

## One Page Guide to Your LJMU Student Timetable

This Guide is to help you with your timetable queries during induction. We encourage you to use the live central Timetabling system as the most accurate and up-to-date source of information as timetables may change - check it regularly!

<https://www.ljmu.ac.uk/timetables> - scan the QR code to access the timetables pages.

You can also access your timetables via the student page, or My LJMU on the web or using the app.



### General Programme Timetables and Induction Timetables will be available from the 11 September.

You can view both Induction (Week 0), and programme teaching timetables for the rest of the year. You will need to know your School and Programme - this will be in your offer letter or email from the University. There is some further guidance on the terminology and codes used in the system on the other side of this guide.

General Programmes Timetable search function - first select a 'Search Type' from the menu on the left-hand side of the screen; 'Induction' searches for activities for the main induction week 0; 'Programme' searches the full academic year.

- Select Search Type
- Select the Academic year.
- Select your School, enter a keyword search (a word from the course title) and then pick your programme/module. If you don't enter a key word, all the programmes in the school will come up in the search list.
- Then select the View –we recommend 'semester' as the first search. (For induction there is no option for this as it defaults to induction week)
- You can select a Mode – either grid or table.
- You can also select Orientation – whether the days run across the page or down the page.
- Select "view timetable." - this will open a report in a new tab

This version of the timetable sometimes shows several activities at the same time, as programme groups will be divided into smaller classes for some activities. Personal timetables (once available) will show which class you in, or you can ask tutors. If you know your group details, you can search using 'Student Set' as the search type.

**Personalised timetables** are available from 18<sup>th</sup> September onwards - provided that **all** the following criteria are met –

- **You must be fully enrolled, and have been registered for all your modules for at least 24-48 working hours** (this is because the timetable software updates overnight after modules are added to the student records in SIS)
- **You must be allocated to a timetabling group for all modules once the modules come over into the timetable software** – this usually takes place the morning after the data comes over but can take up to another working day at very busy times.
- You must be on a programme that provides personalised timetables –you will be notified if your programme doesn't.

#### Why can't I see my personalised timetable?

When you register, or change a module, the change goes to the Academic Registry for processing in the Student Information System. This is then transferred to the timetable software. You are then allocated to teaching group in the timetable. At the start of the year its very busy and this whole process can take up to 48 working hours (not including weekends). You may need to use the General Programme Timetables if you are in the process of registering for or changing modules, until your personal timetable updates. You can search 'Student Set' if you know your group details.

#### My timetable is too small to read on my phone!

You can click on individual elements of the timetable that appears to get a details box to open



#### What does the location mean – how to I know here to go?

The codes overleaf help explain what the location building and room codes mean.

You can also find an interactive map on our website to help you locate the buildings.

<https://www.ljmu.ac.uk/contact-us/find-us>

#### Who should I ask if I have a problem with my timetable?

Most of your queries will be due to non-registration or involve module selection, so you should contact your Faculty/School office administration teams initially so they can help you get enrolled correctly. If you want to change modules or groups also need approval from the school first. Your school admin teams can then pass on queries to timetabling if needed. There is more information on the timetable webpages if you need it.

**Room and Building Codes** - The codes all based on the building names and room numbers; so if room code is SLB/301, SLB represents Student Life Building. 301 means the room is on the 3<sup>rd</sup> floor and is room number 301.

BS/TRB - Byrom Street - Tom Reilly Building	City Campus	TB - Tithebarn Street Building	City Campus
BS - Byrom Street - James Parsons Building	City Campus	EC - Egerton Court	MP Campus
BS/CHERIE BOOTH - Byrom Street - Cherie Booth Building	City Campus	EDN - Education Building	MP Campus
BS/GERI - Byrom Street - General Engineering Research Institute	City Campus	JF - John Foster Building	MP Campus
BS/HOUSE - Byrom Street - Exemplar Forensic Houses	City Campus	JFMB - John Foster Modular Building	MP Campus
BS/JP - Byrom Street - James Parsons Building	City Campus	JLADB - John Lennon Art and Design Building	MP Campus
BS/PETER JOST - Byrom Street - Peter Jost Building	City Campus	RB - Redmonds Building	MP Campus
GSC - Sports Science Building	City Campus	RC - Rodney Court	MP Campus
HC - Henry Cotton Building	City Campus	SLB - Student Life Building	Copperas Hill
MB/MARYBONE - Marybone Lecture Theatre	City Campus	Sports Building	Copperas Hill

**City Campus** - around Tithebarn Street & Great Crosshall Street, includes 'Byrom Street Campus', buildings all located Byrom Street  
**Mount Pleasant (MP)** - mainly between the city's two cathedrals, around Mount Pleasant, Rodney Street and Brownlow Hill.

