

# Timetable/OLCR QuickStart Guide for new students

## This worksheet is for students:

- Who are new to UWA
- Who are first time users of the Timetable and OLCR systems
- Who have enrolled in units that use the OLCR (online class registration) system

## First things first

### What is the timetable website?

[www.timetable.uwa.edu.au](http://www.timetable.uwa.edu.au)

The timetable website **IS**:

- an **information only** website
- used to work out how units fit together
- a mechanism for reporting clashes

The timetable website:

- **IS NOT** a place to lodge class preferences
- **DOES NOT** record your class selections

### What is OLCR?

[www.olcr.uwa.edu.au](http://www.olcr.uwa.edu.au)

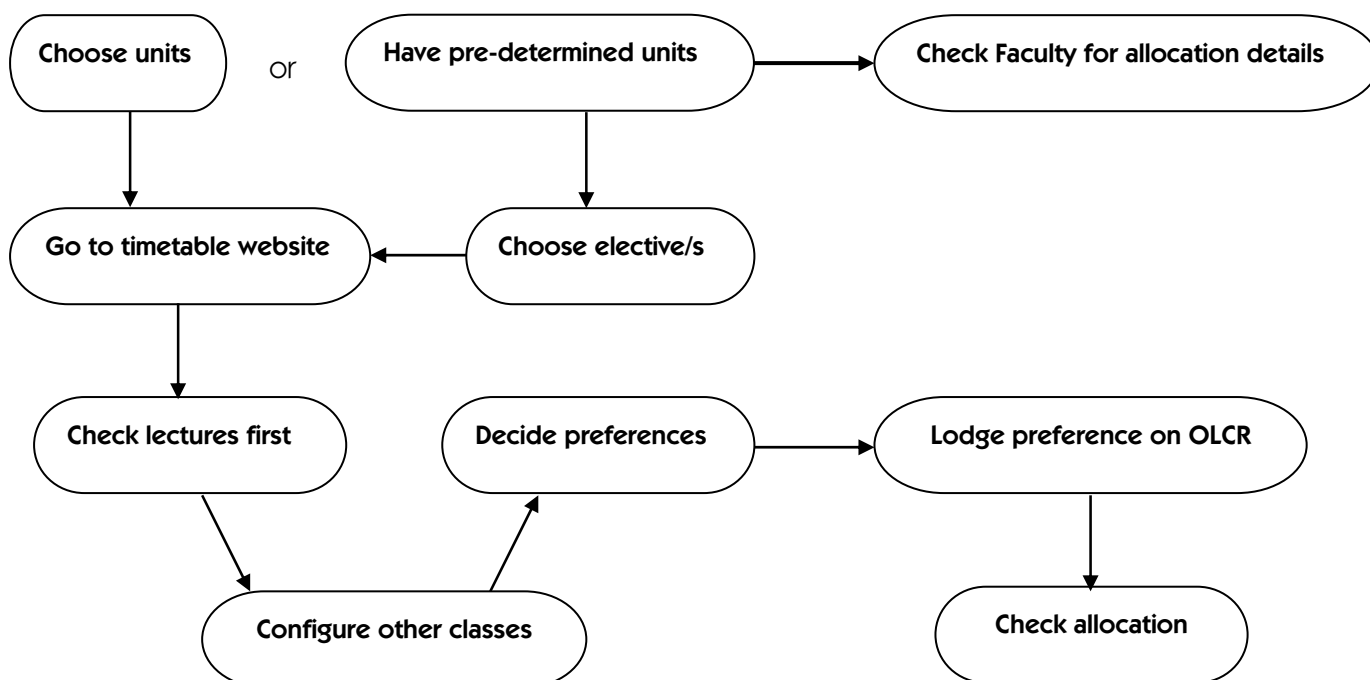
OLCR is:

- An equitable class allocation system
- A system that allows students to lodge their preferred class configuration

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## The process you need to follow to organise your timetable at UWA

At enrolment you will either:



Go to the timetable

Make sure 'lectures' is selected

**View timetable for selected units**

1. **Either select the unit(s) you wish to view from the list.**  
If you wish to select more than one unit hold down the Control key and click the mouse on Windows machines or hold down Command key and click the mouse on Macintosh machines.

ABUS1190 FOUND ASIAN BUS  
 ABUS2204 ASIAN BUS.CONT.  
 ABUS2290 FOUND ASIAN BUS  
 ACCT1101 ACCT1101  
 ACCT1112 ACCT1112  
 ACCT2201 ACCT2201  
 ACCT2203 ACCT2203  
 ACCT2206 ACCT2206  
 ACCT2242 ACCT2242  
 ACCT3321 ACCT3321  
 ACCT3322 ACCT3322  
 ACCT3323 ACCT3323

**Enter unit codes**

OR enter up to eight unit codes

**Select semester 1 only**

Select which semester to view.

Full Year  
 1st Semester only  
 2nd Semester only

**Click on 'view details'**

2. **Insert your name if you wish to personalise the timetable.**

3. **Select the types of classes you wish to view.**  
 Please note the default has been set to view Lectures ONLY. Check the All classes box to get a full listing of unit scheduling.

