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)

How to Enrol
1. Log into eStudent (http://estudent.utas.edu.au), and navigate to the ‘Study Plans’ tab on the horizontal menu at the top of the page:

![eStudent Menu](image)

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:

![eStudent Mobile Menu](image)
2. You can now ‘select’ the enrolment you wish to alter from the list of courses displayed as a table:

Listed in this table you can see all courses you have applied for, been admitted to, or withdrawn from.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

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

5. 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:**

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

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

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

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

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

![Confirm Enrolment]

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.

![eStudent]

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.

![Withdrawal]

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

![Withdraw button](image)

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.

![Confirm button](image)

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.