# Timetabling query resolution guide

**Query: I have a clash in my timetable**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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| **Step 1** | Are you a major/minor student?  
  • If yes, go to **Step 2**.  
  • If no, go to **Step 3**. |
| **Step 2** | It is sometimes the case that there are unavoidable clashes of teaching sessions on major/minor courses.  
If there is such a clash, at least one of those sessions will be automatically recorded via Lecture Capture. You should therefore attend any sessions that are not automatically recorded (seminars/tutorials etc.), and use Lecture Capture to catch up on the sessions that are recorded.  
*A list of activities that are automatically recorded via Lecture Capture can be found here.*  
Your personal tutor and your school Administration Team can provide further advice should you require. |
| **Step 3** | Email your school’s [Timetabling Coordinator](#) as soon as possible and they will investigate the clash for you. You will need to provide the following details:  
• Your name  
• Your student number  
• Days, times and module codes of the clashing teaching sessions |

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*This should only be relevant for major/minor and visiting students*