All classes  
 Lectures  
 Tutorials  
 Labs  
 Practicals  
 Seminars

4. **Select the display format.**

Timetable grid  
 Listing by unit  
 Both grid and listing

5. **Select the venue names display format.**

Full venue names  
 Abbreviated venue names

**View timetable for selected units**

**Check lectures first**

John Citizen

[View timetable grid](#) ( indicates a possible clash)  
[View listing for each unit](#)

**Notes:**

- Weeks shown on this timetable are calendar weeks.
- **Semester 1** is weeks 9 to 15 and 17 to 22 [27 February to 03 June]
- **Semester 2** is weeks 30 to 36 and 38 to 43 [24 July to 28 October]
- Where a lecture is repeated there is a number shown in brackets at the end of the activity name. The number indicates the stream number, students normally attend all lectures for one stream only. Stream (01) indicates the original lectures, (02) the first repeat lectures etc.
- An \* at the end of an activity name indicates that a student attends only ONE of these activities.
- These tutorial listings are provisional only. Students are advised to check with the Department concerned for final details of tutorial times.
- The icon after an activity indicates it is recorded and available on the web.

Timetable version 1.22 [Updated on Monday, 28 November 2005 at 9:56:00 AM]

If there are multiple activities shown for a unit, you can mark the box next to the activities you wish to display and click 'Show selected only' to view a simplified timetable

	Semester 1				
Start Time	Monday	Tuesday	Wednesday	Thursday	Friday
12 PM					<input checked="" type="checkbox"/> CHEM1105 S1 Lecture Sem1 [CHEM:TATT8]
1 PM	<input checked="" type="checkbox"/> CHEM1105 S1 Lecture Sem1 [CHEM:TATT8]				
2 PM	<input checked="" type="checkbox"/> PHYS1131 S1 Lecture Sem1 [PHYS:CLEWS]	<input checked="" type="checkbox"/> CHEM1105 S1 Lecture Sem1 [CHEM:TATT8]	<input checked="" type="checkbox"/> PHYS1131 S1 Lecture Sem1 [PHYS:CLEWS]	<input checked="" type="checkbox"/> PHYS1131 S1 Lecture Wks 9-12, 14-15, 17, 19-21 [PHYS:CLEWS]	

**Lectures will show like this in grid view**

Scroll down to see lectures in list view

Venues used in this timetable		
Venue	Room	Building
CHEM:TATTS	G.106 - Tattersall Lecture Theatre	Chemistry
PHYS:CLEWS	2.43 - Clews Lecture Theatre	Physics

#### CHEM1105 INTRODUCTORY CHEMISTRY 105

CHEM1105 S1 Lecture	Mon	13:00_13:45	CHEM:TATTS	Sem1
CHEM1105 S1 Lecture	Tue	14:00_14:45	CHEM:TATTS	Sem1
CHEM1105 S1 Lecture	Fri	12:00_12:45	CHEM:TATTS	Sem1

#### PHYS1131 INTRODUCTORY PHYSICS 131

PHYS1131 S1 Lecture	Mon	14:00_14:45	PHYS:CLEWS	Sem1
PHYS1131 S1 Lecture	Wed	14:00_14:45	PHYS:CLEWS	Sem1
PHYS1131 S1 Lecture	Thu	14:00_14:45	PHYS:CLEWS	Wks 9-12, 14-15, 17, 19-21

The grid view is the best way to see if you have any lecture clashes, but the list view is best for seeing all classes available for a unit (see below)

#### CHEM1105 Introductory Chemistry

CHEM1105 S1 Lecture	Mon	13:00_13:45	CHEM:WILS	Sem1
CHEM1105 S1 Lecture	Wed	13:00_13:45	CHEM:WILS	Sem1
CHEM1105 S1 Lecture	Fri	12:00_12:45	CHEM:WILS	Sem1
CHEM1105 S1 Tutorial T1*	Mon	15:00_15:45	MCS:G33	Sem1
CHEM1105 S1 Tutorial T1*	Tue	15:00_15:45	MCS:G33	Sem1
CHEM1105 S1 Tutorial T1*	Thu	14:00_14:45	MCS:G33	Sem1
CHEM1105 S1 Tutorial T1*	Fri	14:00_14:45	CHEM:TATTS	Sem1
CHEM1105 S1 Laboratory Lab1*	Tue	10:00_12:45	MCS:113	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*	Tue	10:00_12:45	MCS:121	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*	Tue	10:00_12:45	MCS:119	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*	Tue	10:00_12:45	MCS:115	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*	Wed	14:00_16:45	MCS:119	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*	Wed	14:00_16:45	MCS:115	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*	Wed	14:00_16:45	MCS:113	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*	Wed	14:00_16:45	MCS:121	Wks 11-16, 18-22
CHEM1105 S1 Other Pre_Lab*	Tue	08:00_08:45	MCS:G33	Wk 11
CHEM1105 S1 Other Pre_Lab*	Wed	14:00_14:45	CHEM:TATTS	Wk 11

