

First Step – Plan your Timetable


Prior to enrolling, you should plan your timetable to ensure that you are enrolling in classes that meet the requirements of your program. Planning your timetable also ensures you do not enrol in classes that clash. It is advisable that you also plan an alternative timetable because classes may fill up quickly and your first choices may not be available.

Firstly, print a copy of a blank [weekly timetable planner](#).

Your weekly timetable planner

This is a blank template you can print and use to plan your timetable for each study period. Remember to note the class numbers and specify which are the enrolment classes and which are the non-enrol/related classes for each course (include auto-enrol classes).

Example of blank template:

 University of South Australia Weekly Timetable Planner					
PROGRAM NAME		PROGRAM CODE		SCHOOL CODE	
ACADEMIC PLAN		YEAR LEVEL		STUDY PERIOD	
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.10-9.00am					
9.10-10.00am					
10.10-11.00am					
11.10-12.00					
12.10-1.00pm					
1.10-2.00pm					
2.10-3.00pm					
3.10-4.00pm					
4.10-5.00pm					
5.10-6.00pm					
6.10-7.00pm					
7.10-8.00pm					
8.10-9.00pm					
9.10-10.00pm					

Example of how to fill out the weekly timetable planner:



University of South Australia

Weekly Timetable Planner

PROGRAM NAME	Bachelor of Early Childhood Education	PROGRAM CODE	MBCE	SCHOOL CODE	EDS
ACADEMIC PLAN		YEAR LEVEL	1	STUDY PERIOD	2
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.10-9.00am					
9.10-10.00am	EDUC1032 (seminar) Enrolment class 25176				
10.10-11.00am	EDUC1032 (seminar) Enrolment class 25176				
11.10-12.00	EDUC1014 (lecture) Enrolment class 21172	EDUC1065 (tute) Non-enrol/related class 23481	EDUC1065 (lecture) Enrolment class 23480		
12.10-1.00pm		EDUC1065 (tute) Non-enrol/related class 23481			
1.10-2.00pm					
2.10-3.00pm		EDUC1014 (tute) Non-enrol/related class 21175			
3.10-4.00pm	EDUC1063 (lecture) Enrolment class 21371				
4.10-5.00pm					
5.10-6.00pm	EDUC1063 (tute) Non-enrol/related class 25661				
6.10-7.00pm	EDUC1063 (tute) Non-enrol/related class 25661				
7.10-8.00pm					
8.10-9.00pm					
9.10-10.00pm					

Find your courses

Program Specific Enrolment Information

The [program specific enrolment information](#) website has been set up to provide you with program specific enrolment advice, which details the courses you need to enrol in for each year of your program. It will also provide you with the enrolment class numbers, or links where you can find these numbers. You will need these class numbers when you enrol via myEnrolment.

Once you have selected your program from the list, depending on your school, you will get one of the following information web pages.

Some schools provide links to the Program Information page which outlines your program structure and contact details for your program.

Other schools provide links to the school homepage where you will need to click on your program and/or year level of your program, to view an enrolment advice template which looks similar to the one displayed below.



PROGRAM NAME	Bachelor of Business (Administrative Management)	PROGRAM CODE	DBAM	SCHOOL CODE	MGN
ACADEMIC PLAN	Not Applicable	YEAR LEVEL	1	CAMPUS	CITY WEST
PROGRAM DIRECTOR	Lorraine Spiers	EMAIL	lorraine.spiers@unisa.edu.au	PHONE	08 8302 0598

DEFINITIONS:

- Area + Catalogue Number - A 4-letter area code plus a 4-digit catalogue number make up the course code, eg **BIOL 1033**. You can search for courses by using this code.
- Class Number - Every class at UniSA has a unique number (eg, **4813**). You use this number to enrol. Both the **enrolment class** and **related classes** have class numbers.
- Enrolment Class - This can be a **lecture (LEC)**, **tutorial (TUT)**, **workshop (WSH)** or **practical (PRA)**, to name a few examples. It is the first thing you must enrol in.
- Related Classes - These are other required components of the course, and are in addition to the **enrolment class**. They can be one of the following class types - **lecture, tutorial, workshop or practical**, to name a few. In most instances you will have a choice (eg, 1 tutorial to be chosen from 7).
However, in some courses, once you select the **enrolment class** you are automatically enrolled (**Auto-enrol**) in a related class (eg. a particular tutorial or practical at a particular time). The class number will be listed in the Auto-enrol column.

