

# ANU Class Timetable

## A Guide for Students



Australian  
National  
University

## **ANU TIMETABLE WEBSITE**

### **INSTRUCTION MANUAL & FREQUENTLY ASKED QUESTIONS GUIDE**

This manual will guide you through the ANU Class Timetable website, and how to create a copy of a personalised class timetable.

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## WHY USE THE ANU CLASS TIMETABLE?

At The Australian National University students have the opportunity to self-select courses that best suit them and their chosen Majors, Minors and/or Specialisations within their Program.

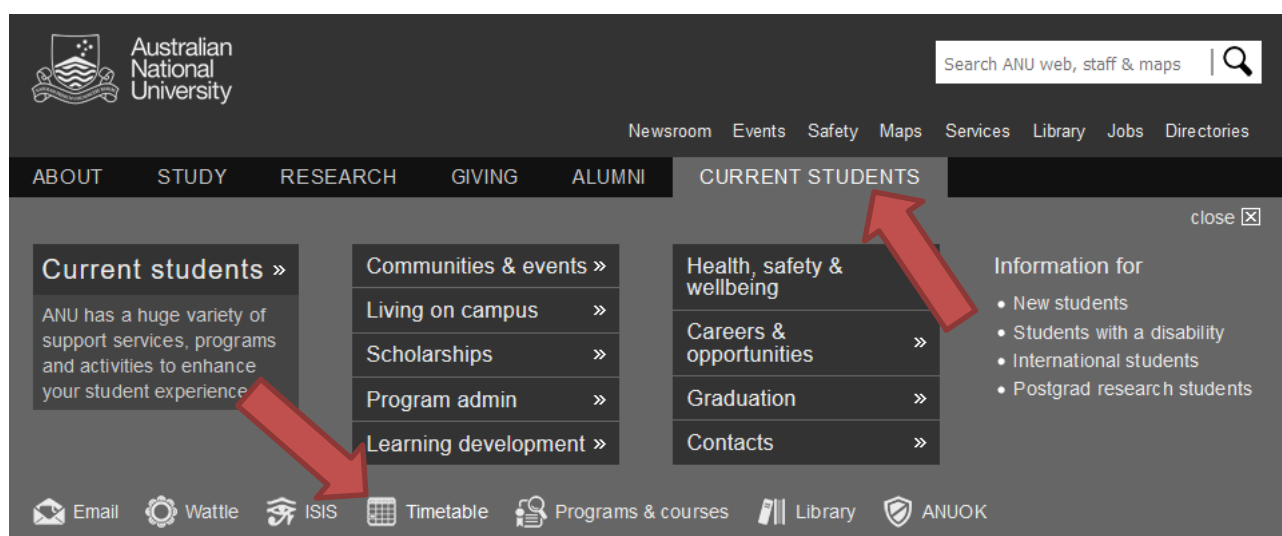
Provided you are choosing courses in order, with foundation courses before later year courses, and you are choosing courses that are available within your Program, your course choices are entirely your own.

The ANU Timetable Website can help you both before you have chosen courses and after you have chosen/enrolled in courses. You can:

- Make course decisions, by testing whether course times are clashing or on appropriate days/times for you to manage.
- Organise yourself once you have enrolled in your chosen courses.

Please note that the Timetabling website is for the purpose of view-only timetable information. If you need to retain this information for everyday use, please print your generated timetable after completing the below steps.

To begin, go to the ANU Timetables website by selecting Current Students and then Timetable. Alternatively you can go directly to: <http://www.anu.edu.au/students/program-administration/timetabling>



Then select the relevant Class Timetable:

**Australian National University** Search ANU web, staff & maps

Newsroom Events Safety Maps Services Library Jobs Directories

ABOUT STUDY RESEARCH GIVING ALUMNI **CURRENT STUDENTS**

» Current students » Program admin » Timetabling

## Timetabling

Email Wattle ISIS Timetable Programs & courses Library ANUOK

Timetabling is where you can find course timetable information as well as information on room availability. There is also a range of other useful information and FAQs including updates about new teaching spaces that are coming online.