### What about lecture streams?

#### PHYS1101 Advanced Physics A

PHYS1101 S1 Lecture (01)	<b>Select these (stream 01)</b> OR	Mon	09:00_09:45	PHYS:CLEWS	Sem1
PHYS1101 S1 Lecture (01)		Tue	09:00_09:45	PHYS:CLEWS	Sem1
PHYS1101 S1 Lecture (01)		Wed	09:00_09:45	PHYS:CLEWS	Sem1
PHYS1101 S1 Lecture (02)	<b>these (stream 02)</b> OR	Mon	10:00_10:45	PHYS:CLEWS	Sem1
PHYS1101 S1 Lecture (02)		Tue	10:00_10:45	PHYS:CLEWS	Sem1
PHYS1101 S1 Lecture (02)		Wed	10:00_10:45	PHYS:CLEWS	Sem1
PHYS1101 S1 Lecture (03)	<b>these (stream 03)</b>	Mon	12:00_12:45	PHYS:CLEWS	Sem1
PHYS1101 S1 Lecture (03)		Tue	12:00_12:45	PHYS:CLEWS	Sem1
PHYS1101 S1 Lecture (03)		Wed	12:00_12:45	PHYS:CLEWS	Sem1

Lecture streams are offered when there are a large number of students in the unit. In the example above, there are 3 lectures per week split into 3 streams. **You would need to select 1 stream and attend all the lectures in that stream.** So, if you selected stream (03) you would attend:

Monday 12.00-12.45

Tuesday 12.00-12.45

Wednesday 12.00-12.45

# Clashes

Clashes in lectures do sometimes occur and should be actioned promptly. A clash occurs when:

- 2 **LECTURES** are on at the same time
- There are **no stream of lectures** for either unit
- Very occasionally there might be a clash between a lecture and another type of class, but this will only occur when there is no other class choices for that type of class

unitactivities.asp - Microsoft Internet Explorer

Address: http://www.timetable.uwa.edu.au/Curr/unitactivities.asp

only' to view a simplified timetable

Start Time	Monday	Tuesday	Wednesday	Thursday	Friday
9 AM	<input checked="" type="checkbox"/> ANHB1101 S1 Lecture Sem1 [OCTA:THEATRE]	<input checked="" type="checkbox"/> ANHB1101 S1 Lecture Sem1 [OCTA:THEATRE]		<input checked="" type="checkbox"/> ANHB1101 S1 Lecture Sem1 [OCTA:THEATRE]	
10 AM	<input checked="" type="checkbox"/> ABUS1190 S1 Lecture Sem1 [CHEM:TATTS]				
12 PM		<input checked="" type="checkbox"/> ABUS1190 S1 Lecture Sem1 [CHEM:TATTS] <input checked="" type="checkbox"/> ANTH1101 S1 Lecture Sem1 [SSCI:LT]		<input checked="" type="checkbox"/> ANTH1101 S1 Lecture Sem1 [SSCI:LT]	
3 PM			<input checked="" type="checkbox"/> ACCT1112 S1 Lecture Sem1 [CHEM:TATTS]		
4 PM			<input checked="" type="checkbox"/> ACCT1112 S1 Lecture (cont) Sem1 [CHEM:TATTS]		

Show selected only    Clear Selection

Lecture clash

## What to do if you think you have a clash

- Make sure there are no other class options
  - Can you attend that class at another time?
  - Could you attend another lecture stream?
- If there are no other class options and you **have to do those 2 particular units in first semester**, report it to the timetable website and also contact the Faculty to find out your options
- If you are **not required** to do those units in that semester, **you might need to select another unit**. This options particularly relates to course that have lots of choice in the units you can do.



It is a common mistake for new students to report a clash when there are other options of classes. Check other class options before reporting a clash!

## Configure other classes

This is the step where you are most likely to get confused. Once you have checked your lectures and selected a stream (if streams exist for your units), **you need to work out which other classes will work with your lecture timetable**. There will be lots of classes to choose from, so it is important to **work through it systematically**.

The unit below has 4 types of classes:

- **Lecture** (in this case three lectures per week)
- **Tutorial** (in this case you would need to select one of the four options)
- **Laboratory** (in this case you would need to select one of the eight options)
- **Other pre-lab** (in this case you would need to select one of the two options)



An \* asterix denotes that the classes are repeats, so you only need to select one of each type.

### CHEM1105 Introductory Chemistry

CHEM1105 S1 Lecture		Mon	13:00_13:45	CHEM:WILS	Sem1
CHEM1105 S1 Lecture	<b>Attend all of these</b>	Wed	13:00_13:45	CHEM:WILS	Sem1
CHEM1105 S1 Lecture		Fri	12:00_12:45	CHEM:WILS	Sem1
CHEM1105 S1 Tutorial T1*	<b>Choose 1 of these</b>	Mon	15:00_15:45	MCS:G33	Sem1
CHEM1105 S1 Tutorial T1*		Tue	15:00_15:45	MCS:G33	Sem1
CHEM1105 S1 Tutorial T1*		Thu	14:00_14:45	MCS:G33	Sem1
CHEM1105 S1 Tutorial T1*		Fri	14:00_14:45	CHEM:TATTS	Sem1
CHEM1105 S1 Laboratory Lab1*	<b>Choose 1 of these</b>	Tue	10:00_12:45	MCS:113	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*		Tue	10:00_12:45	MCS:121	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*		Tue	10:00_12:45	MCS:119	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*		Tue	10:00_12:45	MCS:115	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*		Wed	14:00_16:45	MCS:119	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*		Wed	14:00_16:45	MCS:115	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*		Wed	14:00_16:45	MCS:113	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*		Wed	14:00_16:45	MCS:121	Wks 11-16, 18-22
CHEM1105 S1 Other Pre_Lab*	<b>Choose 1 of these</b>	Tue	08:00_08:45	MCS:G33	Wk 11
CHEM1105 S1 Other Pre_Lab*		Wed	14:00_14:45	CHEM:TATTS	Wk 11

