

## Logging in to CAS

Before logging in to CAS to register for classes you will need to have enrolled in units via [studentConnect](#) in order for them to appear in CAS. Changes to your enrolment and units must still be made in [studentConnect](#).

1. Go to [www.cas.uwa.edu.au](http://www.cas.uwa.edu.au).
2. Log in to CAS via the single sign-on page using your UWA Student ID (e.g. 12345678) and your PHEME password.

## CAS Main Page

When you first login to CAS, the CAS main page will be displayed.

Your personal details and a summary of the status of your activities.

	Activities allocated.
	Activities requiring further processing by the system.
	Activities requiring your action.

A list of your currently enrolled unit(s) will appear here. If you change enrolment at any time, a fresh login to CAS will update your details. Alongside each unit is an information icon.

	Clicking on the information icon will take you to the unit details within the UWA Handbook. The Unit Coordinator(s) details will be listed on this page.
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Below each unit, each individual activity has a traffic light status.

	Activity has been allocated and will show on your timetable. No action is required by you. If there is only one class option this will be automatically allocated to you.
	Activity has not been allocated by the system but you have entered any required preferences. No action is required by you.
	Activity requiring your attention; please refer to the next section to enter your preferences.

View your timetable in grid or list layout.

## Class registration

You have two options for class registration in CAS. If you have missed the preference allocation you will automatically be allocated to classes. You can adjust your allocations

as long as the semester has not yet commenced, refer to '**Adjusting your allocations**'.

### **Option 1: Entering Preferences**

Before entering preferences it's important to think carefully about your timetable and what will suit your weekly routine and personal commitments.

If any of your classes are not listed, login to [studentConnect](#) to ensure you are correctly enrolled in the current semester; if you are contact your Unit Coordinator(s). Be aware some classes appear in CAS as **READ ONLY** in the activity description, this is because:

- ⊖ The Unit Coordinator(s) has decided not to use CAS; or
- ⊖ The unit has been temporarily removed from CAS (contact your Unit Coordinator(s)).

### **Step one**

Select an activity with a red icon (you must do this for all activities with red icons).

## Step two

Select at least 4 preferences if available with '1' being your most preferred choice.

The percentage figure displayed on the right of the preference selection drop down box indicates the popularity of the class time (the number of students who selected this time out of the total number of students who can attend the time slot). Entering a preference in a time slot with a lower percentage may increase your chance of getting into that class.

When selecting preferences some class options may appear with a . These are less popular classes and must be include in your preference selection.

Some classes such as chemistry labs and language classes may have activities linked or grouped called 'sections' as shown below. Preferences can be entered the same way. You'll be expected to stay in the same group of activities for the semester.

## Step three

Select **Save**. A message will appear to confirm your preferences have been recorded and pending system allocation.

## Step four

Repeat steps 1-3 for all other activities with red icons. After you have entered preferences for all required activities you should end up with '0' in the **Not Allocated** red counter in the top section.

Once the allocation has run your timetable will be available approximately 3-4 weeks before the beginning of semester.

## Option 2: Auto-Allocation

CAS can automatically allocate your classes according to the best timetable fit. If you wish to have your classes allocated in this way you do not need to enter preferences.

## Your Allocated Timetable

Approximately 3-4 weeks before the beginning of semester allocations will be processed and shortly after, you will be able to login to CAS to view your personal timetable.

## Reviewing your allocations

1. Select **Timetable** on the top-right of any CAS page.
2. Your timetable will be shown in grid layout for all academic weeks. You can view your timetable week to week by moving the slider shown below.
3. You can toggle between grid and list layout.

### Printing

1. Select the printer icon on the Timetable page.
2. Select **Portrait** or **Landscape** orientation as shown below.

## Downloading

CAS allows you to download your timetable in the following formats:

- ⌘ Excel
- ⌘ Text
- ⌘ iCal - allows you to subscribe to your timetable on your mobile device or email client. Any changes to your timetable will update in your calendar in real-time.

## Adjusting your allocations

You can review and adjust your allocated classes at any time prior to start of semester, allowing you plenty of time to further adjust your timetable or fix any class clashes. Within an activity a range of buttons may appear.

	Class allocated to you.
	Class is an alternative option.
	Class is not selectable as it is full and no spaces available.
	Class has a clash with an existing allocated activity.

## Selecting a different class

You may decide that a class time no longer suits you or you prefer a different available time slot. To adjust your allocation:

1. Select the activity you wish to change.
2. If there are other classes available select the **Select** button next to the new class. Some classes may have a **Full** button indicating there are no free spaces.
3. Clicking an available **Select** option will notify you immediately that you have been placed into the new class.

