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

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

OLCR is:
- An equitable class allocation system
- A system that allows students to lodge their preferred class

Do you have to work out your timetable?
No, but if you want choice of classes, you will need to work through this worksheet. If you don’t care about which classes you get, go to page 7,

The process you need to follow if you want a say in your class allocation at UWA

At enrolment you will either:

Choose units

Have pre-determined units

Check Faculty for allocation details

or

Go to timetable website

Choose elective/s

Check lectures first

Decide preferences

Lodge preference on OLCR

Configure other classes

Check allocation
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.

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

3. Select the types of classes you wish to view.
   - 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

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**View Timetable for Selected Units**

John Citizen

View timetable and ( ) indicates a possible clash

**Notes:**

- Weeks shown on this timetable are calendar weeks.
- Semester 1 is weeks 9 to 16 and 17 to 22  [27 February to 03 June]
- Semester 2 is weeks 30 to 36 and 37 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 3.22 [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

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 PM</td>
<td>CHEM1195 51 Lecture</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2 PM</td>
<td>PHYS1131 51 Lecture</td>
<td>CHEM1195 51 Lecture</td>
<td></td>
<td>PHYS1019 45 Lecture</td>
<td></td>
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</table>

Lectures will show like this in grid view
CHEM1105 Introductory Chemistry

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Venue</th>
<th>Room</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
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<td>CHEM:WILS</td>
<td>Sem1</td>
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</tr>
<tr>
<td>Wed</td>
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<td>CHEM:WILS</td>
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<td>Fri</td>
<td>12:00</td>
<td>CHEM:WILS</td>
<td>Sem1</td>
<td></td>
</tr>
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CHEM1105 Tutorial T1*

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Venue</th>
<th>Room</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>15:00</td>
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<td>Sem1</td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>15:00</td>
<td>MCS:G33</td>
<td>Sem1</td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>14:00</td>
<td>MCS:G33</td>
<td>Sem1</td>
<td></td>
</tr>
</tbody>
</table>

CHEM1105 Laboratory Lab1*

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Venue</th>
<th>Room</th>
<th>Wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue</td>
<td>10:00</td>
<td>MCS:113</td>
<td>Wks 11</td>
<td>16, 18</td>
</tr>
<tr>
<td>Tue</td>
<td>10:00</td>
<td>MCS:121</td>
<td>Wks 11</td>
<td>16, 18</td>
</tr>
<tr>
<td>Tue</td>
<td>10:00</td>
<td>MCS:119</td>
<td>Wks 11</td>
<td>16, 18</td>
</tr>
<tr>
<td>Tue</td>
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<td>Wed</td>
<td>14:00</td>
<td>MCS:119</td>
<td>Wks 11</td>
<td>16, 18</td>
</tr>
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<td>14:00</td>
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<td>16, 18</td>
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<tr>
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<td>Wks 11</td>
<td>16, 18</td>
</tr>
<tr>
<td>Wed</td>
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<tr>
<td>Wed</td>
<td>14:00</td>
<td>CHEM:TATTS</td>
<td>Wks 11</td>
<td></td>
</tr>
</tbody>
</table>

Other Pre_Labs

<table>
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<th>Time</th>
<th>Venue</th>
<th>Wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
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<td></td>
</tr>
<tr>
<td>Wed</td>
<td>14:00</td>
<td>CHEM:TATTS</td>
<td></td>
</tr>
</tbody>
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What about lecture streams?

PHYS1101 Advanced Physics A

Select these (stream 01) OR

<table>
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<th>Room</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>09:00</td>
<td>PHYS:CLEWS</td>
<td>Sem1</td>
<td></td>
</tr>
<tr>
<td>Tue</td>
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<td>PHYS:CLEWS</td>
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<tr>
<td>Wed</td>
<td>09:00</td>
<td>PHYS:CLEWS</td>
<td>Sem1</td>
<td></td>
</tr>
</tbody>
</table>

Select these (stream 02) OR

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Venue</th>
<th>Room</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>10:00</td>
<td>PHYS:CLEWS</td>
<td>Sem1</td>
<td></td>
</tr>
<tr>
<td>Tue</td>
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<td>PHYS:CLEWS</td>
<td>Sem1</td>
<td></td>
</tr>
</tbody>
</table>

Select these (stream 03)

<table>
<thead>
<tr>
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<th>Room</th>
<th>Building</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Tue</td>
<td>12:00</td>
<td>PHYS:CLEWS</td>
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<td>Wed</td>
<td>12:00</td>
<td>PHYS:CLEWS</td>
<td>Sem1</td>
<td></td>
</tr>
</tbody>
</table>