Study Period	Area	Catalogue Number	Course	Enrolment Class	Related Class	Related Class	Notes
2	BUSS	1054	Introduction to Management	LEC	TUT	PRA	Enrol in 1 Lecture and 1 Tutorial
				23572 23571	Refer to timetable	N/A	External class - 20613
2	COMM	1054	Managing Communication in Business	LEC	TUT	PRA	Enrol in 1 Tutorial and 1 Lecture
				23603 23604	Refer to timetable	N/A	External class - 20620
2	ACCT	1005	Accounting Decisions & Accountability	LEC	TUT	PRA	Enrol in 1 Lecture and 1 Tutorial
				20971 20931 20970 24731	Refer to timetable	N/A	External class - 20093
2	INFS	1011	Business Information Systems	LEC	TUT	PRA	Enrol in 1 Lecture and 1 Tutorial (Practical and Tutorial are combined)
				21003 21001	Refer to timetable	N/A	External class - 20674
5	ECON	1006	Microeconomics	LEC	TUT	PRA	Enrol in 1 Lecture and 1 Tutorial
				21649 21648	Refer to timetable	N/A	External class - 20537
5	LAWS	1002	Introduction to Law	LEC	TUT	PRA	Enrol in 1 Lecture and 1 Tutorial
				21506 21507	Refer to timetable	N/A	External class - 20539

In the above example, the enrolment class (lecture) numbers are listed, and a timetable link is provided for you to get the related (non-enrol) class (tutorial) numbers.

Tip: Using the weekly timetable planner make a note of the appropriate class numbers that suit you and that will create a clash-free timetable. You will need to check the timetable for the class times and availability.

myEnrolment – Find A Class

Alternatively, you can use the **Find A Class** function in myEnrolment to find your classes.

Login to myEnrolment (see relevant section of this guide) and select the **Find A Class** link from the toolbar, or click on **First Step – Plan your Timetable**: the following page will display.

Home my Details **Find A Class** Checklist Enrol in Courses my Timetable my Next Step Logoff

Adelaide time : 30 Sep 2008 12:04 PM (GMT +09:30) [FAQ \(Frequently Asked Questions\)](#)

Find A Class

Plan your Timetable

It is recommended that you plan your timetable before enrolling. A step by step guide has been developed to assist you with this process. This guide has been broken into printable sections which are available via the [Step by Step Guide to Online Enrolment](#) web page. Alternatively, you have the option to access and print the complete [Step by Step Guide](#).

If you are not sure of the courses you need to enrol in, please access the [Program Specific Enrolment Information](#) website. This will give you specific enrolment advice which details the courses you need to enrol in for each year of your program.

Once you have established which courses you need to enrol in, the 'Search' function below can be used to find your classes. Please scroll down to view the results of your search. Once you have selected your classes and noted down your class numbers on your weekly timetable planner, you are ready to enrol. Please continue via the [Home](#) page.

Find A Class

If your search returns no data, please check your search criteria and try again. For instance, if you select the wrong career or study period, your search will not return any data.

Career: Undergraduate *

Study Period: Study Period 1 - 2008 *

Subject Area: (All) *

Catalogue Number:

Class Number:

Words in course title:

Class Mode: (All)

* Denotes a mandatory entry.

