

## For general Unit of Study timetable information:

To access the 2008 Higher Education Unit  
of Study Timetable

- Go to <http://allocate.swin.edu.au/aplus/aptimetable>
- Select teaching period – e.g. Semester Two
- Select your campus location
- If you know the Unit of Study (subject) code, name or part of the code, type this in **or** you can select a Faculty from the drop down menu to view the Unit of Study (subject) offered by a Faculty, click on 'search' and select from the list which appears. You can select multiple Units of Study (subjects) by holding down the 'Ctrl' Key. Click on 'add'
- Select the activity types you wish to view
- Select a timetable view (Flat or Grid)
- Your timetable will open in a new window

*Allocate*<sup>+</sup>

**Student Self Allocation System**

# Using Allocate+

Higher Education  
Semester Two  
2008

If you have any technical problems when accessing the Allocate+ system,  
please go to:

[www.swin.edu.au/corporate/registrar/timetable/tstudquery.htm](http://www.swin.edu.au/corporate/registrar/timetable/tstudquery.htm)

N.B. Enquiries should only be submitted via the above web page

## Allocate +

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Allocate+ is the web based class allocation system used by students studying Higher Education Units of Study

### How to use Allocate+

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1. 24 hours after you have received your confirmation of enrolment you will be able to access Allocate + via <http://allocate.swin.edu.au/aplus/apstudent>
2. Enter Username and Password. You can now use your SIMS password, but if you don't know or haven't set it up you can **still** use your Student ID and Date of Birth. (dd/mm/yyyy).
3. When the system is in **Preference Entry** mode enter your preferences for each activity group within each unit of study (subject). Click on the "Submit my Preferences" button.
4. Print off your preferences (if desired) then logout of the system. Please note that these preferences are not your timetable and are not final until after the sort process has been completed.
5. When the system is in Allocation Adjustment mode, if you wish, you can change your allocation by clicking on the chosen "Pick Me" link.
6. Print out your allocations from the "My Allocation" link and logout of the system – This is your timetable.

If you require any further information on how to use Allocate+ please go to the **A+ Help Website** <http://www.swin.edu.au/corporate/registrar/timetable/>

For further help, please contact the A+ Help Desk:  
Email [timetable@swin.edu.au](mailto:timetable@swin.edu.au) or telephone (03) 9214 4851  
Phone line hours are between 10am – 12pm and 2pm – 4pm Monday to Friday (excluding public holidays)

If you have problems with your **enrolment** please contact your Faculty <http://www.swin.edu.au/corporate/registrar/timetable/contacts.htm>

Download the **A+ User Manual** at:  
<http://www.swin.edu.au/corporate/registrar/timetable/usergde.pdf>

## Allocate+ Important Dates for Semester 2 (T3 and T4)

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### Preference Entry

Preference Entry mode is **not** on a "first-come-first-serve" basis. Students' favoured time slots are collected then sorted and assigned to a class based on their enrolled units of study, course restrictions and available resources. It is designed to give a fair chance to all enrolling students prior to the system changing modes.

- **Preference Entry Mode Opens**  
Thursday 10<sup>th</sup> July (5pm)
- **Preference Entry Mode Closes**  
Monday 28<sup>th</sup> July (9am)
- **Global Sort of Preferences**  
The system is closed while student entered preferences are sorted and allocated to a class.  
Where there is only one single class, Allocate+ will automatically allocate students into classes if there is no clash with any existing allocation and if there is space.

### Allocation Adjustment

Allocation Adjustment mode allows students to move around or choose the class they wish to attend. They will know instantly whether they have been successful as it is on a first come first serve basis.

- **Allocation Adjustment Mode Opens**  
Thursday 31<sup>st</sup> July (5pm)
- **Allocation Adjustment Mode Closes**  
Monday 18<sup>th</sup> August (9am)  
**Term 4 – Friday 3<sup>rd</sup> October (9am)**

### **\*Hint\***

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Always remember to look under the **My Allocation** "List View" to confirm that there are no unallocated classes