

DIVISION OF NURSING AND MIDWIFERY

UNDERGRADUATE

RE-ENROLMENT INSTRUCTIONS FOR 2010

Reenrolment will be held between: 9th November – 22nd November 2009

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DIVISION OF NURSING AND MIDWIFERY

RE-ENROLMENT INSTRUCTIONS FOR 2010

1. STUDENTS EXPECTING TO COMPLETE THEIR COURSE IN SEMESTER 2 2009

All final year students who successfully complete all units in their final semester are required to apply to graduate. For further information in relation to graduation please refer to the following website:

<http://www.latrobe.edu.au/acadserv/current/graduation>

1.1 Nurses Board of Victoria (NBV) – Division 1 Registration

If you are completing at the end of semester 2 2009 and wish to apply for Division 1 Registration with the NBV you **MUST** supply the Division with a signed '*Permission to Release Results*' form by 31st October 2009. If you have not already done so, you are able to download this form from the LMS administration site in the 'Division 1 Registration' folder. Please note that without the '*Permission to Release Results*' form, the Division is unable to forward your completion certificate to the Nurses Board of Victoria (NBV).

2. CONTINUING AND INTERMITTED STUDENTS

2.1 Completion of Re-Enrolment via StudentOnLine

Reenrolment will be held between 9th November – 22nd November 2009

Note: Failure to re-enrol during the above period will result in a late re-enrolment fine and potential loss of your place.

Please ensure that you review your course structure. The pattern of study that shows on Student OnLine is only a suggested enrolment. By reviewing your course structure you will ensure that you are enrolling in the correct units.

StudentOnLine is the La Trobe University interactive student website which enables you to:

- enrol in units online – NOTE: processing of enrolled units may take around 30 minutes to be confirmed
- check your enrolment by viewing your unofficial academic record
- view your results by viewing your unofficial academic record
- change your address and emergency contact details

To login to **StudentOnLine**, you can enter via the following link:

<http://www.latrobe.edu.au/acadserv/current/studentonline.html>

Once you have located the page, you will be required to enter your Computer Account password which was issued on your **Statement of Account**. Please note that your password is only issued on your **initial Statement of Account** – this is the password you must use. Please note that StudentOnLine & Computer

Account passwords **will not be printed on subsequent versions** of your **Statement of Account**. If required you may contact the Computer study Hall to have your password re-set.

Study Hall:

Telephone: 1300 786 535

e-mail: studyhall@latrobe.edu.au

Web: <http://www.latrobe.edu.au/studyhall/>

Please note the StudentOnLine re-enrolment dates below:

Opens: 9th November 2009

Closes: 22nd November 2009 - (you will not be able to enrol on-line after this date)

If you have not re-enrolled during the above time period you will be liable for late charges and may lose your place in your current course.

INTERMITTED STUDENTS: These dates are also applicable to students who are currently intermitted. If you plan to return to study in either Semester 1, 2010 or Semester 2, 2010 due to an approved intermission, you **MUST** ensure you re-enrol within the above timeframe. Failure to do so may result in loss of place in your current course and a late fee.

It is your responsibility to ensure that you understand and complete the re-enrolment requirements by the due dates.

2.2 Study Load

All students, both continuing and intermitted, must re-enrol in units for both semesters (or semester 2 only if you are on intermission for semester 1 2010). **You should enrol in the maximum number of units as dictated by your course structure.**

2.3 Course Information

To ensure that you have enrolled yourself into the correct units in order to gain registration with the Nurses Board of Victoria (NBV), please read to the **2010 re-enrolment information on the LMS Admin site**. This information will also be duplicated on the Division of Nursing and Midwifery Website: <http://www.latrobe.edu.au/nursing/> under 'Current Students'.

2.4 Failed unit(s)

If you have failed a unit in 2009 you must re-enrol in the unit for 2010. If the unit is no longer offered in 2010 you must enrol in the equivalent unit from the new curriculum. Depending on the unit(s) you failed, you may be required to transition over into the new curriculum.

