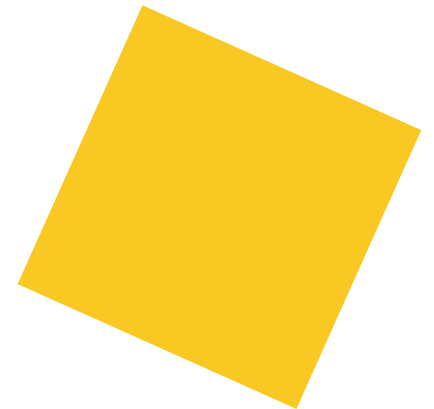
Online pre-enrolment overview: new students

Students receive a call-to-action email when it is time for them to pre-enrol, they access the portal via the link in the email. As part of the pre-enrolment process students are:

- Asked to provide/confirm information held on record
- Activate LSE network account and email
- Provided with a pre-enrolment pass

The student's status is updated in SITS SCE to R and in Salesforce Enrolment app to *pre-enrolled* status.

Once students are pre-enrolled, they can access online resources.





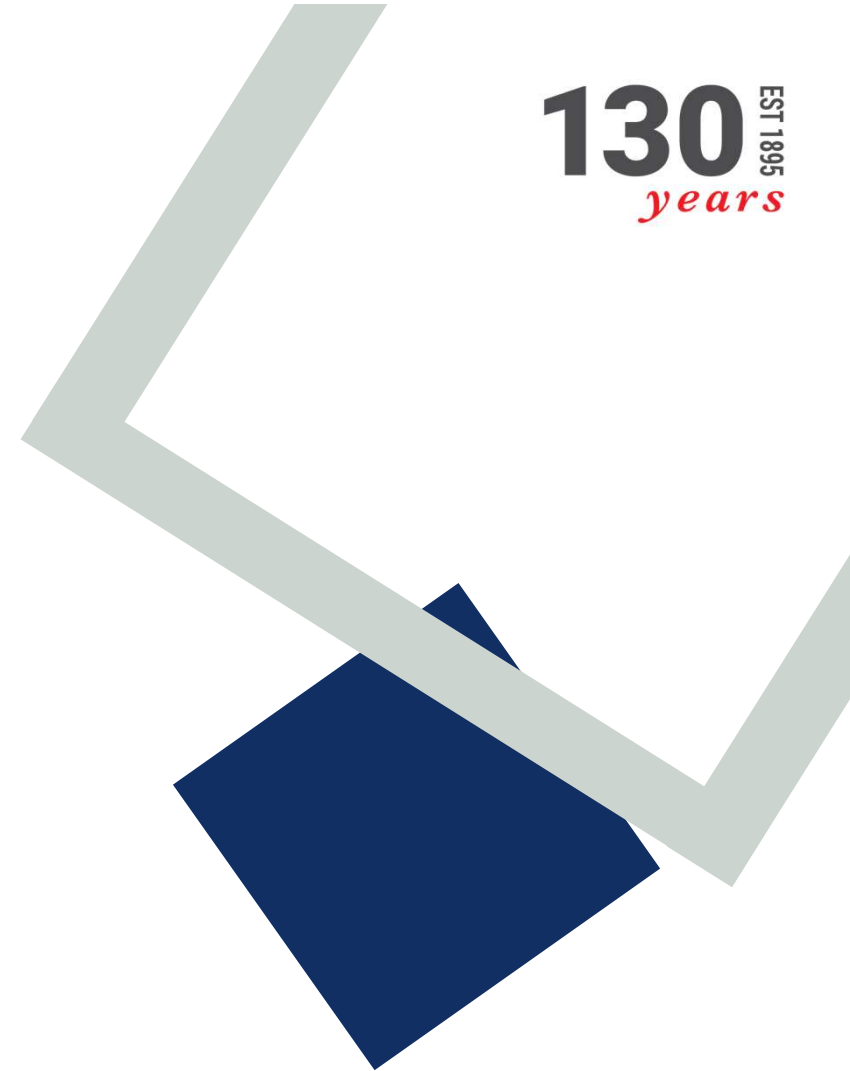
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Online pre-enrolment: dates

