What is Unit Enrolment?

Unit Enrolment is the process of selecting the units you wish to complete for the upcoming teaching period. If you are unsure of the correct units in which to enrol, we recommend you contact your course convenor for assistance.

Quick Links: Unit Enrolment

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 is 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 please do not hesitate to contact Student Administration Services email: studentadmin@avondale.edu.au or Phone: (02) 4980 2377.

How do I enrol in my units?
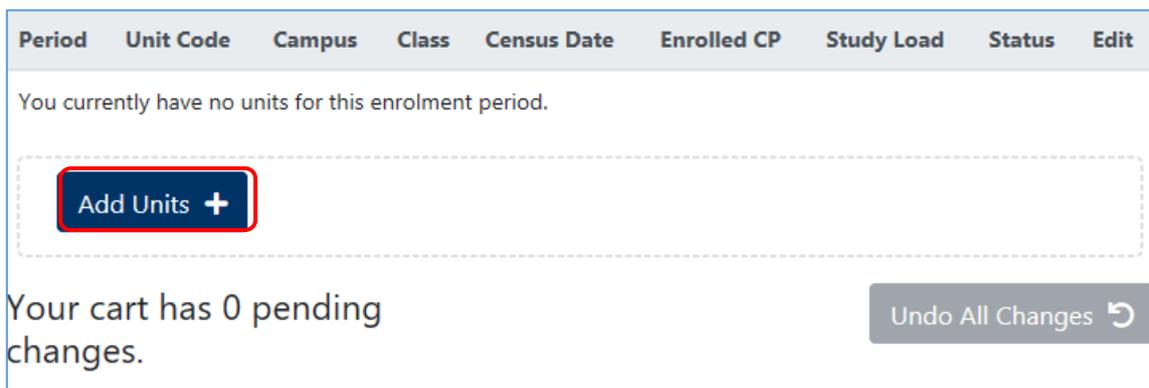
Step 1: Go to the Unit Enrolment Step

Go to the menu item 'Unit Enrolment' in the Self-Enrolment process.

Self-Enrolment

Step 2: Add the Units to the Shopping Cart

To add units to the shopping cart, select the 'Add Units +' button

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

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, then click the 'Search' button.

This will return a list of units that match your search criteria. If no records are returned, change your search criteria and try again.

Once you can see the units that match your search criteria, choose the correct unit by looking at the Unit Code, Title, Period, Campus and Class and then ticking the 'Choose Option' checkbox at the end of that row.

To add to the shopping cart, select the 'Add to Cart' button.

Example:

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

All the results for your search will display:

Select the correct unit by looking at the Unit Code, Unit Name, Period, Campus and Class and ticking the 'Choose Option' checkbox at the end of that row.

To add units to the shopping cart, select 'Add to Cart'.

Adding Multiple Units:						

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.

Example:

If you know the unit is about Hebrew then you can search by unit title containing the word 'Hebrew'.

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, Unit Name, Period, Campus and Class and ticking the 'Choose Option' checkbox at the end of that row.

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.
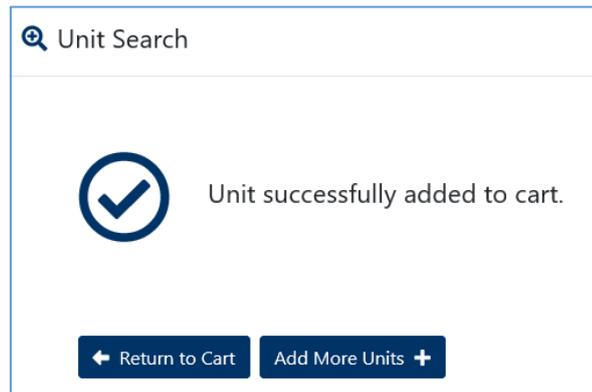
You can then either select the 'Return to Cart' or 'Add More Units' buttons.

