

Third Step – Enrol in Courses

This is the enrolment step where you will add/enrol in the classes you have chosen when planning your timetable. You will need your completed weekly planner with your class numbers to be able to add your classes.

This is also where you can drop enrolments.

Click on **Third Step – Enrol in Courses**, or select it from the toolbar.



The following page will display.



The screenshot shows the 'myEnrolment' web interface. At the top is the UniSA logo and the title 'myEnrolment'. Below is a navigation bar with the same items as the previous screenshot. The main content area is titled 'Enrol in Courses' and includes instructions on how to add or drop courses, a 'Study Period' dropdown menu set to 'Study Period 5 - 2008', and a table of 'Study Period 5 - 2008 Add/Drop Dates'. Below the table is a section for 'Program LBGG - BEd(Middle,Secondary)-GradEnt' with a 'Drop selected courses' button and a table of enrolled courses. The table has columns for Course, Study Period, Course Title, Class Number, Class Type, Enrolment Status, and Official Grade. One course is listed: ACCT 5017, SP5- 2008, Taxation Law M, 24410, External, Enrolled.

UniSA myEnrolment

Home my Details Find A Class Checklist **Enrol in Courses** my Timetable my Next Step Logoff

Adelaide time : 01 Oct 2008 01:52 PM (GMT +09:30) [FAQ \(Frequently Asked Questions\)](#)

Enrol in Courses

Please ensure you access your 'Program Specific Enrolment Information' and finish planning your timetable for the upcoming year before proceeding.

To add, drop or view your enrolments, use the drop down menu to select the relevant study period.

To add a course, select 'Add course' from the tool bar below. **Please note:** the 'Add course' button will not display if the 'Enrol by Date' has passed for the selected study period, or if you have not completed a Commonwealth Assistance Form (CAF) for your program. You can complete your CAF via [my Details](#).

To drop a course, tick applicable course(s) and select 'Drop selected courses' from the tool bar below.

Important information:

- Please observe the important dates for each study period. If you withdraw after the census date you will incur the relevant course fees, and the course(s) will be recorded on your academic record. Appeals against fees will not be upheld on the grounds that you were unaware of the census date.
- It is your responsibility to complete any specified prerequisite courses before attempting a higher level course. Enrolment can be cancelled in a course where the prerequisite has not been met.

Study Period

Study Period 5 - 2008 Add/Drop Dates

Enrol By Date	Census Date	Withdraw Date (W)	Withdraw Fail Date (WF)
06 Sep 2008	07 Sep 2008	19 Sep 2008	17 Oct 2008

Program LBGG - BEd(Middle,Secondary)-GradEnt | [Drop selected courses](#)

Tick/check the box in the first column to select a course to drop.




Course	Study Period	Course Title	Class Number	Class Type	Enrolment Status	Official Grade
<input type="checkbox"/>  ACCT 5017	SP5- 2008	Taxation Law M	24410	External	Enrolled	

You can check the details of your enrolments and view your timetable at any time using the [my Timetable](#) option from the main menu above. Once you have completed your enrolment you may proceed to [my Next Step](#) to access additional student resources. If you have finished enrolling, please remember to [Log Off](#) myEnrolment.

Are you active in more than one program?

If you are active in two programs they will both display on this page. You will need to select the correct program to attach your courses to.

The important study period dates are available on the Enrol in Courses homepage.

Study Period 6 - 2008 Add/Drop Dates			
Enrol By Date 	Census Date 	Withdraw Date (W) 	Withdraw Fail Date (WF) 
10 Oct 2008	24 Oct 2008	07 Nov 2008	21 Nov 2008

For an explanation of each date, select the question mark icon beside the relevant date.

Add Course

Select the Study Period you want to enrol in.

Study Period 

The **Add course** button should appear on the orange band.

Program LBG - BEd(Middle,Secondary)-GradEnt

Note: There are various reasons why the Add Course button may not appear. For example, the button will not display if the Enrol By Date for that study period has passed. If this is the case, please contact [Campus Central](#) who can assist you to enrol in a course prior to Census Date. The Add Course button will not display if you have not completed a Commonwealth Assistance Form (CAF) for your program. You can complete your CAF via the my Details section in myEnrolment.

Select **Add course** and the following page will display.

