Timetabling

When will personalised, timetables be made available?

Personalised timetables are made available closer to the start of term. They will show modules for which you are registered. You can access your personalised timetable through the 'Student' tab of Timetable Viewer.

Lectures / tutorials not showing on timetable

Personalised timetables are not available for Education, Froebel and some postgraduate programmes. Please direct your query to the relevant academic department(s).

Tutorials, and other small class groups are also not always displayed on the personalised timetable. Again, queries relating to these classes should be directed to the academic department(s).

Masters Programmes

The majority of taught postgraduate programmes are not timetabled centrally. Most of these are delivered in academic departmental rooms. If you have registered to your modules but can't see them on Course Finder or on your personalised timetable (after it is made available/late September) please contact the relevant academic department for information on times and venues for your classes.

International Students

You will not see your modules until after you have registered. The online registration system will not prevent you from registering to modules that clash. To minimise the chances of your choosing clashing modules, we recommend you review Course Finder to check the times of modules before you register. If you need to change subjects / modules, you must call into the Student Records and Registration office. You can book an appointment to do so here.

Module time changes

Your timetable is subject to change, particularly in the first few weeks of term. Please check your timetable on a regular basis to ensure you have the most up to date information. This is the same in the first few weeks of Semester 2.

Missing modules from timetable

If module(s) are not showing on your timetable, please check your Student Web to ensure that you have registered correctly. Once registered, or if making any registration amendments, please allow 1-2 working days for this to update on your personalised timetable and Moodle.

If after this time it is still missing, please contact the Timetable Department. Their contact details are:
Timetable@mu.ie

Registering for labs

Information will be available from Academic departments in relation to your lab assignments after you register.

Language labs / Language Tutorials

You will need to contact the department directly, as they will allocate you to tutorials and language lab.

MN152/MN159 clashing

These modules are jointly taught in first half of semester one; there is no clash.

Problem viewing personalised timetable.

The personalised timetable is not available to any student until closer to the start of term. It also requires that you have registered to modules before any information will show. Students will also need to refer to information published online by departments for more details.

Moving class groups**

It may be possible to change class groups of a module before term starts. If you require to do so, please send an email to Timetable@mu.ie with your student number and the relevant module.

Please note that class group changes are always dependent on capacity being available in the class group and on the policy of the department.

Class group change requests are always more straightforward to facilitate if the request is made before the start of term. Once term has started, it will then be up to the policy of each individual department.

Timetable clashes**

Where two modules are clashing, you must prioritise any compulsory modules. You will have to deregister from optional modules which clash with compulsory modules and chose a different option. Consult Course Finder to check which modules are compulsory.

If two optional modules clash, you can pick whichever subject you prefer and de-register from the other. You must then pick a new replacement module and register for this.

If the change of mind window is still open, you can do this online through the Student Web. However, if the change of mind window has closed, you will need to go to the Student Records office to discuss this change. Their email is records.office@mu.ie and note your student number in the email.

De-registering from modules

If the change of mind window is still open, you can do this online through the student web. However, if the change of mind window has closed, you will need to go to the Student Records office to discuss this change. Their email is records.office@mu.ie and note your student number in the email.

Doing more than 60 credits

Unless remediating a deficit from a previous year, students must request permission to take more than the standard 60 credits in a given academic year. You will need to fill out. **R7.1 form,** which facilitates a student to take an additional module(s) over and above the normal total credit value of the subject and / or programme. You can find the form here.

Requesting transcripts

Transcripts are produced by the Student Records Office and can be requested online by filling out the form on the following link: https://www.maynoothuniversity.ie/records/academic-transcripts-letters-and-forms

Where can I get help with…

- Academic Advice - https://www.maynoothuniversity.ie/centre-teaching-and-learning/academic-advisory-office
- Programme Advice - https://www.maynoothuniversity.ie/programme-advisory-office
- Transferring to another programme - https://www.maynoothuniversity.ie/admissions-office
- Exam timetable - https://www.maynoothuniversity.ie/exams