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 <u>not final until</u> 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 2016 Master, Degree and Diploma Unit of Study Timetable,

-   Go to https://allocate.swinburne.edu.my/aplus/aptimetable

-   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.

2016 Important Dates

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.

Semester One, 2016:
- **Preference Entry Mode Opens**
  Wednesday 10 February 2016 (9am)

- **Preference Entry Mode Closes**
  Tuesday 16 February 2016 (5pm)

Semester Two, 2016:
- **Preference Entry Mode Opens**
  Wednesday 3 August 2016 (9am)

- **Preference Entry Mode Closes**
  Tuesday 9 August 2016 (5pm)

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.

Semester One, 2016:
- **Allocation Adjustment Mode Opens**
  Monday 22 February 2016 (9am)

- **Allocation Adjustment Mode Closes**
  Wednesday 16 March 2016 (5pm)

Winter Term, 2016 (Allocation Adjustment only):
- **Allocation Adjustment Mode Opens**
  Monday 6 June 2016 (9am)

- **Allocation Adjustment Mode Closes**
  Wednesday 29 June 2016 (5pm)

Semester Two, 2016:
- **Allocation Adjustment Mode Opens**
  Monday 15 August 2016 (9am)

- **Allocation Adjustment Mode Closes**
  Wednesday 7 September 2016 (5pm)

Further Assistance

For further help once Allocate+ is open, please contact Student Central (SC) on +6082 416353 or email to sc@swinburne.edu.my.

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