

# **STUDENT CONNECT**

## **ENROLMENT GUIDE**



**Avondale**  
COLLEGE OF HIGHER EDUCATION

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## Online Enrolment using Student Connect

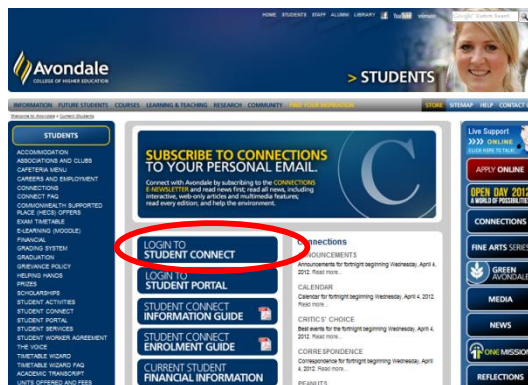
### Using Student Connect

The '**Student Connect Information Guide**' provides a summary of what Student Connect is and what you can do in Student Connect.

The Information Guide is available via the **STUDENT** link on the Avondale website: <http://www.avondale.edu.au/>.

### How to Access Student Connect

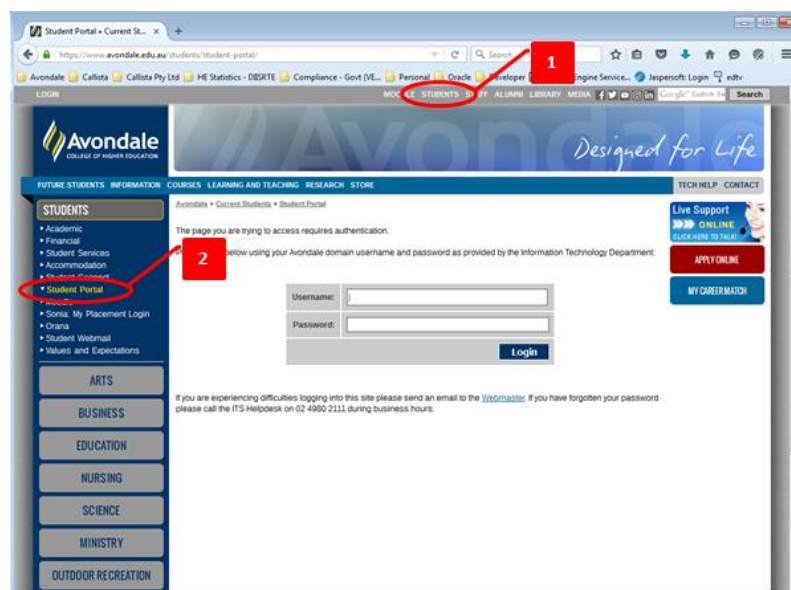
Access to Student Connect is available via the **STUDENT** link on the Avondale website: <http://www.avondale.edu.au/>.



OR go directly to: <https://student.connect.avondale.edu.au/>

### How to Change your password for Student Connect

From the 'Students' menu, select the 'Student Portal' option from the menu at the left.



You will be asked to log in to access the 'Change Password' option on the Student Portal page.

Once you have logged in using your old password, you will be able to change it to a new password.

If you cannot remember your old password, please follow the instructions on this login page to have your password reset.

# Student Connect - Enrolment Guide

## Login to Student Connect

To enrol online you need to log in to Student Connect using your Student Connect user ID and password.

If you have problems logging in, call Tech Services on 02 4980 2111.

Your User ID is your student number (E.g. s16030543) and your password is your Avondale Network password.

This information is sent to new students via SMS and can also be found in the 'Using Avondale Online Services' document that was sent to your student email inbox when you first started.)

## Online Enrolment

### Where do I go in Student Connect to enrol?

Select 'self enrolment' from the 'ENROLMENT DETAILS' menu to display the enrolment steps page.  
➔



### Steps to complete online Enrolment

Individual self enrolment steps are listed on this main enrolment steps page.

Each step can be selected by clicking on the step name (e.g. click on the word 'Disclaimer').