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 of 'TO BE ADDED'. It will also state the number of changes waiting to be saved in your cart.
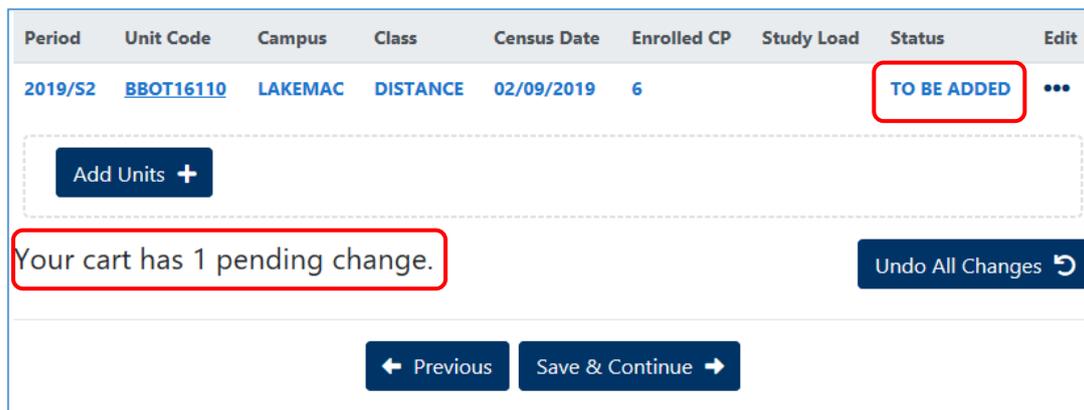
Step 3: Save the changes in your Shopping Cart

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.

	Note:
✎	You may get a message stating 'The course attempt is inactive. Course attempts without enrolled units should normally be discontinued or intermitted' if your courses status is 'INACTIVE'.
	This will be because you are not currently enrolled in any units. Once you have 'Enrolled' in units and the Teaching Period commences the Course status should change to enrolled.
	Select 'OK' button to continue.
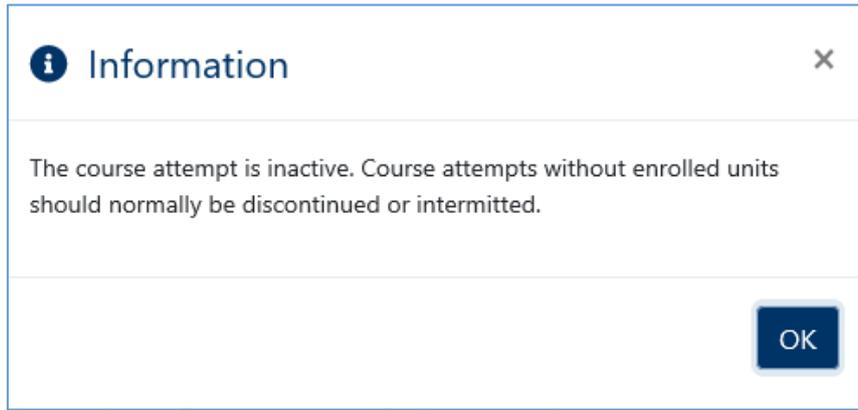
If your changes have saved successfully, you will get a receipt similar to the example below.
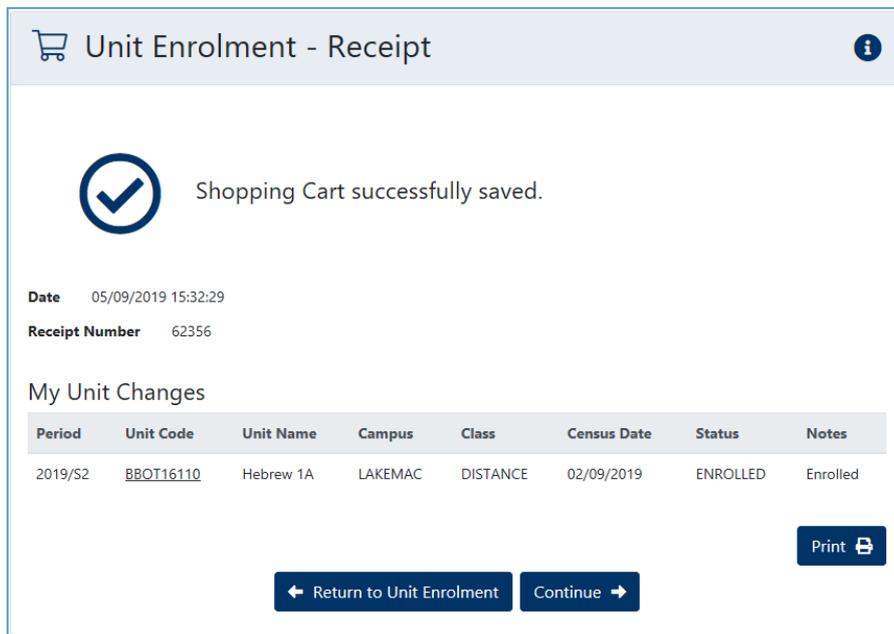
To return to the Self-Enrolment Process shopping cart, select 'Return to Unit Enrolment'.

