

Your Guide To Enrolling On eStudentCentre 2010



Step 1 – Getting Prepared Before You Start

Have your Student Username and Password ready:

Your Student Username and Password is different to the username and password you may have created for your application for admission online. Your new Student Username and Password is released to you in eApplicant when you Accept your first offer.

Your username is the first part of your email address before the @ sign, do not include "@utas.edu.au" when using your login.

Step 2 – Logging on to eStudentCentre

eStudentCentre will open for new 2010 students on 1 November 2009

When you are ready to enrol for 2010, log on to Username and Password.



using your UTAS Student

Step 3 – Enrolling in your Units

Enrol in your units for both semester 1 and semester 2 2010, unless you are commencing in semester 2.

Make sure to check if you have any conditions on your offer (see your letter of offer) and to enrol in those units if required.

It is helpful to write a list of the unit codes that you have selected and have them ready before you go to enrol.

Follow these steps to enrol in your units:

- Select **Manage Enrolment** from the left hand menu. Select the link to "Manage my enrolment for 2010 in<your course>"
Tips – If you have enrolled in a Preparation course you will see that too. You do not need to open that link.
Follow the Progress Bar at the top of the page – your enrolment is complete at 100%.
This screen has information to read only, scroll down and click on **Next**.
This screen will ask you to check your personal details. Update any changes and then click on **Next**.
This screen asks if you want to inform UTAS about any disabilities you may have and support you may require. It defaults to No. Add details as you require and then click **Next**.
- If your course has few or no elective unit choices, a screen may appear here with a unit template including all or some of your required units. You can select from this and add or remove units as required, then click on **Next**.
This screen shows "Unit Selection". If all your units were in the template, scroll down and click on **Next**.
- If you need to add units, scroll down to "Add Units" and go to the box labelled "Unit Code". Enter the unit code for one of your units from your list (e.g. BMA101) then hit Enter on your keyboard or click the mouse anywhere on the page. This should find all the possible offerings for that unit.
Tip – By selecting the semester, campus and attendance that you want you will narrow down the list of offerings.
- Find the correct unit offering (i.e. correct semester, campus, attendance) and click on **add to my enrolment**.
You have now added that unit and it will appear at the top of the page.
Continue this process until all your units have been added.
If you have incorrectly added a unit, scroll to the right of the screen and you will see the option to remove that unit.
Tip – You will be also able to vary your enrolment later if you need to, by adding and/or withdrawing units.
When you have added all your units scroll down and click on **Next**.
- This screen shows "Change Expected Year of Completion". You need to tell us when you expect to complete your studies and will be ready to graduate. E.g. if you start a 3 year degree in semester 1 2010 and study full time, you will complete your study in semester 2, 2012.
- Select the likely semester / year on the drop-down menu. Click on **Next**.
Tip – If you are unsure, you will still need to make a selection. You cannot continue with enrolment if you leave it blank.
You will be able to vary your expected completion date later if you need to.
- This screen asks you to confirm your enrolment details. If it is correct, click on **Next**.
*Tip – You can select **Back** if you find that the details are not correct.*
- This screen is your "Declaration". Please read it carefully, it is your legal agreement with UTAS. Tick the small box at the bottom to show you accept the conditions and then click on **Submit**.
- This screen confirms that you have reached the end of the process. It tells you that you will need to wait for an overnight update before attempting any further Manage Enrol steps again. Click on **Finish** to go back to your main eStudentCentre screen.
Tips – The Progress Bar should be at 100% to show you have completed the process.

Before you click on Finish, you can print a copy of the changes you have made for your record. Once you have clicked on Finish you won't be able to view the changes you have made again this session, you will need to wait – see Step 5.

Step 4 – Completing an eCAF

The next step is to complete your electronic Commonwealth Assistance Form (eCAF). All Commonwealth Supported students are required to complete one of these forms, whether you plan on paying your HECS up front or deferring it to the taxation system. Have your Tax File Number ready if you have one. You will see the link to eCAF on the menu of your main eStudentCentre screen. Follow the eCAF steps through until you have finished the process.

Step 5 – Checking your enrolment

Within 24-48 hours of enrolling online you can check your enrolment through the Current Details page on your eStudentCentre. This lists the degree/s you are studying, all the units you have enrolled in, the semester in which you are enrolled in and whether your attendance for classes is on-campus or off-campus (distance).

If required you can now print out an Enrolment Confirmation – click on **Print 2010 Variation Form** for an enrolment confirmation.

You can now also check your personal timetable from your eStudentCentre or by entering your Student ID number at the Timetable website.

Make sure to monitor your enrolment once semester starts to see if it has been approved, initially your enrolment status will be “Not yet approved” – this is nothing to worry about. When your Faculty has checked your enrolment they will change the status to “Approved” or “Not Approved”. If you have any questions at all about your enrolment approval status, contact your Faculty for advice.

Step 6 – Checking your UTAS Email

Regularly check your UTAS Email. This is the main form of communication for UTAS staff to contact you. We will be sending you information about Orientation and Fees, along with important information from your lecturers and tutors.

Step 7 – Help

For more information please visit the below websites. Or, if you need assistance with any of the enrolment steps or using the eStudentCentre, please contact our Student Centre staff by phone on 1300 361 928, by email from the Ask Student Centre website or drop in to the Student Centre on campus.

Useful Websites

First Year Website – www.utas.edu.au/firstyear

Orientation Week – www.firstyear.utas.edu.au/orientation

Student Services – www.studentservices.utas.edu.au

Scholarships – www.utas.edu.au/scholarships

Fees and Financial Support – www.futurestudents.utas.edu.au/coursecosts.html

Accommodation Services – www.utas.edu.au/accommodation

Australian Government's higher education reforms – www.goingtouni.gov.au

Webmail - webmail.utas.edu.au

Faculty/Institute Websites

Faculty of Arts – www.utas.edu.au/enrol/arts

Australian Maritime College – www.amc.edu.au/future/enrolment

Faculty of Business – www.utas.edu.au/enrol/business

Faculty of Business Course Planners - <http://www.utas.edu.au/business/faculty/CurrentStudents/Index.html>

Faculty of Education – www.utas.edu.au/enrol/education

Faculty of Health Science – www.utas.edu.au/enrol/healthsci

Faculty of Law – www.utas.edu.au/enrol/law

Faculty of Science, Engineering and Technology - www.utas.edu.au/enrol/set