

# 2009 Re-enrolment Instructions

## Faculty of Law and Management

### Albury-Wodonga Campus

- Students from the Faculty of Law and Management are required to submit a 2009 re-enrolment plan by **16 November 2008**.  
Students who do not re-enrol by this date are not guaranteed a place in 2009 and will only be permitted to re-enrol if their course is under quota.  
Students permitted to re-enrol after 23 December 2008 will incur a \$105 late fee.
- Students expecting to complete their course in 2008 should not re-enrol. You will be contacted after semester 2 results are released if you fail a unit and will then have until 23 December to re-enrol without penalty.
- When submitting your re-enrolment plan please select units for both semester 1 and semester 2, 2009 (unless you will be completing your course at the end of semester 1, 2009).
- You should select units for 2009 on the basis that you will successfully pass any units you are currently enrolled in for semester 2, 2008. If you subsequently fail a semester 2, 2008 unit you will be able to amend your 2009 enrolment without penalty at a later date.
- Submission of a re-enrolment plan does not constitute a confirmed enrolment unless all debts to the University have been cleared and academic progress requirements have been met.

#### **COURSE INFORMATION/ADVICE**

##### **Bachelor of Business & Bachelor of Commerce**

**FIRST YEAR** students are required to attend a course information session from 10am-11am on Tuesday 7 October in Room 3117, Building 3. Students must then make an individual appointment with Mary-Jane Turner, Faculty Executive Officer between 7 October to 14 November by adding their name to the appointment sheet on Mary-Jane's office door (Room 4128A, Building 4).

**SECOND YEAR** students are required to attend an information session regarding changes to majors/unit sets from 10am-11am on Friday 17 October in Room 3112, Building 3. Students are then welcome to make an individual appointment with Mary-Jane Turner, Faculty Executive Officer from 17 October to 14 November by adding their name to the appointment sheet on her office door (Room 4128A, Building 4).

##### **Bachelor of Business (Hospitality Management)**

Students are encouraged to make an individual appointment with Mary-Jane Turner, Faculty Executive Officer between 7 October to 14 November by adding their name to the appointment sheet on Mary-Jane's office door (Room 4128A, Building 4).

##### **Graduate Diploma in Accounting**

Students are encouraged to make an individual appointment with Mary-Jane Turner, Faculty Executive Officer between 7 October to 14 November by adding their name to the appointment sheet on Mary-Jane's office door (Room 4128A, Building 4).

#### **RE-ENROLMENT METHODS**

##### **StudentOnLine**

StudentOnLine ( [www.latrobe.edu.au/studentonline](http://www.latrobe.edu.au/studentonline) ) will be open for re-enrolment for the Faculty of Law and Management from 3 November to 16 November. Please allow approximately 30 minutes to complete the re-enrolment process. You will require your username and password to login to StudentOnLine.

The Computer Studyhall is available to assist with any technical problems students experience using StudentOnLine. If possible, please have your Statement of Account with you when contacting the Computer Studyhall to assist you in answering questions to verify your identity.

Contact the Computer Studyhall on 1300 786535 (toll free for regional and interstate callers) or [studyhall@latrobe.edu.au](mailto:studyhall@latrobe.edu.au). Hours of operation during the re-enrolment period will be 9.00am-10.00pm Monday to Friday and 12noon-5.00pm Saturday and Sunday. Students may also use the free internal telephone located in the Student Administration foyer.

##### **Re-enrolment Form**

If you are unable to re-enrol using StudentOnLine you may request to have a re-enrolment form printed. Please contact Student Administration on 02 60249791, [stud-admin.aw@latrobe.edu.au](mailto:stud-admin.aw@latrobe.edu.au) or call in during office hours. The deadline for submission of re-enrolment forms is 14 November.

### **2009 CLASS TIMETABLE**

The provisional 2009 class timetable will be available from 1 October at [www.latrobe.edu.au/timetable](http://www.latrobe.edu.au/timetable). Students are encouraged to check the timetable before re-enrolling to avoid clashes. Please re-check your timetable a couple of weeks prior to the start of classes in 2009 in case changes have occurred.

### **2009 SCHOLARSHIPS**

Information on scholarships available for continuing students may be viewed at [www.latrobe.edu.au/scholarships](http://www.latrobe.edu.au/scholarships). Applications for 2009 Commonwealth scholarships close on 10 October 2008.

### **COURSE TRANSFERS**

If you are applying to transfer to another course at La Trobe University you must still re-enrol in your current course. You will also need to submit an *Application for Course Transfer* form to the Faculty offering the new course in which you wish to enrol. You will be notified in writing of the result of your application.

### **CONFIRMATION OF 2009 ENROLMENT**

A 2009 Statement of Account will be mailed to you in late January.