

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.

CONTENTS

- 1. WHY USE THE ANU CLASS TIMETABLE?**
- 2. HOW TO DO I CONSTRUCT A TIMETABLE USING THE TIMETABLE VIEWER?**
- 3. WHAT DO I DO IF I HAVE MUTLIPLER CLASSES SHOWING FOR ONE COURSE- DO I HAVE TO ATTEND ALL OF THEM?**
- 4. WHAT DO I DO IF I HAVE TWO COURSES WITH CLASHING CLASS TIMES?**
- 5. OTHER FREQUENTLY ASKED QUESTIONS**
- 6. HELP INFORMATION**

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.

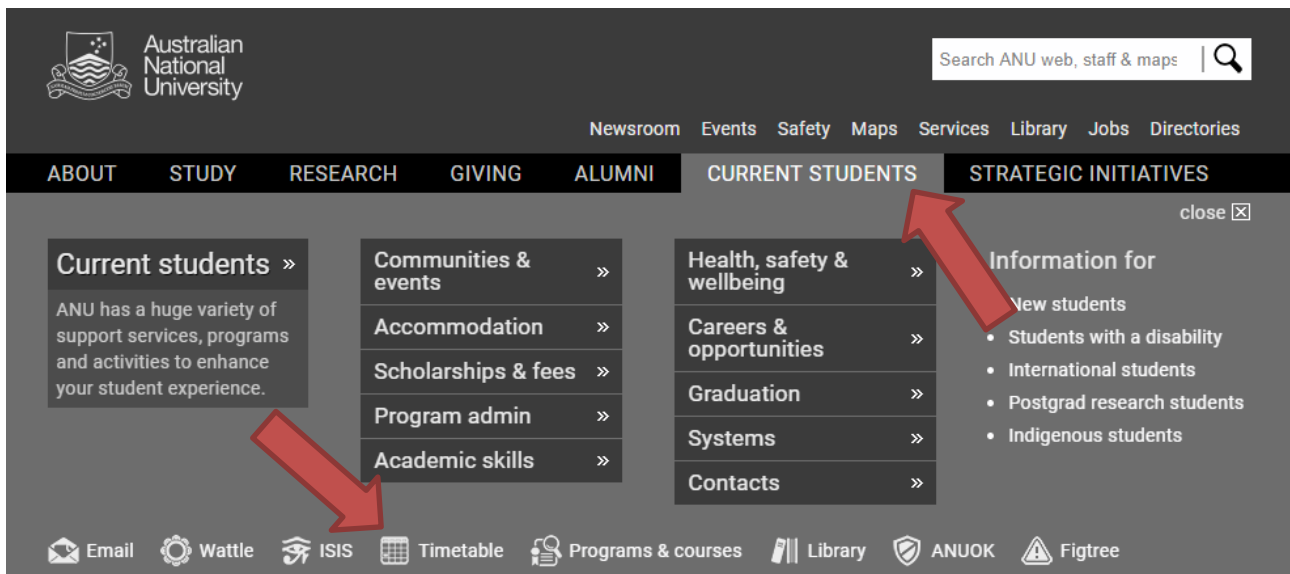
Provided you are choosing courses in order, with foundation courses before later year courses, and you are choosing courses that are available within your Program, your course choices are entirely your own.

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>



The screenshot shows the Australian National University website interface. At the top left is the ANU logo and name. A search bar is located at the top right. Below the logo is a horizontal navigation menu with categories: ABOUT, STUDY, RESEARCH, GIVING, ALUMNI, CURRENT STUDENTS, and STRATEGIC INITIATIVES. Under 'CURRENT STUDENTS', there are several sub-menus: 'Current students' (with a description: 'ANU has a huge variety of support services, programs and activities to enhance your student experience.'), 'Communities & events', 'Accommodation', 'Scholarships & fees', 'Program admin', 'Academic skills', 'Health, safety & wellbeing', 'Careers & opportunities', 'Graduation', 'Systems', and 'Contacts'. To the right of these is a 'close' button and a section titled 'Information for New students' with a list of links: 'Students with a disability', 'International students', 'Postgrad research students', and 'Indigenous students'. At the bottom of the page is a footer with icons and text for 'Email', 'Wattle', 'ISIS', 'Timetable', 'Programs & courses', 'Library', 'ANUOK', and 'Figtree'. Red arrows point from the 'Timetable' icon in the footer to the 'CURRENT STUDENTS' menu item and from the 'Current students' menu item to the 'Timetable' icon.

