



**EDITH COWAN UNIVERSITY**

**SIMO Gen2 - How to Guide**

**Training Handbook v1.1**

# Edith Cowan University

## SIMO How to Guide

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### Employment Manual Version Control

Version	Date	Author	Change Description
1.1	August 2021	T Cropley	Addition of USI step to '2. The Enrolment Process'

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All screenshots in this document are examples only.

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## 1. How to log in to SIMO

### 1.1. New students

1. Activate your student ECU account after accepting your offer via [My Uni Start](#)
2. To log in to SIMO, follow the instructions below for 'Existing Students'

### 1.2. Existing students

1. Access SIMO by logging in to your [Student Portal](#)
2. Select 'SIMO' under 'Easy Logins' on the left-hand side of the screen

### 1.3. Forgotten password

1. Access the [MyLOGIN](#) web page
2. Click the 'Expired or Forgotten Password?' link and follow the web page instructions
3. If you have further problems contact the [IT Service Desk](#)

### 1.4. Forgotten username

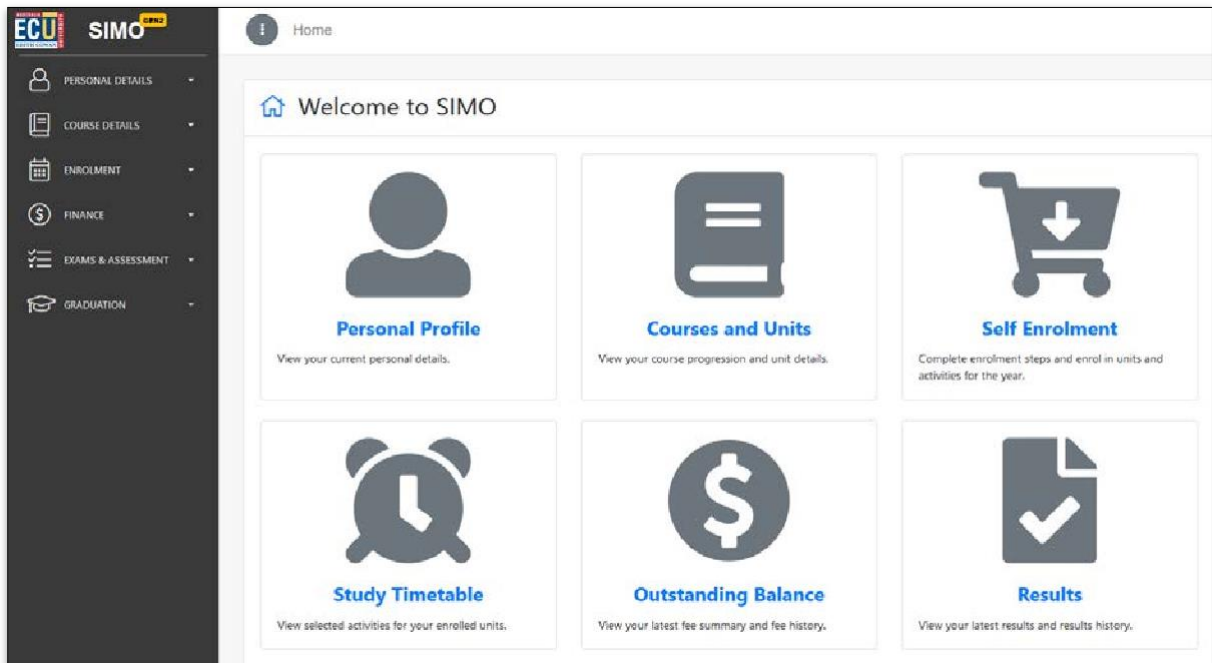
1. Contact [Student Hub](#), [IT Service Desk](#) or [eLab Counter](#) to retrieve your username

### 1.5. How to change your password

1. Access the [MyLOGIN](#) web page
2. Enter Username and Current Password to change to a new password
3. This may take up to 10 minutes to take effect in SIMO

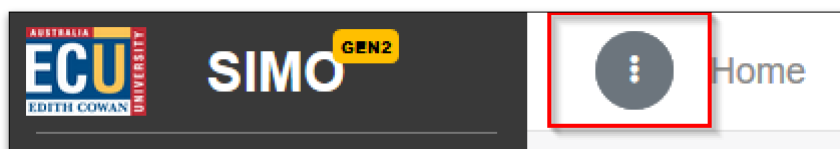
## 1.6. SIMO Home Page

1. After logging into SIMO the 'Welcome to SIMO' Home page will display with six quick access Tiles that can be used to navigate to SIMO menu items.

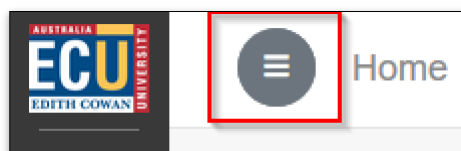


2. The side menu can be collapsed and expanded using the icon to the right of the menu

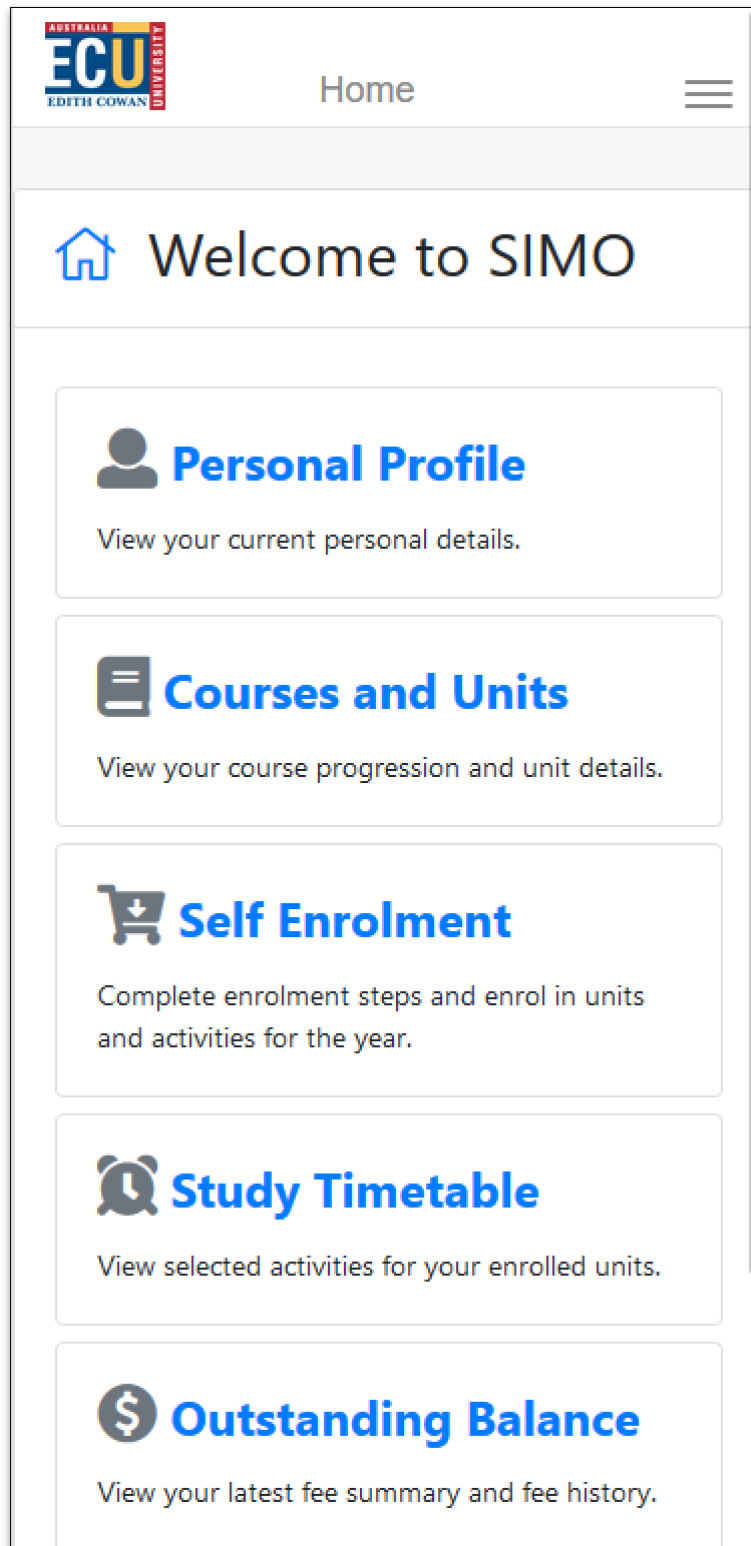
Collapse icon:



Expand icon:



3. The home page will display in a scaled mode on a mobile device with the full menu available via the lines icon at the top right of the page



## 2. The Enrolment Process

You will need to know the unit codes of the units you wish to enrol in. The unit codes can be found by referring to the [Online Handbook](#) or by contacting the [Student Hub](#). Please check your pre-requisites and co-requisites with the Student Hub or via the Online Handbook before enrolling.

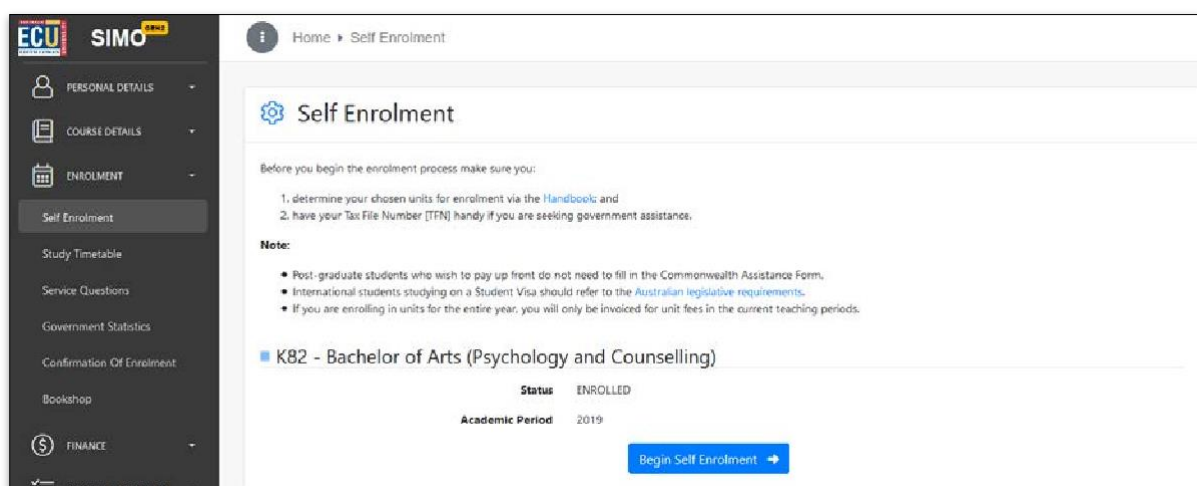
Please note, on the Online Handbook you will need to select the year of your commencement in order to view the correct course structure for your course.