UniSA myEnrolment

Home my Details Find A Class Checklist **Enrol in Courses** my Timetable my Next Step Logoff

Adelaide time - 01 Oct 2008 02:12 PM (GMT +09:30) [FAQ \(Frequently Asked Questions\)](#)

[Return to Enrol in Courses](#)

Add Course

Please select the relevant study period from the drop down menu and enter the enrolment class number, then click 'Continue Enrolment'.

The enrolment class is the first class you enrol in. There may be multiple enrolment classes for a course if it is offered in an alternative mode or on a different campus. All other components will be related to the enrolment class.

Study Period: *

Enrolment Class Number: *

* Denotes a mandatory entry.

If you do not know the enrolment class number, please select the 'Search' link below.

[Search](#)

If you know the Enrolment class number, you can enter it now, then click **Continue Enrolment**. (If not, see the **Search for Class** section of this guide, over page.)

The following page will display, showing the Enrolment Class you have selected, along with any Related Classes. Select a suitable Related Class (if relevant), and click **Enrol in Class(es)**.

Add Course

Course HLTH 1005 - Exploring Women's Health Issues through the Internet

Enrolment Class Number 60080

Type	Mode (Location / Instr Mode)	Schedule																								
CPR	Internal (City East / In Person)	<table border="1"> <thead> <tr> <th>Start date - End Date</th> <th>Day</th> <th>Time</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>22 Sep 2008 - 26 Sep 2008</td> <td>Monday</td> <td>03:10 PM-04:00 PM</td> <td>CEA/BJ1-60</td> </tr> <tr> <td>22 Sep 2008 - 26 Sep 2008</td> <td>Tuesday</td> <td>03:10 PM-04:00 PM</td> <td>CEA/BJ1-60</td> </tr> <tr> <td>22 Sep 2008 - 26 Sep 2008</td> <td>Wednesday</td> <td>03:10 PM-04:00 PM</td> <td>CEA/BJ1-60</td> </tr> <tr> <td>22 Sep 2008 - 26 Sep 2008</td> <td>Thursday</td> <td>03:10 PM-04:00 PM</td> <td>CEA/BJ1-60</td> </tr> <tr> <td>22 Sep 2008 - 26 Sep 2008</td> <td>Friday</td> <td>03:10 PM-04:00 PM</td> <td>CEA/BJ1-60</td> </tr> </tbody> </table>	Start date - End Date	Day	Time	Room	22 Sep 2008 - 26 Sep 2008	Monday	03:10 PM-04:00 PM	CEA/BJ1-60	22 Sep 2008 - 26 Sep 2008	Tuesday	03:10 PM-04:00 PM	CEA/BJ1-60	22 Sep 2008 - 26 Sep 2008	Wednesday	03:10 PM-04:00 PM	CEA/BJ1-60	22 Sep 2008 - 26 Sep 2008	Thursday	03:10 PM-04:00 PM	CEA/BJ1-60	22 Sep 2008 - 26 Sep 2008	Friday	03:10 PM-04:00 PM	CEA/BJ1-60
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22 Sep 2008 - 26 Sep 2008	Friday	03:10 PM-04:00 PM	CEA/BJ1-60																							

Lecture classes related to class 60080
Select a Related Class from the options below and click 'Continue Enrolment'.

Related Class Number 60084

Type	Mode (Location / Instr Mode)	Schedule																								
Lecture	Internal (City East / In Person)	<table border="1"> <thead> <tr> <th>Start date - End Date</th> <th>Day</th> <th>Time</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>22 Sep 2008 - 26 Sep 2008</td> <td>Monday</td> <td>09:10 AM-12:00 PM</td> <td>CEA/BJ1-13</td> </tr> <tr> <td>22 Sep 2008 - 26 Sep 2008</td> <td>Tuesday</td> <td>09:10 AM-12:00 PM</td> <td>CEA/BJ1-13</td> </tr> <tr> <td>22 Sep 2008 - 26 Sep 2008</td> <td>Wednesday</td> <td>09:10 AM-12:00 PM</td> <td>CEA/BJ1-13</td> </tr> <tr> <td>22 Sep 2008 - 26 Sep 2008</td> <td>Thursday</td> <td>09:10 AM-12:00 PM</td> <td>CEA/BJ1-13</td> </tr> <tr> <td>22 Sep 2008 - 26 Sep 2008</td> <td>Friday</td> <td>09:10 AM-12:00 PM</td> <td>CEA/BJ1-13</td> </tr> </tbody> </table>	Start date - End Date	Day	Time	Room	22 Sep 2008 - 26 Sep 2008	Monday	09:10 AM-12:00 PM	CEA/BJ1-13	22 Sep 2008 - 26 Sep 2008	Tuesday	09:10 AM-12:00 PM	CEA/BJ1-13	22 Sep 2008 - 26 Sep 2008	Wednesday	09:10 AM-12:00 PM	CEA/BJ1-13	22 Sep 2008 - 26 Sep 2008	Thursday	09:10 AM-12:00 PM	CEA/BJ1-13	22 Sep 2008 - 26 Sep 2008	Friday	09:10 AM-12:00 PM	CEA/BJ1-13
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If your enrolment was successful, the following message will display.

