



Information Management  
and Technology

# LSE for You: **Graduate Course Choices**

## User Guide

Version 4.0

London School of Economics and Political Science  
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[www.lse.ac.uk](http://www.lse.ac.uk)



# **1 COURSE CHOICES**

## **1.1 What are course choices?**

Within your degree you are required to complete a specified number of units of work. Some programmes allow students to make their own choices regarding the courses that they participate in, whereas others have specified compulsory courses. The permitted courses you can choose can be found in your Programme Regulations. If you have any queries about what courses you should be taking, you need to contact your supervisor.

There are different methods for course choices for Graduate and Undergraduate choices.

# **2 DATES AND DEADLINES**

## **2.1 When can you make your choice?**

During the term there are specific times in which you are allowed to make your course choices. These dates vary each year, but are generally at the beginning of the Michaelmas and Lent terms. Specific dates for course choices can be found on the LSE website.

## **2.2 Missing the deadline**

Once the deadline has passed, the option to choose your courses will disappear and you will be unable to make changes.

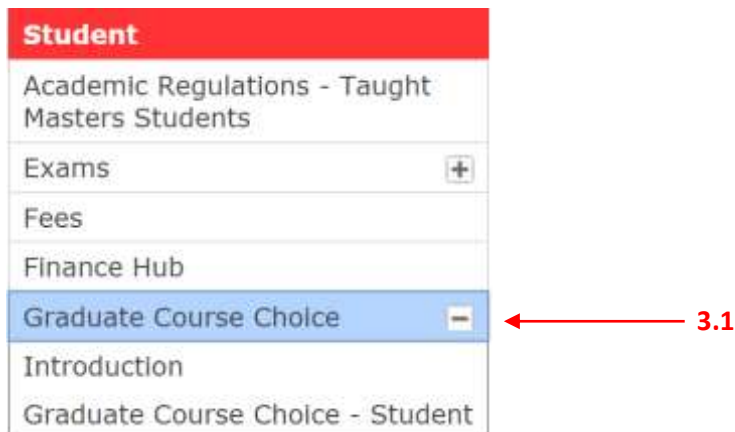
However, in exceptional circumstances changes can be made after the deadline. To do this you will need to complete a 'Late Course Change' form and make sure it is signed by the course leader and your programme director.

The form can be downloaded and printed from the LSE website or collected from the Student Services Centre. Once completed the form should be returned to the Student Services Centre, where they are usually processed within five working days.

### 3 CHOOSING COURSES

#### 3.1 Accessing your courses choices

Click on the Graduate Course Choice tab on the left menu and read through the important information which will help you through the process.



#### 3.2 Selecting your courses

Once you have familiarised yourself with the process, click on the “continue” link which will take you through to your specific options. Here you need to click on the large “select or drop” button to take you to your course options.

## Graduate Course Choice - Student

As at: Mon Sep 12 16:51:41 BST 2016

Your course choices should be consistent with the [programme regulations](#) for your year of entry.

**STUDENT, AB**  
**11111111**

**2016/17 MSc in Environmental Economics and Climate Change**

### Section 1: Capped Course Requests

You have applied to take the following capped courses

Course	Request Status	Offer Expiry Date
Capped course requests have a total value of 0.0 units.		

Please ensure that you have entered a statement in support of any applications to take capped courses, unless the department teaching the capped course has informed you that there is no need to do so. Statements may be viewed/modified by clicking the "select or drop courses | accept or decline offers | withdraw requests" button below. This statement will be seen by the department teaching the course when considering your application.

### Section 2: Registered Courses

You are currently registered for these courses

<a href="#">select or drop courses   accept or decline offers   withdraw requests</a>
Course choices have a total value of 0 units.

**Your course choices have yet to be approved by your Department.**

[START AGAIN](#)

Select any courses that you want to take

DV490 Economic Development Policy I: Applied Policy Analysis for Macroeconomic Develop (CAPPED) (0.5 MT, LT)

N/A DV491 Economic Development Policy II: Microeconomic Analysis (0.5) (Not available in 2016/17)

DV492 Economic Development Policy III: Government Policy Analysis (CAPPED) (0.5 LT)

EC411 Microeconomics (1.0 MT, LT)

EC426 Public Economics (CAPPED) (1.0 MT, LT)  
[EC426: This course is intended for MSc Economics and MSc EME Students. Any external student must have successfully completed EC400 or EC451 in September and have approval of the Department of Economics.]