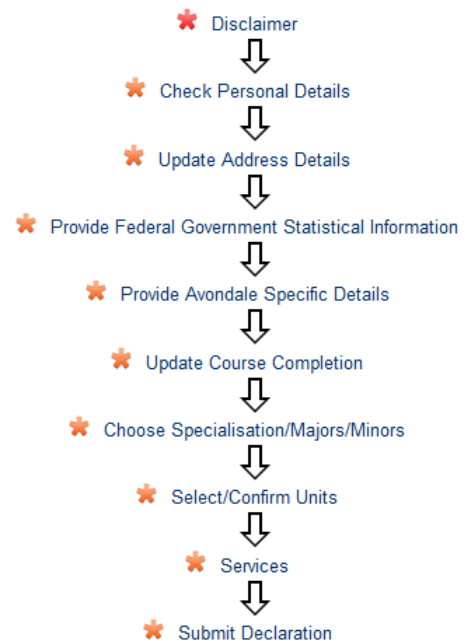
Each step **must** be completed in the order displayed. Steps further down the list are not available until the previous mandatory steps have been completed.

It is not necessary to complete all enrolment steps in one session as each completed step is saved as you go.

You can continue your enrolment at a later date by selecting 'self enrolment' from the menu and then choosing the appropriate step from the list.

A \* indicates a step that has not been completed.

Some of these steps are mandatory



and others are not.

A ✓ indicates a **mandatory** step has been completed.

If a non-mandatory step has been completed the ✖ will disappear but there will not be any ✓ either.



**TIP** - '**Next Step**' and '**Previous Step**' links are available at the bottom of each page as you progress through the enrolment steps.

## Step 1 Disclaimer

### Student Disclaimer



**IMPORTANT:** Please read this legal notice carefully and ensure you understand the conditions of use for Student Connect before proceeding.

If you agree with the statements shown on this disclaimer, click  and then click Next Step: [Check Personal Details](#) button to proceed to the next step in the process.



**TIP** – As you confirm each step in this process, you should receive a message that looks like ***'Your submission was successful'***.

Make sure that this message appears before you proceed to the next step.

## Step 2 Check Personal Details

### Personal Profile

You may change or add only your **'Preferred Given Name'** here.

Please **be aware** that this name will be used on some official documentation sent to you by Avondale, so do not use a name that you would not want printed on these documents.

Other changes to your personal profile, such as date of birth or surname, can be made by a request through the Academic Office, with submission of official documentary evidence.

Once you are satisfied that your preferred given name is correct:

Click  and then move to the next step.

## Step 3 Update Address Details

### My Address

#### Postal Address Details:

Current and future address details are displayed here.  
You can add, update and remove addresses on this page.



**IMPORTANT:** You must keep your address details up-to-date at all times.

Avondale uses your postal address to send you important and official documents, some of which you may need to respond to. If your address is incorrect, you will not receive these documents.

#### Address types:

Postal, Overseas Postal and Emergency address types can be maintained here.

Once you have checked that your address details are up-to-date, click the  button and move to the next step.

### Adding an address

Your default coorespondence address is mandatory and cannot be deleted, however, you can add an Emergency Contact address.

To add an Emergency address, click on the  button next to the 'Other address details' prompt.

Fill in the details of your emergency contact person and their contact details then click the  button.

The new contact details will be displayed and can be updated or removed as required in the future (see updating an address or removing an address below).

### Updating an address

If you do need to change an address, click the  button.

The address will be displayed and you can either update the existing details or change between domestic and overseas address types.

Select the type of postal address.

