INTRODUCTION
The On Line Class Registration System (OLCR) allocates students to classes with alternative timeslots while aiming to produce clash free timetables. In order for this to happen units need to be activated on the system. There is a manual for both students and staff. Log on is required to enter the site at https://server1.olcr.uwa.edu.au or https://server2.olcr.uwa.edu.au

This document sets out the FLPS policy to standardise the various choices available within the system, and makes some suggestions to maximize the potential benefit.

When setting up units you also need to consider how you are going to manage the allocation afterwards. While the system manages most allocations well, it takes no account of units not using this allocation system, or personal commitments if the students have not entered preferences. This will cause some students to need to adjust their allocations.

While there are a number of options for Schools in the way they implement OLCR, if we make a concerted effort to have consistency across the faculty we should get better results and happier students. The student experience is currently a big push both at the executive and faculty level. The following policy was presented and approved by the Faculty Executive in December, 05.

Thanks to Craig Clark in Psychology for his help in preparing this document.

The Blue options throughout this unit reflect the LPS policy

1 OPTIONS FOR ALLOCATIONS – WHICH UNITS?
There are 3 options to manage which units are included.

ALL units taught in LPS should be activated regardless of whether or not they require an allocation.

<table>
<thead>
<tr>
<th>Option</th>
<th>Allocation</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don’t activate unit on the system</td>
<td>OLCR doesn’t know about the unit. No allocation is made for this unit, and its timetabled slots are considered “open” by OLCR when enrolled students are allocated to groups in other units.</td>
<td>Can be considerable administrative overhead as schools not using OLCR are responsible for fixing clashes with units activated within OLCR.</td>
</tr>
</tbody>
</table>
## Option n t Allocatio Resul

Activate only units requiring an allocation ie has alternative timeslots or repeat events.

Allocations are made using only the relevant data for activated units. Non-activated units are ignored completely.

Lower administrative overhead but clashes may still occur with timeslots in non-activated units.

### Activate all units including those with no alternative timeslots

Even when there are no alternative timeslots for the activities for a unit (e.g. a single lecture), the unit needs to be activated so that the program can take account of these activities when allocating spaces in other units.

Clashes between units are minimized. Enhances the overall outcomes for all students and staff.

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**2 OPTIONS FOR ALLOCATIONS – WHICH STUDENTS?**

There are 2 different options to manage which students get an allocation.

Units from FLPS should be set up for the maximum number of students to receive an allocation. We should include all students enrolled in the unit regardless of whether or not they enter allocation preferences.

First year students received some information at enrolment about the OLCR system but it wouldn’t hurt to provide information to reception staff and put a notice and link on the front page of unit websites or in Web CT. – see Notices for Websites - as student preferences for the 1st allocation need to be completed by midweek of the week before semester begins.

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>Only allocating students with a preference</td>
<td>Leaves spaces in classes to allow for movement and the students who didn’t bother to enter preferences can add themselves where vacancies exist.</td>
<td>Good result for students who entered preferences and difficult timetables for those who didn’t. Will increase admin load to add the remaining students who can’t manage a clash free allocation.</td>
</tr>
<tr>
<td>Allocating all students, with and without preferences</td>
<td>Requires attention to class sizes before and after the allocation to make useful spaces available for post allocation movements either</td>
<td>All students allocated, more equitable. Workable timetables but sometimes not much opportunity for adjustments. Late</td>
</tr>
</tbody>
</table>
by students or admin staff. enrolments may need to be added by admin staff.

One issue here is that some students with a current enrolment or change of enrolment may be missed, depending on the time of updates to Callista and the time of the download. Arrangements will need to be made for students who didn’t get an allocation.

3 OPTIONS FOR STUDENT PREFERENCES
There are 2 different options to manage student preferences. Students should be encouraged to make preferences with notices on websites and in WEbCT etc.

<table>
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</tr>
</thead>
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<tr>
<td>Not allowing students to enter preferences</td>
<td>Students are unable to avoid times of units not on the system, or to avoid clashes with personal commitments</td>
<td>Clashes with non activated units and personal commitments. Students unhappy and admin workload increased.</td>
</tr>
<tr>
<td>Encourage student preferences</td>
<td>Students are given the opportunity to avoid times of units not on the system, and/or to avoid personal commitments</td>
<td>Less clashes to fix later and happier students and staff.</td>
</tr>
</tbody>
</table>

4 OPTIONS FOR MANAGING CHANGES TO ALLOCATIONS
There are at least 6 ways to add flexibility and allow changes to allocations once they are made.

You should talk to previous users of the system to find out what they did, and what effect it had.

