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INTRODUCTION

The eStudent Enrolment Tutorial and Guide is designed to assist you to successfully complete your enrolment online.

Before you commence your enrolment you should:

- Check your Personal Details are up to date:
  Check your name, date of birth and citizenship information is current and update your contact information including your address, telephone numbers and personal email.

- Know what units you want to enrol:
  Check your course structure or information provided by your Student Services Office, School, Department or Division. You can check your Study Plan Details to ensure your core (compulsory) units are listed (optional and elective units will be selected as part of the enrolment process).

- Understand the terminology:
  - Core unit - a unit that is compulsory and must be completed.
  - Optional unit - a unit that is part of a group of units that one or more units must be completed and the student has the choice as to which unit/s to complete.
  - Elective unit - a unit that has no restriction and can be chosen from all units available (provided you meet requisites, credit value and it is available to you).
  - Study Plan – the course you want to enrol in.
  - Potential Enrolment List – the list of units you have selected to enrol in. It includes the details of how and when you intend to study the unit.
  - Study option/Availability - defines how, when and where you will study the unit.
UNIT ENROLMENT

To begin your enrolment expand the Enrolment & Study Plans item on the eStudent menu, and select Unit Enrolment

You are required to read the ENROLMENT PROCESSING: Overview and Declaration

The information here advises you of your responsibilities and the conditions under which your enrolment can continue.

Once you have read the information, accept the terms of your enrolment by clicking on the option at the bottom of the page:

I Want to …
accept the terms above and want to proceed with my enrolment.

If you do not accept the terms of your enrolment you will not be able to continue with your enrolment through eStudent. Contact your Student Services Office (http://students.curtin.edu.au/contact_offices.cfm) for information and assistance.

As you progress through the enrolment, your progress is indicated in a status flow at the top of each window. There are six steps for successful enrolment.
1. Study Plan

If you are Admitted to more than one course you will need to choose the course you wish to enrol in. In the main window the heading will be: ‘ENROLMENT: Choose a Study Plan’ and you will see a list of courses:

Select your current course then click on the option:

I Want to …
continue to the next page >>

Note: You must complete an Enrolment Variation Form and submit it to your Student Service Office to withdraw from any course in which you do not want to continue enrolment.
2. Unit

In the main window the heading will be: ‘ENROLMENT: Planned Units’

IMPORTANT TIPS

- In the top right hand corner the Mortarboard (Graduation Cap) shows how many units are in your Potential Enrolment List. If you want to see the details click on the Mortarboard.

- Units that are co-requisites must be enrolled together. This means that you must add all the co-requisite units to your Potential Enrolment List and then enrol – you cannot enrol the units individually.

- Once you have commenced enrolling your units do not click on any menu item on the left until you have completed (and received a Green tick) or you will lose all ‘Potential Enrolments’ and have to start your enrolment again.

- To change (or expand) your major or stream or enrol in a unit not on your Study Plan please contact your Student Services Office (http://students.curtin.edu.au/contact_offices.cfm).

The planned units available on this study plan are shown in the grid below:

The study plan includes planned core units in the top grid and option/elective units in the bottom grid. Your Study Plan is individual to you and you may only have one grid.
You can now enrol in a core, optional or elective unit. Click on the word ‘Core’, ‘Optional’ or ‘Elective’ to take you to the relevant section to enrol.

### Enrolling in a Core Unit

Select a core unit from the top grid by clicking the radio button:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Title</th>
<th>Credits</th>
<th>Unit Type</th>
<th>Alternate?</th>
<th>Level</th>
<th>Study Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>3053</td>
<td>Prof Practice (Hlth Prom) 385</td>
<td>25</td>
<td>Core</td>
<td>3</td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>3054</td>
<td>Prof Pract (Hlth Promotion) 386</td>
<td>25</td>
<td>Core</td>
<td>3</td>
<td></td>
<td>Semester 2</td>
</tr>
<tr>
<td>8700</td>
<td>Health Promotion Planning 381</td>
<td>25</td>
<td>Core</td>
<td>3</td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>8701</td>
<td>Health Prom. Med. and Adv. 382</td>
<td>25</td>
<td>Core</td>
<td>3</td>
<td></td>
<td>Semester 2</td>
</tr>
<tr>
<td>3618</td>
<td>Health Prom Meth 387</td>
<td>25</td>
<td>Core</td>
<td>3</td>
<td></td>
<td>Semester 1</td>
</tr>
<tr>
<td>10842</td>
<td>Eval of Health Promotion 383</td>
<td>25</td>
<td>Core</td>
<td>3</td>
<td></td>
<td>Semester 2</td>
</tr>
<tr>
<td>13123</td>
<td>Research Project 386</td>
<td>25</td>
<td>Core</td>
<td>3</td>
<td></td>
<td>Semester 2</td>
</tr>
</tbody>
</table>

I Want To...

Add the selected unit to my 'Potential Enrolment List' >>

Then click on the option at the bottom of the grid:

I Want to ...

