Slide notes

This short video, aims to help you understand, and resolve common timetable problems. It is best viewed in Google Chrome or Safari.
Before we begin,

A few points to remember...

- If you have made unit changes in WES, wait 2 hours for it to show in Allocate plus.

- Most of what you see in Allocate plus, is taken from other systems. This means:
  - If your enrolment or unit activities look wrong or incomplete in Allocate plus, the fix may be in another system.

- Use the ask.monash FAQs to find out how each faculty deals with timetable concerns.

- At the end of this video will be links to all the resources mentioned.
Checking your details
Slide 4 - match WES & allocate+

Login to Allocate+ and check your unit enrolment, highlighted in red on the left of the screen, matches what is in WES. Check all details match, such as location, semester and teaching method. The image with the green boarder is a partial snap shot from the web enrolment system. It shows there is a match of information in both systems.
Viewing a Clash
Now, let’s see how you can resolve a timetable clash. In this sample timetable, the red field indicates an activity clash.
Slide 7 - Allocation Adjustment Mode

Slide notes

You can check for other available times and move yourself to any empty spot. If you entered preferences, but all activities are full and you don't have a spot see the resources at the end of this presentation. Otherwise, if there are no options available, you may need to change your enrolment.
Slide 8 - enter-alternate-unit

If you have an alternative unit in mind, you can quickly check without going to MUTTS, to see if it will fit into your timetable. You simply enter the unit code into the search field, at the bottom of the left hand menu, and then press search,
Slide notes

You then click on show next to the unit code
Slide notes

All unit activities will appear, you can then select the check box next to my timetable,
you will then be able to see, if the alternative unit, will clash with your current timetable. Remember, if you want to change units, you must do this in the web enrolment system.

[Image: Allocate timetable screenshot]

You may select preferences for the following:

- BMS1062 CL 52 DAY
  - Tutorial 01
  - Tutorial 02

You can view a subject timetable outside your enrolment:

- BMS1062
- Search

Use either subject code or description.
Useful Resources
Now, let's look at a couple of resources, that will help with your timetable. Your course map is important, as it helps guide which units you must study, and where you can choose from different elective options. The map of a double or specialist degree will be quite structured,
### Slide 14 - arts coursemap

<table>
<thead>
<tr>
<th>Semester</th>
<th>1st year Gateway Arts Major</th>
<th>1st year Gateway Arts Minor</th>
<th>Arts unit (any year level)</th>
<th>1st year elective</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 points</td>
<td>6 points</td>
<td>6 points</td>
<td>6 points</td>
</tr>
</tbody>
</table>

**Second year = 48 points**

<table>
<thead>
<tr>
<th>Semester</th>
<th>2nd year Cornerstone Arts Major</th>
<th>2nd year Arts Minor</th>
<th>Arts unit (any year level)</th>
<th>2nd year Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 points</td>
<td>6 points</td>
<td>6 points</td>
<td>6 points</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>2nd year Arts Major</th>
<th>2nd year Arts Minor</th>
<th>Arts unit (any year level)</th>
<th>2nd year Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 points</td>
<td>6 points</td>
<td>6 points</td>
<td>6 points</td>
</tr>
</tbody>
</table>

**Third year = 48 points**

<table>
<thead>
<tr>
<th>Semester</th>
<th>3rd or 3rd year Arts Major</th>
<th>3rd year Arts Major</th>
<th>2nd or 3rd year Elective</th>
<th>3rd year Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 points</td>
<td>6 points</td>
<td>6 points</td>
<td>6 points</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>3rd year Capstone Arts Major</th>
<th>3rd year Arts Major</th>
<th>3rd year Elective</th>
<th>3rd year Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 points</td>
<td>6 points</td>
<td>6 points</td>
<td>6 points</td>
</tr>
</tbody>
</table>

**Slide notes**

unlike a single or comprehensive degree, such as an Arts degree.
Another great resource is MUTTS. Which you can use to create an alternative timetable, showing potential clashes,
Slide notes

and then rearrange to configure a clash free time table.
Before asking for help, have you done the following,

1. Checked your course map to choose alternative units.

2. Made sure your enrolment in WES reflects your course map and matches Allocate+.

3. Checked MULO for lectures that are recorded for later viewing.

4. Checked the many ask.monash FAQs as they will answer most questions or direct you to the best contact.
Useful Links

- ask.monash

Course Maps

- [https://monash.custhelp.com/app/answers/detail/a_id/2800/kw/course%20map](https://monash.custhelp.com/app/answers/detail/a_id/2800/kw/course%20map)

Handbook

MULO
  •  http://mulo.monash.edu/

MUTTS
  •  https://mutts.timetable.monash.edu/

Timetable Help
  •  https://www.monash.edu/timetables/fix-problems

WES
  •  https://my.monash.edu.au/wes/

**Allocate+ Help Form***

Allocate+ Help Form
  •  http://intranet.monash.edu.au/students/timetables/allocate/help/

Pharmacy & PharmSci Units Help
  •  http://intranet.monash.edu.au/pharm/students/undergrad/timetables/index.html

Psychology Units Help
  •  http://intranet.monash.edu.au/pharm/students/undergrad/timetables/index.html

Arts Units Help – search the Handbook to find the Unit Coordinator contact details

***For all issues - including where preferences were entered, but all activities are full.