[Login to Timetabling](#)

Student level: - Any - Residency: - Any - Search: [ ] Go

Reset

**2018 Class Timetable »**

The DRAFT edition of the 2018 whole year class timetable has been published and is ready for review. Please click on '2018 Timetable (DRAFT)' from... » read more

**2018 Timetable Quarantine Periods »**

Venue Hire are now able to make a limited number of bookings in the large lecture theatres for 2018. These bookings are mainly for conferences that... » read more

### Principal dates

25 Dec	Christmas Day Holiday
26 Dec	Boxing Day Holiday
31 Dec	Spring session ends
31 Dec	Research Semester 2 Concludes
31 Dec	Research Quarter 4 Concludes

## HOW DO I CONSTRUCT A TIMETABLE USING THE ANU CLASS TIMETABLE VIEWER?

Step	Action
1	Select the current Class Timetable from the ANU Timetables website: <a href="http://timetabling.anu.edu.au/sws2018/">http://timetabling.anu.edu.au/sws2018/</a>  You will be re-directed to the ANU Timetable Viewer webpage.

### Information

#### Timetable Viewer

The 2018 Timetable runs from 1 January 2018 to 30 December 2018.

### Courses

#### Viewer Tips

Searches can be conducted by Courses or Locations and returned in 'list' or 'grid' templates. 'Period' must be selected to complete your search. Use 'full day' to see classes starting after 6pm. 'College/School' is an optional filter:

### Locations

- **Courses** can be filtered by the area they are 'offered by'; see [Programs and Courses](#) to confirm.
- **Locations** can be filtered by utilising the search function.
- **'List' view is recommended for viewing class details** including specific teaching dates.

Step	Action
2	Select the Courses tab to build a timetable of your courses.
3	Select the courses you want to add to your timetable from the list at the ANU Class Timetable. You will also need to select the semester/session the courses are enrolled in and the days that you would like to appear on the timetable.  <i>Note: to select multiple courses hold the CTRL or COMMAND key and select multiple courses.</i>

### Information

### Courses

### Locations

#### Course Timetables

Select College/School

Please Select...

Refine your search by typing any part of the Course Name

Select Course(s)

ACCT4004F\_S1  
 ACCT4004F\_S2  
 ACCT4004P\_S1  
 ACCT4004P\_S2  
 ACST3001\_S1  
 ACST3001\_S2  
 ACST4004F\_S1  
 ACST4004F\_S2

Select Period(s)\*

Full Year  
 Semester 1  
 Semester 2  
 This Week  
 Next Week  
 Summer (X1)

Select Day(s)

All Weekdays (Mon - Fri)  
 All Week (Mon - Sun)  
 All Weekend (Sat - Sun)  
 Monday

Select Time Period

Full Day (7am - 11pm)

Select Report Type

- Grid Timetable  
 List Timetable

Step	Action
4	Select Grid Timetable or List Timetable to choose the form you would like the timetable in and then select View Timetable.