Students that have failed a unit in 2009 **must review the transitional re-enrolment documents on LMS** before enrolling for 2010. They are also strongly encouraged to seek course structure advice to ensure that they have transitioned correctly.

It is your responsibility to enrol in the correct units within your course structure and to ensure that you have satisfied the prerequisite requirement(s). Students that do not enrol correctly will not satisfy the requirements of their course and run the risk being unable to register with the Nurses Board of Victoria.

Bundoora:	Course Structure Enquiries	Mary Holdsworth (03) 9479 5935 / m.holdsworth@latrobe.edu.au
Bundoora:	General Enquiries	Angela Kilmartin (03) 9479 5905 or via email a.kilmartin@latrobe.edu.au
Mildura:	All Enquiries	Beverley Blanch on (03) 5051 4067 or email b.blanch@latrobe.edu.au

2.5 Academic History

If you wish to view your Academic History please refer to your student record at StudentOnLine.

2.6 Course Transfer

If you are planning to transfer to another course you **should still re-enrolment in your current course** as per the above instructions to ensure that you do not lose your place (as course transfer is not guaranteed).

Course Transfer (to another course within the Division of Nursing and Midwifery)

- 'Application for Course Transfer' packs are available at the Faculty of Health Sciences Reception, Health Sciences 1, Level 1. Applicants must submit the following documents:
 - An 'Applications for Course Transfer' form
 - A 'Supplementary Information' form
 - A 'Commonwealth Assistance Form' (CAF).

Applications Close: close of business, Friday 27th November 2009

Course Transfer (to another School outside of Nursing and Midwifery)

- Students wishing to apply for a course transfer to another school are advised to contact that school directly to find out about their application for course transfer procedures/timelines.

Applications for Course Transfer will be assessed after your results have been published in December and students will be advised of the outcome by the end of the year.

2.7 Variation of Enrolment

If you fail a unit in Semester 2 you must amend your enrolment as per the transition documents.

Student-on-Line usually re-opens in December (dates to be confirmed) so that students may **add or discontinue a unit** for 2010. You will **NOT** be able to re-enrol during this time. Only students that have already re-enrolled will be able to access the system.

You will be able to access Student-on-Line to vary your enrolment up to the census date on your semester 1 2010 Statement of Account.

If you experience difficulty with the system you may complete a '**Variation of Enrolment**' form, and submit it to Angela Kilmartin, Undergraduate Courses Officer, Division of Nursing and Midwifery, for Course Co-ordinator approval prior to the relevant semesters' census date. To avoid being liable for course/unit fees, you must submit the '**Variation of Enrolment**' form before the relevant unit census date listed on your 2010 **Statement of Account**.

2.8 Applying for Intermission (study break) for Semester 1 2010

Students wishing to seek approval for Intermission (study break) must complete and lodge an '**Intermission of Studies**' form. The form may be downloaded at:

<http://www.latrobe.edu.au/acadserv/current/webforms.html>

Intermission is permitted in any course for a period of up to two semesters, and can be taken either separately or consecutively. **If you have already submitted an 'Intermission of Studies' form and it has been approved please ignore these instructions.** To avoid incurring any fees, you must submit an "Intermission of Studies" form **before the first census date listed on your Statement of Account.**

Due to the introduction of the new curriculum, taking an intermission may require you to transition. This may require you to undertake additional units and you may incur additional costs. Please seek advice from Mary Holdsworth, Undergraduate Course Student Advisor on (03) 9479 5935 or email m.holdsworth@latrobe.edu.au.

Due to the pre-requisite nature of the course, students should note that a 6 month intermission will impact on their ability to undertake certain units which will consequently reduce their study load and extend their course completion timeframe. Students are encouraged to discuss their "Intermission of Studies" application with the Undergraduate Courses Officer, prior to submitting their form to the Division of Nursing and Midwifery.

If you are on intermission and returning in Semester 2 2010, you **must** enrol for Semester 2 2010 during the Re-Enrolment period (9th November – 22nd November 2009). You are not expected to enrol into units for Semester 1 2010.