- DOMESTIC POSTAL ADDRESS                      **OR**
- OVERSEAS POSTAL ADDRESS











**TIP** - You may need to scroll down to enter address details.







	<p>Type in the new address details.</p> <p>If the new address does not take effect until some time in the future, enter the effective date.</p> <p>When you are happy that the correct details have been entered, Click <input type="button" value="Submit"/> and then move to the next step.</p>
<b>Removing an address</b>	<p>If you need to remove an Emergency contact address, click the <input type="button" value="End"/> button next to that address.</p> <p>The address will be removed. You can then move to the next step.</p>

## Step 4 Provide Federal Government Statistical Information



<p><b>Background</b></p>	<p>Government statistics are mandatory.</p> <p>New students are required to complete all questions.</p> <p>Returning students will have <b>some</b> previously stored responses and must ensure that all details are correct and updated as required.</p>
<p><b>Q1 Indigenous Status</b></p>	<p>A response is required by all students. Select the option that applies to you.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>1. Are you of Aboriginal or Torres Strait Islander descent?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Neither Aboriginal nor Torres Strait Islander origin</li> <li><input type="radio"/> Of Aboriginal and Torres Strait Islander descent</li> <li><input type="radio"/> Of Aboriginal origin</li> <li><input type="radio"/> Of Torres Strait Islander origin</li> </ul> </div> <hr/> <p><b>IMPORTANT</b> – Once you have submitted this page for the first time you will no longer be able to alter your indigenous status online.</p>  <p>If you need to correct or change your existing indigenous status you will need to contact Student Finance with original documentation to support your change.</p> <hr/>
<p><b>Q2 Citizenship</b></p>	<p>Indicate your citizenship status for this year. Select the option that applies to you.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>2. What is your citizenship status this year?</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Australian citizen (including Australian citizens with dual citizenship)</li> <li><input checked="" type="radio"/> New Zealand citizen, excluding those with Australian citizenship (Note: Includes any such persons who also have Permanent Resident status in New Zealand)</li> <li><input type="radio"/> Student has a Temporary Entry Permit and resides in Australia during semester</li> <li><input type="radio"/> Student has been granted Permanent Residency status in Australia</li> <li><input type="radio"/> Student with a Permanent Humanitarian Visa</li> <li><input type="radio"/> Other Status not listed above (i.e. students with no Australian visa who are studying outside of Australia)</li> </ul> </div> <hr/> <p><b>IMPORTANT</b> – Once you have submitted this page for the first time you will no longer be able to alter your citizenship status online.</p>  <p>If you need to correct or change your existing citizenship status you will need to contact Student Finance with original documentation to support your change of citizenship status.</p> <hr/>
<p><b>Q3 Permanent Residence Post Code</b></p>	<p>Enter postcode or country of permanent home residence.</p> <p>Only enter a postcode if your permanent home residence is in Australia. If it is outside of Australia, state the actual overseas country.</p> <p>Search and select from the  button if required.</p>

<p><b>Q4 Residence Post Code for this year</b></p>	<p>Indicate postcode or country of residence during this year.</p> <p>Only enter a postcode if your permanent home residence is in Australia. If it is outside of Australia, state the actual overseas country.</p> <p>Search and select from the  button if required.</p>
<p><b>Q5 Country of Birth</b></p>	<p>Indicate where you were born and/or your year of arrival.</p> <p> <b>TIP</b> - If you tick 'Born in Australia' the 'Never arrived in Australia' box will be automatically ticked. (This is considered correct as you are not identified as arriving in Australia from another country).</p> <p>Search and select from the  button for other countries.</p>
<p><b>Q6 Language spoken at home</b></p>	<p>Indicate language normally spoken at home.</p> <p>For languages other than English, search and select from the  button if required.</p>
<p><b>Q7 Permanent home residence – Year 12</b></p>	<p>Indicate permanent home residence during Year 12 (or your final year of school.)</p> <p>If this was in Australia, enter the postcode.</p> <p>If it was outside of Australia (overseas), enter the name of the town and country (e.g. Tauranga, New Zealand).</p>
<p><b>Q8 Highest level of participation</b></p>	<p>Indicate previous education commenced and the last year of enrolment if applicable.</p> <p>If you select any option other than 'No prior educational attainment' then you must also enter the last year of enrolment.</p> <p> <b>TIP</b> - If this question refers to Post-graduate courses of any type – this means a course undertaken after you have completed a Bachelors Degree course.</p>
<p><b>Q9 Completed final year of secondary education</b></p>	<p>Indicate whether you have completed your final year of Secondary education. If so make sure you also enter the last year of enrolment.</p>


