1. In the Enrolments window **click on any activity group** that has the word SELECT or ADJUST next to it. A list of activities for that activity group will display
   - **SELECT** means you are not currently allocated to an activity for that activity group.
   - **ADJUST** means you are currently allocated, but you can change your allocation if you wish.
2. Click **Select** next to the activity you want to attend. The system will either allocate you to the activity or display a message describing why it cannot.
   - If you receive an error message, click Select next to a different activity. You may receive an error message for an activity that appears to be available – the activity may have reached full capacity sometime after you loaded the page. If you receive such a message, you must select another activity.
3. Click **Close** to acknowledge the successful allocation message. Your allocation is real-time, and your timetable has been updated.
When processing your allocation options, MyTimetable does several checks:

- Are you **already allocated** to this activity? If so, the activity will be displayed with a green Allocated indicator.
- Are you **eligible** for this activity? Some activities are reserved for students with certain attributes (e.g., students in a particular course). If you are not eligible, the activity will not display.
- Is this activity **full**? If so, the activity will be displayed with a red Full button.
- Some activities have **Reserved Places** set so the activity will be displayed as full if the student does not meet the criteria specified in the Reserve Places segment.
- Does this activity **clash** with any of your current allocations? If so, the activity will be displayed with a red Clash button.
- Are there **other policies** that would be incompatible with your timetable if this activity were selected? If so, the activity will be displayed with a yellow Problem button.

**Top Tip! – Clash & Problem Details**

If you click the Clash button, you can see details for the clashing activity.

You may be able to rearrange your timetable to eliminate the clash or the problem.
Clash Scenarios and Questions

I have a clash on my timetable what should I do?

- If an activity displays the red Clash icon, students are unable to allocate into that class unless the clash is with a clashable activity.
- By clicking the red clash icon or by viewing the subject in grid view you will be able to see whether the course clashes as it displays a clashable icon and is therefore available for allocation.

I can't allocate a class because they all clash

- If access to allocate into a preferred activity is denied due to a Clash, students will need to reconfigure their timetable as required.
- Use the timetable planner to view potential timetables that fit into your schedule and will not include a clash. Once an appropriate timetable is found you can allocate into the activity groups accordingly.

I can't allocate to a class because all alternatives are full

- If a compulsory activity conflicts with another subject's activity and is the only available activity that fits into your schedule for another enrolled course, you must request a swap or waitlist into an alternative activity for the clashing subject.
- If a waitlist has not been approved and the deadline for allocation is approaching, make sure to give yourself enough time to speak with or email the course contact about your options for that activity group.

I am not allowed to allocate to a class because of a clash

- If two compulsory activity groups clash and there are no other options for allocation, you must enrol in a different course entirely.
- Use the timetable planner feature to see if there is another course that you are not enrolled in that meets your degree requirements and provides activities that do not conflict with the compulsory activity group of the subject you are currently enrolled in.

Resources and Support

- Refer to topic “allocate into clashable activity”
- If your clash means that you will miss important tutorials, labs or other classes, you should talk to your College / School student administration coordinator or course convener for assistance.

- Refer to topic “Create a new Timetable Plan”
- Refer to topic “Swaps and Waitlists Overview”
- Contact your College / School student administration coordinator or course convener for assistance.

- Refer to topic “Create a new Timetable Plan” and “Exclude activity type & include unenrolled subjects in Timetable Plan”
When you see the clashable icon in a list view or you see an activity with a dotted outline in a grid view, this indicates that the activity is clashable.

Usually this is because the activity (e.g. a lecture) is recorded and available online.

If you are allocated to this type of activity, you are not expected to attend the activity at the specified time or location.

1. If an activity is both a generated online activity and allowed to have a clash, the clashable icon will be displayed.

2. Click the Select button next to the activity you want to attend. Then click Close to acknowledge the successful allocation message.

Top Tip! – Streamed vs Online / Clashable

An Online / Clashable Activity is usually not the same as a Streamed activity where you are expected to watch the activity online at a specified time with your classmates.

- The speaker icon is for a generated online activity.
- The clashable icon is for activities that are allowed to have a clash.
When you see the **speaker** icons in a list view or you see an activity with a dotted outline in a grid view, this indicates that the activity is an **online option**.

1. If an activity is both a generated online activity and allowed to have a clash, the **speaker icon** will be displayed.

2. Click the **Select button** next to the activity you want to attend. Then click **Close** to acknowledge the successful allocation message.
You are able to deallocate yourself from an allocated activity which can be helpful when rearranging your timetable. The de-allocation option is only available during Allocation Adjustment periods.

1. Log in to the MyTimetable Student Module and click on an Activity in the Activity group that has the word ADJUST next to it. A list of activities for that activity will display.