✓ You have successfully enrolled in the following classes.

Search for Class

If you are unsure of the details of the classes you want to enrol in, select the **Search** link on the bottom left hand corner. The following page will display.

Add Course - Search

Please select your career, the relevant study period, and the course subject area, then click 'Search'.
Please scroll down to view your search results.

Career	<input type="text" value="Undergraduate"/> *
Study Period	<input type="text" value="Study Period 6 - 2008"/> *
Subject Area	<input type="text" value="ACCT (Accounting)"/> *
Catalogue Number	<input type="text"/>
Class Number	<input type="text"/>

* Denotes a mandatory entry.

If your search returns no data, please check your search criteria and try again. For instance, if you selected a subject area that does not exist, you will receive a message that the subject area does not exist.
To return to the previous screen select the 'Back' link below.

[Back](#)

You will need to select the Career, Study Period and Subject Area. You may refine your search further by entering the Catalogue Number if you know it. Select **Search**. Scroll down to view the results of your search.

Course HLTH 1005 - Exploring Women's Health Issues through the Internet							
Select an Enrolment Class from the options below and click 'Continue Enrolment'.							
Enrolment Class Number		Type	Mode (Location / Instr Mode)	Schedule			
<input type="radio"/>	60079	CPR	Internal (City East / In Person)	Start date - End Date	Day	Time	Room
				22 Sep 2008 - 26 Sep 2008	Monday	04:10 PM-05:00 PM	CEA/BJ1-60
				22 Sep 2008 - 26 Sep 2008	Tuesday	04:10 PM-05:00 PM	CEA/BJ1-60
				22 Sep 2008 - 26 Sep 2008	Wednesday	04:10 PM-05:00 PM	CEA/BJ1-60
				22 Sep 2008 - 26 Sep 2008	Thursday	04:10 PM-05:00 PM	CEA/BJ1-60
				22 Sep 2008 - 26 Sep 2008	Friday	04:10 PM-05:00 PM	CEA/BJ1-60
<input type="radio"/>	60080	CPR	Internal (City East / In Person)	Start date - End Date	Day	Time	Room
				22 Sep 2008 - 26 Sep 2008	Monday	03:10 PM-04:00 PM	CEA/BJ1-60
				22 Sep 2008 - 26 Sep 2008	Tuesday	03:10 PM-04:00 PM	CEA/BJ1-60
				22 Sep 2008 - 26 Sep 2008	Wednesday	03:10 PM-04:00 PM	CEA/BJ1-60
				22 Sep 2008 - 26 Sep 2008	Thursday	03:10 PM-04:00 PM	CEA/BJ1-60
				22 Sep 2008 - 26 Sep 2008	Friday	03:10 PM-04:00 PM	CEA/BJ1-60

Note: You can view a grid of your current enrolments by clicking the View Current Timetable icon, to help you decide which classes will suit your current schedule.



Only the Enrolment Classes will display in the first screen. Select the suitable class using the radio button and click the **Continue Enrolment** button, found at the bottom of the page.

The following page will display, showing the Enrolment Class you have selected, along with any Related Classes. Select a suitable Related Class (if relevant), and click **Enrol in Class(es)**.