<b>Q10 Level of education of parents</b>	<p>Indicate what level of education each of your parents/guardians has achieved. Select from the most appropriate level from the list provided.</p> <p>If you are not sure select the 'Don't Know' option.</p> <p> <b>TIP</b> - Be sure to select the 'Female' option for your mother and the 'Male' option for your father.</p>
<b>Q11 Disability</b>	<p>Specify whether or not you have a disability.</p> <p>This question is mandatory. If you would like to be contacted by the Equity Officer regarding your disability, please tick the associated box.</p>
<b>Warnings &amp; Errors on submission</b>	<p>Once all questions have been answered on this step click  to submit your responses.</p> <hr/> <p> <b>IMPORTANT</b> - If an error is returned at this point it is important to check all changes you have made before re-confirming as some details may not be retained with an unsuccessful submission.</p> <hr/> <p>When your submission is successful proceed to the next step:</p> <p> <b>TIP</b> – After submitting you will be returned to the top of the page where the following message will be displayed:</p> <p>'Your submission was successful. Click <a href="#">here</a> to view the next step.'</p> <p>Click the '<b>here</b>' link to move to the bottom of the page.</p> <p>You can now move to the next step.</p>

## Student Connect - Enrolment Guide


### Step 5 Provide Avondale Specific Details

<b>Other Details</b>	Avondale specific questions or information that may be required throughout your study.
<b>Religion</b>	<p>This question is mandatory.</p> <p>Choose a religion from the drop-down list.</p> <p>If you are not affiliated with any religion, choose the 'NONE – No affiliation' option.</p>
<b>Employing Body</b>	<p>The Employing Body question identifies students whose parents are employed by an entity owned by the Seventh-day Adventist Church.</p> <p>This includes entities such as the Sydney Adventist Hospital, Sanitarium Health &amp; Wellbeing or one of the SDA Conferences.</p> <p>It is important to recognise that the <b>School Systems are listed separately from the Church Systems</b> for each Australian State/ Conference</p> <p>For example 'VIC-ED Seventh-day Adventist Schools (Victoria) Ltd' is listed separately from 'VIC Seventh-day Adventist Church (Victorian Conference) Ltd'.</p> <p> <b>TIP</b> – Leave employing body blank if it does not apply to you.</p>
	Click  to complete this step then move to the next step.

### Step 6 Services

<b>Services Questionnaire</b>	<p>This questionnaire assists Avondale with information that may be used to provide better Services relevant to you during your study at Avondale.</p> <p>Answer the questions listed by selecting the appropriate button.</p> <p>Click  to complete this step then select the Next Step.</p>
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### Step 7 Update Course Completion

<b>Nominate Your Completion Year</b>	<p>In the 'Nominated Completion Year' field, enter the year you <b>expect</b> to graduate from your course.</p> <p>Select a completion period (mid-year or end of year) for that year from the drop-down.</p> <p>Click  to complete this step then move to the next step.</p>
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## Step 8 Choose Specialisation/Majors/Minors – if displayed

### Terminology Explained

**Unit sets:** a term for the collection of units that makes up a double major (16 units), a specialisation (12 units), a major (8 units) or a minor (4 units).

**Double major, specialisation, major or minor:** the field of study that you are focusing on within your course.

For example: A Bachelor of Arts student may be studying a major (8 units) in the field of Accounting and a minor (4 units) in the field of English.

Not all courses offer unit sets. If you are enrolled in a course that has no unit sets offered then you should see a message on this page telling you to go on to the next step. Do not attempt to confirm an empty unit set list, simply move to the next step immediately.

All other students will have the opportunity to select one or more unit sets, one of which you should mark as the 'Primary' unit set.

If you are unsure which unit sets you should choose, check the online handbook on the Avondale website or talk to your course convenor to see what unit sets would suit your study program.

If you already have one or more confirmed unit sets and no change is required, click  to complete this step then move to the next step.

Or

To choose your Major/Minor/Specialisation click .

### Unit Set Search

You can search either of the fields or simply search for all available for that course.

