Quick Links: Unit Enrolment

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How do I select/choose my units?

Step 1: Choose your Units

Before you can enrol in your units, you need to know what units you are going to take. The units will be different depending on the course and your chosen Specialisation, Major or Minor (if applicable). The Avondale website has information about the units you need to study. This information can be found available under the specific course that you are studying http://www.avondale.edu.au/courses. Usually the course grids will be available under the ‘Course Structure’ heading for your course.

Alternatively, you can contact your course convenor for advice specific to your course. A full listing of course convenors specific to your year of study is available on the Avondale website www.avondale.edu.au/courseconvenors.

For assistance with this process, please do not hesitate to contact Student Administration Services email: studentadmin@avondale.edu.au or Phone: (02) 4980 2377.
Step 2: Go to the Units Step

Go to the menu item ‘Unit’ in the Self Enrolment process.

Self-Enrolment

Enrolment Steps

1. Disclaimer
2. Personal Details
3. Address
4. HE Statistics
5. Avondale Details
6. Services
7. Course Details
8. Units

How do I enrol in my units?

Step 1: Add the Units to the Shopping Cart

To add units to the shopping cart select the ‘Add Units +’ button

You currently have no units for this enrolment period.

Click Add Units +

Your cart has 0 pending changes.

This will take you to a ‘Unit Search’ page where you search for the unit using several methods.

a) Unit Code Search

b) Unit Title Search

Unit Search

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
</table>

Show advanced search
Option A: Unit Code Search

The most common method is to search for a unit using the unit code. If you know the full unit code, you can simply enter the code in the Unit Code field.

![Unit Code](image)

The select the ‘Search’ button.

![Search](image)

Select the correct unit by looking at the Unit Code, Title, Period, Campus and Class and tick the row in the ‘Choose Option’.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Period</th>
<th>Campus</th>
<th>Class</th>
<th>Other Details</th>
<th>Choose Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBOT16110</td>
<td>Hebrew 1A</td>
<td>Semester 2</td>
<td>LAKEMAC</td>
<td>DISTANCE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To add to the shopping cart select the ‘Add to Cart’ button.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Period</th>
<th>Campus</th>
<th>Class</th>
<th>Other Details</th>
<th>Choose Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBOT16110</td>
<td>Hebrew 1A</td>
<td>Semester 2</td>
<td>LAKEMAC</td>
<td>DISTANCE</td>
<td>More...</td>
<td></td>
</tr>
<tr>
<td>BBOT16110</td>
<td>Hebrew 1A</td>
<td>Semester 2</td>
<td>LAKEMAC</td>
<td>ONCAMPUS</td>
<td>More...</td>
<td></td>
</tr>
</tbody>
</table>

Example:

I know the unit code starts with ‘BBOT’ and the unit title is ‘Hebrews 1A’ I can search for anything starting with BBOT.

![Unit Code](image)

Then select the ‘Search’ button.
All the results for your search will display:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Period</th>
<th>Campus</th>
<th>Class</th>
<th>Other Details</th>
<th>Choose Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBOT16110</td>
<td>Hebrew 1A</td>
<td>Semester 2</td>
<td>LAKEMAC</td>
<td>DISTANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBOT16110</td>
<td>Hebrew 1A</td>
<td>Semester 2</td>
<td>LAKEMAC</td>
<td>ONCAMBUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBOT16120</td>
<td>Hebrew 1B</td>
<td>Semester 2</td>
<td>LAKEMAC</td>
<td>DISTANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBOT16120</td>
<td>Hebrew 1B</td>
<td>Semester 2</td>
<td>LAKEMAC</td>
<td>ONCAMBUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBOT24110</td>
<td>Hebrew Prophets</td>
<td>Semester 2</td>
<td>LAKEMAC</td>
<td>DISTANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBOT24110</td>
<td>Hebrew Prophets</td>
<td>Semester 2</td>
<td>LAKEMAC</td>
<td>ONCAMBUS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your search has returned 6 units.

Select the correct unit by looking at the Unit Code, Title, Period, Campus and Class and tick the row in the 'Choose Option'

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Period</th>
<th>Campus</th>
<th>Class</th>
<th>Other Details</th>
<th>Choose Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBOT16110</td>
<td>Hebrew 1A</td>
<td>Semester 2</td>
<td>LAKEMAC</td>
<td>DISTANCE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To add units to the shopping cart select ‘Add to Cart’.

