

TUTORIAL ALLOCATION (ALLO8)

SEMESTER 2, 2009 SIGN-UP INSTRUCTIONS

The tutorial system used in the School of Languages and Linguistics is called ALLO8. ALLO8 provisionally allocates students to both lectures and tutorials. This system must be used to determine your subject's lecture and tutorial times.

How does ALLO8 work?

ALLO8 does not require you to lodge preferences, but primarily allocates classes based on a 'what best fits' model that takes into consideration a student's lectures and tutorials. ALLO8 will provide you with a clash free timetable (unless this is not possible) that you can amend if there are alternatives available to you.

You will be able to view your timetable on **Wednesday 15th July 2009**. You may edit your own timetable from **Thursday 16th July 2009**. Any computer with internet access can be used to do this so you are not required to attend campus.

Please note that you will need to have confirmed your enrolment in order to access this allocation process. If you have any queries about confirming your enrolment please contact the Arts and Music Student Centre.

How do I access my timetable on ALLO8?

Go to: <http://sis.unimelb.edu.au/cgi-bin/scitt.pl>

When making changes to your timetable on ALLO8 please ensure that you follow the prompts. If you have difficulty viewing your timetable it may be because you have a timetable clash. Please follow the instructions you are given on ALLO8 and contact the appropriate administrator as advised below.

Please note that Alloc8 does not show 15 minutes past the hour starting times (i.e. if your class starts at 14:15 Alloc8 shows only 14:00).

How do I access my timetable for subjects not on Alloc8?

If you have enrolled in subjects offered by the Departments or Faculties not on Alloc8, you should contact the relevant Faculty or Department to sign up for classes.

For general timetable information go to the Student Information System (SIS) at: <http://sis.unimelb.edu.au/cgi-bin/subjects.pl>

What if I change my subjects after ALLO8 has opened?

If you change your subjects online, you will have to go back to ALLO8 for an updated timetable. Please note that the ALLO8 timetable will not refresh the same day that a subject change is submitted online via SIS, as subject changes require an overnight lapse before they can be approved by your home Faculty. ALLO8 is updated every hour or so.

What should I do if I have problems with my timetable?

You use the EDIT function on ALLO8 in the first instance. Sometimes this may not be successful if the class is full or if you have a clash.

If you are unable to resolve your timetable issue on your own, please e-mail Wendy Yap (yapw@unimelb.edu.au) and clearly outline your ALLO8 issue. Alternatively, School of Languages and Linguistics staff in Room 601 of the Arts Centre Building will be available to help with your timetable.

IMPORTANT: Please note that casual work commitments or preference for a certain class are not considered a valid reasons for allocation changes.

Do I have to attend all lectures/tutorials?

Once you have enrolled you are expected to attend all classes (lectures, tutorials, language labs, practical work etc.), and submit all set assessments. Many subjects have assessed tutorial attendance and if you do not meet this requirement, you may be excluded from examinations in the subject concerned. It is important, therefore, to keep informed of the requirements of each subject you undertake. Make sure that you obtain all subject guidelines issued by subject coordinators in class.