Option 1: Leave fields as per the example

Unit Set Code: \*

Unit Set Title: \*

Unit Set Category:

Click on  and all available unit sets for the course will be listed.

To add one or more unit sets from the resulting list, simply tick  the checkbox beside the desired unit set(s) and then click  to add the selected unit set(s) to your program.

Unit Set Code	Version	Title	Category	Add
BIO04	1	BIOLOGY	MINOR	<input type="checkbox"/>
CC04	1	COMMUNICATION	MINOR	<input type="checkbox"/>

Option 2: Search by Name using wildcards and/or by Category

Unit Set Code: \*

Unit Set Title: \*



Unit Set Category:

Enter part of a title with wildcards into the Unit Set Title field and choose 'MAJOR' in the Unit Set Category dropdown list to limit the search to just

majors that match your search criteria.

Click on  and all majors for your course that match the title given will display.

To add one of these unit sets to your program, simply tick  and click .

<p><b>Wildcards</b></p>	<p>Use Wildcards to assist in locating the required unit set title and/or unit set code.</p> <p><b>Wildcards</b> are characters used to substitute for single or multiple unknown characters.</p> <p>Multiple wildcard % characters may be used in a search field. (eg use M%c% to search unit sets that start with the letter 'M' and have the letter 'c' somewhere in the title (eg Mathematics, Music).</p>																																	
<p><b>Removing an unconfirmed unit set</b></p>	<p>If you need to remove an unconfirmed unit set from the cart select <input checked="" type="checkbox"/> REMOVE and then click the <input type="button" value="Confirm"/> button.</p>																																	
<p><b>Ending a unit set</b></p>	<p> <b>IMPORTANT:</b> Please seek advice from your Course Convenor prior to changing any existing unit set details.</p> <p>If you wish to end a unit set for your course you can do so by selecting the <input checked="" type="checkbox"/> END and then clicking the <input type="button" value="Confirm"/> button.</p> <table border="1" data-bbox="451 992 1353 1149"> <thead> <tr> <th>Unit set Code</th> <th>Version</th> <th>Title</th> <th>Category</th> <th>Selection Date</th> <th>End Date</th> <th>Rank</th> <th>Status</th> <th>Parent Unit Set</th> <th>Primary</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>GD04</td> <td>1</td> <td>GRAPHIC DESIGN</td> <td>MINOR</td> <td>03/03/2009</td> <td></td> <td>4</td> <td>ENROLLED</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> END</td> </tr> <tr> <td>VA03</td> <td>1</td> <td>VISUAL ARTS</td> <td>MAJOR</td> <td>03/03/2009</td> <td></td> <td>3</td> <td>ENROLLED</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> END</td> </tr> </tbody> </table>	Unit set Code	Version	Title	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action	GD04	1	GRAPHIC DESIGN	MINOR	03/03/2009		4	ENROLLED		<input type="checkbox"/>	<input type="checkbox"/> END	VA03	1	VISUAL ARTS	MAJOR	03/03/2009		3	ENROLLED		<input type="checkbox"/>	<input type="checkbox"/> END
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<p><b>Re-instating a unit set</b></p>	<p>If you wish to reinstate an existing unit set that you have previously ended, you can do so by selecting <input checked="" type="checkbox"/> REINSTATE and then clicking <input type="button" value="Confirm"/>.</p> <table border="1" data-bbox="451 1305 1332 1473"> <thead> <tr> <th>Unit set Code</th> <th>Version</th> <th>Title</th> <th>Category</th> <th>Selection Date</th> <th>End Date</th> <th>Rank</th> <th>Status</th> <th>Parent Unit Set</th> <th>Primary</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>GD04</td> <td>1</td> <td>GRAPHIC DESIGN</td> <td>MINOR</td> <td>03/03/2009</td> <td>26/08/2010</td> <td>4</td> <td>ENDED</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> REINSTATE</td> </tr> <tr> <td>VA03</td> <td>1</td> <td>VISUAL ARTS</td> <td>MAJOR</td> <td>03/03/2009</td> <td></td> <td>3</td> <td>ENROLLED</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> END</td> </tr> </tbody> </table>	Unit set Code	Version	Title	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action	GD04	1	GRAPHIC DESIGN	MINOR	03/03/2009	26/08/2010	4	ENDED		<input type="checkbox"/>	<input type="checkbox"/> REINSTATE	VA03	1	VISUAL ARTS	MAJOR	03/03/2009		3	ENROLLED		<input type="checkbox"/>	<input type="checkbox"/> END
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<p><b>Saving unit set changes</b></p>	<p>Once you have selected the correct unit set, click the <input type="button" value="Confirm"/> button. This will save any changes.</p> <p> <b>TIP</b> – If you have added a double major, major or a specialisation, make sure that you have ticked the 'Primary' checkbox for this unit set prior to confirming your selection.</p> <table border="1" data-bbox="611 1787 1433 1865"> <thead> <tr> <th>Unit set Code</th> <th>Version</th> <th>Title</th> <th>Category</th> <th>Selection Date</th> <th>End Date</th> <th>Rank</th> <th>Status</th> <th>Parent Unit Set</th> <th>Primary</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>GE03</td> <td>1</td> <td>GEOGRAPHY</td> <td>MAJOR</td> <td></td> <td></td> <td>3</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/> REMOVE</td> </tr> </tbody> </table> <p>Once this step is complete then you can move to the next step.</p>	Unit set Code	Version	Title	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action	GE03	1	GEOGRAPHY	MAJOR			3			<input checked="" type="checkbox"/>	<input type="checkbox"/> REMOVE											
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## Step 9 Select / Confirm Units