Or

Continue to the next step select 'Continue'.

You should now have no pending changes and your units should have a status of 'ENROLLED'.
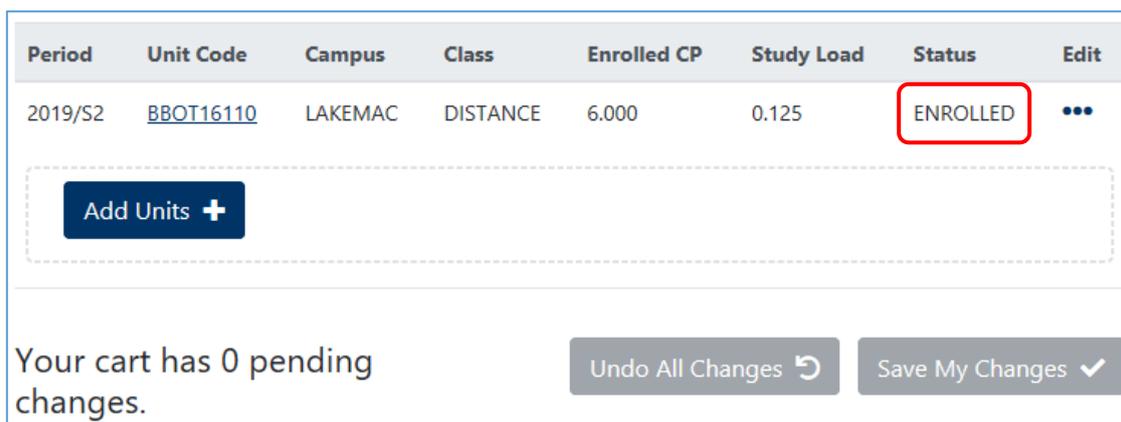
How do I remove units from the Shopping Cart?

Option A: Remove one item

If you wish to remove an item from your Shopping Cart –

- For an item with status "TO BE ADDED" - click the 'Undo' button in the Action column for the unit you wish to remove

- For an item with status "ENROLLED" – click the 'Delete' button in the Action column for the unit you wish to remove.

This will remove the unit from the cart.

Period	Unit Code	Campus	Class	Census Date	Enrolled CP	Study Load	Status	Action
2021/S2	EDUC50109	LAKEMAC	DISTANCE	01/09/2021	6		TO BE ADDED	✏ Edit ↺ Undo
2021/S2	EDUC50113	LAKEMAC	DISTANCE	01/09/2021	6	.125	ENROLLED	✏ Edit 🗑 Delete

Option B: Remove all items

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

Example:

Undo All Changes ↺

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.

This means that the units are waiting for you to confirm them.