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

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. These 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!
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

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

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**CHEM1105 Introductory Chemistry**

<table>
<thead>
<tr>
<th>Type</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Week(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHEM1105 S1 Lecture</strong></td>
<td>Mon</td>
<td>13:00-13:45</td>
<td>CHEM:WILS</td>
<td>Sem1</td>
</tr>
<tr>
<td><strong>CHEM1105 S1 Lecture</strong></td>
<td>Wed</td>
<td>13:00-13:45</td>
<td>CHEM:WILS</td>
<td>Sem1</td>
</tr>
<tr>
<td><strong>CHEM1105 S1 Lecture</strong></td>
<td>Fri</td>
<td>12:00-12:45</td>
<td>CHEM:WILS</td>
<td>Sem1</td>
</tr>
<tr>
<td><strong>CHEM1105 S1 Tutorial T1</strong>*</td>
<td>Mon</td>
<td>15:00-15:45</td>
<td>MCS:G33</td>
<td>Sem1</td>
</tr>
<tr>
<td><strong>CHEM1105 S1 Tutorial T1</strong>*</td>
<td>Tue</td>
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<td>Sem1</td>
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<td>Sem1</td>
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<tr>
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<td>Fri</td>
<td>14:00-14:45</td>
<td>CHEM:TATTS</td>
<td>Sem1</td>
</tr>
<tr>
<td><strong>CHEM1105 S1 Laboratory Lab1</strong>*</td>
<td>Tue</td>
<td>10:00-12:45</td>
<td>MCS:113</td>
<td>Wks 11-16, 18-22</td>
</tr>
<tr>
<td><strong>CHEM1105 S1 Laboratory Lab1</strong>*</td>
<td>Tue</td>
<td>10:00-12:45</td>
<td>MCS:121</td>
<td>Wks 11-16, 18-22</td>
</tr>
<tr>
<td><strong>CHEM1105 S1 Laboratory Lab1</strong>*</td>
<td>Tue</td>
<td>10:00-12:45</td>
<td>MCS:119</td>
<td>Wks 11-16, 18-22</td>
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<tr>
<td><strong>CHEM1105 S1 Laboratory Lab1</strong>*</td>
<td>Tue</td>
<td>10:00-12:45</td>
<td>MCS:115</td>
<td>Wks 11-16, 18-22</td>
</tr>
<tr>
<td><strong>CHEM1105 S1 Laboratory Lab1</strong>*</td>
<td>Wed</td>
<td>14:00-16:45</td>
<td>MCS:119</td>
<td>Wks 11-16, 18-22</td>
</tr>
<tr>
<td><strong>CHEM1105 S1 Laboratory Lab1</strong>*</td>
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<td>14:00-16:45</td>
<td>MCS:115</td>
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<tr>
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<td>MCS:121</td>
<td>Wks 11-16, 18-22</td>
</tr>
<tr>
<td><strong>CHEM1105 S1 Other Pre_Lab</strong>*</td>
<td>Tue</td>
<td>08:00-08:45</td>
<td>MCS:G33</td>
<td>Wk 11</td>
</tr>
<tr>
<td><strong>CHEM1105 S1 Other Pre_Lab</strong>*</td>
<td>Wed</td>
<td>14:00-14:45</td>
<td>CHEM:TATTS</td>
<td>Wk 11</td>
</tr>
</tbody>
</table>

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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

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Week Range</th>
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<td>Sem1</td>
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<tr>
<td>CHEM1105 S1 Lecture</td>
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<td>13:00-13:45</td>
<td>CHEM:WILS</td>
<td>Sem1</td>
</tr>
<tr>
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<td>12:00-12:45</td>
<td>CHEM:WILS</td>
<td>Sem1</td>
</tr>
<tr>
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<td>Mon</td>
<td>15:00-15:45</td>
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<td>15:00-15:45</td>
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<tr>
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<td>pref 2</td>
<td>Wed</td>
<td>14:00-14:45</td>
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</tr>
</tbody>
</table>

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.
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. There are computer labs on campus that are open to students, including:

- GP3 Computer Laboratory (9am-5pm) – Myers St Building
- Reid Business Library (see Library for opening hours)

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

Step 1: Login

www.olcr.uwa.edu.au

Go to the OLCR website and login with your student number and pheme password. You MUST be enrolled to login.

If you can’t login, either:

- Your password and/or 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)

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.

