



Student Timetable Self Allocation System

Allocate+ is the web based class allocation system used by students studying Master, Degree and Diploma Units of Study to obtain their timetable.

How to use Allocate+

1. Once you are enrolled in the Student Management System, you should be able to access Allocate+ via <https://allocate.swinburne.edu.my/aplus/apstudent>. If you do have any difficulties please wait several hours or retry the following day.
2. To enter Allocate + students need their student ID number and Blackboard password.
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 logout of the system – This is your timetable.

For General Unit of Study Timetable Information:

To access the 2012 Degree and Diploma Unit of Study Timetable,

- Go to <https://allocate.swinburne.edu.my/aplus/ap timetable>
- Select teaching period – e.g, Semester One
- Select your campus location – e.g. Sarawak
- If you know the Unit of Study (subject) code or name type this in or you can select a School from the drop down menu to view the Unit of Study (subject) offered by each School. 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.

Important Dates:

Winter Term (Allocation Adjustment only):

Allocation Adjustment Mode Opens

Monday 4 June 2012 (9am)

Allocation Adjustment Mode Closes

Friday 22 June 2012 (5pm)

There is no Preference entry mode in Winter term.

Semester Two, 2012

Preference Entry Mode Opens

Monday 13 August 2012 (9am)

Preference Entry Mode Closes

Wednesday 22 August 2012 (5pm)

Allocation Adjustment Mode Opens

Monday 27 August 2012 (9am)

Allocation Adjustment Mode Closes

Friday 14 September 2012 (5pm)

Allocate+ Stages:

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.

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.

Further Assistance

For further help once Allocate+ is open, please contact SIC on +60 82 416 353 from 8.00am – 5.30am, Monday to Friday (excluding public holidays) or email to sic@swinburne.edu.my.

Students are advised to have their student ID number available when calling SIC.