Your guide to Online Enrolment
Your Guide to Online Enrolment

This guide will help your online enrolment at the University of Tasmania. It goes through the key areas in step-by-step detail to help you troubleshoot any questions you might have, and to link you to more information.

To make things easier, you’ll hopefully have already gone through the Course Guide so you know what to enrol in, the course details and what your preferred units of study are. And if you haven’t, you should – it’ll make enrolling a whole lot easier!

Useful links and tips

What is a Unique Student Identifier (USI)?

How can I find my email address and/or password?

Where can I find out about my course and which units I need to enrol in?

How many units can I enrol in?

Where can I find a glossary of University of Tasmania Academic terms?
Prepare
What you’ll need to start

Before you begin your Enrolment process, you’ll need to have your:

- Unique Student Identifier (USI).
- Uni email address and password. This has been emailed to you by The University.
- Course details.
- Preferred units; and
- Have completed any pre-enrolment tasks in ‘MyTasks’ in eStudent.

Useful links and tips

What is a Unique Student Identifier (USI)?

How can I find my email address and/or password?

Where can I find out about my course and which units I need to enrol in?

How many units can I enrol in?

Where can I find a glossary of University of Tasmania Academic terms?
Getting started

To start, you need to navigate through eStudent to the Manage My Course page, which is where you enrol.

1. Log in to eStudent – there two ways to do this:
   a. Directly through the eStudent site.
   b. Through your Student Portal, then by following the link to eStudent.
2. Click on the tile labelled ‘MyStudy’.
3. Click on the red button labelled ‘Manage My Course’ under the course for which you wish to enrol.

Useful links and tips

What is eStudent?
Understanding your Study Plan

Next, you need to build and understand your Study Plan. You can choose whether to **plan** your whole course (which we recommend) or just the upcoming year. You will only be able to actually **enrol** in units for the upcoming year.

Your course units will appear under the heading ‘Current Course Structure’. From this screen you can manage your Study Plan and track your progress for the duration of your course.

In **Part 2** you can begin selecting your units.
What does each icon mean?

An orange icon indicates there are actions required to select and enrol in your unit.

A blue icon indicates a unit that has been added to your Study Plan but you are not yet enrolled.

A green icon indicates that you have successfully enrolled in your unit.

A larger green and white square icon indicates a Core unit that is compulsory to your course. Core units don’t require any choices or input from you, so they will also show the green icon – indicating no further action is required for enrolment.

Useful links and tips

What is a Study Plan?

How many units can I enrol in?

What are Elective units and Discipline Electives?
Unit categories

Units will be split into categories which change depending on your course. They can be organised by years – showing what units you have to fill for each year of your course, or they can be organised by unit type. Unit types include:

- **Elective Units**: a broad selection of units able to be chosen.
- **Discipline Elective Units**: a limited list of electives specific to your course.
- **Core Units**: units that are compulsory for your course.
- **Major**: an area of focus within your course.
- **Introductory Units**: Entry level units recommend for study in first year. Numeric unit codes will be 100-199. Eg. BEA111.
- **Intermediate Units**: Build upon Introductory units. Recommended for study in second year. Numeric unit codes will be 200-299. Eg. BEA211.
- **Advanced Units**: Build upon Introductory and Intermediate units. Numeric unit codes will be 300-399. Eg. BEA311. These tend to be in third year or above.

Useful links and tips

- What is a Study Plan?
- How many units can I enrol in?
- What are Elective units and Discipline Electives?
Part 1
Part 1: Selecting your Major

This is where you choose a Major to be the main focus of your course. If a Major is required, you will see ‘Choose your Major’ at the top of the list under ‘Current Course Structure’. If this option does not appear in your course structure, your course does not require a Major and you can move to the next part, ‘Selecting your Units’.

Useful links and tips

- What is a Major and how do I choose one?
- How can I add a second Major?
Part 1: Selecting your Major

1. Click on the red button labelled ‘select’ to the right of ‘Choose your Major’. A menu will open with a list of the available Majors, including how many Credit Points each Major is worth. The grey instruction bar at the top of this menu displays the number of Credit Points you are required to fill.

2. Click on the red button labelled ‘Add to plan’ to the right of the Major which you would like to study.

3. Review the core unit structure for the selected Major.

4. Click on the button labelled ‘OK’ to confirm your choice and add the unit structure to your study plan.

Useful links and tips

What is a Major and how do I choose one?

How can I add a second Major?