<p><b>Unit Enrolment</b></p>	<p>In this step you will enrol in the units that you are going to study for the relevant teaching period eg Semester, Intensive or term.</p> <p>You can enrol in your units by either confirming units already in the shopping cart, or by adding units.</p>																								
<p><b>Checking units</b></p>	<p>Before you CONFIRM your enrolment in a unit, make sure that it is the correct unit.</p> <p>In particular, check the following:</p> <ul style="list-style-type: none"> <li>• unit code</li> <li>• mode of study (on-campus, distance or mixed mode)</li> <li>• campus you are studying on</li> <li>• teaching period in which the unit is to be undertaken.</li> </ul> <p>Units are listed by code and it is important to check that the correct number of units is listed for each teaching period.</p> <p>A normal full time load in an undergraduate degree is four units per semester.</p>																								
<p><b>Confirming units</b></p>	<p>You may have units already listed the first time you open this step.</p> <p>If you look at the '<b>Status</b>' column for these units it will show '<b>UNCONFIRM</b>'.</p> <table border="1" data-bbox="453 1003 1497 1124"> <thead> <tr> <th>Period</th> <th>Unit Code</th> <th>Campus</th> <th>Class</th> <th>Status</th> <th>Study Load</th> <th>Action</th> <th>Modify Option</th> </tr> </thead> <tbody> <tr> <td>2012/N2</td> <td>NURS10100</td> <td>SYDNEY</td> <td>ONCAMPUS</td> <td>UNCONFIRM</td> <td>0.000</td> <td></td> <td><a href="#">CHANGE</a></td> </tr> <tr> <td>2012/N2</td> <td>NURS11600</td> <td>SYDNEY</td> <td>ONCAMPUS</td> <td>ENROLLED</td> <td>0.125</td> <td><input type="checkbox"/> DELETE</td> <td><a href="#">CHANGE</a></td> </tr> </tbody> </table> <p><b>IMPORTANT</b> – You MUST CONFIRM your enrolment in all of the units that you plan to undertake in a given teaching period.</p> <p>Once these units are confirmed (see below) they will have a status of ENROLLED.</p>	Period	Unit Code	Campus	Class	Status	Study Load	Action	Modify Option	2012/N2	NURS10100	SYDNEY	ONCAMPUS	UNCONFIRM	0.000		<a href="#">CHANGE</a>	2012/N2	NURS11600	SYDNEY	ONCAMPUS	ENROLLED	0.125	<input type="checkbox"/> DELETE	<a href="#">CHANGE</a>
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<p><b>How to confirm units</b></p>	<p>To confirm currently listed units, tick the <input type="checkbox"/> CONFIRM box for each unit.</p> <p>Once you have ticked the units you wish to confirm, click the <input type="button" value="Proceed to Check Out"/> button to save the changes you have made.</p> <p><b>IMPORTANT</b> – You MUST make sure you select <b>PROCEED to Check Out</b> to enrol in the units that you have ticked.</p> <p><b>TIP</b> – It is best to enrol in <b>all</b> of your units for a given year, prior to the start of the first teaching period for that year (i.e. semester 1).</p> <p>If you need to make changes to unit enrolments for later teaching periods (e.g. semester 2) you will get an opportunity to do this during the mid-year re-enrolment period.</p>																								

