

STUDENT CONNECT

ONLINE SELF ENROLMENT GUIDE




Avondale
COLLEGE™

Online Self Enrolment using Student Connect




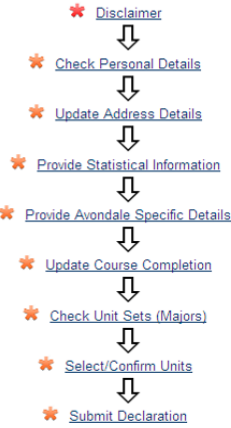
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Student Connect Training

<p>To log in</p>	<p>To enrol online you need to log in using your Student Connect username and password.</p>
	<p>Access to Student Connect is via the STUDENT button at http://www.avondale.edu.au/.</p> <p>OR go directly to: https://student.connect.avondale.edu.au/</p>
	
	<p>The 'Student Connect Information Guide' is also available from this page.</p>

Online Enrolment Steps

	<p>Select 'self enrolment' from the 'ENROLMENT DETAILS' menu to display the enrolment steps page. →</p>	
	<p>Individual self enrolment steps are listed and can be selected by clicking the link for each step.</p> <p>Steps 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. Completed steps are saved and you can continue your enrolment at a later date. These steps can be viewed at any time by selecting 'self enrolment' from the menu.</p> <p>A  indicates a completed step. Mandatory steps are indicated by .</p> <p>'Next Step' and 'Previous Step' links are available as you progress through the enrolment steps.</p>	

Step 1 Disclaimer

<p>Student Disclaimer</p>	<p>Please read this legal notice carefully and ensure you understand the conditions of use for Student Connect before proceeding.</p> <p>Click <input type="button" value="I Agree"/> and then click Next Step: Check Personal Details button.</p>
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Step 2 Check Personal Details




Personal Profile	<p>You may only change or add your 'Preferred Given Name' here.</p> <p>Please be aware that this name will be used on some documentation.</p> <p>Other changes can be made by a request through the Academic Office, with submission of official documentary evidence.</p> <p>Once you are satisfied your preferred given name is correct:</p> <p>Click <input type="button" value="Submit"/> and then click Next Step: Update Address Details button.</p>
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Step 3 Update Address Details

My Address	<p>Postal Address Details:</p> <p>Current and future address details are displayed here. You must ensure your contact address and details are kept up to date so that you receive important official correspondence from Avondale College.</p> <p>These need to be updated by you as soon as you change any of your contact details.</p> <p>Other Address Details:</p> <p>Emergency and other addresses are displayed here. Please ensure that these contact details are kept up to date should it be required.</p> <p>If there are no changes to make click <input type="button" value="Confirm"/>.</p>
Updating Addresses	<p>Click the <input type="button" value="Update"/> button to add or to change an address.</p> <p>Scroll down the page and select the type of postal address.</p> <p><input checked="" type="radio"/> DOMESTIC POSTAL ADDRESS Or <input type="radio"/> OVERSEAS POSTAL ADDRESS</p> <p>You may need to scroll down to enter address details.</p> <p>Type in the new details and the effective date (only required if its valid date is other than today).</p> <p>Click <input type="button" value="Submit"/> when the correct details have been entered.</p> <p>OR</p> <p>Click <input type="button" value="End"/> if you wish to discontinue an address.</p> <p>When changes have been completed click the <input type="button" value="Confirm"/> button.</p>

Move to the Next Step: [Provide Statistical Information](#)

