



# Student Guide to Online Timetables

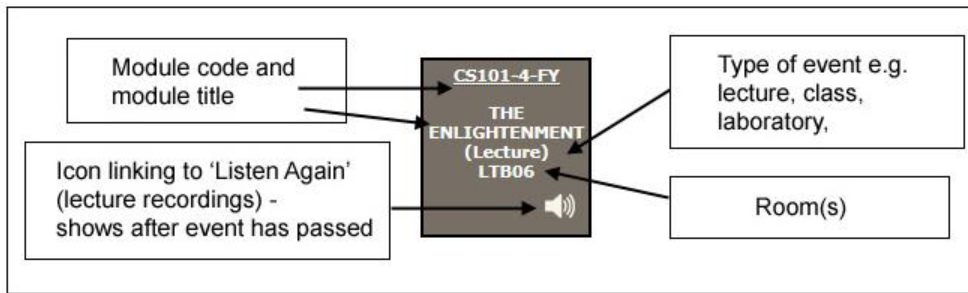
Produced by Timetabling and Room Booking Team  
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Each teaching event shows:

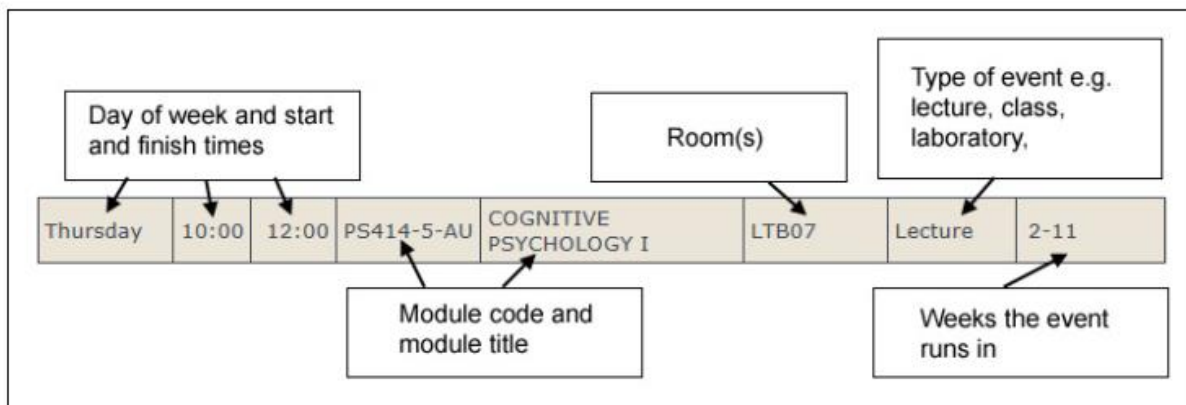


### List View

The list view will list all events for the current term being displayed.

Day	Start	Finish	Module	Module Title	Room	Event	Weeks Occurring
Monday	11:00	12:00	GV313-6-FY	Authoritarianism and Corruption	<a href="#">4.722</a>	Lecture	2-11
Monday	11:00	12:00	GV313-6-FY	Authoritarianism and Corruption	<a href="#">4.722</a>	Lecture	16-25
Monday	12:00	14:00	GV537-6-FY	Development, State Building and Conflict	<a href="#">TC2.8+TC2.9</a>	Seminar	2-11, 16-25
Thursday	17:00	18:00	GV711-6-FY	Career Portfolio	<a href="#">IT Lab N</a>	Voluntary Support Class SUPa02	5, 7, 9, 11, 18, 20, 23, 25
Friday	09:00	11:00	GV711-6-FY	Career Portfolio	<a href="#">IT Lab N</a>	Voluntary Support Class	30
Friday	13:00	14:00	GV313-6-FY	Authoritarianism and Corruption	<a href="#">5A.106</a>	Seminar SEMa04	2-11
Friday	13:00	14:00	GV313-6-FY	Authoritarianism and Corruption	<a href="#">5A.106</a>	Seminar SEMa04	16-25
Friday	15:00	17:00	GV711-6-FY	Career Portfolio	<a href="#">LTB01</a>	Group	6

Each teaching event shows:



## Who should I contact if I need help?

**Technical Difficulties:** If you are experiencing technical difficulties with viewing your timetable please e-mail: [sfitchg@essex.ac.uk](mailto:sfitchg@essex.ac.uk).

