

Guide to Enrolling Online

New Partner Provider Students



mysc.ballarat.edu.au



1 How to login to my Student Centre

Open your internet browser and navigate to the following link: mySC.ballarat.edu.au

Logging in

Username

Your username is your University of Ballarat student ID number, for example: 30012345

Password

The first time you log in you will need to use your default password. Your default password is the first letter of your first name, followed by a full stop and then your full date of birth.

For example: John Citizen was born on the 20 April 1985, so his default password is **j.20041985**

Changing your password

If you want to change/reset your password at any time, go to: www.ballarat.edu.au/changepassword

Your password must:

- Be at least 9 characters in length
- Contain at least one number (for example: 0-9)
- Contain at least one special character or symbol (for example: @ # % !)

IT Support:

Students can get IT related support from the myIT@UB Service Desk during the hours of **Monday to Friday 8:30am to 5:00pm.**

You can contact the myIT@UB Service Desk in one of the following ways:

- **Web:** www.ballarat.edu.au/studentqweb
- **E-mail:** servicedesk@ballarat.edu.au
- **Phone:** (03) 5327 9999

mySC Home Page

Student Centre

Rafael's Student Centre

Academics

[Search](#)
[Plan](#)
[Enrol](#)
[My Academics](#)

You are not enrolled in classes.

[enrolment shopping cart](#) ▶

The enrolment shopping cart allows you to look for classes in which you may choose to enrol at a later time. Please note that placing classes in your enrolment shopping cart does not save a place in a class for you nor enrol you in a class.

Finances

My Account
[Account Inquiry](#)
[Commonwealth Assistance Notice](#)

We are unable to display your account at this time. Please contact Student Financials.

Personal Information

[Emergency Contact Names](#)

Contact Information	
<u>Campus Address</u> 23 Tennis Street MELBOURNE, VIC, 3000	<u>Mailing Address</u> 23 Tennis Street MELBOURNE, VIC, 3000
<u>Mobile Phone</u> 0428123456	<u>UB Email Address</u> None

Admissions

[SEARCH FOR CLASSES](#)

Holds

No Holds.

To Do List

[Enrolment Checklist](#)

Enrolment Dates

[Open Enrolment Dates](#)

UB General

[UB Schedule of Fees](#)
[UB Graduations](#)
[UB Course Finder](#)

UB Scholarships

[General S'ship Information](#)
[Equity & Financial Aid S'ships](#)
[Current Equity S'ship Holders](#)

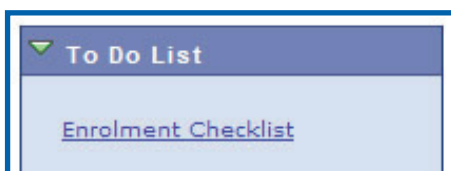
Other Important Links

[View My Exam Timetable](#)
[Request Official Transcript](#)

2 Enrolment Checklist

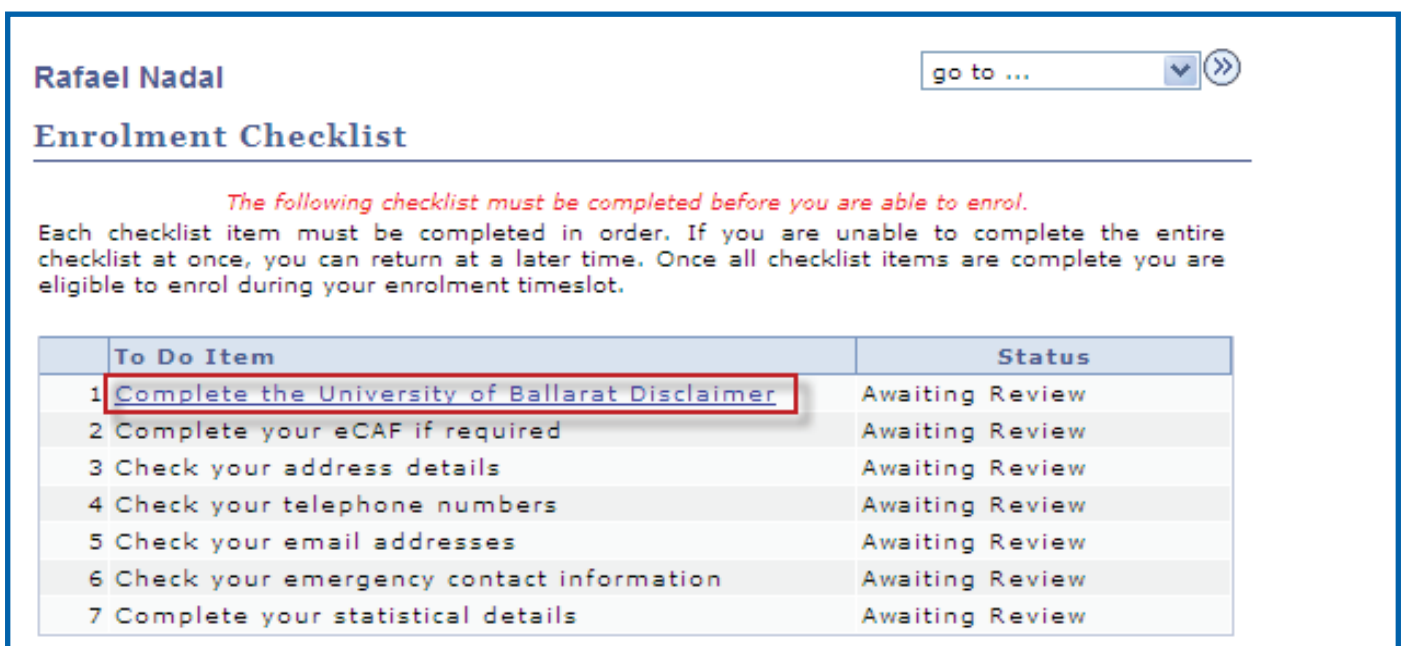
In order to be eligible to enrol you must first complete your Enrolment Checklist. You may complete your checklist at any time, even prior to your official enrolment date. The checklist can be partially completed and saved if you need to follow up on any of the items. Ensure that you always save your changes to each item before returning to the main checklist.