Adding Multiple Units:
You can add multiple units in on the same search. For example if you have 3 units starting with ‘NURS’, you can enter ‘NURS’ into the Unit Code field and search. This should bring up multiple units. You can then tick the ‘Choose Option’ for all the units and select ‘Add to Cart’.

Option B: Unit Title Search

If you know the full unit title, you can simply enter the title into the Unit Title field.

**Unit Title**

The select the ‘Search’ button.
If you do not know the full title for a unit, you can search for units a word.

**Example:**

I know the unit title contains ‘Hebrew’ and the unit title is ‘Hebrews 1A’ you can search for anything with Hebrew.

**Unit Title**

HEBREW

Then select the ‘Search’ button.

This will return all the unit options available with the word ‘Hebrew’ in its title.

Select the correct unit by looking at the Unit Code, Title, Period, Campus and Class and tick the row in the ‘Choose Option’

To add to the shopping cart select the ‘Add to Cart’

After adding units to the shopping cart, you will receive a message stating that you were successful.
You can then either select the ‘Return to Cart’ or ‘Add More Units’ buttons.

To view your cart select ‘Return to Cart’.

---

**Step 2: Review your Shopping Cart**

If you have successfully added units into the Shopping Cart, they will be listed with a status e.g. to be added. It will also state the number of changes waiting to be saved that exist in your cart.

```
<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Code</th>
<th>Campus</th>
<th>Class</th>
<th>Census Date</th>
<th>Enrolled CP</th>
<th>Study Load</th>
<th>Status</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/52</td>
<td>BBOT16110</td>
<td>LAKEMAC</td>
<td>DISTANCE</td>
<td>02/09/2019</td>
<td>6</td>
<td></td>
<td>TO BE ADDED</td>
<td></td>
</tr>
</tbody>
</table>
```

Your cart has 1 pending change.

---

**Step 3: Save the changes in your Shopping Cart**

If the changes are all correct, save the changes by selecting ‘Save & Continue’. If you wish to undo changes refer to ‘How do I remove units from the Shopping Cart’ section.
If your changes have saved successfully, you will get a receipt similar to the item below.

**Example:**

![Unit Enrolment - Receipt](image)

To return to the Self-Enrolment Process shopping cart select ‘Return to Unit Enrolment’.

Or

Continue to the next step select ‘Continue’.
You should now have no pending changes and your units should have a status of ‘ENROLLED’.

How do I remove units from the Shopping Cart?

**Option A: Remove one item**

If you wish to remove an item from your Shopping Cart, click the ‘Edit’ Column against the unit and select ‘Undo’. This will remove the unit from the cart.

**Option B: Remove all items**

If you wish to remove ALL items from your shopping cart, select ‘Undo All Changes’.

Example:

Once you have made any corrections to the Shopping Cart return to ‘Step 3: Save the changes in your Shopping Cart’.
How do I enrol in units with an ‘UNCONFIRM’ status?

Step 1: Review the Units in the Shopping Cart

Sometimes a unit is pre-loaded into your student record with a status of ‘UNCONFIRM’. These units can be entered by course convenors or Student Administration Service staff. Perhaps your Course Convenor or Student Administration Services have pre-loaded this to your enrolment record.

This means that the units are awaiting for you to confirm.

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Code</th>
<th>Campus</th>
<th>Class</th>
<th>Census Date</th>
<th>Enrolled CP</th>
<th>Study Load</th>
<th>Status</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/S2</td>
<td>BUS14050</td>
<td>LAK</td>
<td>ONCAMPUS</td>
<td>30/09/2019</td>
<td>6</td>
<td>0</td>
<td>UNCONFIRM</td>
<td></td>
</tr>
</tbody>
</table>

Important:
If a unit has a status of ‘UNCONFIRM’ you are not enrolled in the unit. You would need to confirm the unit before you are enrolled in the unit.

Step 2: Confirm the Unit

To confirm the unit select the ... next to the unit you wish to confirm.