### 2.1. How to plan your semester timetable

1. Log in to your [Student Portal](#)
2. Click on '**Semester Timetable**' link under the 'Other Logins' heading
3. Plan your semester timetable by following the instructions and searching for the units you wish to enrol in. This will make your enrolment session in SIMO easier and quicker.

### 2.2. How to begin enrolment

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. Click on '**Self Enrolment**' under the '**ENROLMENT**' menu on the left
4. Click '**Begin Enrolment**' for the course you wish to enrol in



5. Once you begin self-enrolment you will see a trail of enrolment steps on the right. Once steps are completed you can navigate through the steps via this trail

6. The key for the steps is as follows:

Key to Steps	
<input type="radio"/>	Non-compulsory - Incomplete
<input checked="" type="radio"/>	Non-compulsory - Complete
<input type="radio"/>	Compulsory - Incomplete
<input checked="" type="radio"/>	Compulsory - Complete

To view the Enrolment Step guide please make a relevant selection from the below:

[How to Enrol - Domestic Undergraduate](#)

[How to Enrol - Domestic Postgraduate](#)

[How to Enrol - International](#)

[How to Enrol - VET](#)



## 2.3. How to enrol - Higher Education Domestic Undergraduate

### Step 1: Declaration (Domestic Undergraduate)

1. Read through the 'Declaration' information
2. If you agree with the terms of this declaration click '**Agree & Continue**' to proceed to the '**USI Verification**' step

### Step 1. Declaration i

This page displays the terms and conditions you must agree to, to continue your online enrolment.

I, **[REDACTED]**, acknowledge and agree that:

1. The information I have provided to ECU is true and correct. ECU reserves the right to make enquiries with third parties to verify the information provided. I understand that if any information I have provided to ECU is false, my enrolment may be cancelled.
2. I must comply with ECU's [Statutes, By-laws, Rules](#) and other governance documents relating to ECU and my course, including ECU's [Student Code of Conduct Policy](#).
3. I have made my own enquiries as to the inherent requirements and the suitability of the course or units that I am seeking to be enrolled in, and if needed, have sought assistance and reasonable adjustment from ECU before submitting my enrolment.
4. It is my responsibility to maintain a valid enrolment in the course to which I have been admitted.
5. If I am enrolling under the terms of an international student visa, I must maintain my enrolment at ECU in accordance with those terms, and any related university policy or rule.
6. ECU may impose certain fees, [incidental fees](#), charges or other costs associated with my enrolment, and if these are not paid by the relevant due dates, ECU may withhold any or all of my assessment results, cancel my enrolment, or impose other encumbrances on my student record.
7. I acknowledge that official communication by ECU to me will be predominantly by electronic means. I will access and manage the contents of my ECU email account on a regular basis.
8. My personal information will be collected, used and disclosed in accordance with ECU's [Privacy Policy](#). I consent and agree to the actions contemplated by this declaration and ECU's [Privacy Policy](#). This includes my personal information being:
  - o disclosed to State and Commonwealth authorities and agencies, including the Tuition Protection Service, and that State and Commonwealth authorities and agencies may further use and disclose this information to other agencies, organisations, bodies or associations;
  - o disclosed to Services Australia, including where I am claiming or receiving a payment from Services Australia, however I acknowledge that I am still required to notify Services Australia of any change in circumstances that may affect any payment I am entitled to receive. Personal information disclosed to Services Australia is protected by law, including the [Privacy Act 1988](#). More information about the way that Services Australia handles personal information can be found at: [Privacy Policy - Services Australia](#);
  - o disclosed to third parties, including third parties overseas, where this is necessary for the provision of services to me;
  - o disclosed to third parties that have been involved with my enrolment, including education agents, home educational institutions and sponsors; and
  - o used to conduct surveys, which may assist ECU in performing its statutory functions and improving its services.

**If you have any concerns about any of the above, please contact us before submitting your enrolment application. Otherwise please click the 'Agree & Continue' button to record your declaration.**

[Agree & Continue](#) →

#### Enrolment Steps

1. Declaration
2. USI Verification
3. Statistics
4. ECAF Form
5. SA-HELP Form
6. Services
7. Units & Activities

---

**Student ID** **[REDACTED]**

**Course** U65 - Bachelor of Computer Science

[Self Enrolment Home](#) [Key](#)

## Step 2: USI Verification (Domestic Undergraduate)

1. You are required to provide your USI as part of the enrolment process.

Enter your USI details in SIMO exactly as per the details against your USI on the government website – do not include a middle name

2. Click **'Verify & Continue'** to proceed to the **'Statistics'** step

### Step 2. USI Verification

From 1 January 2021, new higher education students need a Unique Student Identifier (USI) to be eligible for a Commonwealth supported place (CSP) or Commonwealth financial assistance - HECS-HELP, FEE-HELP, SA-HELP and OS-HELP.

You'll be required to provide your USI as part of the enrolment process.

Applying for a USI is quick and easy and you keep the same USI for life so either be ready to provide ECU with your existing USI or create a new one at [www.usi.gov.au](http://www.usi.gov.au). If you're unsure whether you have a USI or have forgotten it, go to the Find your USI page to check.

To learn more about the USI, visit [www.usi.gov.au](http://www.usi.gov.au).

You will need to enter your Unique Student Identifier (USI) for verification.

If you do not have a USI, please follow this link to the [Government portal](#) to create one.....

**Do you have a first name and family name? eg. John Smith**

Yes  
 No, I only have one name

**\*First Name**

**Family Name**

**\*Unique Student Identifier**

**Birth Date**

[← Previous](#) [Verify & Continue →](#)

#### Enrolment Steps

1. Declaration
2. USI Verification
3. Statistics
4. ECAF Form
5. SA-HELP Form
6. Services
7. Units & Activities

**Student ID** 1234567890123456

**Course** U65 - Bachelor of Computer Science

[Self Enrolment Home](#) [Key](#)

## Step 3: Government Statistics (Domestic Undergraduate)

1. Read through the various questions and amend if necessary
2. The first three questions cannot be amended once submitted as they are citizenship related - please contact [Student Hub](#) if these need to be updated
3. Once all questions are answered correctly, click '**Confirm & Continue**' to proceed to the '**Commonwealth Assistance Form**' step

### Step 3. Government Statistics i

Please complete or check your Government Statistics Details below and amend if necessary.

\*Required field

**\*1. Are you of Aboriginal or Torres Strait Islander descent?**

- No, I am not of Australian Aboriginal and/or Torres Strait Islander descent
- I am of Australian Aboriginal descent
- I am of Torres Strait Islander descent
- I am of Australian Aboriginal and Torres Strait Islander descent

---

**\*2. What is your citizenship status this year?**

- I am an Australian citizen
- I am a New Zealand citizen
- I am a Permanent Humanitarian Visa holder
- I have Permanent Resident status (but I am not a New Zealander or Permanent Humanitarian Visa Holder)
- I am an international student holding a temporary entry visa *and will be studying my units in Australia* OR I hold another visa type such as business, spouse, 457, diplomatic, working holiday, etc.
- I am an international student studying from an offshore location

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**\*3. What is your Permanent Residence status?**

- I am an Australian or New Zealand Citizen or holder of a Permanent Humanitarian or Permanent Resident Visa or an International student.
- I have a Permanent Resident Visa but I am living outside Australia and this is not because of a course requirement.

#### Enrolment Steps

- 1. Declaration
- 2. USI Verification
- 3. **Statistics**
- 4. ECAF Form
- 5. SA-HELP Form
- 6. Services
- 7. Units & Activities

---

**Student ID** XXXXXXXXXX

**Course** U65 - Bachelor of Computer Science

## Step 4: Commonwealth Assistance Form (Domestic Undergraduate)

1. This form will appear as an enrolment step when you first commence your course and is used to request a loan for all/some of your studies or to choose to pay upfront
2. Read and complete the form and select '**Submit**'
3. If you do not have your tax file number at the time of submitting this form, you can still submit the form and continue with your enrolment. Please ensure you enter your tax file number before the [census date](#)
4. Questions 1 - 7 will be pre-filled with your personal and course details  
You must answer '**Will you be studying at least part of your course of study in Australia?**' and questions 8 - 9 before the '**Submit**' button becomes available
5. Once submitted you will be presented with a confirmation page, click the '**Continue**' to proceed to the '**SA-HELP Form**' step

NB: The Commonwealth Assistance Form can only be submitted once per day.

Step 4. ECAF

Australian Government

eCAF HECS-HELP

### Request for a Commonwealth supported place and HECS-HELP loan

**How to complete this form**

The combined Higher Education Loan Program (HELP) loan limit and the renewable HELP balance commences from 1 January 2020. Visit [www.studyassist.gov.au](http://www.studyassist.gov.au) for more information about these changes so you understand how they will affect you.

You must:

- Use this form to accept your enrolment in a subsidised Commonwealth supported place (CSP) and to apply for a HECS-HELP loan. A student enrolled in a CSP is called a Commonwealth supported student.
- Read the [Commonwealth supported places and HECS HELP information booklet](#) before completing this eCAF. This booklet contains detailed information about:
  - who can get a CSP and how it works;
  - who can get a HECS HELP loan and how it works;
  - the terms and conditions of the loan, and
  - an explanation of the words and terms used on this eCAF.
- Complete each question. Your form will not be valid unless each question is completed correctly.
- Submit this eCAF **on or before the census date** for your unit(s) of study. Note that your provider may set an earlier administrative date for the submission of the form - check with your provider.

**Check all information carefully.** Some of the information on this form is supplied by your provider and these field inputs cannot be changed. You should thoroughly check these details and **if any of the information on this form is incorrect, do not submit.** Please notify your provider of any incorrect information.

Enrolment Steps

1. Declaration
2. USI Verification
3. Statistics
4. ECAF Form
5. SA-HELP Form
6. Services
7. Units & Activities

Student ID: [REDACTED]

Course: U65 - Bachelor of Computer Science

[Self Enrolment Home](#) [Key](#)

## Step 5: SA-HELP Form (Domestic Undergraduate)

1. Submit this form to request a loan for your Student Services and Amenities Fee - this is not mandatory so you may skip to the '**Services**' step by selecting '**Skip this step ->**' at the top of the page or '**Continue**' under the 'Continue without saving' header
2. If submitting please read and complete the form then select '**Save & Continue**' under the 'Save SA-HELP Form' header at the bottom of the page
3. If you do not have your tax file number at the time of submitting this form, you can still submit the form and continue with your enrolment. Please ensure you enter your tax file number before the [census date](#)
4. Questions 1 - 7 will be pre-filled with your personal and course details  
You must answer '**Will you be studying at least part of your course of study in Australia?**' and question 8 before the '**Submit**' button becomes available
5. Once submitted you will be presented with a confirmation page, click the 'Continue' to proceed to the 'Services' step

NB: The Commonwealth Assistance Form can only be submitted once per day.