**Incorrect Module Enrolment:** Please refer to the section “What should I do if I'm not enrolled on the correct modules?”

**Class Clashes:** Please refer to “What should I do if there are clashes on my timetable?”

**Requests to Change Class:** Please refer to “How can I request a class change?”

**General Advice:** If you need advice relating to your studies please contact your Department.

## Why does the timetable change?

Whilst we endeavour to minimise timetable changes after the publication date of 1st September, changes in teaching patterns, changes in academic staff and module enrolment can lead to changes in the timetable after the final publication. The timetable is therefore subject to change throughout the year.

**Students should regularly check their online timetable to see if anything has changed.**

## What do the week numbers mean?

The week numbers form the basis of the University calendar and are used for timetabling events into each academic term. Please see the [Week Structure](#) information section for a full breakdown of the weeks for the current and next academic year.

## What do the module codes mean?

The module code consists of 3 elements. For example, LG337-4-AU means the following:

- Module Code referring the module within the department e.g. LG337 – indicates one of the modules within Languages and Linguistics Department
- Module Level e.g. 4 – indicates the year/ level students taking the module are enrolled in
- Module Term e.g. AU – indicates term that even is being taught in. Further information about module terms is indicated below

Term	Description
FY	Full year. Will be taught in all 3 terms.
AU	Autumn – will only be taught in the Autumn term.
SP	Spring – will only be taught in the Spring term.
AT	Autumn – will only be taught in the Autumn term.
PT	Spring – will only be taught in the Spring term.
SU	Summer – will only be taught in the Summer term.
AP	Autumn / Spring – will be taught in both the Autumn and Spring terms.
AS	Autumn / Summer – will be taught in both the Autumn and Summer terms.
PS	Spring / Summer – will be taught in both the Spring and Summer terms.

<b>ZA</b>	Autumn – will only be taught in the Autumn term. Only applicable for Study Abroad students.
<b>ZF</b>	Autumn / Spring – will be taught in both the Autumn and Spring terms. Only applicable for Study Abroad students.
<b>ZS</b>	Spring – will only be taught in the Spring term. Only applicable to Study Abroad students.
<b>ZU</b>	Spring / Summer – will be taught in both the Spring and Summer terms. Only applicable to Study Abroad students.

## What do the module statuses mean?

In the Enrolment Details tab within your timetable, the modules you are enrolled in have a status assigned. They are unique to your chosen course and optional modules.

Graphical View | List View (by week) | **Enrolment Details** LIVE CONNECTION

### myTimetable: Enrolment Details

Comp No.	Module	Description	Status	Action Required
01	<a href="#">GV537-6-FY (30 Credits)</a>	Final Year Politics Option(S)	F	None
02	<a href="#">GV313-6-FY (30 Credits)</a>	Final Year Politics Option(S)	F	None
03	<a href="#">GV831-6-FY (30 Credits)</a>	GV831-6-FY or GV832-6-FY	H	None
04	<a href="#">GV538-6-SP (15 Credits)</a>	Politics Option(S) or Outside Option(S)	F	None
04	<a href="#">GV543-6-AU (15 Credits)</a>	Politics Option(S) or Outside Option(S)	F	None
05	<a href="#">GV711-6-FY (0 Credits)</a>	Compulsory	C	None

This table shows your current enrolment status for each of your course modules.

Current list of module statuses:

**B – Core.** You cannot change this module and you have automatically been enrolled on this module and any teaching events associated with it.

**C – Compulsory.** You cannot change this module and you have automatically been enrolled on this module and any teaching events associated with it.

**P – Provisional.** This choice has not yet been confirmed by your Department. You will not be able to see your timetable for this module until it has been confirmed by your Department.

**F – Confirmed.** This choice has been confirmed by your Department and you should have been automatically enrolled on any teaching events associated with it.

**G – Confirmed.** (Core with options.) This choice has been confirmed by your Department and you should have been automatically enrolled on any teaching events associated with it.

