

Class Registration (Allocate⁺) User Guide for students

A Step by Step guide to Class Registration (Allocate⁺)

You must be enrolled into your unit/s in MyStudentRecords (MySR) before you can access Allocate⁺

 Log in to the <u>MyUWS Student Portal</u> using your MyUWSAccount username (your student ID number) and password. Click the 'Tutorial Registration (Allocate⁺)' link in the left hand side menu. You will need to log in again (using your MyUWSAccount details):

Allocate ⁺	
Student Login	
Enter Username:	
Enter Password:	
Login	

2. When you log in you will be taken to the home screen pictured below:

Allocato ⁺		Home Timetable Logou
do_not_reply@uws.edu.au 707 • • Allocated 0 Pending 8	Unconfirmed	Home This system is designed to guide you in providing the information we need to give you a clash free personal timetable. We take into account your enrolment, the subjects attendance requirements and your personal preferences when allocating you to activities. Please read the instructions below before starting. There are further prompts to help as you use the system.
Enrolment Soft 700000_14-TE1_NRMB_D Info Systems in Context (UWSC) • LE (seLeCT) • TU (seLeCT) • TU (seLeCT) • TU (seLeCT) • CL (seLeCT) • CL (seLeCT)	rt by: Task 🗸	Instructions: Your current enrolment details are shown along the left-hand side of the screen. Each subject should show a number of activity groups (Lectures, Tutoriais, etc.). Each subject should show a number of activities, of which you must attend one. At any time, a group may be open for you to: Enter preferences for the activities or times you prefer (PREFERENCE ENTRY) or, Change (or add) your allocation (ALLOCATION ADJUSTMENT) or View your current allocation (READ ONLY) or Subject is not available for allocation (NEAD ONLY) or Your task is to select each group in turn and either register your preferences or update your allocation.
700045_14-TE1_NRIMB_D Stats for Academic Purposes (UWSCFS) CL (SELECT) PR (SELECT) 700046_14-TE1_NRIMB_D Accounting Fundamentals (UWSCFS) CL (SELECT) Search Search subject code or description	8 9 9 9 9	Export your timetable to iCal Click: iCal URL You can use this service to import subscribe from your iPhone, Google Calendar, MS Outlook etc. The help pages on those products will guide you on how.

3. On the left side of the screen is your current enrolment. Beneath the unit codes is a list of activity groups (e.g. lectures, tutorials, seminars, practicals, etc.) that you are required to attend for that unit. You must attend one class time for each activity group listed:

1	do_not_reply@uws.edu.au 7007 -	
0 Allocate	ed 0 Pending	8 Unconfirmed
Enrolment		Sort by: Task 🕶
700000_14	I-TE1_NRMB_D	0
Info System	is in Context (OWSC)	
Info System	ECT)	0
Info System LE (SELE TU (SELE	ECT)	9
Info System LE (SELE TU (SELE 700002_14 Bus Acad S	ECT) ECT) ECT) ECT) ELTE1_NRMB_D Skills (UWSC)	0





4. When you click on an activity group you will be able to select your class times:

Allocate ⁺										Home	Timetable Logo
do_not_reply@uws.edu	700000_14-T Info Systems LE	E1_NRMB_E in Context () UWSC)						=	
0 Allocated 0 Pending	8 Unconfirmed	U You're	not allocat	ed.							
Enrolment	Sort by: Task 🗸		Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
700000_14-TE1_NRMB_D Info Systems in Context (UWSC)	0	Select	01	Tue	09:00	NRMB	N_U3-G12	Claire Lewin	2 hrs	25/2-8/4, 29/4-27/5	700000 Lecture
LE (SELECT)	0	Relat	02	Tuo	00:00	NDMD	N 112 012	Frank Cutiorran	2 hrs	25/2 9/4 20/4 27/5	700000 Locture
TU (SELECT)	0	Select	02	rue	09.00	INICIMID	N_03-612	Frank Gutterrez	21115	23/2-0/4, 29/4-2/13	700000 Lecture
700002_14-TE1_NRMB_D Bus Acad Skills (UWSC)	0										
	A =										