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

<table>
<thead>
<tr>
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<th>Unit Name</th>
<th>Allocations</th>
<th>Preferences</th>
<th>Delete Preferences</th>
<th>Allocation Date</th>
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</thead>
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<td>None</td>
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<td>GENG1002 SEM-1</td>
<td>Eng. Intro To Engineering (E&amp;I)</td>
<td>✓</td>
<td>None</td>
<td>Enter (Auto)</td>
<td>28 Feb 2008</td>
<td>NA</td>
</tr>
<tr>
<td>MATH1101 SEM-2</td>
<td>Calculus And Linear Algebra</td>
<td>✓</td>
<td>None</td>
<td>Enter (Auto)</td>
<td>28 Feb 2008</td>
<td>NA</td>
</tr>
<tr>
<td>MATH1104 SEM-1</td>
<td>Calculus B</td>
<td>✓</td>
<td>None</td>
<td>Enter (Auto)</td>
<td>28 Feb 2008</td>
<td>NA</td>
</tr>
<tr>
<td>PHYS1101 SEM-1</td>
<td>Advanced Physics A</td>
<td>✓</td>
<td>None</td>
<td>Enter (Auto)</td>
<td>28 Feb 2008</td>
<td>NA</td>
</tr>
</tbody>
</table>

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

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.

<table>
<thead>
<tr>
<th>Num</th>
<th>Desc</th>
<th>Weeks</th>
<th>Day</th>
<th>Starts</th>
<th>Ends</th>
<th>Pop</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Language Class</td>
<td>Sem1</td>
<td>Thursday</td>
<td>01:00 PM</td>
<td>02:00 PM</td>
<td></td>
<td>select</td>
</tr>
<tr>
<td>3</td>
<td>Language Class</td>
<td>Sem1</td>
<td>Wednesday</td>
<td>03:00 PM</td>
<td>04:00 PM</td>
<td></td>
<td>select</td>
</tr>
<tr>
<td>4</td>
<td>Language Class</td>
<td>Sem1</td>
<td>Monday</td>
<td>08:00 AM</td>
<td>09:00 AM</td>
<td></td>
<td>select</td>
</tr>
</tbody>
</table>

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.

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.

Lecture 1.1 Classes
You Need To Enter 1 Preferences.

<table>
<thead>
<tr>
<th>Num</th>
<th>Desc</th>
<th>Weeks</th>
<th>Day</th>
<th>Starts</th>
<th>Ends</th>
<th>Pop</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lecture</td>
<td>Sem1</td>
<td>Monday</td>
<td>10:00 AM</td>
<td>11:00 AM</td>
<td></td>
<td>select</td>
</tr>
</tbody>
</table>

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

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, Alloca, Pref, 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.
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

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:

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 and search the venue.
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 Allocations Preferences

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday/Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Class 1</td>
<td>Class 2</td>
<td>Class 3</td>
<td>Class 4</td>
</tr>
<tr>
<td>9:00</td>
<td>Class 5</td>
<td>Class 6</td>
<td>Class 7</td>
<td>Class 8</td>
</tr>
<tr>
<td>10:00</td>
<td>Class 9</td>
<td>Class 10</td>
<td>Class 11</td>
<td>Class 12</td>
</tr>
<tr>
<td>11:00</td>
<td>Class 13</td>
<td>Class 14</td>
<td>Class 15</td>
<td>Class 16</td>
</tr>
<tr>
<td>12:00</td>
<td>Class 17</td>
<td>Class 18</td>
<td>Class 19</td>
<td>Class 20</td>
</tr>
<tr>
<td>13:00</td>
<td>Class 21</td>
<td>Class 22</td>
<td>Class 23</td>
<td>Class 24</td>
</tr>
<tr>
<td>14:00</td>
<td>Class 25</td>
<td>Class 26</td>
<td>Class 27</td>
<td>Class 28</td>
</tr>
<tr>
<td>15:00</td>
<td>Class 29</td>
<td>Class 30</td>
<td>Class 31</td>
<td>Class 32</td>
</tr>
<tr>
<td>16:00</td>
<td>Class 33</td>
<td>Class 34</td>
<td>Class 35</td>
<td>Class 36</td>
</tr>
<tr>
<td>17:00</td>
<td>Class 37</td>
<td>Class 38</td>
<td>Class 39</td>
<td>Class 40</td>
</tr>
</tbody>
</table>

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:

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

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 login to Student Connect 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 contact us via askUWA (www.ask.uwa.edu.au) or visit us in person at any of the subject libraries Information Desks. Our full list of email and phone contact details is listed on www.is.uwa.edu.au/contact. Support is also available from the UniStart First Year Adviser or First Year Coordinator- firstyear@uwa.edu.au; 6488 3988/ 6488 3028.