## Add a Unit

If none of your units are listed, or only some of them, you will need to add the missing ones yourself.

**IMPORTANT** – Before you do this make sure you know which units you need to enrol in.



The course grid that shows all of the units for your course can be found in the online Avondale College Handbook at:

<http://www.avondale.edu.au/information::Handbook/>

If you need academic advice in regard to the units in which you should enrol you need to contact your relevant Course Convenor

To identify who the Course Convenor is for your course, go to:

[http://www.avondale.edu.au/courses::Course\\_Convenors/](http://www.avondale.edu.au/courses::Course_Convenors/)

To add a specific unit to your program you must first search for that unit.

This is done by entering all, or part, of the unit code into the Search for a Unit field and then clicking the Search button.

Search for a Unit Code:

Selecting the [Advanced Unit Search](#) button will allow a unit search by other criteria including: faculty, level, campus and class.

If the unit you have searched for appears in the search result screen, add the selected unit to the Cart by ticking the  **ADD** box then clicking the

button.

If the unit did not appear then click the  button and use a broader search criteria (e.g. instead of searching for an exact match like EDUC13400, search for a partial match like EDUC1 and then look through the result set for the unit you need.).

**TIP** – If a unit you are expecting to find does not appear on the result list, contact your Course Convenor and let them know.



Sometimes they have not listed their unit as 'available for self enrolment', in which case they will need to send instructions through to the Academic Office for them to enrol you in that particular unit.

A unit that has been added to the 'Shopping Cart' looks like this.

Period	Unit Code	Campus	Class	Status	Study Load	Action	Modify Option
2012/N2	NURS10300	SYDNEY	ONCAMPUS			<input type="checkbox"/> REMOVE	<a href="#">CHANGE</a>

The orange background indicates that this unit has only been added to your 'Shopping Cart'. For you to actually be enrolled in the unit you **MUST** take you're your 'Shopping Cart' to the checkout.

**DOWN TO HERE**



**IMPORTANT** – To be properly enrolled, each unit **MUST** have a status of ENROLLED. To complete this enrolment go to the [‘Saving Final Changes’](#) section of this document.

## Change Location, Mode or Type of Unit

To change a unit attempt, click the **CHANGE** link.

Options may appear that allow you to change Campus or Unit Class (i.e. On Campus or Distance).

Tick the 'Action' box beside the option you wish to select then click the **Update Cart** button.

For Example:

Unit Code	Unit Name	Enrolled CP	Achievable CP	Organisational Unit	Period	Campus	Class	Action
<a href="#">EDUC21600</a>	Computers, Learning & Practitioner-based Research	6.00	6.00	FACULTY OF EDUCATION	<a href="#">2010/2</a>	<a href="#">LAKEMAC</a>	<a href="#">DISTANCE</a>	<input type="checkbox"/> MODIFY
<a href="#">EDUC21600</a>	Computers, Learning & Practitioner-based Research	6.00	6.00	FACULTY OF EDUCATION	<a href="#">2010/2</a>	<a href="#">LAKEMAC</a>	<a href="#">ONCAMPUS</a>	<input checked="" type="checkbox"/> MODIFY

To change from the 'Distance' option to the 'Oncampus' option for

EDUC21600, select  **MODIFY** for the On-Campus option and then click **Update Cart**.

Or

Click **Back** to return to the previous page without making any change.



