OLCR QUICK GUIDE

STEP 1: LOGGING INTO OLCR

Once enrolled, you can register for your classes on OLCR:

a) Go to [www.olcr.uwa.edu.au](http://www.olcr.uwa.edu.au)
b) Log in with your UWA Student ID and Pheme password.
c) You will now see a list of your units. If any of your units do not appear, you are probably not enrolled in that unit. If a unit has ‘disabled’ next to it, it may not use OLCR for class registration.
d) There may be three additional units listed (AACE, CARS, ISE) – these are compulsory online units added automatically to each new student’s enrolment. You do not need to nominate class preferences for these units.

STEP 2: CLASS REGISTRATION

You have two options for class registration in OLCR:

1. ENTERING PREFERENCES

If you prefer to have autonomy over your timetable and have your preferences taken into consideration, you can enter your class preferences into OLCR.

a) Enter your class preferences one unit at a time. Click on ‘Enter’ next to the unit name.

b) Use the dropdown menu to rank your preferences. The number of preferences you need to enter varies between classes. You must enter all of the required preferences as indicated in the instructions. Click ‘Save’.

In some cases, you will be asked to select a number of preferences from ‘unpopular’ and ‘popular’ classes. Make sure that the preferences you select are from both options, as indicated in the instructions.
c) Repeat this step for the remainder of your enrolled units.

2. AUTO-ALLOCATION
If you would rather let the system do the work and auto-allocate your classes, you do not have to do anything on OLCR. Your timetable will be automatically created for you on the date of allocation.

NOTE: You are encouraged to log into OLCR to check if your units appear on the system. If your units do not appear on OLCR, this means that you have not properly enrolled in these units. Please log back into studentConnect to ensure that you have completed all the steps of enrolment.

STEP 3: VIEWING ALLOCATIONS
On the date of allocation, log back into OLCR to view your allocated timetable.

a) Go to www.olcr.uwa.edu.au. Log in with your UWA Student ID and Pheme password.
b) Click on ‘Allocs’ from the top menu. This will display your allocated timetable in grid form.

c) You have the option to change these allocations if there is space available in your desired class. Click on ‘View & Edit Timetable’ to edit classes.