



# Timetabling query resolution guide

## Query: My timetable is partially populated

### Step 1

If you have one or more modules missing from your timetable, go to **Step 2**.

If you can see all of your modules, but you think that some teaching sessions (e.g. lectures or seminars) are missing, go to **Step 3**.

### Step 2

Have you recently changed module, or had to complete online module selection? If so, this is likely to be the reason why modules are missing from your timetable.

If you are unsure whether your student record is showing the correct modules, your school Administration Team will be able to check this for you.

Once your student record is up-to-date, your personal timetable will appear within 24 hours. Please check your timetable again at that time.

### Step 3

Email your school's [Timetabling Coordinator](#) so that they can investigate this further. Make sure you include the following details in your email:

- Your Name
- Your Student Number
- Module code(s) of sessions that are missing
- Type of sessions that are missing (e.g. seminars, practicals)