

## myEnrolment Error Messages

Whilst enrolling via myEnrolment you might come across error or warning messages. Many of these will be self explanatory and you will understand what to do to resolve the error. Other errors may be more confusing so we have created this document to help you understand what they mean and what you need to do.

If you receive an error message that is not included here, contact [Campus Central](#) for further information.

- **Login Issues**
  - Not Eligible to use myEnrolment
  - Can't login to myEnrolment
  - You only have access to my Details and/or my Timetable
  
- **Checklist Errors**
  - Checklist not assigned
  - An Error has Occurred message
  - Date of birth message
  
- **Enrolment Errors**
  - No Add Course button displayed
  - You are not eligible to enrol in this Study Period (Term Activation)
  - No Class(es) found matching the query parameters – Find A Class section
  - No Class(es) found matching the query parameters – Manage my Enrolment section
  - Time Clash
  - Class Full
  - Available Seats are Reserved (Requirement Group)
  - Department Consent Required
  - Maximum Term Unit Load Exceeded
  - Career Error
  - Enrolling into a course that you have previously passed
  - Enrolling into a course for which you have a blank or incomplete
  - Enrolling into a course for which you have already enrolled in current or future study period
  - International Students enrolling externally or online
  
- **Drop Course Errors**
  - No Drop Selected Courses button
  - Dropping your last course in a Study Period
  
- On Leave
- Any other error messages

## Login Issues

### Not Eligible to use myEnrolment

If you are not active in a program that allows enrolment via myEnrolment, you will receive the following error message when you attempt to login.



This message will occur if you are recorded as 'Inactive' in a program (i.e. Completed, Discontinued or Withdrawn from your program).

This message also occurs if you are 'Active' in a program that does not allow online enrolment, such as an Open Universities Australia (OUA), Partner Institution Career (PIC) or Short Program.

If you think you should have access to myEnrolment please contact [Campus Central](#).

### Can't login to myEnrolment

If you have forgotten your password, or the system is not accepting your password, please contact the IT helpdesk on 8302 5000 or 1300 558 654 for assistance.



### You only have access to my Details and/or my Timetable

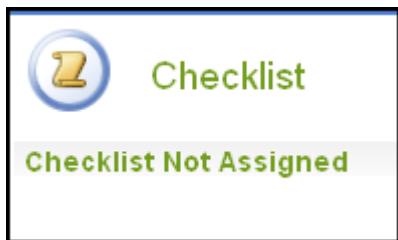
Research candidates and Transnational students (studying with an Offshore Partner) only have access to my Details.

Cross Institutional, Audit and Non-Award students only have access to my Details and my Timetable.

## Checklist Errors

### Checklist not assigned

If you receive the following error message when you select **Checklist** in myEnrolment please contact [Campus Central](#).



Campus Central to note: If student's program has been activated today (i.e. they've been on leave or just been admitted into their program that day) they will need to wait overnight for their checklist to be assigned. Checklist assignment occurs as an overnight batch process and is dependent on student being term activated.

### An Error has Occurred – Object reference not set to an instance of an object



If this message occurs (usually on the Emergency Contacts or Residency step of the myEnrolment Checklist) it means some personal information is missing from your student record that is preventing the page from opening. Please contact [Campus Central](#) to assist.

### Date of birth message

The following message will appear in Step 1 (Personal Details) of the Checklist if your date of birth indicates you are under 17 years or over 99 years of age. It is just a warning message to prompt you to check that your date of birth is entered correctly.

### Student Identity

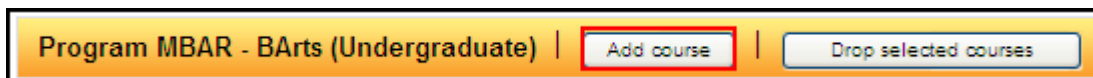
	Name	Jessica Louise Williams
	Date of Birth	01 Feb 1993
	Gender	Female

 Your date of birth indicates that you are younger than 17 years old or older than 99 years old. Please ensure your date of birth is recorded correctly.

You can still continue through the checklist by selecting your UniLife membership status and clicking on the **Save** button.