Scheduled online enrolment portal opening dates:

- From **15 July** for early programmes
- Late **July/early August** for intercollegiate and pre-sessional students
- From **20 August** for continuing students
- **21 & 22 August** new taught PG students & new PhD students
- **26 August** for Double Degree students
- **26 August** LSE GO and General course
- **27 August** new undergraduate students





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Campus Enrolment: overview

All new students must campus enrol. At campus enrolment we are required to conduct checks of original identity & immigration documents.

- Some students may need to present outstanding admissions documents
- **Campus enrolment status** updated to R in SITS and Salesforce enrolment app
- LSE Card issued
- Access to on-campus resources and in-person teaching

All students must be fully enrolled before attending in-person teaching



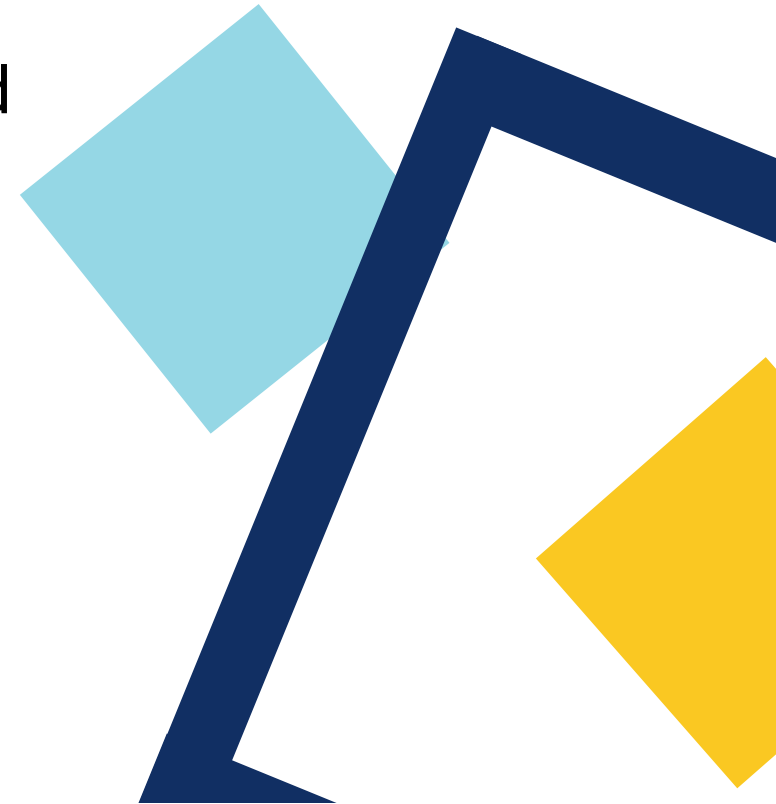


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Campus Enrolment: schedule

- Final schedule was circulated in April 2025
- The Campus Enrolment Schedule is published by programme title on Enrolment webpages
- Students must attend at the time allocated to their programme
- Session time is the time students should join the queue





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Campus Enrolment: pre-sessional

Tuesday 26 August to Thursday 18 September
Student Services Centre Atrium

- Scheduled session times by programme
- If students miss their scheduled session time, they can campus enrol at the SSC counter during normal opening hours
- If students have complex visa issues or need to show documents to Admissions, please flag this to the Student Services Events Team so we can advise when best to attend
- Pre-sessional/executive enrolment sessions scheduled for **Thursday 18 September** will take place in **Marshall Building**