Step 1. On your Student Centre home page select the 'Enrolment Checklist' link on the right hand side of the page, in the 'To Do List' section.



Important: All checklist items must be completed in order.

Step 2. Click on the **ITEM 1:** [Complete the University of Ballarat Disclaimer](#) link

A screenshot of the 'Enrolment Checklist' page for a user named Rafael Nadal. The page has a header with the user's name 'Rafael Nadal' and a 'go to ...' dropdown menu. Below the header, the title 'Enrolment Checklist' is displayed. A red italicized message states: 'The following checklist must be completed before you are able to enrol.' Below this, a paragraph explains that items must be completed in order. A table lists seven checklist items, all with a status of 'Awaiting Review'. The first item, 'Complete the University of Ballarat Disclaimer', is highlighted with a red box.

	To Do Item	Status
1	Complete the University of Ballarat Disclaimer	Awaiting Review
2	Complete your eCAF if required	Awaiting Review
3	Check your address details	Awaiting Review
4	Check your telephone numbers	Awaiting Review
5	Check your email addresses	Awaiting Review
6	Check your emergency contact information	Awaiting Review
7	Complete your statistical details	Awaiting Review

Step 3. Read the UB disclaimer below

UB Disclaimer

PRIVACY

The information being sought in this form and a student photograph is collected for the purposes of processing your enrolment. This information will be held by the University of Ballarat and may be accessed and used by people employed or engaged by the University in the delivery of services to you. The information may be made available to Commonwealth and State agencies and to the ESOS Assurance Fund pursuant to the University's obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code. In addition, the information may be used or disclosed to other organisations outside the University where permitted by relevant Privacy Legislation. The provision of the information is voluntary, but if this is not provided, the University may be unable to process your enrolment. You have a right of access to, and correction of, your personal information in accordance with Privacy Legislation and the University's Information Privacy Policy. Please direct any enquiries you may have in relation to this matter to the University's Privacy Officer, telephone +61 3 5327 9506.

STUDENT DECLARATION

I declare that I have read the instructions and that all information submitted is correct and complete. I acknowledge that the provision of incorrect information may result in the withdrawal by the University of Ballarat of any place which may be offered. I declare that the information provided in support of my enrolment is correct, and I acknowledge that I am bound by regulations of the University. I agree to pay all fees charged directly to me arising from this enrolment. I acknowledge that the University will correspond with me via any of the following means of communication: on official University noticeboards, to my nominated correspondence address and electronically via my University email account. I acknowledge that if I wish to have my photograph withheld from University use that I will contact the University in writing requesting removal of my photograph.

Commonwealth Supported Students only: I have accessed my Student Learning Entitlement and believe I have adequate SLE to cover the EFTSL value of units listed on this enrolment form.

|

Step 4. Accept the disclaimer by clicking

Step 5. Return to the Enrolment Checklist by clicking

Step 6. Click on the **ITEM 2: [Complete your eCAF if Required](#)** link

	To Do Item	Status
1	Complete the University of Ballarat Disclaimer	Completed
2	Complete your eCAF if required	Awaiting Review
3	Check your address details	Awaiting Review

Important: International students are not required to complete an eCAF, therefore please return to the Enrolment Checklist.

Electronic Commonwealth Assistance Forms

You are not required to complete a Commonwealth Assistance Form.

[RETURN TO CHECKLIST](#)

Step 7. Return to the Enrolment Checklist by clicking [RETURN TO CHECKLIST](#)

Step 8. Click on the **ITEM 3:** [Check your address details](#) link

	To Do Item	Status
1	Complete the University of Ballarat Disclaimer	Completed
2	Complete your eCAF if required	Completed
3	Check your address details	Awaiting Review
4	Check your telephone numbers	Awaiting Review
5	Check your email addresses	Awaiting Review

Step 9. Confirm any existing address details:

Home address: the address at which you usually live overseas


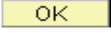


Mail address: the Australian address to which all communications from UB will be mailed

Campus address: the Australian address at which you are living while you are studying

IMPORTANT: Please ensure you have entered three address types: Home, Mail and Campus.

IMPORTANT: Under the ESOS Act, International students are required to maintain and update their contact details (for example: addresses, telephone numbers and email addresses) at all times.

Modify existing address details

- Step 1. Click 
- Step 2. Modify the address details
- Step 3. Click 
- Step 4. Modify the date that this change takes effect if necessary
- Step 5. Click 
- Step 6. Click 

To add a new address

- Step 1. Click 

IMPORTANT: When you add your Australian addresses, below is an example of an Australian address format which you **must** use.

EXAMPLE 1:

123 Collins Street
MELBOURNE VIC 3000

OR

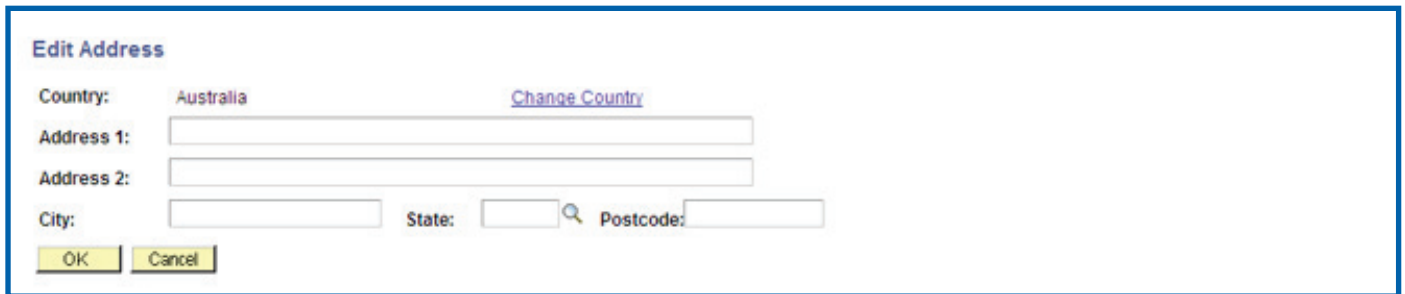
EXAMPLE 2:

Unit/Apartment/Flat 2
123 Collins Street
MELBOURNE VIC 3000

IMPORTANT: The CITY and STATE must be in capital letters and you **must** add the postcode.

