

# Timetable Class Preferencing

If your course is eligible for preferencing please follow these instructions.

Take your time to consider your selections. This is an equitable process, not a first-in, first-served process.

You must preference at least 4 where there are 4 or more classes offered, but you can only preference a maximum of 10 even if there are more than 10 classes offered.

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

If you have not selected your preferences prior to preference window closing, don't worry.

Once preferences have been processed, you will still have an opportunity to allocate to available classes during the Adjustment Mode.

During Adjustment mode, you can also swap or waitlist your allocations in case your circumstances have changed, or you want to try and improve your timetable.

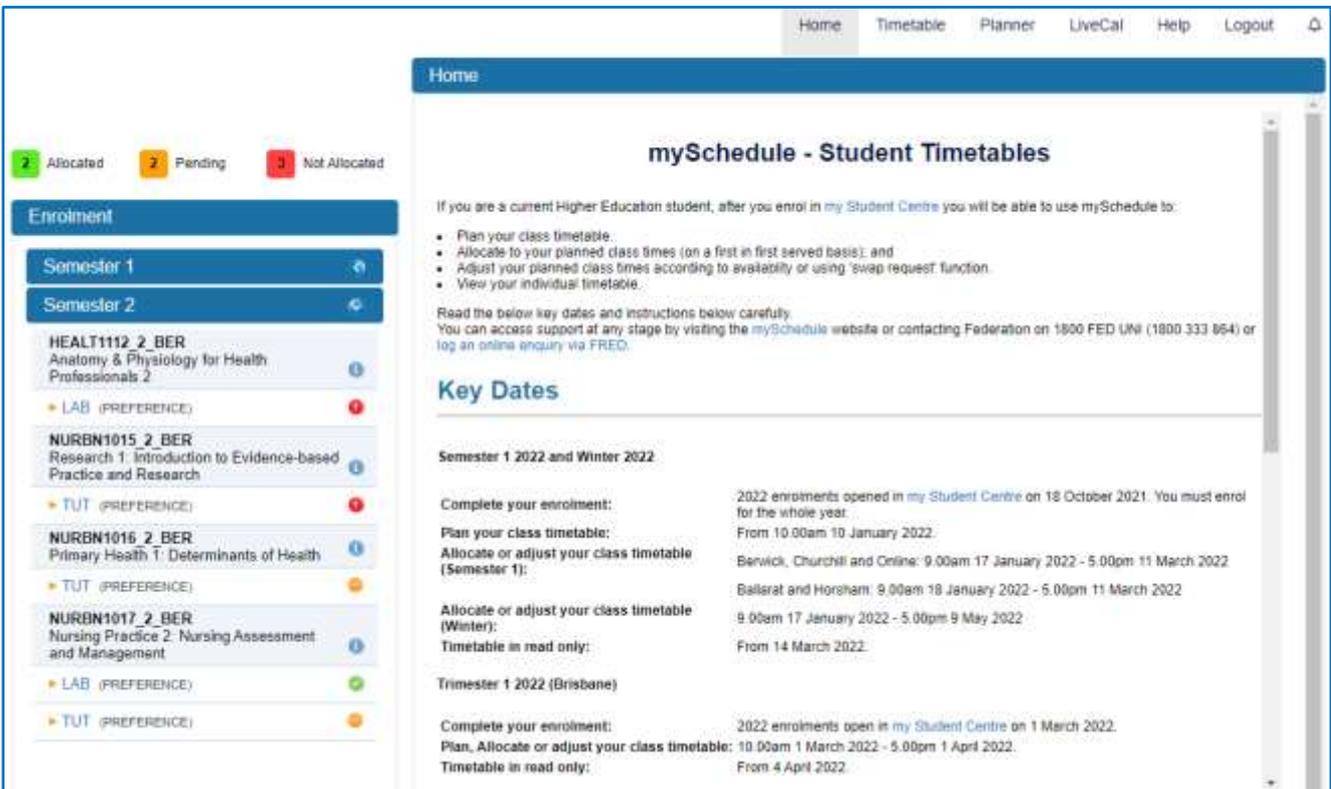
## Preference your timetable using the Enrolment menu

In the Enrolment Menu the following symbols are used to indicate the allocation status for each course:

Any course type marked with a red  symbol means you have not made any preferences yet.

Once you have entered your preferences this will be indicated with an orange  symbol.

A green tick  symbol indicates the course has been allocated. This might happen if there is only one class to select in this course.



Home Timetable Planner LiveCal Help Logout

2 Allocated 2 Pending 3 Not Allocated

**Enrolment**

Semester 1

Semester 2

HEALT1112\_2\_BER  
Anatomy & Physiology for Health Professionals 2  
• LAB (PREFERENCE) 

NURBN1015\_2\_BER  
Research 1: Introduction to Evidence-based Practice and Research  
• TUT (PREFERENCE) 

NURBN1016\_2\_BER  
Primary Health T: Determinants of Health  
• TUT (PREFERENCE) 

NURBN1017\_2\_BER  
Nursing Practice 2: Nursing Assessment and Management  
• LAB (PREFERENCE)   
• TUT (PREFERENCE) 

Home

### mySchedule - Student Timetables

If you are a current Higher Education student, after you enrol in my Student Centre you will be able to use mySchedule to:

- Plan your class timetable.
- Allocate to your planned class times (on a first in first served basis); and
- Adjust your planned class times according to availability or using 'swap request' function.
- View your individual timetable.