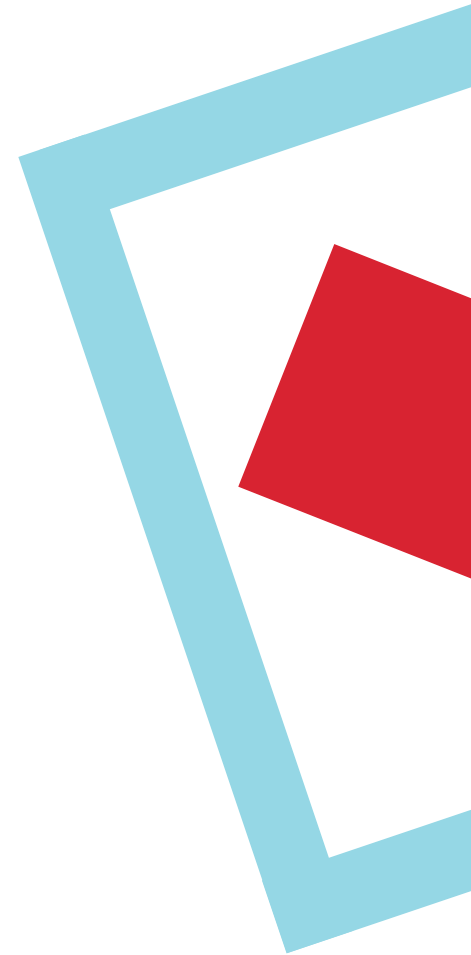
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Campus Enrolment: main

Friday 19 September and Monday 22 - Friday 26 September
Marshall Building, Great Hall (Ground floor)

- Enrol by programme, published slot times
- Session time is the time students should **join** the queue
- Students who arrive outside their scheduled time slot will be turned away
- Bookable Late enrolment slots from Monday 22 September to Friday 26 September, 9.00am – 9.45am via LFY





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Campus Enrolment: after main period

Autumn Term Weeks 1 to 4 (Monday 29 September – Friday 24 October)
Student Services Centre Atrium

- Enrol in Student Services Centre Atrium
- Dates and times will be published to enrolment webpages near the start of AT Week 1
- Students to book a campus enrolment slot. Booking information will be on the [Arriving After Welcome webpage](#)
- The time of the booking is when students should **join the queue**





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Continuing Students: re-enrolment

- Students will be sent a call-to-action email when it's time to re-enrol. Re-enrol via link to the online portal sent in email
- Available to the majority of continuing students. Students receive call-to-action email when portal opens. Opens from **20 August 2025** for all standard continuing students
- **Student Enrolment Status updated in SITS & Salesforce: R**
- Progressing IRDAP students emailed after results published (23 September)
- Debtors cannot access the re-enrolment portal (D01 & D03)





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Continuing Students: re-enrolment

Some continuing students must online re-enrol and campus enrol including:

- Students who were on interruption
- Double Degree students - continuing to Year 2 at LSE
- Students who were URE and taking re-sits in previous session
- Students whose visa is shorter than the full length of their programme

Continuing students can attend campus enrolment at the same time as new students on their programme and must complete both stages to be fully enrolled.



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Enrolment: latest date

Friday 24 October 2025

- New student pre-enrolment
- New student campus enrolment
- Continuing student online re-enrolment
- Continuing student campus enrolment
(where applicable)

All students must be fully enrolled before attending in-person teaching



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Enrolment Webpages

Home page

<https://info.lse.ac.uk/current-students/your-first-weeks/enrolment/home>

Campus enrolment schedule

<https://info.lse.ac.uk/current-students/your-first-weeks/enrolment/campus-enrolment-schedule>

Enrolment for new students

<https://info.lse.ac.uk/current-students/your-first-weeks/enrolment/enrolment-for-new-students>





