GETTING SET UP TO ENROL

Know your course structure
The units you can enrol into is determined by your course. For details on the structure of your course, the course rules, and the units, see the Courses and Units webpage. Search for your course and view ‘Course Structure’.

The Unit Selection Guide, used alongside your course information page, will help you narrow in on the units that you want to choose. Fill in your areas of interest and your location and it will give you a list of first year units you can add to your study plan.

We are using an undergraduate course for the purpose of this guide but the principles apply to all coursework degrees

You can plan out your entire course in eStudent, however, you can only enrol in units for the upcoming study periods.

For some units you may have a choice of the location and if you will study on-campus or by distance. View the Courses and Units Page for your options.

If you need further assistance, contact: course.info@utas.edu.au, 1300 363 864 / +61 3 6226 6112.

LOGIN

Log into eStudent with your UTAS email and password. You will also find eStudent as a link in your Student Portal.
MY STUDY - PLANNING AND ENROLLING IN UNITS

Click on the MyStudy tab to manage your study plan. There are two main steps to complete:

1. Manage my course – Select your Majors, Discipline Electives, Electives, and/or any other unit choices your course includes. This is where you will ‘add’ these to your study plan.

2. Plan and enrol – Place (‘schedule’) your unit selections into study periods, select your campus or distance study options, and enrol in the units.

Note:

• If you have more than one course on your student record, you will see them all on the MyStudy page. Select ‘Manage my course’ for the ‘Admitted’ course (see right hand side in the image below) you want to manage.

• If your course says ‘Offered’, you will not be able to enrol in units just yet – make sure you have met any conditions contained in your letter of offer.

MANAGE MY COURSE

Click on ‘Manage my course’ and it will take you to an overview of your course. This is where you will populate your study plan before going on to then enrol in the units:

• Add your Major (where relevant – you may then need to make further choices of units within this major)

• Select your Discipline Electives (where relevant, these are selections from a limited list of units related to your course)

• Select your Electives (where relevant, these are free-choice units from across the university)

If your course doesn’t allow for choice (i.e. is ‘prescribed’), or you have limited choice of units, you will already have units listed here.

Example: Bachelor of Arts:
• Click on ‘Select’ to add your Major. This will open up a list of available choices.

Click the arrow button to see details about the Major and click ‘Add to plan’ to add this selection to your study plan (a pop up will show – click ‘Ok’).

Your Major will then be listed under the course structure (with the comment ‘Planning Complete’) and you will see any further choices you need to make.

In the example below, there are choices to make around Introductory level units:

• Click ‘Select’ against the Choice of Introductory Units, noting the instructions about how many credit points need to be added over the duration of your degree. Click the arrow button to see information about the unit, including when it will be offered. Click ‘Add to plan’ to place the unit on your study plan:

As you add units, you will see notifications pop up at the top of the page letting you know you have not yet filled this section of your course with units. This is normal and just indicate that you still have units to add – now or at some point in your degree:
Follow the same process to add Discipline Electives and Electives to your study plan.

Tip: Locate the units you want to take via the Courses and Units webpage first and then search by the unit’s code (e.g. HTA101), rather than scrolling through the list alphabetically. After you have searched for units by their name or code, clear the search to have the full list appear again or search by another unit name / code.

If in doubt about what you will study and when, make contact with your Course Information Officers through UConnect.

Once you have added your Major, Discipline Electives and Electives, your study plan may look similar to the following (a study plan with 8x 12.5 credit point units added) and it is time to schedule your units into study periods.
REMOVING UNITS FROM PLAN

If you change your mind about units or majors you have added to your plan, remove them by clicking on the arrow button to the right of the unit when you are on ‘Manage my Course’ and selecting ‘Remove’:

Note: You will not be able to remove a unit you are enrolled into or a major that you have enrolled in units under. You will need to withdraw from the units first.

PLAN AND ENROL

Click on the red ‘Plan and enrol’ button in the top left of your MyStudy screen - initially, your units will appear in a column headed ‘Unscheduled’. For each unit:

- Click the red ‘Schedule button’ and
- Select the year and study period in which you wish to take it.

Tip: Once you have at least one unit scheduled to a study period, you can drag and drop other available units into that study period.

If the unit is not available in that study period, it won’t move. If you change your mind, you can drag units back to the unscheduled column.

Note: If you try and select a year that has not yet opened up for enrolment, you will see a message that you can’t select a study period. You will need to wait until enrolments open for that year.

As you schedule your units, you will see a pop up notice if the unit is available in more than one location for that study period. You will make your choice when you enrol.

Click on the unit to see more information, including which campuses you can enrol.
Once you have scheduled your units, click the 'Enrol' button to enrol in all of the units you have scheduled for that study period.

If there is a unit you don’t yet wish to enrol in, drag it back over to the ‘Unscheduled’ column first.

Where you have choice of location for your unit, click 'Select study combination' to view your options and choose. If you change your mind, you can change the location before confirming.

Once you are happy with your selection, click the 'Confirm' button to be enrolled:

Note: If there are any tasks you need to complete before you can enrol, such as completing your Commonwealth Assistance Form (eCAF) you will be notified and be able to take action. Once you have enrolled in a unit, you will no longer be able to drag and drop to make changes to your schedule. You must first 'withdraw' from the unit.

Click back to your study plan and you will now see your units with a green tick indicating that they are enrolled.

Continue planning and enrolling in your units as needed.

If you need assistance at any stage, contact UConnect.