## Enrolment Errors

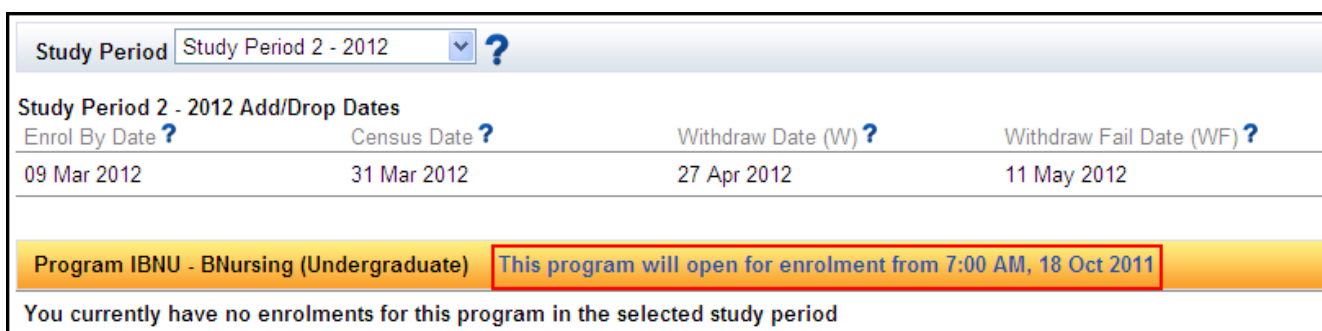
### No Add Course button displayed



If you can't view the **Add course** button in the **Manage my Enrolment** section, there are a couple of possible reasons.

### Your program hasn't opened for enrolment.

Your **Add Course** button will not display until the designated time on your program open date. Instead you will have a message stating your enrolment open time and date. See screen shot below.



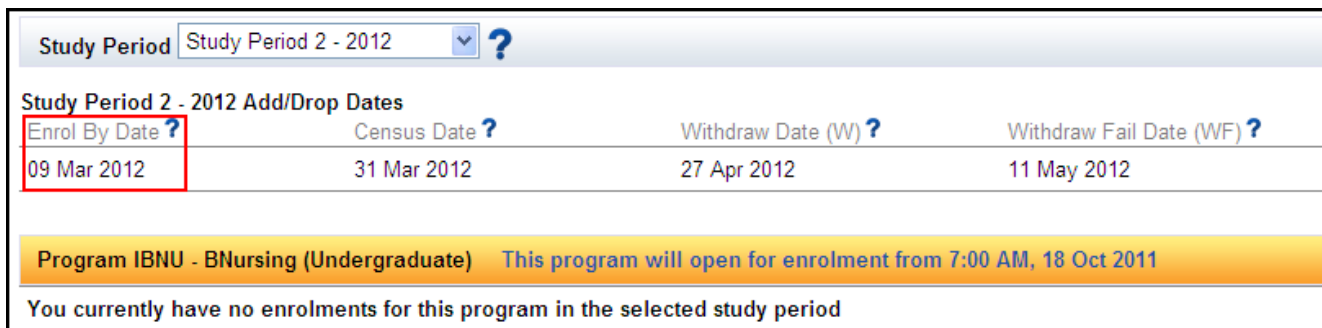
**Tip:** If you are waiting for your enrolment to open at your designated time whilst viewing this page, you will need to **refresh** the page for the Add course button to appear.

Click the Refresh button.

1. If your program has opened for enrolment (you've refreshed your page) and your **Add course button** is not displaying