Period	Unit Code	Campus	Class	Census Date	Enrolled CP	Study Load	Status	Action
2021/N2	CSTD10014	LAKEMAC	ONCAMPUS	01/09/2021	6	0	ⓘ UNCONFIRM	✏ Edit 👍 Confirm

<table>
<tr><td>⚠️</td><td>**Important:**
If a unit has a status of 'UNCONFIRM' you are <u>not</u> enrolled in the unit. You would need to confirm the unit before you are enrolled in the unit.</td></tr>
</table>

Step 2: Confirm the Unit

To confirm the unit, select the Confirm button under the Action column for the unit you wish to confirm.

Period	Unit Code	Campus	Class	Census Date	Enrolled CP	Study Load	Status	Action
2021/N2	**CSTD10014**	LAKEMAC	ONCAMPUS	01/09/2021	6	0	ⓘ UNCONFIRM	☑ Edit 👍 Confirm

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

⚠️ Confirmation   ✕

Are you sure you want to confirm this unit?

Cancel   OK

To proceed select 'OK'.

After updating the cart, the unit will be highlighted, and you'll see a message under your cart that says "Your cart has 1 pending change."

Period	Unit Code	Campus	Class	Census Date	Enrolled CP	Study Load	Status	Action
2021/N2	**CSTD10014**	**LAKEMAC**	**ONCAMPUS**	**01/09/2021**	**6**	**0**		☑ Edit ↩ Undo

Your cart has 1 pending change.

Do the same for any other units you need to confirm. Once your cart has the correct units, continue with Step 3.

Step 3: Save the changes in your Shopping Cart

If the changes 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:
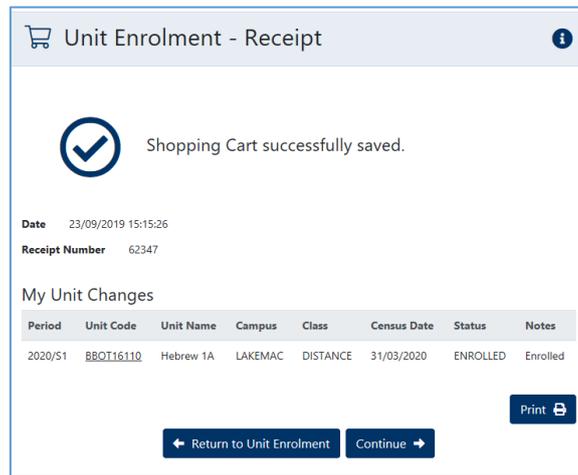
To return to the Self-Enrolment Process shopping cart select the 'Return to Unit Enrolment' button or press 'Continue' to proceed to the next step.

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. 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 click on the "Delete" button in the Action column next to the unit that you wish to delete.

Period	Unit Code	Campus	Class	Census Date	Enrolled CP	Study Load	Status	Action
2021/S2	EDUC50113	LAKEMAC	DISTANCE	01/09/2021	6	.125	ENROLLED	✎ Edit 🗑 Delete

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

⚠ **Delete Confirm** ✕

Are you sure you want to mark this unit for deletion?

Cancel   OK

Select the 'OK' button.   **OK**

This will mark the unit for 'Deletion' in the shopping cart by highlighting it in RED

| Period	Unit Code	Campus	Class	Census Date	Enrolled CP	Study Load	Status	Action
2021/S2	EDUC50113	LAKEMAC	DISTANCE	01/09/2021	6	.125		↺ Undo

Your cart has 1 pending change.

