

SIMO – How to Guide

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All screenshots in this document are examples only.

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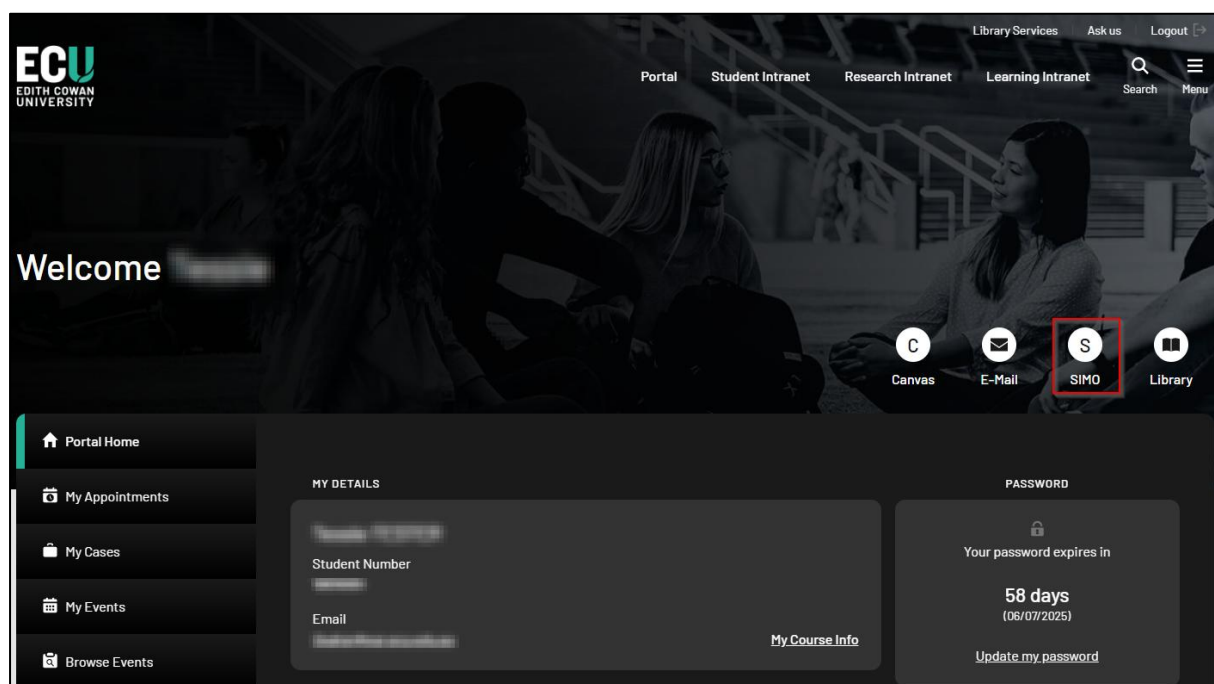
1. How to Login to SIMO

1.1 New Students Login

1. Activate your ECU student account after accepting your offer via [My Uni Start - Get Started](#)
2. To login to **SIMO**, follow the [1.2 Existing Students](#) instructions below

1.2 Existing Students Login

1. Login to your [Student Portal](#) – if you have forgotten your password or it has expired follow instructions under [1.3 Forgotten Password](#)
2. Click the **SIMO** link at the top right of the [Student Portal](#) home page



1.3 Forgotten Password

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

1.4 How to Change Your Password

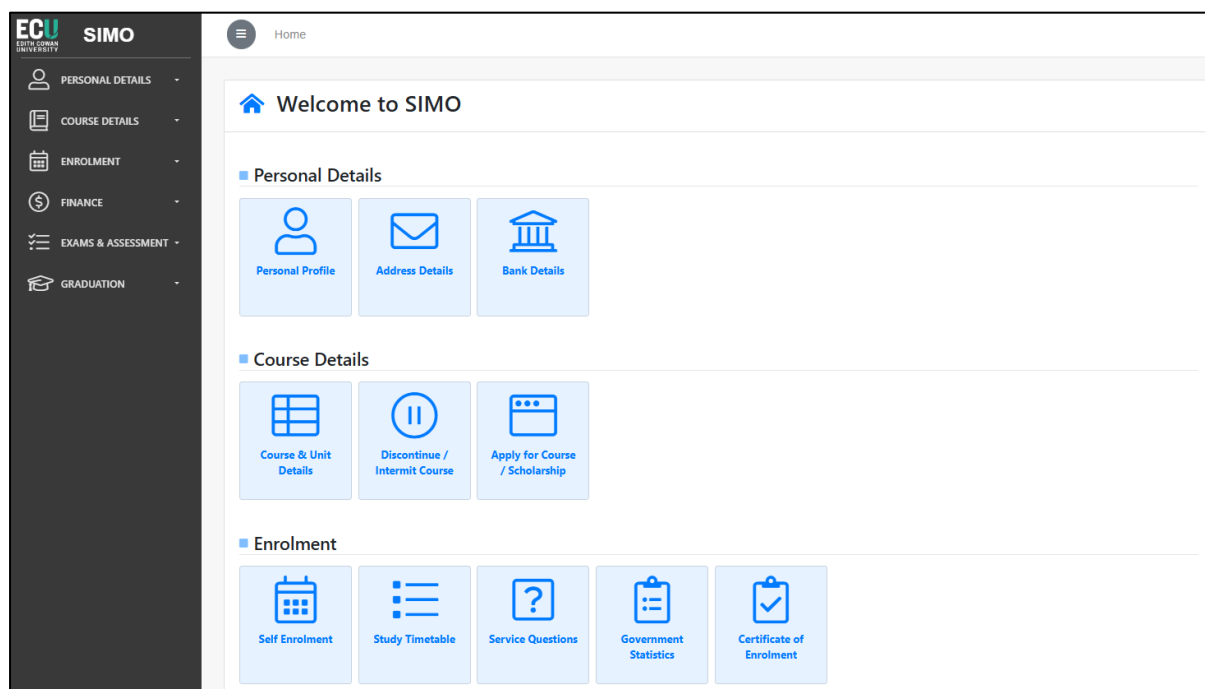
1. Access the [MyLogin](#) web page
2. Enter your **username** and **current password** and click **Log In**
3. Follow the guidelines to submit the change – this may take up to 10 minutes to take effect

1.5 Forgotten Username

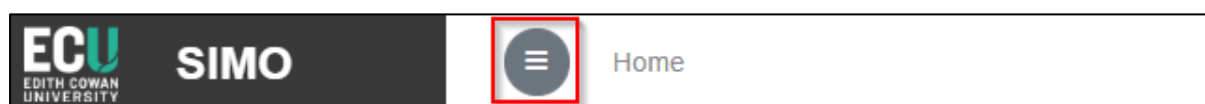
1. Contact [Student Hub](#), [IT Service Desk](#) or an [eLab Counter](#) to retrieve your username

1.6 SIMO Home Page

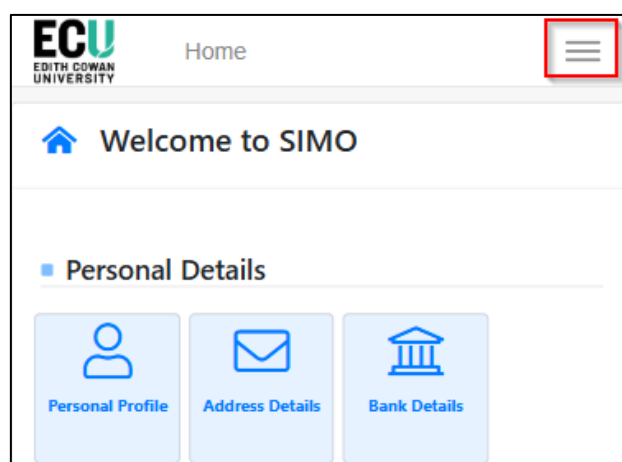
1. After logging into **SIMO**, the **Welcome to SIMO** homepage will display with a list of quick access tiles to navigate to the different areas within **SIMO**
A side menu on the left will contain expandable submenus with links to navigate within **SIMO**



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



3. On mobile devices the home page will display in a scaled mode with the full menu available via the 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 before completing the enrolment process. The unit codes can be found by referring to the [Online Handbook](#) for your course version 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.

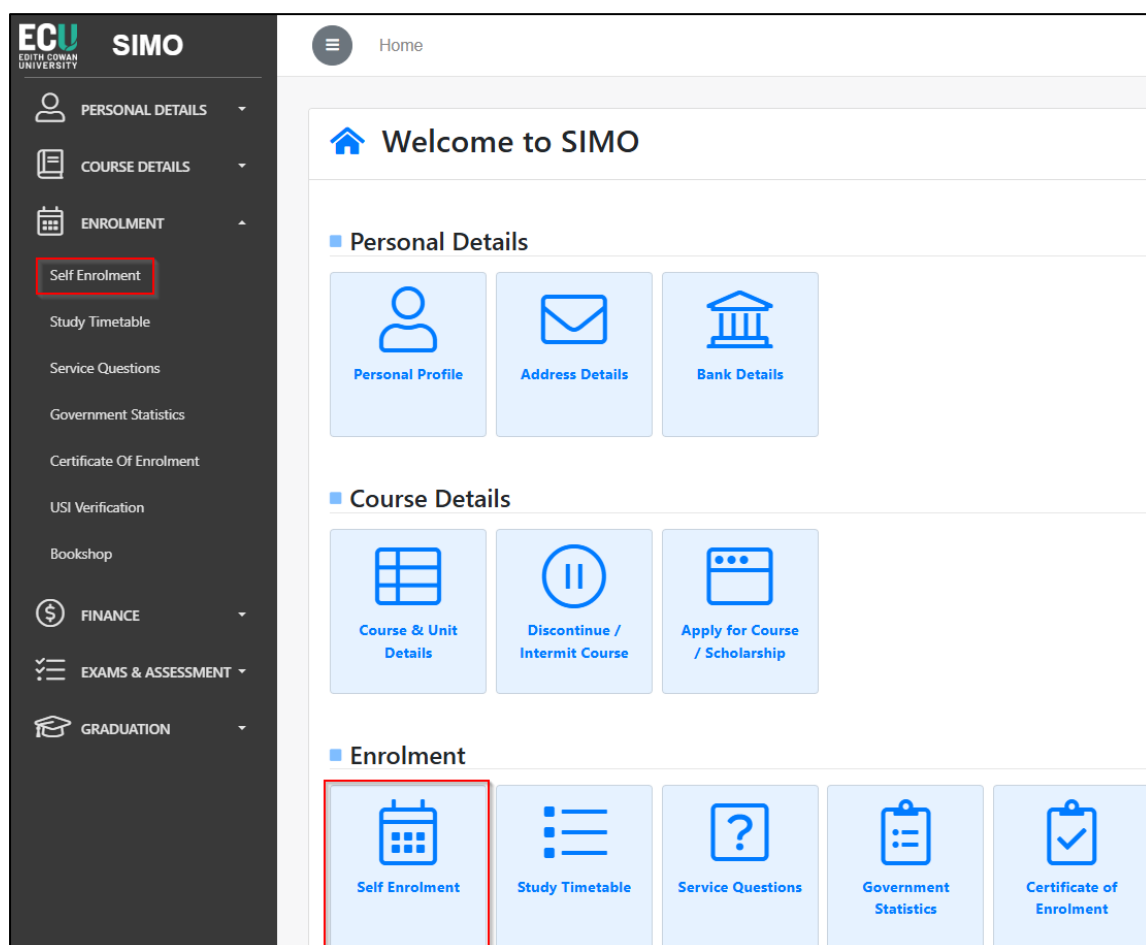
Please note, on the [Online Handbook](#) you will need to select the year of your study commencement to view the correct course structure for your course version.

2.1 How to Plan Your Study Timetable

1. Once you know the units you intend to enrol in, go to the [Teaching Timetable](#)
2. This allows you to plan your study timetable by searching for the units you wish to enrol in and checking the availability/offered teaching periods. This will make your enrolment session in **SIMO** easier and quicker

2.2 How to Begin Enrolment

1. Login to **SIMO** via your [Student Portal](#) (For login help see [How to Login to SIMO](#))
2. Click on the **Self Enrolment** tile on the **Welcome to SIMO** homepage, or click **Self Enrolment** under the **ENROLMENT** side menu



3. If you have not started enrolment for the year you are enrolling in, click **Begin Enrolment** for the course you wish to enrol in

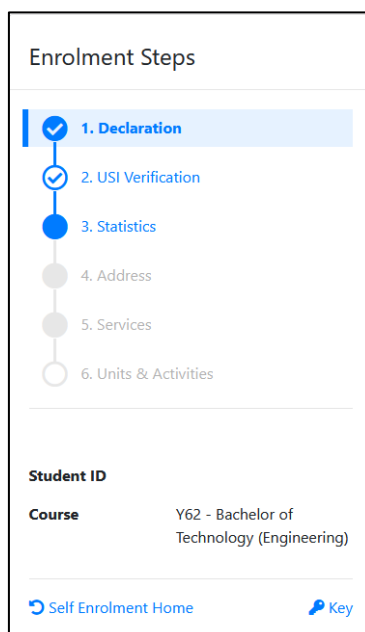
The screenshot shows the SIMO (Student Information Management Online) interface. On the left is a dark sidebar with navigation links: PERSONAL DETAILS, COURSE DETAILS, ENROLMENT, Self Enrolment (highlighted), Study Timetable, Service Questions, Government Statistics, Certificate Of Enrolment, USI Verification, Bookshop, FINANCE, and EXAMS & ASSESSMENT. The main content area is titled 'Self Enrolment' and includes instructions: 'Before you begin the enrolment process make sure you: 1. determine your chosen units for enrolment via the Handbook; and 2. have your Tax File Number (TFN) handy if you are seeking government assistance.' Below this is a 'Note' section with bullet points about post-graduate students, international students, and unit fees. The course 'Y62 - Bachelor of Technology (Engineering)' is selected. A yellow banner states: 'Self-Enrolment not started for this period. Select the Begin Enrolment button to commence self-enrolment.' Below the banner, the status is 'ENROLLED' and the academic period is '2025'. A blue button labeled 'Begin Enrolment' with a right arrow is highlighted with a red box.

If you have started or already completed the enrolment process and you want to continue or make further changes, click **Review and Update Enrolment**

This screenshot shows the same SIMO interface as the previous one, but the enrolment process is in progress. The yellow banner is replaced by a light blue one that says: 'Self-Enrolment in-progress for this period. Select the Review and Update Enrolment button to continue self-enrolment.' The status remains 'ENROLLED' and the academic period is '2025'. A blue button labeled 'Review and Update Enrolment' with a right arrow is highlighted with a red box.

