Query: I want to change my seminar or tutorial group

**Step 1**
Check with your school whether requests to change groups are permitted.
- If they are permitted, go to Step 2.
- If not then you will not be permitted to change groups.

**Step 2**
Email your school’s Timetabling Coordinator so that they can investigate whether the change of group can be processed. You will need to provide the following details:
- Your name
- Your student number
- Module code that you want to change group
- Type of session you want to change group for (e.g. seminar, tutorial)
- Details of the group you want to move from/to (e.g. day and time)

Please be aware that some changes may not be possible if they clash with your existing teaching commitments, or if the group is at full capacity.

**Step 3**
If the change of group is able to be processed, this should appear in your personal timetable within 24 hours. **Please check your timetable after this time.**