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'.
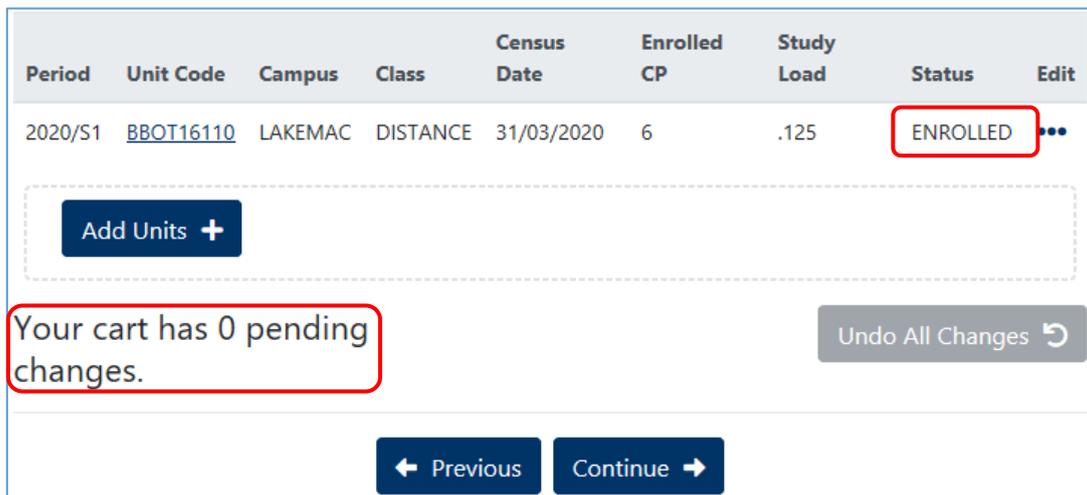
Save & Continue ➡

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

Example:

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.

Period	Unit Code	Campus	Class	Census Date	Enrolled CP	Study Load	Status	Action
2021/PGY	EDUC50600	LAKEMAC	MIXED	31/05/2021	6	.125	ENROLLED	
2021/PGY	EDUR59300	LAKEMAC	DISTANCE	31/05/2021	12	.25	ENROLLED	

Add Units +

Your cart has 0 pending changes.   Undo All Changes ↻

← Previous   Continue →

How do I change the Study Mode (Class) for a unit?

Step 1: Add the Change to the Cart

Click the 'Edit' button for the unit you are enrolled in the incorrect Class (e.g. Distance vs Oncampus)

Period	Unit Code	Campus	Class	Census Date	Enrolled CP	Study Load	Status	Action
2021/S2	EDUC14102	LAKEMAC	DISTANCE	01/09/2021	6		TO BE ADDED	☑ Edit ↺ Undo

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

For example: Distance, Mixed or On-Campus.

☑ Edit Unit ▸ EDUC14102 - Curriculum Studies - Teaching English I

Period	Campus	Class	Other Details	Choose Option
Semester 2	LAKEMAC	DISTANCE	More...	☑
Semester 2	LAKEMAC	ONCAMPUS	More...	☐

Display 10 ⌄

Cancel   Update Cart 🛒

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.

Update Cart 🛒

The Status for that unit will change to 'To be added" and the study mode will change in the 'class' column.

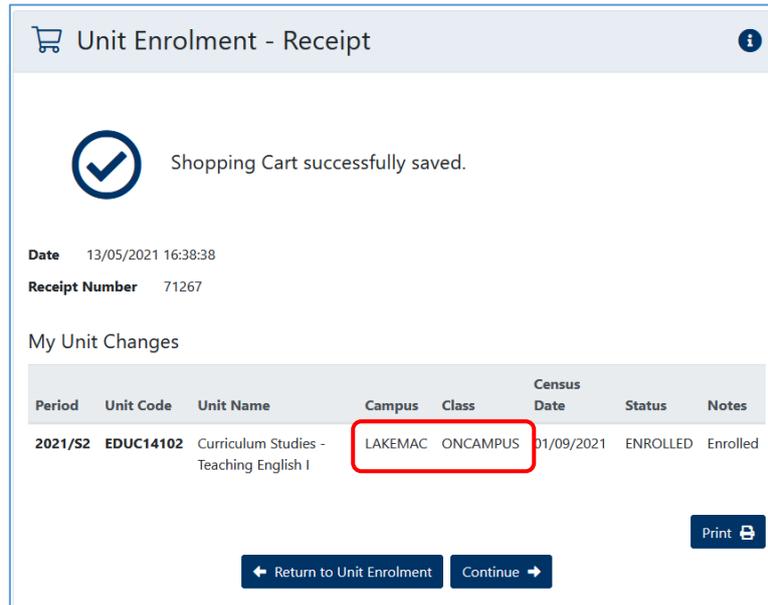| 2021/S2 | EDUC14102 | LAKEMAC | ONCAMPUS | 01/09/2021 | 6 | | TO BE ADDED | ☑ Edit ↺ Undo |

