Guide to Viewing the Online Timetable for Students

You can access the Timetable (https://sws.city.ac.uk/) directly or from the information bar at the top right of the Student Portal, City Current Student Intranet (you will need a City login) or from the external City website. The timetable is not available via Moodle. **YOU MAY NEED TO ENABLE POP-UPS TO VIEW THE TIMETABLE.**

**Searching by Module**

If you know part of a module’s name or code you can search the database for this specific module’s timetable.

**Weeks/Teaching Pattern**: Day-to-day it is easier to check the specific week, but for an overview pick the term your module is in.

Some programmes run out of the ‘standard’ term dates, so there is a ‘standard’ and ‘non-standard’ option for each term.

**Timetable Style/Type of Report’ Options**

There are many different ways of looking at a timetable. For a standard module running weekly at the same time/day we suggest looking at ‘Module List (By Day)’ or ‘Grid Timetable’. For a more complicated timetable it is worth finding a style that works for your needs.

When you click View Timetable you will see the details of the module including time of the day, room and lecturer:

<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>Week Commencing</th>
<th>Module Code</th>
<th>Activity</th>
<th>Description</th>
<th>Joint between</th>
<th>No. of Students</th>
<th>Room</th>
<th>Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900</td>
<td>1030</td>
<td></td>
<td>14/09/2022</td>
<td>ABM201</td>
<td>Lecture</td>
<td>Aerospace</td>
<td></td>
<td>15</td>
<td>C321</td>
<td>Ching (Chu)</td>
</tr>
</tbody>
</table>
Searching by Programme of Study

You can search for all modules available to your specific programme of study by searching by Programme.

When you click View Timetable you will see the details of all the modules included in that Programme of Study; this includes their times of the day, rooms and lecturers. This may have too much information to be useful to you.

Please contact your course officer or check Moodle to find out which tutorial/lab you have been assigned to if more than one exists per module.

Searching by Cohort or Student Set

Nursing and Midwifery students can view their Cohort’s timetable for an overview.

Students who have been assigned to a specific group (such as Nursing and Law (excluding LLB3 and GELLB2)) can view their Student Set’s timetable; this shows which session their specific group has been assigned it.

Further Guidance/Queries

If you have any queries about your timetable, please contact your course officer. Their contact details are provided within your Induction Pack. If you are unsure of their details, City’s Student Centre may be able to assist (+44 (0)20 7040 7040)