Step 5. SA-HELP

ONLY fill in this form if you would like to request an SA-HELP loan. [Skip this step ->](#)

Australian Government

eCAF SA-HELP

### Request for a SA-HELP loan

SA-HELP is an Australian Government (Government) loan scheme to help eligible students pay their student services and amenities fee.

**How to complete this form**

You must:

- Read the [SA-HELP information booklet](#) before completing this eCAF. This booklet contains detailed information about:
  - who can get a SA-HELP loan and how it works;
  - the terms and conditions of the loan, and
  - an explanation of the words and terms used on this eCAF.
- Complete each question. Your eCAF will not be valid unless each question is completed correctly.
- Submit this eCAF by the set date.

Your provider may set an earlier administrative date for the submission of this eCAF - you should check with your provider.

Check all information carefully. Some of the information on this form is supplied by your provider and these field inputs cannot be changed. You should thoroughly check these details and **if any of the information on this form is incorrect, do not submit**. Please notify your provider of any incorrect information.

Enrolment Steps

1. Declaration
2. USI Verification
3. Statistics
4. ECAF Form
5. SA-HELP Form
6. Services
7. Units & Activities

Student ID

Course U65 - Bachelor of Computer Science

[Self Enrolment Home](#) [Key](#)

## Step 6: Services (Domestic Undergraduate)

1. Read through the questions and tick the relevant boxes
2. Select '**Submit**'
3. If you require further information on the Student Guild, click on the link provided in the Guild Membership question
4. Select '**Save & Continue**' to proceed to the '**Units & Activities**' step

NB: These questions may differ from what is displayed below

### Step 6. Service Questions

Please answer the following questions.

**\*Of the following categories, which BEST describes your current employment status?**

- Full time employee
- Part time employee
- Self employed - not employing others
- Self employed - employing others
- Employed - unpaid worker in a family business
- Unemployed - seeking full time work
- Unemployed - seeking part time work
- Not employed - not seeking employment
- Prefer not to answer

**\*Of the following categories, which BEST describes your main reason for undertaking this course?**

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- To get skills for community/voluntary work
- Other reasons

#### Enrolment Steps

1. Declaration
2. USI Verification
3. Statistics
4. ECAF Form
5. SA-HELP Form
- 6. Services**
7. Units & Activities

**Student ID** [REDACTED]

**Course** U65 - Bachelor of Computer Science

[Self Enrolment Home](#) [Key](#)

## Step 7: Units & Activities (Domestic Undergraduate)

1. On this page, your cart for the current enrolment period displays, to add a unit click **'Add Units'**

Step 6. My Units

This page enables you to select the units you wish to enrol in for the year. Please visit the [Semester Timetable](#) for help on selecting units.

Please Note: If you are having difficulty enrolling, click on the 'Undo All Changes' button (if this is enabled) and try again. If you continue to experience difficulties, try enrolling in one unit at a time.

Course KB2 - Bachelor of Arts (Psychology and Counselling)

Period	Unit Code	Campus	Class	Enrolled CP	Status	Edit
You currently have no units for this enrolment period.						

Add Units + OR Select Activities

Your cart has 0 pending changes.

Undo All Changes Proceed to Checkout

Enrolment Steps

1. Declaration
2. Statistics
3. ECAF Form
4. SA-HELP Form
5. Services
6. Units

Student ID

Course KB2 - Bachelor of Arts (Psychology and Counselling)

Self Enrolment Home Key

2. The **'Unit Search'** box appears, enter the unit code (or unit title if code not known) you have retrieved from the [Online Handbook](#) or by speaking to your [relevant school](#), and click **'Search'**
3. Select your preferred option (teaching period, location) by clicking the **'Select'** action

Unit Search

Unit Code Unit Title

PSY1101

Cancel Search Your search has returned 3 units.

Unit Code	Unit Name	Period	Campus	Class	Other Details	Action
PSY1101	Introduction to Psychology	2019 Semester 1	Off Campus	OFF	More...	Select
PSY1101	Introduction to Psychology	2019 Semester 1	Joondalup	ON	More...	Select
PSY1101	Introduction to Psychology	2019 Semester 2	Off Campus	OFF	More...	Select

Display

Cancel

4. The unit will now appear in your cart as a pending change with a status of **'TO BE ADDED'**

**My Units** Step 6 Information

This page enables you to select the units you wish to enrol in for the year. Please visit the [Semester Timetable](#) for help on selecting units.

Please Note: If you are having difficulty enrolling, click on the 'Undo All Changes' button (if this is enabled) and try again. If you continue to experience difficulties, try enrolling in one unit at a time.

**Course** K82 - Bachelor of Arts (Psychology and Counselling)

Period	Unit Code	Campus	Class	Enrolled CP	Status	Edit
2019/191	PSY1101	JO	ON	15.00	TO BE ADDED	***

Add Units + OR Select Activities

Your cart has 1 pending change. Undo All Changes ↻ Proceed to Checkout →

**Enrolment Steps**

1. Declaration
2. Statistics
3. ECAF Form
4. SA-HELP Form
5. Services
6. Units

**Student ID** [REDACTED]  
**Course** K82 - Bachelor of Arts (Psychology and Counselling)

[Self Enrolment Home](#) [Key](#)

5. Repeat steps 1 to 3 to continue searching for and adding your required units

6. Once all units have been added, select '**Proceed to Checkout**'

**Note:** If you are having problems enrolling, click on the '**Undo All Changes**' button (if this is enabled). Try enrolling in one unit at a time.

7. You will be taken to the '**Checkout**' page to confirm your units. At this point the units are still pending

**Note:** If you have not satisfied a pre-requisite, the unit is full or you are not eligible to enrol into the unit, you will see an '**INVALID**' status for the unit and it will display highlighted in red. If you hover the mouse cursor over the '**INVALID**' status the rule breached will appear. To clear this unit, simply continue with your enrolment and it will be removed.

**My Units - Checkout** Step 6 Information

**Course** K82 - Bachelor of Arts (Psychology and Counselling)

Period	Unit Code	Campus	Class	Enrolled CP	Status	Notes
2019/192	ACC6035	JO	ON	20.00	INVALID - TO BE DELETED	Unit will be deleted
2019/191	PSY1101	JO	ON	15.00	TO BE ADDED	You will be enrolled in this unit
2019/191	SCA1125	JO	ON	15.00	TO BE ADDED	You will be enrolled in this unit

Your cart has 3 pending changes. Back to Cart ← Confirm →

**Enrolment Steps**

1. Declaration
2. Statistics
3. ECAF Form
4. SA-HELP Form
5. Services
6. Units

**Student ID** [REDACTED]  
**Course** K82 - Bachelor of Arts (Psychology and Counselling)

[Self Enrolment Home](#) [Key](#)

8. Select '**Save & Continue**'

9. Select the appropriate activities under the '**Select/Remove**' column

10. Select '**Save & Continue**'



**Note:** If your selected unit times clash, an error message will appear. The clashes will be highlighted in red and say "**Clash**". To clear this clash, select alternative times for these units. If there are no alternative times, you need to remove one of the units from your enrolment. Please note **NONE** of your units will be confirmed until the clash is cleared. Example below.

11. Once you have cleared the clash, click on '**Save & Continue**'.

**My Units - Activities** Step 6 Information

**Error**  
One or more of your selections has created a timetable clash with another activity. Please alter your selections and resubmit the form. If all Activities are full or a clash is unavoidable please remove the unit prior to selecting your activities.

Please select your activities. Once you are happy with your selections please proceed to checkout.

**PSY1101 - Introduction to Psychology**  
2019/SEMESTER 1, JO Campus

Activity	Day	Start - End	Allocated Places	Select / Remove	Notes
LEC	FRIDAY	10:30 - 13:30	221 of 200	<input checked="" type="checkbox"/>	

**SCA1125 - Fundamentals of Flight**  
2019/SEMESTER 1, JO Campus

Activity	Day	Start - End	Allocated Places	Select / Remove	Notes
LEC	FRIDAY	08:30 - 10:30	51 of 80	<input checked="" type="checkbox"/>	
TUT	FRIDAY	10:30 - 12:30	51 of 80	<input checked="" type="checkbox"/>	

**Enrolment Steps**

1. Declaration
2. Statistics
3. ECAF Form
4. SA-HELP Form
5. Services
6. Units

**Human Studies HUMAN001**

Student ID: 1000000000

Course: X82 - Bachelor of Arts (Psychology and Counselling)

[Self Enrolment Home](#) [Key](#)

**Note:** If the class you wish to enrol in is full, you need to select a different class time. If all of the classes for your chosen unit are full, it is recommended you contact your [relevant school](#) as soon as possible.

If there are classes available but you are unable to select your preferred time, you should enrol in another time slot and continue to check to see if any spaces become available. If you are unable to enrol for a preferred time, one week before your semester starts, contact your relevant [school](#) to see if it is possible to change.

12. If you need to delete a unit click '**Back to Checkout**' then '**Back to Cart**' and click the three dot icon to the right of the unit code under the '**Edit**' header of your cart. From here select '**Undo**' to remove the unit or '**Edit**' to select a different offering (teaching period, campus location)

Course K82 - Bachelor of Arts (Psychology and Counselling)						
Period	Unit Code	Campus	Class	Enrolled CP	Status	Edit
2019/192	ACC6035	JO	ON	20.00	INVALID - TO BE ADDED	...
2019/191	PSY1101	JO	ON	15.00	TO BE ADDED	...
2019/191	SCA1125	JO	ON	15.00	TO BE ADDED	Edit Undo ...

## Step 8: Verifying Your Enrolment (Domestic Undergraduate)

1. Once there are no further clashes and you have successfully proceeded by clicking 'Save My Changes', a 'Receipt' page will display
2. You will see the unit changes you have made and your activity selections for this receipt
3. Select 'Print' to print a copy of the receipt

My Units - Receipt Step 6 Information

Shopping Cart successfully saved.

Course: K82 - Bachelor of Arts (Psychology and Counselling)  
 Date: 14/06/2019 13:25:06  
 Receipt Number: 2082963

**My Unit Changes**

Period	Unit Code	Unit Name	Campus	Class	Enrolled CP	Status	Notes
2019/191	PSY1101	Introduction to Psychology	JO	ON	15.00	ENROLLED	Enrolled
2019/192	ACC6035	Contemporary Issues in Sustainability Accounting	JO	ON	20.00	INVALID	Deleted

**My Activity Selections**

Period	Unit Code	Unit Name	Activity Type	Day	Time	Location
2019/191	PSY1101	Introduction to Psychology	LEC	FRIDAY	10:30 AM	JO32 101

For a full list of your activities, please see your [study timetable](#).

