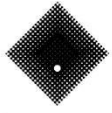


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# Timetable Guide

Version 1.9

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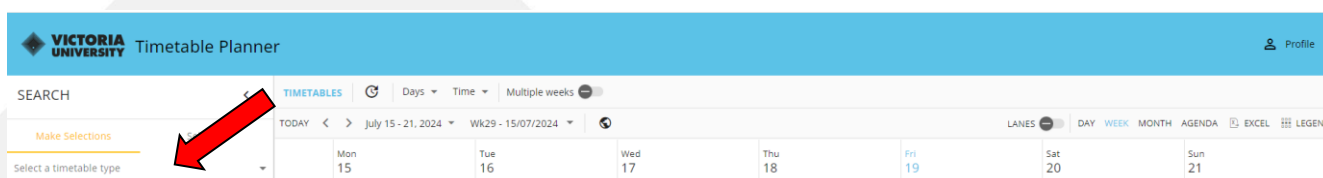
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## 1. How to view Timetable on Timetable Planner

Please follow the below instructions to view timetable online on Timetable Planner.

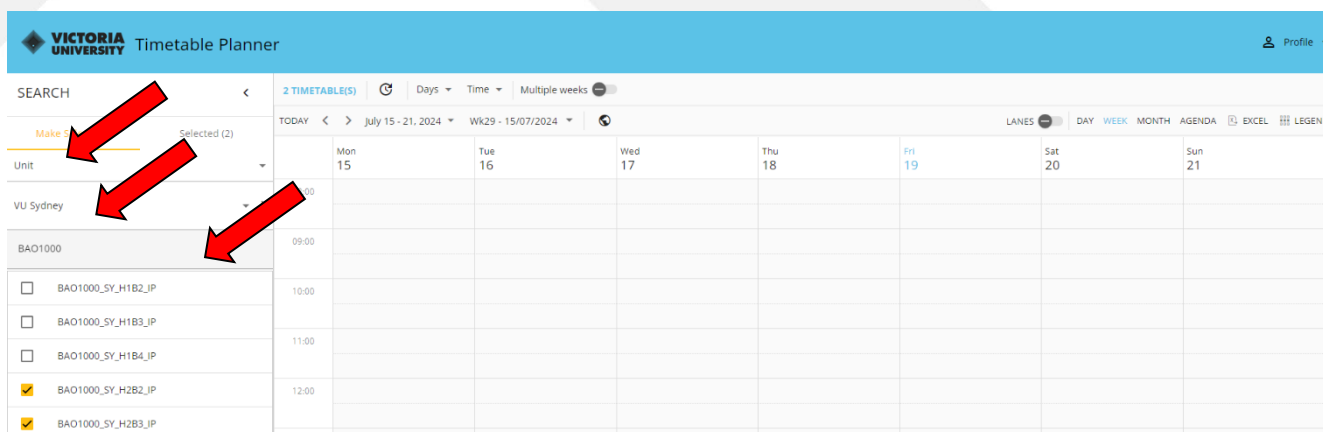
Go to <https://timetable-planner.vu.edu.au/>

- Once on the site, VU Students should click “Guest”.
- Upon successfully logging in, you will be taken to the new home page of the Timetable Planner.
- Start by clicking “Select a timetable type” under Make Selections.



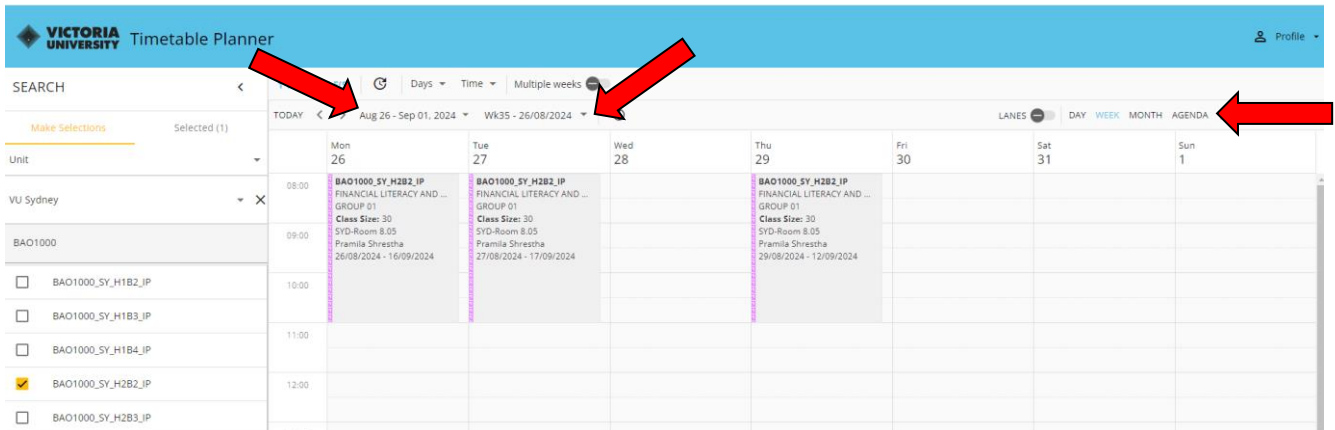
The screenshot shows the 'VICTORIA UNIVERSITY Timetable Planner' interface. At the top left, there is a 'SEARCH' section with a 'Make Selections' dropdown menu. A red arrow points to this menu. To the right, there are navigation options for 'TODAY', dates, and week selection. Below these are tabs for 'LANES', 'DAY', 'WEEK', 'MONTH', 'AGENDA', 'EXCEL', and 'LEGEND'.

- Click “Unit” and under Filter by Department, select “VU Sydney”.
- To find a Unit Timetable, start by typing in the Unit Code into the “Search” bar. A list of timetables available for the unit will appear.
- Click the specific block of the timetable you are searching for from the list.  
*For example, type BAO1000, then click H2B2 and H2B3.*



The screenshot shows the search results for unit BAO1000. The 'SEARCH' bar contains 'BAO1000'. The 'Unit' dropdown is set to 'VU Sydney'. A list of blocks is shown with checkboxes: BAO1000\_SY\_H1B2\_IP, BAO1000\_SY\_H1B3\_IP, BAO1000\_SY\_H1B4\_IP, BAO1000\_SY\_H2B2\_IP (checked), and BAO1000\_SY\_H2B3\_IP (checked). Red arrows point to the search bar, the 'Unit' dropdown, and the checked blocks. The main timetable grid shows the selected blocks for Friday, July 19th.

- To view the timetable, select the “Date” or “Week” range you require. This will then load your selected activities.  
*Note: To check the specific block or study period, please refer to this link - <https://www.vu.edu.au/vu-sydney/current-students-at-vu-sydney/timetables-calendars>*
- Alternatively, you can view by Day, Week, Month or Agenda mode on the upper right-hand corner of the site.



**VICTORIA UNIVERSITY Timetable Planner**

SEARCH  Days Time Multiple weeks

Make Selections Selected (1)

Unit: VU Sydney

BAO1000

08:00 BAO1000\_SY\_H2B2\_IP FINANCIAL LITERACY AND ... GROUP 01 Class Size: 30 SYD-Room 8.05 Pramila Suresha 26/08/2024 - 16/09/2024

09:00 BAO1000\_SY\_H2B1\_IP FINANCIAL LITERACY AND ... GROUP 01 Class Size: 30 SYD-Room 8.05 Pramila Suresha 27/08/2024 - 17/09/2024

10:00

11:00

12:00 BAO1000\_SY\_H2B2\_IP FINANCIAL LITERACY AND ... GROUP 01 Class Size: 30 SYD-Room 8.05 Pramila Suresha 29/08/2024 - 12/09/2024

13:00

LANES DAY WEEK MONTH AGENDA

**\*\*Please check your class timetable again immediately before classes start as it may have changed.**

**\*\*\*Please note, if a timetable says "HIDDEN TBC" on timetable planner, means the class is not available for allocation at the moment.**

All enrolled students are required to allocate to the respective class during the scheduled timethrough the online portal.