2.9 **Course Withdrawal**

If you wish to completely withdraw from your course you must complete and lodge a '**Discontinuation of Enrolment**' form. A student may apply for discontinuation at anytime. However, if you are currently enrolled in a unit (and wish to complete the unit), you must not submit the form until you have received your result in December. The form may be downloaded at:

<http://www.latrobe.edu.au/acadserv/current/webforms.html>

Students wishing to discontinue their studies are strongly advised to consult with Angela Kilmartin, Undergraduate Courses Officer (see contact list on page 3) in order to discuss the available options prior to submitting the form. Discontinuation of Enrolment forms must be submitted prior to the relevant semester's census date or you will be liable for the cost of the unit and may receive fail grades.

2.10 **Census Dates**

The Census Date is the last date that you may withdraw for a unit without financial liability for the unit. Please ensure that you check your 2010 **Statement of Account** carefully when you receive it to determine the individual census date for each of your 2010 units (as they may differ from unit to unit).

If you **discontinue** a unit after the specified **Census Date** for that unit, you will not be entitled to a refund of fees, and you may be issued with a 'KN' grade (Withdrawn / Fail) for the unit. The 2010 **Census Dates** and a census date calculator can be located at the following link:

<http://www.latrobe.edu.au/acadserv/current/acadcalendar.html>

2.11 **Maximum period for Enrolment**

Each course must be completed within a specific time period. For coursework programs this period is normally twice the time required to complete the award on a full time basis, plus 12 months ie: 3yrs x 2 = 6 + 1 = 7 years.

2.12 **Supplementary Assessment**

If you fail a unit in semester 2 2009 and are granted a supplementary examination/assessment, information will be sent out prior to **24th of December 2009**. The official semester 2 2009 supplementary assessment period is between **6th January – 13th January 2010**. Students **must** be available to sit any

supplementary assessment offered to them during this period or they will be awarded a fail grade. Alternative arrangements will not be made for students who chose to travel during this period.

Please note, the Division may also choose to run supplementary assessments/exams outside of the above mentioned dates. Students that are eligible for a supplementary assessment will receive a letter from the Division (please also ensure that you check your student email).

If you fail a supplementary examination/assessment in a pre-requisite unit, you will be required to vary your 2010 enrolment via Student-on-Line. You should consult with the relevant Coordinator (see contact list on page 3) in order to discuss the options available to you prior to submitting the form.

2.13 **Police Checks / Working with Children Check / Vaccinations**

In order to qualify for clinical placement in 2010 re-enrolling students must present the following documents for sighting:

2010 dated Victorian National Police Clearance: This MUST be applied for in the first two weeks in January 2010 to avoid major processing delays. Please see LMS for details on changes Victoria Police have made to the applications process

Working with Children Check: This check takes about six weeks to obtain, it can be applied for immediately, as it does not need to be dated in the year of study and lasts for five years

Evidence of vaccination for common infectious diseases (please check LMS for comprehensive list and further details). Students objecting to specific vaccinations, or with privacy concerns, can sign a declaration to opt out with the understanding that this may limit placement opportunities

Failure to do so will jeopardise your progression through the course as you will not be able to undertake clinical placement.

More detailed instructions will be available on the Learning Management System (LMS) Administration sites shortly.

Deadlines for Presenting Documents:

Students Undertaking:	
First Year Midwifery Units	Approximately one week before Census Date for Semester 1 (precise date to be advised).
Only Second Year clinical units:	Approximately one week before Census Date for Semester 1 (precise date to be advised).
Third Year Clinical units:	17:00 on Friday 26 February
Fourth Year Midwifery Clinical Units	17:00 on Friday 29 January

Students will only be able to have documents sighting at specific dates and times; these will be published on the LMS prior to the commencement of Semester 1 2010.

2.14 **Academic Progress Committee Information**

At the completion of each academic period a student whose progress is deemed to be unsatisfactory (please go to Website to view statement of 'unsatisfactory progress' <https://www.latrobe.edu.au/policies/>) will receive a either a "Letter of Warning" or "Show Cause Letter". It is essential that students receive and read these letters carefully as failure to do so may result in exclusion from your current course.