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Enrolment Webpages

What to bring to enrolment

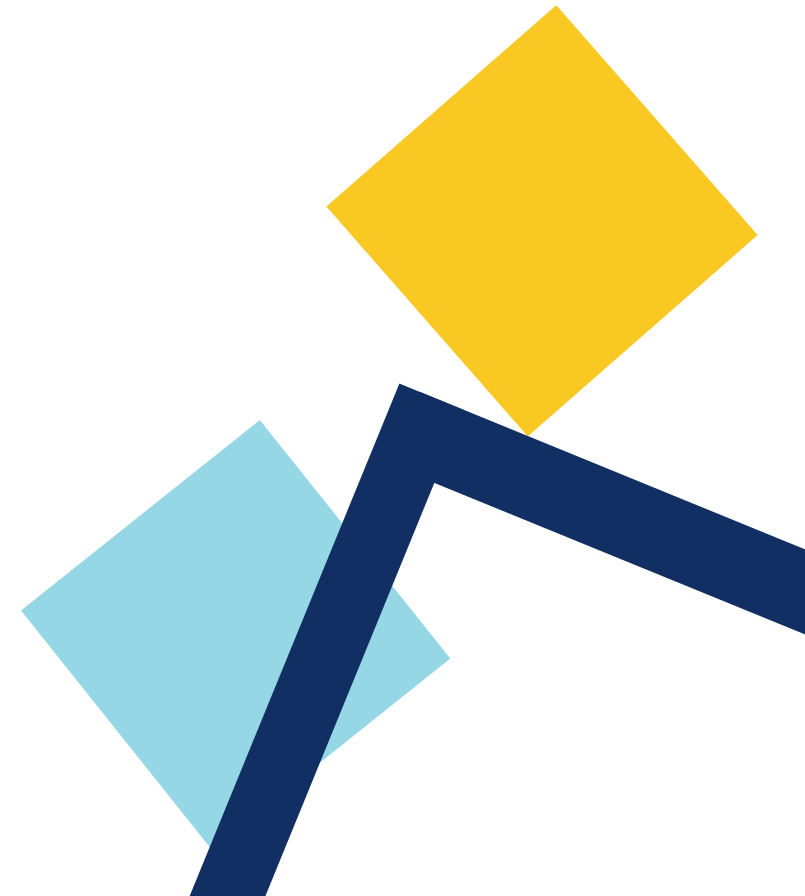
<https://info.lse.ac.uk/current-students/your-first-weeks/enrolment/what-to-bring-to-enrolment>

Arriving after welcome

<https://info.lse.ac.uk/current-students/your-first-weeks/late-arrivals>

Internal facing staff webpages

<https://info.lse.ac.uk/staff/divisions/academic-registrars-division/student-services/internal/staff/Registration-and-Campus-Enrolment>





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Questions about Enrolment

ssc.enrolment@lse.ac.uk



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Course Selection and Timetables



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Who does what?

Academic Departments

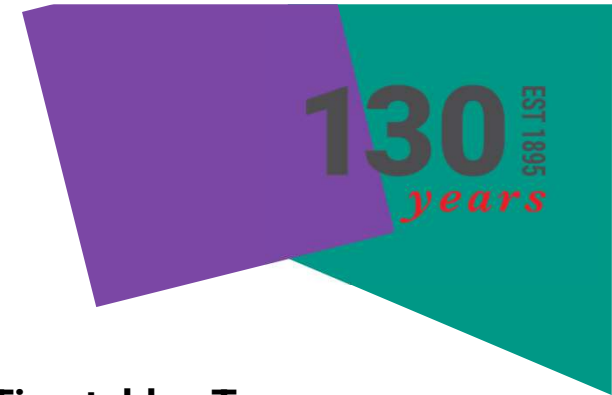
- Advise on and approve course selection
- Provide information about course content
- Set caps/controlled access on courses, administer approval
- Consider unlisted course applications
- Administer late course change for graduate students
- Allocate graduate students to seminars (if applicable)
- Class/seminar group changes

Student Exams Team

- Respond to and refer course selection queries
- Course selection drop-ins
- Manually add courses for students returning from interruption and 5th unit repeat teaching
- Facilitate unlisted course approval process
- Late course change (for undergraduates only)
- Executive MSc
- Course selection troubleshooting

Timetables Team

- Teaching timetables and room allocations
- Student personal timetables
- Class/seminar registers
- Teaching cancellations / alternative arrangements
- Facilitate timetable clash approval





