Request a change to a timetabled event.

From the OTIS landing page, first check that you are viewing the timetable for the correct academic year, then click on the ‘Modules’ link to display a list of modules with teaching in your school.

Then choose ‘list’ from the module that you would like to change (highlighted on pic below).

This will bring up a list of events that are scheduled for that particular module. Each event has a unique ‘Event Number’, clicking on that will generate an email addressed to timetabling@kent.ac.uk which includes all the details of the event and two areas for you to detail the changes you require and the reason you are making the request. This only requires a brief explanation, such as staff sickness / additional session / replacement session etc.

Request a change to a timetabled event.docx
Event ID 122424
CMAT501-1-0122-58-1
SEMINAR
Lecturer Gomes F
Weeks 6,12
Mon 09:00 to 10:00
Room Neve Studio

Reason for change:

Please write below the changes you would like:

You then just have to add your reason for change and what changes you would like and send the email to us.