Then select 'Visit Timetable Viewer':

The screenshot shows the Australian National University website. At the top left is the ANU logo and name. To the right is a search bar with the text 'Search ANU web, staff & maps'. Below this is a navigation menu with links for Newsroom, Events, Safety, Maps, Services, Library, Jobs, and Directories. A secondary menu includes ABOUT, STUDY, RESEARCH, GIVING, ALUMNI, CURRENT STUDENTS, and STRATEGIC INITIATIVES. The breadcrumb trail reads 'Home » Current students » Program admin » Timetabling'. The main heading is 'Timetabling'. Below this is a row of utility icons: Email, Wattle, ISIS, Timetable, Programs & courses, Library, ANUOK, and Figtree. A text block explains that timetabling provides course timetables, room availability, and other useful information. A red arrow points from this text to a dark button labeled 'Visit Timetable Viewer'. Below the text is a search filter section with dropdowns for 'Student level' and 'Residency', both set to '- Any -', and a 'Search' input field. 'Go' and 'Reset' buttons are below the filters. To the right is a 'Principal dates' section showing '31 Jan' as the recommended re-enrol date.

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

Information

Courses

Locations

Timetable Viewer

The 2019 Timetable runs from Monday 31 December 2018 to 29 December 2019.

Viewer Tips

Searches can be conducted by Courses or Locations and returned in 'list' or 'grid' templates.
- **'List' view is recommended for viewing class details** including specific teaching dates.

'Period' must be selected to complete your search.

'College/School' is an optional filter:

- **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.

Step	Action
1	Select the Courses tab to build a timetable of your courses.
2	Select the courses you want to add to your timetable from the list. 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: hold the CTRL or COMMAND key to select multiple courses.</i>

Information

Courses

Locations

Course Timetables

Select College/School:

Refine your search by typing any part of the Course Name:

Select Course(s):

Select Period(s)*:

Select Day(s):

Select Time Period:

Select Report Type: Grid Timetable List Timetable

Step	Action
4	Select Grid Timetable or List Timetable to choose how the information is displayed 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 webpage will display the timetable of each course you have selected individually. 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 page.</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>