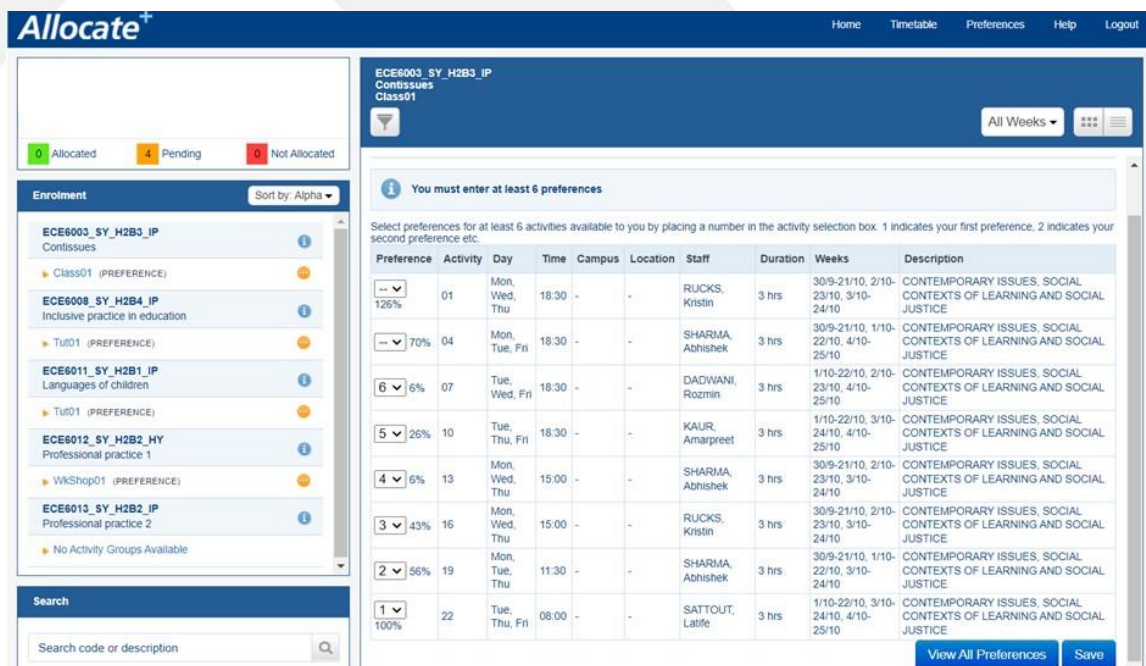
## 2. How to enter Preferences in the Preference Entry Mode

### 1. The Preference Entry mode allows a student to:

- select the activity times they would prefer to attend.
- browse the available timeslots of all the activities for the Units of Study in which they are enrolled.
- specify the timeslots they would prefer to attend (these preferences are later sorted and allocated by the system).

### 2. Entering Preferences

- When you select an activity group, you will be shown a grid of the available timeslots.
- To register your preferences, you must place a number from one (1) in the boxes provided, in your preferred order. The number one (1) indicates your first preference, two (2) your second preference and so on.
- The minimum number of preferences required is displayed when you select the group.



The screenshot shows the 'Allocate+' interface for a student. On the left, there's a sidebar with 'Enrolment' and 'Search' sections. The 'Enrolment' section lists several units of study, including 'ECE6003\_SY\_H2B3\_IP' (Contissues), 'ECE6008\_SY\_H2B4\_IP' (Inclusive practice in education), 'ECE6011\_SY\_H2B1\_IP' (Languages of children), 'ECE6012\_SY\_H2B2\_HY' (Professional practice 1), and 'ECE6013\_SY\_H2B2\_IP' (Professional practice 2). The 'Search' section has a search bar. The main content area shows the 'ECE6003\_SY\_H2B3\_IP' class details. A message states 'You must enter at least 6 preferences'. Below this, a table lists available activities with columns for Preference, Activity, Day, Time, Campus, Location, Staff, Duration, Weeks, and Description. The table contains 10 rows of activities, each with a dropdown menu for preference selection. At the bottom right, there are 'View All Preferences' and 'Save' buttons.

Preference	Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
--	126%	01	Mon, Wed, Thu	18:30	-	RUCKS, Kristin	3 hrs	30/9-21/10, 2/10-23/10, 3/10-24/10	CONTEMPORARY ISSUES, SOCIAL CONTEXTS OF LEARNING AND SOCIAL JUSTICE
--	70%	04	Mon, Tue, Fri	18:30	-	SHARMA, Abhishek	3 hrs	30/9-21/10, 1/10-22/10, 4/10-25/10	CONTEMPORARY ISSUES, SOCIAL CONTEXTS OF LEARNING AND SOCIAL JUSTICE
6	6%	07	Tue, Wed, Fri	18:30	-	DADWANI, Rozmin	3 hrs	1/10-22/10, 2/10-23/10, 4/10-25/10	CONTEMPORARY ISSUES, SOCIAL CONTEXTS OF LEARNING AND SOCIAL JUSTICE
5	25%	10	Tue, Thu, Fri	18:30	-	KAUR, Amarpreet	3 hrs	1/10-22/10, 3/10-24/10, 4/10-25/10	CONTEMPORARY ISSUES, SOCIAL CONTEXTS OF LEARNING AND SOCIAL JUSTICE
4	6%	13	Mon, Wed, Thu	15:00	-	SHARMA, Abhishek	3 hrs	30/9-21/10, 2/10-23/10, 3/10-24/10	CONTEMPORARY ISSUES, SOCIAL CONTEXTS OF LEARNING AND SOCIAL JUSTICE
3	43%	16	Mon, Wed, Thu	15:00	-	RUCKS, Kristin	3 hrs	30/9-21/10, 2/10-23/10, 3/10-24/10	CONTEMPORARY ISSUES, SOCIAL CONTEXTS OF LEARNING AND SOCIAL JUSTICE
2	56%	19	Mon, Tue, Thu	11:30	-	SHARMA, Abhishek	3 hrs	30/9-21/10, 1/10-22/10, 3/10-24/10	CONTEMPORARY ISSUES, SOCIAL CONTEXTS OF LEARNING AND SOCIAL JUSTICE
1	100%	22	Tue, Thu, Fri	08:00	-	SATTOUT, Latife	3 hrs	1/10-22/10, 3/10-24/10, 4/10-25/10	CONTEMPORARY ISSUES, SOCIAL CONTEXTS OF LEARNING AND SOCIAL JUSTICE

### 3. Preference Entry mode is a "First come, First served" function. If the class capacity fills up for Preference 1, then the student will be allocated to Preference 2 timetable and so on.

### 3. How to allocate to a Timetable

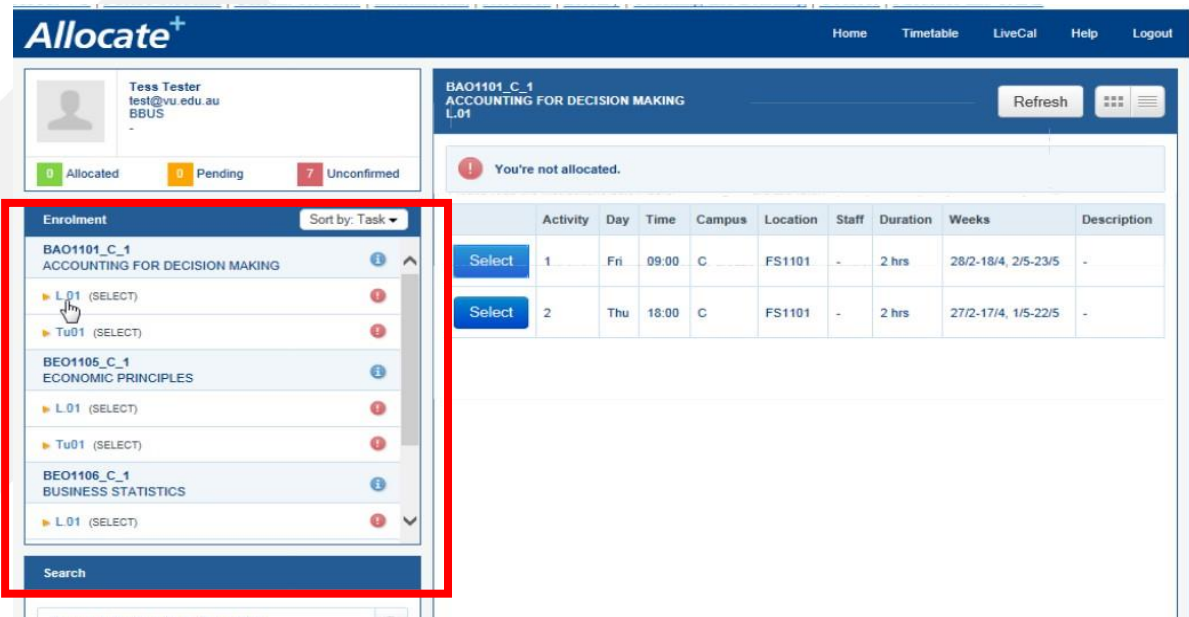
#### 1.1 [Login and accessing the online Timetable](#)

1. Log in to [MyVU](#). For more information please see [‘How do I log in to MyVU?’](#)
2. Click **My Timetable** on the left-hand sidebar



