Timetable Change Request form help

When submitting a Timetable change request form it is important to check the business rules to understand what type of change you are requesting, and the approval required.

You may submit a single form for multiple changes as long as those changes are related (e.g. a staff change impacting a number of courses/classes). You should always submit separate forms where the reason for change differs, or the School differs.

Please note:

The business rules governing when types of changes can be processed and who is required to approve are designed to support better outcomes for students. We are providing a good service where we engage in better planning, quality and error checking prior to publication, and limitation of changes after publication. Once students enrol in a course they have a contract with Unitec, and any scheduling changes may impact their ability to attend that class so Unitec is not fulfilling that contract. If your change request falls outside of the rules specified below, or is submitted after the cut-off for that type of change, but you believe the change to be absolutely essential then you may request approval from the Executive Leadership Team (ELT)

Question	Information required	Required or Optional
1. Requestor Name	This is your name	Required
2. Requestor Role	This is your role. To submit a Timetable Change Request you must be an Academic Programme Manager, Head of School or Member of Executive Leadership Team (ELT)	Required
3. Requestor contact number	This is your best contact number if the TTO have further questions	Required
4. Approval Name	If you ARE the designated approver then leave this field blank. If you are NOT the designated approval for this type of change request then enter the name of the approver. This will be either: - Your Head of School - The Executive Leadership Team (ELT) The selection of an approver is based on: 1. The type of change request. The Business Rules document defines the different types of changes and which category they fall under. In the unlikely event that a change falls under multiple categories, select the highest level of approval. 2. The timing of the change request. Different approval levels may apply if the timetable has been published, or the semester has started as the impact of the change is increased.	Optional
5. Approval Role	Where an approval name has been entered under question 4, select from one of the options	Optional

Question	Information required	Required or Optional
6. Approval contact number/email	Where an approval name has been entered under question 4, enter the approvers phone number OR e-mail address	Optional
7. Date required by	Standard SLA timeframes will apply based on the type of change. (Currently under development). If your change has a specific date required please enter it in this field.	Optional
8. Schools	Select the applicable school If there are multiple classes or courses affected, they should all be under the same School. S	Required
9. Programme Code	Enter the programme code or codes. Multiple programmes are allowed provided the change is due to the same reason AND they fall under the same School. If the list is long then enter "Refer attached list" and ensure you attach the list to the e-mail before you forward it.	Required
10. Course and Class Number(s)	Enter the course/class number(s) in full. Multiple courses/classes are allowed provided the change is due to the same reason AND they fall under the same School. If the list is long then enter "Refer attached list" and ensure you attach the list to the e-mail before you forward it.	Required
11. Course Title	Enter the Courses title(s) matching the course numbers. If the list is long then enter "Refer attached list" and ensure you attach the list to the e-mail before you forward it.	Required
12. This change request is to do with; (please select one)	This form is designed to capture changes for either current year timetable database or the following year timetable database or both years, e.g. changes for 2020 TT or 2021 TT initial planning or both). You are required to select at least one option	Required
13. Change Type	Select the type of change. You may select multiple types if required, however if you check the business rules it should be clear what types of changes fall under each category. In summary: Change of day/time: any change to the day or time due to scheduling conflicts, students with special needs, staff availability Class changes: addition, split, join, or cancellation of classes due to enrolments.	Required or Optional refer to Q12

Question	Information required	Required or Optional
	Course changes: Course addition, substitution or cancellation due to scheduling or planning errors, student test results, or enrolment volumes. Location changes: Any room changes that DO NOT impact the day or time scheduled. This may be due to enrolments, pedagogical requirements, or student special needs. Staff changes: a change of staff that does/does not impact the schedule. Please note that the following types of change are NOT submitted via this process: - New programmes: these require ASC approval and follow the existing process for programme approval. - Addition/reactivation of courses: these require ASC approval and follow the existing process for programme approval. - Change of teaching activity outside of the standard academic calendar.	
14. Change Requested.	Enter a detailed description of the change you are requesting. This should include any discussions or agreements you have with other Academic Programme Managers to support the change.	Required If Q13 is chosen
15. Reason for change	Specify the reason why you are requesting the change. Please note that this information is very important to the approval process, so please include all detail you think will be required to support that decision.	Required If Q13 is chosen
16. Student Impact	This summarises the impact on students to your knowledge. If you know of other courses/classes that are impacted by the change then you should take that into account. You should also include current and pending enrolments in this assessment.	Required If Q13 is chosen
17. Number of students impacted	Enter the number of students, to your knowledge, that will be impacted by the change, including those in other classes/courses affected. This should be the number of enrolled students only. If there are no enrolments then enter "0". When the timetabling office reviews the total number of changes required to implement your request they will calculate the wider impact.	Required If Q13 is chosen
18. I am changing my initial submitted timetable plan.	You are requesting to change your initial timetabling information for the following year timetable (e.g. your 2021 timetable), this could be your cohort size, your course offering, your teaching availabilities tec.	Optional

19.Changed Requested	Enter a detailed description of the change you are requesting. This should include any discussions or agreements you have with other Academic Programme Managers to support the change.	Required If Q18 is chosen
20.Reason for change	Specify the reason why you are requesting the change. Please note that this information is very important to the approval process, so please include all detail you think will be required to support that decision.	Required If Q18 is chosen
21. Additional documentation available	If there is additional documentation that will help with the processing of your request, please select "Yes" for this question, and ensure the documents are attached to your confirmation e-mail BEFORE you forward it. This could include e-mails to other AL's, a list of courses/classes to be changed, etc.	Required
22. Disclaimer	Read and acknowledge by typing 1	Required