Step 2. Click on '[Change Country](#)' link, if applicable

IMPORTANT: If you are adding your overseas home address, you **must** change the country by clicking the 'Change Country' link.



Edit Address

Country: Australia [Change Country](#)

Address 1:

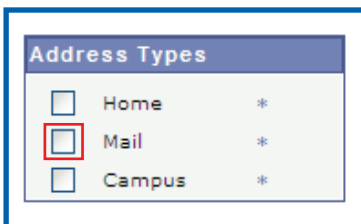
Address 2:

City: State: Postcode:

Step 3. Enter the address details

Step 4. Click

Step 5. Click on the 'Address Type'

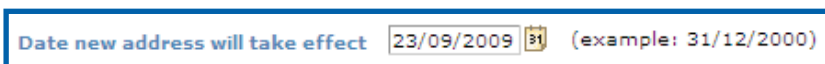


Address Types

<input type="checkbox"/>	Home	*
<input checked="" type="checkbox"/>	Mail	*
<input type="checkbox"/>	Campus	*

TIP: If the address you are currently entering is the same for one or both of your other addresses, if you click in the relevant 'Address Types' box, mySC will automatically change this address at the same time.

Step 6. Modify the date that this change takes effect if necessary



Date new address will take effect (example: 31/12/2000)

Step 7. Click

Step 8. Click

Step 9. Return to the Enrolment Checklist by clicking

Step 10. Click on the **ITEM 4:** [Check your telephone numbers](#) link

	To Do Item	Status
1	Complete the University of Ballarat Disclaimer	Completed
2	Complete your eCAF if required	Completed
3	Check your address details	Completed
4	Check your telephone numbers	Awaiting Review
5	Check your email addresses	Awaiting Review
6	Check your emergency contact information	Awaiting Review

Step 11. Confirm any existing phone numbers:

Mobile: Australian Mobile

Home: Australian Home Telephone Number

Other: Overseas Home Telephone Number, if applicable

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Preferred	
Mobile	0428123456		<input checked="" type="checkbox"/>	delete
Home	03912345678		<input type="checkbox"/>	delete
Other	64987654321		<input type="checkbox"/>	delete

[ADD A PHONE NUMBER](#)

[SAVE](#)

IMPORTANT: Please ensure your Australian mobile number **and** Australian home telephone number are listed.

Modify existing phone numbers

Step 1. To modify an existing phone number, simply alter the phone number that is shown.

*Phone Type	*Telephone	Ext	Preferred	
Mobile	0428123456		<input checked="" type="checkbox"/>	delete
Home	03912345678		<input type="checkbox"/>	delete
Other	64987654321		<input type="checkbox"/>	delete

Step 2. Click [SAVE](#)

Step 3. Click [OK](#)

Add a new phone number

Step 1. Click [ADD A PHONE NUMBER](#)

Step 2. Select the 'Phone Type' of telephone number from the drop down list

Step 3. Enter the telephone number

Step 4. Select 'Preferred' only if this is your preferred telephone contact number

IMPORTANT: Your preferred number must be your Australian mobile number or your Australian home number.

IMPORTANT: The University will use your Australian mobile number as your preferred method of contact, unless otherwise stated.

Step 5. Click [SAVE](#)

Step 6. Click [OK](#)

Step 7. Return to the Enrolment Checklist by clicking [RETURN TO CHECKLIST](#)

Step 12. Click on the **ITEM 5: [Check your email addresses](#)** link

To Do Item	Status
1 Complete the University of Ballarat Disclaimer	Completed
2 Complete your eCAF if required	Completed
3 Check your address details	Completed
4 Check your telephone numbers	Completed
5 Check your email addresses	Awaiting Review
6 Check your emergency contact information	Awaiting Review
7 Complete your statistical details	Awaiting Review

IMPORTANT: You must leave your UB student (campus) email address selected as your 'preferred' email address.

IMPORTANT: UB will use your UB student (campus) email address for all University related material (for example: Fees Invoice). You **must** check your UB email regularly.

*Email Type	*Email Address	Preferred	
Campus	rnadal @students.ballarat.edu.au	<input checked="" type="checkbox"/>	delete
Other	rnadal @hotmail.com.uk	<input type="checkbox"/>	delete

Modify existing email addresses

Step 1. To modify an existing 'other' email address, simply alter the 'other' email address that is shown

*Email Type	*Email Address	Preferred	
Campus	rnadal @students.ballarat.edu.au	<input checked="" type="checkbox"/>	delete
Other	rnadal @hotmail.com.uk	<input type="checkbox"/>	delete

Step 2. Click [SAVE](#)

Step 3. Click [OK](#)

Add a new email address

Step 1. Click [ADD AN EMAIL ADDRESS](#)

Step 2. Select the type of email address

*Email Type
Home
Home
Other

Step 3. Enter the email address

Step 4. Click [SAVE](#)

Step 5. Click [OK](#)

Step 6. Return to the Enrolment Checklist by clicking [RETURN TO CHECKLIST](#)

How to Forward your UB Emails

All official communications from the University of Ballarat will be sent to your UB student (campus) email address. Please ensure that you monitor your UB email regularly as it will contain important information regarding various aspects of your student lifecycle.

If you wish to forward your UB email to a preferred external email address, please follow the auto forward instructions and general email help which can be found at:

www.ballarat.edu.au/myit@ub/email.shtml

IMPORTANT: If you have forwarded your UB emails to a personal email address and your personal email address changes, you **must** remember to change the auto forward.

Step 13. Click on the **ITEM 6:** [Check your emergency contact information](#) link

IMPORTANT: Please ensure you have an Australian emergency contact **and** an overseas emergency contact.

