1 View your Class Timetable

Note: You must be enrolled in units to register into classes and complete your class timetable. Find out how to enrol online with our help guide.

Log in to My Class Timetable with your Student ID and password. You'll see a screen similar to the example shown below.

Note: If you're a new vocational education student, and you've received in your welcome email that your class timetable will be done for you, you won't be able to view your timetable yet.
Registering into classes and making timetable changes

There are two ways you can register into classes.

**Option 1:** Click **Register into clash free classes** to automatically register into a timetable with no clashes.

*Note: If a single clash occurs within your class timetable, the system is unable to perform this function. If this happens, you will receive an error message and will need to register into classes using Option 2 as outlined below.*

**Option 2:** Click **Register** or **Change** in the middle section to manually register into classes, or change an existing class registration.
Using the Register/ Change button

Click **Register/ Change** next to the unit you wish to register into or make changes to.

All of the class activities (i.e. labs, lectures, tutorials, workshops and practicals) for that particular unit will automatically display in the calendar.

Each class will display the following information:
- Unit Code (e.g. PHY10001)
- Activity name and class number (e.g. Practical 1 (5))
- Location (e.g. Hawthorn)

The status of each class activity is also represented by a symbol, in the top-right corner of each class.

The table below displays the various symbols and their meaning:

- **Registered class**: you have successfully registered into the class.
- **Swappable class**: there are available classes that you can swap into from the currently registered class.
- **Stream class**: a class that you have registered into is part of a stream. A stream is a set of classes for a unit.
- **Register pending class**: a class that you have nominated to be registered into or to be swapped into.
- **Unregister pending class**: a class that you have nominated to be unregistered from or to be swapped out of.
You can now begin to register into classes, swap classes (if more than one class offering is available) or unregister from already selected classes.

### 3 Register in regular classes (non-stream)

**a |** Hover over the class that you wish to edit or register into (in the Timetable Calendar Grid view).

If it is available, a green plus (+) symbol will appear.

*Note: If there are no classes appearing with a green symbol, this may be because the class is at capacity. You can use the **Show Full classes** or **Hide Full classes** button (immediately above the Timetable Calendar Grid view) to either ‘hide’ or ‘display’ full classes.*

**b |** Click on the class displaying the plus (+) symbol to select the class.

If you are swapping out of another class, a minus (–) symbol will appear on your previously selected to show that you will be unregistering from it.
Note: If there appears to be a clash of two classes, this may be because a class occurs at a different time depending on the week. You can check if this is the case by clicking the small plus sign (+) next to the unit code.

Register into stream classes

Note: A stream is a set of classes for a particular unit.

A Stream Info panel will appear on the left side of the Timetable Calendar Grid view, displaying a list of streams associated with a particular unit.

For each stream listed, details of the classes that belong to the stream are shown. A checkbox will also appear above each listed stream.

To register into classes that belong to a stream, click on the checkbox above the stream, or click on the stream information listed in the Stream Info panel.

Hovering over a stream in the Stream Info panel will result in its classes being highlighted.

If the stream is available for registration, a plus (+) symbol is displayed against each of the classes associated with the selected stream, indicating that these classes will be selected for registration.
If you are already registered into the stream, hovering over the stream will result in a minus (-) symbol being displayed against each of the classes associated with the selected stream, indicating that these classes will be selected to un-register. In either case, clicking on the checkbox or against the stream information will select the classes to be registered or unregistered accordingly.

When you are happy with your selection(s), click **Save**.

### Additional tips

Click the **Cancel** button to cancel any registration changes that you have not yet saved.

Click the **Print** button to display a version of your timetable that can be printed.

**Top section (Timetable search)**
### Middle section (Registration Status)

<table>
<thead>
<tr>
<th>Unit</th>
<th>Study Requirements</th>
<th>Registration Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES10015</td>
<td>Photography in Communication Design</td>
<td>1 Class Not Registered</td>
</tr>
<tr>
<td>EDU10015</td>
<td>Careers in the Curriculum</td>
<td>All Classes Registered</td>
</tr>
<tr>
<td>PHI10003</td>
<td>Critical Thinking</td>
<td>No Classes Registered</td>
</tr>
</tbody>
</table>

**Unit:** a list of your currently enrolled units

**Study Requirements:** class activities for each enrolled unit (i.e., labs, lectures, tutorials, workshops, and practicals). This includes the length of each activity.

**Registration Status:** the meaning of each Registration Status is outlined below.

- **No Classes Registered**
  - You have not registered into any of the required classes for this particular unit. You need to select a class or classes for this particular unit.

- **No Classes Available**
  - There are no classes available for you to register in for this particular unit.

- **2 Classes Not Registered**
  - You have registered in some but not all classes for this unit. In this example, you have 2 classes to register into. You need to select an additional class or classes.

- **All Classes Registered**
  - You have successfully registered in all the necessary class activities for this unit. No action required, unless you wish to change your class times.

**Expand All or Collapse All link**

Click on **Expand All** to see information about your enrolled unit and class activity information.

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Click on **Collapse All** to minimise/hide the information.

**Bottom section (timetable calendar grid view)**
This is a visual representation of your timetable in grid format. This section allows you to select and edit classes manually.