

INSTRUCTION SHEET



BE WHAT YOU WANT TO BE
cqu.edu.au

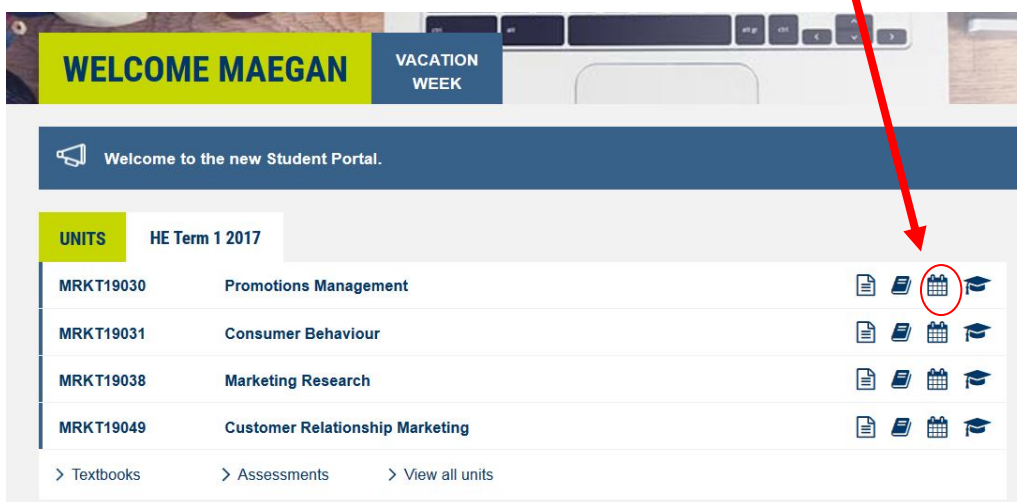
Registering for classes in My Timetable

My Timetable allows students to create and view their personal timetable from [MyCQU](#).

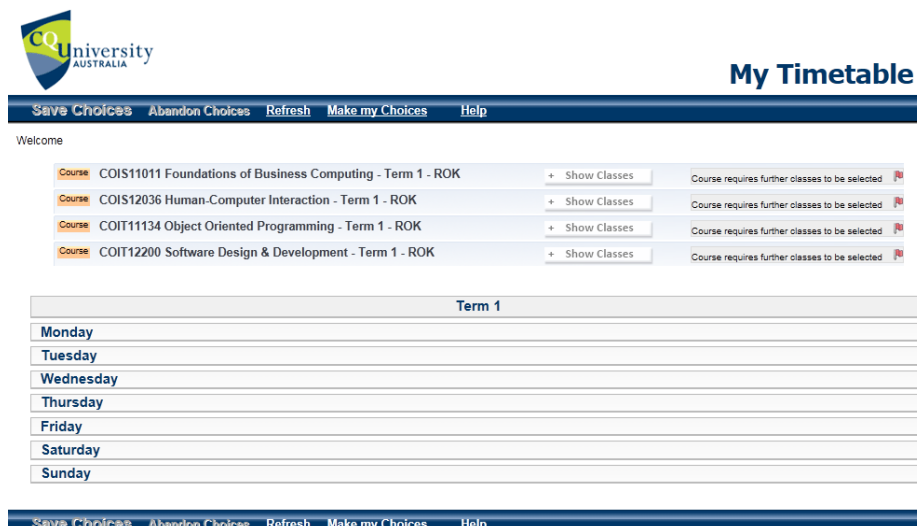
This system is available to on-campus students, and mixed-mode students who are required to register for residential schools.

To complete your timetable you must first enrol in your unit/s. For assistance with enrolling in your unit/s please refer to the [Enrol in MyCentre](#).

Once you have enrolled in unit/s you must access the 'My Timetable' option from [MyCQU](#). My Timetable is available from the homepage of [MyCQU Student Portal](#).



Welcome to My Timetable!



Each unit you have enrolled into will appear. If your unit/s do not appear hit 'Refresh'. If your unit/s still do not appear you may not have completed your enrolment and should return to [MyCentre](#) to check.

Selecting your Classes



Quick Question: What is a Class?

A class is a scheduled session, usually a lecture, tutorial or workshop, within a unit. A unit can have multiple classes and this is why you need to nominate in My Timetable!