	To Do Item	Status
1	Complete the University of Ballarat Disclaimer	Completed
2	Complete your eCAF if required	Completed
3	Check your address details	Completed
4	Check your telephone numbers	Completed
5	Check your email addresses	Completed
6	Check your emergency contact information	Awaiting Review
7	Complete your statistical details	Awaiting Review

Modify an existing emergency contact

Step 1. Click [edit](#)

Step 2. Modify the contact details

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	Joey Nadal	Spouse	0402654321		edit	delete

Step 3. Click [SAVE](#)

Step 4. Click [OK](#)

Add a new emergency contact

Step 1. Click [ADD AN EMERGENCY CONTACT](#)

Step 2. Add the contact details

IMPORTANT: Please ensure you have selected your Australian emergency contact as your primary contact.

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	Joey Nadal	Spouse	0402654321		edit	delete
<input type="checkbox"/>	Serena Williams	Other	088812345678		edit	delete

Step 3. Click [SAVE](#)

Step 4. Click [OK](#)

Step 5. Return to the Enrolment Checklist by clicking [RETURN TO CHECKLIST](#)

Step 14. Click on the **ITEM 7: [Complete your statistical details](#)** link

	To Do Item	Status
1	Complete the University of Ballarat Disclaimer	Completed
2	Complete your eCAF if required	Completed
3	Check your address details	Completed
4	Check your telephone numbers	Completed
5	Check your email addresses	Completed
6	Check your emergency contact information	Completed
7	Complete your statistical details	Awaiting Review

Statistical Data

Q1. Your current citizenship/residency status is:

Citizenship Status Temporary Entry Permit

To change your citizenship status please forward documentary evidence to Student Administration, University of Ballarat, Mount Helen Campus.

Q2. Please indicate if you are of Australian Aboriginal and/or Torres Strait Islander origin?

Ethnic Group Non indigenous - not Aborig nor Torres Strait Isl

Q3. In what country were you born?

Birth Country Spain

Q4. If you were not born in Australia, in what year did you enter Australia?

Year Arrival

Q5. If you speak a language other than English at your permanent home address, what is it?

Language Spoken at Home Spanish

Q6. Do you have a disability, impairment or long term medical condition which may affect your studies?

Yes No

Q7. If 'yes' to question 6, please select impairment area/s.

Type of Impairment

Q8. If 'yes' to question 6, would you like to receive advice on support services, equipment and facilities which may assist you?

Yes No

Question 1.

Is your current Citizenship Status correct? If correct, go to question 2. If incorrect, you **must** contact your education provider or Student Administration Mt Helen campus.

Q1. Your current citizenship/residency status is:

Citizenship Status Temporary Entry Permit

To change your citizenship status please forward documentary evidence to Student Administration, University of Ballarat, Mount Helen Campus.

Question 2.

You **must** leave your 'ethnic group' as '**2' Non indigenous – not Aboriginal or Torres Strait Islander** because this question only relates to Australian Aboriginals or Australian Torres Strait Islanders. Please go directly to question 3.

Q2. Please indicate if you are of Australian Aboriginal and/or Torres Strait Islander origin?

Ethnic Group 2 Non indigenous - not Aborig nor Torres Strait Isld

Question 3.

Is your country of birth correct? If yes, go to question 4. If incorrect, use the lookup glass 🔍 to select the country where you were born.

Q3. In what country were you born?

Birth Country ESP Spain

TIP: To quickly find your country of birth link, type the first letter of the country into the 'begins with' box (for example, 'C' for China), then click **Look Up** and then click on the relevant country link.

Look Up Birth Country

Search by: Country

Look Up

Cancel

[Advanced Lookup](#)

Search Results

View All First 1-20 of 20 Last

Country	Description
CAF	Central African Republic
CAN	Canada
CCK	Cocos (Keeling) Islands
CHE	Switzerland
CHL	Chile
CHN	China
CIV	Cote D'Ivoire
CMR	Cameroon
COD	Congo, The Democratic Republic
COG	Congo

Question 4.


Enter the **year** you **first** arrived in Australia.

Q4. If you were not born in Australia, in what year did you enter Australia?


Year Arrival

2009

Question 5.

Enter the language you speak at your overseas home address by using the lookup glass 

Q5. If you speak a language other than English at your permanent home address, what is it?

Language Spoken at Home  Spanish

TIP: To quickly find your language spoken at home, type the first letter of the language into the 'begins with' box (for example, 'M' for Mandarin), then click **Look Up** and then click on the relevant language link.

Look Up Language Spoken at Home

Search by:

Look Up [Advanced Lookup](#)

Search Results

View All First 1-6 of 6 Last

Accomplishment	Description
MAL	Malay
MC	Macedonian
ME	Mid East & North Africa
MI	Maori
ML	Marathi
MN	Mandarin

Question 6.

Do you have a disability or impairment that may affect your studies?

Q6. Do you have a disability, impairment or long term medical condition which may affect your studies?

> If YES ... Click Yes and continue to Question 7 and Question 8.

> If NO ... Click No and then click **NEXT** to go to the next screen.

Question 7.

If you selected Yes for question 6, please indicate the nature of the impairment.

Q7. If 'yes' to question 6, please select impairment area/s.

Type of Impairment		
<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<ul style="list-style-type: none"><input checked="" type="checkbox"/> Hearing Disability<input type="checkbox"/> Learning Disability<input type="checkbox"/> Medical Disability<input type="checkbox"/> Mobility Disability<input type="checkbox"/> Other Disability<input type="checkbox"/> Vision Disability		

Question 8.

If you selected Yes for question 6, please indicate whether you would like to receive information on support services that are available to you.

Q8. If 'yes' to question 6, would you like to receive advice on support services, equipment and facilities which may assist you?

Yes No

Once you have completed questions 1 to 8, click to go to the next screen.

