

eStudent Enrolment Guide



Your available selection of units has been pre-determined by the course you have been admitted to, and has been presented in Student Management as a **Study Plan**. **Study Plans** show you the course you are undertaking and the study options within that course. Your **Study Plan** shows what units you have completed and what units are still planned, that you will need to complete and will guide you through planning, enrolment, progression and graduation.

Your **Study Plan** will identify units as follows

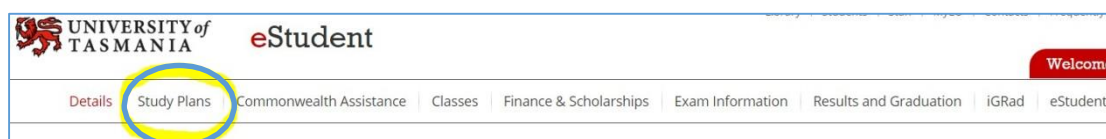
- Planned: *The unit is required at some stage in your degree, but you have not yet enrolled*
- Enrolled: *You are enrolled in this unit*
- Passed: *You have passed the unit*
- Credit/Exempt: *You have received credit for this unit based on previous study*
- Advanced Standing: *You have received credit for an elective (or choice) based on previous study*

Study Periods

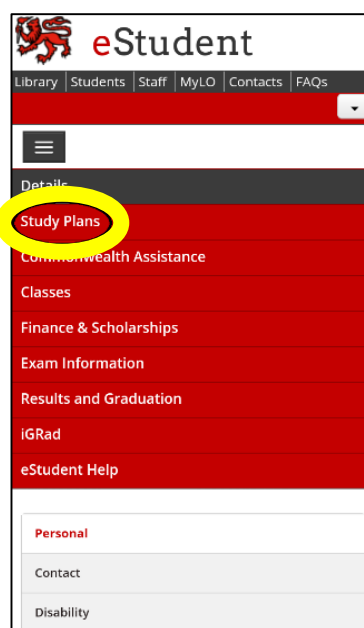
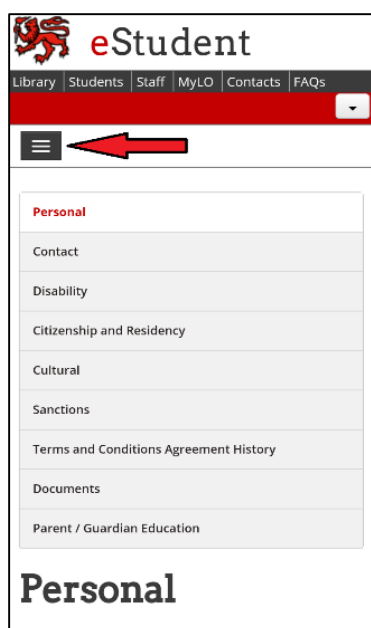
This shows if the unit is offered On Campus, Off Campus, Spring School, Semester One etc. You can view availability of units in the [Course and Unit Handbook \(www.utas.edu.au/courses\)](http://www.utas.edu.au/courses)

How to Enrol

1. Log into [eStudent \(http://estudent.utas.edu.au\)](http://estudent.utas.edu.au), and navigate to the 'Study Plans' tab on the horizontal menu at the top of the page:



If you are on a mobile device, the 'Study Plans' tab can be found by selecting the black square at the top of your display to enter the menu:



2. You can now 'select' the enrolment you wish to alter from the list of courses displayed as a table:

i Information
Listed below are your Study Plans.
Please select a Study Plan from the list to continue.

| | Course | Title | Stage | Status | Credit Points | |
|---------------|--------|----------------------|-----------|-----------|---------------|--|
| Select | 3A | Bachelor of Arts | Admitted | Admitted | 300.00 | |
| Select | 33A | Bachelor of Business | Withdrawn | Withdrawn | 300.00 | This will be displayed in read-only mode |

Listed in this table you can see **all** courses you have applied for, been admitted to, or withdrawn from.

3. Before you can alter your enrolment you may need to complete the following steps:

- Accept the Terms and Conditions of the Institute.
- Complete a Commonwealth Assistance Form.

You can find specific information regarding different functions and eligibility conditions for Commonwealth Assistance Forms (eCAF) [here](http://askus.utas.edu.au/app/answers/detail/a_id/1779/kw/ecaf).
(http://askus.utas.edu.au/app/answers/detail/a_id/1779/kw/ecaf)

Please note that your eCAF must be completed correctly so that it says 'Approved'. If your personal details do not match you will need to review your details and complete a new form (which may require you to cancel the first attempt).

- Confirm your parent/guardian education survey.