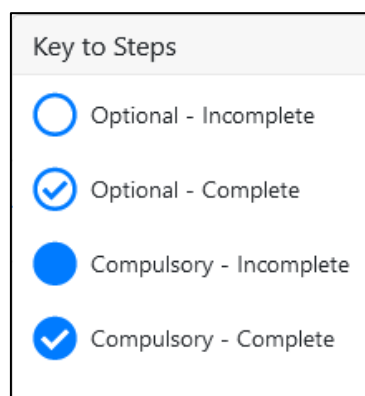
This screenshot shows the SIMO interface after the enrolment process is completed. The light blue banner is replaced by a light green one that says: 'Congratulations. Self-Enrolment Completed for this period. Select the Review and Update Enrolment button to review your enrolment details.' The status is still 'ENROLLED' and the academic period is '2025'. A blue button labeled 'Review and Update Enrolment' with a right arrow is highlighted with a red box.

4. Once you begin or continue the enrolment process, you will see a trail of **Enrolment Steps** on the right of the page. As steps are completed you can navigate through them via this trail – note the step list will differ depending on your specific course



Clicking **Self Enrolment Home** will take you back to the **Self Enrolment** start page

Clicking **Key** will show the **Key to Steps** window which describe if a step is option or compulsory and if completed or not



5. To view the **Enrolment Step** guide specific to you, please select the relevant option from the below list:

[How to Enrol – Higher Education Domestic Undergraduate](#)

[How to Enrol – Higher Education Domestic Postgraduate](#)

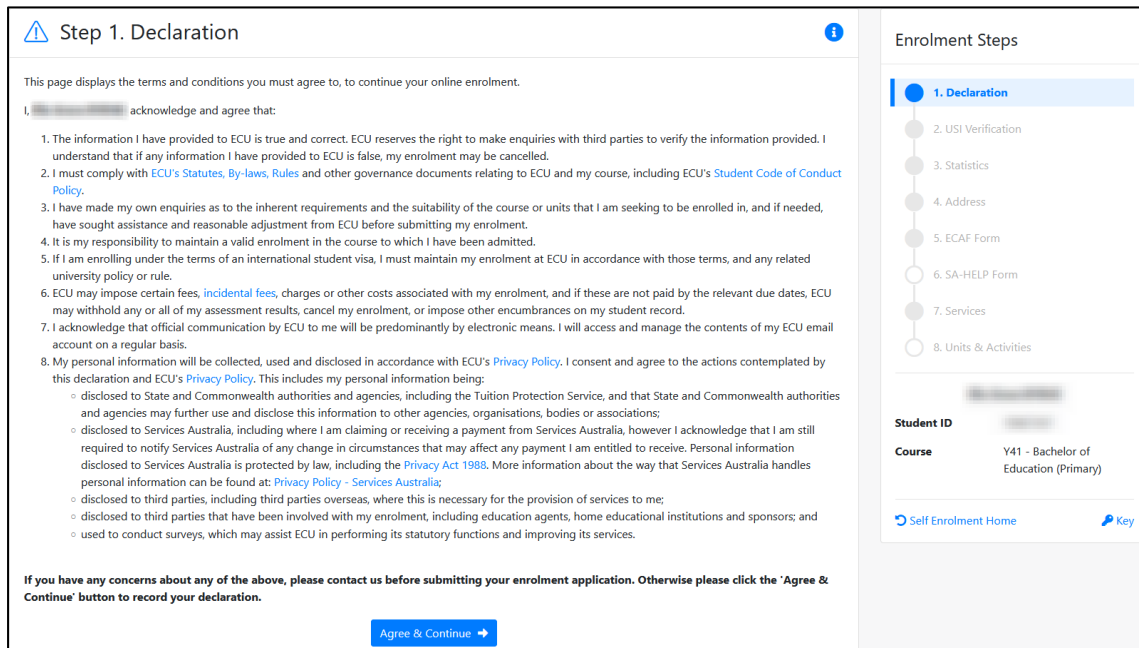
[How to Enrol – High Education International](#)

[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, otherwise you can contact [Student Hub](#) for any concerns



Step 1. Declaration

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:
 - 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;
 - 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](#);
 - disclosed to third parties, including third parties overseas, where this is necessary for the provision of services to me;
 - disclosed to third parties that have been involved with my enrolment, including education agents, home educational institutions and sponsors; and
 - 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. Address
5. ECAF Form
6. SA-HELP Form
7. Services
8. Units & Activities

Student ID [redacted]

Course Y41 - Bachelor of Education (Primary)

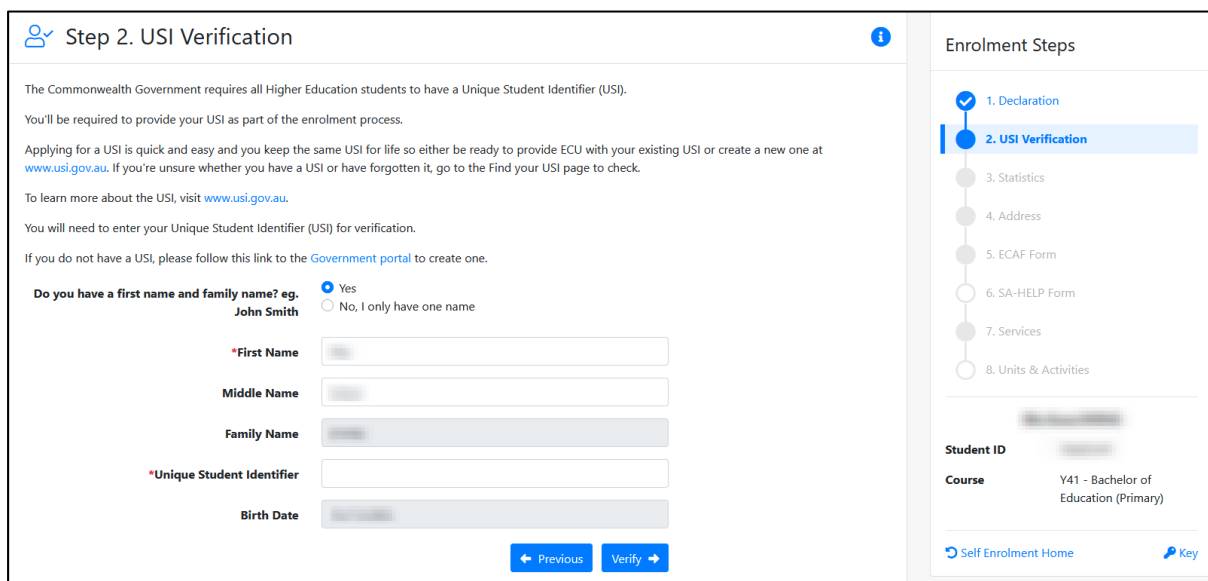
[Self Enrolment Home](#) [Key](#)

Step 2. USI Verification (Domestic Undergraduate)

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

Enter your **USI** (Unique Student Identifier) details in SIMO exactly as per the details against your **USI** on the government website – usi.gov.au

2. Click **Verify** to proceed to the **Statistics** step



Step 2. USI Verification

The Commonwealth Government requires all Higher Education students to have a Unique Student Identifier (USI).

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. 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.

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 [text input]

Middle Name [text input]

Family Name [text input]

*Unique Student Identifier [text input]

Birth Date [text input]

[Previous](#) [Verify](#)

Enrolment Steps

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

Student ID [redacted]

Course Y41 - Bachelor of Education (Primary)

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

Step 3. Government Statistics (Domestic Undergraduate)

1. Read through the various statistics questions and answer/amend where necessary – note the questions marked with * are mandatory
2. The first two questions cannot be amended once submitted as they are citizenship related – please contact the [Student Hub](#) if these need to be updated
3. Once all questions are answered correctly, click **Confirm & Continue** to proceed to the **Address** step

The screenshot shows the 'Step 3. Government Statistics' form. It includes three mandatory questions: 1. 'Are you Aboriginal or Torres Strait Islander?' with radio button options. 2. 'What is your citizenship status this year?' with radio button options including Australian citizen, New Zealand citizen, Permanent Humanitarian Visa holder, etc. 3. 'In what country is your permanent home residence?' with fields for Australian Postcode or Overseas Country. A right-hand sidebar shows 'Enrolment Steps' from 1 to 8, with '3. Statistics' highlighted. Below the steps, it shows 'Student ID' and 'Course' (Y41 - Bachelor of Education (Primary)). At the bottom are 'Previous' and 'Confirm & Continue' buttons.

Step 4. Address (Domestic Undergraduate)

1. Confirm and update your addresses as required – note address types marked with * are mandatory and you will not be able to progress without providing these
2. For each address type, if no address exists click **Add +** to open the **Add Address** window, and follow the guidelines then click **Save**

The screenshot shows the 'Add Address' form. It has a title '+ Add Address' and a section 'Please select an address type to add' with a radio button for 'PERMANENT AUSTRALIAN HOME ADDRESS'. A note states: 'Note: a PO box is NOT permitted for your home address.' Below this are fields for: *Address Line 1 (with placeholder 'Start typing an address...'), Address Line 2, Address Line 3, *Suburb, *Post Code, Home Phone No., Work Phone No., Mobile Phone No., and Fax No. At the bottom right are 'Cancel' and 'Save' buttons. To the left of the main form is a smaller window titled '* Home Address' showing 'No existing address record' and an 'Add +' button.

3. If an address is already recorded for that address type and you want to change it, click **Update** to open the **Edit Address** window, make the necessary changes and click **Save**

Note - the **If not current, address effective from** field should only be used if you are not currently at the address and want the address to be effective from a future date (e.g. date you move into that address)

The left screenshot shows a 'Correspondence Address' form with the following fields: Address Line 1, Suburb, Post Code, Home Phone No., Work Phone No., and Mobile Phone No. There is an 'Update' button at the bottom right.

The right screenshot shows the 'Edit Address' window. It includes a note: 'Note: International Students studying in Australia must contact the Student Hub when you need to change an Australian address to an overseas address.' Below this, it says 'The current address type is' with a radio button selected for 'AUSTRALIAN CORRESPONDENCE ADDRESS'. The fields are: Address Line 1, Address Line 2, Address Line 3, Suburb, Post Code, Home Phone No., Work Phone No., Mobile Phone No., Fax No., and 'If not current, address effective from' (DD/MM/YYYY). There are 'Cancel' and 'Save' buttons at the bottom right.

4. Once all addresses have been added click **Continue** to proceed to the **ECAF Form** step

Step 5. ECAF Form (Domestic Undergraduate)

1. This form will appear as an enrolment step when you first commence your course and is used to request a HECS-HELP loan for all/some of your studies or to choose to pay upfront (Note - if this step is not part of your enrolment process, the form can also be accessed via the **Request Commonwealth Assistance** link under the **FINANCE** side menu)

2. Read and complete each required section on the form - more information is available via the **Commonwealth supported places and HECS-HELP information booklet** link on the form

3. If you do not have your tax file number (TFN) at the time of submitting the form, you can still submit and continue with your enrolment, however, please ensure you enter your TFN before the earliest census date of the teaching period/s you are enrolling in

4. Questions 1-9 will pre-fill based on your personal and course details

You must answer **Will the student be studying at least one unit of study in Australia?** and subsequent questions 10-11 before **Save & Continue** is enabled for submission of the form

Open information booklet

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

Your HECS-HELP loan is subject to the combined Higher Education Loan Program (HELP) loan limit and the renewable HELP balance. Visit www.studyassist.gov.au for more information so you understand how they 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.

What is a CSP and what is a HECS-HELP loan?

The total cost of a CSP is split into two parts: the Australian Government (Government) pays one part - this is a subsidy, and you pay the other part - this is called your student contribution amount.

You will either pay your student contributions upfront, or you can use a HECS-HELP loan. If you do not pay your student contributions (either upfront or with a HECS-HELP loan) by the census date, then the institution will cancel your enrolment in the CSP.

How to complete this form

You must:

- 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,

Enrolment Steps

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

Student ID

Course Y41 - Bachelor of Education (Primary)

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

5. Ensure you read the declaration before clicking **Save & Continue** to submit

6. Once submitted a success message will display, click **Continue** to proceed to the **SA-HELP Form** step

Success

Your Commonwealth Assistance Form has been successfully processed. No further modifications are possible until tomorrow. Alternatively you may not be eligible to complete this form. Please contact your provider for advice.

Changes successfully applied. [View Receipt](#)

[Previous](#) [Continue](#)

Enrolment Steps

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

Student ID

Course Y41 - Bachelor of Education (Primary)

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

Note - the **ECAF Form** can only be submitted once per day, if you try access the **ECAF Form** again on the same day as submission, the following message will display

Information

A Commonwealth Assistance Form has already been processed for this course today. No further modifications are possible until tomorrow.

[Previous](#) [Continue](#)

Step 6. SA-HELP Form (Domestic Undergraduate)

1. This form is used to request a loan for the **Student Services and Amenities Fee** (SA-HELP loan) – completing this form 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 **Continue without saving SA-HELP Form** at the bottom of the page

Note – if you do not submit a SA-HELP form by the [census date](#) you will be required to pay the **Student Services and Amenities Fee** in full

2. If submitting, read and complete each required section on the form – more information is available via the **SA-HELP information booklet** link on the form

3. If you do not have your tax file number (TFN) at the time of submitting the form, you cannot submit and will need to **Skip this step** as per point 1 to continue with your enrolment

If you want to apply for a SA-HELP loan you must return to the form and submit with a TFN before the earliest [census date](#) of the teaching period/s you are enrolling in (Note – the form can also be accessed via the **Request SA-HELP** link under the **FINANCE** side menu)

4. Questions 1-8 will pre-fill based on your personal and course details

You must answer the **Will the student be studying at least one unit of study in Australia?** and subsequent question 9 including your TFN, before **Save & Continue** is enabled for submission of the form

The screenshot shows the 'Step 6. SA-HELP' form interface. At the top, there is a header with the Australian Government logo and the eCAF SA-HELP logo. Below the header, a yellow banner states: 'ONLY fill in this form if you would like to request an SA-HELP loan. Skip this step →'. The main content area is titled 'Request for a SA-HELP loan' and includes a sub-header 'How to complete this form'. It lists instructions: '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.' There is a link to 'Open information booklet'. On the right side, there is a vertical 'Enrolment Steps' list with 8 steps: 1. Declaration, 2. USI Verification, 3. Statistics, 4. Address, 5. ECAF Form, 6. SA-HELP Form (highlighted), 7. Services, and 8. Units & Activities. Below the steps, there is a section for 'Student ID' and 'Course' (Y41 - Bachelor of Education (Primary)). At the bottom, there are links for 'Self Enrolment Home' and a 'Key' icon.