Step 4 Provide Statistical Information

<p>Background</p>	<p>Government statistics are mandatory.</p> <p>New students are required to complete all questions.</p> <p>Returning students will have some previously stored responses and must ensure that all details are correct and updated as required.</p>
<p>Q1</p>	<p>A response is required by all students. Tick the option which applies.</p>
<p>Q2</p>	<p>Indicate your citizenship status for this year. Tick the option which applies.</p> <p>Returning students who have changed citizenship status will need to contact Student Finance and provide original documentation.</p>
<p>Q3</p>	<p>Indicate your Permanent Residence status.</p> <p><u>PLEASE TAKE CARE WHEN ANSWERING THIS QUESTION THAT YOU PUT IN CORRECT INFORMATION</u></p> <p>If you are an AUSTRALIAN CITIZEN or in Australia on a TEMPORARY VISA (eg. Student Visa) YOU NEED TO SELECT THE FIRST OPTION – i.e. Does not have Permanent Resident Status.</p> <p>If you have a ‘PERMANENT RESIDENCE VISA’ to be in Australia you need to select the correct option from options 2 to 4. It is rare for option 2 to be correct so you are most likely to have option 3 or 4 apply.</p>
<p>Q4</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>Q5</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>Q6</p>	<p>Indicate where you were born and/or your year of arrival. 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>

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Q7	Indicate language normally spoken at home. For other languages search and select from the <input type="button" value="List"/> button if required.
Q8	Indicate permanent home residence during Year 12 (or your final year of school.) If this was in Australia, enter the postcode. If it was outside of Australia (overseas), enter the name of the town and country.
Q9 (a – h)	<p>All sections of this question must be completed to indicate previous education commenced and the last year of enrolment.</p> <p>If you select either the 'Commenced' or 'Completed' options, you must also enter the last year of enrolment.</p> <p>In this section take special note of the following:</p> <p>9 (a). This question refers to Post-graduate courses of any type – this means a course undertaken after you have completed a Bachelors Degree course.</p>
Q10	<p>Name the institution of your undergraduate course.</p> <p>If you are undertaking tertiary studies (at Diploma or Bachelor level) for the first time you are considered to be an undergraduate student and so you should select 'Not commencing a postgraduate course'</p> <p>If you are commencing postgraduate study with no previous undergraduate study indicate this by ticking box 2.</p> <p>If you are undertaking a postgraduate course and have previously completed an undergraduate course indicate the institution for your undergraduate study from the <input type="button" value="List"/> button.</p>
Q11	Indicate the highest level of participation in education you have previously undertaken before this current course. Make sure you also enter the last year of enrolment.
Q12	Indicate whether you have completed your final year of Secondary education. If so make sure you also enter the last year of enrolment.
Q13	Indicate what level of Education your Parent/Guardian achieved. Select from the list provided.
Q14	Specify whether or not you have a disability. This question is mandatory. If you would like to be contacted by the Equity Officer regarding your disability, please tick the associated box.
	<p>Click <input type="button" value="Submit"/> to submit your responses.</p> <p>This will return you to the top of the page where you can select the 'click here' link to move you to the bottom of the page. Click the Next Step: Provide Avondale Specific Details to continue.</p>

	<p>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>
	<p>When confirmation is accepted proceed to the next step: Provide Avondale Specific Details</p>

Step 5 Provide Avondale Specific Details

	<p>The Religion question is mandatory.</p> <p>Select details for 'Religion' and 'Employing Body' from the drop-downs.</p> <p>The Employing Body question identifies students whose parents are employed by the Seventh-day Adventist Church, such as a School or other entity operated by the Church.</p> <p>It is important to recognise that the School Systems are listed separately to the Church System for each Australian State / Conference)</p> <p>Leave employing body blank if it does not apply to you.</p> <p>Click <input type="button" value="Submit"/> to complete this step then select the Next Step: Update Course Completion</p>
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Step 6 Update Course Completion

	<p>Enter the year you expect to complete your course in the 'Nominated Completion Year' box. Select a completion period (mid-year or end of year) for that year from the drop-down then click the <input type="button" value="Submit"/> button.</p> <p>Select the Next Step: Check Unit Sets(Majors)</p>
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Step 7 Check Unit Sets (Majors / Minors/Specialisations) – if displayed

Unit Sets Explained

(Major/Minor/Specialisation)

Unit sets refer to Specialisations, Majors and/or Minors.

Not all courses have unit sets so this step will not apply to students in such courses. If the step does not apply to your course move to the next step.