If the system displays a 'Unit requires further classes to be selected' message with a red flag, you have two options.



My Timetable

[Save Choices](#) [Abandon Choices](#) [Refresh](#) [Make my Choices](#) [Help](#)

Welcome

Course	COIS11011 Foundations of Business Computing - Term 1 - ROK	+ Show Classes	Course requires further classes to be selected
Course	COIS12036 Human-Computer Interaction - Term 1 - ROK	+ Show Classes	Course requires further classes to be selected
Course	COIT11134 Object Oriented Programming - Term 1 - ROK	+ Show Classes	Course requires further classes to be selected
Course	COIT12200 Software Design & Development - Term 1 - ROK	+ Show Classes	Course requires further classes to be selected

Option 1 – Let the system select classes for you

If you would like the system to automatically select classes for you, please select the 'Make My Choices' option in the top navigation bar. The system will proceed to a 'Complete My Timetable' page.



My Timetable

Complete My Timetable

Please review the choices the system has made for you. If you do not wish to make any changes, select 'Save Choices'. You must select 'Save Choices' to complete your timetable.

[Continue](#)

Hit 'Continue' and review your classes, then select the 'Save Choices' button available at the top and bottom of the screen.

You MUST select 'Save Choices' to complete your timetable.

Your choices have been saved

[Make further changes to your choices](#)

Your timetable will then appear on the page and will also be emailed to your CQUni Student Email Account, as will any subsequent changes that occur to the timetable. In addition to the email, your timetable will also be available in MyCQU at <http://sportal.cqu.edu.au> > **View My Timetable.**

Option 2 – Choose your own classes

If you would like to manually select your preferences please click on the ‘Show Classes’ button.



My Timetable

Save Choices Abandon Choices Refresh Make my Choices Help

Welcome

Course	COIS11011 Foundations of Business Computing - Term 1 - ROK	Show Classes	Course requires further classes to be selected
Course	COIS12036 Human-Computer Interaction - Term 1 - ROK	+ Show Classes	Course requires further classes to be selected
Course	COIT11134 Object Oriented Programming - Term 1 - ROK	+ Show Classes	Course requires further classes to be selected
Course	COIT12200 Software Design & Development - Term 1 - ROK	+ Show Classes	Course requires further classes to be selected

Once you have selected ‘Show Classes’ the classes themselves will appear, e.g. **COIS20008 – T1 – SYD – Lec A.**

<input checked="" type="checkbox"/>	Course Component	COIS20008 - T1 - SYD - Lec - A	+ Show Classes	Further choices required
<input checked="" type="checkbox"/>	Course Component	COIS20008 - T1 - SYD - Tut - A		Course requires further classes to be selected
- Hide Classes				
<input type="radio"/>	Class	COIS20008 - T1 - SYD - Tut A/1	- Hide Classes	
● Class Details				
Seats Left (28)				
Day and Time: Monday 14:00 - 16:00				
Weeks: 1-5, 6-12				
Location: SYD~Lab 8.09				
Staff:				
Comments:				
<input type="radio"/>	Class	COIS20008 - T1 - SYD - Tut A/2	- Hide Classes	
● Class Details				
Seats Left (28)				
Day and Time: Monday 16:00 - 18:00				
Weeks: 1-5, 6-12				
Location: SYD~Lab 5.09				
Staff:				
Comments:				

When all choices have been made, click the ‘Save Choices’ button available at the top and bottom of the screen. **You MUST select ‘Save Choices’ to complete your timetable.**



Quick Question: What if I only have one class available for my unit/s?

In some instances there will be no options available to select. In other words, only one class is available, so you do not need to make a choice. You **MUST** still follow this process – either select ‘Make My Choices’ and let the system chose for you, or manually select each class.

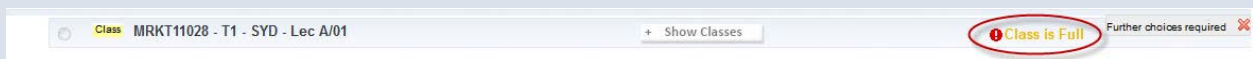
Remember you MUST select ‘Save Choices’ to complete your timetable.

