

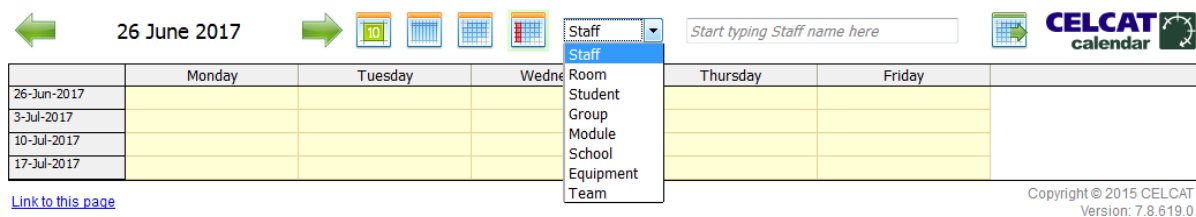
There are a few ways of looking at your timetable.

## 1. Celcat Calendar

CelCat calendar displays programme, room and personal calendars for students and staff at the University.

Celcat Calendar can be accessed at <https://timetables.uws.ac.uk/calendar/>

Celcat Calendar is a search facility that can provide information on the current bookings listed in the Celcat timetable database. You can search for information on a module, a programme, a room etc. using a drop down list (see below).



The different timetables can be viewed on a day-by-day, week-by-week or month-by-month basis by selecting one of the spreadsheet icons next to the date. You can also use the Green arrow keys next to the date to step through the different weeks.

### Campus codes

In all the timetables, where you see the:

- PA code it refers to the Paisley Campus;
- AY code it refers to the Ayr Campus;
- HM code it refers to the Hamilton Campus;
- DF code it refers to the Dumfries Campus.

### Colour codes

In the different timetables, the events are colour coded. For example, a lecture in dark blue, a tutorial in purple etc.

### Event information

For teaching events, the information in the event box will give you:

- The name of the module (and module code)
- The member of staff teaching the module
- The room allocated to the event
- The programme cohorts attending the event
- The time span of the event
- The type of event (lecture etc.)

## 2. Programme Timetable

To see the programme timetable for your course go to:

<https://timetables.uws.ac.uk/calendar/UWSprogrammes.html>

This lists all the UWS programmes on the Ayr, Dumfries, Hamilton and Paisley Campuses with a link to the timetable for the programme.

## 3. Room Timetables

To see the timetables for the various bookable rooms on the Ayr, Dumfries, Hamilton and Paisley Campuses go to:

<https://timetables.uws.ac.uk/calendar/UWSRooms.html>

## 4. Personalised Timetable

Your personalised timetable can be accessed through Celcat Calendar at

<https://timetables.uws.ac.uk/calendar/>

1. Select Student
2. Enter your Banner ID number to see the timetable information for the modules you are enrolled on.

Your personalised timetable is also delivered directly to your University Outlook365 Calendar and visible from the Outlook365, MyCampus, and devices you connect your student email account to.

If one or more of your modules is not showing up on your timetable contact your School Office.

You may see multiple tutorial times on your timetable even though you may only be expected to attend one tutorial. This may be because it hasn't yet been decided which tutorial group you will be in.

## 5. Outlook Calendar

Your student timetable is available in your Outlook 365 account. Outlook 365 is part of your Office bundle from the University including Outlook, Word, Excel and PowerPoint.

Access Outlook 365 through MyDay [myday.uws.ac.uk](http://myday.uws.ac.uk) (Student Dashboard Calendar tile) or setup your smart phone or other devices to access Office 365 by adding your Office 365 account to the device.

Your timetable will automatically be in your calendar as scheduled events. You will see immediately if a module is moved to a different day or time from Outlook so check often.