EC428 Development and Growth (CAPPED) (1.0 MT, LT)  
[EC428: This course is intended for MSc Economics students. Any external student must have successfully completed EC400 in September and have approval of the Department of Economics.]

EC453 Political Economy (CAPPED) (1.0 MT, LT)  
[EC453: This course is intended for MSc Economics students. Any external student must have successfully completed EC400 in September and have approval of the Department of Economics.]

EC476 Contracts and Organisations (CAPPED) (1.0 MT, LT)  
[EC476: This course is intended for MSc Economics and MSc EME Students. Any external student must have successfully completed EC400 or EC451 in September and have approval of the Department of Economics.]

GY445 The Political Philosophy of Environmental Change (CAPPED) (0.5 LT)  
[GY445: This course is available on the MSc in Environmental Economics and Climate Change, MSc in Philosophy and Public Policy, MSc in Political Theory and Master of Public Administration. This course is available with permission as an outside option to students on other programmes where regulations permit. The deadline for receipt of applications is 12 noon on Monday 3 October 2016. You will be informed of the outcome by 12 noon Wednesday 5 October 2016.]

GY400 The Economics of Urbanisation (CAPPED) (0.5 LT)

GY409 Globalization and Regional Development (CAPPED) (0.5 MT)  
[GY409: Cannot be taken with GY407 or GY413]

GY410 Economics of Local and Regional Development (CAPPED) (0.5 LT)  
[GY410: Cannot be taken with GY408 or GY415]

GY420 Environmental Regulation: Implementing Policy (CAPPED) (1.0 MT, LT)  
[GY420: Students taking GY420 cannot take the half unit GY465 or GY475. Enrol in GY420, for seminars, if taking GY420 or GY475]

GY426 Environmental and Resource Economics (CAPPED) (1.0 MT, LT) (Compulsory for your Programme of Study)  
[GY426: Not available to EBD or EPR, only open to students with a strong economics and quantitative background - subject to approval - please provide a comprehensive supporting statement if you wish to apply]

GY427 Climate Change: Science, Economics and Policy (CAPPED) (0.5 MT) (Compulsory for your Programme of Study)

GY428 Applied Quantitative Methods (CAPPED) (0.5 MT, LT) (Compulsory for your Programme of Study)  
[GY428: Core for EECC students, not available to EBD or EPR. An alternative course if GY428 is not permitted/available is MY452 in the Methodology department]

GY446 Planning for Sustainable Cities (CAPPED) (0.5 MT)

GY455 Economic Appraisal and Valuation (CAPPED) (0.5 LT)

GY460 Techniques of Spatial Economic Analysis (CAPPED) (0.5 LT)

GY463 Concepts in Environmental Regulation (CAPPED) (0.5 MT)  
[GY463: Cannot be taken with GY420 or GY475.]

GY469 Environment and Development: Ecosystem Services (CAPPED) (0.5 LT)  
[GY469: Cannot be taken in conjunction with GY423 or GY468]

GY475 Issues in Environmental Governance (CAPPED) (0.5 LT)  
[GY475: Cannot be taken in conjunction with GY420 or GY465]

GY499 Dissertation (1.0 MT, LT) (Compulsory for your Programme of Study)

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

'Cancel' returns to previous page

[START AGAIN](#)

### 3.2.1 Available options

This will take you to a screen similar to the example below, where you will be able to see all courses that are open to you. Once you have found your choice, check the box and save your changes.

Note: compulsory courses will already be selected according to your programme's regulation. **Do not unselect these choices** (unless you are a part-time student and know which compulsory course you will take in your second year).

In general you may carry up to six units worth of enrolled courses plus requests to take controlled courses. For example, you may be enrolled for 4 courses and have requests for two more.

### 3.2.2 Unavailable

If you are unable to find a course that you have permission to choose, but is not on the original list, enter the course code into

the box provided at the bottom of the list. The option to select that course will then be made available to you.

## 3.3 Controlled Access Courses

Some courses are controlled as there are limited places available. These courses will say (CAPPED) and will be highlighted in green.

### 3.3.1 Adding a statement

Capped/controlled access courses require a brief statement, asking you to highlight why you would like to be considered for a place on the course.