Add the selected unit to my 'Potential Enrolment List' >>

Once you have selected the unit you will go directly to:

3. Attendance Mode or 4. When and Where
Click on 3. or 4. to continue your enrolment

### Enrolling in an Optional Unit

Select an option row from the bottom grid by clicking the radio button:

<table>
<thead>
<tr>
<th>Level</th>
<th>Unit Type</th>
<th>Structured Unit</th>
<th>Credits</th>
<th>Extra Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>156799</td>
<td>Elective</td>
<td>156799 - Course Title, Ver 4</td>
<td>25</td>
<td>Year Three Semester One</td>
</tr>
</tbody>
</table>

I Want To...

Choose a Unit for selected Option/Elective >>

Choose a different Study Plan

Then click on the option at the bottom of the grid:

I Want to ...

Choose a Unit for selected Option/Elective >>
From the drop down list choose the unit you want to enrol in (do not enter the unit code into the box titled Unit):

Once you have selected the optional unit click on the “search” button.

If the search does not find any units this message will appear:

> Sorry, but there are no matching units for the specified criteria.

A unit may not be found for the following reasons:
- The unit is not offered in the next year or study period
- The last day to enrol in the unit has passed
- The unit is not able to be enrolled via eStudent (not all units can)

If you believe the unit is available and want to enrol contact your Student Services Office for information and assistance.

Continued on next page ..
The unit that you have searched for should now appear in a grid at the bottom of the page:

Select the unit by clicking the radio button and then click on the option:

**I Want to …
Choose and save the selected unit and add it to my ‘Potential Enrolment List’**

Once you have selected the unit and clicked on ‘I Want to’ you will be go directly to:

3. Attendance Mode or 4. When and Where

Click on 3. or 4. to continue your enrolment

**Enrolling in an Elective Unit**

Select an elective row from the bottom grid by clicking the radio button:

Then click on the option at the bottom of the grid:

**I Want to …
Choose a unit for selected Option/Elective**

In the search box type the unit code (eg 1234 to find Economics 100) and click on the “search” button:

Note: If you do not know the unit code click on the Unit Handbook link.
If the search does not find any units this message will appear:

![Sorry, but there are no matching units for the specified criteria.]

A unit may not be found for the following reasons:
- The unit is not offered in the next year or study period
- The last day to enrol in the unit has passed
- The unit is not able to be enrolled via eStudent (not all units can)

If you believe the unit is available and want to enrol contact your Student Services Office for information and assistance.

The unit that you have searched for should now appear in a grid at the bottom of the page:
Select the unit by clicking the radio button and click on the option at the bottom of the grid:

‘I Want to …
Choose and save the selected unit and add it to my ‘Potential Enrolment List’’

Once you have selected the unit and clicked on ‘I Want to’ you will be go directly to:

3. Attendance Mode or 4. When and Where
Click on 3. or 4. to continue your enrolment
3. Attendance Mode

A unit can be available in one or more of the following attendance modes:
- Internal
- Area External
- Central External
- Fully Online
- Partially Online Internal

(A full explanation is available in eStudent if you can select your attendance mode).

In order to be able to select your own attendance mode the unit must be available in more than one mode and you must have permission to enrol in that mode. Not all students are granted access to choose their own attendance mode due to Visa conditions or course requirements. If you do not have approval you will go directly to 4. When and Where.

If you have approval and multiple attendance modes exist you will get a choice of attendance modes. Select an attendance mode from the drop down list:

Then click on the option at the bottom of the grid:

'I Want to …
continue to the next page >>

Once you have selected the attendance mode and clicked on ‘I Want to’ you will be go directly to:
4. When and Where
4. When and Where
This section details When and Where you want to study this unit. Some units have multiple 'When and Where' but you may not be eligible to choose all study options.

'When' refers to the year and study period eg 2007 Semester 1, 2007 Study Period 5; 'Where' refers to your campus eg Bentley, Kalgoorlie, Esperance, Miri Sarawak.

A selection of study options may be listed. You can only select from the top grid.

Select the row that details When and Where you want to study the unit by clicking the radio button:

Then click on the option at the bottom of the page:

'I Want To …
continue to the next page >>

If you want to select a study option/availability from the bottom grid contact your Student Services Office for information and assistance.

Once you have selected the study option and clicked on 'I Want to' you will be go directly to:

5. Unit Confirmation
5. Unit Confirmation

You will now see a summary of the unit enrolment information that details the unit you have chosen, the attendance mode and when and where you intend to study it:

You can now **add** more units to your ‘Potential Enrolment List’, **enrol** in the unit you have selected or **view** the unit details in your Potential Enrolment List.

**To add another unit**
If you want to enrol in another unit click on the option:
‘I Want to …
*Add another unit to my ‘Potential Enrolment List’*

This action will take you to back to the grid list of planned units where you can enrol into another **core**, **option** or **elective** unit.

**To enrol your unit**
If you do not want to enrol in another unit click on the option:
‘I Want to …
*Enrol in the units in my ‘Potential Enrolment List’*

This action will enrol all units in your Potential Enrolment List. You will not be able to view the unit details prior to the enrolment. You will then go to 6. Enrolment Processing: Confirmation.