### Steps to take to configure your other classes:

**Step 1: Print out** the following:

- **List view for all of your units**. You can select the 'listing by unit' at step 4 on the page where you enter your unit codes (see page 2).
- **Blank Timetable grid (available on the UniStart website)**

**Step 2: Write in your lectures at the days and times they occur on your blank grid**. If there are lecture streams, only write in one lecture stream. If you note any clashes of lecture times, select another stream. If there are no other streams, follow the steps above (lecture clashes).

**Step 3:** Go to your class list and cross out all the other class options (tutorials, laboratories etc.) **that you can't attend because they are on at the same time as your lectures**. This leaves you with all available class options for each unit. **This is an important step** because it will help when you come to recording your preferences on the OLCR website.

**Step 4:** Write your preferred classes on your timetable grid **remembering that you will only need to attend ONE of each of the types of classes where an asterisk appears.** Do this in pencil so you can erase classes that don't fit together as you go. It will take you a while to work it all out so take your time.

## Decide preferences

If you take the time to configure your classes, you will know your preferences for OLCR. **On your unit class list, record your preference of the remaining classes you can attend with preference 1 being for the class you want the most.** Save the lowest preferences for classes you can't attend or want the least. In the example below:

- **Tutorial:** the lowest preference (pref 4) is saved for the class that the student can't attend
- **Lab 1:** the first 4 labs are all on at the same time, so they are recorded pref 1-4. The lab that this student can't attend is recorded as pref 5-8.
- **Other pre-lab:** the one this student can attend is recorded as pref 1, the other is pref 2

### CHEM1105 Introductory Chemistry

CHEM1105 S1 Lecture		Mon	13:00_13:45	CHEM:WILS	Sem1
CHEM1105 S1 Lecture		Wed	13:00_13:45	CHEM:WILS	Sem1
CHEM1105 S1 Lecture		Fri	12:00_12:45	CHEM:WILS	Sem1
CHEM1105 S1 Tutorial T1*	<b>pref 1</b>	Mon	15:00_15:45	MCS:G33	Sem1
CHEM1105 S1 Tutorial T1*	<b>pref 2</b>	Tue	15:00_15:45	MCS:G33	Sem1
CHEM1105 S1 Tutorial T1*	<b>pref 3</b>	Thu	14:00_14:45	MCS:G33	Sem1
<del>CHEM1105 S1 Tutorial T1*</del>	<b>pref 4</b>	Fri	14:00_14:45	CHEM:TATTS	Sem1
CHEM1105 S1 Laboratory Lab1*	<b>pref 2</b>	Tue	10:00_12:45	MCS:113	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*	<b>pref 1</b>	Tue	10:00_12:45	MCS:121	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*	<b>pref 3</b>	Tue	10:00_12:45	MCS:119	Wks 11-16, 18-22
CHEM1105 S1 Laboratory Lab1*	<b>pref 4</b>	Tue	10:00_12:45	MCS:115	Wks 11-16, 18-22
<del>CHEM1105 S1 Laboratory Lab1*</del>		Wed	14:00_16:45	MCS:119	Wks 11-16, 18-22
<del>CHEM1105 S1 Laboratory Lab1*</del>		Wed	14:00_16:45	MCS:115	Wks 11-16, 18-22
<del>CHEM1105 S1 Laboratory Lab1*</del>		Wed	14:00_16:45	MCS:113	Wks 11-16, 18-22
<del>CHEM1105 S1 Laboratory Lab1*</del>		Wed	14:00_16:45	MCS:121	Wks 11-16, 18-22
CHEM1105 S1 Other Pre_Lab*	<b>pref 1</b>	Tue	08:00_08:45	MCS:G33	Wk 11
<del>CHEM1105 S1 Other Pre_Lab*</del>	<b>pref 2</b>	Wed	14:00_14:45	CHEM:TATTS	Wk 11



We ask you to go through this process so that you are *best informed* about how your unique timetable will fit together. Once you go to the OLCR website you will be making informed choices about your preferred class options.

The classes you will be allocated by the OLCR system will depend on your unit combination and the preferences of other students enrolled in your unit. Many units on the OLCR system have 'popular' and 'unpopular' classes. In this case, you will be asked to choose from each of the options.

## Lodge preferences on OLCR

### OLCR Important Dates:

For important dates on when the OLCR system will be open and closed for allocations, please check the OLCR website.