Credit Points: All courses are built from a combination of units. Each unit has a credit point value (normally 12.5). So for full-time study, you need to complete 100 credit points per year. See FAQs.
Part 1: Selecting your Major

Or...

5. Click on the button labelled ‘Cancel’ to select a different Major.
6. Repeat steps 2 – 4 (see previous page) until you have selected your Major.

The label ‘Choose your Major’ should now show a green icon and the text ‘Selection Made’. This means that your Major has been added to your Study Plan and you are now ready to choose the units within it. Be aware that some Majors will have Core units automatically selected, while others will require you to select them yourself. Selecting units is explained in Part 2.

Useful links and tips

What is a Major and how do I choose one?
How can I add a second Major?
Part 2
Part 2: Selecting your Units

In this section you choose your preferred Units to satisfy the requirements of your course.

Your Study Plan will show orange icons next to Unit Types, indicating that there is still some planning required. If you have selected a Major, there will also be Unit Types under the heading of that Major.

Your aim is to replace all orange icons beside units for the upcoming year with blue icons before moving to the next step.

Useful links and tips

What is a Study Plan?

Requisites: Some courses have certain requirements you need to meet before you can take them. Make sure your study plan allows you to meet all requirements before the commencement of each requisite unit. Requisites can be viewed once a unit has been added to your study plan, by clicking the red button labelled 'View'.

Location: Make sure you select units that are in your location, or that are taught via distance or off campus.

Study period: Make sure that units you select are offered in the study period that you plan to do them.
Part 2: Selecting your Units

1. Choose a Unit Type with an orange icon.
2. Click on the red button labelled ‘select’ to the right of your chosen Unit Type. A menu will open showing the available units, and how many Credit Points each is worth. The list may be long, you can search by unit code, title or keywords below the grey bar at the top of this menu. This is also where you see how many Credit Points you need to fulfil.
3. Click on the red button labelled ‘Add to plan’ next to a unit you would like to study. A pop-up message at the top of the screen will let you know how many points are still required, so you can calculate how many more units you need to select.

Useful links and tips

What are requisite requirements, and can they be waived?

How do I know whether a unit is introductory, intermediate or advanced level?

How many units can I enrol in?

How do I choose my course units?

What are examples of Unit Types?

Credit Points: All courses are built from a combination of units. Each unit has a credit point value (normally 12.5). So for full-time study, you need to complete 100 credit points per year. See FAQs.
Part 2: Selecting your Units

4. Repeat Step 3 until the button labelled ‘Add to plan’ no longer appears, indicating you have filled the required number of points for this Unit Type. Selected units will show a blue icon, indicating that they have been selected, but not yet enrolled.

5. Review your choices by clicking the red button labelled ‘View’ on a unit showing the blue exclamation mark icon. Details about the unit including location, points, and whether there are any requisites will be displayed (things you need to do before you’re allowed to undertake this unit).

Useful links and tips

What are requisite requirements, and can they be waived?

How do I know whether a unit is introductory, intermediate or advanced level?

How many units can I enrol in?

How do I choose my course units?

What are examples of Unit Types?
Part 2: Selecting your Units

6. Repeat steps 1–5 for each unit (orange icon), until all units for the upcoming year are filled to suit your timeframe and location. Ensure you can satisfy any requisite requirements, see step 5.

7. When you are happy with your choices, go to the next part to select your study periods.

Refer to Making Changes for help changing your selection.

Filled units are marked by a green tick.

Blue exclamation marks show that Unit is selected but not yet enrolled, that's right for now.

Useful links and tips

- What are requisite requirements, and can they be waived?
- How do I know whether a unit is introductory, intermediate or advanced level?
- How many units can I enrol in?
- How do I choose my course units?
- What are examples of Unit Types?

Credit Points: All courses are built from a combination of units. Each unit has a credit point value (normally 12.5). So for full-time study, you need to complete 100 credit points per year.
Part 3
Part 3: Selecting your Study Periods

In this section you'll schedule units for the coming year by moving them from the 'unscheduled' column to scheduled columns – usually four units each semester, to make a 100 point loading for the year.

STEPS:

1. Click on the red ‘Plan and enrol’ button in the top left of the screen. A new page opens showing a column of unenrolled or 'unscheduled' unit tiles down the left-hand side. Any units with unsatisfied requisites will have a highlighted bar in red stating '1 unsatisfied requisite'. Units in which you are already enrolled (including Core units) will already be on the right. The column headings are organised by Study Period.
Part 3: Selecting your Study Periods

2. Use your Study Plan as a reference to identify your first year subjects in the unscheduled column. Click on the blue ‘Click for details’ text on a unit you would like to schedule. On the right of the screen you will see information such as requisites, locations and confirmed study periods.