## Graduate Course Choice - Student

### Supporting Statement

You may, optionally, make a statement in support of your course choices in the field below. You are strongly advised to do so if your course choices fall outside the regulations for your programme. You should also make a statement if you are requesting any capped courses in the box next to the relevant course, to help the Department teaching the course decide whether or not to accept you.

this is where I write in general terms about my course choice

(last changed: 12/09/16)

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

- DV428 Managing Humanitarianism (0.5)  [Save](#)

← 3.3.1

[START AGAIN](#)

### 3.3.2 Auditing modules for PGR students

If you are required to audit a module by your programme regulations you will see an extra option to mark the course as 'for audit'.

### 3.3.3 Accepting/Declining Capped course

Once your application to the course has been approved, you must then accept or decline the place as soon as possible. If you do not complete this in the allotted time, your offer will be revoked.

## Graduate Course Choice - Student

### Capped Course Requests

You have applied to take the following capped courses

Course	Message	Request Status	Offer Expiry Date	
DV428 Managing Humanitarianism	<p>Dear student</p> <p>With reference to your request to take DV428, this is to inform you that you have been offered a place on the course.</p>	OFFER	Wed Sep 14 16:30:05 BST 2016	<input type="button" value="accept"/> <input type="button" value="decline"/>

← 3.3.2

## 3.4 Dropping courses

### 3.4.1 During both terms

You can only drop courses within the time allocated for course choices. If you miss the deadline, you will be unable to change any course online. See section 2.2 about what you should do if you miss the deadline.

On the course choice summary page, select the course(s) that you would like to drop and click on the “save” button at the bottom of the page.

Do not drop a capped/controlled access course unless you are sure you no longer want the place. Once you have chosen to drop these courses, it may be difficult to be reinstated if you change your mind.

## Graduate Course Choice - Student

### Capped Course Requests

You have applied to take the following capped courses

Course Message Request Status Offer Expiry Date

### Drop courses

Select any courses that you want to drop

- DV400 Development: History, Theory and Policy (CAPPED) (1.0 ) (Compulsory for your Programme of Study)
- DV424 Global Political Economy of Development II (0.5 )
- EH414 Theories, Paths and Patterns of Late Development (CAPPED) (0.5 ) (Compulsory for your Programme of Study)
- EH491 Dissertation in the Political Economy of Late Development (0.5 ) (Compulsory for your Programme of Study)

← 3.4

### 3.4.2 From Lent Term

There are additional rules in place to prevent the dropping of courses (both half and full units) for which teaching has already been received during Michaelmas Term.

### Drop courses

Select any courses that you want to drop

- DV400 Development: History, Theory and Policy (1.0 MT, LT ) (Compulsory for your Programme of Study)
- DV410 Research Design and Dissertation in Development Studies and Development Managemem (1.0 MT, LT ) (Compulsory for your Programme of Study)
- DV418 African Development (0.5 LT) (Compulsory for your Programme of Study)
- DV445 Research Themes in International Development (0.5 MT, LT ) (Compulsory for your Programme of Study)
- It is now too late to drop this course. Contact the department running the course for more information (0.5 MT) (Compulsory for your Programme of Study)

## 4 SEMINARS

### 4.1 Seminar Allocation

Some departments choose to allocate students to seminars, whereas others allow students to self-select. Please make sure you are aware of which option the courses take so that you do not miss the deadline for selection.

For those departments that allow students to choose their own seminar groups, please follow the guide below.

Graduate Course Choice

Introduction

Graduate Course Choice - Student

**Graduate Student Seminar Sign-up**

Lookup Academic Adviser

← 4.1

### 4.1.1 Group choice

Choose the group that you wish to sign up for from the selection of available seminars. Where the numbers are red, there is a timetable clash with another course that you are already registered for. You are still permitted to choose the seminar you wish, regardless of any clashes. To see the clash, hang the mouse pointer over the week number.

We can see below the clash in week 10 is with DV418 due to Lecture group 1.

DV400 Group 8	Tue 11:30 - 13:00	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		CLD 3 24	8
	Tue 11:30 - 13:00		1, 2, 3, 4, 5, 6, 7, 8, 9, 10	CLD 3 24	
DV400 Group 7	Tue 14:00 - 15:20	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		Lecture DV418 1	10

### Student

You are already signed up to the following seminars for this course:

Course code and group	Title	Time	MT	LT	ST	Room Number	Seminar capacity
<input type="checkbox"/> DV400 Group 5	Development: History, Theory and Policy	Tue 09:00 - 10:30	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		CON H002	15

← 4.1.2

Please sign-up for one seminar group using the form below and then click 'Save'.

