

Timetable Class Allocations

When the system has opened allocations for a semester, you will need to select your class times to confirm your timetable for that semester. You can select your class times within the Enrolment menu.

The dates of when the system is open for allocations are available on the mySchedule website.

Try to select your timetable as soon as you can. The earlier you swap or waitlist, the better chance you have of getting the timetable you want.

What do each of the buttons mean?

Button	Definition
Select	You are successfully able to allocate to this class with no issues based on your other current allocations.
Allocated	You are currently allocated to this class. If you no longer want to be allocated to this activity (e.g. reworking their timetable due to clashes) you can remove the allocation by pressing the  .
Clash	You are unable allocate to the activity to due to a clash with another activity you are already allocated to. If you click on the clash button you can see the details of the other activity the class is clashing with.
Full	The class is full as the adjusted size has been reached. If you would like to be allocated to this class than you can go on a waitlist by clicking the waitlist button.  This means when either another student is unallocated from the activity and a space becomes available, and you are the next waitlisted student, you will be allocated to the class automatically.
Problem	You are unable to allocate to the class due to restrictions applied to either the problem activity or other already allocated activities. If you click on the problem button you can see the details of the other activity that is causing the problem. This may mean that you are required to rearrange your timetable if they wish to be allocated to the problem activity.

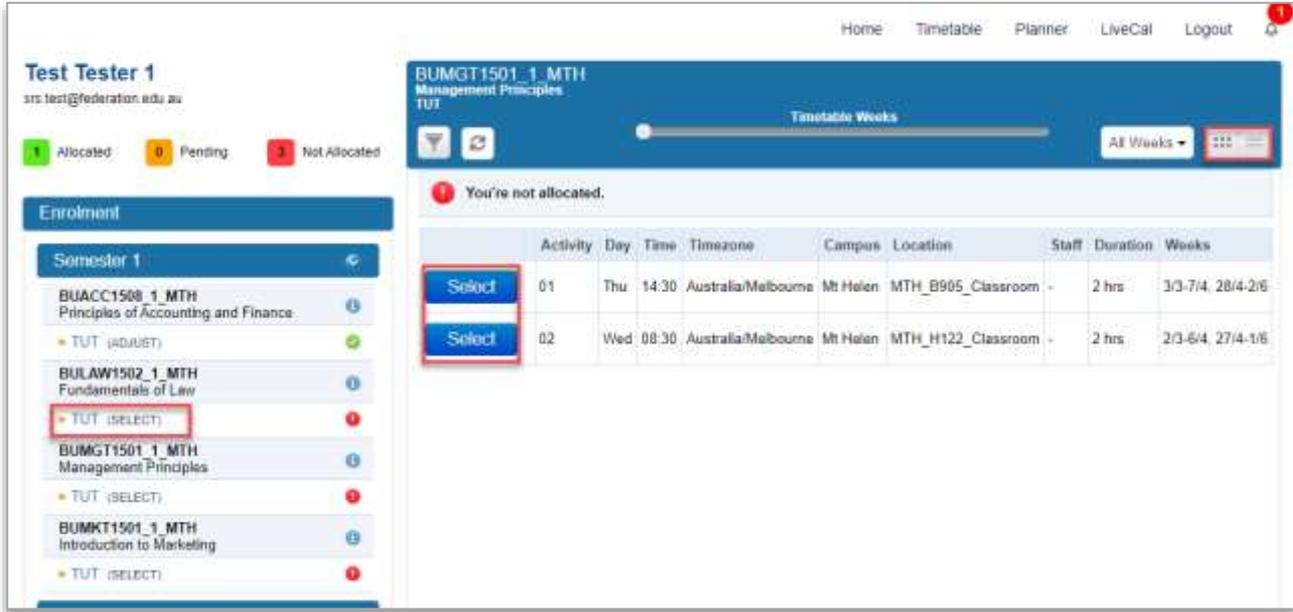
Select your timetable using the Enrolment menu

Select a class in the Enrolment menu. Any class type marked with a red  symbol requires your attention. You have been successfully allocated to the class types that have a green tick  symbol.

To allocate using the enrolment menu, select a class type with a red  symbol then select your preferred class time by pressing the  button next to each class type that required your action in the Enrolment menu. Once you have successfully been allocated to the class, this button will then change to  and the relevant class type will be updated with a green tick  symbol.

If there is only one option for a class time the system may select that allocation for you automatically.

Note: You can view your allocations in either grid  or list  view.



Test Tester 1
sts.test@federation.edu.au

1 Allocated 0 Pending 3 Not Allocated

Enrolment

Semester 1

- BUACC1508_1_MTH Principles of Accounting and Finance
 - TUT (ADJUST)
- BULAW1502_1_MTH Fundamentals of Law
 - TUT (SELECT)
- BUMGT1501_1_MTH Management Principles
 - TUT (SELECT)
- BUMKT1501_1_MTH Introduction to Marketing
 - TUT (SELECT)

BUMGT1501_1_MTH Management Principles TUT

Timetable Weeks

All Weeks

You're not allocated.

Activity	Day	Time	Timezone	Campus	Location	Staff	Duration	Weeks
Select	01	Thu	14:30	Australia/Melbourne	Mt Helen	MTH_B905_Classroom	-	2 hrs 3/3-7/4, 28/4-2/6
Select	02	Wed	08:30	Australia/Melbourne	Mt Helen	MTH_H122_Classroom	-	2 hrs 2/3-6/4, 27/4-1/6

Need Help?

If you are having issues with allocating your classes in mySchedule or need assistance contact Student HQ on 1800 FED UNI (1800 333 864) or go to www.federation.edu.au/fred.