



Timetabling query resolution guide

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.**