Select Report Type

Grid Timetable

List Timetable

View Timetable

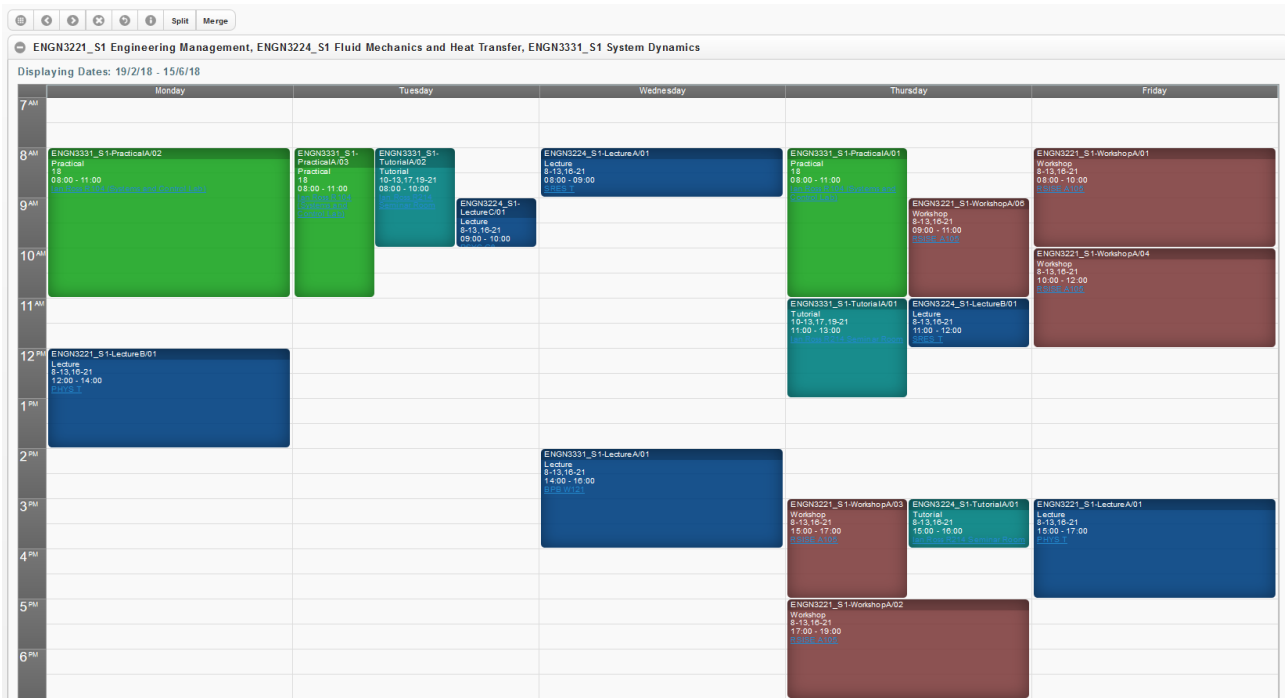
Reset

Your successful timetable will now appear. The courses will be listed, showing their lecture times and locations.

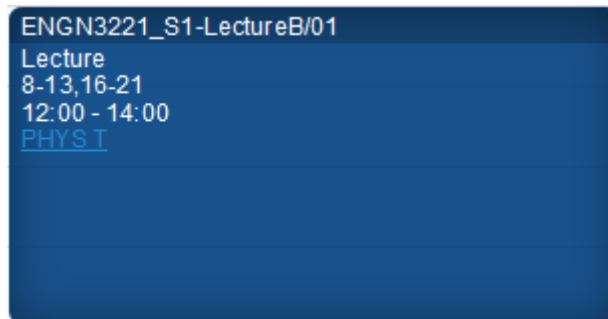
Step	Action
5	<p>The timetable will display the timetable broken into individual courses. You can merge your courses into one timetable or split it back into individual timetables by selecting the MERGE/SPLIT options on the top of the timetable.</p> <p><i>Please note, in some cases only lectures and not tutorials are included in the ANU Class Timetable. In these cases your tutorials are likely to be announced in your first lecture.</i></p>

The screenshot shows the ANU Class Timetable interface. At the top, there is a 'Split Merge' button. Below it, the course name 'ENGN3221\_S1 Engineering Management' is displayed. The main area is a grid showing the timetable for the dates 19/2/18 to 15/6/18. The grid has columns for Monday, Tuesday, Wednesday, Thursday, and Friday, and rows for time slots from 7 AM to 2 PM. Several course blocks are visible: a blue 'Lecture' block on Monday at 12 PM, and red 'Workshop' blocks on Thursday and Friday.

Your combined timetable will now appear. The courses will be listed, showing their lecture times and locations. Lectures, Seminars, Tutorials and Practicals will be listed in different colours on the timetables.



The timetable will list the name of the course, what type of class it is (lecture, tutorial, practical, seminar etc.), the weeks of the year that course runs, the time that it runs, and the location of the course.



Step	Action
6	To view your timetable in list view to see which weeks classes will run select the LIST TIMETABLE option when generating your timetable.

Class	Description	Day	Start	Finish	Duration	Weeks	Location
ENGN3221_S1-LectureA/01	Lecture A - No repeats	Friday	15:00	17:00	2:00	8-13,16-21	PHYS T
ENGN3221_S1-LectureB/01		Monday	12:00	14:00	2:00	8-13,16-21	PHYS T
ENGN3221_S1-WorkshopA/01		Friday	08:00	10:00	2:00	8-13,16-21	BSSE A105
ENGN3221_S1-WorkshopA/02		Thursday	17:00	19:00	2:00	8-13,16-21	BSSE A105
ENGN3221_S1-WorkshopA/03		Thursday	15:00	17:00	2:00	8-13,16-21	BSSE A105
ENGN3221_S1-WorkshopA/04		Friday	10:00	12:00	2:00	8-13,16-21	BSSE A105
ENGN3221_S1-WorkshopA/06		Thursday	09:00	11:00	2:00	8-13,16-21	BSSE A105

For further information on the Class Timetable you can select the Troubleshooting guide by selecting the “i” button at the top of the timetable.