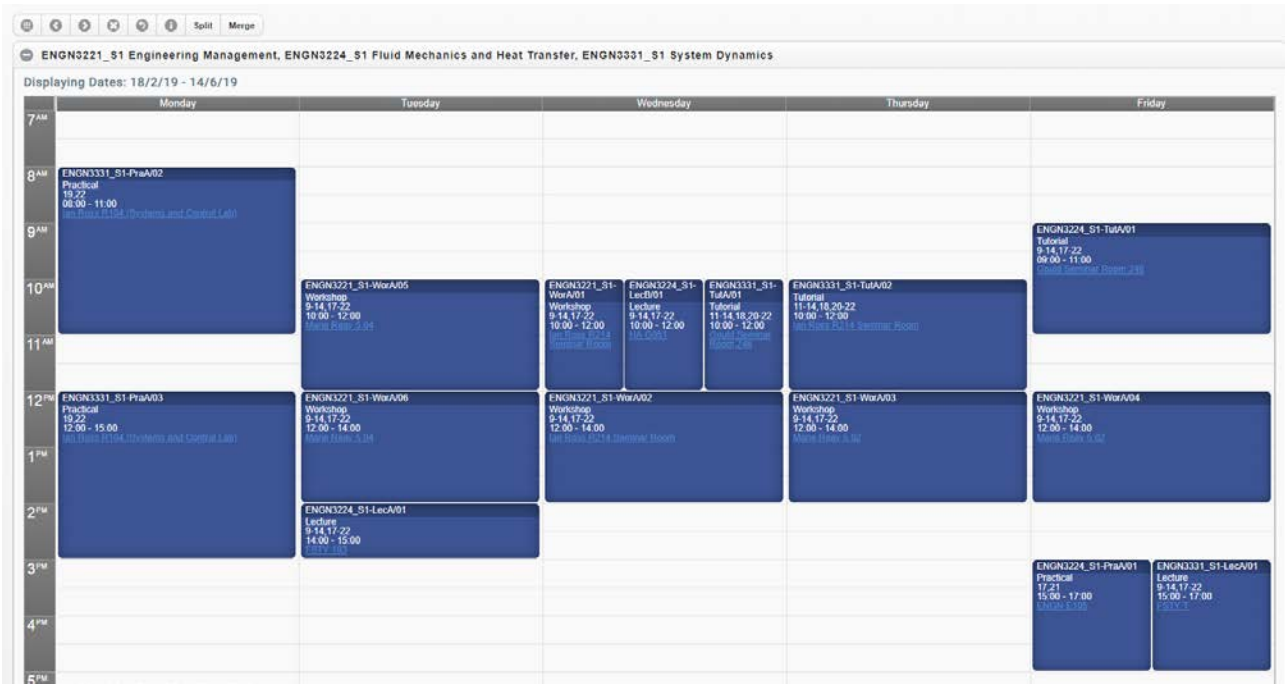
Split Merge

ENGN3221_S1 Engineering Management

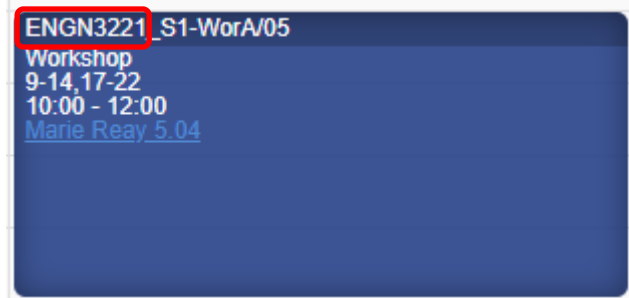
Displaying Dates: 18/2/19 - 14/6/19

	Monday	Tuesday	Wednesday	Thursday	Friday
7 AM					
8 AM					
9 AM					
10 AM		ENGN3221_S1-WorA05 Workshop 9-14, 17-22 10:00 - 12:00 View Details	ENGN3221_S1-WorA01 Workshop 9-14, 17-22 10:00 - 12:00 View Details		
11 AM					
12 PM		ENGN3221_S1-WorA06 Workshop 9-14, 17-22 12:00 - 14:00 View Details	ENGN3221_S1-WorA02 Workshop 9-14, 17-22 12:00 - 14:00 View Details	ENGN3221_S1-WorA03 Workshop 9-14, 17-22 12:00 - 14:00 View Details	ENGN3221_S1-WorA04 Workshop 9-14, 17-22 12:00 - 14:00 View Details
1 PM					
2 PM					

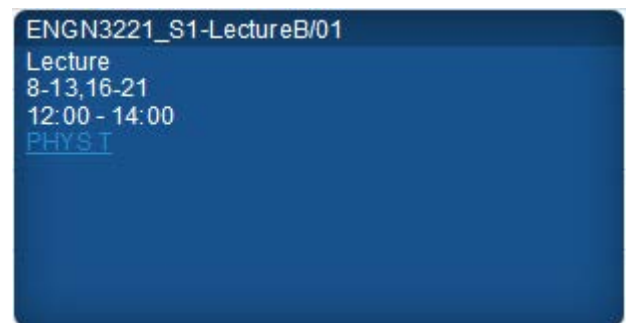
Your combined timetable will now appear. The courses will be listed, showing their lecture times and locations.



The different classes will show the relevant course code on the dark blue bar at the top of the box.



The blue boxes will also show 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.

