

Allocate+ FAQ for Timetable Sign-Up (Fremantle & Sydney Campus)

1. Where do I go online for timetable signup?

Visit <https://allocate.nd.edu.au/signup/apstudent> for timetable sign-up. Click on Timetable Signup (Allocate+) and then the Timetable Signup (year eg 2021) classes.

2. What happens if this link doesn't work?

Try an alternative web browser such as Explorer, Chrome etc and try clearing your cache and browser history. If you still have trouble then contact IT. Their contact details are on page 2.

3. Why does my timetable sign-up page say "Invalid Session"?

If you bookmark the timetable sign-up online page and keep it open for too long it creates a security tag which will indicate "Invalid Session". To resolve this you need to close the page then re-open by re-clicking on the above link.

4. What should I do if my password doesn't work?

If your password doesn't work you'll need to contact IT – contact details on page 2.

5. Where are the instructions for the new Timetable Preference Sign Up process?

Visit <https://allocate.nd.edu.au/signup/apstudent> for timetable sign-up. Click on Timetable Signup (Allocate+) and click on the helpful guide link. For the timetable signup dates click on the timetable sign up dates link.

You should also receive these details and links via your Notre Dame email address and the Notre Dame student newsletter.

6. What do the percentages mean next to the Preference drop down boxes in the Allocate+ Timetable Preference Sign Up process?

The percentages are just to give you an idea of how many people have selected this preference as an option so far. For example, if 20 students have selected the session on a Mon at 9.30am and there are 20 places then it will indicate 100%. You can still put in a preference for this selection. The computer will not choose the first people to have entered a preference but instead once preference selection ends goes through and gives as many students their first preference, then as many their second preference etc It tries to balance the preference choices out. It does however let you know that if this is the most popular preference eg more students than spots have been indicated then depending on how many

1st preferences you receive then you might be allocated your second or third preference on this one.

7. What happens if I don't like the sessions I am allocated and want to make a change during the Allocation Adjustment phase?

You can change your selections to any options which are not full during the Allocation Adjustment phase. We recommend during the Preference Selection phase you chose as many of your preference drop down options as possible eg if there are 7 sessions to choose from it is best to number your preferences 1 to 7 rather than only the first few.

You can also click on the swaps function on any full session during the Allocation Adjustment phase. This will place you on a waiting list so that is someone removes themselves from that class then the next person on the waiting list will be automatically placed into that free spot.

8. What happens if I am not allocated a session and all the sessions are full?

Please contact your school to let them know so they can create more spaces.

9. What do I do if my classes are clashing?

Please contact your school for advice. In some cases you may have a lecture which is being recorded so you attend the class not recorded and then listen to the recorded session at a later time.

10. What do I do if I don't see my enrolment details on Allocate+?

You will need to contact your school as this usually means there is an issue with your enrolment details in the student management system. The school will need to liaise with student administration to find out what the problem is.

11. What preparation can I do before timetable sign-up?

- (i) Please check you can see your enrolment details on Allocate+.
- (ii) Please ensure you know the Timetable Signup Dates.
- (iii) Please read the Timetable Signup helpful guide instructions prior to signup.

Contacts for Timetabling Enquiries:

Contact	Issue	Fremantle	Sydney
School	<ul style="list-style-type: none"> • Activities (classes) clashing with no alternatives available • No available activities – all sessions full • Enrolment advice 	Pathways: pathways@nd.edu.au Arts & Sciences: fremantle.artssciences@nd.edu.au Business: fremantle.business@nd.edu.au Education: fremantle.education@nd.edu.au Health: fremantle.health@nd.edu.au Law:	Pathways: pathways@nd.edu.au Arts & Sciences: sydney.artssciences@nd.edu.au Business: sydney.business@nd.edu.au Education: sydney.education@nd.edu.au Law: sydney.law@nd.edu.au Medicine: sydney.medicine@nd.edu.au

		fremantle.law@nd.edu.au Medicine: fremantle.medicine@nd.edu.au Nursing and Midwifery: fremantle.nursingandmidwifery@nd.edu.au Philosophy & Theology: fremantle.philosophytheology@nd.edu.au Physiotherapy: fremantle.physiotherapy@nd.edu.au	Nursing: sydney.nursing@nd.edu.au Philosophy & Theology: sydney.philosophytheology@nd.edu.au
IT Support	<ul style="list-style-type: none"> • Technical difficulties 	itservicedesk@nd.edu.au 08 9433 0777	itservicedesk@nd.edu.au 02 8204 4444