FAQ – Problems Submitting Change Requests

All changes to the class timetable after publication must be recorded and managed via change requests.

Troubleshooting

If you are experiencing a problem when trying to submit a change request where the system does not recognise the Event Id, check the following:

1. Source is marked as NONTEACH (Source must by TEACH or TEACHBREAK)
2. Event must have a Course(s) attached to it
3. Owner must be the School/College which you belong to

After the above has been checked and Change Request still does not recognise your Event Id please submit an email to Timetabling@glasgow.ac.uk to let us know.