**H – Confirmed.** (Compulsory with options.) This choice has been confirmed by your Department and you should have been automatically enrolled on any teaching events associated with it.

**W – Waiting.** You are on a waiting list for this module. You will not be able to see your timetable for this module until it has been confirmed by your Department.

**R – Rejected.** This choice has been rejected by the Department. You are required to choose a different module.

**X – Non-Assessed.** This is a module that where you attend the teaching, but the module is not assessed and no credits are awarded. For example audit modules, in sessional and Languages for All modules.

**Blank Status.** You have not currently enrolled on a module within this part of your course

**Please note that you will be unable to see your full timetable until you have chosen all your options and these have been confirmed by your Department.**

## What should I do if I'm not enrolled on the correct modules?

You are required to take action, where the status of the module enrolment is either R or blank. Please click on the link in the Action Required column under the Enrolment Details tab which will take you to the eNROL management system.

Alternatively you can access [eNROL](#) system directly

**Please note that eNROL is open from weeks 30 (in the current academic year) through to week 3 (in the next academic year) for all undergraduate and full-time postgraduates.**

**eNROL then opens again from weeks 10 through to week 17 for changes to Spring term modules.**

## Why aren't all modules timetabled?

You will only see timetabled events for modules that have a status of B, C, F, G, H or X. All other modules are waiting for action either by you or your Department. Please refer to the Module Status on the Enrolment Details view.

**Please note the online timetables are only updated at 10pm each night. Once your module selection has been confirmed by your Department the Timetabling and Room Booking Team has to assign you to specific class groups. During busy times there may be a delay in allocating you to a class group.**

Certain modules such as dissertations or projects may not have teaching associated with them. If you are in any doubt about whether a module should be timetabled please contact your department using the Report a Timetable Problem button on each of the graphical, list or enrolment detailed views. Please ensure you select the Issue Type of Module enrolment issues when submitting your problem. The information will automatically be passed onto the Department running the module.

Allocation to class groups for certain modules can only take place after you have been tested for your ability / experience in the subject after the start of term. You will therefore not see these events on your timetable until the class allocation has been confirmed.

**If you are in any doubt about your timetable please discuss this with your Department.**

## How do I see the whole timetable for a module?

Please view [departmental timetables](#) to view teaching for the whole module.

## What should I do if I want to change course?

If you want to change course please read the information supplied on the [Change of Course](#) web pages.

## What should I do if there are clashes on my timetable?

Occasionally optional module enrolment might result in clashes appearing on your timetable. This is particularly in the case of students taking modules from more than one department.

Clashes will be displayed as an automated warning on the list, graphical and enrolment details views of your online timetable as per the example below.

**AUTOMATED WARNING:** You have timetabled events which clash. Details of events which clash:  
14 January 2019 from 10:00 (PA229-6-SP and BE937-6-FY)  
21 January 2019 from 10:00 (PA229-6-SP and BE937-6-FY)  
28 January 2019 from 10:00 (PA229-6-SP and BE937-6-FY)

Week numbers in which events clash: 16 17 18 19 21 22 23 24 25

Please use the 'Report a Timetable Problem' button, below, to inform Central Timetabling Staff of the problem(s).

If you have any clashes on the timetable please report the clash using the "Report a Timetable Problem" button on the bottom of the list, graphical and enrolment details views.



Please ensure you select the Issue Type of Class Clashes.

The information you submit will be automatically forwarded to the Timetabling and Room Booking Team for resolution. If the same event is clashing over multiple weeks, it is only necessary to submit one class clash form.

However, if you have several clashes between different modules, please submit the form for each clash. For example, one for PA229 clashing with BE937 and another form for PA437 clashing with PA229.

**Timetabling and Room Booking Team is responsible for ensuring students have clash free timetables where possible.**

**Whilst every attempt will be made to resolve clashes, due to the flexibility in module options on most courses, it may not be possible to accommodate your optional selections. If you are informed that your submitted clash cannot be resolved by Timetabling and Room Booking Team, your Department will request you to either choose a different module or give advice to resolve clashes differently on case by case basis. If you are required to change the optional module, this must be done immediately to allow time for updates on your timetable.**



## How can I request a class change?

Students are automatically assigned to classes based on their availability by the Timetabling and Room Booking Team in the attempt to produce a clash free timetable for every student.