**To view your unit details**
If you do not want to enrol in another unit but want to view the details of all the units in your ‘Potential Enrolments List’ click on the Mortarboard. You can see how many units are in it.
You will now see all units that are ready to be enrolled:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Attendance Mode</th>
<th>When and Where</th>
<th>Remove this Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>3955 - Prof Pract (Hlth Promotion) 356</td>
<td>Internal</td>
<td>2007 Semester 1, Bondi Campus - Internal Only, 2</td>
<td>Remove this Unit</td>
</tr>
<tr>
<td>1700 - Health Promotion Planning 381</td>
<td>Internal</td>
<td>2007 Semester 1, Bondi Campus - Internal Only, 1</td>
<td>Remove this Unit</td>
</tr>
<tr>
<td>8701 - Health Prom. Ntl. and Actv 382</td>
<td>Internal</td>
<td>2007 Semester 2, Bondi Campus - Internal Only, 1</td>
<td>Remove this Unit</td>
</tr>
<tr>
<td>1918 - Health Prom Meth 357</td>
<td>Internal</td>
<td>2007 Semester 1, Bondi Campus - Internal Only, 1</td>
<td>Remove this Unit</td>
</tr>
</tbody>
</table>

If you have selected the wrong unit or study option and do not want to enrol in the unit click on 'Remove the Unit' under the Unit details and the unit will be removed from your ‘Potential Enrolment’ List'. You can then click on the option at the bottom of the page:

‘I Want to …

*Add more units to my Potential Enrolment List >>*

This action will take you to back to the grid list of planned units where you can enrol into another core, option or elective unit.

If you are happy with your unit and study option selections then click on the option at the bottom of the page:

‘I Want to …

*Actually Enrol in the units in my Potential Enrolment List >>*

You will then go to 6. Enrolment Processing: Confirmation.
6. Enrolment Processing: Confirmation

Once you have selected to enrol into the unit/s in your Potential Enrolment List the heading in the main window will be Enrolment: Confirmation and you will see your units:

If you receive a green tick ✔ the unit/s listed have been successfully enrolled. You can now view and print your Enrolment Advice or view your financial liability (on the menu on the left click on ‘Current Enrolment Details’ or ‘Financial Transactions’).

If you receive a red cross ✗ the unit/s listed have not been enrolled. Read the General Error text and then click on an ‘I Want to …’ option at the bottom of the page to remove units from your Potential Enrolments List or add more units.

Note: If you are unable to resolve the error and enrol please contact your Student Services Office for information and assistance.
TROUBLESHOOTING

The following error messages may be received during the enrolment process. As each message is individual you need to make note of it and the action you were doing before contacting your Student Services Office (http://students.curtin.edu.au/contact_offices.cfm) for assistance.

<table>
<thead>
<tr>
<th>You cannot make enrolments as you have a sanction preventing this.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sanctions</strong></td>
</tr>
<tr>
<td>1. You have a hold 'Prevent Enrolment' imposed by sanction 'LEN Late Enrolment Sanction' effective 23-Oct-2006.</td>
</tr>
</tbody>
</table>

Read the sanction and contact the appropriate area for information (eg Library, Parking and Traffic, University Fees Centre). You will not be able to enrol until you have resolved your sanction. If your sanction is the LEN Late Enrolment Sanction please contact your Student Services Office.

<table>
<thead>
<tr>
<th>You do not have access to self enrol into any units on this study plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You do not have permission to complete your enrolment through eStudent. If you have been advised to enrol via eStudent contact your Student Services Office for assistance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>You do not have access to self enrol into this unit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The unit you have selected does not allow enrolment through eStudent. Not all units are available through eStudent however you may still be able to enrol in the unit. Contact your Student Services Office for assistance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>There are no attendance modes available for the study package you have selected.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The unit you have selected does not have a study option/availability. There are many reasons this can occur - the unit may not be offer in the next year or study period; trying to enrol before the earliest date to enrol or trying to enrol after the last date to enrol for a study period. Contact your Student Services Office for assistance as you may still be able to enrol in the unit.</td>
</tr>
</tbody>
</table>

Continued on next page ..
The prerequisite, corequisite or other requisite for the unit not been met:

- **Prerequisite** – the prerequisite unit must be Passed or Enrolled in a previous study period to the one you are trying to enrol.

- **Corequisite** – the corequisite unit/s must be in the same study period and be added to your Potential Enrolment List prior to enrolling. This means you must have all corequisite units in Potential Enrolment List before attempting to enrol.

- **Other requisites** – are conditions that must be met prior to enrolment.

Contact your Student Services Office for assistance as you may still be able to enrol.

The available places for a unit has been reached and is not accepting students. Contact your Student Services Office for assistance as you may still be able to enrol.

The unit you are attempting to add to your Study Plan already exists. The unit may be Passed, Enrolled or awaiting a final result. Contact your Student Services Office for assistance as you may still be able to enrol.