### Accessibility

You may enter your preferences from any computer connected to the Internet including. There are computer labs on campus that are open to students, including:

- o GP3 Computer Laboratory (9am-5pm) – Myers St Building
- o Reid Business Library (see Library for opening hours)
- o Social Sciences Computer Labs 2202 and 2204 – Social Sciences South Building
- o Economics and Commerce Building Foyer


*Note: Some University computer labs restrict access to students based on enrolment.*

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### Step 1: Login

[www.olcr.uwa.edu.au](http://www.olcr.uwa.edu.au)

Go to the OLCR website and login with your student number and pHEME password.



#### If you can't login, either:

- Your password and/ student number are incorrect, or
- You have not yet completed your enrolment, or
- None of your enrolled units utilise the OLCR system (in this case, contact your Faculty)

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If your login is successful a welcome message containing your name and student number should appear as well as a table of relevant units.

This menu should appear at the top of the page.

[Start](#)   [Units](#)   [View Saved Prefs](#)   [View&Edit Timetable](#)   [Printable\( Basic ,incPrefs ,All \)](#)   [Log Out](#)

The menu allows you to move quickly between web pages within the OLCR system. Not all menu options may be available especially when the system first starts. The status bar below the menu indicates what options are enabled.

## Step 2: Enter Preferences

On the Units page your student details will be displayed along with units you are enrolled in.

Units						
Unit code	Unit Name	Allocations	Preferences	Delete Preferences	Allocation Date	Contact
<a href="#">ACCT1101_SEM-1</a>	Financial Accounting	✓ None	<a href="#">Enter</a> , <a href="#">[Auto]</a>		28 Feb 2008	NA
<a href="#">ACCT1112_SEM-2</a>	Management Accounting	✓ None	<a href="#">Enter</a> , <a href="#">[Auto]</a>		28 Feb 2008	NA
<a href="#">CVL1110_SEM-2</a>	Engineering Structures	✓ None	<a href="#">Enter</a> , <a href="#">[Auto]</a>		28 Feb 2008	NA
<a href="#">GENG1001_SEM-1</a>	Intro To Eng. Mechanics	✓ None	<a href="#">Enter</a> , <a href="#">[Auto]</a>		28 Feb 2008	NA
<a href="#">GENG1002_SEM-2</a>	Eng: Intro To Engineering (E&e)	✓ None	<a href="#">Enter</a> , <a href="#">[Auto]</a>		28 Feb 2008	NA
<a href="#">MATH1010_SEM-2</a>	Calculus And Linear Algebra	✓ None	<a href="#">Enter</a> , <a href="#">[Auto]</a>		28 Feb 2008	NA
<a href="#">MATH1040_SEM-1</a>	Calculus B	✓ None	<a href="#">Enter</a> , <a href="#">[Auto]</a>		28 Feb 2008	NA
<a href="#">PHYS1101_SEM-1</a>	Advanced Physics A	✓ None	<a href="#">Enter</a> , <a href="#">[Auto]</a>		28 Feb 2008	NA

### What you see:

Each unit has a line within the table dedicated to information for that unit.

- Units with a ✓ are enabled. Units with a red ✗ are disabled meaning you will not be able to enter preferences, although a disabled unit may become available for preference entry or allocations at a later time.
- At this stage, the Preferences column will display the status of **[Enter]** **[Auto]** or just **[Enter]**
- The “Allocation Date” column indicates when the unit is to be allocated.
- The Contact column may list a phone number and/or email hyperlink for enquires. This contact information should only be used for class choices and scheduling.
- If there are units that you are not enrolled in a warning message will appear that look like this

⚠ ANIM2210\_SEM-2, BIOL1131\_SEM-2, NEUR3326\_SEM-2, PSYC1102\_SEM-2 You do not appear to be Enrolled in these units!!

### What to do:

At this point you have **two options**. You can either:

- **Allow the system to allocate you automatically** if you don't mind which classes you get, or
- **Enter preferences** if you want to have a say in the classes you get

#### OPTION 1: Allow the system to allocate you automatically

If you click on the **[Auto]** link it takes you to a page explaining that this unit will automatically allocate you a seat even if you do not enter preferences.

If your units do not have the **[Auto]** option, you can still opt to not enter preferences and wait to see what spaces are available after the allocation and add yourself to a class. However, please be aware that this is a risky strategy, as in some cases you may not be able to add yourself to a class later.

#### OPTION 2: Enter preferences

Click on **Enter** in the Preferences column for the unit.