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3 stages of Course Selection

1

- **Find** suitable courses

2

- **Select** courses

3

- **Check** Moodle and timetable



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1. Find



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Ways to find out about courses

- Departments
- Course Guides (Calendar)
- Timetable
- Course Finder
- Capped and Controlled Access Course information





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2. Select



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UG Course Selection Dates

- Opens for continuing students **Tuesday 02 September 2025 at 10.00am**
- Opens for new students on **Tuesday 09 September 2025 at 10.00am**
- New students will only be able to see the “Selection of Courses” option once they have completed their admissions paperwork.
- Course selection closes for all students on **Monday 13 October 2025 at 5.00pm.**
- UG students will be able to make changes to Winter half units during **WT weeks 1-2 (19 – 30 January 2026)**



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UG Course Selection process

Find suitable courses

② Select courses

- Students select courses using LSE for You
- Full information available at **lse.ac.uk/courseselection**
- Students request courses outside their regulations using the 'request unlisted course' option in LSE for You
- Some courses are capped and are available on a first come first served basis
- Selections and changes must be approved by Academic Mentors

③ Check Moodle and Timetables



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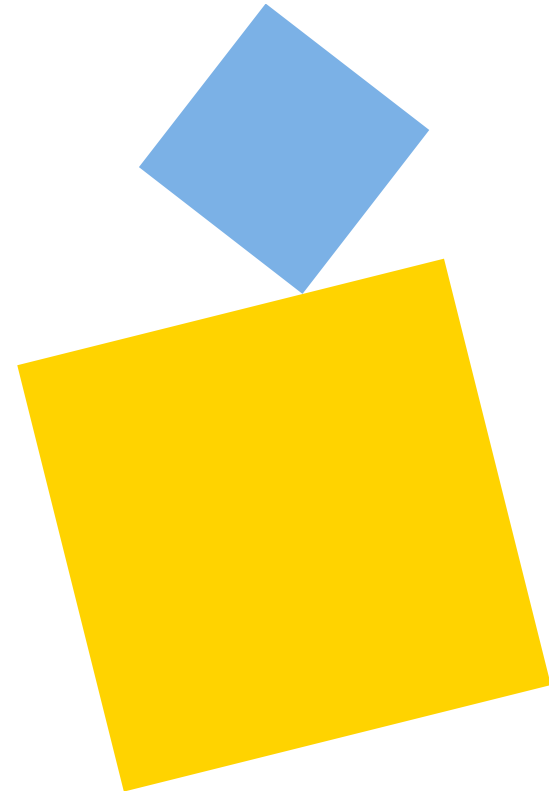
The General Course

- **A digital pre-authorisation system is run by the General Course Dean**

Students then choose courses in the same way as all undergraduates on LFY

- **General Course students require permission to take certain courses (e.g. EC309)**

This permission is handled on a form which is signed by the course leader and General Course Dean





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PGT Course Selection dates

- Opens for browsing on **Monday 22 September 2025 at 10.00am** so that students can get used to the system
- Opens fully on **Thursday 25 September 2025 at 10.00am**
- Students will only be able to see the “Graduate Course Choice” option once they have completed their admissions paperwork.
- Graduate Course Choice closes on **Friday 10 October 2025 at 5.00pm**
- PG students will be able to make changes to Winter half units during **WT weeks 1-2 (19 - 30 January 2026)**



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PGT Course Selection process

Find suitable courses

② Select courses

- Sign up for courses using LSE for You
- Further information available at **lse.ac.uk/courseselection**
- Some courses have controlled access and students apply for places on these courses (application arrangements vary by department)
- Course selection is approved by departments

