Guide to enrolling using eStudentCentre

Disclaimer: This document is intended to provide general advice only about accessing and using eStudentCentre and has been prepared as a guide only. Screens displayed in this document are for reference only and are not guaranteed to be accurate, reliable or current. No responsibility is accepted for any errors, omissions, or misleading statements on these pages.
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Step 1 – Get Prepared Before You Start
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**Have your Tax File Number ready** if you have one.
*You need this if you are a Domestic commonwealth supported student.*
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Step 2 – Log on to eStudentCentre
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Login to eStudentCentre

When you are ready to enrol go to UTAS home page, select Current Students and login.
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Login to eStudentCentre

This is the login page. Login using your UTAS Email Account Username and Password.
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Login to eStudentCentre

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TIP: Your UTAS username is the first part of your email address before the @ sign
When you first login to eStudentCentre you will see the **Home** page.

This page provides news and information as well as frequently used links.
The menu at the side of the screen provides access to your enrolment, fees, exams and graduation details.

Simply click on the heading to access the area you want.
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This tour will take you through the Enrolments menu and how to enrol and manage your enrolment online.

Select **Manage Enrolment** from the left hand menu.
Select the relevant link to your course, you may a few options to choose from. This example shows Manage my enrolment for 2011 in Bachelor of Antarctic Science (S3Y).
Domestic students only

Tip: If you are a domestic student you may need to complete a Commonwealth Assistance From (CAF). You can complete your CAF before or after your add your units.
Tip: Follow the Progress Bar at the top of the each page from now on – your enrolment is complete at 100%. You may need to scroll down on some screens to find the Next buttons.
This screen is your **Declaration**.

Please read it carefully, it is your legal agreement with UTAS. When you have finished tick the small box at the bottom to show you accept the conditions and then click on **Next**.
Domestic students only
You may see a screen about Important Information about your Commonwealth Assistance Form (CAF).

Tick the small box at the bottom to show you understand that you need to complete the CAF and then click on Next.

Tip: This screen does not appear if you are an international student or have already submitted a CAF for your course or you are not in a Commonwealth Supported Place.
The next screen will ask you to **Check your Personal Details**.

Update any changes and then click on **Next**.
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Update any changes and then click on **Next**.

**Tip:** If you are studying by distance you should complete **Courier Address**.
The next screen asks if you want to inform UTAS about any **Disability Details** and support you may require.

Add or change your details and click **Next**.
If your course has few or no elective unit choices, a screen may appear here with **Unit Templates.**

The suggested enrolment will include all or some of your required units. You can select from this and add or remove units as required.

### Semester One

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Study Centre</th>
<th>Attendance</th>
<th>Census Date</th>
<th>Available for Online Enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA203</td>
<td>Medication Management for Nurses</td>
<td>Hobart</td>
<td>On Campus</td>
<td>Friday, 23 March 2012</td>
<td>Yes</td>
</tr>
<tr>
<td>CXY204</td>
<td>Bioscience 1</td>
<td>Hobart</td>
<td>On Campus</td>
<td>Friday, 23 March 2012</td>
<td>Yes</td>
</tr>
<tr>
<td>CNA227</td>
<td>Integrated Nursing Practice</td>
<td>Hobart</td>
<td>On Campus</td>
<td>Friday, 23 March 2012</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Semester Two

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Study Centre</th>
<th>Attendance</th>
<th>Census Date</th>
<th>Available for Online Enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA205</td>
<td>Research And Evidence-Based Practice in Nursing</td>
<td>Hobart</td>
<td>On Campus</td>
<td>Friday, 10 August 2012</td>
<td>Yes</td>
</tr>
<tr>
<td>CNA226</td>
<td>Contemporary Nursing Practice</td>
<td>Hobart</td>
<td>On Campus</td>
<td>Friday, 10 August 2012</td>
<td>Yes</td>
</tr>
<tr>
<td>CNA246</td>
<td>Perspectives on Ageing</td>
<td>Hobart</td>
<td>On Campus</td>
<td>Friday, 10 August 2012</td>
<td>Yes</td>
</tr>
<tr>
<td>CXY205</td>
<td>Bioscience 2</td>
<td>Hobart</td>
<td>On Campus</td>
<td>Friday, 10 August 2012</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Spring School

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Study Centre</th>
<th>Attendance</th>
<th>Census Date</th>
<th>Available for Online Enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA309</td>
<td>Professional Issues in Nursing Practice</td>
<td>Hobart</td>
<td>Distance</td>
<td>Tuesday, 6 November 2012</td>
<td>Yes</td>
</tr>
<tr>
<td>CNA315</td>
<td>Acute Care Nursing</td>
<td>Hobart</td>
<td>On Campus</td>
<td>Tuesday, 6 November 2012</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Click 'Next' below to make changes to your enrolment.*

Need help? [Ask Student Centre](#) or contact the Student Centre for further information on 1300 361 928.
Select the template which applies to your course (you may have a range of templates to choose from), and click **Next**. You will be taken to the unit selection screen.
Next you will see the **Unit Selection** screen.