In order for the students to be able to change their allocations there needs to be vacant places for them to move into. This means that class sizes need to be actively managed and possibly adjusted straight after the allocation is made.

Places can be added afterwards by increasing the class size of some or all events, or opening timetabled classes that had a class size of 0 before the allocation. Alternatively you may choose to offer more places than required to start with and rationalize the classes after allocation, being careful to check that everyone actually has an alternative time that can attend.

Psychology students are required to complete a form if the student cannot manage an appropriate change to their timetable. A copy of the form is at the end of this document. Other schools are welcome to use this form as is or modified.

Follow at least the blue options below and preferably the green options too.
<table>
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<tr>
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<tbody>
<tr>
<td>Only allocating students with a preference</td>
<td>Leaves spaces in classes to allow for movement and the students who didn’t bother to enter preferences can add themselves where vacancies exist.</td>
<td>Good result for students who entered preferences and difficult timetables for those who didn’t. Requires more admin time to solve the difficult problems. Students learn to allocate preferences in the future.</td>
</tr>
<tr>
<td>Set the class sizes to give more spaces than required by student numbers.</td>
<td>Ensure that there will be extra spaces to allow some movement. Extra spaces will probably finish up in non-preferred times. No minimum class size can be set.</td>
<td>May finish up with uneven classes or more classes than needed. Some management may be required after the allocation to even groups or shut classes and reallocate students.</td>
</tr>
<tr>
<td>What about official lunch times?</td>
<td>Don’t allocate students to classes in formal lunch time on Tuesday and Friday. Open these classes after the allocation. Students can’t be allocated to these times and must opt in.</td>
<td>Complies with the rules, and can add flexibility. Class sizes can be adjusted down so that as students move out into newly opened classes even class sizes can be maintained</td>
</tr>
<tr>
<td>Add extra places in classes after allocation</td>
<td>Increase the number of places in classes straight after allocation to allow some extra movement.  .</td>
<td>Good if extra places can be in preferred times, OK if non-preferred spaces. Requires checking for major clashes so extra spaces are provided at useful times, even if not “preferred times”</td>
</tr>
<tr>
<td>Be prepared to increase class sizes manually if required</td>
<td>Reserve some “extra places” during the initial set up to use for late enrolments or students who can’t solve clashes for themselves due to lack of space in required classes.</td>
<td>Being prepared in advance helps admin staff solve the problems. What is the ACTUAL class size limit?</td>
</tr>
<tr>
<td>Manage required changes that students are unable to make by taking requests on paper.</td>
<td>Ensure students make changes themselves if at all possible. For those students with clashes that they can’t solve – no space left in required classes - manage changes manually by considering requests.</td>
<td>IF the clashes are with units not on OLCR those unit coordinators are responsible for solving the problems. The paper process is equitable and transparent for managing clashes between units on OLCR.</td>
</tr>
</tbody>
</table>
5 TIMING OF ALLOCATIONS
The allocation process has now been reduced to a single event before semester starts. You can arrange for a special allocation if there are units that run out of the standard semester period.

Late enrolments may need to be added manually by staff to obtain the best fit for everyone, depending on student numbers and the number of spaces at different times that are available.

6 OPTIONS FOR CLOSING CLASS LISTS AND STOPPING CHANGES
There are 6 options for timing of allowed changes after allocations are made.

Students must be given sufficient opportunity to vary their allocation and solve clashes. The process is not foolproof. There will be some clashes to solve and others that are unsolvable and have to be lived with, eg 2 co-timetabled lectures.

Units in FLPS should enable changes until at least the beginning of week two.

By allowing students to make the changes admin staff involvement and time commitment is reduced. This works best with competent management of class sizes, review of the number of students with clashes, and determining the movement trends and responding to them.

Managing the changing classes in week one and two may require some flexibility in class size, and/or notes from admin staff to be produced for attendance at “non-allocated” times.

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<thead>
<tr>
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<tr>
<td>Allow no changes</td>
<td>Changes are limited to requests to admin staff</td>
<td>Time intensive for staff, and not the best results, but retains absolute control of class sizes and allocations. May antagonise other unit coordinators who have to accommodate all the required changes.</td>
</tr>
<tr>
<td>Stopping changes before semester starts or after the 1st lecture.</td>
<td>By closing changes early, students can make no adjustment for units that start labs and tutes in week 2, or are not included in the allocation.</td>
<td>Admin workload is increased and flexibility for the students to make their own changes is reduced.</td>
</tr>
<tr>
<td>Stopping changes at the beginning of week 2 (Not end of week 1).</td>
<td>5 + days have elapsed for changes to be made</td>
<td>Run week one classes with draft allocations and make final allocations at the beginning of week 2. Not all students will have</td>
</tr>
</tbody>
</table>
Managed to make desired changes.