③ Check Moodle and Timetables



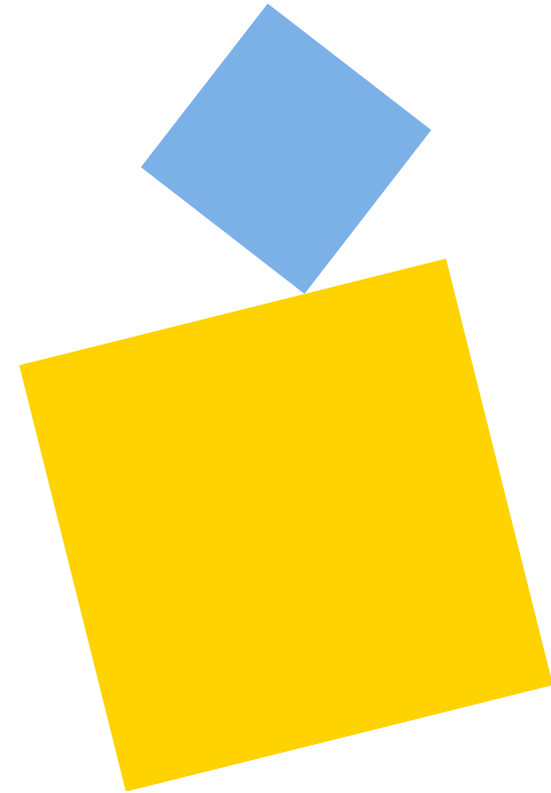


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Graduate Course Choice System Configuration

- Departments will be able to set up controlled access and caps in LFY from **Thursday 4 September 2025 at 10.00am**
- Departments will be able to set seminar size limits in LFY from **Thursday 4 September 2025 at 10.00am**
- Controlled access, caps and seminar size limits must be set up by **5.00pm on Thursday 18 September 2025**
- One person per department should email **ssc.courseselection@lse.ac.uk** by **10.00am on Friday 19 September 2025** to confirm that all courses have been configured





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3. Check



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Moodle enrolments

- Students usually automatically enrolled once they have registered for the course in LFY
- This can take up to one hour during the busy start of term
- Any issues, please contact **eden.digital@lse.ac.uk**



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UG & GC personal timetable publication dates

Continuing Students

From 10.00am Wednesday 24 September 2025

New UG & General Course students

From 10.00am Friday 26 September 2025

Reasons why student can't see personal timetable after above publication dates:

- They have not enrolled/ re-enrolled at LSE for 2025/26 academic year.
- They have not selected their courses in (old) LSE for You (including compulsory courses)
- They have selected courses that creates a clash on their timetable

*Students need to wait 24/48 hours after making a course change for timetable to update.



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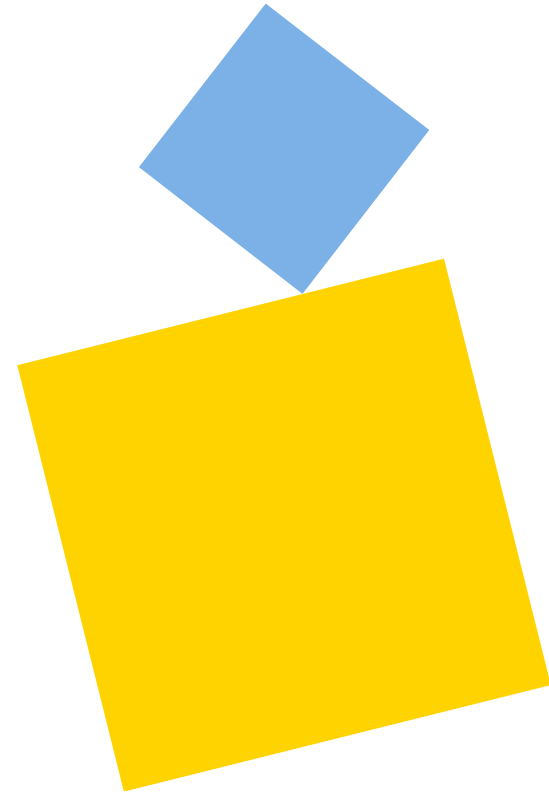
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PGT personal timetable publication date

PGT students' personal timetables are generated, from **10.00am Thursday 25 September 2025**, once course selection opens. The time between course selection and personal timetable generation will be dependent on:

1. **Is the course an open access course?** if yes, the student will automatically be put onto the lectures and a single group seminar (if only 1 seminar group).
2. **Is the course a control access course?** if yes, the student will see timetable once they have been offered a place and accepted this offer.
3. **Does the course have seminar sign up?** if yes, seminar will appear once student has selected a seminar group in LFY, if no, seminar will appear once department allocates student to seminar.