The unit code and description along with any additional instructions will appear at the top of the page:

**460222 - CORPORATE FINANCIAL POLICY 222**

**Tutorial Groups 1,3,5,7 and 9 start in week 2, Tutorial groups 2,4,6,8 and 10 start in week 3**

This will be followed by a list of all options for classes in the unit. In many cases you will need to select from popular and unpopular classes as in the example below:

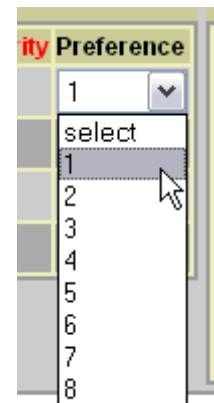
Workshop\_Wkshp1 Classes  
You Need To Enter 6 Preferences. At Least 3 Must Be For Unpopular Classes

Unpopular Classes							
Num	Desc	Weeks	Day	Starts	Ends	Pop	Preference
1	Workshop	Sem1w2	Monday	09:00 AM	11:00 AM	0	2
2	Workshop	Sem1w2	Tuesday	02:00 PM	04:00 PM	0	3
3	Workshop	Sem1w2	Wednesday	09:00 AM	11:00 AM	0	6
4	Workshop	Sem1w2	Thursday	09:00 AM	11:00 AM	0	4

Popular Classes							
Num	Desc	Weeks	Day	Starts	Ends	Pop	Preference
5	Workshop	Sem1w2	Thursday	01:00 PM	03:00 PM	0	1
6	Workshop	Sem1w2	Thursday	03:00 PM	05:00 PM	0	5

To select your preference, click on the pull down menu in the preferences column and choose a number. Number 1 will be your highest preference or first choice for a class.



Each preference number can only be used once. The number of preferences for each class type can be different. You must fill all slots.

Num	Desc	Weeks	Day	Starts	Ends	Pop	Preference
2	Language_Class	Sem1	Thursday	01:00 PM	02:00 PM	0	select
	Language_Class	Sem1	Wednesday	01:00 PM	02:00 PM	0	
	Language_Class	Sem1	Monday	01:00 PM	02:00 PM	0	
3	Language_Class	Sem1	Wednesday	03:00 PM	04:00 PM	0	select
	Language_Class	Sem1	Monday	03:00 PM	04:00 PM	0	
	Language_Class	Sem1	Thursday	03:00 PM	04:00 PM	0	
4	Language_Class	Sem1	Wednesday	04:00 PM	05:00 PM	0	select
	Language_Class	Sem1	Monday	04:00 PM	05:00 PM	0	
	Language_Class	Sem1	Thursday	03:00 PM	04:00 PM	0	

With some class types, you can only put preference numbers against groups of classes. This is because the unit controller requires students to attend all the classes within a stream, and not cross over between options.

Lecture\_L1 Classes  
You Need To Enter 1 Preferences.

Classes							
Num	Desc	Weeks	Day	Starts	Ends	Pop	Preference
1	Lecture	Sem1	Monday	10:00 AM	11:00 AM	0	1

Some classes, usually Lectures, don't allow any choices. These are displayed with a pre-selected preference number of 1. You can't change this preference.

### Save your preferences

Once you have entered your preferences for the unit, press the **Save** button.

If there is a problem with your preferences a message will appear explaining the problem. Click the **Return to Preference** button, correct the problem and hit **Save** again.

If your preferences are acceptable the following message will appear:

**10 Preferences Saved**

**These Preferences will be considered when the unit is allocated**

[Return to Unit Selection Page](#)

You can now select another unit and submit your preferences for that unit by clicking on the **Return to Unit Selection Page** button. **Repeat this process for all units.**

### Show me my preferences

If you would like to see all of the preferences you have chosen in one list, click on **View All Preferences** from the Menu. You can also print a grid version by clicking in the top menu **Printable (Lectures,Allocs,Prefs,All)**

## Change preferences

You can change your preferences as often as you like right up until the system closes for allocation, so **DON'T PANIC** if you make a mistake!

To change your preferences, click **modify** in the Preferences column corresponding to the unit you wish to change and then reorder your preferences.

## View Allocation

This is the good bit because now you will get to see the classes you have been allocated. Generally the allocation will be available late in O-Week, but it is best to view the dates on the OLCR website for specific details for the semester you begin. Make a note of the date and log back in when available.

To view your allocation, go back to the OLCR website and login

Please Login

Student Number:

Phone Password:

[www.olcr.uwa.edu.au](http://www.olcr.uwa.edu.au)

Start and end times for your allocation will be displayed in the 24 hour clock. So if your start time is 15.00, it is 3.00pm. The clock image to the left is a reference if you're not sure.



Click the **View & Edit Timetable** on the top menu and look for a grid that looks like this:

Timetable For ( ) Email													
Unit [L]	Desc	Class	Num	Desc	Weeks	Day	Starts	Ends	Venue [+]	Teacher	Pref	Remove	Change
ANIM2210_SEM-2	Animal Science	Lecture_L1	1	Lecture	Sem2	Monday	09:00	10:00	AGRI:LT	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
ANIM2210_SEM-2	Animal Science	Lecture_L2	1	Lecture	Sem2	Tuesday	09:00	10:00	AGRI:LT	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
ANIM2210_SEM-2	Animal Science	Lecture_L3	1	Lecture	Sem2	Thursday	09:00	10:00	AGRI:LT	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
ANIM2210_SEM-2	Animal Science	Practical_Prac	2	Practical	Sem2	Thursday	14:00	17:00	AGRI:G215	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
ANIM2210_SEM-2	Animal Science	Tutorial_T1	1	Tutorial	Sem2	Monday	15:00	16:00	AGRI:LT	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
BIOL1131_SEM-2	Plant & Animal Biology	Lecture_L1	1	Lecture	Sem2	Monday	11:00	12:00	ARTS:MURD	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
BIOL1131_SEM-2	Plant & Animal Biology	Lecture_L2	1	Lecture	Sem2	Wednesday	11:00	12:00	ARTS:MURD	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
BIOL1131_SEM-2	Plant & Animal Biology	Lecture_L3	1	Lecture	Sem2	Friday	11:00	12:00	CHEM:WILS	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
BIOL1131_SEM-2	Plant & Animal Biology	Practical_P1	2	Practical	Sem2w2	Tuesday	14:00	17:00	TBA:TBA	-	1	<a href="#">Remove</a>	<a href="#">Change</a>

In this example, this student is enrolled in two units (ANIM2210 & BIOL1131).

