

ENROLMENT VIDEO - INTERNATIONAL

- Welcome to La Trobe!
- This video will show you how to enrol in your course, if you're an international student
- First, go to latrobe.edu.au

1. GETTING INTO THE STUDY PLAN

- From La Trobe's **Home Page**, click **La Trobe Students**, and then **StudentOnLine**.
- You'll use StudentOnLine to manage your enrolment during your time at La Trobe.
- Log in to StudentOnLine using your La Trobe student username and your password.
- If you need to reset your password, you can use the password reset tool on our website or contact IT support for help.
- If this is your first time enrolling in the course, you'll need to complete some **personal details** before you can see your study plan.
- Once you're logged in to StudentOnLine, click **Enrolment**.
- If you have more than one course listed, click on your current course to go to its Study Plan.
- First, you'll need to read and agree to La Trobe's **Terms & Conditions**, as well as the **Charter of Student Rights and Responsibilities**.
- It's tempting to skip over these, but they're worth reading because you'll be held to these conditions during your time at La Trobe.
- Next, check and confirm your **Citizenship and Residency details**.
- If these details are correct, click confirm.
- If something is wrong, request a modification by clicking this button
- And then asking a question through the portal on our website.
- Make sure you include your student number, student email address and any relevant documents.
- **Confirm or update your cultural details**
- You can update these if you need to, or if all is correct, just click confirm.

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- Next, **confirm or update your Parent or Guardian Educational details.**
- The government asks us to collect this information for statistical purposes.
- You can click confirm or to update them, answer the questions according to your situation
- Then save your changes, return to the overview, and then return to your study plan.
- You'll also need to confirm or update your **disability details.**
- If you want to, you can tell us if you have a **disability or long-term medical condition.** We have a lot of support to offer our students, including adaptive technology and adjustments to allow greater flexibility around completing assignments.
- If you've updated your details, click save, then close, then return to study plan
- You can get in contact with our Disability Advisers for more information on how we can help.

SEMESTER/TERM ADDRESS

- To be able to enrol, you'll need to enter your semester or term address.
- Your semester or term address is where you live during your studies.
- It may be the same as your home address, or it may be different.
- If your Semester or Term address is the same as an address that is already listed, click 'Edit' next to your existing address
- Then go to the section below your address and tick the copy to Semester/Term address box, then click save and then close to go back to the address list.
- If your semester or term address is different to your listed addresses, click 'Add New'.
- If you enter a new address, it will be validated by the system to make sure it matches Australia Post records.
- If you live in student accommodation or overseas, the system might not be able to validate your address.
- If this happens, you can let the system correct your address, or you can tick the box to use the address you've entered – but please carefully check the details are correct.
- And now, when you click on your course study plan, you'll be able to see your course structure and subjects, so you're almost ready to enrol.

2. ENROLMENT

- But first you need to check your subjects in your course handbook
- Let's have a look at this example course

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Handbook

- From La Trobe's **student home page**, click **your course** and then **University Handbook**.
- Then search for your course.
- In this course all the subjects are listed for each semester and year level.
- You can tell what year a subject is from the number in the middle of the subject code
- So, a first-year subject will have a "1" in the middle
- So, in your Study Plan in StudentOnline, you'll just be enrolling into the core subjects listed for the year level you are studying at.

Choose and add major/minor

- Some courses have space for a major or minor, so let's look at this other example course
- You can see the core compulsory subjects listed for each year
- But there's also room to choose a major, minor or elective
- Available majors for your course are listed in the handbook.
- Your chosen major will be a large area of specialisation in your degree and a minor is a smaller focus or specialisation.
- When you've chosen your major or minor, you'll need to add it to your study plan in StudentOnline.
- At the top of your Study Plan, click 'Expand All' to see all your subject lines
- Find the line for your chosen major or minor and click the 'Choose' button on the right-hand side.
- When you've found your chosen major or minor select "add to study plan"
- and then press "save changes to study plan".
- Now, the subjects in your major or minor will appear on your study plan ready for you to enrol into.

Choose electives

- Elective subjects give you variety across different study areas without specialising.
- If you have an option for elective subjects, you can first search for subjects you want to take by using the Subject Search Database.

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- You can change the options to show only subjects "without pre-requisites" or with credit points of "15".
- You can also change the location, school and year level.
- Please note that the Bundoora campus is called Melbourne in the subject search.
- You can also change the teaching period to search for the one that you need.
- When you've chosen an elective subject you want to study, you'll need to add it to your study plan in StudentOnline.
- Find the relevant elective line for the year level you want and then click the 'Choose' button on the right-hand side.
- Type in the subject code for the elective subject you've chosen.
- Click 'Search', and then 'Add to Study Planner' once you've found the correct subject.
- Then click 'Save changes on study planner to make sure it's saved.
- Note that the choose button will say 'change' if you've already selected a subject
- You can click on this if you want to change that subject again

Enrol into subjects

- Now your study plan is set up with your subjects, you need to enrol into them, but only for the current year, not your entire course
- If a subject is running in more than one teaching period, select the one you want to study it in.
- Tick the box to the right of the screen for each subject you will be completing this year.
- When you've ticked boxes for all the subjects you need to enrol in, click the blue 'Enrol' button at the bottom of the screen.
- Then review the selected subjects in your 'Potential Enrolment List',
- And select the Confirm enrolment button.
- Or, if you need to change something before you enrol, click 'go back' and try again.
- After you've confirmed your enrolment, check your enrolled subjects by clicking on the current enrolment tab to make sure that you're fully enrolled

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- A normal full-time load is 60 credit points in a standard semester, which is usually 4 subjects worth 15 credit points each.
- If something is missing, you can go back to your study plan and repeat the same process again to add a subject.
- If you made a mistake and need to withdraw from a subject, click withdraw and then select the subject you want to withdraw from
- Click withdraw again and then confirm.

Compulsory Modules AIM and WOM

- All students also need to enrol into the academic integrity and Wominjeka modules
- These are compulsory online modules for all students, but they are ungraded – just pass or fail
- They don't have credit points and they don't cost anything.
- You should enrol into these now and complete them in your first semester.
- Once you've enrolled, they will show up as online subjects in your LMS, or Learning Management System, and only take an hour to complete.

Troubleshooting

- Sometimes, a subject won't let you tick the box on the right-hand side to enrol.
- There could be a few reasons for this.
- Make sure the options in the three drop boxes above your Study Plan are set to: all years, All study periods and All locations, and then hit 'Search'.
- Then check your subject again.
- If this doesn't fix the problem, there could be some other issues, like if you haven't completed a pre-requisite subject
- Please see our FAQs on the website for more enrolment help
- You can navigate there from the student home page and then search for "enrolment" in the search bar

Completed enrolment

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- Now you've completed your enrolment for the current year and your place in the course is confirmed.
- You can still make changes to your enrolment until just after teaching starts – but if you leave it that late you'll miss the start of your new classes and have to catch up on the work.
- If you need more help with your enrolment, just get in touch with our friendly ASK La Trobe team.