

Student Timetable Allocation and Registration (STAR)

www.deakin.edu.au

What happens if I vary my enrolment?

If you enrol in additional units while *Preference Entry* mode is open, you will need to login to STAR again and enter preferences for your newly enrolled units.

If you enrol in additional units during *Allocation Adjustment* mode you will need to login to STAR and register based on remaining available timeslots.

If you withdraw from a unit you will be automatically withdrawn from all classes associated with that unit of study.

What happens if my class details change?

- > If a class has a change of venue, existing preferences or allocations will not be affected.
- > If a class has a change of time during *Preference Entry* mode, your preference will become invalid and alternatively look at your next preference.
- > Any change of time or day will cause you to be de-allocated from your class.

When can you access STAR?

Details of opening dates and timelines can be viewed at www.deakin.edu.au/star/

Further information

More information including detailed instructions, video tutorials and Frequently Asked Questions can be viewed at www.deakin.edu.au/star/

Further assistance

Customer Service/Help Line

- > Melbourne 03 9244 6333
- > Geelong 03 5227 2333
- > Warrnambool 03 5563 3333

Email enquire@deakin.edu.au

What is STAR?

Student Timetable Allocation and Registration (STAR) is Deakin's personalised timetabling system that allows students enrolled in on-campus units to register online for classes including lectures, tutorials, practicals, seminars etc.

Allocations are determined based on student's individual preferences.

How do I access STAR?

1. Log on to StudentConnect at:
www.deakin.edu.au/studentconnect/
2. From the side menu select STAR.
3. Enter your username and password. If you have not previously set up your password, please visit <http://ums.deakin.edu.au/AccountStatus/> to create your account.

Note: Allow at least 2 hours for your account to become active.

(If you have forgotten your username or password or want to change your password log on to www.deakin.edu.au/password/)

It is advisable that students have a good understanding of their scheduled classes for the teaching period before accessing STAR. The provisional timetable can be viewed at: www.deakin.edu.au/timetable/.

Students should check each unit's requirements to ensure that there are no mandatory activities that clash. STAR will not allocate you to two classes that are held at the same time. In the situation where you do have classes that clash it is recommended that you consult your Unit Chair to discuss possible alternative arrangements.

How does STAR work?

STAR will first open in *Preference Entry* mode. Students can browse times for all available classes and enter individual preferences for the times they would like to attend. Refer to the STAR website www.deakin.edu.au/star/ to find out when *Preference Entry* opens.

When *Preference Entry* mode closes, preferences are collated and randomly sorted ensuring that students have an equal chance of being allocated to their preferred timeslots.

STAR will then re-open in *Allocation Adjustment* mode where your clash free timetable can be viewed. During *Allocation Adjustment* mode students who have entered preferences and have not been allocated to a class as a result of timetable changes, clashes or classes being filled will have the opportunity to pick from remaining available timeslots. Students who have not entered any preferences will also have the opportunity to select times from those available.

Any changes made during *Allocation Adjustment* mode are instantaneous.

Entering preferences on STAR (Preference Entry mode)

1. After logging into STAR a list of your enrolled units and their associated classes will be displayed in the left-hand side menu (refer to number 1 in image below).

The screenshot shows the STAR interface. On the left, a list of units is shown, with a circled '1' next to the first unit. The main area displays a grid of available timeslots for a selected unit, with a circled '2' next to a specific time slot. A 'Submit Preferences' button is visible, with a circled '3' next to it.

2. Select the first class from the list and key in your preferences for the timeslots available. You must enter at least four preferences (if available) (refer to number 2 in image above). For sectioned units you will be required to enter a minimum of 10 preferences (if available). Classes where there is only one option available will be automatically allocated. These classes will display '(Auto Allocated)' beside them.

(Note: The % next to each time indicates its current popularity.)

3. Once you have entered your preferences, click on the 'Submit Preferences' button (refer to number 3 in image). A confirmation message will appear to indicate acceptance of your preferences.
4. Repeat this process for all classes in each of your enrolled units.
5. Once all preferences have been entered click on the 'My Preferences' link to view a summary of your preference selections.

(Note: Preferences can be changed at any stage while the Preference Entry window is open.)

Viewing and changing allocations (Allocation Adjustment mode)

1. Login to STAR and select the 'My Timetable' link from the top of the screen.
2. Your personal timetable will automatically be displayed in grid format. To view your timetable in a list format click on 'Show as list' link.

(Note: If you are not happy with your assigned allocation or have not been allocated to a class, you may vary your timeslot from the available options.)

3. To change your allocation click on the relevant class in the left-hand side menu to view the list of all available classes.
4. Classes that have places available will have a 'Pick Me' beside them.
5. Click on the 'Pick Me' link to select the class you would like to attend.

(Note: A confirmation message will appear indicating your change was successful.)

What happens if I don't register online for my classes?

At the close of *Allocation Adjustment* mode a forced sort will be run to assign any unallocated students to remaining available timeslots.