

Adjusting your timetable

For applicable courses/units, the system will be opened for you to make adjustments to your timetable. It's first-come, first-served during the adjustment period, so if you want to make changes to your timetable, do so as soon as possible.

Note that timetables are not guaranteed once you have selected classes. While every effort is made to minimise disruptions, changes may be required for Safety and Operational requirements. These are most likely to happen within the first three weeks after classes begin.

Allocate+ confirms your changes immediately if spaces are available. Moodle and Attendance system updates can take up to 24 hours to apply class changes.

Check [Allocate+ Dates](#) to see if Allocate Adjust is offered for your course and the opening dates.

Making changes to units with the ADJUST allocation method

1. Click the unit activity that you want to change. (The green *Allocated* button shows the current timeslot for the activity).
2. Pick another timeslot using the *Select* button.
3. Activities showing *Clash*, *Problem* or *Full* are not available for you to select. Check the top of the page for any activity messages such as when to check back for new classes or special instructions.

The screenshot shows the Allocate+ interface. On the left, there is a list of units under the heading 'Enrolment'. The units are:

- MUF0012_DO_STD1D_DAY ENGLISH UNIT 2 (Status: Allocated)
- MUF0051_DO_STD1D_DAY INFO & COMM TECHNOLOGY UNIT 1 (Status: Pending)
- MUF0112_DO_STD1D_DAY MUSIC UNIT 2 (Status: Not Allocated)
- MUF0132_DO_STD1D_DAY GLOBAL STUDIES UNIT 2 (Status: Not Allocated)
- MUF2000_DO_STD1D_DAY MUFY HOMEGROUP 2 (Status: Not Allocated)

The 'Class (ADJUST)' option for MUF0051 is highlighted with a red box. At the top of the interface, there are status indicators: 2 Allocated, 0 Pending, and 2 Not Allocated.

On the right, a detailed view for 'MUF0051_DO_STD1D_DAY INFO & COMM TECHNOLOGY UNIT 1' is shown. It includes a 'You're allocated.' message and a table of activities:

Activity	Day	Time	Campus	Location
Full	01-P1	Mon 15:00	DO	DO_750Collins/5
	01-P2	Thu 13:00	DO	DO_750Collins/5
	01-P3	Fri 11:30	DO	DO_750Collins/5
Select	02-P1	Mon 15:00	DO	DO_750Collins/5
	02-P2	Wed 16:00	DO	DO_750Collins/5
	02-P3	Thu 15:00	DO	DO_750Collins/5
Allocated	03-P1	Mon 11:30	DO	DO_750Collins/5
	03-P2	Tue 11:30	DO	DO_750Collins/5

Note that once you *Select* another activity, the previous activity you were allocated to may show as *Full* or *Problem* and you will not be able to move back. Please check the times of classes carefully against your timetable before you *Select*.

Once you've made another selection, a message appears confirming the change.

Your new timeslot will show as *Allocated*.

Making more adjustments

Checking units without an allocated activity

To check your units without an allocated activity:

1. Click the activities that have the *SELECT* allocation method.
2. Review the available timeslots.
3. Pick another timeslot and click **Select**.

Once you've selected a new timeslot, you'll see a message confirming the change. Your new timeslot will show as *Allocated*.

The screenshot shows the 'Allocate+' interface. On the left, there's a summary bar with 5 Allocated, 0 Pending, and 2 Not Allocated. Below is a list of activities under 'Enrolment'. The activity 'MCD2090_DO_S1_DAY MACROECONOMICS' is selected, and its 'Tutorial (SELECT)' option is highlighted with a red box. On the right, a message box says 'You're not allocated.' Below that is a table of available timeslots. The 'Select' button for the 04 slot is highlighted with a red box.

Activity	Day	Time	Campus	Location
Full	01	Wed 14:00	DO	DO_750Collins/!
Full	02	Tue 09:00	DO	DO_750Collins/!
Full	03	Tue 15:00	DO	DO_750Collins/!
Select	04	Mon 11:30	DO	DO_750Collins/!

Removing yourself from an activity

If you're allocated to an activity and you click **Select** on another activity, the system will automatically remove you from the first activity.

If you Select another activity then decide that you prefer your previous timetable, you may not be able to go back, as classes are sometimes already full.

If you have done this by mistake and cannot reallocate yourself, email timetable@monashcollege.edu.au including your Student ID and the activity you switched from. Note, it will not always be possible for us to reallocate you.

Review and monitor your timetable

Once you've made your changes, it's a good idea to **review your timetable again** to make sure you're happy with it. If you have any issues, see [Fix Timetable Problems and other Questions](#).

Make sure you monitor your student email and Allocate+ throughout the adjustment period, as there may be changes to unit activities if classes open/close. If an activity is cancelled, you will be added to another available timeslot.

At the end of the adjustment period, you won't be able to make any further changes. The timetable will remain in READ ONLY mode.