5. Ensure you read the declaration before clicking **Save & Continue** under **Save SA-HELP Form** to submit

6. Once submitted a success message will display, click **Continue** to proceed to the **Services** step

The screenshot shows the 'Step 6. SA-HELP' form. The main content area displays a 'Success' message: 'Your Commonwealth Assistance Form has been successfully processed. No further modifications are possible until tomorrow. Alternatively you may not be eligible to complete this form. Please contact your provider for advice.' Below this is a green bar with 'Changes successfully applied.' and a 'View Receipt' button. At the bottom are 'Previous' and 'Continue' buttons. On the right, the 'Enrolment Steps' sidebar lists steps 1 through 8, with '6. SA-HELP Form' highlighted. Below the steps, it shows 'Student ID' and 'Course: Y41 - Bachelor of Education (Primary)'. At the bottom right are links for 'Self Enrolment Home' and a 'Key' icon.

Note - the **SA-HELP Form** can only be submitted once per day, if you try access the **SA-HELP Form** again on the same day as submission, the following message will display

The screenshot shows the 'Step 6. SA-HELP' form with an 'Information' message: 'A Commonwealth Assistance Form has already been processed for this course today. No further modifications are possible until tomorrow.' Below the message are 'Previous' and 'Continue' buttons. The right sidebar is partially visible, showing the 'Enrolment Steps' list.

Step 7. Services (Domestic Undergraduate)

1. Read through and answer the services questions - note questions marked with * are mandatory and you will not be able to progress without responding to these
2. Some questions include links that will provide further information if required
3. Once all mandatory questions have been answered click **Save & Continue** to proceed to the **Units & Activities step**

Note - these questions may differ for you from what is displayed below

Step 7. 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. Address

5. ECAF Form

6. SA-HELP Form

7. Services

8. Units & Activities

Student ID

Course

Y41 - Bachelor of Education (Primary)

Self Enrolment Home

Key

Step 8. Units & Activities (Domestic Undergraduate)

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

Step 8. My Units

This page enables you to select the units you wish to enrol in for the year. Please visit the [Teaching 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

Y41 - Bachelor of Education (Primary)

Period	Unit Code	Campus	Credit Points	Status	Action
You currently have no units for this enrolment period.					

Add Units +

OR

Select Activities +

Your cart has 0 pending changes.

Undo All Changes

Previous

Proceed to Checkout

Enrolment Steps

1. Declaration

2. USI Verification

3. Statistics

4. Address

5. ECAF Form

6. SA-HELP Form

7. Services

8. Units & Activities

Student ID

Course

Y41 - Bachelor of Education (Primary)

Self Enrolment Home

Key

2.3 How to Enrol - Higher Education Domestic Undergraduate
SIMO - How to Guide
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2. The **Unit Search** window will appear, enter the unit code (or unit title if the code is not known) you have retrieved as per [The Enrolment Process](#) section of this guide, and click **Search**

3. Select your preferred unit offering option (teaching period, location) by clicking the **Select** action

Unit Search

Unit Code: EDL1260 Unit Title:

Your search has returned 4 units.

Unit Code	Unit Name	Period	Campus	Other Details	Action
EDL1260	Children's Growth, Development and Learning	2025 Semester 2	South West (Bunbury)	More...	<input type="button" value="Select"/>
EDL1260	Children's Growth, Development and Learning	2025 Semester 2	Off Campus	More...	<input type="button" value="Select"/>
EDL1260	Children's Growth, Development and Learning	2025 Semester 2	Joondalup	More...	<input type="button" value="Select"/>
EDL1260	Children's Growth, Development and Learning	2025 Semester 2	Mount Lawley	More...	<input type="button" value="Select"/>

Display

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

My Units

This page enables you to select the units you wish to enrol in for the year. Please visit the [Teaching 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: Y41 - Bachelor of Education (Primary)

Period	Unit Code	Campus	Credit Points	Status	Action
2025 Semester 2	EDL1260	Joondalup	15	TO BE ADDED	Edit Undo

OR

Your cart has 1 pending change.

Enrolment Steps

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

Student ID:

Course: Y41 - Bachelor of Education (Primary)

[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, click **Proceed to Checkout**

Note - if you are having problems enrolling, click on the **Undo All Changes** button (if enabled) and try enrolling in one unit at a time (completing steps 1-10 for each unit)

7. You will be taken to the **Checkout** page to confirm your units

At this point the units are still pending enrolment

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 and **INVALID** status for the unit and it will display highlighted in red

If you hover the mouse cursor over the **INVALID** status further information regarding the invalid reason will appear

To clear this unit, simply continue with your enrolment and it will be removed

My Units - Checkout

Course

Y41 - Bachelor of Education (Primary)

Period	Unit Code	Campus	Credit Points	Status	Notes
2025 Semester 2	ACC6015	Joondalup	20	INVALID - TO BE DELETED	Unit will be deleted
2025 Semester 2	EDL1260	Joondalup	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. USI Verification

✓ 3. Statistics

✓ 4. Address

✓ 5. ECAF Form

✓ 6. SA-HELP Form

✓ 7. Services

8. Units & Activities

Student ID

Course

Y41 - Bachelor of Education (Primary)

Self Enrolment Home

Key

8. Click **Select Activities** to continue to unit activity selection for applicable units that have activities

Under the **Select/Remove** column tick the checkbox to select that activity day/time

The checkbox will be unavailable for activities that are marked **Full**

9. After you have made all activity selections click **Save & Continue** at the bottom of the page

Note - if your selection unit activity times clash, an error message will appear. The clashes will be highlighted in red and show **Clash**

To clear a clash, select alternative times, 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

Click **Save & Continue** once all clashes are cleared to confirm your enrolment

My Units - Activities

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

■ EDL1260 - Children's Growth, Development and Learning

2025/SEMESTER 2, JO Campus

Activity	Day	Start - End	Allocated Places	Select / Remove	Notes
LEC	SATURDAY	12:30 - 13:30	146 of 200	<input checked="" type="checkbox"/>	Lecture is online only. Students to access pre-recorded lecture via canvas prior to attending tuts
TUT	TUESDAY	08:30 - 10:30	29 of 29 Full		
TUT	TUESDAY	08:30 - 10:30	28 of 29	<input type="checkbox"/>	
TUT	TUESDAY	10:30 - 12:30	29 of 29 Full		
TUT	TUESDAY	10:30 - 12:30	29 of 29 Full		
TUT	TUESDAY	12:30 - 14:30	29 of 29 Full		
TUT	TUESDAY	12:30 - 14:30	1 of 29	<input type="checkbox"/>	
TUT	TUESDAY	14:30 - 16:30	1 of 29	<input type="checkbox"/>	Mid-Year students ONLY - if full please enrol in waitlist

← Back to Checkout

Save & Continue →

Enrolment Steps

1. Declaration

2. USI Verification

3. Statistics

4. Address

5. ECAF Form

6. SA-HELP Form

7. Services

8. Units & Activities

Student ID

Course

Y41 - Bachelor of Education (Primary)

Self Enrolment Home

Key

Note - if the activity you wish to enrol in is full, you need to select a different activity day/time. If all of the classes for your chosen unit are full and it is not offered for external study, it is recommended that you contact the [Student Hub](#) for assistance

If there are activities available but you are unable to select your preferred day/time, you should enrol in another timeslot to ensure your enrolment is complete, and then continue to check the activity page to see if any spaces become available in your preferred timeslot

If you are unable to enrol for a preferred day/time, one week before your semester starts contact the [Student Hub](#) to see if it is possible to change

10. Once there are no further clashes and all activities have been selected, the **My Units - Receipt** page will display

You will see the unit changes you have made and your activity selections for this receipt
Select **Print** if you want to print a copy for your records

The **My Units - Receipt** page also includes a link to your **Study Timetable** (also accessible under the **ENROLMENT** side menu) 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 the available teaching periods

Step 8. My Units - Receipt

Information

Prior to the commencement of the next teaching period your course attempt status may show as INACTIVE. Provided you are enrolled in units this status will update to ENROLLED once the teaching period commences.

Shopping Cart successfully saved.

Course

Y41 - Bachelor of Education (Primary)

Date

14/05/2025 14:49:35

Receipt Number

2777083

My Unit Changes

Period	Unit Code	Unit Name	Campus	Credit Points	Status	Notes
2025 Semester 2	EDL1260	Children's Growth, Development and Learning	Joondalup	15	ENROLLED	Enrolled
2025 Semester 2	ACC6015	Corporate Accounting and Reporting	Joondalup	20	INVALID	Deleted

My Activity Selections

Period	Unit Code	Unit Name	Activity Type	Day	Time
2025/252	EDL1260	Children's Growth, Development and Learning	LEC	SATURDAY	12:30 PM
			TUT	TUESDAY	12:30 PM

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

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

• 2025 Semester 1

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

Previous

Edit UnitsPrint

Enrolment Steps

1. Declaration

2. USI Verification

3. Statistics

4. Address

5. ECAF Form

6. SA-HELP Form

7. Services

8. Units & Activities

Student ID

Course

Y41 - Bachelor of Education (Primary)

Self Enrolment Home

Key

END OF DOMESTIC UNDERGRADUATE ENROLMENT STEPS

2.3 How to Enrol - Higher Education Domestic Undergraduate
SIMO - How to Guide
Effective May ©2025

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2.4 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 **USI Verification** step, otherwise you can contact [Student Hub](#) for any concerns

Step 1. Declaration

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:
 - 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;
 - 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](#);
 - disclosed to third parties, including third parties overseas, where this is necessary for the provision of services to me;
 - disclosed to third parties that have been involved with my enrolment, including education agents, home educational institutions and sponsors; and
 - 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. Address
5. Services
6. ECAF Form
7. SA-HELP Form
8. Units & Activities

Student ID **[Redacted]**

Course L40 - Graduate Certificate of Accounting and Finance

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

Step 2. USI Verification (Domestic Postgraduate)

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

Enter your **USI** (Unique Student Identifier) details in SIMO exactly as per the details against your **USI** on the government website - usi.gov.au

2. Click **Verify** to proceed to the **Statistics** step

Step 2. USI Verification

The Commonwealth Government requires all Higher Education students to have a Unique Student Identifier (USI).

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. 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.

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

Middle Name

Family Name

*Unique Student Identifier

Birth Date

[Previous](#) [Verify](#)

Enrolment Steps

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

Student ID **[Redacted]**

Course L40 - Graduate Certificate of Accounting and Finance

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

Step 3. Government Statistics (Domestic Postgraduate)

1. Read through the various statistics questions and answer/amend where necessary – note the questions marked with * are mandatory
2. The first two questions cannot be amended once submitted as they are citizenship related – please contact the [Student Hub](#) if these need to be updated
3. Once all questions are answered correctly, click **Confirm & Continue** to proceed to the **Address** step

Step 3. Government Statistics

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

***1. Are you Aboriginal or Torres Strait Islander?** *Required field

☒ No, I am not Aboriginal and/or Torres Strait Islander
☐ I am Aboriginal
☐ I am Torres Strait Islander
☐ I am both Aboriginal and Torres Strait Islander

***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 and will be studying my units from an offshore location

***3. In what country is your permanent home residence?**

Australian Postcode

OR

Overseas Country

Enrolment Steps

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

Student ID

Course L40 - Graduate Certificate of Accounting and Finance

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

[Previous](#) [Confirm & Continue](#)

Step 4. Address (Domestic Postgraduate)

1. Confirm and update your addresses as required – note address types marked with * are mandatory and you will not be able to progress without providing these
2. For each address type, if no address exists click **Add +** to open the **Add Address** window, and follow the guidelines then click **Save**

+ Add Address

Please select an address type to add ☒ PERMANENT AUSTRALIAN HOME ADDRESS

*** Home Address**
No existing address record
[Add +](#)

Note: a PO box is NOT permitted for your home address.

***Address Line 1**

Address Line 2

Address Line 3

***Suburb**

***Post Code**

Home Phone No.

Work Phone No.

Mobile Phone No.

Fax No.

[Cancel](#) [Save](#)

3. If an address is already recorded for that address type and you want to change it, click **Update** to open the **Edit Address** window, make the necessary changes and click **Save**

Note - the **If not current, address effective from** field should only be used if you are not currently at the address and want the address to be effective from a future date (e.g. date you move into that address)

The image shows two parts of the address management interface. On the left is a summary view titled '* Correspondence Address' with fields for Address Line 1, Suburb, Post Code, Home Phone No., Work Phone No., and Mobile Phone No., and an 'Update' button. On the right is the 'Edit Address' window, which includes a note for international students, a selection for 'AUSTRALIAN CORRESPONDENCE ADDRESS', and input fields for Address Line 1, Address Line 2, Address Line 3, Suburb, Post Code, Home Phone No., Work Phone No., Mobile Phone No., Fax No., and an 'If not current, address effective from' date field. 'Cancel' and 'Save' buttons are at the bottom right.

4. Once all addresses have been added click **Continue** to proceed to the **Services** step

Step 5. Services (Domestic Postgraduate)

1. Read through and answer the services questions - note questions marked with * are mandatory and you will not be able to progress without responding to these
2. Some questions include links that will provide further information if required
3. Once all mandatory questions have been answered click **Save & Continue** to proceed to the **ECAF Form** step

Note - these questions may differ for you from what is displayed below

The screenshot shows the 'Step 5. Service Questions' form. It includes a header with a question mark icon and an information icon. The main content area asks the user to answer questions. The first question is '*Of the following categories, which BEST describes your current employment status?' with radio button options: Full time employee (selected), 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, and Prefer not to answer. The second question is '*Of the following categories, which BEST describes your main reason for undertaking this course?' with radio button options: 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 (selected), 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, and Other reasons. On the right is a vertical 'Enrolment Steps' progress bar with steps 1 through 8: 1. Declaration, 2. USI Verification, 3. Statistics, 4. Address, 5. Services (highlighted), 6. ECAF Form, 7. SA-HELP Form, and 8. Units & Activities. Below the progress bar, the 'Student ID' is masked, and the 'Course' is listed as 'L40 - Graduate Certificate of Accounting and Finance'. At the bottom are links for 'Self Enrolment Home' and a 'Key' icon.

