

2010 RE-ENROLMENT GUIDE

All students continuing their current course in 2010 are required to select subjects for next year on-line. This must be done between Monday 26 October and Friday 20 November 2009.

Failure to submit your subjects by 20 November 2009 will result in a \$250 fine.

Late re-enrolments (with the fine) will not be accepted after Friday 4 December. After this date your enrolment will be cancelled and you will need to re-apply for your course. Your application for readmission will be considered on the basis of academic merit and the availability of places.

You will have an opportunity to amend your subject selection after results have been released in December.

ALL students must select subjects during the re-enrolment period, even if you are in a fixed course or undertaking a thesis only.

Your Responsibilities

Remember that you are responsible for checking that your selected subjects meet course requirements. Ensure you have read your course and subject requirements in the Course and Subject Handbook available at www.unimelb.edu.au/handbook. If you are at all in doubt about selecting subjects or your course requirements, make sure you consult a Student Adviser in the Education Student Centre (Ph: 8344 8285).

Once results are released for Semester 2 2009, you must re-check the subjects you submitted via the Student Portal during the re-enrolment period. Any subject for which you do not have the pre/co-requisites must be deleted from your 2010 subject selection.

Completing & Lodging Your 2010 Re-Enrolment Online

You need to select your subjects for 2010 and then enter your choices via your Student Portal. Assume that you will pass all the subjects in which you are currently enrolled. If you have been on Leave of Absence during 2009 and wish to resume your studies in 2010, you should follow the instructions below as if you had been enrolled in 2009.

Before you start:

Make sure you have a University Email Account

You must use your University email account for selecting subjects because the re-enrolment system relies on email to provide you with confirmation that the University has received your selection and to let you know whether your subject choices have been approved. If you don't have a University email account, you can create one from the Accounts Registration page, (<http://accounts.unimelb.edu.au/>) and follow the instructions provided on-screen. You should also ensure that your email account is not over quota.

Access the list of subjects you wish to study next year

Consult the 2010 handbook, <http://www.unimelb.edu.au/handbook> or talk to a Student Adviser.

A pen to write down receipt numbers

Receipt numbers must be kept for any future queries.

Step 1: Open the Online Re-enrolment System via the Student Portal (www.portal.unimelb.edu.au)

Go online and enter the website address (shown above).

- Click on the 'Re-enrol Here' button
- Note: If you need to have your PIN reset, contact the Education Student Centre on phone 8344 8285

Step 2: Indicate your interest in becoming a member of Student Organisations

- Remember to record your receipt number

Step 3: Accept the terms and conditions of re-enrolment

- Remember to record your receipt number

Step 4: Enter subject codes for Semesters 1 and 2, click on 'View your proposed changes' and then 'Submit'

- Remember to record your receipt number

Things to Watch Out for When Selecting Subjects

1. Do you intend to apply for Leave of Absence (LOA) in 2010?

If you plan to take LOA from your studies in 2010 please submit your application via SIS <https://sis.unimelb.edu.au/cgi-bin/cancel.pl> by 20 November 2009. If you are taking LOA for only part of 2010, you must still complete the re-enrolment steps as listed above and elect subjects for the semester you will be at the University. Please note that LOA is not automatically approved and you will receive written confirmation of the outcome of your application within 2 weeks of your submission. If you do not receive this confirmation, you must contact the Education Student Centre to follow up. Please do not assume the application has been approved.

2. Do you know what subjects you must take in order to meet the requirements for your course?

It is your responsibility to ensure that you choose subjects which allow you to meet your course requirements. You should refer to the 2010 Course and Subject Handbook for details:

<http://www.unimelb.edu.au/handbook> (on this screen you can search for subjects or courses)

You can also make an appointment with a Student Adviser if you have any questions about your course requirements.

3. Have you checked for subject availability?

Subject availability varies from year to year (especially in the Postgraduate area). You should consult the 2010 Handbook for an up-to-date guide to subjects, when they will be offered and in what mode (eg on-campus, on-line).

4. Did you enter the correct subject details on your Subject Selection?

Subject number: the six-digit numerical code for the subject

Subject name: the title of the subject

Semester: 1 = Semester 1

2 = Semester 2

Y = Year Long

S = Summer

Location: Int = Internal (subject taught at the Parkville campus)

Ext = (on-line, correspondence or off campus)

Points: the points value of the subject, usually 12.5 or 25 points

Regarding location (or delivery) of subjects, some subjects are offered in either internal (normal attendance at lectures on campus) or external (off campus, via correspondence or on-line through the internet) mode of delivery. The modes of delivery for each subject are listed in the 2010 Handbook. If you do not specify mode of delivery as external in your Subject Selection, the Education Student Centre will assume you wish to study internally.

5. Do you fulfil the prerequisites/corequisites to enrol in your chosen subjects?

Check the 2010 Course and Subject Handbook for the prerequisites/corequisites for the subjects you wish to undertake. You may not enrol in a subject for which there is a prerequisite without having passed the prerequisite subject or its equivalent (Assume passes for the subjects you are currently enrolled in). A corequisite is a subject you must have already passed or be enrolled in at the same time.

REMEMBER: Once results are released for Semester 2 2010, you must re-check the subjects you submitted on the Student Portal during the re-enrolment period. Any subject for which you do not have the pre/co-requisites must be deleted from your 2010 subject selection.

6. Do your chosen subjects have special entry requirements?

Check the 2010 Course and Subject Handbook for any special entry requirements for the subjects you wish to undertake. You may not enrol in a subject for which there is a special entry requirement without having met that requirement.

7. Did you select subjects for the whole year of 2010?

You must select subjects for both Semester 1 and 2 of 2010, unless you expect to complete your course at the end of Semester 1, 2010 or are taking Leave of Absence for part of 2010. Please make sure your expected completion date is correct.

8. Are you concurrently enrolled in another course with a different faculty?

If you are an undergraduate student who is concurrently enrolled in a diploma course with another faculty, you will need to select subjects for both of your courses via the Student Portal.

9. Do you intend to apply for youth allowance or austudy payment in 2010?

Ensure your enrolment complies with relevant requirements. For further enquiries contact Student Financial Aid on 8344 6053 or visit <http://www.services.unimelb.edu.au/finaid/>

Further Assistance with Re-enrolment

- **Consult Student Advisers**

Student Advisers will be available for Re-enrolment appointments. For an appointment, contact the Education Student Centre on (03) 8344 8285.

2010 Standard Semester Dates	
<i>Summer</i>	Monday 4 January - Sunday 21 February
<i>Semester 1</i>	Monday 1 March - Sunday 30 May
Non-teaching period:	Good Friday 2 April - Sunday 11 April
Examination period:	Monday 7 June - Friday 25 June
<i>Semester 2</i>	Monday 26 July - Sunday 31 October
Non-teaching period:	Monday 20 September - Sunday 3 October
Examination period:	Monday 8 November - Friday 26 November

*Students who are undertaking practicum subjects should note that these dates may vary to accommodate practicum placements.