

## **Graduate course choice: request to take a controlled access course online**

The LSE for You online course choice system has a built-in facility through which students can apply to the relevant teaching department for permission to take a course designated as controlled access.

This document explains how this process works by answering some of the key questions you may have.

### **1. What is meant by controlled access?**

When a department designates a course as 'controlled access', you will need to apply to the teaching department for permission to take the course before you are allowed to register for it. This will be as a result of limited places and/or prerequisites that are required in order to study the course.

### **2. When can I access the facility to request to take a controlled access course?**

You can access the facility to take a controlled access course at the same time as the graduate course choice system is released to students.

The facility will remain open as long as you are allowed to select or change your course choices via the graduate course choice system.

### **3. How do I apply to take a controlled access course?**

You access the facility via the graduate course choice system.

Log on 'LSE for You', click on 'Graduate Course Choice' and then 'Graduate Course Choice – Student' under the menu options for Student.

- On the first page (guidance), you will see some notes on course registration. Please read these notes carefully before clicking the button at the bottom of the page to continue.
- On the second page (course choice summary), you will see your personal details including the programme for which you are registered and a hyperlink to the programme regulations in the School's Calendar. To proceed with making your course choices, click on the **'select or drop courses | accept or decline offers | withdraw requests'** button.
- On the third page (course selection), you will see all the courses listed in your programme regulations, with courses on controlled access highlighted in green. Click on the box in front of the course to select it. If the course you would like to select is not listed, you can access it by typing the course code into the 'Fetch' facility at the bottom of the page. After selecting your courses, click on the 'Save changes' button to proceed to the next page.
- On the fourth page (supporting statement) you may, optionally, make a statement in support of your course choices, which will be seen by your home department when approving your course choices. This screen also allows you to make separate statements in support of each of your requests for controlled access courses, which will be seen by the department teaching the course when considering your application.
- Clicking on the 'Save' button will take you back to the course choice summary page which should now display the capped courses for which you have applied, the courses for which you are registered and the statement you have made in support of your course choices.

### **4. How will I be notified of the outcome of my request?**

You will be notified of the outcome of your request via email. Please do not respond to the address from which the emails are sent as replies to these messages are not monitored. If you have any queries about the request, please contact the department teaching the course directly.

#### **5. What do I need to do if I have been made an offer?**

If you have been offered a place on a controlled access course, you will need to log back in to the graduate course choice system and indicate whether you would like to accept or decline the offer. You will be given two working days from the time the email was sent to make a decision. If you do not take any action by this deadline, the offer will expire.

If the course in which you have been made an offer is replacing a course for which you are already registered, you should drop the registered course before you accept the offer, to ensure that you do not exceed the maximum number of units your programme regulations allow you to take.

Please do not assume you have a place on a controlled access course until you have been officially informed of this and accepted the offer. You will not be able to sign up for a seminar until you are registered for the course.

You can withdraw a request to take a controlled access course before/after you are notified of the outcome or drop the course after you are registered for it.

#### **6. What if a compulsory course on my programme is on controlled access?**

You will be automatically registered for all the compulsory courses which are pre-selected on the course selection page, including those on controlled access.

If you are a part-time student, please de-select the compulsory courses that you will not be taking in the current academic year to avoid being auto-registered for these courses by the system.

#### **7. Is there a limit on the number of controlled access units I could apply for?**

You will be able to register for the number of permissible under your programme regulations, and in addition you may have applications pending for up to two units of controlled access courses.

This means you can wait for the outcome of an application to take a controlled access course before giving up registration on another course.

#### **8. What if the controlled access course I request involves seminars shared by other course(s)?**

For courses which are jointly owned by two departments; or which offer a choice of assessment between examination and dissertation; or can be taken as a sessional full unit or two termly half units, the same seminars will be attended by students registered under different course codes.

If you are applying to take a controlled access course with shared seminars, your request may need to be considered by more than one party. When this happens, permission from all the required parties will be needed before you can be offered a place.

#### **9. Who should I contact about the progress or outcome of my request?**

Please note that it is the department offering the course who will be dealing with your request. If you have any queries about the request, you should contact the department teaching the course directly.