

Subject: [ug1-students] Tutorial Change Requests

From: ghall3@staffmail.ed.ac.uk

Date: 31/08/2015 15:22

To: ug1-students@inf.ed.ac.uk

Dear Students,

Should you need to change your allocated tutorial group for Informatics courses because of timetable clashes, please do the following:

- Find which tutorial groups would be suitable for you; your timetable is available via the MyEd portal within the tab "My Services". You can see the tutorial groups at:

https://portal.theon.inf.ed.ac.uk/reports/upt/open/TP072_Tutorial_Groups/

- Email me, Gregor Hall, at Gregor.Hall@ed.ac.uk . Please DO NOT email ito@inf.ed.ac.uk

- Put the course in the Subject Line e.g. "Tutorial change request for INF1-DA"

- Include your name and matriculation number (e.g. s1234567)

- Tell me which group you are currently allocated to

- Tell me which group you would like to be in, and provide a couple of alternatives, just in case your first preference is full up.

Although we endeavour to place you in a suitable group, we cannot guarantee to put you in your first choice of tutorial group, so the more options you give us, the better.

If you are having problems viewing your timetable, please contact:

IS.Helpline@ed.ac.uk

Regards,

Gregor Hall

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ug1-students mailing list

ug1-students@inf.ed.ac.uk

<http://lists.inf.ed.ac.uk/mailman/listinfo/ug1-students>