Step 6. ECAF Form (Domestic Postgraduate)

1. This form will appear as an enrolment step and is used to request a FEE-HELP loan for your study fees – completing this form is not mandatory so you may skip to the **SA-HELP Form** step by selecting **Skip this step** at the top of the page or **Continue** under **Continue without saving ECAF Form** at the bottom of the page

Note – if you do not submit FEE-HELP ECAF form by the [census date](#) you will be required to pay your study fees in full

(Note – if this step is not part of your enrolment process, the form can also be accessed via the **Request Commonwealth Assistance** link under the **FINANCE** side menu)

2. Read and complete each required section on the form – more information is available via the **FEE-HELP information booklet** link on the form

3. If you do not have your tax file number (TFN) at the time of submitting the form, you can still submit and continue with your enrolment, however, please ensure you enter your TFN before the earliest [census date](#) of the teaching period/s you are enrolling in

4. Questions 1-9 will pre-fill based on your personal and course details

You must answer **Will the student be studying at least one unit of study in Australia?** and subsequent question 10, before **Save & Continue** is enabled for submission of the form

5. Ensure you read the declaration before clicking **Save & Continue** to submit

6. Once submitted a success message will display, click **Continue** to proceed to the **SA-HELP Form** step

Success

Your Commonwealth Assistance Form has been successfully processed. No further modifications are possible until tomorrow. Alternatively you may not be eligible to complete this form. Please contact your provider for advice.

Changes successfully applied.

[View Receipt](#)

[← Previous](#)
[Continue →](#)

Enrolment Steps

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

Student ID

Course L40 - Graduate Certificate of Accounting and Finance

[Self Enrolment Home](#)

Note - the **ECAF Form** can only be submitted once per day, if you try access the **ECAF Form** again on the same day as submission, the following message will display

Information

A Commonwealth Assistance Form has already been processed for this course today. No further modifications are possible until tomorrow.

[← Previous](#)
[Continue →](#)

Step 7. SA-HELP Form (Domestic Postgraduate)

1. This form is used to request a loan for the **Student Services and Amenities Fee** (SA-HELP loan) – completing this form 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 **Continue without saving SA-HELP Form** at the bottom of the page

Note – if you do not submit a SA-HELP form by the [census date](#) you will be required to pay the **Student Services and Amenities Fee** in full

2. If submitting, read and complete each required section on the form – more information is available via the **SA-HELP information booklet** link on the form

3. If you do not have your tax file number (TFN) at the time of submitting the form, you cannot submit and will need to **Skip this step** as per point 1 to continue with your enrolment

If you want to apply for a SA-HELP loan you must return to the form and submit with a TFN before the earliest [census date](#) of the teaching period/s you are enrolling in (Note – the form can also be accessed via the **Request SA-HELP** link under the **FINANCE** side menu)

4. Questions 1-8 will pre-fill based on your personal and course details

You must answer the **Will the student be studying at least one unit of study in Australia?** and subsequent question 9 including your TFN, before **Save & Continue** is enabled for submission of the form

Step 7. 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.

[Open information booklet](#)

Check all information carefully. Some of the information on this form is supplied by your provider. 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. Address
5. Services
6. ECAF Form
7. SA-HELP Form
8. Units & Activities

Student ID

Course L40 - Graduate Certificate of Accounting and Finance

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

SECTION A. STUDENT DETAILS

5. Ensure you read the declaration before clicking **Save & Continue** under **Save SA-HELP Form** to submit

6. Once submitted a success message will display, click **Continue** to proceed to the **Services** step

The screenshot shows the 'Step 7. SA-HELP' form. The main content area displays a green 'Success' message: 'Your Commonwealth Assistance Form has been successfully processed. No further modifications are possible until tomorrow. Alternatively you may not be eligible to complete this form. Please contact your provider for advice.' Below this is a green bar with 'Changes successfully applied.' and a 'View Receipt' button. At the bottom are 'Previous' and 'Continue' buttons. On the right, the 'Enrolment Steps' sidebar lists steps 1 through 8, with '7. SA-HELP Form' highlighted. Below the steps, it shows 'Student ID' and 'Course' (L40 - Graduate Certificate of Accounting and Finance). At the bottom right are links for 'Self Enrolment Home' and a 'Key'.

Note - the **SA-HELP Form** can only be submitted once per day, if you try access the **SA-HELP Form** again on the same day as submission, the following message will display

The screenshot shows the 'Step 7. SA-HELP' form with an 'Information' message: 'A Commonwealth Assistance Form has already been processed for this course today. No further modifications are possible until tomorrow.' The message is in a light blue box with an information icon. At the bottom are 'Previous' and 'Continue' buttons. The right sidebar is partially visible, showing the 'Enrolment Steps' list.

Step 8. Units & Activities (Domestic Postgraduate)

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

Step 8. My Units

This page enables you to select the units you wish to enrol in for the year. Please visit the [Teaching 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 L40 - Graduate Certificate of Accounting and Finance

Period	Unit Code	Campus	Credit Points	Status	Action
You currently have no units for this enrolment period.					

Add Units + OR **Select Activities**

Your cart has 0 pending changes. **Undo All Changes**

Enrolment Steps

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

Student ID

Course L40 - Graduate Certificate of Accounting and Finance

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

2. The **Unit Search** window will appear, enter the unit code (or unit title if the code is not known) you have retrieved as per [The Enrolment Process](#) section of this guide, and click **Search**

3. Select your preferred unit offering option (teaching period, location) by clicking the **Select** action

Unit Search

Unit Code ACC6010 **Unit Title**

Cancel **Search** Your search has returned 2 units.

Unit Code	Unit Name	Period	Campus	Other Details	Action
ACC6010	Accounting Concepts and Applications	2025 Semester 2	Off Campus	More...	Select
ACC6010	Accounting Concepts and Applications	2025 Semester 2	Joondalup	More...	Select

Display **Cancel**

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

My Units

This page enables you to select the units you wish to enrol in for the year. Please visit the [Teaching 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 L40 - Graduate Certificate of Accounting and Finance

Period	Unit Code	Campus	Credit Points	Status	Action
2025 Semester 2	ACC6010	Joondalup	20	TO BE ADDED	Edit Undo

Add Units +
OR
Select Activities +

Your cart has 1 pending change.

[Undo All Changes](#)

[Previous](#)
[Proceed to Checkout](#)

Enrolment Steps

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

Student ID

Course L40 - Graduate Certificate of Accounting and Finance

[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, click **Proceed to Checkout**

Note - if you are having problems enrolling, click on the **Undo All Changes** button (if enabled) and try enrolling in one unit at a time (completing steps 1-10 for each unit)

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

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 and **INVALID** status for the unit and it will display highlighted in red

If you hover the mouse cursor over the **INVALID** status further information regarding the invalid reason will appear

To clear this unit, simply continue with your enrolment and it will be removed

My Units - Checkout

Course L40 - Graduate Certificate of Accounting and Finance

Period	Unit Code	Campus	Credit Points	Status	Notes
2025 Semester 2	ACC6010	Joondalup	20	TO BE ADDED	You will be enrolled in this unit
2025 Semester 2	EDL1260	Joondalup	15	INVALID - TO BE DELETED	Unit will be deleted

Your cart has 2 pending changes.

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

Enrolment Steps

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

Student ID

Course L40 - Graduate Certificate of Accounting and Finance

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

8. Click **Select Activities** to continue to unit activity selection for applicable units that have activities

Under the **Select/Remove** column tick the checkbox to select that activity day/time
The checkbox will be unavailable for activities that are marked **Full**

9. After you have made all activity selections click **Save & Continue** at the bottom of the page

Note - if your selection unit activity times clash, an error message will appear. The clashes will be highlighted in red and show **Clash**

To clear a clash, select alternative times, 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

Click **Save & Continue** once all clashes are cleared to confirm your enrolment

The screenshot displays the 'My Units - Activities' interface. It includes a shopping cart icon and a title bar. Below the title bar, there is a message: 'Please select your activities. Once you are happy with your selections please proceed to checkout.' The main content area lists two units: 'ACC6010 - Accounting Concepts and Applications' and 'ECF6110 - Business Finance'. Each unit has a table showing its activities. For ACC6010, the activity is 'SEM' on 'TUESDAY' from '13:30 - 16:30' with '1 of 70' allocated places. For ECF6110, the activity is 'SEM' on 'MONDAY' from '10:30 - 13:30' with '2 of 50' allocated places. Both activities have a checked checkbox in the 'Select / Remove' column. At the bottom of the unit list, there are two buttons: 'Back to Checkout' and 'Save & Continue'. On the right side, there is a sidebar titled 'Enrolment Steps' with a list of steps: 1. Declaration, 2. USI Verification, 3. Statistics, 4. Address, 5. Services, 6. ECAF Form, 7. SA-HELP Form, and 8. Units & Activities. Step 8 is currently selected. Below the steps, there is a section for 'Student ID' and 'Course', showing 'L40 - Graduate Certificate of Accounting and Finance'. At the bottom of the sidebar, there are links for 'Self Enrolment Home' and a 'Key' icon.

Activity	Day	Start - End	Allocated Places	Select / Remove	Notes
SEM	TUESDAY	13:30 - 16:30	1 of 70	<input checked="" type="checkbox"/>	

Activity	Day	Start - End	Allocated Places	Select / Remove	Notes
SEM	MONDAY	10:30 - 13:30	2 of 50	<input checked="" type="checkbox"/>	

Note - if the activity you wish to enrol in is full, you need to select a different activity day/time. If all of the classes for your chosen unit are full and it is not offered for external study, it is recommended that you contact the [Student Hub](#) for assistance

If there are activities available but you are unable to select your preferred day/time, you should enrol in another timeslot to ensure your enrolment is complete, and then continue to check the activity page to see if any spaces become available in your preferred timeslot

If you are unable to enrol for a preferred day/time, one week before your semester starts contact the [Student Hub](#) to see if it is possible to change

10. Once there are no further clashes and all activities have been selected, the **My Units - Receipt** page will display

You will see the unit changes you have made and your activity selections for this receipt
Select **Print** if you want to print a copy for your records

The **My Units - Receipt** page also includes a link to your **Study Timetable** (also accessible under the **ENROLMENT** side menu) 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 the available teaching periods

Step 8. My Units - Receipt

Information

Prior to the commencement of the next teaching period your course attempt status may show as INACTIVE. Provided you are enrolled in units this status will update to ENROLLED once the teaching period commences.

Shopping Cart successfully saved.

Course

L40 - Graduate Certificate of Accounting and Finance

Date

16/05/2025 12:43:49

Receipt Number

2779123

My Unit Changes

Period	Unit Code	Unit Name	Campus	Credit Points	Status	Notes
2025 Semester 2	ACC6010	Accounting Concepts and Applications	Joondalup	20	ENROLLED	Enrolled
2025 Semester 2	ECF6110	Business Finance	Joondalup	20	ENROLLED	Enrolled
2025 Semester 2	EDL1260	Children's Growth, Development and Learning	Joondalup	15	INVALID	Deleted

My Activity Selections

Period	Unit Code	Unit Name	Activity Type	Day	Time
2025/252	ACC6010	Accounting Concepts and Applications	SEM	TUESDAY	01:30 PM
2025/252	ECF6110	Business Finance	SEM	MONDAY	10:30 AM

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

Previous

Edit UnitsPrint

Enrolment Steps

1. Declaration

2. USI Verification

3. Statistics

4. Address

5. Services

6. ECAF Form

7. SA-HELP Form

8. Units & Activities

Student ID

Course

L40 - Graduate Certificate of Accounting and Finance

Self Enrolment Home

Key

END OF DOMESTIC POSTGRADUATE ENROLMENT STEPS



2.4 How to Enrol - Higher Education Domestic Postgraduate
SIMO - How to Guide
Effective May ©2025

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2.5 How to Enrol – Higher Education International

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 **USI Verification** step, otherwise you can contact [Student Hub](#) for any concerns

 Step 1. Declaration 

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

I, , 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:
 - 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;
 - 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](#);
 - disclosed to third parties, including third parties overseas, where this is necessary for the provision of services to me;
 - disclosed to third parties that have been involved with my enrolment, including education agents, home educational institutions and sponsors; and
 - used to conduct surveys, which may assist ECU in performing its statutory functions and improving its services.

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[Agree & Continue →](#)

Enrolment Steps

1. Declaration

2. USI Verification


3. Statistics

4. Address

5. Services

6. Units & Activities


Student ID



Course

C33 - Bachelor of Science (Nursing)

[Self Enrolment Home](#)

 Key

Step 2. USI Verification (International)

1. You are not required to provide your **USI** when you first enrol, however after you have arrived in Australia and before you graduate from your course you will need to provide it

Enter your **USI** (Unique Student Identifier) details in SIMO exactly as per the details against your **USI** on the government website – usi.gov.au

2. If you have provided your **USI** details, click **Verify** to proceed to the **Statistics** step

If you do not yet have a **USI** and are not providing it, click **Continue** under **Continue without verifying USI** to proceed to the **Statistics** step

The screenshot shows the 'Step 2. USI Verification' page. It includes a sidebar on the right titled 'Enrolment Steps' with a progress indicator showing steps 1 through 6, with '2. USI Verification' currently selected. The main content area contains instructions about the USI requirement, a form for verification, and navigation buttons. The form asks if the user has a first and family name, with a radio button for 'Yes' (selected) and 'No, I only have one name'. Below this are input fields for First Name, Middle Name, Family Name, Unique Student Identifier, and Birth Date. A 'Verify' button is present. Below the form, there is an 'OR' section with a 'Continue without verifying USI' option. At the bottom, there are 'Previous' and 'Continue' buttons. The sidebar also displays the student's ID and course details: 'C33 - Bachelor of Science (Nursing)'.

Step 3. Government Statistics (International)

1. Read through the various statistics questions and answer/amend where necessary – note the questions marked with * are mandatory

2. The first two questions cannot be amended once submitted as they are citizenship related – please contact the [Student Hub](#) if these need to be updated

3. Once all questions are answered correctly, click **Confirm & Continue** to proceed to the **Address** step

Step 4. Address (International)

- * Home Address

No existing address record

Add +

2.5 How to Enrol - Higher Education International
SIMO - How to Guide Effective May ©2025

3. If an address is already recorded for that address type and you want to change it, click **Update** to open the **Edit Address** window, make the necessary changes and click **Save**

Note - the **If not current, address effective from** field should only be used if you are not currently at the address and want the address to be effective from a future date (e.g. date you move into that address)

The image shows two parts of the address management interface. On the left is a summary view titled '* Correspondence Address' with fields for Address Line 1, Suburb, Post Code, Home Phone No., Work Phone No., and Mobile Phone No., and an 'Update' button. On the right is the 'Edit Address' window. It includes a note for international students, a selection for 'The current address type is' (set to 'AUSTRALIAN CORRESPONDENCE ADDRESS'), and input fields for Address Line 1, Address Line 2, Address Line 3, Suburb, Post Code, Home Phone No., Work Phone No., Mobile Phone No., and Fax No. There is also a field for 'If not current, address effective from' with a date format DD/MM/YYYY, and 'Cancel' and 'Save' buttons.