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Code</th>
<th>Campus</th>
<th>Class</th>
<th>Census Date</th>
<th>Enrolled CP</th>
<th>Study Load</th>
<th>Status</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/S2</td>
<td>BUS14050</td>
<td>LAK</td>
<td>ONCAMPUS</td>
<td>30/09/2019</td>
<td>6</td>
<td>0</td>
<td>UNCONFIRM</td>
<td></td>
</tr>
</tbody>
</table>

This will bring up a box allowing you to select ‘Confirm’

A warning message will appear asking if you are sure you wish to confirm this unit.

Confirmation Confirm

Are you sure you want to confirm this unit?

[Cancel] [OK]

To proceed select ‘OK’.
The unit is now in your shopping cart as a pending change to be ‘Confirmed’

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Code</th>
<th>Campus</th>
<th>Class</th>
<th>Census Date</th>
<th>Enrolled CP</th>
<th>Study Load</th>
<th>Status</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020/51</td>
<td>BBOT16110</td>
<td>LAKEMAC</td>
<td>DISTANCE</td>
<td>31/03/2020</td>
<td>6</td>
<td>0</td>
<td>TO BE CONFIRMED</td>
<td></td>
</tr>
</tbody>
</table>

Add Units +

Your cart has 1 pending change. Undo All Changes

Step 3: Save the changes in your Shopping Cart

If the changes are all correct, you must SAVE the changes by selecting ‘Save & Continue’.

Save & Continue

If your changes have been saved successfully you should get a receipt similar to the item below.

Example:

Unit Enrolment - Receipt

Shopping Cart successfully saved.

To return to the Self-Enrolment Process shopping cart select the ‘Return to Unit Enrolment’ button or press ‘Continue’ to proceed to the next step.

You should now have no pending changes and your units should have a status of ‘ENROLLED’.
How do I delete units I have enrolled in?

**Note:**
You will only be able to delete units up until the last day to add/remove for the relevant teaching period. This date is published in the Academic Calendar [http://www.avondale.edu.au/calendars](http://www.avondale.edu.au/calendars). Please note they are published on the Academic Calendar as the deadline to enrol in units.

**Step 1: Delete the Unit**

To delete the unit simply select the *** next to the unit that you wish to delete.

Select the ‘Delete’ from the pop up.

A warning message will appear asking if you want to mark the unit for ‘Deletion’.

Select the ’OK’ button.

This will add the unit for ‘Deletion’ in the shopping cart.
Step 2: Save the changes in your Shopping Cart

If the changes in the cart are all correct, you must SAVE the changes by selecting ‘Save & Continue’.

If your changes have been saved successfully you should get a receipt similar to the item below.

**Example:**

![Unit Enrolment - Receipt]

To return to the Self-Enrolment Process shopping cart select the ‘Return to Unit Enrolment’ button.

You should now have no pending changes and your unit that was marked for deletion will no longer show on your listing.
How do I change the Study Mode (Class) for a unit?

Step 1: Add the Change to the Cart

Go to the "***" button for the unit you are enrolled in.

An Edit Unit listing will appear showing the available options for the unit study mode.

For example: Distance, Mixed or On-Campus.

Using the tick box select the appropriate option, you wish to change the unit class to i.e. On-Campus.

Select 'Update Cart' to add to the shopping cart.

The Status for that unit will change to ‘To be modified’ and the study mode will change in the ‘class’ column.
Step 2: Save the Changes

To save any changes in the cart select the ‘Save & Continue’ button.

Save My Changes

If your changes have been saved successfully you should get a receipt similar to the item below.

Example:

Shopping Cart successfully saved.

To return to the Self-Enrolment Process shopping cart select the ‘Return to Unit Enrolment’ button.

You should now have no pending changes and your unit now has the updated class of On-Campus.

Your cart has 0 pending changes.

The following message may appear. If it does, select Ok to acknowledge. This message simply indicates that either you are simply between teaching periods or you are still enrolling in your units so the Course attempt status is currently inactive.
**How do I change the campus for a unit?**

**Step 1: Update the cart to select unit with correct campus**

Go to the "***" button for the unit you wish to change.