1.2. [Allocation to Timetable](#)

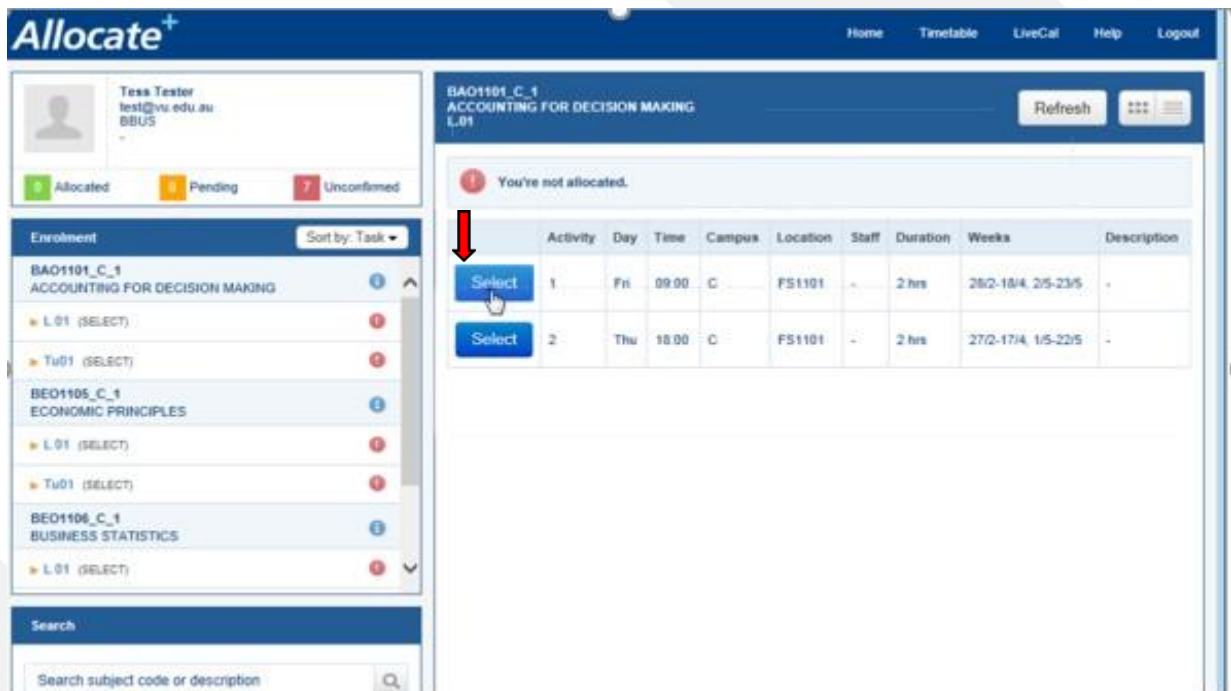
- Once you click on my timetable, it will lead you to the available Timetable based on your enrolment. Your current enrolment details will be available on the left hand side of the screen. Each Unit of Study lists the activity group/s for that unit (e.g. Lectures, Tutorials, Workshops, Laboratories and Practical). Select the activities by clicking on the activities.



The screenshot shows the 'Allocate+' interface. On the left, the user profile for 'Tess Tester' is visible, along with status indicators for Allocated (0), Pending (0), and Unconfirmed (7). The 'Enrolment' list is sorted by 'Task' and includes units like 'BAO1101\_C\_1 ACCOUNTING FOR DECISION MAKING' with activity groups 'L 01' and 'Tu01'. A red box highlights this list. On the right, the 'BAO1101\_C\_1 ACCOUNTING FOR DECISION MAKING L.01' page shows a message 'You're not allocated.' and a table of activities.

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
1	Fri	09.00	C	FS1101	-	2 hrs	26/2-18/4, 2/5-23/5	-
2	Thu	18.00	C	FS1101	-	2 hrs	27/2-17/4, 1/5-22/5	-

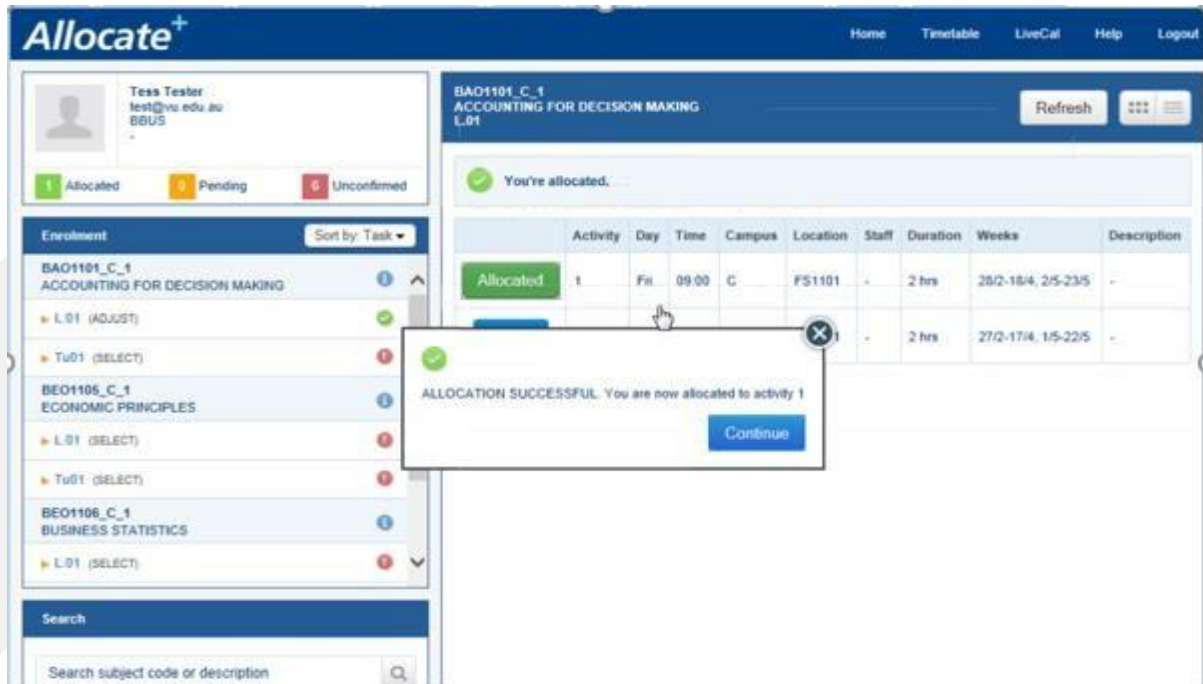
- Click on 'Select' to allocate to your preferred time of study. Then click on 'Submit' button at the top to finish your allocation.



This screenshot is similar to the previous one but highlights the 'Select' button for the first activity in the table with a red arrow. The 'Enrolment' list on the left is also visible.

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
1	Fri	09.00	C	FS1101	-	2 hrs	26/2-18/4, 2/5-23/5	-
2	Thu	18.00	C	FS1101	-	2 hrs	27/2-17/4, 1/5-22/5	-

- Once the allocation is completed, the blue 'Select' button will turn to green 'Allocated' button. A new window will pop-up with a message confirming the successful allocation. Click on 'Continue' to proceed with the allocation of the remaining enrolled units.