Read the below key dates and instructions below carefully.  
You can access support at any stage by visiting the mySchedule website or contacting Federation on 1800 FED UNI (1800 333 864) or log an online enquiry via FRED.

### Key Dates

**Semester 1 2022 and Winter 2022**

Complete your enrolment: 2022 enrolments opened in my Student Centre on 18 October 2021. You must enrol for the whole year.

Plan your class timetable: From 10.00am 10 January 2022.

Allocate or adjust your class timetable (Semester 1):  
Berwick, Churchill and Online: 9.00am 17 January 2022 - 5.00pm 11 March 2022  
Ballarat and Horsham: 9.00am 18 January 2022 - 5.00pm 11 March 2022

Allocate or adjust your class timetable (Winter):  
9.00am 17 January 2022 - 5.00pm 9 May 2022

Timetable in read only: From 14 March 2022.

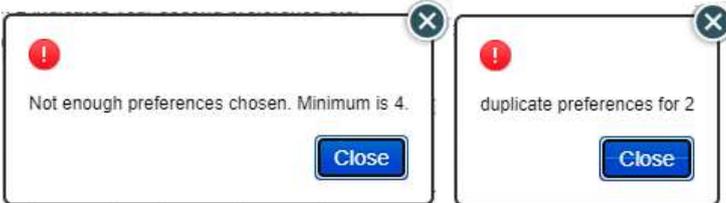
**Trimester 1 2022 (Brisbane)**

Complete your enrolment: 2022 enrolments open in my Student Centre on 1 March 2022.

Plan, Allocate or adjust your class timetable: 10.00am 1 March 2022 - 5.00pm 1 April 2022.

Timetable in read only: From 4 April 2022.

You can indicate your preferences by placing a number next to each class. For courses that have 4, or more, classes you must select a minimum of 4 preferences and a maximum of 10 preferences. Click the **Save** button to accept your choices. The course will be updated with an orange tick  symbol or an error will indicate if something is not correct. Correct the error and save again.



Note: You can view your allocations in either grid  or list  view (the default is list view).

**List View:**

HEALT1112\_2\_BER  
 Anatomy & Physiology for Health Professionals 2  
 LAB

All Weeks ▾
 

 **You have not entered your preference.**

 **You must enter at least 4 preferences**

Select preferences for at least 4 activities available to you by placing a number in the activity selection box. 1 indicates your first preference, 2 indicates your second preference etc.

Preference	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
<input type="text" value="1"/> 0%	01	Tue	08:30	Berwick	BER_903_1140_ClassroomWet	-	4 hrs	2/8, 16/8, 13/9, 11/10	HEALT1112_2_BER_LAB.
<input type="text" value="4"/> 0%	02	Tue	13:30	Berwick	BER_903_1140_ClassroomWet	-	4 hrs	2/8, 16/8, 13/9, 11/10	HEALT1112_2_BER_LAB.
<input type="text" value="2"/> 0%	03	Wed	08:30	Berwick	BER_903_1140_ClassroomWet	-	4 hrs	3/8, 17/8, 14/9, 12/10	HEALT1112_2_BER_LAB.
<input type="text" value="3"/> 0%	04	Wed	13:30	Berwick	BER_903_1140_ClassroomWet	-	4 hrs	3/8, 17/8, 14/9, 12/10	HEALT1112_2_BER_LAB.
<input type="text" value="--"/> 0%	05	Thu	08:30	Berwick	BER_903_1140_ClassroomWet	-	4 hrs	4/8, 18/8, 15/9, 13/10	HEALT1112_2_BER_LAB.
<input type="text" value="--"/> 0%	06	Thu	13:30	Berwick	BER_903_1140_ClassroomWet	-	4 hrs	4/8, 18/8, 15/9, 13/10	HEALT1112_2_BER_LAB.

View All Preferences
Save

**Grid View:**

HEALT1112\_2\_BER  
 Anatomy & Physiology for Health Professionals 2  
 LAB

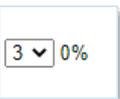
Timetable Weeks

☰
All Weeks
☰ ☰ ☰

All Weeks

Preference
View All Preferences
Save
Hide Timetable

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00 AM							
9:00 AM	08:30 - HEALT RES 01-P1 11/4	08:30 - 1 ▾ 0% 01 2/8, 16/8, 13/9, 11/10	08:30 - HEALT RES 01-P2 12/4	08:30 - 2 ▾ 0% 03 3/8, 17/8, 14/9, 12/10	08:30 - -- ▾ 0% 05 4/8, 18/8, 15/9, 13/10	08:30 - HEALT RES 01-P4 14/4	
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM		13:30 - 4 ▾ 0% 02 2/8, 16/8, 13/9, 11/10	13:30 - 3 ▾ 0% 04 3/8, 17/8, 14/9, 12/10	13:30 - -- ▾ 0% 06 4/8, 18/8, 15/9, 13/10			
3:00 PM	15:30 - NURBN						



Beside each preference there is a percentage guide. This indicates how popular this class is compared to all allocations for this class.

## 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](http://www.federation.edu.au/fred).