Your invoice(s) for the following teaching periods have been updated to reflect the changes to your enrolment:  
 ■ 2019 Semester 1  
 You must view your invoice(s) via the Statement of Account.

[← Back to Current Enrolment](#)
[Print](#)

Changes successfully applied.

**Enrolment Steps**

1. Declaration
2. Statistics
3. ECAR Form
4. SA-HELP Form
5. Services
6. Units

Home Enrolment ID: 2019-2020

Student ID: [View Details](#)

Course: K82 - Bachelor of Arts (Psychology and Counselling)

[Self Enrolment Home](#) [Key](#)

The receipt page includes a link to your '[Study Timetable](#)' (also accessible via the menu bar on the left under '**ENROLMENT**') where you can view the unit activities you have chosen for the upcoming teaching periods and print your timetable.

The page also includes a link to your '[Statement of Account](#)' where you can view your invoice for available teaching periods.

## END OF DOMESTIC UNDERGRADUATE ENROLMENT STEPS

# How to enrol - Higher Education Domestic Postgraduate

## Step 1: Declaration (Domestic Postgraduate)

1. Read through the 'Declaration' information
2. If you agree with the terms of this declaration click '**Agree & Continue**' to proceed to the '**Government Statistics**' step

## Step 2: Government Statistics (Domestic Postgraduate)

1. Read through the various questions and answer/amend if necessary
2. The first three questions cannot be amended once submitted as they are citizenship related - please contact [Student Hub](#) if these need to be updated
3. Once all questions are answered correctly, click '**Confirm & Continue**' at the bottom of the page to proceed to the '**Services**' step

## Step 3: Services (Domestic Postgraduate)

1. Read through the questions and tick the relevant boxes
2. Select '**Submit**'
3. If you require further information on the Student Guild, click on the link provided in the Guild Membership question
4. Click '**Save & Continue**' to proceed to the '**Units & Activities**' step

NB: These questions may differ from what is displayed below.

**Step 3. Service Questions**

Please answer the following questions.

**Of the following categories, which BEST describes your current employment status?**

- Full time employee
- Part time employee
- Self employed - not employing others
- Self employed - employing others
- Employed - unpaid worker in a family business
- Unemployed - seeking full time work
- Unemployed - seeking part time work
- Not employed - not seeking employment
- Prefer not to answer

**Of the following categories, which BEST describes your main reason for undertaking this course?**

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- To get skills for community/voluntary work
- Other reasons

**ECU Student Guild Membership**  
**Congratulations!** You are now a member of the ECU Student Guild. All students automatically become members of the Guild upon enrolment.  
**Membership is free** and it gives you access to the Guild's full range of support services and benefits.  
Like us on Facebook [here](#) or visit our website for more information on the services we provide by clicking [here](#).  
If you wish to cancel your free membership, however, you can do so by checking the box below.

I wish to cancel my membership of the ECU Student Guild

[← Previous](#) [Save & Continue →](#)

\*Required field

**Enrolment Steps**

- 1. Declaration
- 2. Statistics
- 3. Services**
- 4. ECAF Form
- 5. SA-HELP Form
- 6. Units & Activities

**Student ID** [REDACTED]

**Course** L39 - Graduate Certificate of Project Management

[Self Enrolment Home](#) [Key](#)

## Step 4: Commonwealth Assistance Form - FEE-HELP (Domestic Postgraduate)

1. This form will appear as an enrolment step and is used to request a government loan for your study fees
2. Read and complete the form and select '**Save & Continue**'
3. If you do not have your tax file number at the time of submitting this form, you can still submit the form and continue with your enrolment. Please ensure you enter your tax file number before the [census date](#)

4. Questions 1 - 7 will be pre-filled with your personal and course details  
 You must answer '**Will you be studying at least part of your course of study in Australia?**' and question 8 before you can click '**Save & Continue**'

5. Once submitted you will be presented with a confirmation page, click the '**Continue**' button to proceed to the '**SA-HELP Form**' step

NB: The Commonwealth Assistance Form can only be submitted once per day.

### Step 5: SA-HELP Form (Domestic Postgraduate)

1. Submit this form to request a loan for your Student Services and Amenities Fee - this is not mandatory so you may skip to the '**Units & Activities**' step
2. Read and complete the form and select '**Save & Continue**'
3. If you do not have your tax file number at the time of submitting this form, you can still submit the form and continue with your enrolment. Please ensure you enter your tax file number before the [census date](#)
4. Questions 1 - 7 will be pre-filled with your personal and course details  
 You must answer '**Will you be studying at least part of your course of study in Australia?**' and question 8 before you can click '**Save & Continue**'
5. Once submitted you will be presented with a confirmation page, click the '**Continue**' button to proceed to the '**Units & Activities**' step

NB: The Commonwealth Assistance Form can only be submitted once per day.

## Step 6: Units & Activities (Domestic Postgraduate)

1. On this page, your cart for the current enrolment period displays, to add a unit click 'Add Units'

2. The '**Unit Search**' box appears, enter the unit code (or unit title if code not known) you have retrieved from the [Online Handbook](#) or by speaking to your relevant [school](#), and click '**Search**'
3. Select your preferred option (teaching period, location) by clicking the '**Select**' action

Unit Search

Unit Code:  Unit Title:

Your search has returned 3 units.

Unit Code	Unit Name	Period	Campus	Other Details	Action
MAN5401	Managing Project Scope and Stakeholders	2019 Semester 2	Joondalup	<a href="#">More...</a>	<input type="button" value="Select"/>
MAN5401	Managing Project Scope and Stakeholders	2019 Semester 2	MEL	<a href="#">More...</a>	<input type="button" value="Select"/>
MAN5401	Managing Project Scope and Stakeholders	2019 Semester 2	SYD	<a href="#">More...</a>	<input type="button" value="Select"/>

Display

4. The unit will now appear in your cart as a pending change with a status of **'TO BE ADDED'**

Unit Search

Unit Code:  Unit Title:

Your search has returned 3 units.

Unit Code	Unit Name	Period	Campus	Other Details	Action
MAN5401	Managing Project Scope and Stakeholders	2019 Semester 2	Joondalup	<a href="#">More...</a>	<input type="button" value="Select"/>
MAN5401	Managing Project Scope and Stakeholders	2019 Semester 2	MEL	<a href="#">More...</a>	<input type="button" value="Select"/>
MAN5401	Managing Project Scope and Stakeholders	2019 Semester 2	SYD	<a href="#">More...</a>	<input type="button" value="Select"/>

Display

5. Repeat steps 1 to 3 to continue searching for and adding your required units

6. Once all units have been added, select **'Proceed to Checkout'**

**Note:** If you are having problems enrolling, click on the **'Undo All Changes'** button (if this is enabled). Try enrolling in one unit at a time.

7. You will be taken to the **'Checkout'** page to confirm your units. At this point the units are still pending



**Note:** If you have not satisfied a pre-requisite, the unit is full or you are not eligible to enrol into the unit, you will see an '**INVALID**' status for the unit and it will display highlighted in red. If you hover the mouse cursor over the '**INVALID**' status the reason for the rule breached will appear. To clear this unit, simply continue with your enrolment and it will be removed.

The screenshot shows the 'My Units - Checkout' page for a student enrolled in 'L39 - Graduate Certificate of Project Management'. The main table lists two units:

Period	Unit Code	Campus	Credit Points	Status	Notes
2019 Semester 2	ACC1100	Joondalup	15	<b>INVALID - TO BE DELETED</b>	Unit will be deleted
2019 Semester 2	MAN5401	Joondalup	20	TO BE ADDED	You will be enrolled in this unit

Below the table, it states 'Your cart has 2 pending changes.' and provides buttons for 'Back to Cart' and 'Select Activities'. On the right, the 'Enrolment Steps' sidebar shows steps 1-5 completed and step 6, 'Units & Activities', as the current step. Student ID and course information are also visible.

8. Click 'Select Activities'

9. Select the appropriate activities under the 'Select/Remove' column

10. Click 'Save & Continue'

The screenshot shows the 'My Units - Activities' page for the unit 'MAN5401 - Managing Project Scope and Stakeholders'. The main table lists activities:

Activity	Day	Start - End	Allocated Places	Select / Remove	Notes
SEM	MONDAY	17:30 - 19:30	3 of 60	<input checked="" type="checkbox"/>	

Buttons for 'Back to Checkout' and 'Save & Continue' are visible at the bottom. The 'Enrolment Steps' sidebar on the right is identical to the previous screenshot, with step 6, 'Units & Activities', highlighted.

**Note:** If your selected unit times clash, an error message will appear. The clashes will be highlighted in red and say "**Clash**". To clear this clash, select alternative times for these units. If there are no alternative times, you need to remove one of the units from your enrolment. Please note **NONE** of your units will be confirmed until the clash is cleared. Example below.

11. Once you have cleared the clash, click on '**Save My Changes**'



**Step 6. My Units - Activities**

**Error**  
One or more of your selections has created a timetable clash with another activity. Please alter your selections and resubmit the form. If all Activities are full or a clash is unavoidable please remove the unit prior to selecting your activities.

Please select your activities. Once you are happy with your selections please proceed to checkout.

**MAN5401 - Managing Project Scope and Stakeholders**  
2019/SEMESTER 2, JO Campus

Activity	Day	Start - End	Allocated Places	Select / Remove	Notes
SEM	MONDAY Clash	17:30 - 19:30	3 of 60	<input checked="" type="checkbox"/>	

**MAN6333 - Global Logistics**  
2019/SEMESTER 2, JO Campus

Activity	Day	Start - End	Allocated Places	Select / Remove	Notes
SEM	MONDAY Clash	17:30 - 20:30	4 of 20	<input checked="" type="checkbox"/>	

[← Back to Checkout](#) [Save & Continue →](#)

**Enrolment Steps**

1. Declaration
2. Statistics
3. Services
4. ECAF Form
5. SA-HELP Form
6. Units & Activities

**Future Enrolment**

**Student ID** [REDACTED]

**Course** L39 - Graduate Certificate of Project Management

[Self Enrolment Home](#) [Key](#)

**Note:** If the class you wish to enrol in is full, you need to select a different class time. If all of the classes for your chosen unit are full, it is recommended you contact your [relevant school](#) as soon as possible.

If there are classes available but you are unable to select your preferred time, you should enrol in another time slot and continue to check to see if any spaces become available. If you are unable to enrol for a preferred time, one week before your semester starts, contact your relevant [school](#) to see if it is possible to change.