**Copperas Hill** - Linking our two campuses, Copperas Hill is home to our landmark Student Life Building and LJMU Sports Centre

**School Codes –**

APM Applied Mathematics	ERI Engineering & Technology Research Inst.	MKH LJMU Maritime Centre
ARI Astrophysics Research Institute	FHE Health	MME Maritime & Mechanical Engineering
BES Biological & Environmental Sciences	GNR General Engineering Research Institute	NAH Nursing and Allied Health
CBE Civil Engineering & Built Environment	HSS Humanities and Social Science	PBS Pharmacy & Biomolecular Sciences
CIV Civil Engineering	LAW Law	PHI Public Health Institute
CSM Computer Science & Mathematics	LBC Leadership & Organisational Developmnt	PSY Psychology
EDN Education	LBR Doctoral Management Studies	SCS Science
EHC Education, Health & Community	LBS Business & Management	SJS Justice Studies
ELS Education, Leisure & Sport Studies	LSA Liverpool School of Art & Design	SLN Sports Studies, Leisure & Nutrition
ENR Engineering	LSS Liverpool Screen School	SPS Sport & Exercise Sciences

**Programme Code** - The letters at the start of the title describe the type of course, then there is a subject title reference, and the letters and number at the end indicate the level.

BAH.Fashion: Design and Communication-NQ4	BA - Bachelor of Arts	H = with honours	3-year version of the course	NQ4-level 4
SBAH.Fashion: Design and Communication-NQ4	SBA - Bachelor of Arts with a sandwich year	H = with honours	4-year version of the course with a sandwich year industrial placement	NQ4 - level 4
BAHF.Fashion: Design and Communication-NQ3 (Fnd)	BA – Bachelor of Arts	H = with Honours	F –4-year version of the course that includes a foundation year	NQ3 - level 3,
BAHF.Fashion: Design and Communication-NQ6 (Fnd)	BA – Bachelor of Arts	H = with Honours	F – 4 year version of the course with a foundation year	NQ6 – level 6
BAH.Fashion: Design and Communication-NQ6	BA – Bachelor of Arts	H = with Honours	3 year version of the course	NQ6 – level 6

**As a guide, these are how the levels usually work –**

NQ3	Level 3	Usually the first year of study for 4-year undergraduate degree that includes a foundation year; also called year 0/zero			
NQ4	Level 4	Can be the second year of a four-year UG degree if you started on a foundation year	Usually, the first year of a 3-year undergraduate degree	Can also be the first year of a 4-year integrated masters degree	Can be the first year of a 2-year Foundation Degree or a HNC/HND
NQ5	Level 5	Can be the third year of a four-year degree if you started on a foundation year	Usually, the second year of a 3-year undergraduate degree	Can also be the second year of a 4-year integrated masters degree	Can also be the second year of a 2-year foundation degree, HNC or HND
NQ6	Level 6	Can be the fourth/final year of a four-year degree if you started on a foundation year	Usually, the third/final year of a 3-year undergraduate degree	Can also be the third year of a 4-year integrated master's degree	Can be the 'top up' year if you have done a foundation degree, HND or transferred from another university.
NQ7	Level 7	Postgraduate master's degrees	Postgraduate Diplomas and Certificates	Can be the fourth/final year of a 4-year integrated masters	
NQ8	Level 8	Doctoral level research			

**And here are some examples of how Programme codes work for different awards -**

BAH	<u>B</u> achelor of <u>A</u> rts	With <u>H</u> onours		MA	<u>M</u> aster of <u>A</u> rts
BAHF	<u>B</u> achelor of <u>A</u> rts	With <u>H</u> onours	Including a <u>F</u> oundation year	MS or MSc	<u>M</u> aster of <u>S</u> cience
SBAH	<u>B</u> achelor of <u>A</u> rts	With <u>H</u> onours	Including a <u>S</u> andwich year	ML	<u>M</u> aster of <u>L</u> aw
BAH (Erasmus)	<u>B</u> achelor of <u>A</u> rts	With <u>H</u> onours	<u>E</u> rasmus Exchange students	MPH	<u>M</u> aster of <u>P</u> ublic <u>H</u> ealth
BSH	<u>B</u> achelor of <u>S</u> cience	With <u>H</u> onours	<i>Can have same variations as Bachelor of Arts above</i>	MBA	<u>M</u> aster of <u>B</u> usiness <u>A</u> dmistration
BGH	<u>B</u> achelor of <u>E</u> ngineering	With <u>H</u> onours		MArch	<u>M</u> aster of <u>A</u> rchitecture
LBH	<u>B</u> achelor of <u>L</u> aw	With <u>H</u> onours		MComp	<u>M</u> aster of <u>C</u> omputing
CHE	<u>C</u> ertificate of <u>H</u> igher <u>E</u> ducation			MPharm	<u>M</u> aster of <u>P</u> harmacy
FDA	<u>F</u> oundation <u>D</u> egree in <u>A</u> rts			MG	<u>M</u> aster of <u>E</u> ngineering
FDSC	<u>F</u> oundation <u>D</u> egree in <u>S</u> ciences			PGCE/PGCE/ PDE/PCPGDE	<u>P</u> ostgraduate <u>D</u> iploma or <u>C</u> ertificates in <u>E</u> ducation