2. To deallocate from the activity, click the rubbish bin icon next to your allocated activity.

3. Click Deallocate to confirm (or cancel if you’ve changed your mind).
You are able to deallocate yourself from an allocated activity which can be helpful when rearranging your timetable.

The de-allocation option is only available during Allocation Adjustment periods.

1. While in timetable Grid view click the activity you wish to deallocate from.
2. The Activity Details screen will be displayed. Click the Deallocate button.
3. Click Deallocate to confirm (or cancel if you’ve changed your mind).
Swaps and waitlist requests can only be made during Allocation Adjustment periods. You can request a swap or waitlist to one or more full activities in an activity group. To request a swap, you must be already allocated to another activity in that activity group. If you are not allocated to an activity and there are no available activities in the Activity Group, enter waitlist requests for allocation to one or more Full activities in an activity group. Swaps and waitlists are processed in the order the request was made. When a swap or waitlist request is fulfilled, any other pending swap or waitlist requests by a student for that activity group will be cancelled. If students move to another activity or become deallocated from the activity, their swap or waitlist request will be cancelled/invalidated. If the 'to' or 'from' activity is impacted by a timetable change to the day_of_week or start_time, the student’s swap or waitlist request will be cancelled/invalidated. The swap request in this situation will be invalidated whether or not the student is deallocated from an activity. If students have requested a swap to an activity that subsequently clashes with another one of their activities, the swap will fail until the clash is cleared. If a swap or waitlist request fails due to a clash, it will remain pending, but it will be moved to the end of the queue. In some cases, space can become available in a class without automatically processing the swap request. If students have a pending swap or waitlist requests for an activity, but they notice that the class has space available, Students should select the activity themselves! Swap and waitlist requests are anonymous and there is no need for students to find a partner to swap classes. The system will handle this automatically. Students will not be asked to confirm their request again before it is processed. Therefore, if students change their mind about the swap, they will need to log into the MyTimetable system and cancel it as soon as possible.

You can request a swap from your currently allocated activity to an activity that is at full capacity via the Student Module. There is also a waitlist option that allows unallocated students who cannot allocate to the activities with space available (e.g., due to a schedule clash) to request an allocation to a full capacity activity.
1. Log in to MyTimetable
2. In the enrolments window click on an activity group that has the word ADJUST next to it.
3. You will see the activity you are allocated to and next to any Full activities, you will see a Request Swap “heart” button—click on the Request Swap heart icon for the activity you want.
4. A confirmation message is displayed for the swap request. Click OK if you agree to be moved, without further confirmation once a place becomes available.
5. After clicking OK, if you see the message Swap Successful, congratulations! The system has found a matching request and instantly allocated you to your requested activity.
6. If you receive this message, your swap is pending. See Swap Pending page for details.

Top Tip! – Hit Refresh
Check to see if your swap was successful by clicking the refresh icon.
If you receive the message your swap will be processed once a place becomes available, your swap is now pending. This can happen if:

- There is not currently a matching swap request
- Something is preventing your allocation to the activity, such as a clash with another activity
- Swap requests may be processed in batches rather than instantly
- Unless your swap was instantly successful, a Pending Swap button will appear next to the selected activity.

You can enter additional swap requests to other full activities in the same activity group by repeating steps 3 - 6 above to request a swap (see page on Swap Requests)

You will be allocated to the requested activity according to your institutions processes for handling swap requests.

If you have multiple pending swap requests for an activity group, when one of the pending swaps is fulfilled, all remaining pending swap requests for that activity group will be cancelled/invalidated.

The Pending Swap button will only appear next to a full activity.

If you see the above message, but you can’t see the Pending Swap button next to an activity, it means you have a pending swap request for an activity that is no longer full. You can click this message if you wish to delete the pending request.

To Cancel a Pending Swap
- Click the Pending Swap button.
- Click Delete to confirm.
- The swap request will no longer be valid, and the Pending Swap button is replaced with the Request Swap button.

If you change your mind and don’t want to cancel the swap:
- Click on Wait to retain the swap request.
- The Pending Swap button will still be displayed next to the full activity.
1. Log in to MyTimetable
2. In the Enrolments window click on the activity group you wish to waitlist in
3. Next to any Full activities, you will see a Request Waitlist “heart” button
4. Click on the Request Waitlist heart for one or more activities to waitlist yourself for a seat in an activity when available

Waitlist requests work the same as swap requests. Similar to swaps, a student can enter multiple waitlist requests for full activities within an activity group.

Note: If a previously unallocated student is later allocated, any pending waitlist requests will be automatically invalidated/cancelled.