Postgraduate course allocation is co-ordinated by the academic department teaching the course.





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Diploma personal timetable dates

From 10.00am Friday 26 September 2025

Diploma students use Graduate Course Choice (same as PGT) to select their courses.

PGT courses selected and allocation to teaching is the same as for PGT students

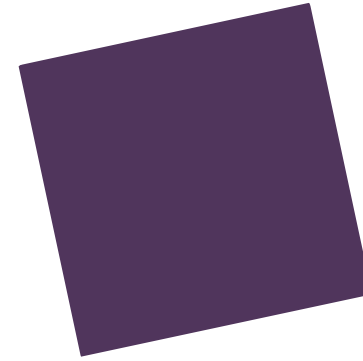
UG courses can also be selected. Students need to wait 24/48 hours after selecting a UG course for their timetable to update



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Making Changes





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Late Course Selection in Autumn Term

- Late course change and administration period is between
 - **PG: 5.00pm Friday 10 October – 5.00pm Friday 17 October**
 - **UG: 5.00pm Monday 13 October – 5.00pm Monday 20 October**
- UG Late Course Change forms
- PG via LFY Course Choice System





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Winter Term Course Selection

- **10.00am Monday 19 January – 5.00pm Friday 30 January 2026**
- UG – to be confirmed ahead of 2025/26
- PG via LFY Course Choice System
- There is no late course change period in Winter Term



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Clash Approvals and Class Change Requests

- UG timetable clash approvals
- All UG class change requests are through LSE for You
- PG seminar change requests via the teaching department





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Course Selection and Timetabling Guidance Materials

Student Guides and FAQs (on the [student webpages](#)):

- UG Student Guide
- PG Student Guide
- UG FAQs
- PG FAQs

Staff Guides ([course selection guidance materials](#) for 2025/26 - *worth bookmarking this page!*):

- Part I Be Prepared & Manage Expectations
- Part II "How to" for staff working with UG
- Part II "How to" for staff working with PG
- Permissions App Guide
- Queuing System Demo
- Staff Checklist (in Excel format so that you can download and customise to your specific circumstances)





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Course Selection and Timetabling LFY Continuity Update

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LSE For You changes for 2025/26 (subject to testing and successful deployment):

UGCS

- Students to receive notification emails when unlisted course requests are rejected (AM and DT) or approved (DT).
- Removal of USSC referral option when approving/rejecting unlisted course requests.
- Automatic removal of course selections for unregistered (URE) students after IRDAP results are confirmed.
- Replacement of WT course change pdf forms by using the LFY UGCS system for both AT and WT periods.

PGCS

- Students to receive pop-up notification when selecting a course as audit.
- Staff to have oversight of students who have selected courses as audit when approving course selections.
- Restrictions for diploma students so they are not able to select AT courses in WT.
- Students able to submit applications for 0.5 unit courses in WT without dropping a course. Once offered a place they are prompted to drop before accepting.





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Questions about Course Selection and Timetables



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Next steps

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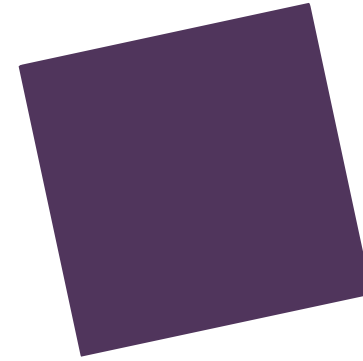




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Stay in touch!



welcome@lse.ac.uk