4. Once all addresses have been added click **Continue** to proceed to the **Services** step

Step 5. Services (International)

1. Read through and answer the services questions - note questions marked with * are mandatory and you will not be able to progress without responding to these

2. Some questions include links that will provide further information if required

3. Once all mandatory questions have been answered click **Save & Continue** to proceed to the **Units & Activities** step

Note - these questions may differ for you from what is displayed below

The image shows the 'Step 5. Service Questions' form. It has a title bar with a question mark icon and an information icon. The main content area says 'Please answer the following questions.' and contains three sections of questions. The first section is '* Prescribed Modules' with a checkbox for acknowledging module completion. The second section is '* Of the following categories, which BEST describes your current employment status?' with radio button options ranging from 'Full time employee' to 'Prefer not to answer'. The third section is '* Of the following categories, which BEST describes your main reason for undertaking this course?' with radio button options ranging from 'To get a job' to 'To try for a different career'. On the right side, there is a vertical 'Enrolment Steps' progress bar with steps 1 through 6. Steps 1-4 are completed (checked), step 5 'Services' is the current step (highlighted), and step 6 'Units & Activities' is next. Below the progress bar, the 'Student ID' and 'Course' (C33 - Bachelor of Science (Nursing)) are displayed. At the bottom, there are links for 'Self Enrolment Home' and a 'Key' icon.

Step 6. Unit & Activities (International)

1. On this page, your enrolment 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 [Teaching 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: C33 - Bachelor of Science (Nursing)

Period	Unit Code	Campus	Credit Points	Status	Action
You currently have no units for this enrolment period.					

[Add Units +](#) OR [Select Activities +](#)

Your cart has 0 pending changes.

[Undo All Changes](#)

[Previous](#) [Proceed to Checkout](#)

Enrolment Steps

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

Student ID

Course: C33 - Bachelor of Science (Nursing)

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

2. The **Unit Search** window will appear, enter the unit code (or unit title if the code is not known) you have retrieved as per [The Enrolment Process](#) section of this guide, and click **Search**

3. Select your preferred unit offering option (teaching period, location) by clicking the **Select** action

Note as an international student you can enrol in online (Off Campus) unit offerings however you must comply with the conditions of your visa – see [Can I study a unit online?](#) for further information

Unit Search

Unit Code: NUM1101 Unit Title:

[Cancel](#) [Search](#) Your search has returned 2 units.

Unit Code	Unit Name	Period	Campus	Other Details	Action
NUM1101	Nursing and Midwifery in the Australian Healthcare Context	2025 Semester 2	Off Campus	More...	Select
NUM1101	Nursing and Midwifery in the Australian Healthcare Context	2025 Semester 2	Joondalup	More...	Select

Display [v](#)

[Cancel](#)

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

My Units

This page enables you to select the units you wish to enrol in for the year. Please visit the [Teaching 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 C33 - Bachelor of Science (Nursing)

Period	Unit Code	Campus	Credit Points	Status	Action
2025 Semester 2	NUM1101	Joondalup	15	TO BE ADDED	Edit Undo

Add Units +
OR
Select Activities

Your cart has 1 pending change.

[Undo All Changes](#)

[Previous](#)
[Proceed to Checkout](#)

Enrolment Steps

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

Student ID

Course C33 - Bachelor of Science (Nursing)

[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, click **Proceed to Checkout**

Note - if you are having problems enrolling, click on the **Undo All Changes** button (if enabled) and try enrolling in one unit at a time (completing steps 1-10 for each unit)

7. You will be taken to the **Checkout** page to confirm your units

At this point the units are still pending enrolment

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 and **INVALID** status for the unit and it will display highlighted in red

If you hover the mouse cursor over the **INVALID** status further information regarding the invalid reason will appear

To clear this unit, simply continue with your enrolment and it will be removed

My Units - Checkout

Course C33 - Bachelor of Science (Nursing)

Period	Unit Code	Campus	Credit Points	Status	Notes
2025 Practicum 8	NPU3606	Joondalup	15	INVALID - TO BE DELETED	Unit will be deleted
2025 Semester 2	NUM1101	Joondalup	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. USI Verification
3. Statistics
4. Address
5. Services
6. Units & Activities

Student ID

Course C33 - Bachelor of Science (Nursing)

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

Under the **Select/Remove** column tick the checkbox to select that activity day/time
The checkbox will be unavailable for activities that are marked **Full**

Note – if your selection unit activity times clash, an error message will appear. The clashes will be highlighted in red and show **Clash**

Please note **NONE** of your units will be confirmed until the clash is cleared

Click **Save & Continue** once all clashes are cleared to confirm your enrolment

My Units - Activities

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

NUM1101 - Nursing and Midwifery in the Australian Healthcare Context

2025/SEMESTER 2, JO Campus

Activity	Day	Start - End	Allocated Places	Select / Remove	Notes
LEC	FRIDAY	00:30 - 02:30	70 of 260	<input checked="" type="checkbox"/>	Lecture is online only. Students to access the pre-recorded Lecture through Canvas
TUT	MONDAY	08:30 - 10:30	5 of 30	<input type="checkbox"/>	
TUT	MONDAY	10:30 - 12:30	22 of 30	<input type="checkbox"/>	
TUT	MONDAY	13:30 - 15:30	20 of 30	<input type="checkbox"/>	
TUT	WEDNESDAY	08:30 - 10:30	4 of 30	<input checked="" type="checkbox"/>	
TUT	WEDNESDAY	10:30 - 12:30	14 of 30	<input type="checkbox"/>	
TUT	WEDNESDAY	13:30 - 15:30	5 of 30	<input type="checkbox"/>	

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

Enrolment Steps

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

Student ID

Course C33 - Bachelor of Science (Nursing)

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

If there are activities available but you are unable to select your preferred day/time, you should enrol in another timeslot to ensure your enrolment is complete, and then continue to check the activity page to see if any spaces become available in your preferred timeslot

If you are unable to enrol for a preferred day/time, one week before your semester starts contact the [Student Hub](#) to see if it is possible to change

10. Once there are no further clashes and all activities have been selected, the **My Units - Receipt** page will display

You will see the unit changes you have made and your activity selections for this receipt
Select **Print** if you want to print a copy for your records

The **My Units - Receipt** page also includes a link to your **Study Timetable** (also accessible under the **ENROLMENT** side menu) 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 the available teaching periods

Step 6. My Units - Receipt

Information

Prior to the commencement of the next teaching period your course attempt status may show as INACTIVE. Provided you are enrolled in units this status will update to ENROLLED once the teaching period commences.

Shopping Cart successfully saved.

Course

C33 - Bachelor of Science (Nursing)

Date

22/05/2025 10:30:09

Receipt Number

2780203

My Unit Changes

Period	Unit Code	Unit Name	Campus	Credit Points	Status	Notes
2025 Semester 2	NUM1101	Nursing and Midwifery in the Australian Healthcare Context	Joondalup	15	ENROLLED	Enrolled
2025 Practicum 8	NPU3606	Nursing Practice 6	Joondalup	15	INVALID	Deleted

My Activity Selections

Period	Unit Code	Unit Name	Activity Type	Day	Time
2025/252	NUM1101	Nursing and Midwifery in the Australian Healthcare Context	LEC	FRIDAY	12:30 AM
			TUT	WEDNESDAY	08:30 AM

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

Previous

Edit Units

Print

Enrolment Steps

1. Declaration

2. USI Verification

3. Statistics

4. Address

5. Services

6. Units & Activities

Student ID

C33 - Bachelor of Science (Nursing)

Self Enrolment Home

Key

END OF INTERNATIONAL ENROLMENT STEPS

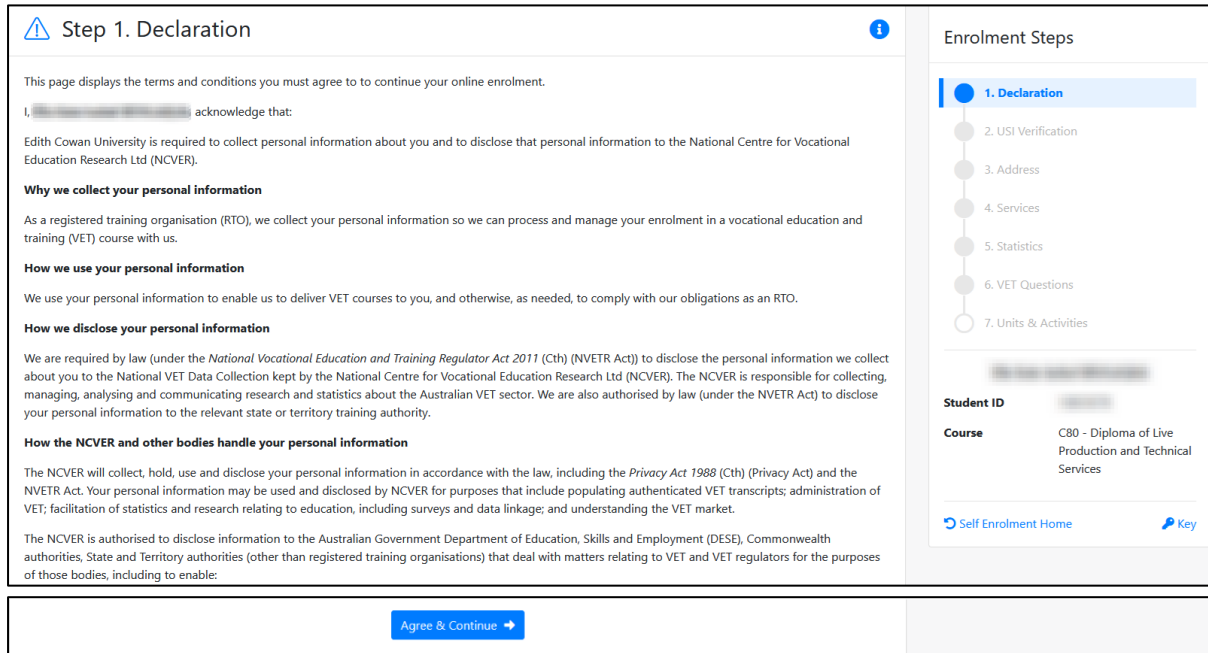
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2.5 How to Enrol – Vocational Education and Training (VET)

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, otherwise you can contact [Student Hub](#) for any concerns



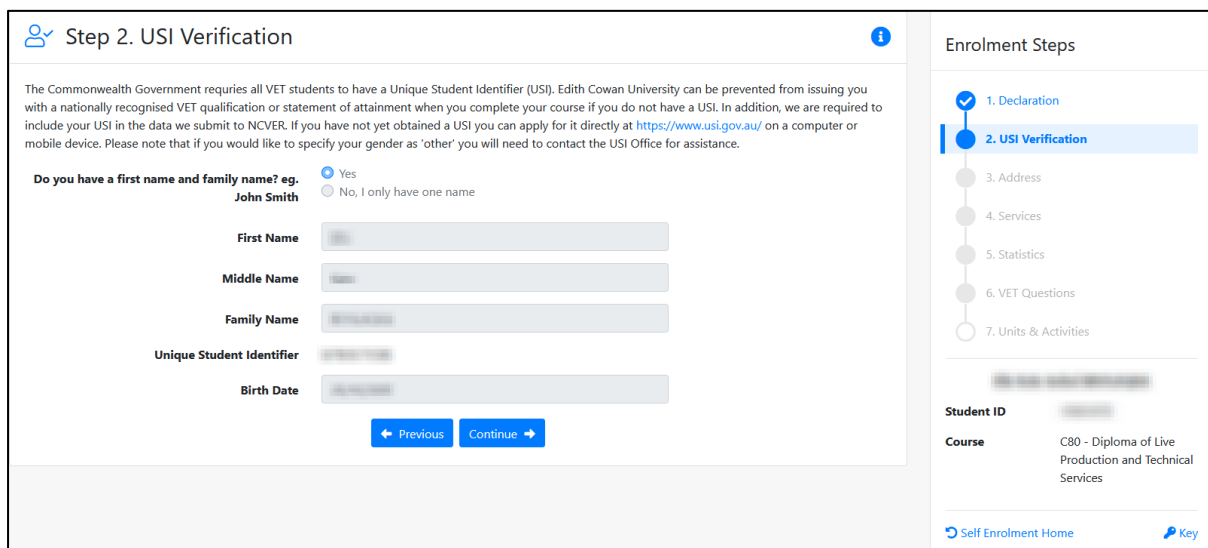
The screenshot shows the 'Step 1. Declaration' page. The main content area contains text explaining the terms and conditions of enrolment, including a statement from Edith Cowan University and details about personal information collection and use. A sidebar on the right titled 'Enrolment Steps' shows a progress bar with 7 steps: 1. Declaration (active), 2. USI Verification, 3. Address, 4. Services, 5. Statistics, 6. VET Questions, and 7. Units & Activities. Below the progress bar, the 'Student ID' and 'Course' (C80 - Diploma of Live Production and Technical Services) are displayed. At the bottom, there is a blue 'Agree & Continue' button.

Step 2. USI Verification (VET)

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

Enter your **USI** (Unique Student Identifier) details in SIMO exactly as per the details against your **USI** on the government website – [usi.gov.au](https://www.usi.gov.au)

2. Click **Verify** to proceed to the **Statistics** step



The screenshot shows the 'Step 2. USI Verification' page. The main content area contains a form for verifying the Unique Student Identifier (USI). It includes a question 'Do you have a first name and family name?' with radio buttons for 'Yes' and 'No'. Below this are input fields for 'First Name', 'Middle Name', 'Family Name', 'Unique Student Identifier', and 'Birth Date'. At the bottom, there are 'Previous' and 'Continue' buttons. A sidebar on the right titled 'Enrolment Steps' shows a progress bar with 7 steps: 1. Declaration, 2. USI Verification (active), 3. Address, 4. Services, 5. Statistics, 6. VET Questions, and 7. Units & Activities. Below the progress bar, the 'Student ID' and 'Course' (C80 - Diploma of Live Production and Technical Services) are displayed. At the bottom, there is a blue 'Self Enrolment Home' button and a 'Key' icon.