Statistical Data

Achieved	Level Attained	Year Last Enrolled
Q9. Post Graduate Program Higher Doctorate, Master's Degree or Other Postgraduate Program	<input type="text"/>	
Q10. Degree Program Bachelor's Degree	<input type="text"/>	
Q11. Higher Education Sub-Degree Program Associate degree, Advanced Diploma or Diploma at a College of Advanced Education, University	<input type="text"/>	
Q12. VET Sub-Degree Program Associate degree, Advanced Diploma or Diploma at a TAFE college or other Vocational Education and Training (VET) provider	<input type="text"/>	
Q.13 VET Award Program Award course (other than an Associate degree, Advanced Diploma or Diploma program) TAFE or other Vocational Education and Training (VET) provider	<input type="text"/>	
Q14. TAFE Secondary Program Final year of secondary education at a TAFE college, technical college, evening school, evening college, CAE, institute of advanced education or institute of tertiary education	<input type="text"/>	
Q.15 Secondary School Program Final year of secondary education at a high school, technical high school, secondary school or secondary college	<input type="text"/>	
Q.16 Other Qualification Some other qualification or certificate of attainment or competence	<input type="text"/>	
Q.17 No Prior Educational Attainment Select this checkbox if you have no prior education	<input type="checkbox"/>	

Question 9

- Have you previously completed a Higher Doctorate, Master's Degree or Other Postgraduate course? If yes, you must select **'completed all requirements'** and enter the **'year'** you were **last enrolled**.
- Have you previously commenced but not completed a Higher Doctorate, Master's Degree or Other Postgraduate Program? If yes, select **'commenced, not completed'** and enter the **'year'** you were last enrolled.
- If you have **never** commenced a Higher Doctorate, Master's Degree or Other Postgraduate Program, you must select **'never commenced'**.

Achieved	Level Attained	Year Last Enrolled
Q9. Post Graduate Program Higher Doctorate, Master's Degree or Other Postgraduate Program	<input type="text" value="Completed all requirements"/>	<input type="text" value="2009"/>

Question 10

- a. Have you previously completed a Bachelor's Degree? If yes, you must select '**completed all requirements**' and enter the '**year**' you were **last enrolled**.
- b. Have you commenced but not completed a Bachelor's Degree? If yes, select '**commenced, not completed**' and enter the '**year**' you were **last enrolled**.
- c. If you have **never** commenced Bachelor's Degree, you must select '**never commenced**'.

Q10. Degree Program Bachelor's Degree	Level Attained	Year Last Enrolled
	<div data-bbox="683 701 1059 896"><p>Completed all requirements ▾</p><p>Commenced, not completed</p><p>Completed all requirements</p><p>Never commenced</p><p>No information</p><p>Not a commencing student</p></div>	<div data-bbox="1286 701 1362 741"><p>2009</p></div>

Question 11

- a. Previously at a university, have you previously completed an Associate degree, Advanced Diploma or Diploma at a College of Advanced Education? If yes, you must select '**completed all requirements**' and enter the '**year**' you were **last enrolled**.
- b. Previously at a university, have you commenced but not completed an Associate degree, Advanced Diploma or Diploma at a College of Advanced Education? If yes, select '**commenced, not completed**' and enter the '**year**' you were **last enrolled**.
- c. Previously at a university, if you have **never** commenced an Associate degree, Advanced Diploma or Diploma at a College of Advanced Education, you must select '**never commenced**'.

Q11. Higher Education Sub-Degree Program Associate degree, Advanced Diploma or Diploma at a College of Advanced Education, University	<div data-bbox="699 1659 1059 1832"><p>Completed all requirements ▾</p><p>Commenced, not completed</p><p>Completed all requirements</p><p>Never commenced</p><p>No information</p></div>	<div data-bbox="1286 1659 1362 1700"><p>2009</p></div>
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Question 12 - part 1

- a. Previously in Australia at a TAFE college or other Vocational Education and Training (VET) provider, have you completed an Associate degree, Advanced Diploma or Diploma? If yes, you must select 'completed all requirements' and enter the 'year' you were last enrolled.
- b. Previously in Australia at a TAFE college or other Vocational Education and Training (VET) provider, have you commenced but not completed an Associate degree, Advanced Diploma or Diploma? If yes, select 'commenced, not completed' and enter the 'year' you were last enrolled.
- c. Previously in Australia at a TAFE college or other Vocational Education and Training (VET) provider, if you have never commenced an Associate degree, Advanced Diploma or Diploma, you must select 'never commenced'.

Q12. VET Sub-Degree Program
Associate degree, Advanced Diploma or Diploma at a TAFE college or other Vocational Education and Training (VET) provider

Completed all requirements ▼

2009

Completed all requirements
Commenced, not completed
Never Commenced
No information
Not a commencing student

Question 12 - part 2

Previously in Australia at a TAFE college or other Vocational Education and Training (VET) provider, if you have 'completed' or 'commenced but not completed' an Associate degree, Advanced Diploma or Diploma, you must also enter the following:

- Name of the Program (course) undertaken
- Will you be seeking a Credit Transfer, yes or no?

Q12. VET Sub-Degree Program
Associate degree, Advanced Diploma or Diploma at a TAFE college or other Vocational Education and Training (VET) provider

Completed all requirements ▼

2009

Name of Program Undertaken

Will you be seeking credit transfer for this program

No
Yes

Question 13 - part 1

- a. Previously in Australia at a **TAFE college** or other **Vocational Education and Training (VET)** provider, have you completed an Award course (other than an Associate degree, Advanced Diploma or Diploma program)? If yes, you must select **'completed all requirements'** and enter the **'year'** you were **last enrolled**.
- b. Previously in Australia at a **TAFE college** or other **Vocational Education and Training (VET)** provider, have you commenced but not completed an Award course (other than an Associate degree, Advanced Diploma or Diploma program)? If yes, select **'commenced, not completed'** and enter the **'year'** you were **last enrolled**.
- c. Previously in Australia at a **TAFE college** or other **Vocational Education and Training (VET)** provider, if you have **never** commenced an an Award course (other than an Associate degree, Advanced Diploma or Diploma program), you must select **'never commenced'**.

Q.13 VET Award Program
Award course (other than an Associate degree, Advanced Diploma or Diploma program) TAFE or other Vocational Education and Training (VET) provider

Completed all requirements ▼
Commenced, not completed
Completed all requirements
Never commenced
No information
Not a commencing student

2009

Question 13 - part 2

Previously in Australia at a **TAFE college** or other **Vocational Education and Training (VET)** provider, if you have 'completed' or 'commenced but not completed' an Award course (other than an Associate degree, Advanced Diploma or Diploma program) you must also enter the following:

- Name of the Program (course) undertaken
- Will you be seeking a Credit Transfer, yes or no?