For ANIM2210 he has been allocated to 3 lectures (Monday, Tuesday & Thursday 9.00-10.00) a prac class (Thursday 2.00-5.00) and a tutorial (Monday 3.00-4.00). Your units will look similar.

If you hover the mouse cursor over a venue abbreviation it will display more detail about the venue. To see where that venue is on campus go to [http://www.uwa.edu.au/campus\\_map](http://www.uwa.edu.au/campus_map) and search the venue.

2) [Email](#)

Starts	Ends	Venue	Teacher	Pref	Remove
	10:45	CHEM:TATTS	-	-	<a href="#">Remove</a>
	NA	NA	NA	NA	Locked
	NA	NA	Chemistry: Tattersall Lecture Theatre G.106		

## Printable Timetables

You can view your allocations in a grid format for printing purposes. You do this by going to the top menu and selecting what you want to see: **Printable (Lectures,Allocs,Prefs,All)**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00		200400 Tutorial 14: LAWS:SE314: [Prof 7]			
9:00		200202 Tutorial 05: LAWS:SE317: [Prof 7] 200202 Tutorial 04: LAWS:SE317: [Prof 4] 400233 Tutorial 05: CLDP:G0214: [Prof 5]	200202 Tutorial 09: LAWS:SE317: [Prof 3] 200202 Tutorial 10: LAWS:SE317: [Prof 4] 400233 Tutorial 11: SCIG:20214: [Prof 7]		
10:00					
11:00					
12:00	200400 Tutorial 07: LAWS:G0214: [Prof 1] 200400 Tutorial 08: LAWS:G0214: [Prof 2]		200202 Tutorial 11: LAWS:SE317: [Prof 1] 200202 Tutorial 12: LAWS:SE317: [Prof 2]		
13:00					
14:00		400233 Lecture 01: ARTS:ALEX:217: [Prof 1]		400233 Lecture 01: ARTS:ALEX:217: [Prof 1]	
15:00					
16:00		400233 Tutorial 10: SCIG:2170: [Prof 4] <del>Cancelled</del>	400233 Tutorial 13: SCIG:2170: [Prof 1]		
17:00	200400 Tutorial 09: LAWS:SE314: [Prof 5]	400233 Tutorial 11: SCIG:2170: [Prof 5] <del>Cancelled</del>	200400 Tutorial 15: LAWS:SE314: [Prof 5] 200400 Tutorial 14: LAWS:SE314: [Prof 4]		

## Changing Allocations

Once you have seen your allocation, you might want to swap into another class. You can usually do so if there are free spaces in that class. In some cases units will be locked or not available. In this case you are not able to make changes. To change an allocation, click on **change**:

Unit	Desc	Class	Num	Desc	Weeks	Day	Starts	Ends	Venue	Teacher	Pref	Remove	Change
ANIM2210_SEM-2	Animal Science	Lecture_L1	1	Lecture	Sem2	Monday	09:00	10:00	AGRI:LT	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
ANIM2210_SEM-2	Animal Science	Lecture_L2	1	Lecture	Sem2	Tuesday	09:00	10:00	AGRI:LT	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
ANIM2210_SEM-2	Animal Science	Lecture_L3	1	Lecture	Sem2	Thursday	09:00	10:00	AGRI:LT	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
ANIM2210_SEM-2	Animal Science	Practical_Prac	2	Practical	Sem2	Thursday	14:00	17:00	AGRI:G215	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
ANIM2210_SEM-2	Animal Science	Tutorial_T1	1	Tutorial	Sem2	Monday	15:00	16:00	AGRI:LT	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
BIOL1131_SEM-2	Plant & Animal Biology	Lecture_L1	1	Lecture	Sem2	Monday	11:00	12:00	ARTS:MURD	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
BIOL1131_SEM-2	Plant & Animal Biology	Lecture_L2	1	Lecture	Sem2	Wednesday	11:00	12:00	ARTS:MURD	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
BIOL1131_SEM-2	Plant & Animal Biology	Lecture_L3	1	Lecture	Sem2	Friday	11:00	12:00	CHEM:WILS	-	1	<a href="#">Remove</a>	<a href="#">Change</a>
BIOL1131_SEM-2	Plant & Animal Biology	Practical_P1	2	Practical	Sem2w2	Tuesday	14:00	17:00	TBA:TBA	-	1	<a href="#">Remove</a>	<a href="#">Change</a>

Change To / Move To / Add To A Class

Unit:CHEM1101  
Choose a class with free space and Click "Move/Add"

