This short tutorial is designed to help you design your timetable, plan tutorials and enroll into tutorial through OASIS and hopefully ease any anxiety you might have around this process.

We will cover three main points:

1. Working out your timetable
2. Enrolling
3. Where you can go if you have trouble with your timetable or OASIS

It is important to remember that you don’t need to enroll into your lectures – you already did this when you attended your enrolment day with the Faculty – but you do need to enroll into your tutorials.

 The first website to go, and the most important for you, is the Current students website.

*(navigate to* [*www.latrobe.edu.au/students*](http://www.latrobe.edu.au/currentstudents)*)* The easiest way is to simply put a forward slash after the main Latrobe URL and type students *(demonstrate)*

You can also access it from the main La Trobe webpage by clicking on ‘Current Students’.

*(demonstrate)*

This is where most information and resources for you is stored – for example student email, LMS, exam information and links to forms. This is also where you will find the links to the Unit Data base and Official University timetable.

When working out your timetable you first need to know how often you need to go to class.

The UDB contains a lot of information about subjects to help you.

(*click on Subject search)*

 In this example I am using a first year Business subject – Management Information Systems.

(*type in code: BUS1MIS)*

You can refine the search further if you like, for example year level, semester of offering (teaching period) or the location (campus it’s running).

Hit ‘find’

*(hit ‘find’)*

And select the relevant subject if your search has returned multiple subjects.

Here you will see, along with other information, the subject Class Requirements. For this example I will look at Bundoora and you can see that you are required to attend one 2-hour lecture and one 2-hour Lab class.

Now that we have that information we can start to create our timetable.

We then need to check when the classes will be running.

The easiest way is to go back to the current students site and click on ‘Timetabling’.

(*demonstrate*)

Select 2013 Timetable Search, then select your campus – in this case we are looking at Bundoora (also referred to as Melbourne Campus), so we leave it on ‘Melbourne’. Type in your subject codes (you can do more than one if you want).

(*Demonstrate)*

We can refine the search by clicking ‘Advanced Search Options’ and selecting semester 2, but I wont this time.

Click ‘Search Timetable’

Remembering that you need to attend one 2-hour lecture and one 2-hour Lab class for this subject we can see that there is one lecture on Thursday at 10am for 2 hours in the Agora cinema and many lab classes to chose from.

If you look quickly at the semester 1 offering you will see that there were two lectures offered and they have a code ALT in the notes. This means that the lectures are “Alternatives” and that you can chose which you go to.

Now that you know how many classes you need to go to and when they are running, you can plot it onto a spreadsheet.

We know that most lectures (unless there are alternatives offered) are set, you don’t get a choice, so they are the logical starting point. Put your lectures into your spread sheet so you know what you need to work around.

(*animation 1)*

I’ve put in a few examples.

We know that the BUS1MIS lecture is at 10am for 2 hours on Thursdays.

(*animation 2*)

Next you need to plot your tutorials. There is a tutorial run for BUS1MIS on Tuesdays at 3pm.

(*animation 3*)

But this would clash with another class, so we need to pick a different time.

(*animation 4 and 5*)

So make sure you do not chose tutorials that clash with another class and remember that ALT means that there are alternative lectures offered and you can chose which fits in best with your timetable.

It is also important to have a back up plan. Sometimes the really popular tutorial times will fill quickly and you might not get your first choice, so it’s a good idea to have a ‘plan B’

(*animation 1*)

Just make sure the back up plan fits with your other tutorials and lecture times.

Now that you have your plan A and plan B for your tutorials you are ready to log into OASIS.

Again you can access this via a link on the Current Students site.

(*demonstrate – go to current students site and click on Tutorial Enrolment – OASIS, Bundoora, and Student*)

You can log in using your student username and password if you have received your Statement of Account and have those details. If you have enrolled recently and have not yet received your statement of account you should have received a temporary username and password when you enrolled.

Using those details log in to OASIS.

(*demonstrate*)

Click ‘Select Class’ and then you can chose your Organisational Unit. Unfortunately for our purposes and as you can see on the list below, Business does not open until 6pm on Thursday so they are not yet visible. For this example we will just look at Computer sciences as an example. Hit submit.

This is where you select your subject.

Again, submit.

Finally you can chose your tutorial time.

And submit.

You will get a message saying you have been successfully registered for the class. You can then go back to the student menu and view your timetable.

If you want to change your tutorial you simply click ‘unselect class’ and go through the steps again:

Select your organisational unit, select your class then the tutorial you wish to remove and submit. You can then go back and add another time in the same way we added the first tutorial.

You can repeat that for all the subjects you need to.

Easy.

If you do have problems there is online help through the HELP tab at the top

(*demonstrate*)

They have help on specific issues and also Frequently asked questions.

(*back to power point*)

You can also get help through Student IT support either by phone or email. You can also complete an online request for support through their website.

Good luck with your tutorial enrolments, enjoy orientation and best of luck with your first year at La Trobe University.