Only students in the following courses need to complete this step:

- Bachelor of Arts
- Bachelor of Business
- Bachelor of Education (Secondary) – including the honours course
- Bachelor of Science
- Any of the double degrees, including: BA/BBus, BA/BTch, BBus/BTch, BSc/Bus, BSc/BTch – including any of the associated honours degrees.
- Master of Education
- Master of Leadership and Management
- Master of Ministry
- Master of Nursing

Check what unit sets are listed for your course.

Click if no change is required.

Or

To choose your Major/Minor/Specialisation click .

Unit Set Search

(Major/Minor/Specialisation)

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: ALL


Click on and all the available unit sets for the course will display. To add simply tick and click .

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

Option 2: Search on Name/code using wildcards

Unit Set Code: *

Unit Set Title: *

Unit Set Category: 

Click on and all the available unit sets for the course will display. To add simply tick and click .

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<p>Saving Unit Set Changes (Major/Minor/Specialisation)</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>Once this step is complete then select the Next Step: Select/Confirm Units.</p>																																	
<p>Wildcards</p>	<p>Use Wildcards to assist in locating the required unit set title and/or Unit Set Code.</p> <p>Wildcards are characters used to substitute for single or multiple unknown characters. Multiple wildcard % characters may be in a search field. (eg use M% to search Unit Sets that start with M (eg Mathematics, Music). The wildcard (%) can be entered before and after text.</p>																																	
<p>Removing an Unconfirmed Unit Set</p>	<p>If after searching and adding a Major/Minor/Specialisation you need to remove it from the cart select <input checked="" type="checkbox"/> REMOVE and then click <input type="button" value="Confirm"/>.</p>																																	
<p>Ending a Unit Set (Major/Minor/Specialisation)</p>	<p>IMPORTANT: Please seek advice from Course Coordinators prior to changing any Major/Minor/Specialisation details.</p> <p>If you wish to change a Minor or Major for your course you can do so by selecting the <input checked="" type="checkbox"/> END and then clicking <input type="button" value="Confirm"/>.</p> <table border="1" data-bbox="545 1176 1445 1335"> <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>Re-instating a Unit Set (Major/Minor/Specialisation)</p>	<p>If you wish to reinstate a Major/Minor/Specialisation that has been 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="545 1518 1426 1691"> <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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Step 8 Select / Confirm Units

<p>Confirm Units</p>	<p>You MUST CONFIRM your enrolment in all units (subjects) you plan to undertake in a given teaching period.</p>
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If units are already listed in this step the first time you open it, they are most likely listed there as unconfirmed. You must CONFIRM the unit/s to be officially enrolled in them.

Before you CONFIRM your enrolment in a unit, make sure you check that it is correct in regard to the:

- unit code
- mode of study (on-campus, distance or missed mode)
- campus you are studying through
- teaching period in which the unit is to be undertaken.

To confirm currently listed units tick the CONFIRM box for each unit. Units for both semesters 1 & 2 in a given year can be confirmed And you are advised to enter all units for the year if you plan to study for the full year. Changes can be made during the enrolment period prior to the commencement of semester 2 if necessary.

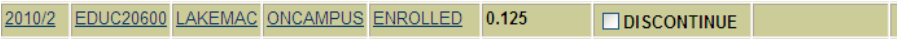
Units are listed by code and it is important to check that the correct number of units is listed for each teaching period (semester). A normal full time load in an undergraduate degree is four units per semester.

An 'invalid unit' message may be displayed. If this message is given for a first semester unit it means you must contact your course coordinator to get permission to undertake the unit.

If an 'invalid unit' message is displayed for a second semester unit it may be that you will complete the pre-requisite unit in first semester.

Your course coordinator can arrange for this step to be waived if needed.

