

Guide to using *the on-line timetable*



The UTAS on-line timetable will help you plan and organise your study, but it can be confusing the first time you use it if you don't understand the terms and what the display means.

The first screen will ask you to make some selections (semester, type of event, campus etc). It is important to understanding what will display from those selections before you proceed, so we start this guide by looking at what you will see and what it means. The second part will show you how to use the on-line selection to get the information you need.

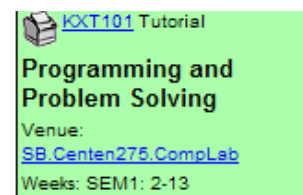
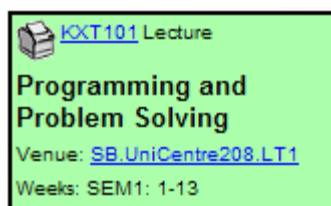
Part 1 - Understanding your timetable - terms and what the display means

The Display

The timetable will display a full week with classes shown in 1 hour blocks. (Some classes double up and run over 2 hours).

Time	Mon	Tue	Wed	Thu
9:00am			Programming and Problem Solving Venue: SB.UniCentre208.LT1 Weeks: SEM1: 1-13	
10:00am	Programming and Problem Solving Venue: SB.UniCentre208.LT1 Weeks: SEM1: 1-13			
11:00am				
12:00pm		Biology of Plants Venue: SB.UniCentre208.LT1 Weeks: SEM1: 1-13		Biology of Plants Venue: SB.UniCentre208.LT1 Weeks: SEM1: 1-13
1:00pm	The Global Geography of Change Venue: SB.UniCentre208.LT1 Weeks: SEM1: 1-13	The Global Geography of Change Venue: SB.UniCentre208.LT1 Weeks: SEM1: 1-13		
2:00pm			Biology of Animals Venue: SB.UniCentre208.LT1 Weeks: SEM1: 1-13	Biology of Animals Venue: SB.UniCentre208.LT1 Weeks: SEM1: 1-13

Each unit has a different colour and shows details including the Unit code and Event Type, the Unit Title; the venue and Weeks.



Most units usually have two or more Event types – lectures and tutorials (or workshops or practicals).

Event types:

Lecture and Video Conference Lecture: A presentation by academic teaching staff to a large group of students.

You are usually expected to attend all lectures showing on the timetable.

Tutorial, Seminar, Workshop: A small group discussion, led by a tutor, which covers the unit content in more detail.

There may be multiple tutorials times offered each week – some are repeat classes. If you select Event type = 'All Classes' the timetable will display every possible tutorial or prac class time. **You will not need to attend all tutorials shown, possibly only one or two. How do you know which tutorial?** In some courses you will be allocated to a tutorial group, in others you can choose; some arrange tutorials in Orientation week, some in week one of lectures, some Nursing courses advise students about an on-line registration. Generally your lecturer will help sort out tutorial clashes. If you need to know specific times before Orientation Week (the week before classes start) contact your Course Adviser.

Practical and Lab: As above but relating to technical or hands-on work rather than discussion. As above and the timetable may show the Prac groups by number eg P2 would indicate Practical group 2.

Semester/Weeks: A semester is a formal University teaching period. There are two main semesters, each comprising 13 weeks of teaching. Semester 1 is shown as **Weeks SEM1: 1-13** (or you might see eg 2 – 13 then you miss week 1). Semester 2 is shown as **Weeks: SEM2: 15-26**.

Venue: Coded room and building location. eg **SB.UniCentre208.LT1** – tells you the campus (SB = Sandy Bay). Building (UniCentre).room number (208, which would be on Level 2). and room type (Lecture Theatre 1). Clicking on the venue link on the timetable takes you to a more descriptive dialogue box including map references. Campus Maps – www.utas.edu.au/campus/campus_maps.html

Part 2 - Using the on-line timetable

Using the on-line timetable as planning tool

If you haven't enrolled in your units yet you may want to know whether units will clash with other units or you may need to manage employment or childcare needs etc.

Make sure to first refine your search by selecting the relevant buttons:

Semester

Event (class) type**

Campus

Year

Class Timetable

Note: You will need to consult the [Course & Unit Handbook](#) or your Unit Outline to determine which classes you need to attend.

AMC Students:
Please note that timetables for AMC units (unit codes starting with J) are located on the [AMC CELCAT Timetable website](#).

Conservatorium of Music Students:
Please note that timetables for Conservatorium of Music are located on the [Conservatorium of Music website](#).

Select semester: All Semester 1 Semester 2 Semester 3 (Summer School) Semester 4 (Winter School) Semester 5 (Spring School)

Select type of events: All classes Lectures only

Select a campus: All (Default) Hobart Launceston Cradle Coast

Select a year: 2010

Enter your Student ID: OR Unit code(s): KPA161, KZA161, KXT101, KGA171

You can display the timetable for specific units by entering:

- the unit code that you are interested in e.g. KGA171 or
- multiple unit codes - to check for clashes between unit lectures e.g. KPA161, KZA161, KXT101, KGA171

Using the on-line timetable after you have enrolled

Once you have added some or all of your units you can see and print your timetable **the following day** by entering your ID Number. (Units added before 5pm will show the next day). Make sure to first refine your search by selecting the relevant Event (class) type**

Select type of events: All classes Lectures only

Select a campus: All (Default) Hobart Launceston Cradle Coast

Select a year: 2010

Enter your Student ID: 123456 OR Unit code(s):

Disclaimer
Please note: This timetable is designed to assist you determine class times. There is no guarantee that this timetable lists all classes you must attend. You must ch

****Tip:** In the first instance select **Lectures only** – if you see all the tutorial, prac options you won't get a real sense of the main schedule. Generally your lecturer will help sort out tutorial clashes. If you need to know the specifics early contact your Course Adviser.

Can't find a unit?

You may get the following message: **There is no timetable data matching your query, please check the details you entered.**

A small number of undergraduate and some postgraduate units are not registered on the on-line system. **Some** AMC units (codes starting with J) are located on the [AMC CELCAT Timetable website](#) and the Conservatorium of Music units are located on the [Conservatorium of Music website](#). If you cannot find any timetable details for a given unit please contact the Course Adviser.