

For General Unit of Study Timetable Information:

To access the 2012 Higher Education Unit of Study Timetable

- <http://www.swinburne.edu.au/corporate/registrar/timetable/office/>
- After Allocate+ opens in preference Mode go to <http://allocate.swin.edu.au/aplus/ap timetable>
- Select teaching period – e.g. Semester One
- Select your campus location
- If you know the Unit of Study (subject) code or name type this in **or** you can select a Faculty from the drop down menu to view the Units of Study (subjects) offered by each 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) and check for any clashes

Allocate⁺

Student Timetable Self Allocation System

Using Allocate+

Higher Education Semester One 2012

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

www.swin.edu.au/corporate/registrar/timetable
N.B. Enquiries should only be submitted via the above web page

For any assistance with My.Swinburne please email portalsupport@swin.edu.au

Allocate +

Allocate+ is the web based class allocation system used by students studying Higher Education Units of Study to obtain their timetable.

How to use Allocate+

1. Once you are enrolled on the Student enrolment system you should be able to access Allocate+ via <http://allocate.swin.edu.au/aplus/apstudent>. If you do have any difficulties please wait several hours or retry the following day. (Your timetable is also accessible through My.Swinburne).
2. To enter Allocate+ students need their SIMS Username and Password. For information on setting up your SIMS User Name and Password go to: <http://www.its.swinburne.edu.au/qas/sims.htm>
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. Please note that these preferences are not your timetable and are not final until after the sort process has been completed. Remember the timetable must be allocated so students do not have clashes.
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 log out 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.swinburne.edu.au/corporate/registrar/timetable>

For further help once Allocate+ is open, please contact the A+ Help Desk:
Email timetable@swin.edu.au or telephone (03) 9214 5204
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>

Important Dates: Semester 1 (T1 & T2)

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**
Friday 20 January 2012 (5.00 pm)
- **Preference Entry Mode Closes**
Monday 13 February 2012 (9.00 am)
- **Global Sort of Preferences**
The system is closed while students' entered preferences are sorted and allocated to classes so they do not have clashes. Where there is only one single class students must still access Allocate+ to confirm allocation and class times. You can only be automatically allocated if there is not a 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 16 February 2012 (5.00 pm)
- **Allocation Adjustment Mode Closes (S1 & T1)**
Wednesday 7 March 2012 (9.00 am)

Term 1 – Wednesday 18 April 2012 (9.00 am)