3 **GENERAL INFORMATION**

3.1 Information Technology Support

If you are experiencing re-enrolment technical difficulties, please contact the study Hall:

Study Hall

Tel: 1300 786 535

Email: studyhall@latrobe.edu.au

3.2 Semester 2 2009 Results - Published 13 December 2009

Results will be published after 4.00pm (AEST). You can access your results via the following method:

Internet: You can view your results by logging onto **StudentOnLine**.

3.3 Undergraduate Timetable and Class Locations for Semester 1 2010

The Semester 1 2010 Timetable will be posted on your LMS administration site towards the end of the year (or early 2010). Please refer to the timetable posted on the LMS site rather than the central timetabling site as some timetabling information will not be posted on the central timetabling site.

Tutorial Allocation – Semester 1 2010:

Students with on-campus Tutorials/Labs will self allocate their tutorials/labs (unless otherwise notified) via the OASIS system. OASIS usually opens in orientation week (the week commencing 23rd February 2010). Official opening and closing times as well as instructions for OASIS will be published on LMS prior to the OASIS opening time.

3.4 Scholarships

Information regarding Commonwealth Learning Scholarships for continuing students can be viewed at www.latrobe.edu.au/scholarships or alternatively you can contact the scholarships office on 03 9479 5075.

3.5 La Trobe University Undergraduate Handbook

Information regarding course structures and individual unit descriptions can be accessed via the **La Trobe University Undergraduate Handbook**.

The 2010 La Trobe University Undergraduate Handbook (scheduled to available: in October 2009) can be viewed at: <http://www.latrobe.edu.au/handbook/>

3.6 Semester dates for 2010

	Semester 1 2010	Semester 2 2010
Commences:	1 March 2010	26 July 2010
Concludes:	4 June 2010	29 October 2010
Examination Period:	11 June – 1 July 2010	5 – 25 November 2010

For more information on critical 2010 dates, please refer to the below academic calendar.

Please note: students may be required to attend clinical practicum outside of the normal academic period noted above.

3.7 **Important Information**

La Trobe University website for Current Students:

<http://www.latrobe.edu.au/students/index.html>

La Trobe University Principal Dates 2010 (Academic Calendar):

<http://www.latrobe.edu.au/acadserv/current/acadcalendar.html>

Campus Maps:

<http://www.latrobe.edu.au/bg/maps.html>

4 **STUDENT RECORDS REQUIREMENTS**

4.1 **Enrolment Details and Statement of Account**

The University will send a '**Statement of Account**' to all students who have successfully re-enrolled, prior to the commencement of your 2010 studies.

Information regarding the various payment options can be found on the reverse side of your '**Statement of Account**'.

4.2 **Change of Address**

You must ensure that La Trobe University has your current "correspondence" address at all times. Any correspondence sent to your current correspondence address will be deemed as received. You can update your address details via **Student-On-Line**

5 **QUERIES AND FURTHER INFORMATION**

If you require further information or clarification please contact the Division of Nursing and Midwifery reception.

Undergraduate Officer:

Angela Kilmartin

Email: a.kilmartin@latrobe.edu.au

Telephone: +61 3 9479 5905

Bundoora Reception Hours: Monday-Friday 8.30am - 5.00pm
Bundoora Location: Health Sciences 1 Building, Level 1, Bundoora Campus
Bundoora Postal Address: Nursing & Midwifery
Faculty of Health Sciences
La Trobe University
Bundoora, VIC, 3086
AUSTRALIA

Mildura Office Hours: Monday-Friday 9.00am - 5.00pm
Mildura Location: Brian Grogan Building, La Trobe University, Mildura
Mildura Postal Address: La Trobe University

P O Box 4095,
Mildura, 3502.

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Website: <http://www.latrobe.edu.au/nursing>

Email: nurrec@latrobe.edu.au