## WHAT DO I DO IF I HAVE MULTIPLE CLASSES SHOWING FOR ONE COURSE- DO I HAVE TO ATTEND ALL OF THEM?

Some courses in your timetable may have multiple classes listed. In some cases you may only be required to attend one or two of these classes each week. If you are unsure which classes you need to attend and which classes are optional, go to the first class listed in each course and check with the lecturer. Your lecturer will inform you which classes you must go to, and which classes aren't required.

Some classes have more than one option to attend e.g. a Lecture or a Tutorial that has more than one 'Group' listed. Sometimes these classes are described as 'Repeats'.

The following details the typical naming convention for classes and what it means for your attendance.

Please note that there may be variations across schools so please refer to the course information and work load requirements found within Programs and Courses.

- Where there is class numbering such as Class 01 / 001, Class 02 / 001, Class 03 / 001, this typically means you need to go to each of the classes 01, 02 & 03.
- Where there is class numbering such as Class 01 / 001, Class 01 / 002, Class 01 / 003, this typically means you need to pick one group only.

## WHAT DO I DO IF I HAVE TWO COURSES WITH CLASHING CLASS TIMES?

If some of your courses have clashing class times, ask your lecturer if you need to attend those classes first.

If there is the option to sit the clashing classes online, or if they are only repeated lectures to accommodate a large class size, this may not cause you any problems.

If both classes are essential, however, you will need to make a decision about which course you would rather do more, and change your enrolment by choosing a different course for that semester.

If you do need to change your enrolment but are not certain which course to take instead, please consult with your Academic College Administration (contact details at back of this document) or check your Program Outline in Programs and Courses:

<http://programsandcourses.anu.edu.au/>

If you have already chosen new courses, and are ready to change your enrolment in ISIS, please be aware of any enrolment change deadlines and follow the enrolment instructions on the ANU Managing Your Program website:

<http://www.anu.edu.au/students/program-administration/enrolment/changing-your-course>

## HELP INFORMATION

If you are receiving errors that are not addressed in this document please contact Student Central at [student@anu.edu.au](mailto:student@anu.edu.au) or on 135 ANU (135 268) for assistance.

### ANU Academic College Contacts for Program and Course Advice

#### College of Asia and the Pacific

*For both undergraduate and graduate students*  
Student Centre, ANU College of Asia and the Pacific  
Room 7009, H C coombs building (9)  
E: [cap.student@anu.edu.au](mailto:cap.student@anu.edu.au)  
T: 6125 3207

#### College of Arts and Social Sciences

*Undergraduate:* [ug.students.cass@anu.edu.au](mailto:ug.students.cass@anu.edu.au)  
*Graduate:* [graduate.students.cass@anu.edu.au](mailto:graduate.students.cass@anu.edu.au)

#### College of Business and Economics

*For both undergraduate and graduate students:* [info.cbe@anu.edu.au](mailto:info.cbe@anu.edu.au)

#### Colleges of Science

##### *Undergraduate*

*The Science Office is located in Building 42A.*

*Appointments with Sub Deans are available Monday 10- 12, Tuesday 2- 4, Wednesday 10- 12, Thursday 2- 4 and Friday 10- 12. Appointments can be made in person at the reception desk or by emailing [science.enquiries@anu.edu.au](mailto:science.enquiries@anu.edu.au) or phoning 6125 2809.*

##### *Graduate:*

*For Program and Course Advice please contact your program convener. If you are unsure who your program convener is email [science.enquiries@anu.edu.au](mailto:science.enquiries@anu.edu.au) or phone 6125 2809.*

#### College of Engineering and Computer Science

*For both undergraduate and graduate students*  
CECS Student Services Office  
N202, CSIT Building (108)  
Email: [studentadmin.cecs@anu.edu.au](mailto:studentadmin.cecs@anu.edu.au)

#### ANU College of Law

*Bachelor of Laws/Juris Doctor Program and Course Advice is available from the Sub-Dean,*  
E: [Wayne.Morgan@anu.edu.au](mailto:Wayne.Morgan@anu.edu.au)  
T: (02) 6125 3483 to make an appointment

##### *Graduate*

Contact the ANU College of Law Student Administration on [enquiries.law@anu.edu.au](mailto:enquiries.law@anu.edu.au) or telephone (02) 6125 3483 for specific program adviser contacts.