To add units, scroll down to **Unit Search** and go to the box labelled **Unit Code**. Enter the code for one of the units from your list then click on **Search**.
Tip: You can select the title, semester, campus and attendance to narrow down the list of offerings, but unit code is the quickest option.
The search will find all the possible offerings for your unit code.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Study Centre</th>
<th>Semester</th>
<th>Attendance</th>
<th>Census Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESH110</td>
<td>Foundations and Theories of Literacy: Processes and Practices</td>
<td>Hobart</td>
<td>Sem 1</td>
<td>Distance</td>
<td>23 March</td>
</tr>
<tr>
<td>ESH110</td>
<td>Foundations and Theories of Literacy: Processes and Practices</td>
<td>Launceston</td>
<td>Sem 1</td>
<td>Distance</td>
<td>23 March</td>
</tr>
<tr>
<td>ESH110</td>
<td>Foundations and Theories of Literacy: Processes and Practices</td>
<td>Cradle Coast</td>
<td>Sem 1</td>
<td>On Campus</td>
<td>23 March</td>
</tr>
</tbody>
</table>

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. If you have incorrectly added a unit, scroll to the right of the screen and you will see the option to remove that unit.

IMPORTANT: Continue on this screen until all your units have been added, then click on Next.

Tip: You will be able to change your enrolment after an overnight update if you need to and can add and/or withdraw units.
If your course requires you to have completed a pre-requisite for one or more of your units, the next screen will be **Requisite Acknowledgement**.

You can still enrol in the unit now but you need to understand you may be withdrawn from your unit if you do not meet the condition of enrolment.

For example you may need to pass a semester 1 unit part A in order to remain in the semester 2 unit part B. To indicate your acknowledgment and understanding tick the box/es then click on **Next**.
In some courses you are able to choose a **Major**. The screen may look slightly different to this example depending on your course. If you are ready to choose your major then click on your choice of major or select a new major.

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**TIP:** If this is your first semester you do not need to assign majors at this point. Simply click **Next**
Your choice of major for your course will be added to your enrolment. Click on Next.

**TIP:** You are able to add and remove majors from your enrolment later if you need to.
The next screen shows **Estimate your Graduation**.

The first time you use this screen you need to estimate when you expect to complete your studies and will be ready to graduate. Use the drop menu to select the closest semester and year. Click on **Next**.

For example, if you start a 3 year degree in semester 1, 2012 and study full time, you will complete your study in semester 2, 2014. You would select 2014 December as your expected graduation.

**Tips:** If you are unsure, still make a selection. You will be able to vary your expected completion date later.
This next screen confirms your enrolment. If your enrolment is correct, make sure you click on **Submit**, otherwise you will lose your changes.
Once you have clicked on **Submit** you will see confirmation that you have submitted your enrolment for processing. Your enrolment changes are subject to approval by your faculty. You can print a copy of your enrolment if you need one.

**TIP:** You may see a **Finish** button instead of a red prompt box. Simply click on the **Finish** button instead.
If you have been prompted to complete a Commonwealth Assistance Form (CAF) you can **Submit an electronic CAF online here**.

**TIP:** All eligible 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.
Or through the link to eCAF on the main menu

Follow all the prompts to complete your CAF
Allow time for the system to process and update* your enrolment (usually overnight).

Then you can check your enrolment through the **Current Details** page in eStudentCentre.

**Tip:** You will need to wait for an overnight update* before accessing your enrolment.

*(providing you submit your changes by 5pm)*
Current Details lists the degree/s you are studying, the units and the semester you are enrolled in and whether your attendance for classes is on-campus or off-campus (distance).

If required you can print out an Enrolment statement.
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.

**TIP:** Make sure to monitor your enrolment once semester starts to see if it has been approved.
Need more help?

Call the Student Centre
8.30am – 5.00pm Monday – Friday
1300 361 928

or +61 6324 3197 from outside Australia

or drop in on campus in Hobart, Launceston or Cradle Coast

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