<p>Add a Unit</p>	<p>If there are no units listed for you, you need to add them yourself. Before you do this make sure you know which units you need to enrol in. You may be able to determine this yourself by checking the course grid for your course in the Avondale College Handbook. You can find an electronic copy of the relevant handbook at: http://www.avondale.edu.au/information::Handbook/</p> <p>If you need academic advice in regard to the units in which you should enrol you need to contact your relevant Course Coordinator. To identify who the Course Coordinator is for your course, go to: http://www.avondale.edu.au/courses::Course_Coordinators/</p> <p>A search for a specific unit code can be executed by using the unit code search. Wildcards (%) may be used in this search.</p> <p>Search for a Unit Code: <input type="text"/> <input type="button" value="Search"/> OR</p> <p>Selecting the Advanced Unit Search button will allow a unit search by other criteria including: faculty, level, campus and class.</p>																											
	<p>Add the selected unit by ticking the <input checked="" type="checkbox"/> ADD box then <input type="button" value="Add To Cart"/></p> <p>OR click <input type="button" value="Back"/> to return to the unit list.</p>																											
<p>Change Location, mode or type</p>	<p>To change a unit attempt, click the <input type="button" value="CHANGE"/> button.</p> <p>Options exist to change Attendance Location, Mode and Type if applicable. Select by ticking the required 'Action' box.</p> <p>For Example:</p> <table border="1" data-bbox="475 1240 1442 1480"> <thead> <tr> <th>Unit Code</th> <th>Unit Name</th> <th>Enrolled CP</th> <th>Achievable CP</th> <th>Organisational Unit</th> <th>Period</th> <th>Campus</th> <th>Class</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>EDUC21600</td> <td>Computers, Learning & Practitioner-based Research</td> <td>6.00</td> <td>6.00</td> <td>FACULTY OF EDUCATION</td> <td>2010/2</td> <td>LAKEMAC</td> <td>DISTANCE</td> <td><input type="checkbox"/> MODIFY</td> </tr> <tr> <td>EDUC21600</td> <td>Computers, Learning & Practitioner-based Research</td> <td>6.00</td> <td>6.00</td> <td>FACULTY OF EDUCATION</td> <td>2010/2</td> <td>LAKEMAC</td> <td>ONCAMPUS</td> <td><input checked="" type="checkbox"/> MODIFY</td> </tr> </tbody> </table> <p>To change from 'Distance' to 'Oncampus' for a unit select <input checked="" type="checkbox"/> MODIFY for the On-Campus unit and click <input type="button" value="Update Cart"/>.</p> <p>Or</p> <p>Click <input type="button" value="Back"/> to return to the previous page without making any change.</p>	Unit Code	Unit Name	Enrolled CP	Achievable CP	Organisational Unit	Period	Campus	Class	Action	EDUC21600	Computers, Learning & Practitioner-based Research	6.00	6.00	FACULTY OF EDUCATION	2010/2	LAKEMAC	DISTANCE	<input type="checkbox"/> MODIFY	EDUC21600	Computers, Learning & Practitioner-based Research	6.00	6.00	FACULTY OF EDUCATION	2010/2	LAKEMAC	ONCAMPUS	<input checked="" type="checkbox"/> MODIFY
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<p>Discontinuing an Enrolled Unit</p>	<p>IMPORTANT: It is important that when discontinuing a Unit that you are aware of any Academic and Financial implications. Check the relevant policies regarding these.</p>																											

	<p>To 'Discontinue' a unit in which you are already enrolled select the <input checked="" type="checkbox"/> DISCONTINUE box.</p> <p></p> <p>To complete this step see 'Saving Final Changes.'</p>
<p>Reinstating a Discontinued Unit</p>	<p>If you have Discontinued a unit and wish to re-enrol in the unit you can do this by selecting <input checked="" type="checkbox"/> REINSTATE</p> <p>To complete this step see 'Saving Final Changes.'</p>
<p>Removing a Unit from the Cart</p>	<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>
<p>Clearing the Cart</p>	<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> <p>To complete this step see 'Saving Final Changes to the Cart.'</p>
<p>Saving Final Changes</p>	<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 change will be available once you have successfully enrolled into the units. You MUST PROCEED TO THE CHECKOUT to successfully complete this task.</p> <p>Click <input type="button" value="Submit"/> to complete this step then select the Next Step: Student Declaration.</p>

Step 9 Student Declaration

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

	<p>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!</p>
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Enrolment Record

Once you have completed your online self enrolment you can 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.

To do this, select 'Enrolment Record' from the left hand menu in Student Connect.

Class Timetable

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:

http://www.avondale.edu.au/students::Timetable_Wizard_FAQ/