Course HLTH 1005 - Exploring Women's Health Issues through the Internet							
Select an Enrolment Class from the options below and click 'Continue Enrolment'.							
Enrolment Class Number		Type	Mode (Location / Instr Mode)	Schedule			
<input checked="" type="radio"/>	60080	CPR	Internal (City East / In Person)	Start date - End Date	Day	Time	Room
				22 Sep 2008 - 26 Sep 2008	Monday	03:10 PM-04:00 PM	CEA/BJ1-60
				22 Sep 2008 - 26 Sep 2008	Tuesday	03:10 PM-04:00 PM	CEA/BJ1-60
				22 Sep 2008 - 26 Sep 2008	Wednesday	03:10 PM-04:00 PM	CEA/BJ1-60
				22 Sep 2008 - 26 Sep 2008	Thursday	03:10 PM-04:00 PM	CEA/BJ1-60
				22 Sep 2008 - 26 Sep 2008	Friday	03:10 PM-04:00 PM	CEA/BJ1-60
Related Class Number		Type	Mode (Location / Instr Mode)	Schedule			
<input type="radio"/>	60084	Lecture	Internal (City East / In Person)	Start date - End Date	Day	Time	Room
				22 Sep 2008 - 26 Sep 2008	Monday	09:10 AM-12:00 PM	CEA/BJ1-13
				22 Sep 2008 - 26 Sep 2008	Tuesday	09:10 AM-12:00 PM	CEA/BJ1-13
				22 Sep 2008 - 26 Sep 2008	Wednesday	09:10 AM-12:00 PM	CEA/BJ1-13
				22 Sep 2008 - 26 Sep 2008	Thursday	09:10 AM-12:00 PM	CEA/BJ1-13
				22 Sep 2008 - 26 Sep 2008	Friday	09:10 AM-12:00 PM	CEA/BJ1-13

Enrol in Class(es)

If your enrolment was successful, the following message will display.



Time Clash/Class Full

If a class time clashes with another class you are already enrolled in, it will be greyed out and the CLASH icon will be displayed.



Course HLTH 1005 - Exploring Women's Health Issues through the Internet
 Select an Enrolment Class from the options below and click 'Continue Enrolment'.

[View Current Timetable](#)

Enrolment Class Number	Type	Mode (Location / Instr Mode)	Start date - End Date	Day	Time	Room
60079	CPR	Internal (City East / In Person)	22 Sep 2008 - 26 Sep 2008	Monday	04:10 PM-05:00 PM	CEA/BJ1-60
			22 Sep 2008 - 26 Sep 2008	Tuesday	04:10 PM-05:00 PM	CEA/BJ1-60
			22 Sep 2008 - 26 Sep 2008	Wednesday	04:10 PM-05:00 PM	CEA/BJ1-60
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			22 Sep 2008 - 26 Sep 2008	Friday	04:10 PM-05:00 PM	CEA/BJ1-60
CLASH 60080	CPR	Internal (City East / In Person)	22 Sep 2008 - 26 Sep 2008	Monday	03:10 PM-04:00 PM	CEA/BJ1-60
			22 Sep 2008 - 26 Sep 2008	Tuesday	03:10 PM-04:00 PM	CEA/BJ1-60
			22 Sep 2008 - 26 Sep 2008	Wednesday	03:10 PM-04:00 PM	CEA/BJ1-60
			22 Sep 2008 - 26 Sep 2008	Thursday	03:10 PM-04:00 PM	CEA/BJ1-60
			22 Sep 2008 - 26 Sep 2008	Friday	03:10 PM-04:00 PM	CEA/BJ1-60

Please select an alternative class.

If a class is full, it will be greyed out and the FULL CLASS icon will be displayed. Please select an alternative class.

View Progress of Enrolments/Continue Enrolments

Select **Return to Enrol in Courses** to view a summary of your current enrolments, including your recently added courses, or to continue enrolling in further courses.

This page will display the course subject area and catalogue numbers, course titles, a list of the class numbers, including the related class numbers, and the Class Type (eg Lecture, Tutorial, External etc). See example below.

Study Period: Study Period 6 - 2008

Study Period 6 - 2008 Add/Drop Dates

Enrol By Date	Census Date	Withdraw Date (W)	Withdraw Fail Date (WF)
10 Oct 2008	24 Oct 2008	07 Nov 2008	21 Nov 2008

Program LBG - BEd(Middle,Secondary)-GradEnt | [Add course](#) | [Drop selected courses](#)

Tick/check the box in the first column to select a course to drop.

Course	Study Period	Course Title	Class Number	Class Type	Enrolment Status	Official Grade
<input type="checkbox"/>	HLTH 1005	SP6- 2008 Exploring Women's Health Issues through the Internet	60080	CPR	Enrolled	
		SP6- 2008	60084	Lecture	Enrolled	
<input type="checkbox"/>	NURS 2025	SP6- 2008 Experiential Learning Activity - Practicum 1	60241	External	Enrolled	

You can also view additional details about the courses you are currently enrolled in. Select the **Subject Area and Catalogue number** to open the relevant course homepage in a separate window.