Step 3. Address (VET)

1. Confirm and update your addresses as required – note address types marked with * are mandatory and you will not be able to progress without providing these
2. For each address type, if no address exists click **Add +** to open the **Add Address** window, and follow the guidelines then click **Save**

*** Home Address**

No existing address record

Add +

+ Add Address

Please select an address type to add ☒ PERMANENT INTERNATIONAL HOME ADDRESS

Note: a PO box is NOT permitted for your home address.

*Address Line 1

Address Line 2

Address Line 3

City

*Country

Post/Zip Code

Home Phone No.

Work Phone No.

Mobile Phone No.

Fax No.

Cancel Save

3. If an address is already recorded for that address type and you want to change it, click **Update** to open the **Edit Address** window, make the necessary changes and click **Save**

Note - the **If not current, address effective from** field should only be used if you are not currently at the address and want the address to be effective from a future date (e.g. date you move into that address)

*** Correspondence Address**

Address Line 1

Suburb

Post Code

Home Phone No.

Work Phone No.

Mobile Phone No.

Update

Edit Address

Note: International Students studying in Australia must contact the [Student Hub](#) when you need address to an overseas address.

The current address type is ☒ AUSTRALIAN CORRESPONDENCE ADDRESS

*Address Line 1

Address Line 2

Address Line 3

*Suburb

*Post Code

Home Phone No.

Work Phone No.

Mobile Phone No.

Fax No.

If not current, address effective from DD/MM/YYYY

Cancel Save

4. Once all addresses have been added click **Continue** to proceed to the **Services** step

Step 4. Services (VET)

1. Read through and answer the services questions - note questions marked with * are mandatory and you will not be able to progress without responding to these
2. Some questions include links that will provide further information if required
3. Once all mandatory questions have been answered click **Save & Continue** to proceed to the **Statistics** step

Note - these questions may differ for you from what is displayed below

Step 4. Service Questions

Please answer the following questions.

***Do you have a concession?**

Note: If you are enrolled in the Certificate IV in Aboriginal Performance please complete the [ECU Concession Form](#) and forward to the [Student Fees Office](#). Fees will be adjusted once your concession has been verified.

☐ Yes
☒ No

***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 to defer your fees to a VET Student Loan?** If you answer yes, your eligibility will be assessed and you will be sent an email to advise the next steps. If you answer yes after the Semester 1, fee due date of 11 March, your request may not be able to be processed in time to apply for Semester 1.

☐ Yes
☒ No

Enrolment Steps

1. Declaration

2. USI Verification

3. Address

4. Services

5. Statistics

6. VET Questions

7. Units & Activities

Student ID

Course

C80 - Diploma of Live Production and Technical Services

Self Enrolment Home

Key

Previous

Confirm & Continue

Step 5. Government Statistics (VET)

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

Step 7. Units & Activities (VET)

1. On this page, your enrolment cart for the current enrolment period displays
2. You will need to confirm each of the unit attempts in your cart by ticking the **Confirm** checkbox under the **Action** column
3. Once **Confirm** is ticked for all units click **Proceed to Checkout**

Note - if you are having problems enrolling, click on the **Undo All Changes** button (if enabled) and try confirming one unit at a time (completing steps 1-10 for each unit)

Step 7. My Units

This page enables you to select the units you wish to enrol in for the year. Please visit the [Teaching 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 C80 - Diploma of Live Production and Technical Services

Qualification CUAS0420 - DIPLOMA OF LIVE PRODUCTION AND TECHNICAL SERVICES

Period	Unit Code	Campus	Other Details	Status	Action
2025 Semester 1	CPCWHS1001	Mount Lawley	More...	UNCONFIRM	<input checked="" type="checkbox"/> Confirm
2025 VET Full Year	CUAACD312	Mount Lawley	More...	UNCONFIRM	<input checked="" type="checkbox"/> Confirm
2025 VET Full Year	CUAIND512	Mount Lawley	More...	UNCONFIRM	<input checked="" type="checkbox"/> Confirm
2025 VET Full Year	CUALGT411	Mount Lawley	More...	UNCONFIRM	<input checked="" type="checkbox"/> Confirm
2025 VET Full Year	CUALGT512	Mount Lawley	More...	UNCONFIRM	<input checked="" type="checkbox"/> Confirm
2025 VET Full Year	CUAPPM421	Mount Lawley	More...	UNCONFIRM	<input checked="" type="checkbox"/> Confirm
2025 VET Full Year	CUAPPM514	Mount Lawley	More...	UNCONFIRM	<input checked="" type="checkbox"/> Confirm
2025 Semester 1	CUAPPR515	Mount Lawley	More...	UNCONFIRM	<input checked="" type="checkbox"/> Confirm
2025 VET Full Year	CUASMT511	Mount Lawley	More...	UNCONFIRM	<input checked="" type="checkbox"/> Confirm
2025 VET Full Year	CUASOU412	Mount Lawley	More...	UNCONFIRM	<input checked="" type="checkbox"/> Confirm
2025 VET Full Year	CUASOU421	Mount Lawley	More...	UNCONFIRM	<input checked="" type="checkbox"/> Confirm
2025 Semester 1	RIIWH5204E	Mount Lawley	More...	UNCONFIRM	<input checked="" type="checkbox"/> Confirm

Select Activities

Your cart has 0 pending changes.

Undo All Changes

[Previous](#)
[Proceed to Checkout](#)

Enrolment Steps

1. Declaration

2. USI Verification

3. Address

4. Services

5. Statistics

6. VET Questions

7. Units & Activities

Student ID

Course C80 - Diploma of Live Production and Technical Services

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

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

My Units - Checkout

Course C80 - Diploma of Live Production and Technical Services

Qualification CUAS0420 - DIPLOMA OF LIVE PRODUCTION AND TECHNICAL SERVICES

Period	Unit Code	Campus	Other Details	Status	Notes
2025 Semester 1	CPCWHS1001	Mount Lawley	More...	TO BE CONFIRMED	You will be enrolled in this unit
2025 VET Full Year	CUAACD312	Mount Lawley	More...	TO BE CONFIRMED	You will be enrolled in this unit
2025 VET Full Year	CUAIND512	Mount Lawley	More...	TO BE CONFIRMED	You will be enrolled in this unit
2025 VET Full Year	CUALGT411	Mount Lawley	More...	TO BE CONFIRMED	You will be enrolled in this unit
2025 VET Full Year	CUALGT512	Mount Lawley	More...	TO BE CONFIRMED	You will be enrolled in this unit
2025 VET Full Year	CUAPPM421	Mount Lawley	More...	TO BE CONFIRMED	You will be enrolled in this unit
2025 VET Full Year	CUAPPM514	Mount Lawley	More...	TO BE CONFIRMED	You will be enrolled in this unit
2025 Semester 1	CUAPPR515	Mount Lawley	More...	TO BE CONFIRMED	You will be enrolled in this unit
2025 VET Full Year	CUASMT511	Mount Lawley	More...	TO BE CONFIRMED	You will be enrolled in this unit
2025 VET Full Year	CUASOU412	Mount Lawley	More...	TO BE CONFIRMED	You will be enrolled in this unit
2025 VET Full Year	CUASOU421	Mount Lawley	More...	TO BE CONFIRMED	You will be enrolled in this unit
2025 Semester 1	RIIWH5204E	Mount Lawley	More...	TO BE CONFIRMED	You will be enrolled in this unit

Your cart has 12 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

Course C80 - Diploma of Live Production and Technical Services

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

8. Click **Select Activities** to continue to unit activity selection for applicable units that have activities

As a VET student you may not need to action anything at this point, if no activities display click **Save & Continue** to save the unit confirmations and your units will now be enrolled

If there are activities to select, under the **Select/Remove** column tick the checkbox to select that activity day/time

The checkbox will be unavailable for activities that are marked **Full**

9. If required, after you have made all activity selections click **Save & Continue** at the bottom of the page

Note - if your selection unit activity times clash, an error message will appear. The clashes will be highlighted in red and show **Clash**

To clear a clash, select alternative times, 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

Click **Save & Continue** once all clashes are cleared to confirm your enrolment

Note - if the activity you wish to enrol in is full, you need to select a different activity day/time. If all of the classes for your chosen unit are full and it is not offered for external study, it is recommended that you contact the [Student Hub](#) for assistance

If there are activities available but you are unable to select your preferred day/time, you should enrol in another timeslot to ensure your enrolment is complete, and then continue to check the activity page to see if any spaces become available in your preferred timeslot

If you are unable to enrol for a preferred day/time, one week before your semester starts contact the [Student Hub](#) to see if it is possible to change

10. Once you have proceeded past the **Activities** page, the **My Units - Receipt** page will display

You will see the unit changes you have made and your activity selections if applicable for this receipt

Select **Print** if you want to print a copy for your records

The **My Units - Receipt** page also includes a link to your **Study Timetable** (also accessible under the **ENROLMENT** side menu) 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 the available teaching periods

Step 7. My Units - Receipt

Shopping Cart successfully saved.

Course C80 - Diploma of Live Production and Technical Services

Qualification -

Date 22/05/2025 14:30:53

Receipt Number 2780206

My Unit Changes

Period	Unit Code	Unit Name	Campus	Other Details	Status	Notes
2025 Semester 1	CPCWHS1001	Prepare to work safely in the construction industry	Mount Lawley	More...	ENROLLED	Enrolled
2025 VET Full Year	CUAACD312	Produce computer-aided drawings	Mount Lawley	More...	ENROLLED	Enrolled
2025 VET Full Year	CUAIND512	Enhance professional practice using creative arts industry knowledge	Mount Lawley	More...	ENROLLED	Enrolled
2025 VET Full Year	CUALGT411	Operate complex lighting	Mount Lawley	More...	ENROLLED	Enrolled
2025 VET Full Year	CUALGT512	Manage installation of lighting systems	Mount Lawley	More...	ENROLLED	Enrolled
2025 VET Full Year	CUAPPM421	Contribute to organising productions	Mount Lawley	More...	ENROLLED	Enrolled
2025 VET Full Year	CUAPPM514	Manage bump in and bump out of shows	Mount Lawley	More...	ENROLLED	Enrolled
2025 Semester 1	CUAPPR515	Establish and maintain safe creative practice	Mount Lawley	More...	ENROLLED	Enrolled
2025 VET Full Year	CUASMT511	Stage manage productions and events	Mount Lawley	More...	ENROLLED	Enrolled
2025 VET Full Year	CUASOU412	Manage audio input sources	Mount Lawley	More...	ENROLLED	Enrolled
2025 VET Full Year	CUASOU421	Mix audio for live productions	Mount Lawley	More...	ENROLLED	Enrolled
2025 Semester 1	RIIWH5204E	Work safely at heights	Mount Lawley	More...	ENROLLED	Enrolled

My Activity Selections

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

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

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

- 2025 Semester 1

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

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

Enrolment Steps

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

Student ID [REDACTED]

Course C80 - Diploma of Live Production and Technical Services

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


END OF VET ENROLMENT STEPS

2.6 How to View Your Study Timetable

1. Click on the **Study Timetable** tile on the **Welcome to SIMO** homepage, or click **Study Timetable** under the **ENROLMENT** side menu

2. The **Study Timetable** page will display your enrolled activity selections in a weekly **Calendar Layout** view

The displayed teaching period can be changed via the tabs above the calendar

 Study Timetable

[Timetable Layout](#) [Print](#)


2025 Semester 1 2025 Semester 2

[Hide Weekend](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00							
08:30							
09:00		MAE3270 (TUT) Teaching and Learning in Primary Mathematics 2 TUE 08:30 - 10:30 Room: TBA					
09:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
13:00							
13:30							
14:00							
14:30							
15:00							
15:30							
16:00							
16:30							
17:00							
17:30			MAE3270 (LEC) Teaching and Learning in Primary Mathematics 2 WED 17:30 - 18:30 Room: 1 ONLINE(NRR) Lecture is online only. Students to access pre- recorded lecture via canvas prior to attending tuts			PPA3260 (WSP) Professional Experience 3 SAT 17:30 - 19:30 Room: 1 WAITLIST(NRR) WAITLIST - enrol here if the tutorials are full and monitor for updates	
18:00							

3. Click **Timetable Layout** to view the units and any associated activities in a list format, which includes any off campus units that do not have activities

Click **Calendar Layout** to return to the calendar view

 Study Timetable

[Calendar Layout](#) [Print](#)

Bachelor of Education (Primary) (Y41)

Semester	Unit Code	Title	Campus	Type	Day	Time	Room	Notes
2025 Semester 1	EDF3202	Aboriginal Contexts in Primary Education	JO	LEC	SATURDAY	01:30 - 02:30	1 ONLINE(NRR)	
2025 Semester 1	EDF3202	Aboriginal Contexts in Primary Education	JO	SEM	FRIDAY	09:30 - 12:30	JO05 235	
2025 Semester 1	SCE3240	Science Education in Primary Schools 2	JO	LEC	THURSDAY	20:30 - 21:30	1 ONLINE(NRR)	Lecture is online only. Students to access pre-recorded lecture via canvas prior to attending tuts
2025 Semester 1	SCE3240	Science Education in Primary Schools 2	JO	TUT	THURSDAY	08:30 - 10:30	JO04 230	Quota set for OHS for venue - do not override
2025 Semester 2	LAN3280	English in Middle and Upper Primary School	ES			This Unit is studied online and has no Activities		
2025 Semester 2	MAE3270	Teaching and Learning in Primary Mathematics 2	JO	LEC	WEDNESDAY	17:30 - 18:30	1 ONLINE(NRR)	Lecture is online only. Students to access pre-recorded lecture via canvas prior to attending tuts
2025 Semester 2	MAE3270	Teaching and Learning in Primary Mathematics 2	JO	TUT	TUESDAY	08:30 - 10:30	TBA	
2025 Semester 2	PPA3260	Professional Experience 3	ML	LEC	WEDNESDAY	20:30 - 21:30	1 ONLINE(NRR)	Lecture is online only. Students to access pre-recorded lecture via canvas prior to attending tuts

3. Updating Unit Enrolments

3.1 How to Change Unit Campus and/or Teaching Period

Note – this is not available to VET students as they will follow a set study schedule

1. Click on the **Self Enrolment** tile on the **Welcome to SIMO** homepage, or click **Self Enrolment** under the **ENROLMENT** side menu
2. Under the course you wish to modify, click **Review and Update Enrolment**
3. From the **Enrolment Steps** list, select **Units & Activities** to open the **Units & Activities** step and the enrolment cart
4. Under the **Action** column click **Edit** aligned with the unit you are wanting to update

Step 6. My Units

This page enables you to select the units you wish to enrol in for the year. Please visit the [Teaching 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 Y41 - Bachelor of Education (Primary)

