



Timetable Collection Guide

Welcome to timetable collection. Your timetable must be collected at the start of each term. The timetable collection dates for Term 2, 2020 are as below:

- **Certificate II in Business** - Your timetable will be sent to you via email
- **Certificate III or Certificate IV courses** - Please login between 9am Wednesday 15 April 2020 and 11:59pm Wednesday 29 April 2020
- **Diploma or Advanced Diploma courses** - Please login between 9am Tuesday 14 April 2020 and 11:59pm Wednesday 29 April 2020

Late penalties apply for timetables collected on/after Thursday 30 April 2020. Students who do not collect their timetable by 12 noon Friday 8 May 2020 (except for Certificate II in Business students by 12 noon Friday 24 April 2020) will have their enrolment cancelled and their Confirmation of Enrolment (COE) processed as non-commenced.

If you are a new student, you must complete online orientation, provide pending documents (if any), verify your USI, and pay any overdue payment before collecting your timetable.

Please follow the following steps to collect your timetable.

Step 1: Log into [Student Portal](#) with your username and password.

WELCOME TO APC'S ONLINE STUDENT PORTAL

Online payment is temporary unavailable on Student Portal. Please pay by Direct Deposit or if you wish to pay with Credit Card kindly visit Student Service Officers in one of our campuses. You can access our website at <http://www.apc.edu.au/applications/#how-to-pay> for more information.

APC is pleased to offer this facility for current students to create their own timetable online. Please login to create your timetable for the coming term.

Tips! Please note your fees must be paid for you to be able to access this system. You will also need your student number and password. If you are not sure of your password please use the 'retrieve password' facility. If you experience difficulty at any time please contact helpdesk@apc.edu.au.



We appreciate your feedback, please let us know how we can improve this facility.

By using this APC Student Portal you agree to the [Terms of Use](#).

Vote for the teacher/trainer of the month award [here](#)

Sign in with your APC Account

Username

Password

Remember me next time.

Forgot your password?

Enter your student ID

Click on recovery button to receive a password reminder via SMS.

Step 2: Go to My Timetable at the top of the page

Step 3: Add sessions to your timetable

The subjects have been pre-selected for you. Please click "Choose Regular class".

Available classes

2 Select subjects below and then click on Choose Class

3 Choose Regular Class

Subjects

6230	Business Planning (ONLINE) Contact School [NYC/Failed]	<input type="checkbox"/>	<input type="checkbox"/>
6200	Systematic WHS (ONLINE) {Recommended}	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6245	Advanced Resource Management (LECTURE) {Recommended}	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6250	Advanced HR Management (LECTURE) {Recommended}	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Compulsory Award/Mandatory School

Step 4: In the pop-up window, click "Add" to add sessions from each subject to your timetable.

Choose Timetable Class Sessions

Close Window [X]

Click on the magnifying glass to search each session/day/time.
You must select 2 face to face and 1 online subject(s)

Shift: <ANY> Campus: Virtual Learning Environment Week Days: <ANY> Search

Advanced HR Management (Hide Details)

Action	Session	Campus	Time	M	T	W	T	F	S	S	Room
Add (250 left) (250 left)	WHEEL068 week [1-4]	Virtual Learning Environment	19:00-21:00			<input checked="" type="checkbox"/>					Zoom 9: 678-849-109

Advanced Resource Management (Hide Details)

Action	Session	Campus	Time	M	T	W	T	F	S	S	Room
Add (250 left) (250 left)	WHEEL069 week [5-9]	Virtual Learning Environment	19:00-21:00			<input checked="" type="checkbox"/>					Zoom 9: 847-712-811
Full (0 left)	ADVRESMGT_ADIPLM_ONLINE week [1-9]	ONLINE									Online

Systematic WHS (Hide Details)

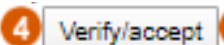
Action	Session	Campus	Time	M	T	W	T	F	S	S	Room
Full (0 left)	SYSWHS_ADIPLM_ONLINE_MT week [5-10]	ONLINE									Online
Add (9999 left) (9999 left)	SYSWHS_ADIPLM_ONLINE week [1-9]	ONLINE									Online

Step 5: Click "Add EYES session" **4** Add EYES Session and add one tutorial session to your timetable.

Choose Tutorial:

Action	Session	Campus	Time	M	T	W	T	F	S	S	Room
Add (245 left)	VTHAE001	Virtual Learning Environment	14:00-16:00				<input checked="" type="checkbox"/>				Zoom 37: 302-821-094
Add (1495 left)	VFRAE002	Virtual Learning Environment	14:00-16:00					<input checked="" type="checkbox"/>			Zoom 1: 503-258-856

Step 6: After adding the sessions, you will be able to see the sessions in the table.

Click “Verify/Accept”  if your timetable is correct.

My Time Table **Your Enrolment is NOT COMPLETE, Click Verify/Accept to Continue**

	Campus	Session	Subject
SET	Virtual Learning Environment	VFRAS068	Advanced HR Management
Delete	Virtual Learning Environment	VWEE068	Advanced HR Management
EXL	Virtual Learning Environment	VTHEX068	Advanced HR Management
SET	Virtual Learning Environment	VFRES068	Advanced HR Management
SET	Virtual Learning Environment	VFRAS069	Advanced Resource Management
Delete	Virtual Learning Environment	VWEE069	Advanced Resource Management
EXL	Virtual Learning Environment	VTHEX069	Advanced Resource Management
SET	Virtual Learning Environment	VFRES069	Advanced Resource Management
Delete	Virtual Learning Environment	VTHAE001	EYES - Small Business Compliance
Delete	ONLINE	SYSWHS_ADIPLM_ONLINE	Systematic WHS
TASM	Virtual Learning Environment	VWEAA009	Systematic WHS

Step 7: Read the terms and conditions and tick the box: I have read and understood the above conditions. before accepting your the timetable.

Step 8: Click [Download/Print](#) to download the PDF copy of your timetable.