12. If you need to delete a unit click '**Back to Checkout**' then '**Back to Cart**' and click the three dot icon to the right of the unit code under the '**Edit**' header of your cart  
From here select '**Undo**' to remove the unit or '**Edit**' to select a different offering (teaching period, campus location)

Course L39 - Graduate Certificate of Project Management					
Period	Unit Code	Campus	Credit Points	Status	Edit
2019 Semester 2	MAN5401	Joondalup	20	TO BE ADDED	<input type="button" value="Edit"/> <input type="button" value="Undo"/> <input type="button" value="⋮"/>
2019 Semester 2	MAN6333	Joondalup	20	TO BE ADDED	<input type="button" value="⋮"/>

## Step 7: Verifying Your Enrolment (Domestic Postgraduate)

1. Once there are no further clashes and you have successfully proceeded by clicking 'Save & Continue', a 'Receipt' page will display
2. You will see the unit changes you have made and your activity selections for this receipt

3. Select 'Print' to print a copy of the receipt
4. You can also return to your enrolment cart by clicking 'Edit Units'

**Step 6. My Units - Receipt**

Shopping Cart successfully saved.

**Course:** L39 - Graduate Certificate of Project Management  
**Date:** 04/07/2019 13:30:57  
**Receipt Number:** 2093464

**My Unit Changes**

Period	Unit Code	Unit Name	Campus	Credit Points	Status	Notes
2019 Semester 2	MAN6333	Global Logistics	Joondalup	20	ENROLLED	Enrolled
2019 Semester 2	MAN5401	Managing Project Scope and Stakeholders	Joondalup	20		Deleted

**My Activity Selections**

Period	Unit Code	Unit Name	Activity Type	Day	Time	Location
2019/192	MAN6333	Global Logistics	SEM	MONDAY	05:30 PM	JO04 210

For a full list of your activities, please see your [study timetable](#).

Your invoice(s) for the following teaching periods have been updated to reflect the changes to your enrolment:  
 \* 2019 Semester 2

You must view your invoice(s) via the [Statement of Account](#) link under Fees and Charges.

[Edit Units](#) [Print](#)

**Enrolment Steps**

1. Declaration
2. Statistics
3. Services
4. ECAF Form
5. SA-HELP Form
6. Units & Activities

**Student ID:** [REDACTED]  
**Course:** L39 - Graduate Certificate of Project Management

[Self Enrolment Home](#) [Key](#)

The receipt page includes a link to your '[Study Timetable](#)' (also accessible via the menu bar on the left under '**ENROLMENT**') where you can view the unit activities you have chosen for the upcoming teaching periods and print your timetable.

The page also includes a link to your '[Statement of Account](#)' where you can view your invoice for available teaching periods.

## END OF DOMESTIC POSTGRADUATE ENROLMENT STEPS

## 2.4. How to enrol - Higher Education International

Please note steps may differ from the below for your course code.

### Step 1: Declaration (International)

1. Read through the '**Declaration**' information
2. If you agree with the terms of this declaration click '**Agree & Continue**' to proceed to the '**Government Statistics**' step

The screenshot shows a web interface for 'Step 1. Declaration'. On the left, there is a text area with the following text: 'This page displays the terms and conditions you must agree to to continue your online enrolment.' Below this is a list of conditions: 'i. I, [redacted], acknowledge that:', 'ii. as an enrolled student I must observe the Statutes, By-laws and Rules of Edith Cowan University.', 'iii. it is my responsibility to maintain a valid enrolment in the course to which I have been admitted.', 'iv. if I am enrolling under the terms and conditions of an international student visa I must maintain my enrolment at the University in accordance with those terms and conditions.', 'v. the University may impose certain fees, charges or other costs associated with my enrolment and I accept that if these are not paid by the relevant due dates the University may withhold any or all of my assessment results and/or cancel my enrolment.', 'vi. unless exempted from doing so in writing by the Director Student Life, I consent to receiving information from the University electronically and agree to access and manage the contents of my Edith Cowan University email account on a regular basis.', 'vii. I declare that the information I have provided to the University is correct and authorise it to verify any or all of that information. I understand that if any information I have provided to Edith Cowan University is found to be false my enrolment may be cancelled.', 'viii. I understand that my personal information will be collected, used and disclosed in accordance with the University's Privacy Policy and that my personal information may during the course of my enrolment and subsequently: a) be provided to the Commonwealth as required under Commonwealth funding agreements and that Commonwealth officers may disclose this information to other agencies, organizations, bodies or associations for the purposes of improving the provision of higher education or VET and research relating to the provision of higher education or VET, including through surveys; b) be disclosed to third parties, including third parties overseas, where this is necessary for the provision of information technology services to me; and c) be used for the purpose of conducting surveys which assist the University in the performance of its statutory functions and improving services. Where this involves disclosure of personal information to third parties it will be under the direction of ECU, and only to the extent necessary to conduct such surveys, and where relevant third parties agree not to make any unauthorised use or further disclosure of relevant personal information.'

Below the text is a blue button labeled 'Agree & Continue'. On the right side of the page, there is a 'Progress' section titled 'Enrolment Steps' with a vertical list of steps: 1. Declaration (highlighted), 2. Statistics, 3. Services, 4. Major/Minor, and 5. Units & Activities. Below this is a 'Student ID' field with a masked value, a 'Course' field with the value 'Y68 - Bachelor of Education (Secondary)', and two links: 'Self Enrolment Home' and 'Key'.

### Step 2: Government Statistics (International)

1. Read through the various questions and answer/amend if necessary
2. The first three questions cannot be amended once submitted as they are citizenship related - please contact [Student Hub](#) if these need to be updated
3. Once all questions are answered correctly, click '**Confirm & Continue**' at the bottom of the page to proceed to the '**Services**' step

**Step 2. Government Statistics**

Please complete or check your Government Statistics Details below and amend if necessary.

**\*1. Are you of Aboriginal or Torres Strait Islander descent?**

- No, I am not of Australian Aboriginal and/or Torres Strait Islander descent
- I am of Australian Aboriginal descent
- I am of Torres Strait Islander descent
- I am of Australian Aboriginal and Torres Strait Islander descent

**\*2. What is your citizenship status this year?**

- I am an Australian citizen
- I am a New Zealand citizen
- I am a Permanent Humanitarian Visa holder
- I have Permanent Resident status (but I am not a New Zealand or Permanent Humanitarian Visa Holder)
- I am an international student holding a temporary entry visa and will be studying my units in Australia OR I hold another visa type such as business, spouse, 457, diplomatic, working holiday, etc.
- I am an international student studying from an offshore location

**\*3. What is your Permanent Residence status?**

**Enrolment Steps**

- 1. Declaration
- 2. Statistics
- 3. Services
- 4. Major/Minor
- 5. Units & Activities

**Student ID** [REDACTED]

**Course** Y68 - Bachelor of Education (Secondary)

[Self Enrolment Home](#) [Key](#)

### Step 3: Services (International)

1. Read through the questions and tick the relevant boxes
2. Select '**Submit**'
3. If you require further information on the Student Guild, click on the link provided in the Guild Membership question
4. Click '**Save & Continue**' to proceed to the '**Major/Minor**' step if applicable or to '**Units & Activities**'

NB: These questions may differ from what is displayed below.

**Step 3. Service Questions**

Please answer the following questions.

**Of the following categories, which BEST describes your current employment status?**

- Full time employee
- Part time employee
- Self employed - not employing others
- Self employed - employing others
- Employed - unpaid worker in a family business
- Unemployed - seeking full time work
- Unemployed - seeking part time work
- Not employed - not seeking employment
- Prefer not to answer

**Of the following categories, which BEST describes your main reason for undertaking this course?**

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- To get skills for community/voluntary work
- Other reasons

**ECU Student Guild Membership**  
**Congratulations!** You are now a member of the ECU Student Guild. All students automatically become members of the Guild upon enrolment.  
**Membership is free** and it gives you access to the Guild's full range of support services and benefits.  
 Like us on Facebook [here](#) or visit our website for more information on the services we provide by clicking [here](#).  
 If you wish to cancel your free membership, however, you can do so by checking the box below.

I wish to cancel my membership of the ECU Student Guild

\*Required field

**Enrolment Steps**

- 1. Declaration
- 2. Statistics
- 3. Services
- 4. Major/Minor
- 5. Units & Activities

**Student ID** [REDACTED]

**Course** Y68 - Bachelor of Education (Secondary)

[Self Enrolment Home](#) [Key](#)

## Step 4: Major/Minor (International)

This step displays any Majors or Minors you have against your course - some courses do not require a Major or Minor so this step may not appear or may not be applicable.

1. Click '**Continue**' to proceed to '**Units & Activities**'


The screenshot shows the 'Step 4. Major/Minor Enrolment' page. The main content area displays 'K41 - Bachelor of Social Work' with a status of 'INACTIVE'. Below this, there is a message: 'You are not currently enrolled in a Major or Minor. Some courses do not require a Major or Minor please check the Course and Career Finder if you are unsure. If you are enrolled in a course that does require a Major or Minor or need any assistance please contact the Student Hub for further information.' At the bottom of the main area are 'Previous' and 'Continue' buttons. On the right side, there is an 'Enrolment Steps' sidebar with a progress indicator showing steps 1 through 5. Step 4, 'Major/Minor', is currently selected and highlighted. Below the progress indicator, the 'Student ID' and 'Course' (K41 - Bachelor of Social Work) are displayed. At the bottom of the sidebar are links for 'Self Enrolment Home' and a 'Key' icon.

## Step 5: Units & Activities (International)

1. On this page, your cart for the current enrolment period displays, to add a unit click '**Add Units**'

The screenshot shows the 'Step 5. My Units' page. The main content area has a heading 'Step 5. My Units' and a sub-heading 'Course K41 - Bachelor of Social Work'. Below this is a table with columns: 'Period', 'Unit Code', 'Campus', 'Credit Points', 'Status', and 'Edit'. The table is currently empty, with a message: 'You currently have no units for this enrolment period.' Below the table are two buttons: 'Add Units +' and 'Select Activities -'. Below these buttons is a message: 'Your cart has 0 pending changes.' and an 'Undo All Changes' button. At the bottom of the main area are 'Previous' and 'Continue' buttons. On the right side, there is an 'Enrolment Steps' sidebar with a progress indicator showing steps 1 through 5. Step 5, 'Units & Activities', is currently selected and highlighted. Below the progress indicator, the 'Student ID' and 'Course' (K41 - Bachelor of Social Work) are displayed. At the bottom of the sidebar are links for 'Self Enrolment Home' and a 'Key' icon.

2. The '**Unit Search**' box appears, enter the unit code (or unit title if code not known) you have retrieved from the [Online Handbook](#) or by speaking to your relevant [school](#), and click '**Search**'
3. Select your preferred option (teaching period, location) by clicking the '**Select**' action

 Unit Search


Unit Code:  Unit Title:

Your search has returned 2 units.