Q.13 VET Award Program
Award course (other than an Associate degree, Advanced Diploma or Diploma program) TAFE or other Vocational Education and Training (VET) provider

Completed all requirements ▼

2009

Name of Program Undertaken

Will you be seeking credit transfer for this program

No
Yes

Question 14

- a. Previously in Australia at a **TAFE college, technical college, evening school, evening college, CAE, institute of advanced education or institute of tertiary education**, have you completed the final year of secondary education? If yes, you must select **'completed such a course'** and enter the **'year'** you were last enrolled.
- b. Previously in Australia at a **TAFE college, technical college, evening school, evening college, CAE, institute of advanced education or institute of tertiary education**, have you commenced but not completed the final year of secondary education. If yes, select **'didn't begin/complete'** and enter the **'year'** you were last enrolled.
- c. Previously in Australia at a **TAFE college, technical college, evening school, evening college, CAE, institute of advanced education or institute of tertiary education**, if you have never commenced the final year of secondary education you must select **'no information'**.

Q14. TAFE Secondary Program
Final year of secondary education at a TAFE college, technical college, evening school, evening college, CAE, institute of advanced education or institute of tertiary education

Completed such a course ▼

2009

Completed such a course
Didn't begin/complete
No information
Not a commencing student

Question 15

- a. Previously at a **high school, technical high school, secondary school or secondary college**, have you completed final year of secondary education? If yes, you must select **'completed final year'** and enter the **'year'** you were last enrolled.
- b. Previously at a **high school, technical high school, secondary school or secondary college**, if you have never commenced the final year of secondary education, you must select **'did not do final year'** and enter the **'year'** you were last enrolled.

Q.15 Secondary School Program
Final year of secondary education at a high school, technical high school, secondary school or secondary college

Completed final year ▼

2009

Completed final year
Did not do final year
No information
Not a commencing student

Question 16

- a. Have you previously completed some other qualification or certificate of attainment or competence? If yes, you must select '**other qualifications/certs**' and enter the '**year**' you were **last enrolled**.
- b. If you have **never** commenced some other qualification or certificate of attainment or competence, you must select '**no other qualification/certs**'.

<p>Q.16 Other Qualification Some other qualification or certificate of attainment or competence</p>	<p>Other qualifications/certs ▼</p> <p>No information No other qualifications/certs Not a commencing student Other qualifications/certs</p>	<p>2009</p>
--	--	-------------

Question 17

If you have had **no** prior educational attainment, please select the checkbox as shown below.

<p>Q.17 No Prior Educational Attainment Select this checkbox if you have no prior education</p>	<input type="checkbox"/>
--	--------------------------

Once you have completed questions 9 to 16, or question 17, please click [NEXT](#) to go to the next screen.

Education Level of Your Parents or Guardians

These questions are about the highest level of education completed by your parents or guardians.

The Australian Government Department of Employment, Education and Workplace Relations requires this information to be collected for statistical purposes.

Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

Parent/guardian 1.

(Select at least one of the following options)

- Female Male No parent/guardian

What is the highest level of education completed by your parent/guardian 1?
(Select at least one of the following options)

Education Level 

Parent/guardian 2.

(Select at least one of the following options)

- Female Male No parent/guardian


What is the highest level of education completed by your parent/guardian 2?
(Select at least one of the following options)

Education Level 


BACK

DONE. RETURN TO CHECKLIST

Parent / Guardian 1

- Click ... 'Male', or 'Female' or 'No Parent/Guardian'
- Click on the looking glass  and select the highest level of education **completed** by your parent/guardian 1

Parent / Guardian 2

- Click ... 'Male', or 'Female' or 'No Parent/Guardian'
- Click on the looking glass  and select the highest level of education **completed** by your parent/guardian 2

Once completed return to the enrolment checklist by clicking

DONE. RETURN TO CHECKLIST

CHECKLIST COMPLETED ?

If all your checklist items 1 -7 have a '**completed**' status...

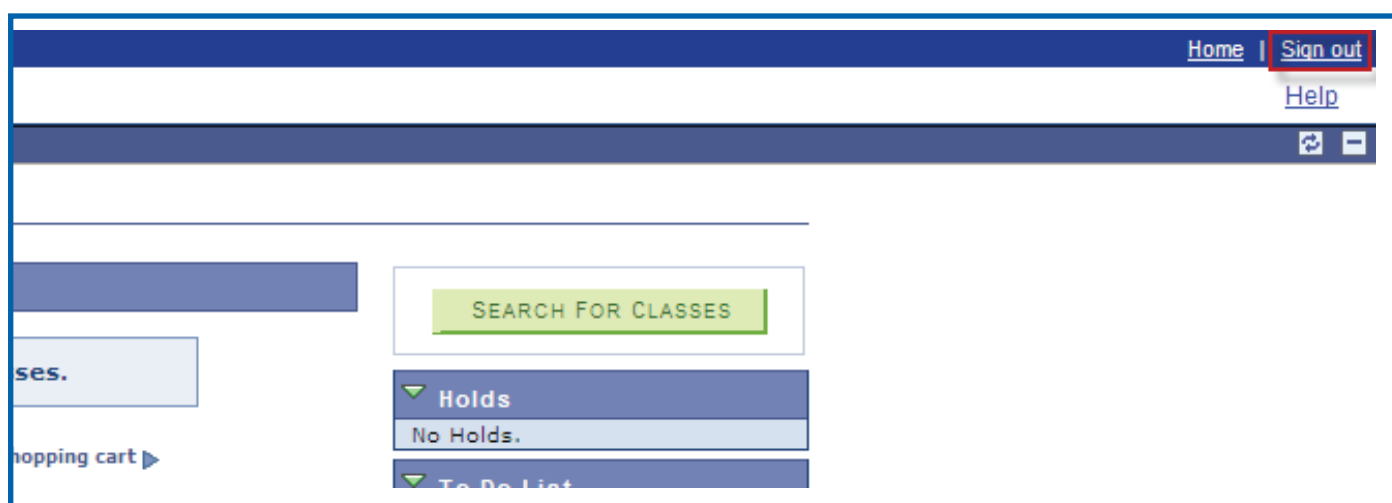
Congratulations you have now successfully completed your Enrolment Checklist!

