

WHERE IS MY FIRST CLASS ON MONDAY AND HOW DO I GET THERE?

Before you can attend your first class on Monday, you need to compile your personal timetable to determine which class periods you are to attend. This timetable will indicate in which venues and at what times these periods will be scheduled. You can do this manually or electronically (Go to the Student Portal and click on Personalised timetable for the electronic version).

Below is a step-by-step guide on how to compile your own timetable. Note that students who are registered for BCom (Accounting Sciences) do not have to compile a timetable, as their timetable is fixed (prescribed) and can be found on the website of the Department of Accounting (<http://www.up.ac.za/-accounting>).

All other BCom/BAdmin students need to proceed by reading the following paragraph carefully before compiling their own personalized timetable. Read the following steps very carefully....

Step 1: Know which degree and modules (subjects) you are registered for

Make sure you know which degree and for which modules (subjects) you are registered for. You will find this on your proof of registration. If you make use of the electronic personalised timetable, only the specific modules you are registered for are listed, while the timetable book contains many more modules.

- A. In the case of BCom degrees, all first years have a largely generic first semester (January to June) and you are registered for at least the following modules (subjects): EKN 110, FRK 111, OBS 114 and STK 110. AIM periods will be determined during the first week of lecturers and you don't have to worry about this module now.
- B. Apart from these four modules mentioned under A, specific degrees such as BCom (Economics), BCom (Econometrics), BAdmin (there are two degrees), BCom(Law) and BCom (Own Choice), may require you to register for additional modules.

Step 2: Determine your group

A typical BCom student is registered, amongst other modules, for EKN 110, OBS 114, STK 110 and FRK 111. All the above-mentioned modules (EKN, OBS, STK and FRK) are large group modules (many students are registered for these modules) and the groups are allocated into several venues as they cannot fit into one venue. **Please refer to pages 10-14 of the timetable book handed out to you yesterday for the group divisions of your specific modules.** Group divisions are done based on where your surname falls within a specific alphabetical order range, language of instruction (where applicable) and in the case of OBS 114 according to your degree. Note that each module has its own group determination schedule.

Step 3: Determine the day, time slot and venue for each module

Using the *Timetable book* (page 15 – 61) or alternatively the *electronic personalised timetable*, determine the day, time slot and venue for the each of your modules according to your specific group – please refer to the example below. (Note that S1 means Semester 1, A means Afrikaans, E means English and L1, L2, L3, L4 refers to the number of lectures you will have to attend in the specific module during any week). Some modules will have 3 lectures per week and others 4 lectures. The following is an extract of some of the possibilities for the four generic modules and each one illustrates the case for a specific group like group 1 for EKN, group 5 for OBS, Group 2 for STK and Group 3 for FRK. The same information (in a slightly different format) appears in the electronic timetable.

Module	Type	Group	Language	A No	Day	Time	Venue
EKN 110	S1	2	E	L1, L2, L3	Ma Wed Thu	15:30-16:20 11:30-12:20 10:30-11:20	HB 4-2 HB 4-2 VD Bijl Hall

Module	Type	Group	Language	A No	Day	Time	Venue
OBS 114	S1	5	E	L1, L2, L3	Mon Tue Wed	10:30-11:20 16:30-17:20 10:30-11:20	Thuto 1-1 GW/HB 4-2 Centenary 2

Module	Type	Group	Language	A No	Day	Time	Venue
STK 110	S1	2	E	L1, L2, L3	Mon Tue Thu	14:30-15:20 11:30-17:20 10:30-11:20	Thuto 1-2 Thuto 1-1 Thuto 1-2

Module	Type	Group	Language	A No	Day	Time	Venue
FRK 111	S1	3	E	L1, L2, L3, L4	Mon Wed Thu Fri	11:30-12:20 07:30-08:20 08:30-09:20 10:30-11:20	EMS 2-150 EMS 2-150 North Hall IT 2-26

Step 4: Compiling your own timetable

Using the above example lecture schedule provided under Step 3, follow exactly how a fictitious student, **Mr Booth (Surname A-L)**, who is registered for **BCom (Business Management)** and who is registered for **EKN 110, FRK 111, OBS 114 and STK 110** will compile his **Personal Timetable Schedule on page 5** of timetable book:

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
1	07:30-08:20			FRK 111 EMS 2-150		
2	08:30-09:20				FRK 111 North Hall	
3	09:30-10:20					
4	10:30-11:20	OBS 114 Thuto 1-1		OBS 114 Centenary 2	EKN110 VD Bijl Hall	FRK 111 IT 2-26
5	11:30-12:20	FRK 111 EMS 2-150	STK 110 Thuto 1-1	EKN110 HB 4-2		
6	12:30-13:20					
7	13:30-14:20					
8	14:30-15:20	STK 110 Thuto 1-2			STK 110 Thuto 1-2	
9	15:30-16:20	EKN110 HB 4-2				
10	16:30-17:20		OBS 114 HB 4-2			

The same process to be followed for any other modules required in your degree.

Now compile your own timetable by using this example.

BRING YOUR TIMETABLE (INCLUDING THE VENUES SUCH AS THUTO 1-1) AND MAP TO THE UNIVERSITY ON MONDAY!!!

Also refer to pages 6-9 for helpful notes and venue descriptions. If you experience problems with your timetable, visit the EMS Faculty student administration office on Monday for assistance.