For example, clicking:

ACCT 5017

Will open the course homepage:

Taxation Law M


2007 | 2008 | 2009

Area/catalogue: ACCT 5017
Course ID: 012989
School: School of Commerce
Campus/course component(s):
City West: Lecture — Tutorial
This course is also available to students studying at an offshore location.
Note: These components may or may not be scheduled in every study period. Please refer to the timetable for further details.
Unit value: 4.5
Offered externally: Yes (Study Period 3)
BUGE course: No

- [Course details](#)
- [Fee information for this course](#)
- [Learning resources for this course](#)
- [Support resources for this course](#)
- [Class Timetable \(Study Period 3 - 2008\)](#)
- [Class Timetable \(Study Period 6 - 2008\)](#)
- [Class Timetable \(Study Period 7 - 2008/2009\)](#)

Select the **class number** to open a new window displaying additional details about that class.

For example, select class number:












<input type="checkbox"/>		HLTH 1005	SP6- 2008	Exploring Women's Health Issues through the Internet	60080
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The following page will display:

Class Details

Course: 009957 - Exploring Women's Health Issues through the Internet

Class Number: 60080

 Class Type	CPR
 Class Mode	Internal
 Class Location	City East
 Instruction Mode	In Person
 Class Enrolment Type	Enrollment Section
 Class Section	04CN
 Session	Regular
 Instructor	Timothy Gerard Sawyer
 Enrolment Capacity	17
 Enrolment Total	4
 Notes	

Class Schedule

<u>Room</u>	<u>Start Date and End Date</u>	<u>Day</u>	<u>Time</u>
 CEA/BJ1-60	22 Sep 2008 - 26 Sep 2008	Monday	03:10 PM-04:00 PM
 CEA/BJ1-60	22 Sep 2008 - 26 Sep 2008	Tuesday	03:10 PM-04:00 PM
 CEA/BJ1-60	22 Sep 2008 - 26 Sep 2008	Wednesday	03:10 PM-04:00 PM
 CEA/BJ1-60	22 Sep 2008 - 26 Sep 2008	Thursday	03:10 PM-04:00 PM
 CEA/BJ1-60	22 Sep 2008 - 26 Sep 2008	Friday	03:10 PM-04:00 PM

Close the new windows to return to your active myEnrolment session.

You can continue to add/drop enrolments from this page by selecting the **Add Course/Drop Selected Course(s)** buttons.

Changing your Enrolment (adding/dropping courses)

If you wish to change your enrolment you can use the add or drop functions via myEnrolment up until the relevant cut off date for adding and/or dropping courses in each study period. For an explanation on these dates (for example, Add Deadline or Census date) please see the **Study Period Key Dates** section of this document.

Tip: Important add/drop dates for your courses are displayed in your timetable and timetable calendar in myEnrolment. You can also access key dates via [Dates and timetables](#) on the Future students website.

Note: If you wish to cancel your enrolment, you must do so prior to the relevant census date in each study period or you will remain liable for the fees for that study period even if you do not wish to continue with your studies.

Drop Course

You can drop a course from your enrolments at any time up until the study period census date. After the census date, please contact Campus Central to withdraw from a course.

To drop a course, select the relevant study period from the **Enrol in Courses** page.



Study Period **Study Period 5 - 2008**

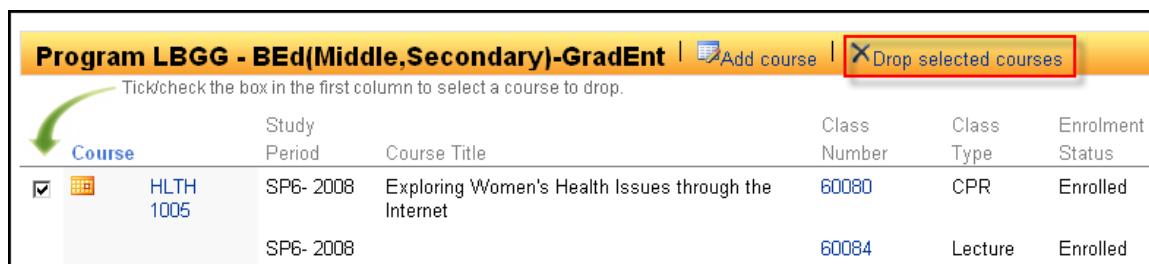
The **Drop selected courses** button should appear on the orange band.



