Timetabling Change Request Form – Guidance Notes

Name

Please provide your first and last name.

Email

Please provide your University email address.

Are you making this request on behalf of another colleague?

If you have been asked to make this request by a colleague please state 'yes' and then complete your colleagues name and email address in the boxes provided.

Today's Date

This will default to today's date

Division

Please select your division

Head of Division

This section will be automatically completed once you select a division.

Course Unit Code

Please provide the course unit code of the activity you wish to change (e.g. AHVS10051).

Activity Type

Please select from the drop-down list the type of activity you wish to change under that course code. The options will be as follows:

- Lecture
- Seminar
- Tutorial
- Class
- Oral
- Screening
- Workshop
- New Activity
- Other

If 'New Activity' is selected then the requester will be prompted to provide the activity type required.

Current day and time/duration of the activity

Please state the current day and timeslot of the timetabled activity that you wish to change.

Details of the change

In this text box please explain what change you would like made to your timetabled teaching activity (e.g. Move activity to 9am on Thursday).

First effected date of change

Please select the first date from which the change would need to commence from. This will help us at busy times of year to make sure that we prioritise approved changes in chronological order.

Reason for the Change

This will again be a drop-down list where the requestor will be required to select a reason for the change. The options will only be those that were agreed in the SALC Core Principles for Timetabling Document and will be as follows:

- Staff Illness
- Approved change in staff availability
- Actual number of students exceeds room capacity
- Actual number of students is significantly smaller than expected and would fit in a smaller room

Please note that when 'approved change in staff availability' is selected then a text box will appear requiring the requestor to provide further details as to why it is this reason for change.

How many students will be affected by this change?

The number of students that are enrolled for the timetabled activity that's subject to change will need to be stated here.

Are any of the affected students completing the NSS this year?

Please simply select 'Yes' or 'No'.