Your timetable will then appear on the page and will also be emailed to your CQUni Student Email Account, as will any subsequent changes that occur to the timetable. In addition to the email, your timetable will also be available in MyCQU at <http://sportal.cqu.edu.au> > **View My Timetable.**

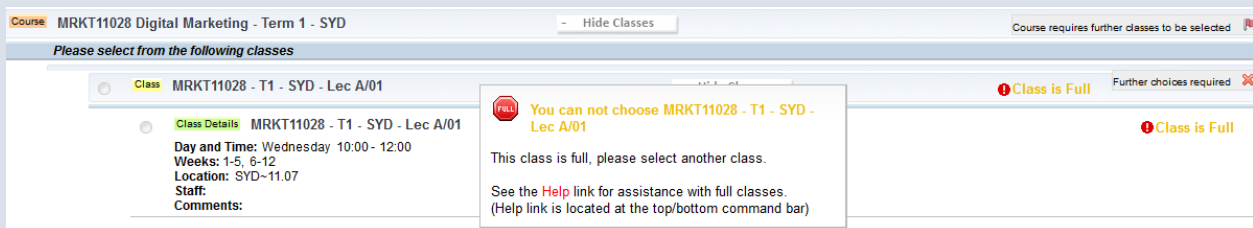


Quick Question: Why isn't my timetable saving?

In most cases the reason your timetable will not save is because you have either a ‘**Class Clash**’ or ‘**Class is Full**’ error message.

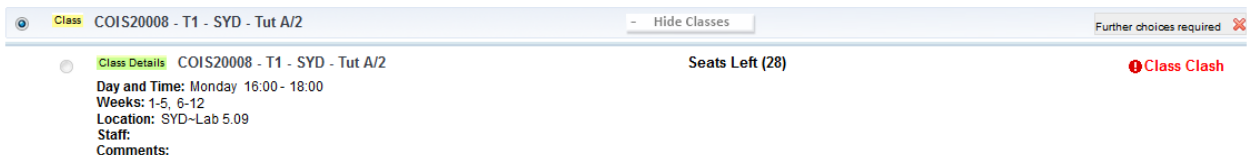


Selecting the error message will provide you with more details.



See the next section for advice.

Error Messages



If you are receiving a ‘Class Clash’ error message you should firstly check if you have other classes available to choose from in My Timetable. If so, try selecting a class that does not clash with your other classes.

If you do not have other classes available, you should check if this unit is a core unit in your course by visiting the CQUni Handbook. If it is not a core unit, you should drop the unit and

either re-enrol by distance education (if available) or enrol in a different elective. If you need help choosing an elective please contact your [Student Advisor \(spc@cqu.edu.au\)](mailto:spc@cqu.edu.au).

If you receive a 'Class Clash' error message for two or more of your core units please submit the [Timetabling Enquiry eForm](#) and our staff will assist you.



Quick Question: What is the difference between a core unit and an elective?

A core unit is listed in the [CQUni Handbook](#) as being a compulsory component of your course and generally cannot be substituted by another unit.

An elective is a unit that you may include in your course but is not compulsory for the completion of that course and can be substituted for another unit.



If the system displays a 'Class is Full' error message, the class you have selected has no further seats available. If you have multiple options, try selecting another class. If you do not have other options please submit the [Timetabling Enquiry eForm](#) and our staff will assist you.

If a class is full and it is necessary for you to attend that particular class, you will be required to provide evidence as to why you need to be placed in this particular class.

As the University is required to conform to Environmental Health and Safety regulations by not having overcrowded classes, students are generally unable to move into classes that are already full in order to:

- avoid inconvenient timeslots,
- attend classes with friends, or
- avoid coming to University for a single class on a given day.

1. Changing My Timetable

Once you have completed the timetable process you have until the **Last Day to Add Units** to change your class schedule, if multiple classes are available for your unit/s. To do this, click on the 'Set My Timetable' option within **MyCQU**.

The timetables you have previously selected for this term will appear. To change your preference, click 'Show Classes' and select your new schedule.

When you have completed the process and clicked '**Save Choices**', your new timetable will appear on the page. Your new timetable will also be emailed to your CQUni Student Email Account, as will any subsequent changes that occur to the timetable. In addition to the email, your timetable will also be available in MyCQU at <http://portal.cqu.edu.au> > **View My Timetable**.