Program LBGG - BEd(Middle,Secondary)-GradEnt | Add course | Drop selected courses


Note: There are various reasons why the Drop selected courses button may not appear. For example, if the census date for the selected study period has passed. If this is the case, please contact [Campus Central](#) for assistance. The Drop selected courses button will not display if you have no enrolments in the selected study period. Check to ensure you have selected the correct study period.

Tick the course(s) you want to drop, then click **Drop selected courses**.



Program LBGG - BEd(Middle,Secondary)-GradEnt | Add course | Drop selected courses


Tick/check the box in the first column to select a course to drop.

Course	Study Period	Course Title	Class Number	Class Type	Enrolment Status
<input checked="" type="checkbox"/>  HLTH 1005	SP6- 2008	Exploring Women's Health Issues through the Internet	60080	CPR	Enrolled
	SP6- 2008		60084	Lecture	Enrolled

The following page will display.

Enrol in Courses

You are about to drop the following course(s). To continue, select 'Drop Selected Courses'. To cancel the request and return to the previous page, select 'Cancel'.

Course	Study Period	Course Title	Class Number	Class Type
 NURS 2025	SP6- 2008	Experiential Learning Activity - Practicum 1	60241	External

Drop Selected Courses Cancel

To confirm the drop, select **Drop Selected Courses** again.

If you are dropping the last course for a particular study period, the following warning message will appear. Please read carefully, and if you want to continue the drop, select **Drop Selected Courses** again.

Enrol in Courses

You are about to drop the following course(s). To continue, select 'Drop Selected Courses'. To cancel the request and return to the previous page, select 'Cancel'.

Commencing students, if this is your first study period and you do not enrol in at least one other course after dropping this course, you may lose your place at the University after the enrolment period closes. Commencing students are required to complete at least one course during their first study period. If you do not intend to enrol, you are required to complete the 'Withdrawal from Program' section on the 'Leave of Absence or Withdrawal from Program' form accessible below.

If you wish to defer your studies and reserve your place in this program for next year, please contact [Campus Central](#) for further information.


Continuing students, please be aware that if you have no enrolments and do not intend to enrol in other courses within your program this year, dropping this course will require you to:

- take a leave of absence from the program, or
- withdraw from the program.

The 'Leave of Absence or Withdrawal from Program' form is available below. For further information, or to submit the form, please contact [Campus Central](#).

[Leave of Absence or Withdrawal from Program - Domestic](#)
(Australian citizens, Permanent Residents or Temporary Residents not on a student visa only)

[Leave of Absence or Withdrawal from Program - International](#)
(International Students Studying in Australia Only)

Course	Study Period	Course Title	Class Number	Class Type
 ACCT 5017	SP5- 2008	Taxation Law M	24410	External

Drop Selected Courses Cancel

The following message will display if your drop was successful.

✓ You have successfully dropped Courses from your enrolment.

Study Period Key Dates

Each course taught at UniSA has four critical dates attached to it:

Enrol by Date (sometimes referred to as Add Deadline)

This is the date after which a student cannot add a course to their enrolment for that study period without the permission of the Course Coordinator. This therefore requires a signature approving the enrolment, usually on a hard copy form lodged at Campus Central.

Census date

The census date is key date within each study period. Enrolment in your courses, the financial obligations for those courses, must be finalised by the census date. It is the last day on which a student can withdraw from a course and have it deleted from an academic record without being liable for the course fees or receiving a grade.

Withdrawal date (which is after the census date)

The withdrawal date follows the census date, and is the last day on which you can withdraw from a course and have it recorded as 'withdrawn' (W) on your academic record. The full cost of tuition fees and student contribution amounts are charged for all withdrawals made after the census date, including up to and after the withdrawal date. A 'W' grade does not contribute towards the calculation of a student's grade point average (GPA).

Withdrawal-fail date (which is after the withdrawal date)

The withdrawal-fail date follows the withdrawal date, and is the last day on which a you can withdraw from a course and have it recorded as 'withdrawn-fail' (WF) on your academic record. The full cost of tuition fees and student contribution amounts are charged for all withdrawals made after the census date, including up to and after the withdrawal-fail date. A 'WF' notation contributes a grade point of 1.5 towards the calculation of a student's grade point average (GPA).

Note: Critical dates that fall on a public holiday or weekend will remain in effect and will not be altered to a different date. Online transactions completed on those days (withdrawals and/or payments) will take effect from the actual date on which they were made. For more information see the [Enrolment Policy](#).