3. Click on the red ‘Schedule’ button on the unit tile you are currently viewing. You can easily see which unit tile you are viewing as it will be light blue, when the rest of the unit tiles in the column will be white.

Useful links and tips

- What are ‘Requisites’?
- What does ‘Location’ mean?
- What is a ‘Study Period’?
- What is a Study Plan?
- When can I enrol for next year?
Part 3: Selecting your Study Periods

4. Click on the text field labelled ‘Year’ and select the year that you would like to study this unit.
5. Click on the text field labelled ‘Study Period’ and select the study period when you would like to study this unit.
6. Click on the button labelled ‘OK’.

The unit will now move from the ‘Unscheduled’ column to a new column, organised by Study Period.
7. Repeat steps 2 – 5 for your remaining units for the coming year.

Useful links and tips

What are ‘Requisites’?
What does ‘Location’ mean?
What is a ‘Study Period’?
What is a Study Plan?
When can I enrol for next year?
Troubleshooting

Error when selecting a study period

If the unit can’t be added to the study period that you have selected, an error message will open at the top of the screen letting you know the reason why. To troubleshoot you can check the ‘unit details’ for any un-met requisites, the ‘confirmed Study Periods’ of the unit for any clashes; and your ‘total semester study points’ for any overloading.

Useful links and tips

What are ‘Requisites’?
What does ‘Location’ mean?
What is a ‘Study Period’?
What is a Study Plan?
When can I enrol for next year?
Troubleshooting

Multiple location options

If the unit you have selected is offered in multiple locations for the study period you have chosen, a warning will show at the top of the page. You will be prompted to select your preferred study location in the next step when you are finalising your enrolment for the unit.

Error message

Useful links and tips

What are ‘Requisites’?
What does ‘Location’ mean?
What is a ‘Study Period’?
What is a Study Plan?
When can I enrol for next year?
Troubleshooting

**Error when allocating a unit**

If an error bar at the top of the screen says your attempt to enrol in a unit is not allowed, you will have to remove the unit from your schedule. To do this:

1. Click ‘remove’ at the bottom of the relevant semester.
2. Click in box beside relevant Unit so green tick appears.
3. Click ‘remove’ at the top of highlighted column. The Unit will be moved back to your ‘un-scheduled column.

### Useful links and tips

- What are ‘Requisites’?
- What does ‘Location’ mean?
- What is a ‘Study Period’?
- What is a Study Plan?
- When can I enrol for next year?
Part 4
Part 4: Finalising your Enrolment

In this section you’ll review your selected units and confirm your enrolment. The aim is to replace all yellow ‘not enrolled’ labels with blue ‘enrolled’ labels for all of your first year subjects (or all units in the upcoming year).

1. Click the red button labelled ‘Enrol’ in the top right of one of your newly created Study Period (semester) columns.

You can see that 4 units have been listed under each semester.

‘Not Enrolled’ label

Useful links and tips

What are ‘Requisites’?
What does ‘Location’ mean?
What is a ‘Study Period’?
What are requisite requirements, and can they be waived?
I have accepted my offer but can’t enrol in my units. What’s the problem?
Do I need to enrol for my whole course now?
I have planned the course structure for my whole course, when can I enrol in my units?
Can I enrol in more than 4 units?
Part 4: Finalising your Enrolment

2. Review your Enrolment Summary. Notifications may appear in red saying, ‘Further action required’ these can be easily resolved by following the questions on screen.

3. If you are happy to proceed with your enrolment click on the red button labelled ‘Confirm’. Or click on ‘Cancel’ to return to the previous screen and edit your units.

Possible notifications

Useful links and tips

- What are ‘Requisites’?
- What does ‘Location’ mean?
- What is a ‘Study Period’?
- What are requisite requirements, and can they be waived?
- I have accepted my offer but can’t enrol in my units. What’s the problem?
- Do I need to enrol for my whole course now?
- I have planned the course structure for my whole course, when can I enrol in my units?
- Can I enrol in more than 4 units?
Part 4: Finalising your Enrolment

4. Repeat steps 1 – 3 until all units for the coming year have the blue ‘enrolled’ label instead of the yellow ‘not enrolled’ label.

5. Click on the red button labelled ‘My Study’ to return to your Study Plan.

Once you have enrolled in all units for the coming calendar year, those icons in your Study Plan should now be green. The only orange or blue icons should belong to units further along in your course, for which it is too soon to enrol.

