## Timetable Manager - Change Request Approvers

### Change Request Reasons and When to Use Them

<table>
<thead>
<tr>
<th>Policy Reasons</th>
<th>Use to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Clash within student or lecturer timetable</td>
<td>request changes to the day/time/week of an event where the reason is because of a clash in the lecturer’s or the student’s timetable</td>
</tr>
<tr>
<td>2. Disability</td>
<td>Use for room change requests to accommodate specialist requirements for a disabled student or member of staff</td>
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<tr>
<td>3. Equipment or Features requirement change</td>
<td>Use for room change requests where there is a new features or equipment requirement</td>
</tr>
<tr>
<td>4. Event no longer required</td>
<td>Use to cancel events that are no longer required - <em>please refer to the ‘Guidance on Cancelling Events &amp; Deleting Subgroups’ document for further information.</em> <a href="https://www.gla.ac.uk/myglasgow/estates/timetabling/guidancetrainingmaterials/#/">https://www.gla.ac.uk/myglasgow/estates/timetabling/guidancetrainingmaterials/#/</a></td>
</tr>
<tr>
<td>5. Student numbers above expectation</td>
<td>Use to request a room change where the event is in a room that is too small due to student numbers increasing above the plan</td>
</tr>
<tr>
<td>6. Student numbers below expectation</td>
<td>Use to request a room change where the event is in a room that is too big due to student numbers not reaching expected levels</td>
</tr>
</tbody>
</table>

### General Updates and Rooming Solutions that do not Affect the Planned Timetable
1. **Change class title (details field)**  
   Use if you want to add or change the details field on the event. The details field is displayed on timetable viewer and the student and staff timetables. The field is normally only used for a title/short description of the class if required.

2. **Change contact on event**  
   Use to request a change to the STT assigned as the contact on an event.

3. **Change source on event**  
   Use to request a change to TEACH, TEACHBREAK or NONTEACH.

4. **Change/add lecturer on event**  
   Use to request a lecturer be added, removed or changed.

5. **Rooming solution for unroomed pre-June event**  
   Use to suggest a rooming solution you have found for an event that we were unable to find a solution for in the May rooming period. If the suggested rooms are not a good fit for the class we might reject the request as other larger classes may require the space.

6. **Local room requirement (copy permission email into supporting docs box)**  
   Use when you are rooming your teaching event in someone else’s local room. You must get an email from the room owner that details the permission for you to use the room at the weeks/day/time for your event. Copy and paste this email into the supporting documents box in the change request. We will then room the event for you.

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**Unplanned Changes to the Timetable – After April**

1. **New event or day/time/week changes**  
   Use to request a room for a new event you have added to CMIS after May. Also use to request day, week or time changes to current events if the reason for change is not covered by one of the other change request reasons.

2. **Travel time constraints**  
   Use to request a change of room where the class immediately before or after the event is too far away for the lecturer or students.
3. Preferred rooming solution for roomed event
   Use to request a change of room where it is just a preference with no policy reason for the change. We will accommodate if the room is available and the change is a good or better fit.

4. Non policy reason for change
   This is only available for SMTT to use. If your request does not fit the reason you have given and we cannot easily identify a correct reason we will mark it as non policy. This doesn’t mean we won’t make the change, it just catches anything out with the above reasons.

Additional Change Request Information and Guidance

Why is a change request needed?

SMTT need to be able to track and respond to all enquiries from Schools/RIs across the University. In many cases changes to the timetable affect other Schools. In the past, information has generally been shared on email trails which has led to problems for Schools and SMTT tracking requests and ensuring that they are dealt with efficiently.

One change request for one event

A change request relates to only one event. If you are changing multiple events, you need to raise a change request for each of them.

Cancellations

Please cancel events for any courses or activities which are no longer required as quickly as you can. This will help your teaching colleagues running events which are scheduled but cannot be allocated a room due to the huge demand.