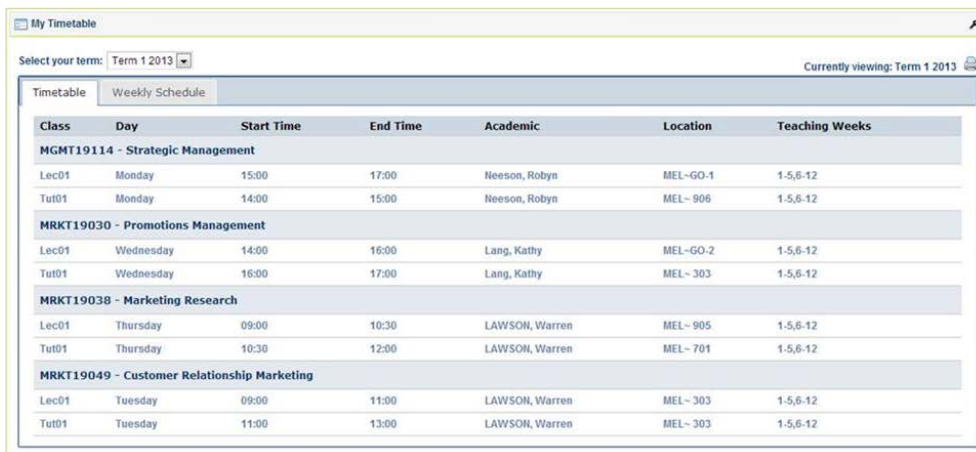
2. Dropping units

A nightly process is run that automatically removes any dropped unit from your timetable. No email will be sent as a result of this process. If you would like to see the change sooner you should visit 'Set My Timetable' from [MyCQU](#) and select 'refresh'.

Students are able to drop units without penalties until the Census date each term. Academic and financial penalties apply to any student who withdraws after Census date. Students with special circumstances surrounding their withdrawal may apply for withdrawal without penalty. To determine what constitutes a special circumstance and the process that must be followed please visit the [Withdrawal Without Penalty Guidelines and Forms](#).

3. Interpreting your timetable

Your timetable lists the classes you have selected for each lecture, tutorial or workshop required for that unit. The time, location, and weeks will also be listed. You may have a different time and location for different weeks throughout your unit so be sure to read your timetable carefully.



Class	Day	Start Time	End Time	Academic	Location	Teaching Weeks
MGMT19114 - Strategic Management						
Lec01	Monday	15:00	17:00	Neeson, Robyn	MEL-GO-1	1-5,6-12
Tut01	Monday	14:00	15:00	Neeson, Robyn	MEL-906	1-5,6-12
MRKT19030 - Promotions Management						
Lec01	Wednesday	14:00	16:00	Lang, Kathy	MEL-GO-2	1-5,6-12
Tut01	Wednesday	16:00	17:00	Lang, Kathy	MEL-303	1-5,6-12
MRKT19038 - Marketing Research						
Lec01	Thursday	09:00	10:30	LAWSON, Warren	MEL-905	1-5,6-12
Tut01	Thursday	10:30	12:00	LAWSON, Warren	MEL-701	1-5,6-12
MRKT19049 - Customer Relationship Marketing						
Lec01	Tuesday	09:00	11:00	LAWSON, Warren	MEL-303	1-5,6-12
Tut01	Tuesday	11:00	13:00	LAWSON, Warren	MEL-303	1-5,6-12

A location displayed as ROK 19/G.14 indicates that your class is held at Rockhampton campus in Building 19, Ground Floor, Room 14.

Monday	
10:00-12:00	COIS12036 - T1 - ROK - Lec A/01 Weeks 1-5, 6-12 ROK-19/G.14 Access Grid
12:00-14:00	COIS12036 - T1 - ROK - Lab A/01 Weeks 1-5, 6-12 ROK-34/1.17
19:00-20:00	COIT12200 - T1 - ROK - Tut A/01 Weeks 1-5, 6-12 ROK-18/G.25 (Lab 2)

4. Still have questions? Try our My Timetable Frequently Asked Questions!

Please click here to access the [My Timetable FAQs](#).