

## **SCHOOL OF NURSING AND MIDWIFERY**

### **RE-ENROLMENT INSTRUCTIONS FOR 2007**

#### **UNDERGRADUATE**

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# SCHOOL OF NURSING AND MIDWIFERY

## RE-ENROLMENT INSTRUCTIONS FOR 2007

### 1. STUDENTS EXPECTING TO COMPLETE THEIR COURSE IN SEMESTER 2 2006

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>

If you are applying to register with the Nurses Board of Victoria at the completion of your course you **MUST** supply the school with a signed 'Permission to Release Results' form. If you have not already done so, you are able to download this form from the administration WebCT under current student forms. Please note that without the 'Permission To Release Results' form, the School is unable to forward your completion certificate to the Nurses Board of Victoria.

### 2. CONTINUING AND INTERMITTED STUDENTS

#### 2.1 Completion of Re-Enrolment via StudentOnLine

#### Reenrolment will be held between 2 October - 22 October 2006

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/students>

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 your campus Student Administration Office or Computer study Hall to have your password re-set.

Please note the StudentOnLine dates below:

- **Opens 2 October 2005 – 22 October 2006 for re-enrolment.**
- If you have not re-enrolled in the allocated time period you will be liable for late charges and may lose your place in your current course. Please note you will **NOT** be able to reenrol online after the 22<sup>nd</sup> October 2006

Please note these dates are also applicable to students who are currently intermitted. If you plan to return to study in either Semester 1, 2007 or Semester 2, 2007 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. You should enrol in the maximum number of units you wish to take over the year as you may be restricted from enrolling in additional units at a later date.

## 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, please go to the 2007 reenrolment information page on your WebCT site <http://lola.latrobe.edu.au/webct/public/home.pl>

Students who commenced their course prior to 2002 or have failed a unit and are unsure of an appropriate study program for 2007 are strongly advised to contact the Undergraduate Course Coordinator Dr Helen Aikman on 5444 7586 or email [h.aikman@latrobe.edu.au](mailto:h.aikman@latrobe.edu.au) in order to determine an appropriate study program.

## 2.4 Failure to meet prerequisites

If you fail a prerequisite unit in semester 2, 2006 (for a unit you are enrolling into for 2007) or fail a unit in semester 1 (for a semester 2 unit), you will automatically be withdrawn from the unit and have an invalid unit on your enrolment. In units that have a clinical component, students must be deemed as being competent in procedures or practices within their clinical placement.

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). You may risk being unable to register with the Nurses Board of Victoria unless you have satisfied all course requirements.

## 2.5 Academic History

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

## 2.6 Course Transfer

Students wishing to transfer to another course should complete their re-enrolment in their **current course** by the due date and submit an '*Application for Course Transfer*' as well as a '*Supplementary Information*' form at the same time. Applications for Course Transfer must be submitted directly to the

school which owns the course you are applying to transfer into. The '*Application for Course Transfer*' and the '*Supplementary Information*' form is located at the following website address:

<http://lola.latrobe.edu.au/webct/public/home.pl>

If you are enrolled in a **Commonwealth Supported Place (CSP)** course, a new **Commonwealth Assistance Form (CAF)** declaration form **MUST** accompany your Application for Course Transfer. Applications for Course Transfer will be assessed after the publication of results.

## 2.7 Variation of Enrolment

You may **discontinue from a unit** via **StudentOnLine** during the re-enrolment period (i.e. until 22 October 2006).

In order to **discontinue from a unit** once **StudentOnLine** has closed, you must complete a '*Variation of Enrolment*' form, and submit it to the Undergraduate Courses Officer, School of Nursing and Midwifery, for Course Coordinator approval. 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 **Statement of Account**.

Students wishing to **add a unit** after the re-enrolment period must complete a '*Variation of Enrolment*' form, and submit it to the Undergraduate Courses Officer, School of Nursing and Midwifery, for Course Coordinator approval. Please note that the School of Nursing and Midwifery has set cut-off dates for adding units, details as follows:

**Last Day to add Semester 1 – On Campus Units: 23<sup>rd</sup> Friday March 2007**

**Last Day to add Semester 2 – On Campus Units: 24<sup>th</sup> Friday August 2007**

To avoid incurring any fees, you must submit the '*Variation of Enrolment*' form before the relevant unit census date listed on your **Statement of Account** (details below in the "Census Date" section).