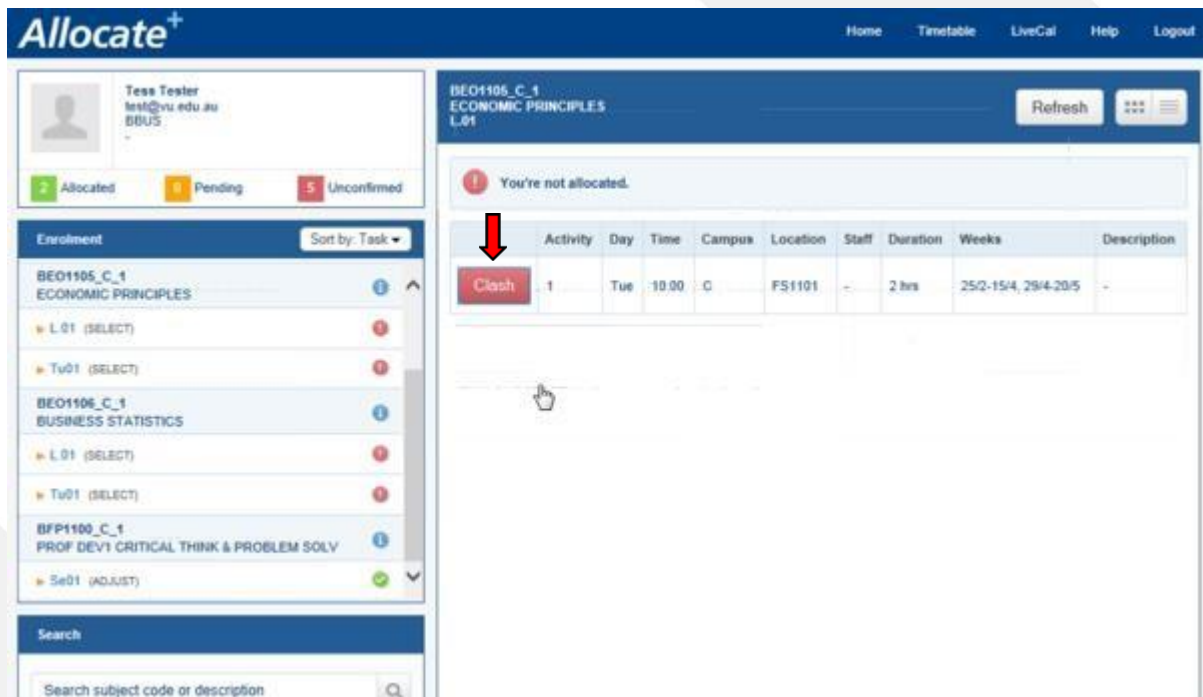
The screenshot shows the 'Allocate+' interface for user Tess Tester. The left sidebar lists enrolled units: BAO1101\_C\_1 (ACCOUNTING FOR DECISION MAKING), BEO1105\_C\_1 (ECONOMIC PRINCIPLES), and BEO1106\_C\_1 (BUSINESS STATISTICS). The main panel shows the details for BAO1101\_C\_1, L.01. A table displays the allocated activity:

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
1	Fri	09:00	C	FS1101	-	2 hrs	26/2-16/4, 2/5-23/5	-
1	-	-	-	-	-	2 hrs	27/2-17/4, 1/5-22/5	-

A pop-up message states: "ALLOCATION SUCCESSFUL. You are now allocated to activity 1" with a "Continue" button.

### 1.3. [Timetable Clash](#)

- While allocating to different classes, if there is a clash with another selected class for a different unit, you may see a 'Clash' button on the timetable.

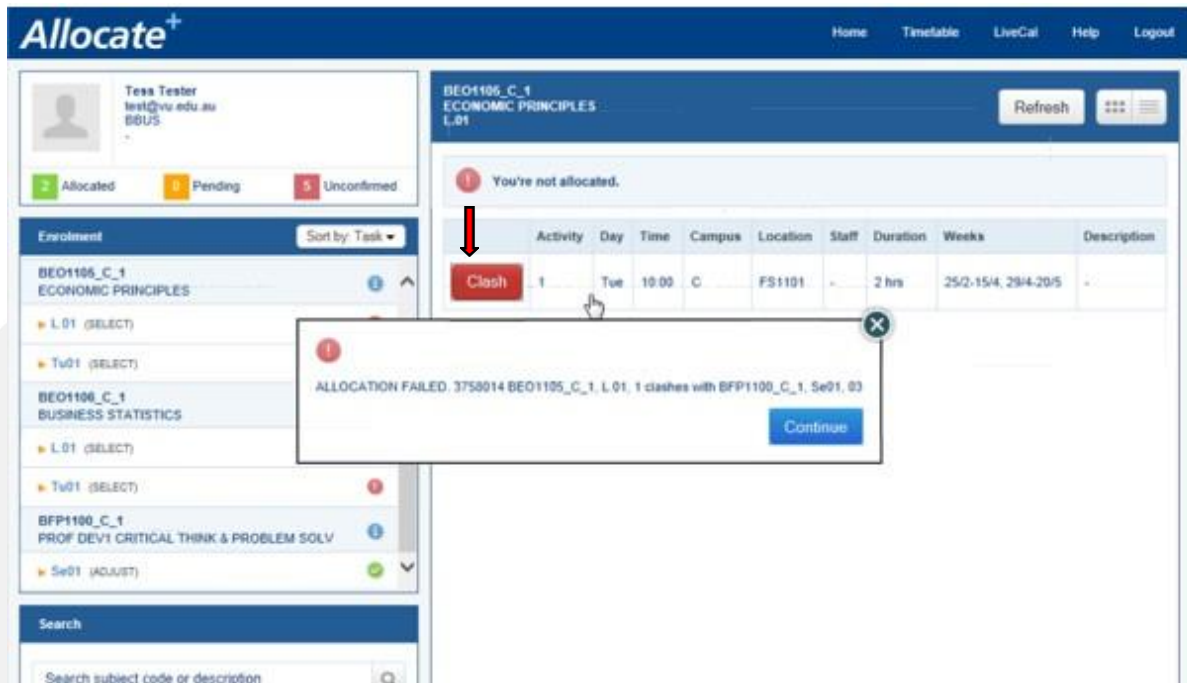


The screenshot shows the 'Allocate+' interface for user Tess Tester. The left sidebar lists enrolled units: BEO1105\_C\_1 (ECONOMIC PRINCIPLES), BEO1106\_C\_1 (BUSINESS STATISTICS), and BFP1100\_C\_1 (PROF DEV1 CRITICAL THINK & PROBLEM SOLV). The main panel shows the details for BEO1105\_C\_1, L.01. A table displays the activity with a red 'Clash' button:

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
1	Tue	10:00	C	FS1101	-	2 hrs	25/2-15/4, 26/4-20/5	-

A red arrow points to the 'Clash' button in the activity row.

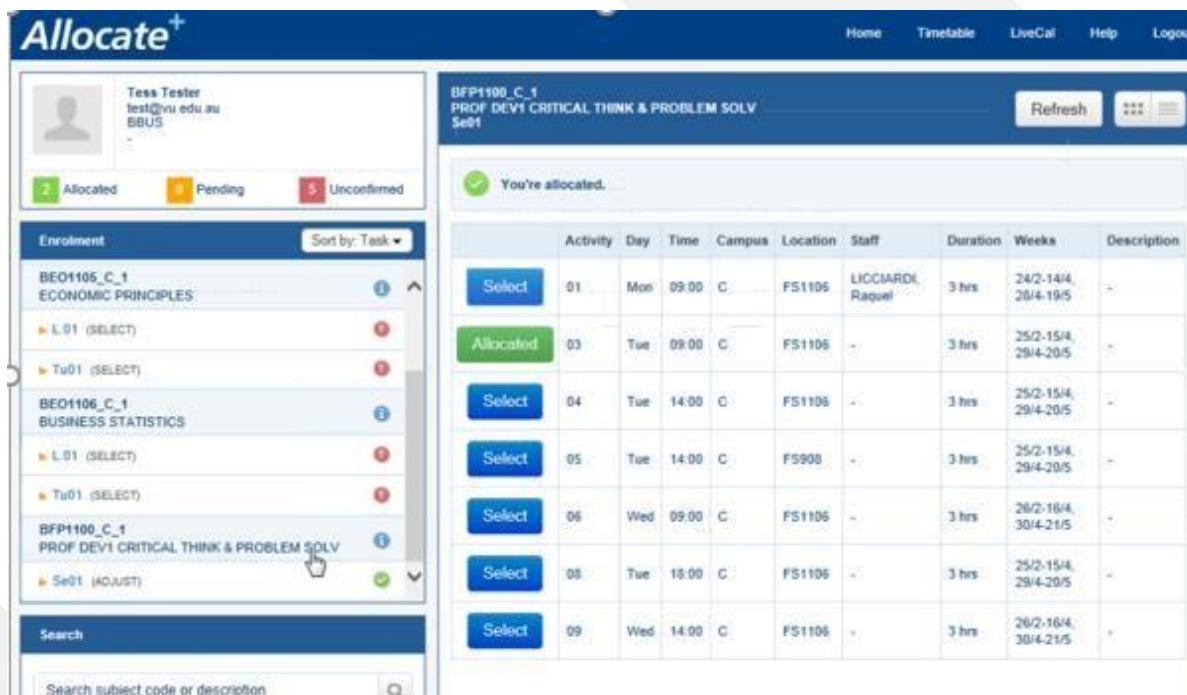
2. Click on the 'Clash' button to see the details of other clashing unit



The screenshot shows the Allocate+ interface for user Tess Tester. The main content area displays unit details for BEO1105\_C\_1 (ECONOMIC PRINCIPLES L.01). A table lists activities, with a red 'Clash' button next to the first row. A modal dialog box is open, displaying the message: "ALLOCATION FAILED. 3750014 BEO1105\_C\_1, L.01, 1 clashes with BFP1100\_C\_1, Se01, 03".