ENG3221_01 Engineering Management

ENG3221_01

Displaying Dates: 19 Feb 18 - 15 Jun 18 (calendar week(s) 9-24)

Class	Description	Day	Start	Finish	Duration	Weeks	Location
ENG3221_01-LectureA01	Lecture A - No repeats	Friday	15:00	17:00	2:00	8-13 16-21	ENGL1
ENG3221_01-LectureA01		Monday	12:00	14:00	2:00	8-13 16-21	ENGL1
ENG3221_01-WorkshopA01		Friday	08:00	10:00	2:00	8-13 16-21	SSSE A105
ENG3221_01-WorkshopA02		Thursday	17:00	19:00	2:00	8-13 16-21	SSSE A105
ENG3221_01-WorkshopA03		Thursday	15:00	17:00	2:00	8-13 16-21	SSSE A105
ENG3221_01-WorkshopA04		Friday	10:00	12:00	2:00	8-13 16-21	SSSE A105
ENG3221_01-WorkshopA05		Thursday	09:00	11:00	2:00	8-13 16-21	SSSE A105

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



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 A/01, Class B/01, Class C/01, this typically means you need to go to each of the classes 01, 02 & 03.

FOR EXAMPLE:



Students typically have to attend both of the above lectures.

- Where there is class numbering such as Class A/01, Class A/02, Class A/03, this typically means you need to pick one group only.

FOR EXAMPLE:



Students typically only have to attend one of the above workshops, not both.

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/swapping-or-dropping-a-course>

OTHER FREQUENTLY ASKED QUESTIONS

- **I can see repeat classes on my timetable, how do I pick which one I want to attend?**
 - If sign-ups are required for a course, they are usually done through the course Wattle pages. The wattle pages typically appear around 2 weeks before semester starts.
- **I can't find my course when searching the timetable, why?**
 - The course may have been added late or may have been cancelled. Check programs and courses (<http://programsandcourses.anu.edu.au>) for the most up to date information about courses available for the semester. If you are still unsure please contact the relevant school/college.
- **No classes are returned for the course I've selected, why?**
 - This could be the result of one of the following:
 - Some classes may be hidden at the request of the school. This is to give the school the opportunity to maintain and release the classes as needed, without offering the ones that might not run.
 - Some schools may have prepared 'Internal Timetables' (local arrangements for their teaching), so they are not included in the central class timetable at all.
 - Some specialist 'small class' times may be arranged in consultation with students and the school.
- **Can I view the locations of my classes on the ANU Campus Map?**
 - You can view the location in the ANU Campus Map (<http://www.anu.edu.au/maps>) by clicking the location listed in the timetable information.

FOR EXAMPLE:

ENGN3221_S1-WorA/01	Wednesday	10:00	12:00	2:00	9-14-17-22	Ian Ross E214 Seminar Room
---------------------	-----------	-------	-------	------	------------	--

- **If I have back to back classes, will I have enough time to get from one class to another?**
 - Classes start at 5 minutes past the published 'start time' and finish 5 minutes before the published 'end time'. This means a class scheduled for an hour runs for 50 minutes. E.g. a 10am class begins at 10.05am and ends at 10.55am. You have 10 minutes to reach a class that 'starts' at 11am.

HELP INFORMATION

If you are receiving errors that are not addressed in this document please contact Student Central at 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, M Block Demountable (between Menzies Library and the China in the world building)

ANU College of Asia and the Pacific

E: cap.student@anu.edu.au

T: 6125 3207

College of Arts and Social Sciences

Level 1, Beryl Rawson Building

13 Ellery Crescent

E (Undergraduate): ug.students.cass@anu.edu.au

E (Graduate): graduate.students.cass@anu.edu.au

E (Research): research.students.cass@anu.edu.au

T: 6125 2898

College of Business and Economics

For both undergraduate and graduate students

Room 2.01, Level 2, Building 26C, Kingsley Street

E: info.cbe@anu.edu.au

T: 6125 3807

Joint Colleges of Science

Undergraduate:

The Science Office is located in Building 42A, Linnaeus Way

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 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 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

ANU College of Law

5 Fellows Road

E: Enquiries.law@anu.edu.au

T: 6125 3483

Bachelor of Laws/Juris Doctor Program and Course Advice is available from the Sub-Dean,

E: 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 or telephone (02) 6125 3483 for specific program adviser contacts.