ENROLLING IN YOUR CLASSES

Students who are not permitted to enrol in classes:

You may not be permitted to enrol into your classes **at this stage**, therefore please log out of my Student Centre by clicking on the [Sign out](#) link which is on the top right-hand corner of your screen.

Now please speak with your education provider staff member for the next stage of your enrolment process.



Students who are permitted to continue and enrol in classes:

If you are permitted to enrol into your classes, click [ENROL NOW](#) and for instructions on how to enrol into your classes, please go to the next page >

3 Enrolling in a class

Step 1. Select the 'Term' you wish to enrol into.

Add Classes

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>		Undergraduate	University of Ballarat
<input type="radio"/>		Undergraduate	University of Ballarat

Step 2. Click [CONTINUE](#)

Methods to select a class

METHOD 1: Easiest method!

Enter a Class Number

Each class has a unique five digit number. If you know the number of the class you wish to enrol into, you can enter this directly. Your class numbers are available from your education provider.

[GO TO NEXT PAGE >](#)

OR

METHOD 2:

Find Classes

If you do not know the number of the class but you do know your subject 'course code' you can search for it using the 'Class Search' option. If you do not know your 'course codes', please speak with your education provider.

[GO TO NEXT PAGE 32 >](#)

3.1 Method 1

Enter a Class Number

IMPORTANT: Your class numbers will be given to you by your education provider.

Step 1. Enter the number into the 'Enter Class Nbr' field

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

| Undergraduate | University of Ballarat **change term**

Open Closed

Add to Cart:

Enter Class Nbr

51879 **enter**

Find Classes

Class Search

My Requirements

My Planner

search

Shopping Cart

Your enrolment shopping cart is empty.

Step 2. Click **enter**

Step 3. If you have more than one active program for the semester, you must select the relevant program (for example: B Commerce or B Information Technology).

IMPORTANT: If you are, or have been enrolled, in multiple programs you must select the program that you are currently enrolled at this point, otherwise you will receive an error message.

Rafael Nadal go to ...

Search Plan Enrol My Academics

my class schedule || add || drop || swap || term information

Add Classes

1 2 3

1. Select classes to add - Enrolment Preferences

| Undergraduate | University of Ballarat

BUMKT 1501 - INTRODUCTION TO MARKETING

Class Preferences

BUMKT 1501-E101 Lecture ● Open

Permission Nbr

Grading Graded (from 2009 onwards)

Units 15.00

Session Non Standard Session 1

Career Undergraduate

*Program



B Business
B Information Technology

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
E101	Lecture	TBA	TBA	Staff	

Step 4. Click

Step 5. Your class has now been added to your 'Enrolment Shopping Cart'.

Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	BUMKT 1501-E101 (51879)	TBA	TBA	Staff	15.00	

IMPORTANT: You are not yet enrolled in the class.

Step 6. Enrol in the rest of your classes for the selected term by repeating steps 1 - 5.

IMPORTANT: International students must enrol in a **full time** load (a full time load is typically 4 classes unless otherwise advised).

Although, if you are in your **final** semester of study, you are permitted to have a minimum of 1 class and a maximum of 5 classes (any students enrolling in 5 classes **must** speak to their Academic Co-ordinator first).

As 'Summer' is an optional semester, **continuing** students are not required to enrol in a full time load.

Step 7. Once you have selected all your classes, please proceed to section 3.3 **finalising your enrolment** from page 37, therefore please ignore section 3.2 (pages 32 - 36) of this booklet.

3.2 Method 2

Search for a Class

TIP: You only need to do this section if your education provider has not provided you with your class numbers. If you have already enrolled in your classes by using method 3.1, go to page 37.

Step 1. Under the 'Find Classes' section select 'Class Search'

The screenshot shows the 'Add Classes' interface. At the top, there is a progress indicator with three steps, where the first step is active. Below this, the heading '1. Select classes to add' is followed by instructions: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' Below the instructions, there is a breadcrumb trail: '| Undergraduate | University of Ballarat' and a 'change term' button. A dropdown menu is open, showing 'Open' (selected) and 'Closed' options. Below this, there is a section for 'Add to Cart' with an 'Enter Class Nbr' field and an 'enter' button. To the right of this is a 'Semester 2, 2009 Shopping Cart' section which displays 'Your enrolment shopping cart is empty.' Below the 'Add to Cart' section is the 'Find Classes' section, which has three radio button options: 'Class Search' (selected and highlighted with a red box), 'My Requirements', and 'My Planner'. At the bottom of the 'Find Classes' section is a 'search' button.

Step 2. Click 

Step 3. Enter the course prefix (for example: BUMKT) in the 'Course Subject' box

Add Classes 1 2 3

Enter Search Criteria

University of Ballarat |

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject select subject

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only

Step 4. Enter the Course Number (for example: 1501) in the 'Course Number' box

Add Classes 1 2 3

Enter Search Criteria

University of Ballarat |

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject select subject Marketing (BUMKT)

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only

Step 5. Click search

Step 6. Your class will now be displayed

Add Classes

1 2 3

Search Results

When available, click [View All Sections](#) to see all sections of the course.

University of Ballarat |

[My Class Schedule](#)
You are not registered for classes in this term.

[Shopping Cart](#)
Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Marketing (BUMKT)**, Course Number is exactly '1501', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**, Location Code: **MIT Melbourne**

[Return to Add Classes](#) [START A NEW SEARCH](#)

Open Closed

▼ **BUMKT 1501 - INTRODUCTION TO MARKETING**

[View All Sections](#) First 1 of 1 Last

Section [E101-EE1\(51879\)](#) Status [select class](#)

Session Non Stan 1

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

Step 7. To select your class, click [select class](#)

Step 8. If you have more than one active program, for the semester you must select the relevant program

IMPORTANT: If you are in multiple programs you must select the program that is associated to the class at this point, otherwise you will receive an error message.