5. Now that you've been allocated classes, view your timetable by clicking 'Timetable' at the top of the screen:

Allocate ⁺							Home	Timetable Lo	.ogout
do_not_repty@uws.edu.au 7003		F T	•						
7 Allocated 0 Pending 0 Unconfirmed					All Weeks			Þ	
Enrolment Sort by: Task -		Mon	Tue	Wed	Thu	Fri	Sat	Sun	
700043_14-TE1_NRMB_D Chemistry (UWSCFS)	8:00 AM								
TU (ADJUST)	9:00 AM	700125_14-	700124_14-		700124_14-				
700124_14-TE1_NRMB_D Scientific Literacy (UWSC)		TE1_NRMB_D Cell Biology (UWSC)	TE1_NRMB_D Scientific Literacy (UWSC)		TE1_NRMB_D Scientific Literacy (UWSC)				_
LE (ADJUST)	10:00 AM	LE 01 24/2-7/4	01 25/2-9/4	-	TU 06 27/2-10/4	700146_14- TE1_NRMB_D			_
TU (ADJUST)		28/4-26/5 N_U10-G35	29/4-27/5 N_U10-G35		1/5-29/5 N_U10-G05	Mathematics 2 (UWSCFS)			
700125_14-TE1_NRMB_D Cell Biology (UWSC)	11:00 AM	Virniois Shanhard 700043_14- TE1_NRMB_D	- Suzanne Ermert		Godi Novenan	CL 14-P3 28/2-11/4,			
LE (ADJUST)		(UWSCFS)		700146_14- TE1_NRMB_D		N_U8-G33			E
PR (ADJUST)	12:00 PM	08-P1 24/2-7/4,		Mathematics 2 (UWSCFS)					_
► TU (ADJUST)		28/4-26/5 N_U4-114		14-P2 26/2-9/4					
700146_14-TE1_NRMB_D Mathematics 2 (UWSCFS)	1:00 PM	Nooms Sindhir	700145-14	30/4-28/5 N_U10-G04 Somerondaram	700125_14- TE1_NRMB_D Cell Biology				
Search	2:00 PM		TE1_NRMB_D Mathematics 2 (UWSCFS)	700043_14- TE1_NRMB_D	(UWSC) TU 10 27/2-10/4,	700043_ 700043_ TE1_NRN TE1_NRN			

- 6. Clicking on an activity in the timetable grid, will open up more details about that activity.
 - (**note:** Class Registration (Allocate⁺) displays attendance patterns in dates, not session weeks. In the below example, classes begin on 3 December and continue through to 17 December. There is then a break in class, which recommences on 7 January and continues through to 21 January.

Activity Details								
200661_14-SU2_PARR_D Media Law								
Activity Type	Seminar							
Group	SEa							
Activity	01							
Day	Tue							
Time	11:00							
Semester	14-SU2							
Campus	PARR							
Location	PS-EA.2.13 (LT02)							
Staff	Ireland, Jennifer							
Duration	2 hrs							
Weeks	3/12-17/12, 7/1-21/1							

Go Back

7. If you have changed your mind and there are vacant spaces available in other classes, you will be able to return to the activity screen and select a different class time. The system will be open for a specified period of time to make changes to your class registration on a first in first served basis.