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
1	Tue	10:00	C	FS1101	-	2 hrs	25/2-15/4, 29/4-20/5	-

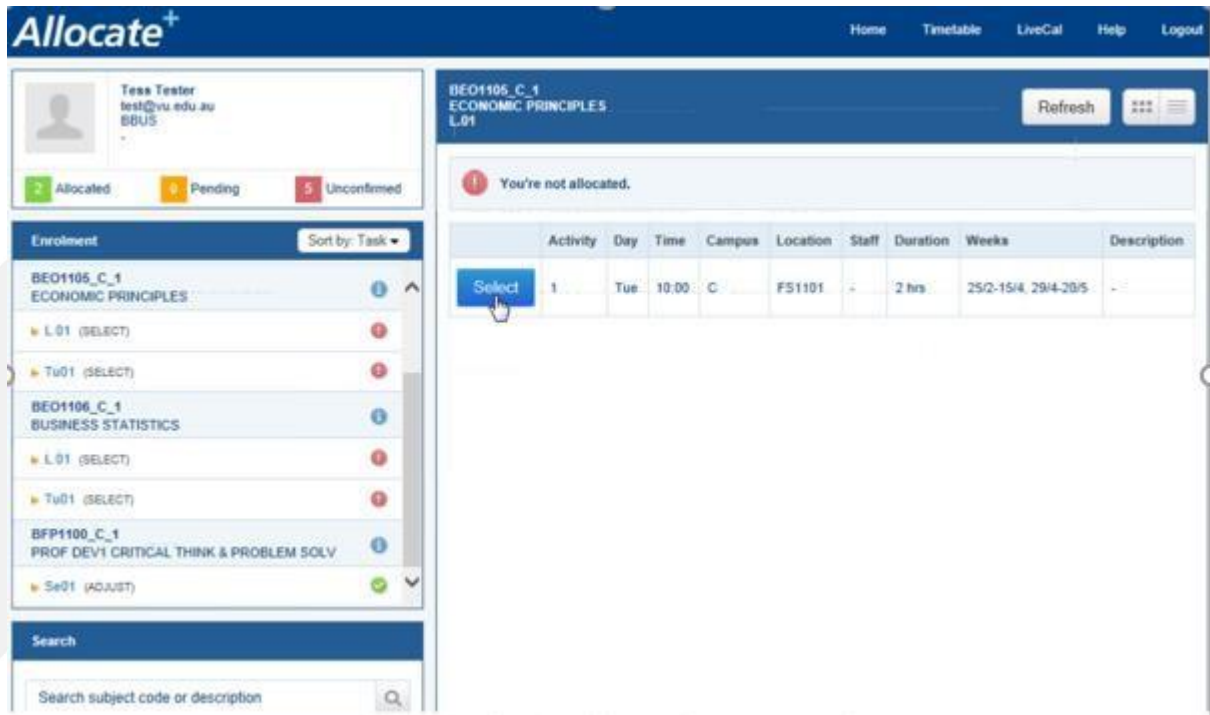
3. Go to the Clashing unit and select a new time to remove the 'Clash'



The screenshot shows the Allocate+ interface for user Tess Tester, now viewing the BFP1100\_C\_1 (PROF DEV1 CRITICAL THINK & PROBLEM SOLV Se01) unit page. The status is 'You're allocated.' The table below shows available activity slots, with the previously clashing slot (03) now marked as 'Allocated'.

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
01	Mon	09:00	C	FS1105	LICCIARDE, Raquel	3 hrs	24/2-14/4, 28/4-19/5	-
03	Tue	09:00	C	FS1105	-	3 hrs	25/2-15/4, 29/4-20/5	-
04	Tue	14:00	C	FS1106	-	3 hrs	25/2-15/4, 29/4-20/5	-
05	Tue	14:00	C	FS908	-	3 hrs	25/2-15/4, 29/4-20/5	-
06	Wed	09:00	C	FS1106	-	3 hrs	28/2-16/4, 30/4-21/5	-
08	Tue	15:00	C	FS1105	-	3 hrs	25/2-15/4, 29/4-20/5	-
09	Wed	14:00	C	FS1105	-	3 hrs	28/2-16/4, 30/4-21/5	-

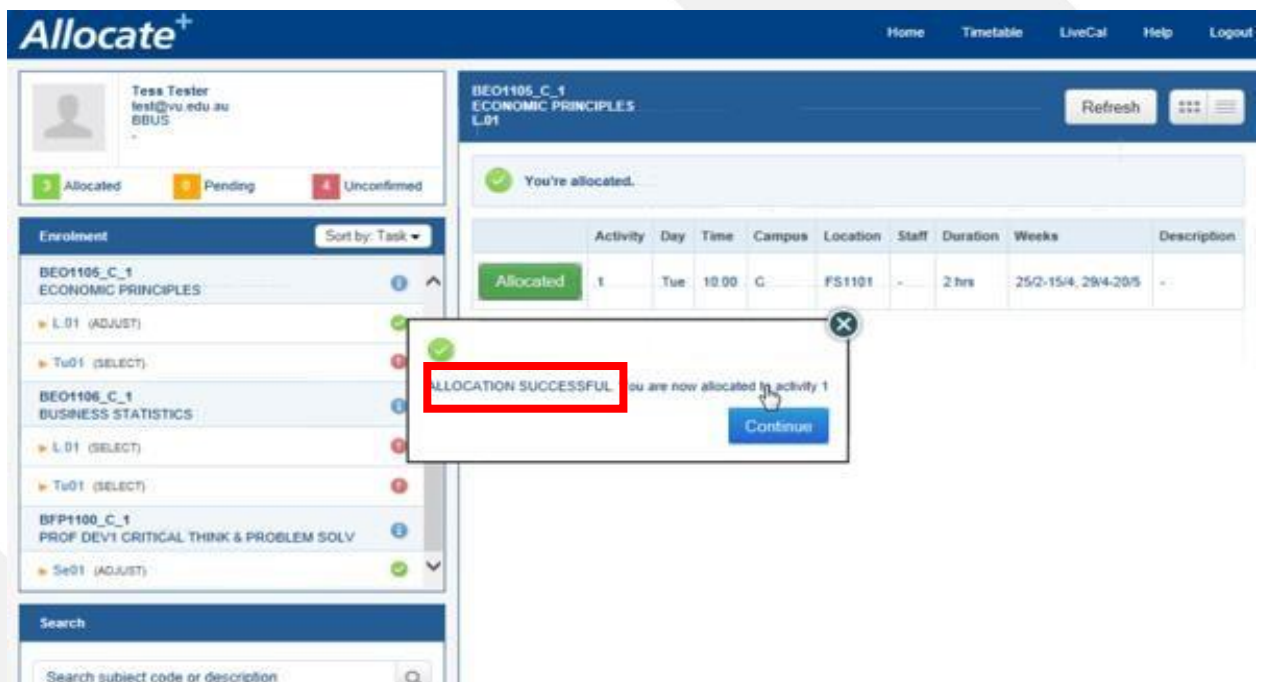
- Return to the unit with the 'Clash' and 'Clash' should now be removed and continue the allocation steps as explained above.



The screenshot shows the Allocate+ interface for user Tess Tester. The left sidebar shows a list of units with their status: BEO1105\_C\_1 (ECONOMIC PRINCIPLES) is 'SELECT', BEO1106\_C\_1 (BUSINESS STATISTICS) is 'SELECT', and BFP1100\_C\_1 (PROF DEV1 CRITICAL THINK & PROBLEM SOLV) is 'ADJUST'. The main panel shows the unit BEO1105\_C\_1 with a message: "You're not allocated." Below this is a table with one row:

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
1	Tue	10:00	C	FS1101	-	2 hrs	25/2-15/4, 29/4-20/5	-

A blue 'Select' button is visible next to the first row of the table.




