CLASS TIMETABLES

Reasons that **CANNOT** be considered for a change/shift in timetables:

1. To shift from unpopular time slots, e.g. Monday mornings and Friday afternoons.
2. Travel circumstances of lecturers not residing in Potchefstroom.
3. Distance between venues of consecutive classes.
4. Should a shift result in a shortage of venues on the relevant session/day.
5. Request to split timetable groups.
6. Requests submitted after the deadline for comments.
7. Should a change result in a ripple effect that would aggravate other students' timetables.

Reasons that can be considered for a change/shift in timetables:

1. If a group of students in the relevant timetable group is too big for the allocated venue.
2. Clashing of modules that may be registered together according to the faculty calendars – excluding elective modules.
3. If a shift to another timetable group does not result in clashes or venue problems, it may be considered on request.
4. If a request that was submitted during the period for comments, has not been processed.

ASSESSMENT AND EXAMINATION TIMETABLES

Reasons that **CANNOT** be considered for a change/shift in timetables:

1. A request to include a module in the list for assessment, although it does not meet the set criteria.
2. An individual/group's inconvenience i.r.o. distribution, e.g. examinations scheduled for consecutive sessions/dates or a "long" period of free sessions before the last examination.
3. Students' participation in sports, e.g. tournaments.
4. Individual circumstances, e.g. dates of flight tickets, weddings, etc.
5. Marking of examination scripts of big groups before the deadline for finalisation of marks.
6. Requests submitted after the deadline for comment.
7. Should a change result in a ripple effect that would aggravate other students' timetables.
8. Should a shift result in a shortage of venues on the relevant session/day.

Reasons that can be considered for a change /shift in timetables:

1. A module that was confirmed for assessment has not been included in the timetable.
2. A module has already been phased out and must be removed from the examination timetable.
3. A module has not been included in the examination timetable, and must be added.
4. A request was submitted during the time for comments, and due to an oversight, has not been considered or forwarded to the Institutional Student Administrative Systems (SAS).
5. If there has been an oversight by SAS regarding a request that has been forwarded in time.
6. The date for equivalent modules on different campuses differs and must be aligned.
7. Clashes of modules that a student / group of students registered for.