If you need to complete these steps, your study plan should appear like this:

13A Bachelor of Arts - Study Plan Details

✘ You must perform the following actions to activate your study plan BEFORE you will be able to enrol:
[View the Institution Terms and Conditions](#)

There are no components matching your selection that are available for you to enrol in.

Expand All Collapse All

C 13A - Bachelor of Arts
Admitted 2014, Semester 1, Hobart, On Campus

More Details

M ARTOTH02 - Year 1 BA
Approved
More Details

M ARTOTH03 - Years 2 and 3 BA
Approved
More Details

Choose another Study Plan Withdraw

- Once you complete all three required actions, your study plan will become active.

13A Bachelor of Arts - Study Plan Details

Study Plan Details | Potential Enrolment List | Enrolment Confirmation

Step 1 Click on the "Expand All" link. Use the 'Choose' or 'Change' links down the right hand side to start adding units to your Study Plan.

Step 2 Once units are planned and a study period chosen for each, use the checkboxes to select your planned units for enrolment, and then click the Enrol button.

Filter which availabilities appear in this list

All Years | All Study Periods | All Locations | **Search**

There are no components matching your selection that are available for you to enrol in.

Expand All | Collapse All

C 13A - Bachelor of Arts
Admitted 2014, Semester 1, Hobart, On Campus

More Details

M ARTOTH02 - Year 1 BA
Approved

More Details

M ARTOTH03 - Years 2 and 3 BA
Approved

- Click 'expand all' and you will either see 'Choose' options or 'Planned Units'. If your faculty has already added units, they will appear as 'Planned'. In this case, follow the instructions in **Section B**.

If you do not see any 'Planned' units that you wish to enrol in, you will need to add them manually; please follow the instructions in **Section A**.

Section A: Choosing units using the 'Choose' function:

- Please scroll down and next to one or more lines of your study plan you will find a Choose link on the right side.

EU *Choice of Breadth Units*

25 Credit Points remaining for selection

Choose

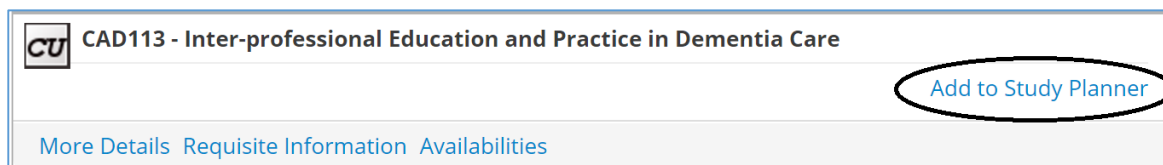
[More Details](#)

- Now you can find your unit/s by typing the name or unit code into the search box and pressing search:

Search and select for Unit choice

If you are unsure of what units you need to add, please consult the [Course and Unit Guide](#) or contact your faculty at the following [website](http://www.utas.edu.au/first-year/enrolment-advice) (<http://www.utas.edu.au/first-year/enrolment-advice>)

3. Find the unit you want to enrol in and click 'Add to Study Planner' on the right.

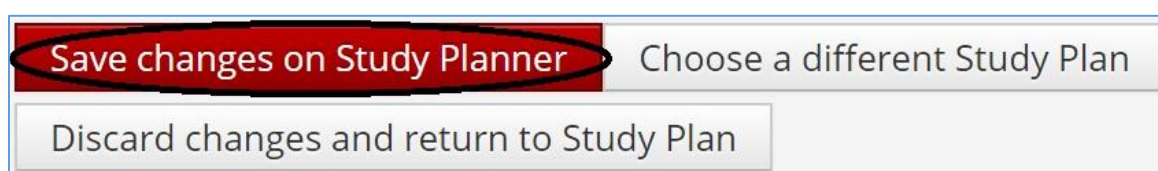


CAD113 - Inter-professional Education and Practice in Dementia Care

More Details Requisite Information Availabilities

Add to Study Planner

4. Save any changes made by clicking the red 'Save changes on Study Planner' button at the bottom of the page.



Save changes on Study Planner Choose a different Study Plan

Discard changes and return to Study Plan

5. All the units you have added will now appear on your Study Plan as *Planned*.

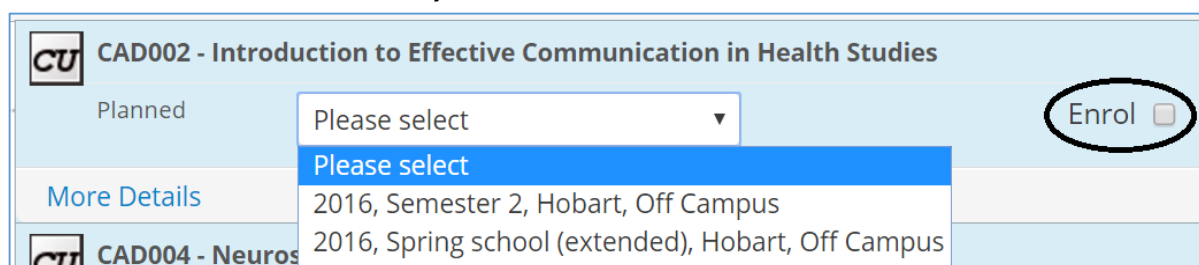
Section B: Enrolling in Planned Units

1. You will now need to finalize the enrolment of your *Planned* units. This will require nominating a desired availability