Unit Code	Unit Name	Period	Campus	Other Details	Action
SWK1102	Philosophy, Knowledge and Ethics	2019 Semester 2	South West (Bunbury)	<a href="#">More...</a>	<input type="button" value="Select"/>
SWK1102	Philosophy, Knowledge and Ethics	2019 Semester 2	Off Campus	<a href="#">More...</a>	<input type="button" value="Select"/>

Display

4. The unit will now appear in your cart as a pending change with a status of **'TO BE ADDED'**

 Unit Search

Unit Code:  Unit Title:

Your search has returned 2 units.

Unit Code	Unit Name	Period	Campus	Other Details	Action
SWK1102	Philosophy, Knowledge and Ethics	2019 Semester 2	South West (Bunbury)	<a href="#">More...</a>	<input type="button" value="Select"/>
SWK1102	Philosophy, Knowledge and Ethics	2019 Semester 2	Off Campus	<a href="#">More...</a>	<input type="button" value="Select"/>

Display

5. Repeat steps 1 to 3 to continue searching for and adding your required units

6. Once all units have been added, select **'Proceed to Checkout'**

**Note:** If you are having problems enrolling, click on the **'Undo All Changes'** button (if this is enabled). Try enrolling in one unit at a time.

7. You will be taken to the **'Checkout'** page to confirm your units. At this point the units are still pending

**Note:** If you have not satisfied a pre-requisite, the unit is full or you are not eligible to enrol into the unit, you will see an **'INVALID'** status for the unit and it will display highlighted in red. If you hover the mouse cursor over the **'INVALID'** status the reason for the rule breached will appear. To clear this unit, simply continue with your enrolment and it will be removed.

**My Units - Checkout**

Course: K41 - Bachelor of Social Work

Period	Unit Code	Campus	Credit Points	Status	Notes
2019 Semester 2	ACC6010	Joondalup	20	INVALID - TO BE DELETED	Unit will be deleted
2019 Semester 2	SWK1102	South West (Banbury)	15	TO BE ADDED	You will be enrolled in this unit

Your cart has 2 pending changes.

[Back to Cart](#) [Select Activities](#)

**Enrolment Steps**

1. Declaration
2. Statistics
3. Services
4. Major/Minor
- 5. Units & Activities**

Student ID: [redacted]  
Course: K41 - Bachelor of Social Work

[Self Enrolment Home](#) [Key](#)

8. Click '**Select Activities**'

9. Select the appropriate activities under the '**Select/Remove**' column

10. Click '**Save & Continue**'

**My Units - Activities**

Please select your activities. Once you are happy with your selections please proceed to checkout.

■ SWK1102 - Philosophy, Knowledge and Ethics

2019/SEMESTER 2, BU Campus

Activity	Day	Start - End	Allocated Places	Select / Remove	Notes
LEC	TUESDAY	09:00 - 10:00	24 of 48	<input checked="" type="checkbox"/>	
TUT	TUESDAY	10:00 - 12:00	11 of 24	<input checked="" type="checkbox"/>	
TUT	TUESDAY	10:00 - 12:00	13 of 24	<input type="checkbox"/>	

[Back to Checkout](#) [Save & Continue](#)

**Enrolment Steps**

1. Declaration
2. Statistics
3. Services
4. Major/Minor
- 5. Units & Activities**

Student ID: [redacted]  
Course: K41 - Bachelor of Social Work

[Self Enrolment Home](#) [Key](#)

**Note:** If your selected unit times clash, an error message will appear. The clashes will be highlighted in red and say "**Clash**". To clear this clash, select alternative times for these units. If there are no alternative times, you need to remove one of the units from your enrolment. Please note **NONE** of your units will be confirmed until the clash is cleared. Example below.

11. Once you have cleared the clash, click on '**Save & Continue**'



### Step 5. My Units - Activities

**Error**

One or more of your selections has created a timetable clash with another activity. Please alter your selections and resubmit the form. If all activities are full or a clash is unavoidable please remove the unit prior to selecting your activities.

Please select your activities. Once you are happy with your selections please proceed to checkout.

**EDL1260 - Children's Growth, Development and Learning**

2019/SEMESTER 2, BU Campus

Activity	Day	Start - End	Allocated Places	Select / Remove	Notes
LEC	TUESDAY Clash	09:00 - 10:00	32 of 48	<input checked="" type="checkbox"/>	Unit starts week commencing 22nd July
TUT	TUESDAY	12:00 - 14:00	20 of 24	<input type="checkbox"/>	
TUT	TUESDAY	14:00 - 16:00	13 of 24	<input type="checkbox"/>	

**SWK1102 - Philosophy, Knowledge and Ethics**

2019/SEMESTER 2, BU Campus

Activity	Day	Start - End	Allocated Places	Select / Remove	Notes
LEC	TUESDAY Clash	09:00 - 10:00	24 of 48	<input checked="" type="checkbox"/>	
TUT	TUESDAY	10:00 - 12:00	11 of 24	<input type="checkbox"/>	
TUT	TUESDAY	10:00 - 12:00	15 of 24	<input type="checkbox"/>	

← Back to Checkout
Save & Continue →

#### Enrolment Steps

1. Declaration
2. Statistics
3. Services
4. Major/Minor
- 5. Units & Activities**

---

**Student ID** 10000001

**Course** KA1 - Bachelor of Social Work

[Self Enrolment Home](#) [Key](#)

Note: If the class you wish to enrol in is full, you need to select a different class time. If all of the classes for your chosen unit are full, it is recommended you contact your [relevant school](#) as soon as possible.

If there are classes available but you are unable to select your preferred time, you should enrol in another time slot and continue to check to see if any spaces become available. If you are unable to enrol for a preferred time, one week before your semester starts, contact your relevant [school](#) to see if it is possible to change.

12. If you need to delete a unit click 'Back to Checkout' then 'Back to Cart' and click the three dot icon to the right of the unit code under the 'Edit' header of your cart. From here select 'Undo' to remove the unit or 'Edit' to select a different offering (teaching period, campus location)

**Course** L39 - Graduate Certificate of Project Management

Period	Unit Code	Campus	Credit Points	Status	Edit
2019 Semester 2	MAN5401	Joondalup	20	TO BE ADDED	<input type="button" value="Edit"/> Undo <span style="font-size: 20px;">⋮</span>
2019 Semester 2	MAN6333	Joondalup	20	TO BE ADDED	<span style="font-size: 20px;">⋮</span>



## Step 6: Verifying Your Enrolment (International)

1. Once there are no further clashes and you have successfully proceeded by clicking 'Save My Changes', a 'Receipt' page will display
2. You will see the unit changes you have made and your activity selections for this receipt
3. Select 'Print' to print a copy of the receipt
4. You can also return to your enrolment cart by clicking 'Edit Units'

Step 5. My Units - Receipt

Shopping Cart successfully saved.

Course: K41 - Bachelor of Social Work  
Date: 04/07/2019 14:52:17  
Receipt Number: 2093465

**My Unit Changes**

Period	Unit Code	Unit Name	Campus	Credit Points	Status	Notes
2019 Semester 2	SWK1102	Philosophy: Knowledge and Ethics	South West (Banbury)	15	ENROLLED	Enrolled

**My Activity Selections**

Period	Unit Code	Unit Name	Activity Type	Day	Time	Location
2019/192	SWK1102	Philosophy: Knowledge and Ethics	LEC	TUESDAY	09:00 AM	BU05 116
			TUT	TUESDAY	10:00 AM	BU05 125

For a full list of your activities, please see your [study timetable](#).

Your invoice(s) for the following teaching periods have been updated to reflect the changes to your enrolment:  
• 2019 Semester 2

You must view your invoice(s) via the [Statement of Account](#) link under Fees and Charges.

[Edit Units](#) [Print](#)

**Enrolment Steps**

1. Declaration
2. Statistics
3. Services
4. Major/Minor
5. Units & Activities

Student ID: [REDACTED]  
Course: K41 - Bachelor of Social Work

[Self Enrolment Home](#) [Key](#)

The receipt page includes a link to your '[Study Timetable](#)' (also accessible via the menu bar on the left under '**ENROLMENT**') where you can view the unit activities you have chosen for the upcoming teaching periods and print your timetable.

The page also includes a link to your '[Statement of Account](#)' where you can view your invoice for available teaching periods.

## END OF INTERNATIONAL ENROLMENT STEPS

## 2.5. How to enrol - Vocational Education and Training (VET)

### Step 1: Declaration (VET)

1. Read through the 'Declaration' information
2. If you agree with the terms of this declaration click '**Agree & Continue**' to proceed to the 'USI Verification' step

**Step 1. Declaration**

This page displays the terms and conditions you must agree to to continue your online enrolment.

I, **[Redacted Name]**, acknowledge that:

Under the Data Provision Requirements 2012, Edith Cowan University is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form) may be used or disclosed by Edith Cowan University for statistical, administrative, regulatory and research purposes. Edith Cowan University may disclose your personal information for these purposes to:

- Commonwealth and state or territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Regulating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at <https://www.ncver.edu.au/>).

**Unique Student Identifier**

From 1 January 2015, we Edith Cowan University can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-usi/> on a computer or mobile device.

**Edith Cowan University**

Edith Cowan University complies with the Privacy Act 1988 (Cth) to ensure that your personal (including sensitive) information is protected. ECU collects student information to complete all student administrative and compliance processes and to maintain and improve the quality of the Vocational Education and Training System.

Enrolment and academic details may be passed on to other Government agencies, or representatives thereof, and remain confidential to those agencies. ECU will take reasonable steps to ensure all entities to whom it transfers your personal information comply with the Privacy Act 1988 (Cth), including ensuring appropriate security measures are taken by those entities to protect your personal information from unauthorised access and use.

Please click the 'Agree & Continue' button to record your declaration.

**Agree & Continue**

**Enrolment Steps**

1. Declaration
2. USI Verification
3. Address
4. Services
5. Statistics
6. VET Questions
7. Units & Activities

**Student ID** [Redacted]

**Course** C40 - Diploma of Dance (Elite Performance)

[Self Enrolment Home](#) [Key](#)

### Step 2: USI Verification (VET)

1. If you do not already have a Unique Student Identifier (USI) you will need to create one via the [Government Portal](#) before completing this step
2. Complete the fields in this step to match the details exactly as entered when you created your USI then click '**Verify & Continue**' to proceed to the '**Address Details**' step

Step 2. USI Verification

From 1 January 2015, we Edith Cowan University can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-usi> on a computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

You will need to enter your Unique Student Identifier (USI) for verification.

If you do not have a USI please follow this link to the [Government portal](#) to create one.....

