Guide to Viewing the Timetable for Students

Timetables can be accessed via MyTimetable (for personalised or self-build timetables) or online via the timetabling web pages

1. **MyTimetable – to access personalised timetables**

Students on programmes that are part of the Personalised Timetables project from September 2020 will be able to view & subscribe to their own timetables just by logging into MyTimetable:

https://mytimetable.city.ac.uk/

Academic colleagues may also view their personal timetables in this way

2. **MyTimetable – to access self-build timetables**

Students on all programmes can use the same link to access the Self-Build Timetable function. Companion notes may be accessed [here](#).

3. **Online via the Timetabling web pages**

You can access the timetables directly ([https://sws.city.ac.uk/](https://sws.city.ac.uk/)) 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. You may need to enable pop-ups to view the timetables.

**Searching by Module**

If you know part of a module’s name or code you can search for its specific 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 are 'standard' and 'non-standard' options to choose from.

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

There are many different ways of looking at the timetables. 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>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>10:00</td>
<td>11:00</td>
<td>2020/2021</td>
<td>MENG24</td>
<td>Lecture</td>
<td>University of London, Kings College London</td>
<td>10</td>
<td>Wednesday, 23rd Oct 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td>12:00</td>
<td>2020/2021</td>
<td>MENG24</td>
<td>Lecture</td>
<td>University of London, Kings College London</td>
<td>20</td>
<td>Thursday, 24th Oct 2020</td>
<td></td>
<td></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 of 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.

**Schedule For Mathematics and Finance BSc 2/3 for week commencing Mon 28 Sep 2020-13 Dec 2020**

**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).