Period	Unit Code	Campus	Credit Points	Status	Action
2025 Semester 1	EDF3202	Joondalup	15	ENROLLED	Edit
2025 Semester 1	EDS3240	Joondalup	15	ENROLLED	Edit
2025 Semester 2	EDU3265	Joondalup	15	ENROLLED	Edit Delete
2025 Semester 2	LAN3240	Joondalup	15	ENROLLED	Edit Delete
2025 Semester 1	LAN3280	Joondalup	15	ENROLLED	Edit
2025 Semester 2	MAE3270	Joondalup	15	ENROLLED	Edit Delete
2025 Semester 2	PPA3260	Joondalup	15	ENROLLED	Edit Delete
2025 Semester 1	SCE3240	Joondalup	15	ENROLLED	Edit

Enrolment Steps

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

Student ID

Course Y41 - Bachelor of Education (Primary)

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

5. An **Edit Unit** window will display your currently selected unit offering plus any available selections you can update to (a different campus and/or teaching period)

Click **Select** to update your enrolment cart with the new selection, repeat for any other units you would like to update

Note – editing a unit will not always be possible depending how far it is into the enrolled unit teaching period, and clicking **Edit** will only show your selected unit offering

Note – unit changes are not saved until you proceed right through to the **My Units - Receipt** page

[Edit Unit](#) ▶ LAN3280 - English in Middle and Upper Primary School

Period	Campus	Other Details	Action
2025 Semester 1	Joondalup	More...	Selected
2025 Semester 2	Off Campus	More...	Select
2025 Semester 2	Joondalup	More...	Select

Display

Cancel

6. The updated units will display a **TO BE MODIFIED** status in the enrolment cart

Click **Proceed to Checkout** to continue

Period	Unit Code	Campus	Credit Points	Status	Action
2025 Semester 1	EDF3202	Joondalup	15	ENROLLED	Edit
2025 Semester 1	EDS3240	Joondalup	15	ENROLLED	Edit
2025 Semester 2	EDU3265	Joondalup	15	ENROLLED	Edit Delete
2025 Semester 2	LAN3240	Joondalup	15	ENROLLED	Edit Delete
2025 Semester 2	LAN3280	Joondalup	15	TO BE MODIFIED	Edit Undo
2025 Semester 2	MAE3270	Joondalup	15	ENROLLED	Edit Delete
2025 Semester 2	PPA3260	Mount Lawley	15	TO BE MODIFIED	Edit Delete Undo
2025 Semester 1	SCE3240	Joondalup	15	ENROLLED	Edit

7. The **Notes** column will display the selected changes against any updated unit offerings

2025 Semester 2	LAN3280	Off Campus	15	TO BE MODIFIED	Change Teaching Period Campus Class
2025 Semester 2	MAE3270	Joondalup	15	ENROLLED	
2025 Semester 2	PPA3260	Mount Lawley	15	TO BE MODIFIED	Change Campus

8. Click **Select Activities** to continue to unit activity selection

Under the **Select/Remove** column tick the checkbox to select that activity day/time
The checkbox will be unavailable for activities that are marked **Full** (unless you have already enrolled in that activity already)

Click **Save & Continue** to confirm your enrolment

PPA3260 - Professional Experience 3

2025/SEMESTER 2, ML Campus

Activity	Day	Start - End	Allocated Places	Select / Remove	Notes
LEC	WEDNESDAY	20:30 - 21:30	67 of 100	<input checked="" type="checkbox"/>	Lecture is online only. Students to access pre-recorded lecture via canvas prior to attending tuts
WSP	TUESDAY	09:30 - 11:30	32 of 32 Full	<input type="checkbox"/>	
WSP	TUESDAY	11:30 - 13:30	32 of 32 Full	<input type="checkbox"/>	
WSP	SATURDAY	17:30 - 19:30	3 of 20	<input checked="" type="checkbox"/>	WAITLIST - enrol here if the tutorials are full and monitor for updates

← Back to Checkout

Save & Continue →

9. The **My Units - Receipt** page will display, and you will see the unit changes you have made and your activity selections for this receipt
Select **Print** if you want to print a copy for your records

Step 6. My Units - Receipt

Shopping Cart successfully saved.

Course Y41 - Bachelor of Education (Primary)

Date 22/05/2025 15:37:36

Receipt Number 2780207

3.2 How to Withdraw (Discontinue) 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, please see the [Withdrawal Dates](#) web page or contact [Student Hub](#) for more information

1. Click on the **Self Enrolment** tile on the **Welcome to SIMO** homepage, or click **Self Enrolment** under the **ENROLMENT** side menu
2. Under the course you wish to modify, click **Review and Update Enrolment**
3. From the **Enrolment Steps** list, select **Units & Activities** to open the **Units & Activities** step and the enrolment cart
4. If it is before the start of the teaching period for the unit you wish to withdraw from - select **Delete** against the unit under the **Action** column

If it is after the start of the teaching period for the unit you wish to withdraw from - select **Discontinue** against the unit under the **Action** column

If it is after teaching period [census date](#) you will not be able to discontinue and will need to submit a [Current Student Enquiry Form](#) to [Student Hub](#)

Note – unit withdrawals are not saved until you proceed right through to the **My Units - Receipt** page

Step 6. My Units

This page enables you to select the units you wish to enrol in for the year. Please visit the [Teaching 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 Y41 - Bachelor of Education (Primary)

Period	Unit Code	Campus	Credit Points	Status	Action
2025 Semester 1	EDF3202	Joondalup	15	ENROLLED	Edit Discontinue
2025 Semester 1	EDS3240	Joondalup	15	ENROLLED	Edit Discontinue
2025 Semester 2	EDU3265	Joondalup	15	ENROLLED	Edit Delete

5. Deleted units will display a **TO BE DELETED** status in the enrolment cart

Discontinued units will display a **TO BE DISCONTINUED** status in the enrolment cart

A warning will display informing the units will not be discontinued yet

Click **Proceed to Checkout** to continue

Warning! Your units will not be discontinued until you Proceed to Checkout →					
Period	Unit Code	Campus	Credit Points	Status	Action
2025 Semester 1	EDF3202	Joondalup	15	ENROLLED	Edit Discontinue
2025 Semester 1	EDS3240	Joondalup	15	TO BE DISCONTINUED (Proceed to Checkout)	Undo
2025 Semester 2	EDU3265	Joondalup	15	TO BE DELETED	Undo

6. The **Notes** column will display the selected changes against any withdrawn unit offerings, whether deleted or discontinued



2025 Semester 1	EDS3240	Joondalup	15	TO BE DISCONTINUED (Please Confirm)	Unit will be discontinued
2025 Semester 2	EDU3265	Joondalup	15	TO BE DELETED	Unit will be deleted


7. Click **Select Activities** to continue to unit activity selection page

You do not need to make any activity changes if you are only withdrawing from units so simply click **Save & Continue** to confirm your enrolment

8. The **My Units - Receipt** page will display, and you will see the unit changes you have made and your activity selections for this receipt

Select **Print** if you want to print a copy for your records

 Step 6. My Units - Receipt 

 Shopping Cart successfully saved.

Course

Y41 - Bachelor of Education (Primary)

Date

22/05/2025 15:55:27

Receipt Number

2780208

Note - you cannot withdraw from all your enrolled unit attempts. If you would like to discontinue or intermit from course completely you will need to apply to [Discontinue/Intermit from the Course](#)

4. Personal Details

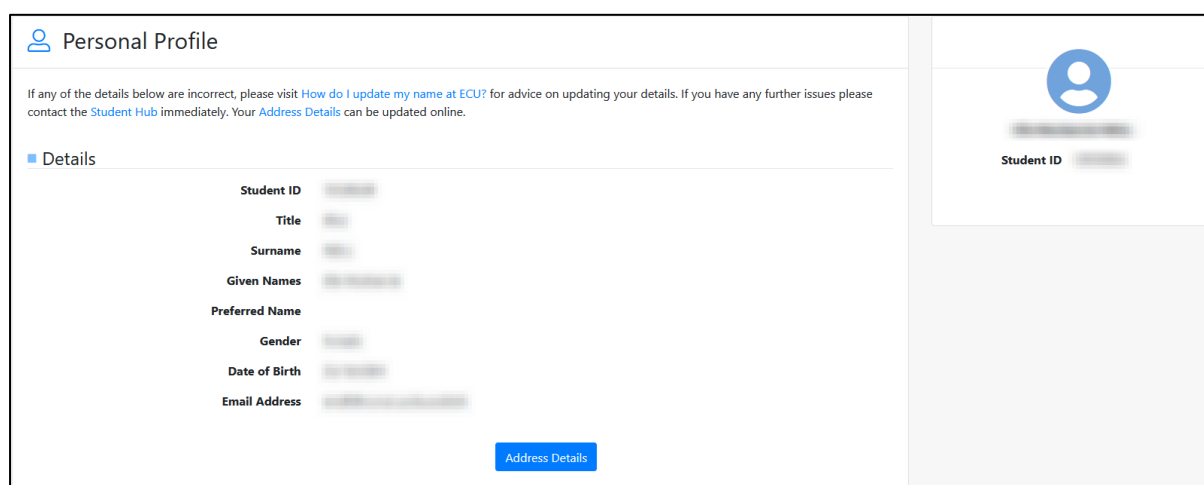
4.1 How to View Your Personal Profile

1. Click on the **Personal Profile** tile on the **Welcome to SIMO** homepage, or click **Personal Profile** under the **PERSON DETAILS** side menu

2. Your **Student ID**, **Name**, **Personal Details** and **Student Email Address** will display

If any details are incorrect, please visit [How do I update my name at ECU?](#) For advice on updating your details

You can also click **Address Details** to view/add/update your addresses

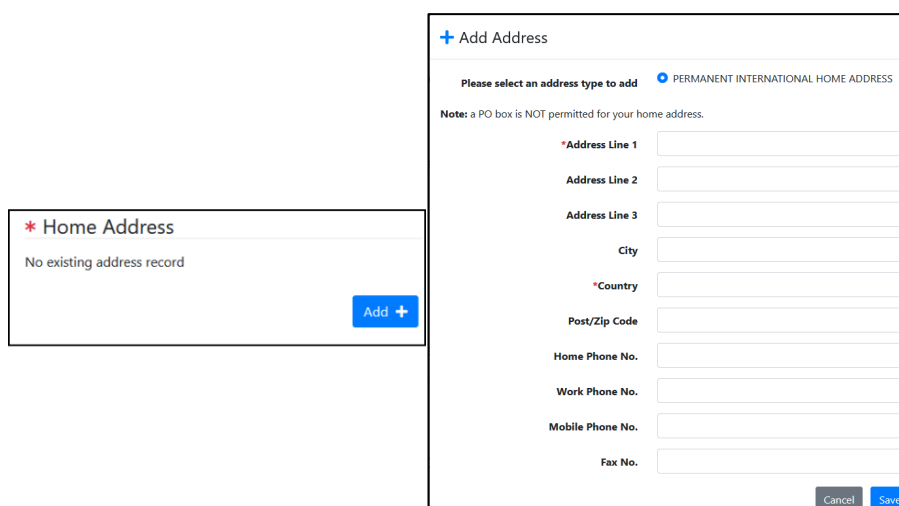


4.2 How to Update Your Address Details

1. Click on the **Address Details** tile on the **Welcome to SIMO** homepage, or click **Address Details** under the **PERSON DETAILS** side menu

2. Check and update any addresses as required – note address types marked with * are mandatory

3. For each address type, if no address exists click **Add +** to open the **Add Address** window, and follow the guidelines then click **Save**



4. If an address is already recorded for that address type and you want to change it, click **Update** to open the **Edit Address** window, make the necessary changes and click **Save**

Note - the **If not current, address effective from** field should only be used if you are not currently at the address and want the address to be effective from a future date (e.g. date you move into that address)

The image shows two parts of the address management interface. On the left is a summary view titled '* Correspondence Address' with fields for Address Line 1, Suburb, Post Code, Home Phone No., Work Phone No., and Mobile Phone No., and an 'Update' button. On the right is the 'Edit Address' window. It includes a note for international students, a radio button to select 'AUSTRALIAN CORRESPONDENCE ADDRESS', and input fields for Address Line 1, Address Line 2, Address Line 3, Suburb, Post Code, Home Phone No., Work Phone No., Mobile Phone No., Fax No., and an 'If not current, address effective from' date field. 'Cancel' and 'Save' buttons are at the bottom right.

Note - address details can also be updated as part of [The Enrolment Process](#)

5. Course Details

5.1 How to View Course Information

SIMO can be used to view information on your course attempts including:

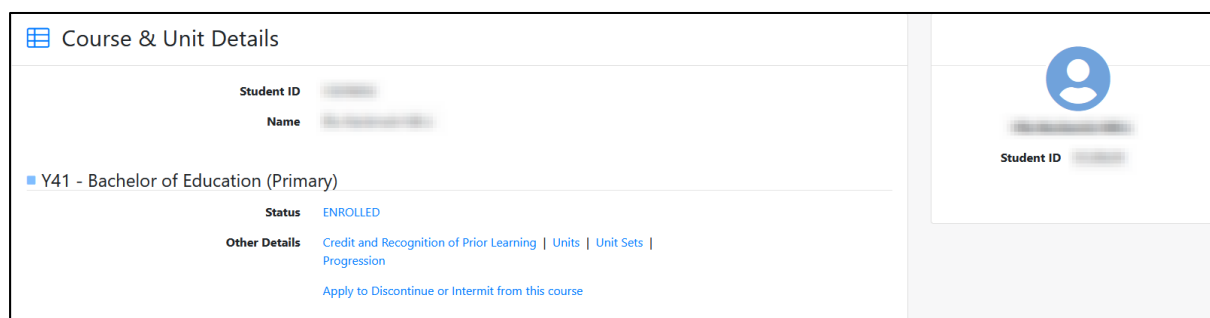
- Unit details
- Unit Set (e.g. Major, Minor) details
- Credit and Recognition of Prior Learning details
- Course Status
- Progression

1. Click on the **Course & Units Details** tile on the **Welcome to SIMO** homepage, or click **Course & Units Details** under the **COURSE DETAILS** side menu

2. The **Course & Units Details** page displays each of your course attempts with links to all the associated information

If you have multiple course attempts, they will be listed separately with their own links

3. You can also use the **Apply to Discontinue or Intermit from this course** link to start a **Discontinue/Intermit Course** application



5.2 How to Self-Serve Documents

SIMO can be used to obtain documents that show your academic record for a course and a completion letter where applicable

You may not be able to obtain any documents if you have an [encumbrance](#)

1. Click **Self Serve Documents** under the **COURSE DETAILS** side menu


2. The **Document Generation** page will display with instructions on how to generate your document

Depending on your course and progress you may see an option for:

- Academic E-Record – for further information [What is an Academic eRecord?](#)
- Course Completion Letter (Graduate Research School) – Higher Degree Research (HDR) course completions
- Course Completion Letter – all non-HDR course completions

3. Select the document type, course code, and click **Generate**

Note - document emails will be sent to both your student and personal email addresses

 **Document Generation**

On this page you can generate documents. This can be done in three easy steps:

1. Choose the type of document you want to generate.
2. Choose the applicable course.
3. Click the 'Generate' button.

Step 1. Documents To Generate

☒ Academic E-Record

☐ Course Completion Letter (Graduate Research School)

☐ Course Completion Letter

Step 2. Course Selection

☐ G99 - Bachelor Of Counter Terrorism Security And Intelligence

☒ L61 - Doctor Of Philosophy

☐ Y14 - Bachelor Of Counter Terrorism Security And Intelligence

☐ Y85 - Bachelor Of Science (Security) Honours

Step 3. Delivery Option

☒ Email


Generate

 Emails will be sent to your student email address and personal email address.