Students studying full-time are expected to be available at any time during the teaching week. Where a student is allocated to a specific class or lecture, but is genuinely unable to attend the class or lecture on a regular basis for a particular reason, where possible, the following reasons will usually be accepted as valid for allowing students to change to an alternative class or lecture:

- Childcare and/or caring commitments;
- Work commitments, including work experience, work placement and voluntary work;
- Attendance on other courses of study;
- Medical reasons, including regular medical or dental appointments;
- Participation in sporting events at a regional, national or international level; and
- Significant travel for one class/seminar only.

Permission to change to an alternative class or lecture is agreed at departmental or school level and the right is reserved to refuse permission to change. The above list is not exhaustive and it is recognised that there may be other genuine reasons for changes to be necessary.

See [Timetable policy](#) for more details.

**Please note class change requests are subject to:**

- **Availability within other classes**
- **An alternative class being available that does not clash with other teaching events the student is currently enrolled on. Please also note that there are a very limited number of alternative classes to change to at Southend.**

To request a class change use the Request Class Change button on the graphical, list and enrolment views.

## Problem with your timetable?

REPORT A TIMETABLE PROBLEM

REQUEST CLASS CHANGE

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Please provide as much information as possible to enable your Department to evaluate the merits of your request. An example is shown below:

## Request a Class Change

Please complete this form if:

- You wish to request a change of class allocation only.

Alternatively you can fill in the [report timetable problem form](#).

\* denotes mandatory field.

PRID:	[REDACTED]
Registration No:	[REDACTED]
First Name(s):	[REDACTED]
Surname:	[REDACTED]
Module Code:*	HR270-5-FY <span style="float: right;">▼</span>
Reason for Request:*	Childcare or caring commitments <span style="float: right;">▼</span>
Description of Issue:*	<div style="border: 1px solid #ccc; padding: 5px;"> <p>I have to take my children to school each morning and cannot be at the University before 10:00am. This is only a problem on Wednesday and Thursday morning as I have a child minder for the other days.</p> </div> <p style="font-size: small; margin-top: 5px;">[max 400 characters, including spaces]</p>

When entering your unavailability please ensure you only enter the times you are **unavailable**. An example is shown below:

These represent the start time of the class:

	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The request then gets logged in the queue for the approval by your department. The department can either approve the request, whereby it will be passed onto the Timetabling and Room Booking Team. It can also reject the request and notify you the grounds on which the request got rejected.

When the request is passed onto the Timetabling and Room Booking Team, it can either be approved, and you will be indicated the teaching event subgroup you are changed to. Otherwise, it can be rejected for various reasons, such as no alternative classes available or no space in other class groups.

## How do I find the room?

Please see the interactive maps below for navigating rooms around Colchester and Southend campuses.

[Find your way – Colchester campus](#)

[Find your way – Southend campus](#)

## What should I do if I have mobility impairment and the room isn't accessible?

Detailed information relating to access for disabled students is in [Access at Essex](#) web pages

## Why are there multiple rooms assigned to an event?

Certain teaching events require multiple rooms e.g. for break-out sessions. If an event has multiple rooms assigned, your Department will tell you which room you should attend.

## What does room TBC mean?

**Room TBC** (to be confirmed) means that the room has not yet been allocated. Please regularly check your timetable as room changes do occur throughout the year.

## Why is there only limited information available on Pocket Essex?

The timetable accessible from your smart phone is only intended to be a basic version of the online system. You should use the online service for full functionality (eg. for forms to report timetable problems, for enrolment information, and for printable timetables).

Download [Pocket Essex](#) in your App Store, and access timetables from your app:



## What is Listen Again?

Listen Again is service at the University of Essex that digitally records lectures in audio format in a number of teaching rooms and lecture theatres, so that you can 'listen again' to lectures to support your revision at a time and place that is convenient to you. Recordings will be made available approximately 24-48 hours after the event has taken place. For more information on how the service works, please see the [Listen Again student FAQ](#).