

## What is a timetable?

## A timetable is where you will find the times and location of your classes

### Do I have to create my own timetable for each class?

Yes, each student will need to write down the times and location of each of their classes. The timetable is not automatically generated for you

#### What if I have two classes on at the same time?

You will need to choose a new module as we do not permit students to take modules that have time conflicts





# Before you start!

- Select your modules on the Spike Online Module Selection Portal. Modules you select will then be listed on 'MY MODULES'
- Check the **timetable (schedule)** for each module when selecting your modules. Students are responsible for checking class times to ensure that they don't have any timetable conflicts.
- If you have two classes scheduled at the same time you will need to choose an alternative module (class). It is not possible to take two classes that take place at the same time. You can take classes that run back to back. There is usually a 10 minute between classes to allow students and lecturers to move between buildings.
- Make sure you are aware of the module selection **deadline** so before that you can amend your selection if you have timetable issues.
- Class times may also be available on CANVAS. You will only have access to modules on CANVAS when their status is 'Approved' on Spike. If a module is 'Pending' on Spike you will not have access to Canvas until it has been approved.
- Some timetables may not be available before the start of term. You will have an opportunity to update your module selecting when the term begins if a class is not available.
- If you need assistance please email the International Office. Contact details at the end of this document.
- You must prioritise organising your timetable and modules- less stress when you begin classes!

Accessing Canvas to view the times and location of your classes.

To access your Canvas account go to http://www.ucc.ie/en/sit/ and click on the Canvas icon.

Username: Student umail address, e.g. 123456789@umail.ucc.ie

Password: Student IT Account password (you will have created your own password when you set up MFA at Registration Part I

Alternatively, you can access Canvas directly at <u>https://www.ucc.ie/en/canvas/</u>



**<u>Canvas</u>** is an online learning environment available to all staff and students in UCC.

#### **Accessing Canvas**

To access your Canvas account go to <u>https://www.ucc.ie/en/sit/</u> and click on the Canvas icon.

Click on <u>class announcements</u> under each module

#### Please note!

Only your approved modules will appear on Canvas. If you have not been approved yet, please click to the next slide for timetable instructions.

The information for my class timetable was not available on Canvas- What next?

*Timetable information will not* appear on CANVAS until you are approved for the module. The approval status is on your SPIKE portal (MY MODULES). (module selection website)

*Timetable information is* added to CANVAS by the module lecturer. Some class times may not be added until the beginning of the semester.

*If the times are not on* CANVAS you can follow the instructions on the right and check the timetable website.

You can view the timetable for each module on the following link:

https://timetable.ucc.ie/SWS/SDB2324/default.aspx

#### Please click to the next slide for instructions after you open the above website

Timetables	
Programmes	
Modules	Welcome to the 2023/2024 Web Timetab
	MyTimetable / Student Timetables
Departments	Student Personalised Timetables (MyTimetable) can be accessed from , which also includes a list of FAQ's.
Locations	If you have any queries regarding your timetables, you should liaise
Staff	Programme Timetables
	Click on Programmes on the left to search for your Programme Time timetables are being finalised
Weeks Numbers	Further Information
Facilities	For further information on week numbers and building codes, please
Location Facilities	

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the end of August on the Student IT Services website

with your school/department.

able. The information will continue to change as

see the Room Bookings Office website



Click to the next slide for a timetable explanation

### Tip!

If the timetable does not appear, check the top righthand of your screen- Does it show a pop-up blocker? Click 'Allow' and press **View Timetable** again.

#### OR

Try a different web browser such as Chrome, edge, internet explorer

## Click to view Timetable

## What does my timetable mean?

ZY3020/L 0 BB_Lab_1 Lecture	Letter	Meaning
Wks: 12-17	Lecture (L)	Students must attend <u>all</u> lectures scheduled for the week. Typically a 5 credit class will have 2 must attend both.
LW1108/T 9-18 20 C_AL_G32	Tutorial (T)	Typically students must attend one tutorial a week. This class is linked to the lecture you had t you can choose a time that suits your timetable. You must attend the same time each week. Please check canvas for exact details. For example, students assigned to a particular tutorial gr
PY2104S 50 KANE B10A* Seminar	Seminar (S)	Similar to a tutorial. You may only need to attend one per week.
Wks: 9-17	Practical Lab (P)	Science and Maths modules typically require you to take a lab class as part of their teaching m Group for this. Check with your academic department to verify which group you are in.
ST1001P 30 WGB_G32_UG_Lab Practical Lab	Fieldtrip (F)	A study off campus (Details will be provided by the lecturer. Costs may be involved)
Wks: 8-17	Building Codes	Building Code Names (Example WGB_G32 (Western Gateway Building_Ground floor, room 32) CLICK HERE for the building names and a floor for the building for the bu
	Wks	The week number at UCC. (Example Wks: 6-17 appears on the timetable. The class is on from v CLICK HERE for the Week Numbers
	A Blank Timetable	This means the class may not be running or that the department have their own timetable. Ple For example, MUSIC classes will not appear on the timetable. We will send you their schedule