Useful links and tips

What are ‘Requisites’?

What does ‘Location’ mean?

What is a ‘Study Period’?

What are requisite requirements, and can they be waived?

I have accepted my offer but can’t enrol in my units. What’s the problem?

Do I need to enrol for my whole course now?

I have planned the course structure for my whole course, when can I enrol in my units?

Can I enrol in more than 4 units?
Troubleshooting

‘Further action required’ message:

If there are still options to be chosen regarding the units in this study period, you will have the chance to complete those selections as outlined in Stage 2. For example, this could be to select your study location if this unit is offered in more than one place.

• Click on the button labelled ‘Select study combination’.
• Click on the red button labelled ‘select’ next to your desired option.
• Click on the red button labelled ‘confirm’ to confirm your study combination.

This screen appears after you click ‘select study combination’. Read the details carefully. In this case the selection is between on and off campus.

Useful links and tips

What are ‘Requisites’?
What does ‘Location’ mean?
What is a ‘Study Period’?
What are requisite requirements, and can they be waived?
I have accepted my offer but can’t enrol in my units. What’s the problem?
Do I need to enrol for my whole course now?
I have planned the course structure for my whole course, when can I enrol in my units?
Can I enrol in more than 4 units?
Making Changes
Removing units from your Study Plan

This section details how to remove unwanted units and replace them with preferred units if your preferences change over the duration of your course.

1. Login to eStudent.
2. Click on the tile labelled ‘MyStudy’.
3. Click on the red button labelled ‘Manage my course’ under the course you want to make a change to (more on steps 1-3 here).
4. Click on the red arrow icon to the right of the unit you want to remove.
5. Click on the pop-up ‘Remove’ text. A menu will open asking you to confirm your action.

Useful links and tips

What is the census date?
Removing units from your Study Plan

6. Click on the button labelled ‘OK’ to remove the unit.

Or...

7. Click on the button labelled ‘Cancel’ to continue your enrolment in the unit.

8. Repeat steps 4 – 7 for all units you wish to remove.

Now that you have removed all unwanted units from your study plan, you can return to Part 4 to re-select your preferred units.
Removing a Major

Removing your Major will also remove all units within the Major. To do this, click on the red button labelled 'Remove' next to the title of your Major. Select 'OK' to confirm your action. The Major and its related units will now be removed from your Study Plan and you are free to return to Part 3 to re-select your Major.

Useful links and tips

What is the census date?
Making a change to your enrolment

Note: Check that you are withdrawing from your unit before the census date, otherwise you will remain liable for the unit’s fees.

To make changes to a units you are enrolled in you need to first withdraw from the unit, then select a new unit to add to your study plan.

1. Login to eStudent.
2. Click on the tile labelled ‘MyStudy’.
3. Click on the red button labelled ‘Manage my course’ under the course you want to make a change to.
Making a change to your enrolment

4. Click on the menu option ‘Withdraw from a Unit’ from the menu on the left side of the page.

5. Click on the grey square checkboxes to select the unit or units you wish to withdraw from. Selected checkboxes will show a green tick within the checkbox.

6. Click on the red button labelled ‘Confirm’.

7. Review your selection in the pop-up that appears. This gives you the opportunity to check and change your mind if you wish.
Making a change to your enrolment

8. Click on the text field labelled ‘Reason for Withdrawing’ and choose an option from the dropdown menu.

9. Click on the button labelled ‘Ok’ at the bottom of the pop-up.

A confirmation message will appear at the top of the page if your withdrawal has been successful. The units will also no longer show in the list of enrolled units.

All withdrawn units are automatically removed from your study plan. You can now return to Part 2 to re-select your preferred units.
Withdrawning from your course

To withdraw from your course you need to complete a Course Withdrawal Form.
Further Assistance
Seeking further assistance

New students, commencing a new program in their first semester, can contact the Future Students Team on 1300 363 864, or at course.info@utas.edu.au.

Existing students can contact Uconnect on 1300 826 663, or at u.connect@utas.edu.au.

Or there is our explainer video for all students.

Useful links and tips

Where can I get more help enrolling in my units?

Where can I find a full list of FAQs?

You might also want to look into financial aid or government assistance. Am I eligible for a HECS-HELP loan?
Your next steps

You can find out about scholarships, fees and costs.

If you have been offered a Commonwealth Supported place you will need to complete your eCAF form.

If it's your first time at Uni, or it's been a while since you studied, visit UniStart.

For any other info about starting Uni, you can find what you need on our Orientation page.

Useful links and tips

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