Add Classes

1 2 3

1. Select classes to add - Enrolment Preferences

| Undergraduate | University of Ballarat

BUMKT 1501 - INTRODUCTION TO MARKETING

Class Preferences

BUMKT 1501-E101 Lecture ● Open

Permission Nbr

Grading Graded (from 2009 onwards)

Session Non Standard Session 1

Career Undergraduate


Units 15.00

*Program
B Business
B Information Technology

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
E101	Lecture	TBA	TBA	Staff	

Step 9. Your class has now been added to your 'Enrolment Shopping Cart'

Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	BUMKT 1501-E101 (51879)	TBA	TBA	Staff	15.00	

IMPORTANT: You are not yet enrolled in the class.

Step 10. Enrol in the rest of your classes for the selected term by repeating steps 1 - 9

IMPORTANT: International students must enrol in a **full time** load (a full time load is typically 4 classes unless otherwise advised).


Although, if you are in your **final** semester of study, you are permitted to have a minimum of 1 class and a maximum of 5 classes (any students enrolling in 5 classes **must** speak to their Academic Co-ordinator first).

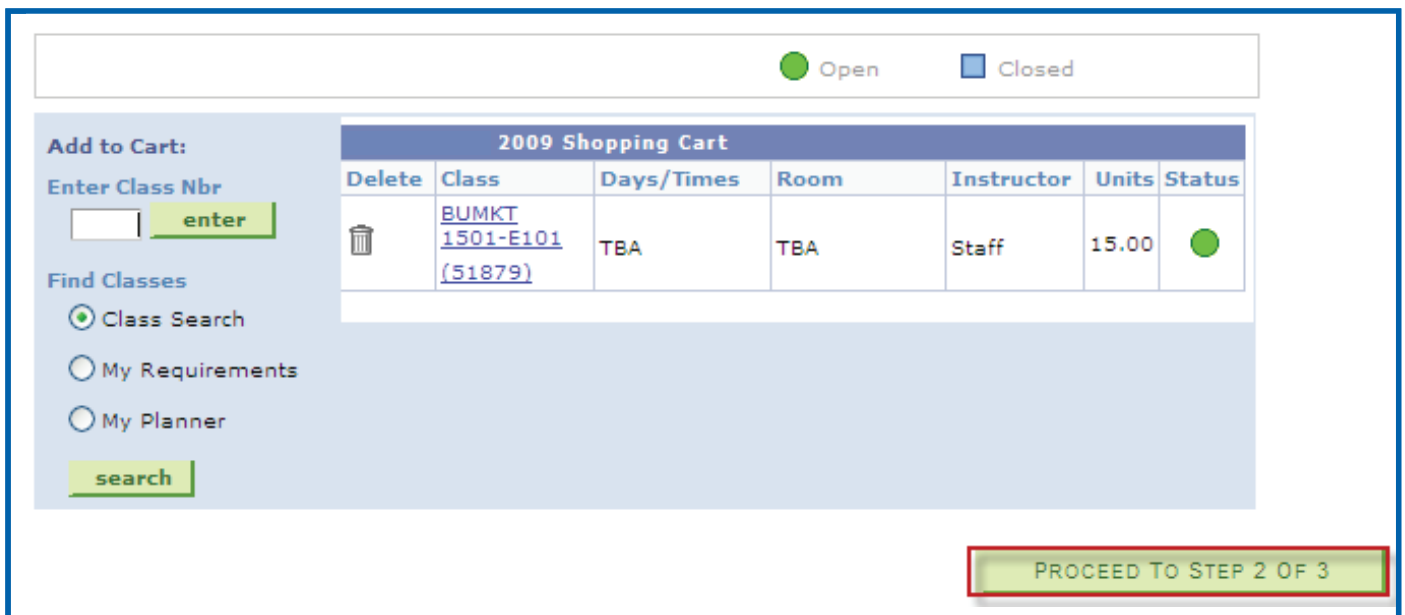
As 'Summer' is an optional semester, **continuing** students are not required to enrol in a full time load.



Step 11. Once you have selected all of your classes, please proceed to section 3.3 **finalising your enrolment** on the next page >

3.3 Finalising your enrolment

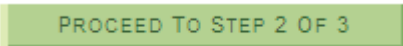
Step 1. Confirm your class selection in the 'Enrolment Shopping Cart' list

TIP: You can remove any incorrect classes in your Shopping Cart by clicking on the trash can 




2009 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	BUMKT 1501-E101 (51879)	TBA	TBA	Staff	15.00	

PROCEED TO STEP 2 OF 3

Step 2. Click  when you are happy with your selection

Step 3. Confirm your classes and click 

If you receive a green tick: You have successfully enrolled in your classes.

Class	Message	Status
BUMKT 1501	Success: This class has been added to your schedule.	

If you receive a red cross: You are unable to enrol in your class.

For the example below, you don't have permission to enrol at this time. Please double check that you have selected the correct class number. If you have, please speak to your education provider staff member for further assistance.

✔ Success: enrolled✘ Error: unable to add class

Class	Message	Status
HUMOV 1002	Error: Unable to complete your request. You do not have access to perform this transaction at this time.	✘

MAKE A PAYMENTMY CLASS SCHEDULEADD ANOTHER CLASS

My Class Schedule

To confirm your enrolment into your selected classes, please view your schedule by clicking the MY CLASS SCHEDULE button.

My Class Schedule

Select Display Option List View Weekly Calendar View

| Undergraduate | University of Ballarat change term

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classesfilter

BUMKT 1501 - INTRODUCTION TO MARKETING					
Status	Units	Grading	Grade	Program	Deadlines
Enrolled	15.00	Graded (from 2009 onwards)		B Commerce	31

Congratulations!

You can now 'Sign out' of my Student Centre
You have now finished enrolling!

TIP: You will need to contact your education provider before you can drop, add or swap your classes.

Guide to Enrolling Online

New Partner Provider Students

Edition: February 2011



mysc.ballarat.edu.au