ZY3020

	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	4
			ZY3020/F											
Mon	2		Wks:											
					- 10 C								2011 - Contract - Contra	_

lecture hours per week. These may be on different days and you

that week. Your lecturer will assign you to a particular time or

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nethod/assignments. You may be assigned to a specific Lab

week 6 to week 17)

ease email the department/Lecturer. in an email or check Canvas.

				Weeks: 6-17
:30	15:00	15:30	16:00	10.00
				0 Field Trip
				14



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Print Timetable

Previous Week

Back To Selection

Printer Friendly

Weeks: 6-17 (12 Sep 2022-4 Dec 2022)

0	15:30	16:00	16:30	17:00	17:30
			Ň		
		ST1001/L WGB_G14 Wks:	50 Lecture 7-17		i i
			8. 		
			δi		

Date/Time: 29 Jul 2022 14:58

Next Week

Fri Jul 29 2022 14:58:24 GMT+0100 (Irish Standard Time)

- Typically, students are required to attend one tutorial each week. You must attend the same time each week. Tutorials usually begin later than the first lecture. For example, if the lecture begins week 6, your tutorial might begin week 7.
- Below is an example of a module that offers a number of tutorial classes. A Tutorial is based in a smaller class than the lecture hall. The content in the tutorial is linked to the lecture topic. You may also have group assignments or in class tests during a tutorial.
- Your lecturer will assign you a time or pick a time that suits your timetable. Please email the lecturer/speak with them at class if the tutorial group they have assigned you conflicts with another class you have.

#### Combined Module Timetable: Date printed: 29 Jul 2022

Module: LW1108 |

	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00 12:3	30 1	13:00	13:30	14:00	14:30	15:00 1	15:30	16:00 1	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00 22:30	0
Mon									LW1108/T C_WGB_371*	9-18 20	LW1108/T C_ORB_G4	9-18 20			LW1108/T C_WGB_37	9-18 20 1*	LW1108/T C_AL_G32	9-18 20												
Tue			LW1108/T C_WW_8	Г 9-18 20							LW1108/L C_BOOLE_	6-17 392 _4																		
Wed																			LW1108/T C_WGB_37	9-18 20 71*										
Thu									LW1108/T C_WGB_G17	9-18 20	LW1108/L C_BOOLE_	6-17 392 _4	LW1108/T C_WGB_3				LW1108/T C_AL_G32	9-18 <b>20</b>	LW1108/T C_WW_8	9-18 20										
Fri							LW1108/T C_AL_G32	9-18 20																						
Sat																														
Sun																														

□ Your module may require you to complete a fieldtrip. Details will be available on canvas or during a lecture.

ZY3020		$\frown$										Weeks: 6-17 (12 Se	o 2022-4 Dec 2022)
Mon	8:00 8:30	9:00 ZY3020/F Wks:	9:30 10:00	10:30 11:00	11:30 12	12:30	13:00	13:30	14:00 14:	30 15:00	15:30 1	16:00 16:30 17:00 Field Trip 14	17:30
Tue													
Wed												Fieldtrip is on week 14,	
Thu			ZY3020/L BB_Lab_1 V/ks: ZY3020/L/01 BB_Lab_2 V/ks:		0 Lecture 12-17 0 Lecture 12-17							<mark>Monday</mark> <mark>9am to 5pm</mark>	
Fri		ZY3020/L/01/01 CEC_104 Wks: ZY3020/L/01/01 Coop_G12 Wks:		0 Lecture 12 0 Lecture 13-16					ZY3020/Test 0 <u>Coop_G12</u> Seminar Wks: 17	A seminar this modu	for		
Sat										week 17	e in		
Sun		Week 12, Week 13-	this class is ba 16, this class is	sed in CEC_104 based in Coop	G12								

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Previous Week Back To Selection Print Timetable

Printer Friendly

Date/Time: 29 Jul 2022 14:56

Next Week

Fri Jul 29 2022 14:58:48 GMT+0100 (Irish Standard Time)

# Questions?

Please contact the International Office

Email: Visitingstudents@ucc.ie

Please note, we do not create timetables for individual students.

Some timetables may not be available until January