Do you have a first name and family name? eg. John Smith  Yes  No. I only have one name

\*First Name

Family Name

Unique Student Identifier

Birth Date

[← Previous](#) [Verify & Continue →](#)

**Enrolment Steps**

1. Declaration
2. USI Verification
3. Address
4. Services
5. Statistics
6. VET Questions
7. Units & Activities

**Student ID** 104847 88

**Course** C40 - Diploma of Dance (Elite Performance)

[Self Enrolment Home](#) [Key](#)

### Step 3: Address Details (VET)

1. At this step you need to add/update your addresses and click '**Confirm**' to proceed to the next step '**Services**'. You will not be able to proceed until an address is recorded for each mandatory address type (denoted by a red asterisk)
2. If you have no recorded address for an address type you can use the '**Add**' button, existing address will show an '**Update**' button

Step 3. Address Details

All of your current and future addresses are displayed on this page. If you have any issues updating your addresses please contact the [Student Hub](#).

\* Correspondence Address

Address Line 1   
 Suburb   
 Post Code   
 Home Phone No.   
 Mobile Phone No.

[Update](#)

\* Home Address

Address Line 1   
 Suburb   
 Post Code   
 Home Phone No.   
 Mobile Phone No.

[Update](#)

\* Emergency Contact

No existing address record

[Add +](#)

Personal Email Address

Email Address

[Update](#) [Delete](#)

**Please add an address for all mandatory address types.**

[Confirm Address](#)

\* Denotes a mandatory Address

**Enrolment Steps**

1. Declaration
2. USI Verification
3. Address
4. Services
5. Statistics
6. VET Questions
7. Units & Activities

**Student ID** 104847 88

**Course** C40 - Diploma of Dance (Elite Performance)

[Self Enrolment Home](#) [Key](#)

## Step 4: Services (VET)

1. Read through the questions and tick the relevant boxes
2. If you require further information on the Student Guild, click on the link provided in the Guild Membership question
3. Click '**Save & Continue**' to proceed to the '**Statistics**' step

NB: These questions may differ from what is displayed below.

**Step 4. Service Questions**

Please answer the following questions.

**WAAPA Enrolment Authorisation**

I hereby give permission for ECU to amend my enrolment on my behalf, noting that this may result in a different fee being payable. ECU will promptly notify me of any enrolment amendments by email and issue, if necessary, a revised invoice. If I wish to object to any enrolment amendment then I must do so by notifying ECU within 14 days of the date the email was sent to me.

I do not give permission for ECU to amend my enrolment on my behalf. Instead I will continuously monitor emails sent to my student email address and, upon notice that changes are required, I will promptly respond by confirming my amended enrolment. I acknowledge that failure to do so may result in incomplete or incorrect enrolment and my possible inability to complete the course.

**Do you intend to apply for a VET Student Loan?** If you answer yes you will be sent an email from the Department of Education with instructions on how to submit your VET Student Loan application online. If you have not received an email from the Department of Education within 10 working days please contact [student.fees@ecu.edu.au](mailto:student.fees@ecu.edu.au).

Yes

No

**ECU Student Guild Membership**

**Congratulations!** You are now a member of the ECU Student Guild. All students automatically become members of the Guild upon enrolment.

**Membership is free** and it gives you access to the Guild's full range of support services and benefits.

Like us on Facebook [here](#) or visit our website for more information on the services we provide by clicking [here](#).

If you wish to cancel your free membership, however, you can do so by checking the box below.

I wish to cancel my membership of the ECU Student Guild

**Enrolment Steps**

1. Declaration
2. USI Verification
3. Address
- 4. Services**
5. Statistics
6. VET Questions
7. Units & Activities

**Student ID** [REDACTED]

**Course** C40 - Diploma of Dance (Elite Performance)

[Self Enrolment Home](#) [Key](#)

**Buttons:** [Previous](#) [Save & Continue](#)

\*Required field

## Step 5: Government Statistics (VET)

1. Read through the various questions and answer/amend if necessary
2. The first three questions cannot be amended once submitted as they are citizenship related - please contact [Student Hub](#) if these need to be updated
3. Once all questions are answered correctly, click '**Confirm & Continue**' at the bottom of the page to proceed to the '**VET Questions**' step

**Step 5. Government Statistics**

Please complete or check your Government Statistics Details below and amend if necessary.

**\*1. Are you of Aboriginal or Torres Strait Islander descent?**

- No. I am not of Australian Aboriginal and/or Torres Strait Islander descent.
- I am of Australian Aboriginal descent
- I am of Torres Strait Islander descent
- I am of Australian Aboriginal and Torres Strait Islander descent

**\*2. What is your citizenship status this year?**

- I am an Australian citizen
- I am a New Zealand citizen
- I am a Permanent Humanitarian Visa holder
- I have Permanent Resident status (but I am not a New Zealander or Permanent Humanitarian Visa Holder)
- I am an international student holding a temporary entry visa and will be studying my units in Australia OR I hold another visa type such as business, spouse, 457, diplomatic, working holiday, etc.
- I am an international student studying from an offshore location

**\*3. What is your Permanent Residence status?**

- I am an Australian Citizen or a New Zealand Citizen or holder of a Permanent Humanitarian Visa or holder of a Permanent Resident Visa or an international student on a Temporary Resident Visa.
- I have a Permanent Resident Visa but I am living outside Australia and this is not because of a course requirement.

**Enrolment Steps**

1. Declaration
2. USI Verification
3. Address
4. Services
- 5. Statistics**
6. VET Questions
7. Units & Activities

**Student ID** [REDACTED]

**Course** C40 - Diploma of Dance (Elite Performance)

[Self Enrolment Home](#) [Key](#)

## Step 6: VET Enrolment Questions (VET)

1. Read through the various questions and answer/amend if necessary
2. Once all questions are answered correctly, click '**Confirm & Continue**' at the bottom of the page to proceed to the '**Units & Activities**' step

**Step 6. VET Enrolment Questions**

Please answer the following VET enrolment questions.

**\*1. What is the postcode of the suburb or town or locality in which you usually live?**

Australian Postcode

**OR**

I have an overseas address (postcode not required)

**\*2. In what country were you born?**

Born In Australia

**OR**

Overseas Country

**\*3. Do you speak a language other than English at home?**

Only speak English (continue to question 4)

**OR**

Other Language (spoken most often)

How well do you speak English?

- Very Well
- Well
- Not Well
- Not At All

**Enrolment Steps**

1. Declaration
2. USI Verification
3. Address
4. Services
5. Statistics
- 6. VET Questions**
7. Units & Activities

**Student ID** [REDACTED]

**Course** C40 - Diploma of Dance (Elite Performance)

[Self Enrolment Home](#) [Key](#)

## Step 7: Units & Activities (VET)

1. On this page, your cart for the current enrolment period displays
2. You will need to confirm each of the unit attempts by ticking the '**Confirm**' checkbox under '**Edit**'

3. Once confirm is ticked for all units click 'Save and Continue'

### Step 7. My Units

This page enables you to select the units you wish to enrol in for the year. Please visit the [Semester Timetable](#) for help on selecting units.

**Please Note:** If you are having difficulty enrolling, click on the 'Undo All Changes' button (if this is enabled) and try again. If you continue to experience difficulties, try enrolling in one unit at a time.

**Enrolment Steps**

1. Declaration
2. USI Verification
3. Address
4. Services
5. Statistics
6. VET Questions
7. Units & Activities

**Course** C66 - Diploma of Music Industry  
**Qualification** CUA50815 - DIPLOMA OF MUSIC INDUSTRY

Period	Unit Code	Campus	Other Details	Status	Edit
2019 VET Full Year	BSBCRT501	Mount Lawley	<a href="#">More...</a>	UNCONFIRM	<a href="#">Confirm</a>
2019 (Oct - Dec) Term 4	CUACMP501	Mount Lawley	<a href="#">More...</a>	UNCONFIRM	<a href="#">Confirm</a>
2019 (Oct - Dec) Term 4	CUAIND402	Mount Lawley	<a href="#">More...</a>	UNCONFIRM	<a href="#">Confirm</a>
2019 VET Full Year	CUAMLT401	Mount Lawley	<a href="#">More...</a>	UNCONFIRM	<a href="#">Confirm</a>
2019 VET Full Year	CUAMLT405	Mount Lawley	<a href="#">More...</a>	UNCONFIRM	<a href="#">Confirm</a>
2019 VET Full Year	CUAMLT501	Mount Lawley	<a href="#">More...</a>	UNCONFIRM	<a href="#">Confirm</a>
2019 VET Full Year	CUAMPF406	Mount Lawley	<a href="#">More...</a>	UNCONFIRM	<a href="#">Confirm</a>
2019 VET Full Year	CUAMPF410	Mount Lawley	<a href="#">More...</a>	UNCONFIRM	<a href="#">Confirm</a>
2019 Semester 2	CUAMPF501	Mount Lawley	<a href="#">More...</a>	UNCONFIRM	<a href="#">Confirm</a>
2019 Semester 2	CUAMPF505	Mount Lawley	<a href="#">More...</a>	UNCONFIRM	<a href="#">Confirm</a>
2019 VET Full Year	CUAMPF506	Mount Lawley	<a href="#">More...</a>	UNCONFIRM	<a href="#">Confirm</a>
2019 VET Full Year	CUAMPF507	Mount Lawley	<a href="#">More...</a>	UNCONFIRM	<a href="#">Confirm</a>
2019 VET Full Year	CUAWRT503	Mount Lawley	<a href="#">More...</a>	UNCONFIRM	<a href="#">Confirm</a>

Your cart has 0 pending changes.

[Undo All Changes](#)

[← Previous](#)    [Save & Continue →](#)

**Student ID** [REDACTED]

**Course** C66 - Diploma of Music Industry

[Self Enrolment Home](#)    [Key](#)

4. You will be taken to the 'Checkout' page to apply the unit confirmations. Please note at this stage the units are still pending

### My Units - Checkout

**Course** C66 - Diploma of Music Industry  
**Qualification** CUA50815 - DIPLOMA OF MUSIC INDUSTRY

Period	Unit Code	Campus	Other Details	Status	Notes
2019 VET Full Year	BSBCRT501	Mount Lawley	<a href="#">More...</a>	TO BE CONFIRMED	You will be enrolled in this unit
2019 (Oct - Dec) Term 4	CUACMP501	Mount Lawley	<a href="#">More...</a>	TO BE CONFIRMED	You will be enrolled in this unit
2019 (Oct - Dec) Term 4	CUAIND402	Mount Lawley	<a href="#">More...</a>	TO BE CONFIRMED	You will be enrolled in this unit
2019 VET Full Year	CUAMLT401	Mount Lawley	<a href="#">More...</a>	TO BE CONFIRMED	You will be enrolled in this unit
2019 VET Full Year	CUAMLT405	Mount Lawley	<a href="#">More...</a>	TO BE CONFIRMED	You will be enrolled in this unit
2019 VET Full Year	CUAMLT501	Mount Lawley	<a href="#">More...</a>	TO BE CONFIRMED	You will be enrolled in this unit
2019 VET Full Year	CUAMPF406	Mount Lawley	<a href="#">More...</a>	TO BE CONFIRMED	You will be enrolled in this unit
2019 VET Full Year	CUAMPF410	Mount Lawley	<a href="#">More...</a>	TO BE CONFIRMED	You will be enrolled in this unit
2019 Semester 2	CUAMPF501	Mount Lawley	<a href="#">More...</a>	TO BE CONFIRMED	You will be enrolled in this unit
2019 Semester 2	CUAMPF505	Mount Lawley	<a href="#">More...</a>	TO BE CONFIRMED	You will be enrolled in this unit
2019 VET Full Year	CUAMPF506	Mount Lawley	<a href="#">More...</a>	TO BE CONFIRMED	You will be enrolled in this unit
2019 VET Full Year	CUAMPF507	Mount Lawley	<a href="#">More...</a>	TO BE CONFIRMED	You will be enrolled in this unit
2019 VET Full Year	CUAWRT503	Mount Lawley	<a href="#">More...</a>	TO BE CONFIRMED	You will be enrolled in this unit

Your cart has 13 pending changes.