From the drop down menu, select the relevant **Career**, for example, if you are doing a bachelor degree you will need to select Undergraduate. Select the relevant **Study Period** and **Subject Area**. You can further refine your search by entering additional details such as Catalogue Number. Click **Search**. The results of your search will be displayed.

Tip: If you get the following message, check that you're searching in the right career (ie undergraduate) and study period. You can also try broadening your search by selecting 'All' in the Subject Area field.

0 Classes, shown in 0 pages

No Class(es) found matching the query parameters.

Click Class Number to view details

Indicates the number of places currently available in a class

Indicates whether class is Enrolment or Related (Non-Enrol) component

Class Number	Course	Description	Class Type	Mode (Location / Instr Mode)	Schedule	Remaining Enrolment Capacity	Enrolment Type
24243	HLTH 1005	Exploring Women's Health Issues through the Internet	Lecture	Internal (City East / In Person)	Start date - End Date Day Time Room 16 Feb 2009 - 20 Feb 2009 Monday 09:10 AM-12:00 PM CEA/P3-20 16 Feb 2009 - 20 Feb 2009 Tuesday 09:10 AM-12:00 PM CEA/P3-20 16 Feb 2009 - 20 Feb 2009 Wednesday 09:10 AM-12:00 PM CEA/P3-20 16 Feb 2009 - 20 Feb 2009 Thursday 09:10 AM-12:00 PM CEA/P3-20 16 Feb 2009 - 20 Feb 2009 Friday 09:10 AM-12:00 PM CEA/P3-20	60	Enrolment
24244	HLTH 1005	Exploring Women's Health Issues through the Internet	CPR	Internal (City East / In Person)	Start date - End Date Day Time Room 16 Feb 2009 - 20 Feb 2009 Monday 01:10 PM-02:00 PM CEA/BJ1-60 16 Feb 2009 - 20 Feb 2009 Tuesday 01:10 PM-02:00 PM CEA/BJ1-60 16 Feb 2009 - 20 Feb 2009 Wednesday 01:10 PM-02:00 PM CEA/BJ1-60 16 Feb 2009 - 20 Feb 2009 Thursday 01:10 PM-02:00 PM CEA/BJ1-60 16 Feb 2009 - 20 Feb 2009 Friday 01:10 PM-02:00 PM CEA/BJ1-60	18	Related

Indicates dates, times and location of the class

You can navigate through additional pages using the forward/backward 1 arrows. Or by entering the desired page number in the **Go To Page** box and selecting **Go**.

To find more detail about a particular class, click on the **Class Number** and a new page will display. This page shows only classes that are associated with the class that you picked. For example, if you picked a Magill class, it will show other Magill Lectures and Tutorials you may choose from. Click on an individual **Class Number** again for more detailed information about that class. See below:

Course: 009957 - Exploring Women's Health Issues through the Internet

Class Number: 60083

- Class Type: CPR
- Class Mode: Internal
- Class Location: City East
- Instruction Mode: In Person
- Class Enrolment Type: Enrollment Section
- Class Section: 01CN
- Session: Regular
- Instructor:
- Enrolment Capacity: 17
- Enrolment Total: 1
- Notes:

Indicates type of class ie Lecture, Practical, Tutorial etc

Campus where class will be held. Or, if External, the campus that owns the course.




Indicates whether class is Enrolment or Non-Enrolment component

Total number of students the class will allow

Number of students currently enrolled

You will also see important dates relating to the study period for that class.

Study Period Information

 Enrol Deadline Date	10 Oct 2008
 Census Date	24 Oct 2008
 Last Day Withdraw Grade Date	07 Nov 2008
 Last Day Withdraw Fail Grade Date	21 Nov 2008

Tip: Remember to note down the class numbers and specify the enrolment class and the related (non-enrol) class. You will need to enter these class numbers in myEnrolment.

Once you have selected the classes that suit your timetable, and recorded the details of the class numbers on your weekly timetable planner, you are ready to proceed to the **Second Step - Complete your Checklist.**