## 2.8 Applying for Intermission for Semester 1 2007

Students wishing to seek approval for Intermission must complete and lodge an '*Intermission of Studies*' form. 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*' for Semester 1 2007 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**. Students are encouraged to discuss their "*Intermission of Studies*" application with the Undergraduate Courses Officer, prior to submitting their form to the School of Nursing and Midwifery. If you are on intermission until Semester 2 2007, you must enrol in units for Semester 2 2007 during the 2007 Re-Enrolment period - you are not expected to enrol into units for Semester 1 2007

## 2.9 Course Withdrawal

If you wish to completely withdraw from your course you must complete and lodge a '*Discontinuation of Enrolment*' form. The form can be downloaded from your WebCT Administration or you can collect one from the School of Nursing and Midwifery Reception.

Students wishing to discontinue their studies are strongly advised to consult with the Undergraduate Course Coordinator, MS Sharon Gan in order to discuss the options available to you prior to submitting the form.

## 2.10 Census Dates

The standard **Census Date** for Semester 1, 2007 is 31 March 2007 and Semester 2, 2007 is 31 August 2007. However, it is important that you are aware of the **Census Date** for each of your units, as some units have different dates attached. The **Census Date** for each of your enrolled units for Semester 1 2007 is listed on your **Statement of Account**. 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 N (Fail) result for the unit. Further information regarding **Census Dates** can be located at the following link:

<http://www.latrobe.edu.au/acadserv/current/censusdates.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 x2 = 6 + 1 = 7yrs. The exception to the rule is the Bachelor of Nursing/Bachelor of Midwifery – students enrolled in this course have the normal full-time period plus 12 months ie: 4yrs + 1 = 5yrs.

## 2.12 Supplementary Assessment

If you fail a unit in semester 2 2006 and are granted a supplementary examination/assessment, information will be sent out prior to 24th of December 2006. At the completion of the supplementary examination/assessment period if you have passed all units a Statement of Account will be sent out to you confirming your enrolment. If you have failed a supplementary examination/assessment you will be required to vary your enrolment. You should consult with the Undergraduate Course Coordinator, Dr Helen Aikman in order to discuss the options available to you prior to submitting the form.

## 2.13 Police Checks

All students going on Clinical placement will be required to provide the School of Nursing and Midwifery proof of a current Police Check in order to attend their clinical placement. A "Consent to Check and Release National Police Record" is also required to be filled in and given to reception.

Please ensure that you apply for your police check at **least 3 months** in advance of your first clinical placement. This will ensure that you receive your paperwork in a timely manner to enable you to attend your placement.

## 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 letter either "Progress Review", "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 discontinuation 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:** Freephone - 1300 786 535

**Email:** [studyhall@latrobe.edu.au](mailto:studyhall@latrobe.edu.au)

### 3.2 Semester 2 2006 Results - Published 8 December 2006

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](#).

Students are advised that the IVRS Telephone system has been de-commissioned and students are no longer able to obtain results information via this method.

### 3.3 Undergraduate Timetable and Class Locations for Semester 1 2007

For details regarding the Timetable for all on-campus units for Semester 1 2007, including the venues for lectures, please refer to your WebCT administration site. The draft timetable will be available for viewing from the 30<sup>th</sup> October, please ensure you check the timetable on a regular basis as this timetable will be a **DRAFT** only and rooms may change. You will be allocated tutorials in February and should once again check your WebCT administration site for tutorial allocations.

<http://lola.latrobe.edu.au/webct/public/home.pl>

### 3.4 Scholarships

Information regarding Commonwealth Learning Scholarships for continuing students can be viewed at [www.latrobe.edu.au/scholarships](http://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 2006 La Trobe University Undergraduate Handbook can be viewed at <http://www.latrobe.edu.au/handbook/>

### 3.6 Semester dates for 2006

	<b>Semester 1 2007</b>	<b>Semester 2 2007</b>
Commences:	26 February 2007	23 July 2007
Mid Semester Break:	9 - 13 April 2007	24 - 28 September 2007
Concludes:	28 May 2007	26 October 2007
Examination Period:	8 - 29 June 2007	2 - 22 November 2007

### 3.7 Important Information

**La Trobe University website for Current Students:**

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

**La Trobe University Principal Dates 2007:**

<http://www.latrobe.edu.au/calendar/>

**Campus Maps:**

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

## 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 2007 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 Latrobe University has your current "correspondence" address at all times. You can change your address details on: [StudentOnLine](#)

## 5 QUERIES AND FURTHER INFORMATION

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

**Course Administrator:**

**Lyndsey Brown**

**Email: [l.brown@latrobe.edu.au](mailto:l.brown@latrobe.edu.au)**

**Telephone: (+61 3 5444 7818)**

**Office Hours:** Monday-Friday 8.30am - 5.00pm

**Location:** Faculty of Health Science Building

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