[← Back to Cart](#)    [Select Activities →](#)

**Enrolment Steps**

1. Declaration
2. USI Verification
3. Address
4. Services
5. Statistics
6. VET Questions
7. Units & Activities

**Student ID** [REDACTED]

**Course** C66 - Diploma of Music Industry

[Self Enrolment Home](#)    [Key](#)

5. Click 'Select Activities' to proceed



- At the '**Activities**' page you do not need to action anything as a VET student, simply click '**Save & Continue**' to save your changes and your units will now be enrolled

## Step 8: Verifying Your Enrolment (VET)

- Once you have clicked '**Save & Continue**' a '**Receipt**' page will display the unit changes you have made
- Select '**Print**' to print a copy of the receipt

**Step 7. My Units - Receipt**

Shopping Cart successfully saved.

Course: CG6 - Diploma of Music Industry  
 Qualification: -  
 Date: 23/07/2019 13:11:30  
 Receipt Number: 2093487

**My Unit Changes**

Period	Unit Code	Unit Name	Campus	Other Details	Status	Notes
2019 VET Full Year	BSBCRT501	Originate and develop concepts	Mount Lawley	<a href="#">More...</a>	ENROLLED	Enrolled
2019 (Oct - Dec) Term 4	CUACMP501	Manage copyright arrangements	Mount Lawley	<a href="#">More...</a>	ENROLLED	Enrolled
2019 (Oct - Dec) Term 4	CUANCD402	Provide freelance services	Mount Lawley	<a href="#">More...</a>	ENROLLED	Enrolled
2019 VET Full Year	CUAMLT401	Notate music for performance	Mount Lawley	<a href="#">More...</a>	ENROLLED	Enrolled
2019 VET Full Year	CUAMLT403	Develop skills in analysis of functional harmony	Mount Lawley	<a href="#">More...</a>	ENROLLED	Enrolled
2019 VET Full Year	CUAMLT501	Refine aural perception skills	Mount Lawley	<a href="#">More...</a>	ENROLLED	Enrolled
2019 VET Full Year	CUAMPF406	Perform music as a soloist	Mount Lawley	<a href="#">More...</a>	ENROLLED	Enrolled
2019 VET Full Year	CUAMPF410	Perform music from written notation	Mount Lawley	<a href="#">More...</a>	ENROLLED	Enrolled
2019 Semester 2	CUAMPF501	Prepare a program for performance	Mount Lawley	<a href="#">More...</a>	ENROLLED	Enrolled
2019 Semester 2	CUAMPF505	Develop technical skills and expand repertoire	Mount Lawley	<a href="#">More...</a>	ENROLLED	Enrolled
2019 VET Full Year	CUAMPF506	Present live audition programs	Mount Lawley	<a href="#">More...</a>	ENROLLED	Enrolled
2019 VET Full Year	CUAMPF507	Provide musical leadership in performance	Mount Lawley	<a href="#">More...</a>	ENROLLED	Enrolled
2019 VET Full Year	CUAWRT503	Write about music	Mount Lawley	<a href="#">More...</a>	ENROLLED	Enrolled

**My Activity Selections**

Period	Unit Code	Unit Name	Activity Type	Day	Time	Location
No activity transactions performed.						

Your invoice(s) for the following teaching periods have been updated to reflect the changes to your enrolment:

- 2019 VET Full Year
- 2019 Semester 2

You must view your invoice(s) via the [Statement of Account](#) link under Fees and Charges.

Enrolment Steps:

1. Declaration
2. UoI Verification
3. Address
4. Services
5. Statistics
6. VET Questions
7. Units & Activities

Student ID: [REDACTED]  
 Course: CG6 - Diploma of Music Industry

Buttons: Edit Units, Print, Previous

The receipt page includes a link to your '[Study Timetable](#)' (also accessible via the menu bar on the left under '**ENROLMENT**') where you can view your units for the upcoming teaching periods and print your timetable.

The page also includes a link to your '[Statement of Account](#)' where you can view your invoice for available teaching periods.

## END OF VET ENROLMENT STEPS

### 3. How to change campus or semester for a unit

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Enrolment**' menu select '**Self Enrolment**'
4. Under the course you wish to modify units for, click '**Review and Update Enrolment**'
5. Select the step '**Units & Activities**'
6. Select the three dots under the '**Edit**' header next to the unit you want to change
7. Click '**Edit**' - Select your option of choice by clicking the '**Select**' button under the '**Action**' header
8. Select '**Proceed to Checkout**'
9. Select '**Select Activities**' then select the appropriate activities under the '**Select/Remove**' column
10. Click on '**Confirm Activities**'  
Once this has been done you will have the option to print out the confirmation receipt
11. Select '**Study Timetable**' in the menu bar on the left hand side of the screen to view your changes
12. You may print a copy of your '**Study Timetable**' to confirm all changes have been made



## 4. How to withdraw from a unit

Prior to withdrawing from a unit, please make sure you are aware of the withdrawal consequences that might apply.

For further information, see the '[Withdrawal without Financial or Academic Penalty Dates](#)' web page or contact [Student Hub](#) or more information.

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Enrolment**' menu select '**Self Enrolment**'
4. Select the course that corresponds to the units you wish to modify
5. Select '**Units & Activities**'
6. If before the start of the unit teaching period - select the checkbox next to '**Delete**' in the '**Action**' column of the unit you wish to withdraw from  
If after the start of the unit teaching period - select the checkbox next to '**Discontinue**' in the '**Action**' column of the unit you wish to withdraw from
7. Select '**Proceed to Checkout**'
8. Select '**Select Activities**' then '**Save & Continue**'  
If after the discontinuation you only remain enrolled in off campus units you will only need to select '**Save & Continue**'
9. You will now have the option to print out a '**Confirmation Receipt**'
10. You may print a copy of your 'Study Timetable' to confirm all changes have been made

## 5. How to select your exam location (external students only)

If you live 80kms or less from an official [ECU exam centre](#), you are required to attend the ECU centre for your examinations.

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Exams & Assessment**' menu select '**Exam Location**'
4. Use the drop down box to select your preferred exam location

**Alternatively**, if you do not live within 80kms of any of the locations listed, please complete the [student selected supervisor](#) form and return to Student Assessments. If you would like more information on student selected supervisors, please visit the [Off-campus \(ES\) exams information](#) web page.

## 6. Student Guild Question

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Enrolment**' menu select '**Service Questions**'
4. Answer the 'Guild Membership' question
5. Select '**Save My Answers**'

## 7. How to view your personal details

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Personal Details**' menu select '**Personal Profile**'
4. If any of your personal details need updating please contact [Student Hub](#)

## 8. How to update your address details

International students (studying in Australia) must contact [Student Hub](#) at the end of their course to change their Australian correspondence address to an international correspondence address. This will ensure you receive an academic transcript.

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Personal Details**' menu select '**Address Details**'
4. Select '**Update**' button of the address type you would like to update
5. Update details as required
6. Select '**Submit**'

## 9. How to view course information

For information on your course including:

- Unit set (e.g. major, minor) details
- Advanced standing details
- Course status
- Progression

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Course Details**' menu select '**Course & Unit Details**'
4. Click on the corresponding link under the relevant course code to see information in for that course

## 10. How to view Semester, Study and Exam timetables

### 10.1. How to view the semester timetable

1. Log in to your [Student Portal](#)
2. Select '**Semester Timetable**' under 'Other Logins'
3. Follow the instructions on screen to search

## 10.2. How to view your study timetable

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Enrolment**' menu select '**Study Timetable**'
4. This will display your enrolled unit activity selections  
Click '**Timetable Layout**' to view the units in a list format, including any external units that do not have activities

## 10.3. How to view your exam timetable

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Exams & Assessment**' menu select '**Exam Timetable**'

**Note:** If the final exam timetable has not yet been released, the following message will be displayed: '**No exam timetable details exist**'.

Please check the latest news on the SIMO homepage to find out when the exam timetable will be released.

## 11. How to use the online bookshop facility

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Enrolment**' menu select '**Bookshop**'
4. There will be links to both the [Co-op Bookshop](#) and [ECU Student Guild](#) to purchase textbooks

## 12. How to view results

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Exams & Assessment**' menu select '**Unit Results**'
4. You will be able to view your unit attempts and results under each of your courses

## 13. How to update your Commonwealth assistance form (Domestic Only)

You would have already completed the Commonwealth Assistance Form as part of the enrolment process.

If you wish to change your payment option, please follow the instructions below. Please note the 'Commonwealth Assistance Form' can only be submitted once in a 24-hour period and prior to the census date.

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Finance**' menu select '**Request Commonwealth Assistance**'
4. Follow instructions under your relevant enrolment guide to submit the form

## 14. How to view your fee details

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Finance**' menu select '**Fee Summary**'  
You will be presented with the 'Fee Summary' screen displaying any outstanding fees or system credit you have. From this screen, you can also access information about various payment options for both domestic and international students
4. Select '**Current Statement of Account**' to view your statement of account for *current teaching periods*

**Note:** If your fee information does not display, please check your enrolment carefully to ensure you are correctly enrolled. Alternatively contact the [Student Fees Office](#).

You will be advised when your fee statement for the next enrolment period will be available on SIMO.

You can view statements of account for prior teaching periods by selecting '**View historic statements**'.

5. Select the PDF document for the relevant teaching period

## 15. How to view your Commonwealth Assistance Notice

You can view your fees which have been submitted to the Australian Taxation Office by following the steps below:

1. Log in to your [Student Portal](#)
2. Select '**SIMO**' under 'Easy Logins'
3. From the '**Finance**' menu select '**Commonwealth Assistance Notice**'
4. Select the date link under '**Extract Date**' for the fee period you want to view
5. A PDF document of the selected Commonwealth Assistance Notice will open in a new tab

**Note:** If you wish to pay these fees, please contact the Australian Taxation Office.