Before you enrol: Know your course structure

The units or choice of units you can enrol into is determined by the course you have been admitted to. For details on the structure of your course and the units and / or choices it has, see the Courses and Units webpage, search for your course and view ‘Course Structure’. If you need further assistance with unit choice, contact U Connect.

The structure of your course is presented to you in eStudent as a Study Plan. Your Study Plan shows you the layout of the course you are undertaking and the study options within that course. As you progress through your course, your Study Plan will show which units you have completed and which are still planned.

Study Plan Overview

Note: The example below is for a ‘3 year’ undergraduate course (300 credit points) where there is freedom to choose Majors, Minors, Electives etc, but is broadly applicable to all courses. Your study plan will be broken down into sections – ‘Year 1’ (the initial 100 credit points worth of units) and ‘Years 2 and 3’ (the remaining 200 credit points). You may be electing to take your course part-time, in which case, these are not literal years.
Expanding your study plan will show you the further structure of your course and, if you have choice, how many credit points you have to add to your study plan:

**Note:** A Major generally comprises 25 credit points (cp) in first year and another 75cp in other years. A Minor is also 25cp in first year and a further 25cp later. In your first year, these will generally be a ‘pair’ of units taken, one in each Semester. Refer to your course’s information for details specific to your situation.

You can hover over sections to find out more information, such as:

- **C** – Course
- **M** – Major / Minor / Specialisation / Structure
- **CU** – Core Component
- **EU** – Elective Unit

**Unit Status**

Once units are added to your **Study Plan** (or if there are core units already in place) they will be identified as follows:

- **Planned:** The unit has been added to your course, but you have not yet enrolled in it
- **Enrolled:** You are enrolled in this unit
- **Passed:** You have successfully completed this 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 / Availability**

Some units may give you a choice of **when** you can take them and whether you can take them on-campus (and which campuses) or by distance study. You can view availability of units in the **Courses and Units Page** (www.utas.edu.au/courses)
Getting Set Up to Enrol

Log in

Log into eStudent (http://estudent.utas.edu.au) with your username and password, and navigate to the ‘Study’ tab on the horizontal menu at the top of the page then click ‘Manage Study Plan’:

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

Select your course

Listed in this table you can see all courses you have applied for, been admitted to, or withdrawn from. Select the course you wish to enrol under. Note: The course Status must be ‘Admitted’ (or returning from a ‘Leave of Absence’) for you to be able to enrol in units:
Compulsory Forms, Terms and Conditions and Government Statistical Information

Before you can enrol in units you may need to complete the following steps:

1. View (and accept) the **Terms and Conditions** of the Institution – read these carefully, along with your offer letter, these constitute an agreement you have with the University.

2. Provide your **HECS-HELP Commonwealth Assistance Form**.

   Completing the ‘Request for Commonwealth Assistance HECS-HELP’ form is **compulsory** for all students in a Commonwealth Supported Place whether or not you are seeking to defer your fees (or if you are covered by a Fee-Waiver), as it advises the Government how you intend to pay your Student Contribution. You can find [more information about Commonwealth Assistance Forms (eCAF)](http://askus.utas.edu.au/app/answers/detail/a_id/1267).

   *Please note that once submitted, your eCAF’s status must say ‘Approved’. If it says ‘personal details do not match’ you will need to review your details and complete a new form (after ‘cancelling’ the current form).*

3. Confirm your **Parent/Guardian Education Details**.

   *Click the red ‘Click here to update’ button and then enter details.*

If you need to complete one or more of these steps, your study plan will look similar to this:

![A3A Bachelor of Arts - Study Plan Details](image)

*(Once you have completed these steps, you can enrol into your units)*

**Expand your Study Plan**

Click on the ‘Expand all’ button or, to view only the units needed for your ‘Year 1’ click on the ‘+’ symbol to the left of ‘Year 1’:

You will see ‘Choose’ options, ‘Planned’ Units, or both.

- If you see ‘structure lines’ (‘Yr 1’, majors, minors, choice of electives, etc) but do not see any ‘Planned’ units to enrol in, you will need to add them manually; please follow the instructions in **Section A**.
- If your Study Plan is pre-populated with units, they will appear as ‘Planned’. In this case, skip to **Section B**.
- If you do not see any structure other than the Course name, your study plan needs manually expanding, contact U Connect initially.
Section A: Choosing units using the ‘Choose’ function:

Scroll down and next to one or more lines of your study plan you will find a Choose link on the right hand side:

You may be presented with a list of units to choose from and/or a search box. Select your unit(s) from the list presented (1), typing the name or unit code into the search box (2) or, where there are rules (in this example, a pair of units must be selected for the Major) select from the dropdown box (3) and then press search:

If you are unsure of what units you need to add, please consult the Course and Unit Guide or make contact with U Connect using the details at the following website, (http://www.utas.edu.au/first-year/enrolment-advice)
For the unit(s) you want to enrol in, check the ‘Availability’ (when and where it will be offered) and any pre-requisites you might need before you can take the unit and click ‘Add to Study Planner’ on the right. Repeat for any other units you need to add to that section of your Study Plan:

You will need to confirm your action before you can go on to enrol in the unit/s. Save any changes made by clicking the red ‘Save changes on Study Planner’ button at the bottom of the page.

