

Timetables - Frequently asked questions

When will timetables be released?

The majority of students will be able to view their full personal timetables after 6 pm on Monday 2 September 2019. Non-undergraduate course timetables are likely to be issued one week prior to the course start date and will also be available to view on NOW.

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 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 your School using the relevant link on the timetabling web page 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?

If you have extenuating circumstances which necessitate a change to your timetable (for example, carer commitments or you are a Sport Scholar) you should submit your request, together with supporting evidence, to your School using the relevant link on the timetabling web page. Please attend scheduled classes until approved.

Why do I have teaching scheduled on a Wednesday afternoon?

Wherever possible we do not place core lectures on Wednesday afternoons for undergraduate students. However, there may be exceptions to this such as non-compulsory guest lectures and optional employability events etc. Additionally some core lectures may be delivered twice with one session being on Wednesday afternoons. Where this occurs and you are unable to attend due to other commitments, you can request to be moved to an alternative delivery time. You should submit your request, together with supporting evidence, to your School using the relevant link on the timetabling web page. Postgraduate students are likely to have teaching scheduled on a Wednesday afternoon.

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 events and opportunities are available to participate in when I have spare time?

There are regular events taking place to enrich your experience at NTU. Please visit the Current Students Web Pages (https://www4.ntu.ac.uk/current_students/index.html) to help you identify events and opportunities available to you.

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

The induction timetable on NOW is an indication of the events taking place during induction week. Your personal timetable on NOW is the most up-to-date version available and is the one you should follow.

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 also be available on NOW. Dates, deadlines and support can be found on the exams page.

Why not find out about upcoming [events](#) at NTU?:

[Book into a Library training Event/Workshop?](#)

[Check what's on at NTSU?](#)

[Look into graduate opportunities with Employability?](#)