Lecture\_L3-1-Wks(Sem1)-WEDNESDAY-10-CHEM:TATTS-(205 free)

Lecture\_L3-1-Wks(Sem1)-WEDNESDAY-10-CHEM:TATTS-(205 free)

Lecture\_L4-1-Wks(9-11,13-15,17-22)-FRIDAY-10-CHEM:TATTS-(205 free)

Lecture\_L2-1-Wks(Sem1)-TUESDAY-10-CHEM:TATTS-(205 free)

Lecture\_L1-1-Wks(10-11,13-14,17-22)-MONDAY-10-CHEM:TATTS-(205 free)

Laboratory\_Lab-1-Wks(12,15)-MONDAY-10-CMS:121-(11 free)

Laboratory\_Lab-2-Wks(12,15)-MONDAY-10-CMS:119-(11 free)

Laboratory\_Lab-3-Wks(12,15)-MONDAY-10-CMS:113-(11 free)

Laboratory\_Lab-4-Wks(12,15)-MONDAY-10-CMS:115-(11 free)

Laboratory\_Lab-5-Wks(12,15)-MONDAY-14-CMS:113-(10 free)

Laboratory\_Lab-6-Wks(12,15)-MONDAY-14-CMS:121-(10 free)

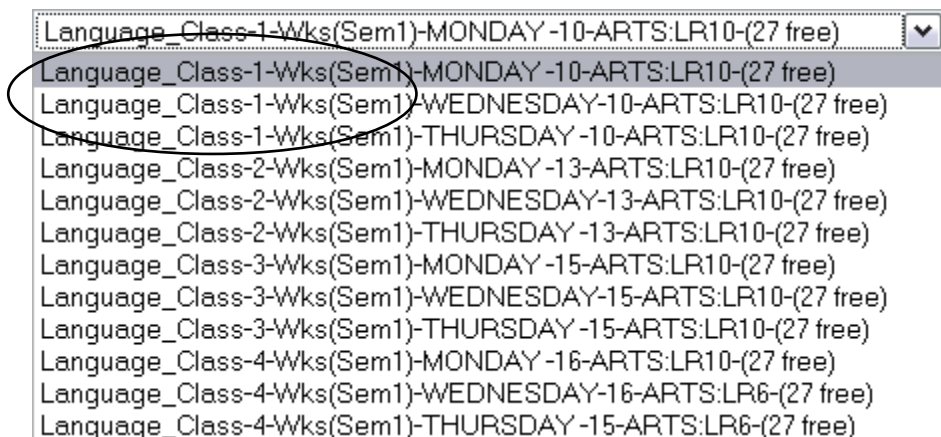
Laboratory\_Lab-7-Wks(12,15)-MONDAY-14-CMS:119-(10 free)

Laboratory\_Lab-8-Wks(12,15)-MONDAY-14-CMS:115-(10 free)

The **Change to / Move To/ Add To a Class** section will display available classes via a drop down box. Select the class you want to change into. The system will only allow you to move where there is a free seat. Once you have selected the class you want, click **move/add**.

In some units class types are grouped together - if you attend one class you must attend all of the other classes within the group. This is indicated by the classes having the same group number.

If you select **Class 1** then you need to attend all three activities for **Class 1**. If you change to class 2 then all classes will change to class 2



## What to do if you have a clash

If you have allocation timetable clashes a warning message will be displayed along with a list detailing the clashes. Clashes will normally appear twice i.e. A clashes with B and B clashes with A.

⚠ Warning You have some timetable clashes

Timetable Clashes For															
UnitID	Class	Num Weeks	Day	Starts	Ends	Options	Clashes With	UnitID	Class	Num Weeks	Day	Starts	Ends	Options	Fixable
CHEM1101	Lecture_L1	1	Monday	10:00	11:00	1	Clashes with	FREN1101	Language_Class	1	Monday	10:00	11:00	4	Maybe
FREN1101	Language_Class	1	Monday	10:00	11:00	4	Clashes with	CHEM1101	Lecture_L1	1	Monday	10:00	11:00	1	Maybe

\* - Attendance may be optional

There are two types of clashes:

- Fixable / maybe fixable
- Not fixable

**Fixable or maybe fixable clashes** will have more than one option in the options column for one of the clashing classes and will have **Fixable** in the fixable column. It requires you to go back over the options and choose another class to attend. Follow the directions for changing options above.

**Not fixable clashes:** If the number of options for both clashing classes is 1 then there are no other options and the clash is displayed as **NotFixable**. Fixing these clashes is outside the scope of OLCR. If you are studying core units (those that you are required to do for your course) it is best for you to go and see a course adviser in your faculty to discuss.

Unfixable clashes in units where you have a choice of units to study will most likely mean that you will have to change units. You will need to seek enrolment and unit level advice about any changes to enrolment.

**Please note: changes in unit enrolment cannot be processed via the OLCR website. You will need to contact Student Administration to change your unit enrolment, once you have received course advice from your faculty.**

## Problems or Questions?

If you have any problems using the OLCR system you can call the Student Internet Support Office on 6488 3814 during office hours or via email to support@student.uwa.edu.au