Allocate ⁺				Но	me Cal	endar Timeta	ble (Connections	Workgro	ups Help	Logou
do_not_reply@uws.edu.au 2538	200298_14-SU3_P/ Immig & Refugee L SEa	ARR_D aw								:	
4 Allocated 0 Pending 0 Unconfirmed	You're alloc	ated.									
Enrolment	(1) Message										3
200298_14-SU3_PARR_D Immig & Refugee Law		Activity	Dav	Time	Campus	Location	Staff	Duration	Weeks	Description	
► SEa (ADJUST)	Colort	04	Tue	40.00	DADD		otun	0.5 hrs	7/4 4/0		
SEb (ADJUST)	Select	01	Tue	10:00	PARR	PS-EB.G.33	-	2.5 nrs	//1-4/2	200298 Semin	ar
200661_14-SU2_PARR_D Media Law	Allocated	02	Tue	13:00	PARR	PS-EB.G.33	-	2.5 hrs	7/1-4/2	200298 Semin	ar
► SEa (PREFERENCE)											
► SEb (PREFERENCE)											

 If you try to select a class time that clashes with another activity on your timetable, you will receive a message that tells you which class is causing the clash. If you are experiencing a clash, please contact your UWSCollege Student Centre.

Allocate ⁺					H	ome Cal	endar Timet	able	Connections	Workgro	oups Help	Logout
do_not_reply@uws.edu.au		200298_14-SU3_PA Immig & Refugee La SEa	ARR_D aw									
4 Allocated 0 Pending 0	Unconfirmed	You're alloc	ated.									
Enrolment		i Message										0
200298_14-SU3_PARR_D Immig & Refugee Law	0		Activity	Паи	Timo	Campuc	Location	Staff	Duration	Wooks	Description	
SEa (ADJUST)	0	Onlast	Activity	Day	Time	Campus		Stall	Duration	THE	Description	
SEb (ADJUST)	0	Select	01	Tue	10:00	PARR	PS-EB.G.33	-	2.5 nrs	//1-4/2	200298 Semina	r
200661_14-SU2_PARR_D Media Law	0	Allocated	02	Tue	13:00	PARR	PS-EB.G.33	-	2.5 hrs	7/1-4/2	200298 Semina	ır
SEa (PREFERENCE)									X			
SEb (PREFERENCE)	LLOCATION FAI	LED. 16882401 20029	8_14-SU3_F	PARR_D,	SEa, 01 (lashes with 2	200661_14-SU2_	PARR_D	SEa, 01			

9. You can use the Search function in Class Registration (Allocate⁺) to look up the timetables of units that you have not yet enrolled in via MySR:

Search	
Introduction to	Q
Search Results	
Subject	Description
101588_13-SU1_PARR_D	An Introduction to Urban Design
200006_14-SU2_PARR_D	Introduction to Law

This is handy if you are considering changing units and want to see if the new unit will clash with your existing timetable. You can toggle between 'Hide Timetable' and 'Show Timetable' to view the search results with or without your current enrolment. An example of this is below:



10. Before classes commence, make sure you are correctly allocated to all of your units by ensuring that a green tick is next to each activity group. The student in the below example is not correctly allocated to all of their activity groups.

4 Allocated 0 Pending 5 Und	onfirmed	•				All weeks				►
Enrolment			Mon	Tue	Wed	Thu	Fri	Sat	Sun	
101263_14-SU3_PARR_D Education and Transformation	6	08:00								
LE (PREFERENCE)	0									
TUa (PREFERENCE)	0	09:00	101662_14-	101662_14-						
TUb (PREFERENCE)	0		People,Their Futures and	People, Their Futures and						
TUC (PREFERENCE)	0		LEa 01	LEb 01	404262 44	404262 44				
WK (PREFERENCE)	0	10:00	13/1-20/1, 3/2 PS-EA.G.19	14/1-4/2 PS-EA.2.14	Education and	Education and				
101662_14-SU3_PARR_D Young People, Their Futures and Education	0				LE 01 8/1-15/1	WK 01 30/1				
LEa (PREFERENCE)	0	11:00			PS-EA.G.19 (LT03)	PS-EA.2.29				
LEb (PREFERENCE)	0				-					-
TUa (PREFERENCE)	0									
TUb (PREFERENCE)	0	12:00								
		13:00								

If you need help, you can call the UWSCollege Student Centre on 1300 445 059.