Course code and group	Time	MT	LT	ST	Room Number	Seminar capacity
<b>Development: History, Theory and Policy</b>						
<input type="checkbox"/> DV400 Group 1	Mon 14:00 - 15:30	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		CON H106	15
<input type="checkbox"/> DV400 Group 2	Mon 14:00 - 15:30	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		CON H038	15
<input type="checkbox"/> DV400 Group 3	Mon 15:30 - 17:00	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		CON H106	15
<input type="checkbox"/> DV400 Group 4	Mon 15:30 - 17:00	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		CON H038	15
<input type="checkbox"/> DV400 Group 5	Tue 09:00 - 10:30	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		CON H002	15
<input type="checkbox"/> DV400 Group 6	Tue 09:00 - 10:30	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		CON H106	15
<input type="checkbox"/> DV400 Group 7	Tue 10:30 - 12:00	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		CON H002	15
<input type="checkbox"/> DV400 Group 8	Tue 10:30 - 12:00	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		CON H106	15
<input type="checkbox"/> DV400 Group 9	Tue 13:00 - 14:30	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		CON H009	15
<input type="checkbox"/> DV400 Group 10	Tue 14:30 - 16:00	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		CON H038	15
<input type="checkbox"/> DV400 Group 11	Tue 14:30 - 16:00	1, 2, 3, 4, 5, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		KBW 0101	15
<input type="checkbox"/> DV400 Group 12	Tue 15:30 - 17:00	6			KBW 0208	15
<input type="checkbox"/> DV400 Group 13	Wed 09:00 - 10:30	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		NAB 1 19	15
<input type="checkbox"/> DV400 Group 14	Wed 10:30 - 12:00	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 3, 4, 5, 6, 7, 8, 9, 10		NAB 1 19	15

← 4.1.1

\* indicates the seminar group is already full.

Disabled access denoted by

If an unavoidable timetable clash prevents you from signing up to any of the available seminar groups, or all groups are full, please contact the Course Convener / Teacher Responsible as indicated in the course guide.

Save

[Back to course selection screen](#)

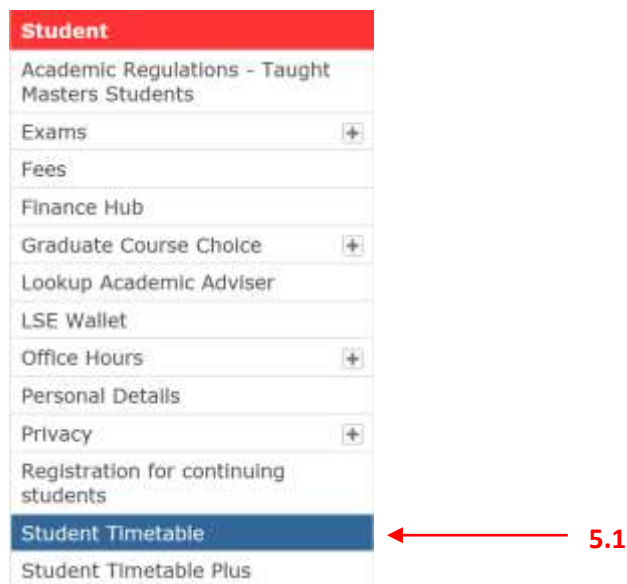
### 4.1.2 Withdrawing from selected group

To withdraw from a seminar click on the check box next to the chosen group and then save your new selection.

## 5 TIMETABLES

### 5.1 Access to timetable

After you have made your selection, you should be able to see all your choices displayed in your personalised timetable.



## 6 HELP

### 6.1 Course choice advice

You should first contact your Supervisor or Programme Director, who will have a better understanding of your programme regulations and your personal needs.

You can also check your programme regulations on the LSE website which will outline key information regarding your course choices.

Departments can advise you on how they choose to run seminar sign up and controlled access courses.

### 6.2 Missed Deadline

See section 2.2.

You should speak to your Academic Advisor to confirm the process that you need to follow.

### 6.3 Can't access the course choice/technical issues

Check that you have followed all the processes outlined above. If this user guide and the FAQs have not resolved your problem, contact the IT Helpdesk.

### 6.4 Frequently Asked Questions (FAQs)

Please see the FAQs available within the Graduate Course Choice application titles 'Help with Graduate Course Choice - Student'.