

# Timetables - Frequently asked questions

## **When will timetables be released?**

This year we will release timetables at termly intervals. We aim to publish most undergraduate timetables as follows:

\*Term 1 - 6pm on 21<sup>st</sup> September 2020 for all students. With the exception of HE at Mansfield students who will receive timetables on 14<sup>th</sup> September.

Term 2 – 6pm on 7<sup>th</sup> December 2020 for undergraduate students.

Term 3 – 6pm 1<sup>st</sup> March 2021 for undergraduate students.

All other, non-undergraduate, course timetables are likely to be issued one week prior to the course start date and will be available to view on NOW.

Due to Covid-19 response the above dates may be subject to change.

Term 1 timetable should not be regarded as indicative of how subsequent terms may be timetabled as this will be reviewed in the light of the latest Government advice. If you have queries specific to the delivery of your course please contact your Tutor.

## **How do I access my timetable?**

Log on to NOW (NTU Online Workspace) – the link is <https://now.ntu.ac.uk/>

## **What should I do if the timetable is incomplete?**

If you are a returning student and you have been referred in a module(s) during the summer period, or if you have recently transferred course, pathway or mode of study (for example, from sandwich to full-time) your timetable may not be complete. Please contact timetabling if you think anything is missing from your personal timetable.

## **Why are the wrong modules showing on my timetable?**

If you have changed your options or are repeating or re-taking modules from the previous academic year, it is possible that a different module shows on your timetable. You should check with your Course Administrator to confirm that you are enrolled under the correct course if you are unsure that your modules are correct.

## **There is a clash on my timetable, what should I do?**

In the rare event that there is a clash on your timetable, please contact your School timetabling team using the relevant link on the [timetabling web page](#).

## **What do I do if I wish to change my timetable?**

Timetables have been produced taking into account social distancing measures and therefore changes are unlikely to be possible unless there are strong exceptional circumstances. We know that in some areas changes have been possible previously but it is so difficult to accommodate this year. Room capacities are about ¼ of the 'normal' capacity, for everyone's safety and it is therefore very important that these are respected at all times.

If you have extenuating circumstances which necessitate a change to your timetable discuss these circumstances with your School using the relevant link on the [timetabling web page](#). Please attend scheduled classes until approved.

## **Why has my timetable changed?**

Adjustments can be made to your timetable for many reasons and it is imperative that you check your online timetable daily.

- **Room and/or time changes** – it may be necessary to move a teaching event due to unforeseen circumstances such as maintenance or to improve the room suitability.\*\*\*
- **Academic staff absence** – when a tutor is absent it may be necessary to postpone or re-arrange a class. If this occurs at short notice you will be sent a text message or email from us. Occasionally late notification is unavoidable, for example for 9am starts. However, you will be informed as soon as possible. You should always keep your mobile phone contact details up-to-date. If you do not wish to receive text messages regarding timetable changes you must inform your School timetabling team.
- **Additional events** – your course leader may wish to add an event to your timetable (for example, a placement lecture).

### **Will my timetable change between release and the first day of term?**

There is a possibility that your timetable will change between release and the first day of term. Where you have child care/work scheduled around your timetable following release and this is impacted by any changes subsequently made, please raise this with us by following the process under 'What do I do if I wish to change my timetable?' noted above.

### **What extra-curricular opportunities are available to participate in when I have spare time?**

Please visit the Current Students Web Pages ([https://www4.ntu.ac.uk/current\\_students/index.html](https://www4.ntu.ac.uk/current_students/index.html)) to help you identify opportunities available to you.

### **Why is the induction timetable on NOW different to the timetable on starting at NTU?**

Your School will be able to advise where you can find the most up to date version of your induction timetable.

### **Why is the Timetable on the MyNTU App different to NOW?**

Your phone may not be updating in real time. If in doubt check on NOW as that is where you will find the most up-to-date version available and is the one you should follow.

### **Where can I find my examination timetable?**

Your [examination timetable](#) will be available via your School.