You will now see the units you have added appear on your Study Plan as Planned:

Section B: Enrolling in your Planned Units

Now that you have Planned units sitting on your Study Plan, you need to enrol in them. This is a 4 step process:

Notes:

Availabilities. Units may be offered ‘On’ Campus or ‘Off’ Campus:

- Each On-Campus unit may have one or more campus locations. These are the physical locations where this unit is available for enrolment and attendance.
- Each Off-Campus unit will usually have one ‘Distance’ campus location, which is the ‘administrative’ campus only and has no bearing on where you physically are. For example, when a unit is listed as Launceston Off-Campus, you are able enrol in this unit even if you are undertaking your course at Rozelle, Sydney.
- If the unit does not allow you to select an availability and you do not have the option to enrol (see below), the unit may not be available for the upcoming study periods. Check the ‘Availabilities’ information option for that unit.

Enrol in the units needed for the current year only:

- If you are enrolling in your first year at the start of the year, enrol in both Semester 1 and Semester 2 units (and any other study periods, like ‘Spring’) for that year only. You do not need to enrol units for future years (e.g. advanced units) unless advised by your College Staff.
• Enrolment for the **following year** will open in early October.

1. If you have a choice when and where to take your units (the ‘Availability’ - a combination of a study period and a location, e.g. ‘2018, Semester 2, On-Campus’), select the one you want using the drop down menu. Refer to the **Key Dates page** for information on Study Periods.

2. Tick the **enrol** check box on the right. Repeat this for each unit you wish to enrol in.

3. Press the **red ‘Next’ button** at the bottom of your screen.

4. You will now need to **confirm** your enrolment in your chosen unit(s):

You have now successfully enrolled in your chosen units! You can confirm this by clicking ‘Current Enrolment’ on the left of the ‘Study’ section.

Please now check your ‘**Fees**’ tab as your invoice will have been updated. *Note: you may see SSAF fees listed – for more information please search ‘SSAF’ at [http://askus.utas.edu.au](http://askus.utas.edu.au)*

**Troubleshooting:**

Some common issues you may find...

- **Trying to enrol into more credit points than are available to you in a study period:** You can enrol in a maximum of 50 credit points for Semesters 1 and 2 (e.g. 4 x 12.5cp units). Check the availabilities you have selected for their total Credit Points value or enrol in units one-by-one.

- **Selecting a unit that is not available to you:** If you are admitted to the course as an Off-Campus student, eStudent will not allow you to enrol in an On-Campus availability. Please contact [U Connect](http://askus.utas.edu.au) for assistance.

- **You do not meet the pre-requisites for a unit:** Some units require that you have successfully completed a prior unit. This could be introductory units needed for an intermediate unit but note that some introductory level units also have pre-requisites. Check [the Course and Units page for that unit](http://askus.utas.edu.au).
Withdrawing from Units

**Note:** It is **not** sufficient to advise a staff member that you will no longer be attending classes – you must withdraw from a unit to avoid financial and academic penalties.

**Before you withdraw from a unit:**
Are you currently receiving a Scholarship? Please contact the Scholarships Office to discuss your situation before withdrawing from one or more units.

**International Students:** Be aware that withdrawing from one or more units may affect your Student Visa. Please read the details on the Conditions of your Student Visa before proceeding.

**Domestic students:** Are you currently receiving a government support payment? Withdrawing from one or more units of study may affect your payments. You may wish to discuss your situation with Centrelink.

Sometimes you need to withdraw from a unit before the start of the study period but sometimes you need to do this after the study period has begun. Depending on the date you withdraw, **there can be financial and / or academic implications**:

Find out if you are withdrawing from your unit before the Census Date or the 'last date for withdrawal without fail' ("WW" Date) by looking at the Courses and Units Page entry for your unit (scroll down to 'Key Dates') or by looking at the Key Dates page ('All Study Period Dates ..' tab):

- If it is **after** the Census Date, you **will be financially liable** for the unit if you withdraw (see below for information about applying for remission of fees in exceptional circumstances).
- If it is **after** the "WW" date, you **will be financially liable** and you will also incur an academic penalty ('Fail' grade).

**Withdrawing involves 3 steps:** Identifying the unit(s) to withdraw from, **Withdrawing** from the unit and **Confirming** the Withdrawal

1. Go to the ‘Study’ tab in eStudent, select ‘Withdraw Units’ from the side menu, and then if more than one course is displaying, click ‘view’ next to the course the units are enrolled under:

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

4. 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 other units under the course (or you have withdrawn from them after the census date).

   Click ‘View’ to see all units you are currently enrolled in to confirm you have withdrawn correctly (also visible from the ‘Current Enrolment’ form on the left side menu):

   After withdrawing, we strongly recommend that you:

   - Check the ‘Transactions’ menu in your ‘Fees’ tab to confirm your fees status and generate an updated invoice.

   Did you withdraw after the census date for your study period due to circumstances outside of your control?

   - You might be eligible for remission of fees / HECS debt
   - See [How do I apply for remission in special circumstances?](http://askus.utas.edu.au/app/answers/detail/a_id/1299)

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