2016/2017 TIMETABLING UNIT SCHEDULE

Month and Year	Date	Day	Time	Event	Process	Contact
September 2016	19	M		Publication of Add/Drop - Module Enrolment Website for 2016/2017 (Autumn)	Module Enrolment	Timetabling Office
September 2016	23	F		Email to students to do module add/drop	Module Enrolment	Timetabling Office
September 2016	23	F		Send reminder to school administrater on module add/drop deadline	Module Enrolment	Timetabling Office
September 2016	26	M		Students may begin adding/dropping optional modules for the 2016/2017 session.	Module Enrolment	Timetabling Office
October 2016	7	F		Add/Drop Deadline for students to have made their changes for the 2016/2017 sessions	Module Enrolment	Timetabling Office
October 2016	14	F		Deadline for the completion of bulk changes in Saturn to student module choices	Module Enrolment	Timetabling Office
October 2016	17	M		Run off 'not 120' and 'not 180' reports for Registry to contact Schools where modules are missing	Module Enrolment	Timetabling Office
October 2016	17	M		E-mail to students to check their modules in the portal	Module Enrolment	Timetabling Office
October 2016	21	F		Deadline for all changes to student module choices to be completed in Saturn for Autumn semester exam timetable creation	Module Enrolment	Timetabling Office
January 2017	9	M		Publication of Add/Drop - Module Enrolment Website for 2016/2017 (Spring)	Module Enrolment	Timetabling Office
January 2017	23	M		Email to students to do module add/drop	Module Enrolment	Timetabling Office
February 2017	3	F		Send reminder to school administrater on module add/drop deadline	Module Enrolment	Timetabling Office
February 2017	6	M		Students may begin adding/dropping optional modules for the 2016/2017 session (change of mind period).	Module Enrolment	Timetabling Office
February 2017	17	F		Add/Drop Deadline for students to have made their changes for the 2016/2017 sessions	Module Enrolment	Timetabling Office

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February 2017	24	F		Deadline for the completion of bulk changes in Saturn to student module choices	Module Enrolment	Timetabling Office
February 2017	27	M		Run off 'not 120' and 'not 180' reports for Registry to contact Schools where modules are missing	Module Enrolment	Timetabling Office
February 2017	27	M		E-mail to students to check their modules in the portal	Module Enrolment	Timetabling Office
March 2017	3	F		Deadline for all changes to student module choices to be completed in Saturn for Spring semester exam timetable creation	Module Enrolment	Timetabling Office
March 2017	27	M		Run off 'not 120' and 'not 180' reports for school checking to confirm on student status	Module Enrolment	Timetabling Office
April 2017	3	M		Publication of Module Pre-Registration website	Module Enrolment	Timetabling Office
April 2017	5	W		Module Build for 2017/18 for returning students	Module Enrolment	Timetabling Office & IS
April 2017	10	M		Email to students to do module pre-enrolment	Module Enrolment	Timetabling Office
April 2017	10	M		**Module Pre-enrolment for 2017/18 begins**	Module Enrolment	Timetabling Office
April 2017	21	F		Deadline for returning students to return their Module Entry Forms with choices for 2016/17	Module Enrolment	Timetabling Office
April 2017	28	F		Deadline for the completion of bulk data entry in Saturn of student module choices for 2017/18	Module Enrolment	Timetabling Office
May 2017	2	T		Run off 'not 120' and 'not 180' reports for Registry to contact Schools where modules are missing	Module Enrolment	Timetabling Office
May 2017	2	T		E-mail to students to check their modules in the portal	Module Enrolment	Timetabling Office
May 2017	5	F		Deadline for all changes to student module choices to be completed in Saturn	Module Enrolment	Timetabling Office
May 2017	22	M		Students (Master & Feb Intake) may begin adding/dropping optional modules for the 2016/2017 session.	Module Enrolment	Timetabling Office
June 2017	2	F		Deadline for students (Master) to return their Add/Drop Forms with choices for 2016/17	Module Enrolment	Timetabling Office

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June 2017	30	F		Deadline for the completion of bulk data entry in Saturn of student module choices for 2015/16(Master students)	Module Enrolment	Timetabling Office
June 2017	5	M		Run off 'not 120' and 'not 180' reports for Registry to contact Schools where modules are missing (Master students)	Module Enrolment	Timetabling Office
June 2017	5	M		E-mail to students to check their modules in the portal (Master studenst)	Module Enrolment	Timetabling Office
June 2017	9	F		Deadline for all changes to student module choices to be completed in Saturn	Module Enrolment	Timetabling Office
September 2017	4	M		Publication of Add/Drop - Module Enrolment Website for 2017/2018	Module Enrolment	Timetabling Office