## Fixing a clash

After logging in to CAS you may have a red icon next to an activity. This indicates you could have a clash with another activity. CAS will not allocate you to a class if you have a clash.

1. Select the activity with a red icon.
2. A **Clash** button will appear next to the class that had previously been selected. Select another class if you have an option.

## Resolving unallocated classes

Where CAS identifies a potential unresolvable clash in your academic schedule, rather

than place you into the clash, CAS will allocate you to only one of the classes and flag the other as unallocated ().

There are three ways to resolve unallocated classes stemming from a clash scenario:

1. Try changing some of your other allocations to see if a solution presents.
2. Choose to watch the recorded version of a class (where available).
3. Request a clash override from the relevant School/Faculty.

### **Resolving clashes by allocation to recorded classes**

1. Take note of the number of unallocated classes.
2. Select an unallocated class.
3. Confirm the reason for the non-allocation is a result of a timetable clash. Check if a recorded option is available to select (there is no such option in this example).
4. Identify the clashing classes by clicking on the Clash button. In this example, the lab clashes with an allocated lecture.
5. Note how the clash scenario is not identified on your Timetable view, as you have only been allocated to one class (compare this with the outcome below of requesting a clash override from School/Faculty).
6. Select the allocated class that was identified as clashing with the unallocated class.

7. Where a class is recorded and will be made available for later viewing, a second “**\_Recorded**” option will be presented. Note the location is listed as “**UWA: Echo Recordings – Online**” for such options, as seen in the example.

8. If you are happy to watch the recorded version of the class instead of attending in person, allocate yourself to the recorded option by selecting the **Select** button.

Choosing this option frees the timeslot in your timetable, allowing you choose another class to attend at this day/time.

9. Return to the original unallocated class.

10. The previously seen **Clash** button is replaced by a **Select** button, indicating there is no longer a clash scenario at this day/time.

11. Selecting the available class completes the allocation for this unit.

12. All classes are allocated.

13. In the “**All Weeks**” Timetable view, note that the Lecture class has been replaced by the Lab class.

The allocated “**01\_Recorded**” class appears as grey shaded activity in the same slot of actual lecture as a reminder for students. Please attend the face to face lecture if your timetable is clash free for any week. You can watch the recording content of the lecture after it is posted via LMS.

**Note:** Please refer to Blackboard for further details on availability of recorded classes.

### Resolving Unallocated Classes by Overriding Clashes

1. Take note of the number of unallocated classes.

2. Select an unallocated class.

3. Confirm the reason for the non-allocation is a result of a timetable clash. Check if a recorded option is available to select (there is no such option in this example).

4. Identify the clashing classes by selecting the **Clash** button. In this example, the lab clashes with an allocated lecture.

5. Note how the clash scenario is not identified on your Timetable view, as you have only been allocated to one class.

6. Select the allocated class that was identified as clashing with the unallocated class.

7. Check if a recorded option is available to select (there is no such option in this example).

8. If you are unable to resolve this unallocated class scenario by changing some of your other allocations, return to the unallocated class and contact the support person identified for this unit requesting a clash override allocation.

9. Once the override allocation has been applied, you will be allocated to both classes (placed into the clash).

10. All classes are allocated.

11. The override allocation effectively puts you in two classes at the same day/time.

All clash override allocations will appear as red shaded classes in the Timetable view.

When requesting an override allocation, you will need to ensure you have identified how you intend to meet the attendance requirements of both classes.

**Note:** in some scenarios the School/Faculty may request a change in the timetable to resolve the clash, rather than provide an override allocation.

If you are unable to select another class or have an 'unfixable' clash, look for the contact person in the Message section of the activity. This person will be able to directly assist in resolving your clash.

Alternatively, your Unit Coordinator(s), Allocated Course Advice Office or First Year Adviser will also be able to provide assistance.

## Need help?

Help is available online and in person!

### Online:

YouTube: [www.youtube.com/UWAstudents](http://www.youtube.com/UWAstudents)

askUWA: [www.uwa.edu.au/askuwa](http://www.uwa.edu.au/askuwa)

### In person:

Allocated Course Advice Office:

[www.handbooks.uwa.edu.au/undergraduate/general\\_info#faculties](http://www.handbooks.uwa.edu.au/undergraduate/general_info#faculties)

First Year Advisers at Student Central:

[www.student.uwa.edu.au/new/support/contact](http://www.student.uwa.edu.au/new/support/contact)

University Library:

[www.library.uwa.edu.au/contact](http://www.library.uwa.edu.au/contact)