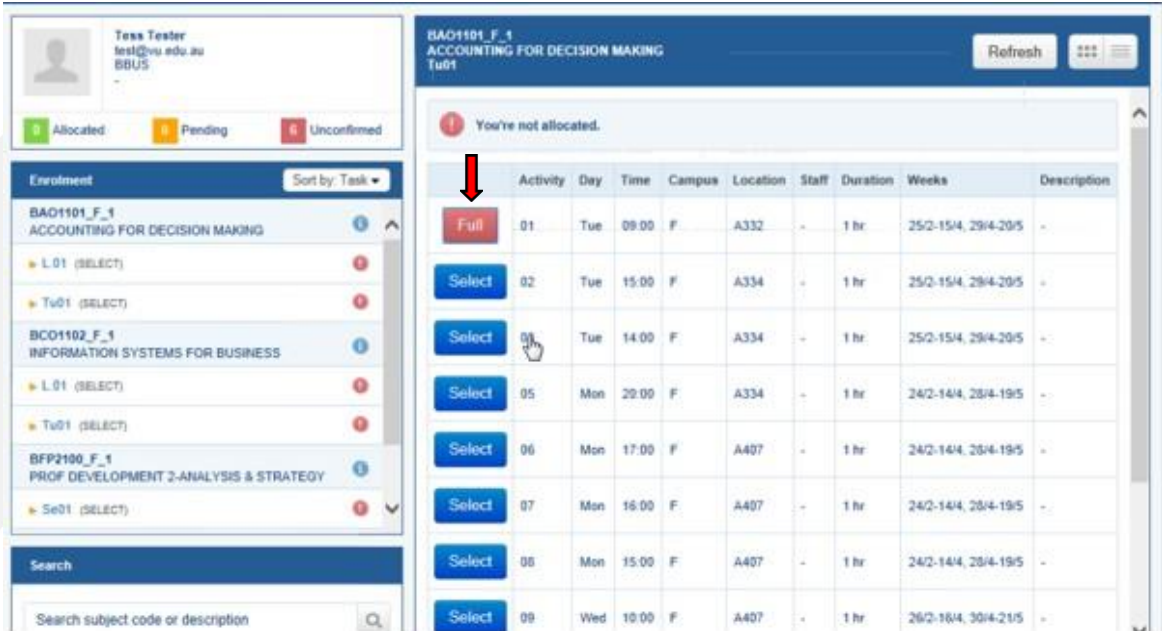
The screenshot shows the Allocate+ interface after a successful allocation. The left sidebar shows the same list of units, but now BEO1105\_C\_1 (ECONOMIC PRINCIPLES) is 'ADJUST', BEO1106\_C\_1 (BUSINESS STATISTICS) is 'SELECT', and BFP1100\_C\_1 (PROF DEV1 CRITICAL THINK & PROBLEM SOLV) is 'ADJUST'. The main panel shows the unit BEO1105\_C\_1 with a message: "You're allocated." Below this is a table with one row:

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
1	Tue	10:00	C	FS1101	-	2 hrs	25/2-15/4, 29/4-20/5	-

The first row of the table has a green 'Allocated' status. A modal dialog box is displayed in the foreground with the text: "ALLOCATION SUCCESSFUL You are now allocated to activity 1" and a 'Continue' button.


### 1.4. Class is 'Full'

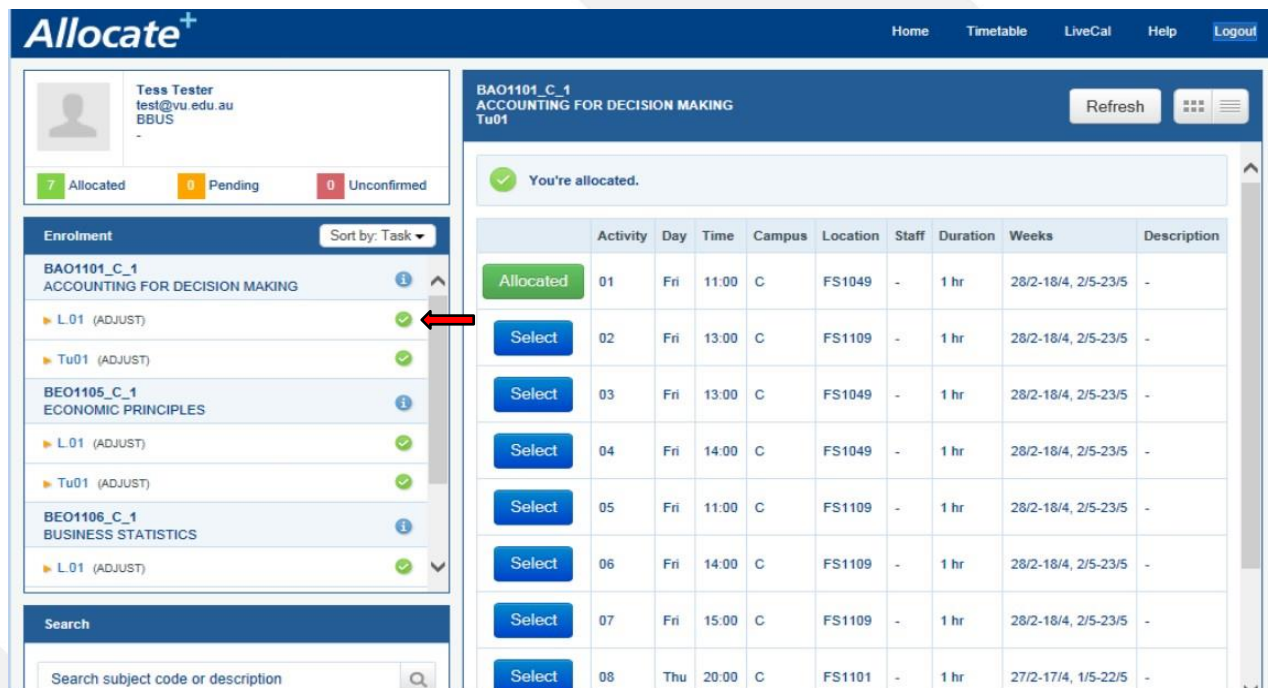
1. If you see this option  on the timetable, it means that you will be unable to select that particular time and must choose another time from the list of available options.



The screenshot shows the 'Allocate+' interface for user 'Tess Tester'. The left sidebar lists units with 'SELECT' buttons. The main table shows a row for 'BAD1101\_F\_1 ACCOUNTING FOR DECISION MAKING Tu01' with a 'Full' button instead of a 'Select' button. A red arrow points to the 'Full' button.

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
Full	01	Tue	09:00	F	A332	-	1 hr	25/2-15/4, 29/4-20/5
Select	02	Tue	15:00	F	A334	-	1 hr	25/2-15/4, 29/4-20/5
Select	03	Tue	14:00	F	A334	-	1 hr	25/2-15/4, 29/4-20/5
Select	05	Mon	20:00	F	A334	-	1 hr	24/2-14/4, 28/4-19/5
Select	06	Mon	17:00	F	A407	-	1 hr	24/2-14/4, 28/4-19/5
Select	07	Mon	16:00	F	A407	-	1 hr	24/2-14/4, 28/4-19/5
Select	08	Mon	15:00	F	A407	-	1 hr	24/2-14/4, 28/4-19/5
Select	09	Wed	10:00	F	A407	-	1 hr	26/2-16/4, 30/4-21/5

2. Check the left side "Green" ticks  for each unit to ensure that you are allocated to all the enrolled units.



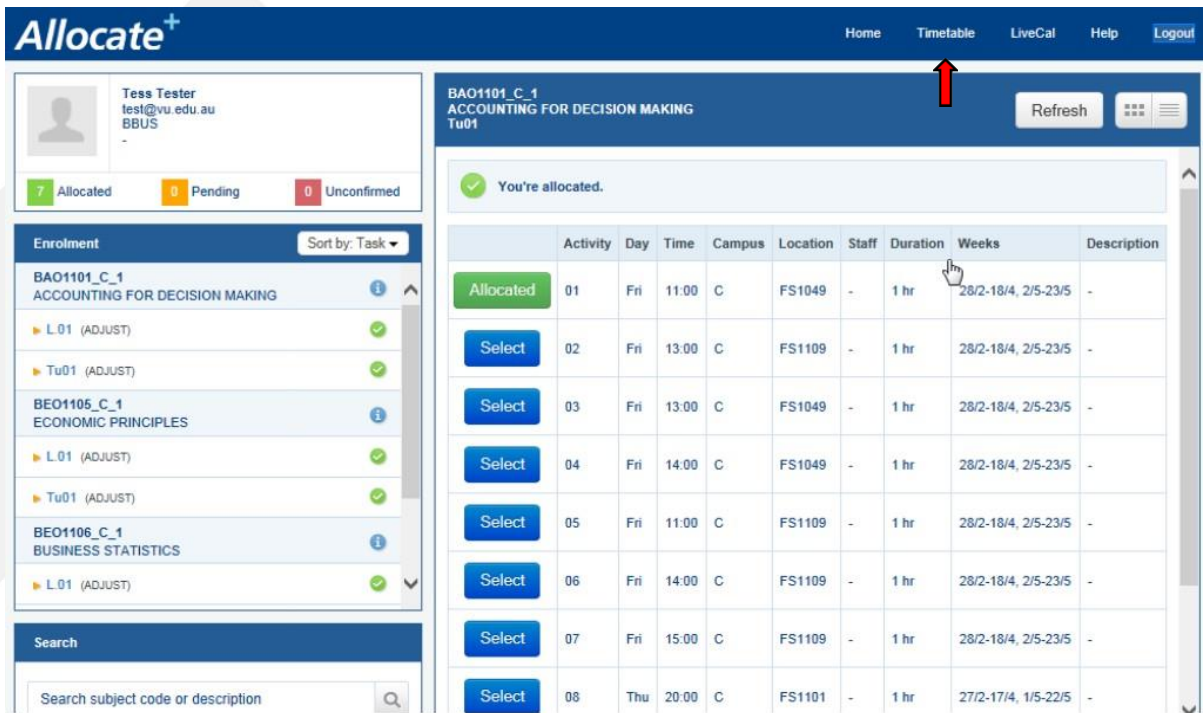
The screenshot shows the 'Allocate+' interface for user 'Tess Tester'. The left sidebar lists units with 'ADJUST' buttons and green checkmarks. The main table shows a row for 'BAO1101\_C\_1 ACCOUNTING FOR DECISION MAKING Tu01' with an 'Allocated' button instead of a 'Select' button. A red arrow points to the green checkmark in the sidebar.