**IMPORTANT** – To complete and finalise the change of Location, Mode or Type. make sure you complete the ['Saving Final Changes'](#) section of this document.

## Discontinuing an Enrolled Unit



**IMPORTANT** – It is important when discontinuing a Unit that you are aware of any Academic and Financial implications. Check the relevant policies regarding these.

To 'Discontinue' a unit in which you are already enrolled select the  **DISCONTINUE** box.

[2010/2](#) [EDUC20600](#) [LAKEMAC](#) [ONCAMPUS](#) [ENROLLED](#) 0.125  DISCONTINUE



**IMPORTANT** – To complete and finalise the Discontinuation of the unit make sure you complete the ['Saving Final Changes'](#) section of this document.


## Reinstating a Discontinued Unit

If you have Discontinued a unit and wish to re-enrol in the unit you can do this by selecting  **REINSTATE**



**IMPORTANT** – To complete and finalise the reinstating if the Discontinued unit make sure you complete the ['Saving Final Changes'](#) section

## Student Connect - Enrolment Guide

	of this document.
<b>Removing a Unit from the Cart</b>	<p>If you have added a unit to the 'Cart' and you decide that you no longer want it in the 'Cart' tick <input checked="" type="checkbox"/> REMOVE and click <input type="button" value="Update Cart"/>.</p> <p>This will remove the unit from your cart.</p>
<b>Clearing the Cart</b>	<p>If you have made changes but you don't wish to proceed with them you can clear these changes.</p> <p>Click on <input type="button" value="Clear Cart"/> to clear the Cart.</p>
<b>Saving Final Changes</b>	<p>Once you have entered all the units in which you wish to enrol, select <input type="button" value="Proceed to Check Out"/> to accept the changes you have made and save.</p> <p>A receipt showing the changes you have made will be available once you have successfully enrolled into the units or made changes to your units.</p> <p> <b>IMPORTANT</b> – You <b>MUST PROCEED TO THE CHECKOUT</b> to successfully complete this task.</p> <p>Click <input type="button" value="Submit"/> to complete this step then select the Next Step.</p>
<b>What is an Invalid Unit?</b>	<p>The 'status' of a unit may change after confirmation to INVALID.</p> <p>This means a rule attached to this unit is preventing the enrolment into this unit.</p> <p>This could be for several reasons such as:</p> <ul style="list-style-type: none"><li>• The unit requires permission from the Course Convenor. You must contact your Course Convenor to get permission to enrol in the unit.</li><li>• It may have a pre-requisite unit that is to be completed.</li></ul> <p>If an 'invalid unit' message is displayed for a future unit in a future Teaching Period ie. Semester 2, it may be that you will complete the pre-requisite unit in first semester.</p> <p>Your Course Convenor can arrange for this step to be waived if needed.</p>


### Step 10 Student Declaration

<b>Student Declaration</b>	Read the student declaration and click <input type="button" value="I Agree"/> to accept.
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## Further Changes

<b>Further Changes</b>	After submitting your completed enrolment details it will be possible to make further changes to: Avondale Specific Details, Course Completion date, Unit Sets and Units. – just by visiting Student Connect and selecting Self Enrolment from the menu. WELL DONE YOU'VE FINISHED!
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## Enrolment Record

<b>Checking that you are actually enrolled correctly</b>	<p>Once you have completed your online self enrolment you are advised to download and print a copy of your 'Enrolment Record' to check your unit enrolment details and to provide Centrelink (where required) with proof of your enrolment.</p> <p>To do this, select 'Enrolment Record' from the left hand menu in Student Connect.</p>  <p><b>TIP</b> – This is a good way of checking that the changes you have made to your enrolment have been completed successfully!</p>
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## Class Timetable

<b>Obtaining a class timetable</b>	<p>You are not able to get details of your class timetable from Student Connect. Information about how to get your class timetable can be found at:</p> <p><a href="http://www.avondale.edu.au/students::Timetable_Wizard_FAQ/">http://www.avondale.edu.au/students::Timetable_Wizard_FAQ/</a></p>
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