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Code</th>
<th>Campus</th>
<th>Class</th>
<th>Enrolled CP</th>
<th>Study Load</th>
<th>Status</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/N2</td>
<td>NURS10018</td>
<td>SYDNEY</td>
<td>ONCAMPUS</td>
<td>6.000</td>
<td>0.125</td>
<td>ENROLLED</td>
<td>***</td>
</tr>
</tbody>
</table>

Select the 'Edit' to modify the unit you have enrolled in.

The following Edit Unit pop-up will appear.

**Example:**

Go to the button for the unit you wish to change.

<table>
<thead>
<tr>
<th>Period</th>
<th>Course Code</th>
<th>Campus</th>
<th>Other Details</th>
<th>Choose Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Semester 2</td>
<td>LAKEMAC</td>
<td>ONCAMPUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Semester 2</td>
<td>SYDNEY</td>
<td>ONCAMPUS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Using the tick box from the 'Choose Option' column select the correct campus i.e LAKEMAC.

Select the ‘Update Cart’ button to add it to the shopping cart.

The status should state ‘To be modified’ and the campus should highlight to indicate that this is the change.
Step 2: Save the Changes

To save any changes in the cart select the ‘Save & Continue’ button.

If your changes have been saved successfully you should get a receipt similar to the item below.

Example:

![Shopping Cart successfully saved.

Date: 23/09/2019 15:54:40
Receipt Number: 62357

My Unit Changes

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Campus</th>
<th>Class</th>
<th>Census Date</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020/S1</td>
<td>NURS10013</td>
<td>Australian Society and Health</td>
<td>LAKEMAC</td>
<td>ONCAMPUS</td>
<td>31/05/2020</td>
<td>ENROLLED</td>
<td>Changed Location</td>
</tr>
</tbody>
</table>

To return to the Self-Enrolment Process shopping cart select the ‘Return to Unit Enrolment’ button. You should now have no pending changes and your unit now has the updated class of On-Campus.
Why does my unit have a status of Invalid?

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Code</th>
<th>Campus</th>
<th>Class</th>
<th>Enrolled CP</th>
<th>Study Load</th>
<th>Status</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/N2</td>
<td>NURS10012</td>
<td>LAKEMAC</td>
<td>ONCAMPUS</td>
<td>6.000</td>
<td>0.000</td>
<td>INVALID</td>
<td></td>
</tr>
</tbody>
</table>

Important:
If a unit has a status of 'INVALID' you are not enrolled in the unit.

This means that there is a rule in the database against the unit that you have not yet met. To view what the rule might be select the 'INVALID' status to find out more information.

Step 1: Review the Reason for the Invalid against the Unit

To review the reason for the ‘INVALID’ select the word and a pop up will appear.

Example:

Step 2: Resolve Invalid Unit or Ask for Assistance

Depending on the message you receive when reviewing the INVALID status you can do the following:

Option A:
If the message is saying you have not completed a pre-requisite unit code but you know you are currently completing the unit and are waiting for grades you can leave the ‘Invalid’ unit until the prior teaching periods grades/results have been entered and then check that the ‘INVALID’ has been resolved.

This scenario is very common for nursing units and could be if you still have to complete Clinical Placement or Special Requirements such as vaccinations, national police checks etc.

Option B:
You can contact Connect Support for assistance regarding process email: student.connect@avondale.edu.au, or Phone:02 4980 2246.
Option C:

You can also contact your course convenor for advice. You can obtain the course convenor contact by selecting the ‘Contact Course Convenor’ button on the Unit Enrolment Step. This will take you to a webpage where you can find the PDF contact looking for your course convenor.

You can take a screenshot using your computer or mobile device and email any message you receive to the appropriate person. The use of screen shots and descriptions of the issue can assist the support person or course convenor to see what you have received on the screen.

Step 3: Close the Invalid Message

To close the pop-up select the ‘INVALID’ message.

Step 4: Check your Enrolment Record

Once you believe your ‘INVALID’ unit has been resolved please ensure that you check your ‘Enrolment Record’ for any changes making sure that the unit has an ‘E’ indicating enrolled.

I have a unit to enrol in but I cannot find it in the Shopping Cart. Why?

If you have been given units by the Course Convenor but you do not see them in the shopping cart you will need to search for them and add them to the shopping cart. Please follow the ‘How do I enrol in my units’ steps.