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
Allocated	01	Fri	11:00	C	FS1049	-	1 hr	28/2-18/4, 2/5-23/5
Select	02	Fri	13:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5
Select	03	Fri	13:00	C	FS1049	-	1 hr	28/2-18/4, 2/5-23/5
Select	04	Fri	14:00	C	FS1049	-	1 hr	28/2-18/4, 2/5-23/5
Select	05	Fri	11:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5
Select	06	Fri	14:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5
Select	07	Fri	15:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5
Select	08	Thu	20:00	C	FS1101	-	1 hr	27/2-17/4, 1/5-22/5

Once the above steps are completed, ensure that you have saved all the allocations.

1.5 [View and Print the Timetable](#)

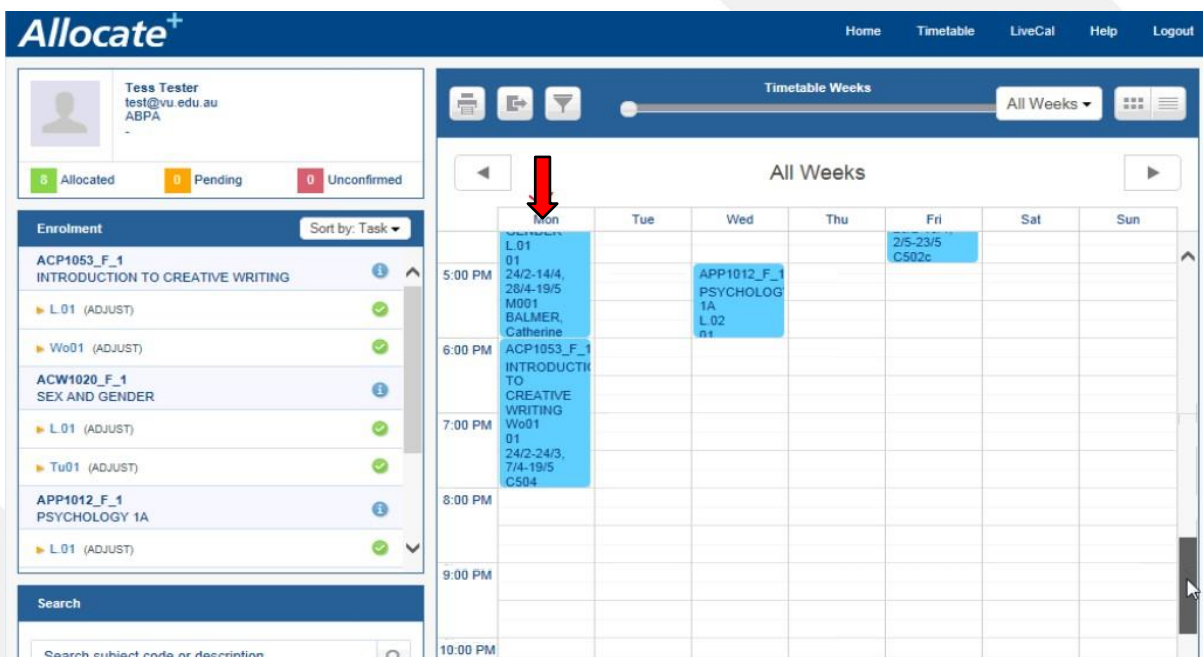
1: Click on **Timetable** tab



The screenshot shows the 'Allocate+' interface with the 'Timetable' tab selected. The user is logged in as Tess Tester. The subject is BAO1101\_C\_1 ACCOUNTING FOR DECISION MAKING Tu01. The interface displays a list of tasks on the left and a table of allocations on the right. A red arrow points to the 'Timetable' tab in the top navigation bar.

Activity	Day	Time	Campus	Location	Staff	Duration	Weeks	Description
Allocated 01	Fri	11:00	C	FS1049	-	1 hr	28/2-18/4, 2/5-23/5	-
Select 02	Fri	13:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5	-
Select 03	Fri	13:00	C	FS1049	-	1 hr	28/2-18/4, 2/5-23/5	-
Select 04	Fri	14:00	C	FS1049	-	1 hr	28/2-18/4, 2/5-23/5	-
Select 05	Fri	11:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5	-
Select 06	Fri	14:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5	-
Select 07	Fri	15:00	C	FS1109	-	1 hr	28/2-18/4, 2/5-23/5	-
Select 08	Thu	20:00	C	FS1101	-	1 hr	27/2-17/4, 1/5-22/5	-

2: By default, Timetable will appear for the whole week. You can change the view to appear by **Day** by clicking on the respective Day.



The screenshot shows the 'Allocate+' interface with the 'Timetable Weeks' view. The user is logged in as Tess Tester. The subject is ACP1053\_F\_1 INTRODUCTION TO CREATIVE WRITING. The interface displays a weekly grid of allocations. A red arrow points to the 'Mon' column header.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5:00 PM	L.01 24/2-14/4, 28/4-19/5 M001 BALMER, Catherine		APP1012_F_1 PSYCHOLOG 1A L.02 Rt		2/5-23/5 C502c		
6:00 PM	ACP1053_F_1 INTRODUCTH TO CREATIVE WRITING Wo01						
7:00 PM	01 24/2-24/3, 7/4-19/5 C504						
8:00 PM							
9:00 PM							
10:00 PM							

The screenshot shows the 'Allocate+' interface. On the left, there's a user profile for 'Tess Tester' and a list of enrolments for 'ACW1020\_F\_1 SEX AND GENDER' and 'APP1012\_F\_1 PSYCHOLOGY 1A'. The main area is titled 'Timetable Weeks' and shows a calendar view for 'All Weeks'. The 'Mon' tab is selected and highlighted with a red box. The timetable grid shows two classes on Monday: 'ACP1053\_F\_1 INTRODUCTION TO CREATIVE WRITING L.01' at 10:00 AM and 'APP1012\_F\_1 PSYCHOLOGY 1A L.01' at 1:00 PM.

3: To return to “Week” view, click on the “Day” again.

4: To Print the Timetable, click on the “Print” icon, select the Printing Style as “Landscape”

The screenshot shows the 'Allocate+' interface with the 'Print your timetable' menu open. The 'Landscape' option is highlighted with a red box. Below the menu, a table of timetable data is visible. The table has columns for Subject Code, Description, Group, Activity, Day, Time, Campus, Location, Staff, Duration, and Week.

Subject Code	Description	Group	Activity	Day	Time	Campus	Location	Staff	Duration	Week
ACP1053_F_1	INTRODUCTION TO CREATIVE WRITING	L.01	02	Mon	10:00	F	G368	HYDE, Michael	1 hr	24/7/4
ACP1053_F_1	INTRODUCTION TO CREATIVE WRITING	Wo01	01	Mon	18:00	F	C504	-	2 hrs	24/7/4
ACW1020_F_1	SEX AND GENDER	L.01	01	Mon	16:00	F	M001	BALMER, Catherine	2 hrs	24/28
ACW1020_F_1	SEX AND GENDER	Tu01	05	Wed	11:00	F	D202	BALMER, Catherine	1 hr	26/30
APP1012_F_1	PSYCHOLOGY 1A	L.01	01	Mon	13:00	F	L114	BALL, Michelle	1 hr	24/28
APP1012_F_1	PSYCHOLOGY 1A	L.02	01	Wed	17:00	F	L114	BALL, Michelle	1 hr	26/30
APP1012_F_1	PSYCHOLOGY 1A	Se01	07	Wed	12:00	F	C410A	-	1 hr	26/30
APP1016_F_1	FOUNDATIONS OF PSYCHOLOGICAL RESEARCH	Se01	05	Fri	15:00	F	C502c	-	2 hrs	28/2/5

5: Print the Timetable by selecting the relevant icons as required.