Note: When Selecting Availabilities, please note units may be offered On Campus or Off Campus: Each **On-Campus unit** will have one or more campus locations. These are the locations where this unit is available for enrolment and attendance **On-Campus**.

Each **Off-Campus unit** will usually have one campus location registered against it, which is the administrative campus only. You are able to enrol in this unit (by distance) regardless of where you are undertaking your course For example, when a unit is registered as **Launceston Off-Campus**, you are able enrol in this unit even if you are undertaking your course at Rozelle-Sydney.

2. Select the correct availability for you using the drop down menu, and then tick the enrol box on the right. **Repeat this for each unit you wish to enrol in, before pressing the red enrol button at the bottom of your screen.**



CAD002 - Introduction to Effective Communication in Health Studies

Planned

More Details

Enrol

Please select

Please select

2016, Semester 2, Hobart, Off Campus

2016, Spring school (extended), Hobart, Off Campus

CAD004 - Neuros...

3. You will now need to confirm your enrolment in your chosen unit(s).

The screenshot shows the eStudent interface for unit CAD002. At the top right, there is a red button labeled "Enrol?". Below this, the unit name "CAD002 - Introduction to Effective Communication in Health Studies" is displayed. Underneath, it says "Planned" and "Period: 2016" followed by "2016, Semester 2, Hobart, Off Campus". To the right of this information is an "Enrol" button with a checkmark icon. Below the unit information is a "More Details" link. At the bottom of the interface, there are two buttons: "Confirm Enrolment" (highlighted with a red oval) and "Go Back/Change".

4. You have now successfully enrolled in your chosen units! You can confirm this by clicking 'current enrolment' on the left of the 'Study Plans' section. Please now check your 'Finance and Scholarships' tab as your invoice will have been updated. *Note: you may see SSAF fees listed – for more information please search 'SSAF' at askus.utas.edu.au*

Section C: Withdrawal

1. Go to the 'Study Plan' tab in [eStudent](#).

The screenshot shows the eStudent navigation menu. The "Study Plans" tab is highlighted with a yellow circle. Other tabs include "Details", "Commonwealth Assistance", "Classes", "Finance & Scholarships", "Exam Information", "Results and Graduation", "iGrad", and "eStudent". A "Welcome" button is visible in the top right corner.

2. Select 'Withdrawal' from the side menu, and then if more than one course is displaying click 'view' next to the course the units are enrolled under.

The screenshot shows the "Withdrawal > Choose a Study Plan" page. On the left side, there is a navigation menu with "Withdrawal" highlighted by a yellow circle. The main content area has a heading "Withdrawal > Choose a Study Plan" and an "Information" box stating: "Listed below are your Study Plans that you can make withdrawals for. Please select a Study Plan from the list to continue." Below this is a table with two rows. The first row has a "View" button (highlighted with a yellow circle) and the unit code "H0F". The second row has a "View" button (highlighted with a yellow circle) and the unit code "H3V".

| | Course / Unit Code |
|----------------------|--------------------|
| View | H0F |
| View | H3V |

3. Tick the unit you wish to withdraw from, and press the 'withdraw' button at the bottom of the page.

| <input type="checkbox"/> | Year | Study Period |
|-------------------------------------|------|--------------------------|
| <input type="checkbox"/> | 2014 | Spring school (extended) |
| <input type="checkbox"/> | 2014 | Spring school (extended) |
| <input checked="" type="checkbox"/> | 2015 | Semester 1 |

4. Press 'Confirm' at the bottom of the page. Please be aware that if the census date has passed you will remain financially liable for the unit, and may receive an academic penalty.

| Year | Study Period | Location |
|------|--------------|------------|
| 2015 | Semester 1 | Launceston |

5. A message saying '***the following unit has been successfully withdrawn***' will appear. This will have withdrawn you from those units, but **not** from the course itself. Staying 'admitted' in the course will not cause you to be charged any fees unless you are still enrolled in specific units (or you have withdrawn from them late and have incurred the financial liability).
We recommend that you:
 - check your 'Finance and Scholarships' tab to check your fees status,
 - confirm your withdrawal by looking again at 'current enrolment' on the left of the 'Study Plans' section.