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:

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.

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.
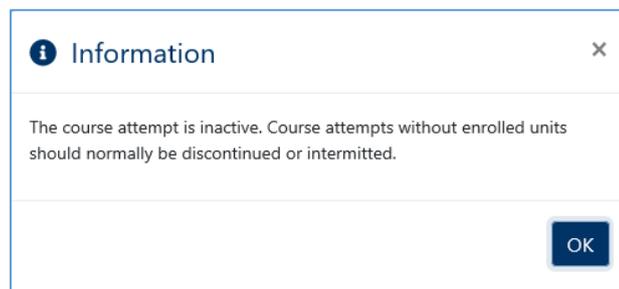
How do I change the campus for a unit?

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

Click the Edit button in the Action column for the unit you wish to change.

Period	Unit Code	Campus	Class	Census Date	Enrolled CP	Study Load	Status	Action
2021/S1	NURS10011	LAKEMAC	ONCAMPUS	01/04/2021	6	.125	ENROLLED	☑ Edit
2021/S1	NURS10013	LAKEMAC	ONCAMPUS	01/04/2021	6	.125	ENROLLED	☑ Edit
2021/S1	NURS10015	LAKEMAC	ONCAMPUS	01/04/2021	6	.125	ENROLLED	☑ Edit
2021/N2	NURS10018	SYDNEY	ONCAMPUS	01/09/2021	6	.125	ENROLLED	☑ Edit 🗑 Delete

The following Edit Unit pop-up will appear.

Edit Unit ▸ NURS10018 - Health Promotion in Practice				
Period	Campus	Class	Other Details	Choose Option
Nursing Semester 2	LAKEMAC	ONCAMPUS	More...	☐
Nursing Semester 2	SYDNEY	ONCAMPUS	More...	☑

Display 10 ▾

Cancel   Update Cart 🛒

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.

Update Cart 🛒

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:

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 Campus of LAKEMAC

Why does my unit have a status of Invalid?

Period	Unit Code	Campus	Class	Enrolled CP	Study Load	Status	Edit
2019/N2	NURS10012	LAKEMAC	ONCAMPUS	6.000	0.000	ⓘ INVALID	•••

> **Important:**
>
> If a unit has a status of 'INVALID' you are <u>not</u> 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.

Period	Unit Code	Unit Name	Campus	Class	Census Date	Status	Notes
2021/N2	NURS10012	Applied Nursing Practice 2	LAKEMAC	ONCAMPUS	01/09/2021	ⓘ INVALID	Added

Example:

> Student has not satisfied a pre-requisite for unit NURS10012. You must have passed 3 units from this list: {NURS10011, NURS10015, NUSC10057} before you can enrol in this unit.

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 but you know you are currently completing the unit and are waiting for grades, you can leave the 'Invalid' unit and wait until a grade has been entered for the pre-requisite unit(s) and then check that the 'INVALID' has been resolved.

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

Option B:

For assistance please do not hesitate to contact Student Administration Services email: studentadmin@avondale.edu.au or Phone: (02) 4980 2377.

Option C:

You can contact your course convenor for advice. You can find the course convenor contact details 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 listing the course convenor for your course.

Contact 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 just click somewhere else on the screen.

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.

	Important:
❗	All INVALID units need to be resolved by the commencement of the teaching period.

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.