Allocate<sup>+</sup>

All Weeks

Subject Code	Description	Group	Activity	Day	Time	Campus	Location	Staff	Duration	Dates
ACP1053_F_1	INTRODUCTION TO CREATIVE WRITING	L.01	02	Mon	10:00	F	G368	HYDE, Michael	1 hr	24/2-24/3, 7/4-19/5
ACP1053_F_1	INTRODUCTION TO CREATIVE WRITING	Wo01	01	Mon	18:00	F	C504	-	2 hrs	24/2-24/3, 7/4-19/5
ACW1020_F_1	SEX AND GENDER	L.01	01	Mon	16:00	F	M001	BALMER, Catherine	2 hrs	24/2-14/4, 28/4-19/5
ACW1020_F_1	SEX AND GENDER	Tu01	05	Wed	11:00	F	D202	BALMER, Catherine	1 hr	26/2-16/4, 30/4-21/5
APP1012_F_1	PSYCHOLOGY 1A	L.01	01	Mon	13:00	F	L114	BALL, Michelle	1 hr	24/2-14/4, 28/4-19/5
APP1012_F_1	PSYCHOLOGY 1A	L.02	01	Wed	17:00	F	L114	BALL, Michelle	1 hr	26/2-16/4, 30/4-21/5
APP1012_F_1	PSYCHOLOGY 1A	Se01	07	Wed	12:00	F	C410A	-	1 hr	26/2-16/4, 30/4-21/5
APP1016_F_1	FOUNDATIONS OF PSYCHOLOGICAL RESEARCH	Se01	05	Fri	15:00	F	C502c	-	2 hrs	28/2-18/4, 2/5-23/5



Please note that it is your responsibility to confirm the location of your lectures and tutorials. The timetable should be checked before classes start as it may have changed.

Click on the link to access more [FAQs on MyTimetable](#)

## 4. Frequently asked question and answers

Below are a few questions which are frequently asked by our students. The answers given are only for reference and may vary depending on the situation.

1. How do I allocate to a Timetable?

*A: Refer to the section in this manual: 'How to allocate to a timetable'*

2. How do I view a Timetable before I enroll to a unit?

*A: Refer to the section in this manual: 'How to view Timetable on Timetable Planner'*

3. I am unable to allocate to my preferred Timetable as the class is full.

*A: If a class is full, you will have to allocate yourself to the available Timetable.*

4. I was already allocated to one class, and it was changed later by somebody else?

*A: Contact the Academic Administration Team at [academicadministration@vusydney.edu.au](mailto:academicadministration@vusydney.edu.au) as this requires further investigation.*

5. When I click on MyTimetable, I am unable to see any units?

*A: Students will have to wait at least for an hour until their enrolment is reflected on the system to view Timetable for their enrolled units. Even after an hour, if the student is unable to allocate, please contact [academicadministration@vusydney.edu.au](mailto:academicadministration@vusydney.edu.au) for further assistance.*

6. When can students allocate their timetable for each block?

*A: Timetable allocation is done on a semester basis. Students can select their timetable for the entire semester. The specific allocation dates are listed on the website, and we also send email and text reminders prior to the allocation period.*

7. When is the last day of each block to make timetable changes?

*A: Please refer to the VU Sydney/Brisbane website for details on block teaching periods, allocation dates, and the "read-only" mode opening day.*

8. My enrolled unit's timetable is full—what should I do?

*A: We set a specific enrolment limit for each unit. In some cases, we have hidden classes in place, and based on enrolment numbers, we may either open these classes or increase the capacity of existing ones to accommodate you.*

*Contact [academicadministration@vusydney.edu.au](mailto:academicadministration@vusydney.edu.au) to understand the enrolment plan*

9. I am unable to take this unit in this block, and I would like to amend my enrolment. Which unit should I choose?

*A: Students will have to follow their Course Structure and seek further advise from their Course Coordinator to decide whether they can amend their enrolment without impacting their study period.*

10. I am forcefully allocated to a class and do not prefer this Timetable?

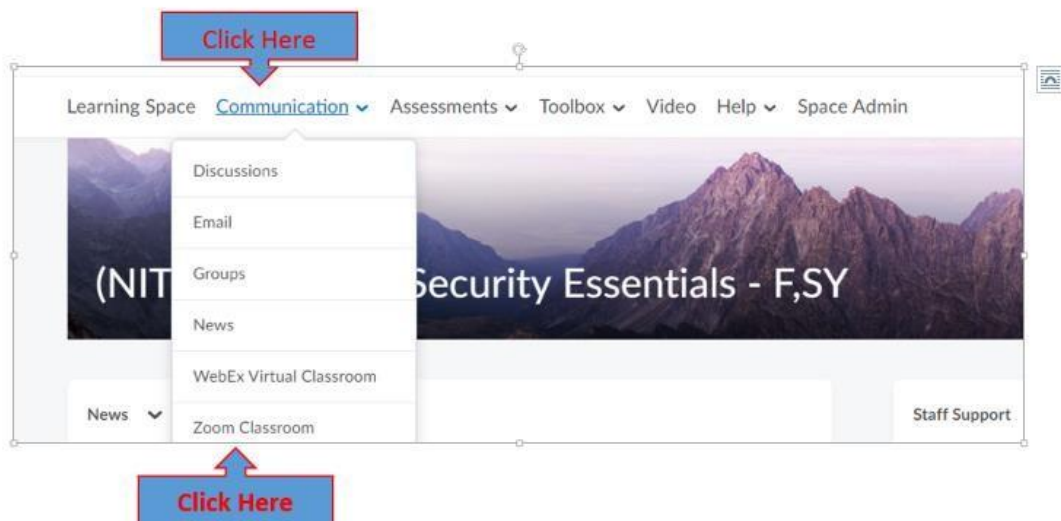
*A: Students are advised to allocate to a class timetable as soon as their enrolment is finalized. Any student who remain unallocated until the provided date will be forcefully allocated to the available class. They must either stick to the allocated class or seek advice from Course Coordinator with regards to Unit amendment. Students will usually receive ample time allocating themselves to a preferred timetable, prior to forceful allocations.*

11. My name is not available on the attendance list/I am unable to access the unit on VU Collaborate?

*A: If a student is enrolled and allocated his/her name must be listed on **the Attendance list of VU Collaborate**. If not, Students must contact IT Support for Students +61 3 9919 2777.*

12. How do I get a zoom link to attend my class according to the Timetable?

*A: Please follow the below snippet to access Zoom link*



*Students can also Contact their lecturer, immediately through email and copy in the Course Coordinator to receive Zoom link.*

13. How do I get my teacher's contact details?

*A: Students can get their Lecturer details from their Study Guide available on VU Collaborate.*

14. I have only one option to select for my enrolled unit on Timetable?

*A: Unfortunately, whatever options the students can view on Allocate+ will be the only option they will have.*

15. I am enrolled in one block where the unit is scheduled for 3 hours on 2 days and 6 hours on the third day or second day. While in the next block another unit is scheduled as 4 hours on 3 days. I prefer the former/latter. Can you please schedule both in the same way?

*A: Unfortunately, that is not possible. The first year units for NBIT are designed to be delivered as 3 hours per day on 2 days a week and 6 hours (3hours Workshop+3 Hours Lab) on second or third day of the week. Whereas, second or third year units for NBIT are designed to be delivered 4 hrs per day for 3 days for 3 weeks and 2 days for 4<sup>th</sup> week.*

*A Sample Timetable for first 3 weeks of a block. 4<sup>th</sup> week will not have Thursday's class on the below Scenario:*

<b>Units</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>
<b>NIT1XXX</b>	3 Hrs(Wkshop)	3 Hrs(Wkshop)		3Hrs(Wkshop)+3 Hrs(Lab)	
<b>NIT2XXX</b>	3Hrs(Wkshop)+1Hr(Lab)	3Hrs(Wkshop)+1Hr(Lab)		3Hrs(Wkshop)+1Hr(Lab)	
<b>NIT3XXX</b>	3Hrs(Wkshop)+1Hr(Lab)	3Hrs(Wkshop)+1Hr(Lab)		3Hrs(Wkshop)+1Hr(Lab)	

## 5. Contact us

**Email:** [academicadministration@vusydney.edu.au](mailto:academicadministration@vusydney.edu.au)

**Phone:** 02 8265 3256 /02 8265 3273