5.3 How to Apply to Discontinue/Intermit from a Course

1. Click on the **Discontinue/Intermit Course** tile on the **Welcome to SIMO** homepage, or click **Discontinue/Intermit Course** under the **COURSE DETAILS** side menu

From the **Apply to Discontinue or Intermit from a Course** page you can submit a new application, or view existing applications, and approved intermission periods

 **Discontinue / Intermit Course**

Apply to Discontinue or Intermit from a Course

Before withdrawing from your studies, the University strongly encourages you to seek advice on your options from your [Student Hub](#), [Learning Adviser](#), [Counselling service](#), [Student Access and Inclusion Service](#), [Kurongkurl Katitjin](#), or [Student Success Officer](#).

If you are looking to withdraw from a unit only, please go to [Self Enrolment](#) and withdraw from the individual unit.

***Please select the type of application**

☐ Discontinue from my course

☐ Intermit from my course

***Please select a course**

☒ Y41 Bachelor of Education (Primary) - **ENROLLED**

Proceed →

Existing Applications

Appl ID	Course Code	Course Title	Application Type	Date Received	Start	End	Application Status	Outcome Date	Action
No Existing Applications.									

Approved Intermission Periods

Course Code	Course Title	Course Attempt Status	Start	End	Action
No Approved Intermission Periods.					

2. To submit a new application, choose an application type:

- Discontinue from my course – [How do I withdraw from my course?](#)
- Intermit from my course – [Can I defer my course?](#)

Note – Before withdrawing from your studies, the University strongly encourages you to seek advice on your options from your [Student Hub](#), [Learning Adviser](#), [Counselling service](#), [Student Access and Inclusion Service](#), [Kurongkurl Katitjin](#), or [Student Success Officer](#)

3. Select a course to discontinue/intermit from and click **Proceed** to continue to the **Application Details** page

4. Depending on the type of application selected at step 1. you will need to respond to relevant questions

Any questions marked with * are mandatory and you will not be able to submit the application without providing these

Click **Proceed** to continue to the **Application Review** page

The image displays two side-by-side screenshots of the 'Discontinue / Intermit Course' application form. Both screenshots show the 'Application Details' section with the course 'Y41 Bachelor of Education (Primary)'.

Left Screenshot (Intermit):

- Application Type:** Intermit
- When would you like to start your course intermission?** (Dropdown menu)
- How many semesters would you like to intermit your course?** (Dropdown menu)
- *Please tell us why you'd like to intermit** (Mandatory question with radio button options):
 - ☐ I have family commitments
 - ☐ Health reasons are impacting on my ability to study
 - ☐ I have an employment opportunity
- If there is any other information or anything else you'd like to tell us, please enter it below.** (Text area)
- Buttons:** Cancel, Proceed →

Right Screenshot (Discontinue):

- Application Type:** Discontinue
- Discontinuation Date:** When do you wish to discontinue? (Date field: 23/05/2025, Calendar icon)
- *What is your main reason for applying to discontinue from your course?** (Mandatory question with radio button options):
 - ☐ HEALTH
 - ☐ FAMILY ISSUES
 - ☐ EMPLOYMENT OPPORTUNITY
 - ☐ FINANCIAL
 - ☐ PERSONAL
- Please select any other reasons for applying to discontinue your course.** (List of checkboxes):
 - ☐ Family reasons
 - ☐ Too much travel
 - ☐ Financial reasons
 - ☐ The timetable doesn't suit me
 - ☐ I am changing course
 - ☐ I am changing universities
 - ☐ I have had a change of career aspiration
 - ☐ I have competing work commitments
 - ☐ I have had a change of employment
 - ☐ The course is not what I expected
 - ☐ The course is too hard
 - ☐ I do not like the units
 - ☐ The teaching was of poor quality
- If there is anything else you'd like to share with us relating to your decision to discontinue from your course, please enter it below.** (Text area)
- Buttons:** Cancel, Proceed →

5. A summary of your application responses will display

Review and click **Back** if you want to make any changes or **Cancel** to cancel your application

When satisfied, tick the **Declaration** checkbox and click **Submit** to submit your application

⏏ Discontinue / Intermit Course

Application Review

Please review and submit Applications

Course

Y41 Bachelor of Education (Primary)

Application Type

Discontinue

Effective Date

23/05/2025

Main reason for applying to discontinue the course?

PERSONAL

Please select any other reasons for applying to discontinue your course.

If there is anything else you'd like to share with us relating to your decision to discontinue from your course, please enter it below.

Declaration


☒ I declare that the information provided in this application is correct and complete. I understand that this is an application only and not automatic approval. I understand the implications of my application being approved. I am aware of the [financial and academic penalties](#) that may apply once I submit my request to withdraw.

← Back

Cancel

Submit


6. You will return to the **Apply to Discontinue or Intermit from a Course** and the submitted application will appear under the **Existing Applications** where you can see the application details and progress

Existing Applications									
Appl ID	Course Code	Course Title	Application Type	Date Received	Start	End	Application Status	Outcome Date	Action
117537	Y41	Bachelor of Education (Primary)	Discontinue	23/05/2025	23/05/2025		Thank you for your application. We are considering it and will send you an email with the outcome as soon as possible.	23/05/2025	Upload Documents 

6. Student Fees

6.1 How to View Your Fee Details

1. Click on the **Fee Summary** tile on the **Welcome to SIMO** homepage, or click **Fee Summary** under the **Finance** side menu
2. The **Fee Summary** page will show any outstanding fees details with a link to **Pay Now Online**

 Fee Summary


Outstanding Balance as at - 23/05/2025


Due Date	Course Code	Period	Type of Fee	Amount	Payments Received	Outstanding Balance
12/08/2025		FEE SEM 2	SSAF	\$ 182.50	\$ 0.00	\$ 182.50
Total Amount Outstanding						182.50 AUD

Pay Now Online


Statement of Account


If you are enrolled in multiple teaching periods, please ensure you check each page of your Statement of Account.


 [Current Statement of Account](#)


 [View historic statements](#)


3. Under the **Statement of Account** header there are two links:
- **Current Statement of Account** - opens a pdf in a new tab with an invoice for any currently available teaching periods displaying due date, unit fee details and total amount due
 - **View historic statements** - opens the **Historic Statement of Account** page with links to pdf invoice documents for past teaching periods


 Historic Statement of Account

 SEMESTER ONE INVOICE 01/01/2025 - 30/06/2025

 SEMESTER TWO INVOICE 01/07/2024 - 31/12/2024

 SEMESTER ONE INVOICE 01/01/2024 - 30/06/2024

 SEMESTER TWO INVOICE 01/07/2023 - 31/12/2023

 SEMESTER ONE INVOICE 01/01/2023 - 30/06/2023

6.2 How to Update your Commonwealth Assistance Form (Domestic Only)

You may have already completed the Commonwealth Assistance Form (**ECAF Form**) as part of the enrolment process

If you wish to change your payment option, please follow the instructions below
Please note the **ECAF Form** can only be submitted once per day and prior to the [census date](#) of the teaching period of your enrolled units

1. Click on the **Request Commonwealth Assistance** tile on the **Welcome to SIMO** homepage, or click **Request Commonwealth Assistance** under the **Finance** side menu
2. Follow the instructions under your relevant enrolment guide to submit the form:
 - [Domestic Undergraduate](#)
 - [Domestic Postgraduate](#)

6.3 How to View Your Commonwealth Assistance Notice

You can view your fees for a teaching period which have been submitted to the Australian Taxation Office via the **Commonwealth Assistance Notice** (ECAN)

This will normally happen shortly after the [census date](#) of the teaching period of your enrolled units where you have requested **Commonwealth Assistance**

1. Click on the **Commonwealth Assistance Notice** tile on the **Welcome to SIMO** homepage, or click **Commonwealth Assistance Notice** under the **Finance** side menu
2. Select the date link under the **Extract Date** column for the fee period you wish to view

ECAN Selection			
Extract Date	Fee Period	Date of Issue	Status
23/04/2025 08:25:40	SEMESTER ONE FEE CALENDAR 01/01/2025 - 30/06/2025	23/04/2025	VALID
09/09/2024 15:16:07	SEMESTER TWO FEE CALENDAR 01/07/2024 - 31/12/2024	09/09/2024	VALID
08/04/2024 16:31:35	SEMESTER ONE FEE CALENDAR 01/01/2024 - 30/06/2024	08/04/2024	VALID
08/09/2023 13:19:53	SEMESTER TWO FEE CALENDAR 01/07/2023 - 31/12/2023	08/09/2023	VALID
13/04/2023 14:05:49	SEMESTER ONE FEE CALENDAR 01/01/2023 - 30/06/2023	13/04/2023	VALID

3. 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](#)


7. Exams & Assessments


7.1 How to View Your Examination Timetable

1. Click on the **Exam Timetable** tile on the **Welcome to SIMO** homepage, or click **Exam Timetable** under the **Exams & Assessment** side menu

2. The **Exam Details** page will display

If no **Exam Details** are available, the following message will display

 Exam Details




Information

Exam timetables are currently unavailable.

Please refer to [When do I get my exam timetable?](#) and [When and where can I get my compacted exam timetable?](#)

If **Exam Details** are available, the following text will display where you are required to open and read the links


 Exam Details

You must read the revised [Examination Conditions Information for Students](#). You are also required to read and acknowledge the [Examinations in Sports Hall Joondalup Campus](#) before you access the examination timetable.

[I have read and acknowledge the exam instructions](#)

Click **I have read and acknowledge the exam instructions** to proceed to view further exam information

3. Read through the information and click the applicable exam timetable link which will open the **Exams Management** page in a new tab where you can view your timetable
Note - you may be required to login to the **Exams Management** page

 Exam Details

The Semester One, 2025 Final Timetable and the Final Semester One, 2025 School of Education Compacted Examination timetable is now available. These timetables includes the dates and times of your exam(s).

Please review your timetable to ensure all units with exams have been scheduled. If you believe your timetable is incorrect, please immediately contact the [Assessments and Student Records](#) office.

Please note the following:

- Two consecutive exams or two exams on one day is not unusual, and due to timetable constraints, cannot be changed. If you have three (3) exams in consecutive timeslots however, please contact the [Assessments and Student Records](#) office
- If you have a permanent and/or temporary disability and or medical condition that may affect you while you study, you should contact the [Access and Inclusion](#) team
- You must present to your exam with your Student ID card (or another appropriate form of photo identification). To obtain a Student ID card, please refer to: [How do I get a Student ID card?](#)

It is also important to note that it is not University practice to approve a deferred examination for students who have entered the examination room and commenced the examination. Therefore if you are unwell prior to or on the day of your examination, please refer to: [What should I do if I am sick on my exam day?](#)

IMPORTANT: Please make sure you have read and adhere to the [Examination Instructions for Students](#).

SEMESTER 1, 2025 EXAMINATION CALENDAR - FINAL

The Semester One, 2025 Final Exam Timetable is now available. This timetable includes the dates and times of your exam(s).

For students who are sitting a Semester One, 2025 Standard Examination(s) - please [click here](#) for your personalised examination timetable.


Note: On-campus exam venues will be released within your personalised timetable two weeks prior to the scheduled exam period.


7.2 How to Update Your Exam Location

If you are enrolled in an Off Campus unit, you may be required to nominate to sit your exam at a registered **Distance Centre**

Please see [Where do I sit my external exam?](#) for further information

1. Click on the **Exam Location** tile on the **Welcome to SIMO** homepage, or click **Exam Location** under the **Exams & Assessment** side menu
2. On the **Exam Location** page, read and follow the instructions (below is an example only)

 **Exam Location**


 Nominations of your exam location are to be completed through the [Distance Centre Nomination website](#).
Important: nominations close on [Friday of Week 5](#). For amendments to your exam location after this time, please refer to [Where do I sit my external exam](#).



7.3 How to View Your Results


Results may not be available if exam and marks processing is in progress - please see the [Result release dates](#) page for the official result release dates

1. Click on the **Unit Results** tile on the **Welcome to SIMO** homepage, or click **Unit Results** under the **Exams & Assessment** side menu
2. The **Unit Results** page will display your course attempts with a list of unit details - if results have been released for that period, you will see your mark, grade and achieved credit points for each unit that has a finalised result

You can **Print** this page, search for a specific unit code, and change the ordering of each of the columns

 **Unit Results**

Student ID 
Name 

 **Print**

The official result release dates for each progression period are published on the [Result release dates](#) page.

■ Y41 - Bachelor of Education (Primary)

Search:

Unit Code	Title	Period	Unit Status	Mark	Grade	Achieved CP
LAN3280	English in Middle and Upper Primary School	2025 Semester 2	ENROLLED	**	**	**
MAE3270	Teaching and Learning in Primary Mathematics 2	2025 Semester 2	ENROLLED	**	**	**
PPA3260	Professional Experience 3	2025 Semester 2	ENROLLED	**	**	**
EDF3202	Aboriginal Contexts in Primary Education	2025 Semester 1	ENROLLED	**	**	**
EDS3240	Including Children with Special Educational Needs	2025 Semester 1	DISCONTIN	-	WF	0.000
LAN3280	English in Middle and Upper Primary School	2025 Semester 1	DISCONTIN	-	WF	0.000
SCE3240	Science Education in Primary Schools 2	2025 Semester 1	ENROLLED	**	**	**
AED2240	The Arts in Education 2	2024 Semester 2	COMPLETED	74	D	15
EDU2260	Positive Learning Environments	2024 Semester 2	COMPLETED	81	HD	15