<table>
<thead>
<tr>
<th>Stopping changes at the end of week 2</th>
<th>Sufficient time has elapsed for changes to be made and classes to have settled.</th>
<th>Draft allocations allow classes to be run in week 1 and 2 and be finalized for the remainder of semester with workable timetables.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaving changes open.</td>
<td>Absolute flexibility</td>
<td>More difficult to manage</td>
</tr>
</tbody>
</table>

7 NOTICES FOR WEB SITES
Before the Allocation

Places in alternative lectures, tutorials and laboratory events for units run by the Faculty of Life & Physical Sciences will be allocated using the OLCR program on Thursday before the start of semester. You can put in preferences to assist the allocation. You are requested to design 2 or 3 draft timetables first. Some classes are extremely popular and you will find you need to make preferences for unpopular times as well as those highly desirable ones.

The system is open for preferences for Life & Physical Sciences units a couple of weeks before semester and closes midway through the week before semester starts. Check on the OLCR website for dates. Don’t leave it to the last minute or you may not have the opportunity to log on the system as it is very busy towards the end of this period.

You should enter preferences for all available units. Some units run by other faculties may be unavailable for allocation. Check again later in the preference period for availability.

There is a link to “Student Allocations (Students)” on the Timetable home page. www.timetable.uwa.edu.au

After the allocation

Class allocations are available for viewing and changing. BEFORE YOU MAKE ANY CHANGES check to see that all of your units have been allocated.

Check if there are any problems in your timetable? The system will record who made any changes so try to avoid creating clashes, and concentrate on solving them.

You may change your allocations ONLY IF THERE IS A SPACE TO MOVE INTO, but check that any changes will not clash with your other classes before you do anything.
If you cannot manage the required changes because there are no places in the required classes please come to the student office and complete a form. Your request will be assessed and your request may or may not be granted.

There is a link to “Student Allocations (Students)” on the Timetable home page. www.timetable.uwa.edu.au

8 REVIEW
Record any difficulties, or wins to share with others later in semester when we review the process.

Thanks to Craig Clark in Psychology for his input and provision of documents.
Application for Change of OLCR Lab/Tute/Seminar Group Allocation

Do not submit this form unless you have first accessed the OLCR system at http://www.olcr.uwa.edu.au and attempted to add yourself to a group. This feature usually remains available for the four to five weeks after allocation through to the end of the withdrawals period. Spaces open up throughout this period as students withdraw or transfer.

This form must be submitted in hardcopy to the appropriate School General Office. Notification will be via your student email account.

- Unit Name and Code
- Your Name: ___________________ Your Student No.: _____________________
- Your Daytime Phone Number: ___________________
- Your OLCR Group Allocation (refer to the attached group listings)
  - OLCR did not allocate me to a group
  - Group Number: ____  (day) ______ (start) _____ (finish) _____
- I cannot attend my allocated group because;
  - no group was allocated by OLCR
  - it clashes with a lecture in Subject ______________ Unit ______________
  - it clashes with another lab, tutorial or seminar that was allocated by OLCR*. 
    *Note that clashes with groups not allocated by OLCR must be resolved by the School responsible.
  - it clashes with a work, sporting, family or other commitment that I cannot reschedule or forego without serious hardship. 
    You must provide a written explanation below or present this form directly to the appropriate Unit Coordinator for approval and signature.
  - Other. Do not submit this form. Try to reallocate yourself within OLCR.

- List up to eight of the Group Numbers of lab/tute/seminar groups in this unit from your most to least preferred (refer to the attached listing).
  - If you are not available for at least half of the groups on offer for this unit (up to a maximum of eight), then you must provide a written explanation of your conflicting commitments below or present this form personally to the appropriate Unit Coordinator for approval and signature.
    (1)_____ (2)_____ (3)_____ (4)_____ (5)_____ (6)_____ (7)_____ (8)_____
- If you were asked to provide a written explanation above then write it here;
  _____________________________________________________________________
  _____________________________________________________________________
  _____________________________________________________________________
  _____________________________________________________________________
  _____________________________________________________________________
  _____________________________________________________________________
  _____________________________________________________________________
  _____________________________________________________________________

Office Use Only: Application requires approval of Unit Coordinator: □ Yes □ No

Unit Coordinator or Designated Officer Use Only
Group overload is approved for this student: □ Yes □ No
Name: _______________ Signature: _______________ Date: ____________

Please return this form to the General Office ASAP

Office Use Only
□ Added to OLCR Group Number: ______  OR  □ No Action Taken
□ Student advised by (Initials) ___________ Date: ____________