### Has the Enrol By Date passed for that Study Period?

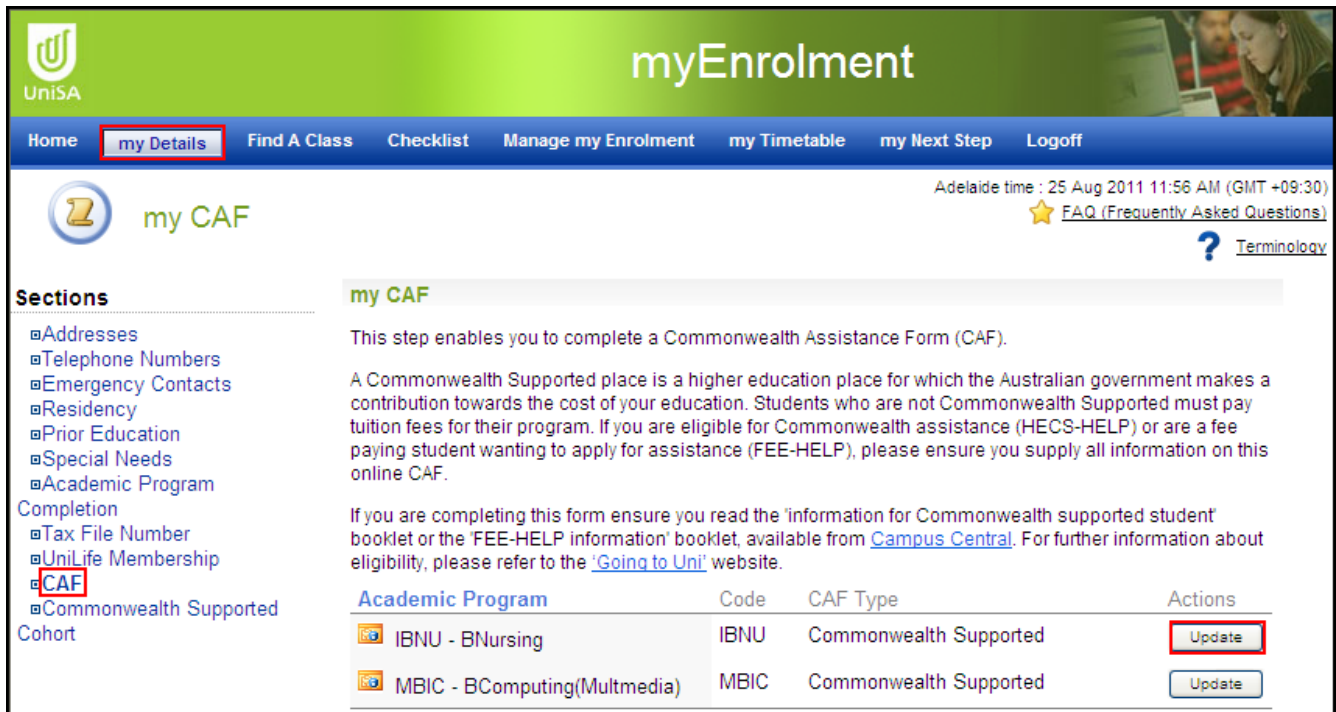
Enrolments are only available via myEnrolment up until the Enrol by Date, after this date the Add Course button will disappear. Important dates for the study period are displayed above the orange band on the Manage my Enrolment page.



You can still enrol in the course up until the Census Date, but you need to fill out an [Add /Drop Classes](#) form and have it signed by the Course Coordinator, before lodging it at Campus Central.

## Has your CAF form been completed for that program?

Ensure that you have completed your CAF form for that program. Whilst you are required to complete your CAF as part of the Checklist, this problem could occur if you have transferred into a new program and haven't completed a new Checklist. If so, select **my Details** from the toolbar and select **CAF** from the left hand side menu. Then select **Update** next to the relevant (if more than one) Academic Program.



UniSA myEnrolment

Home **my Details** Find A Class Checklist Manage my Enrolment my Timetable my Next Step Logoff

Adelaide time : 25 Aug 2011 11:56 AM (GMT +09:30) [★ FAQ \(Frequently Asked Questions\)](#) [? Terminology](#)

**my CAF**

**Sections**

- Addresses
- Telephone Numbers
- Emergency Contacts
- Residency
- Prior Education
- Special Needs
- Academic Program
- Completion
  - Tax File Number
  - UniLife Membership
  - CAF**
  - Commonwealth Supported Cohort

**my CAF**

This step enables you to complete a Commonwealth Assistance Form (CAF).

A Commonwealth Supported place is a higher education place for which the Australian government makes a contribution towards the cost of your education. Students who are not Commonwealth Supported must pay tuition fees for their program. If you are eligible for Commonwealth assistance (HECS-HELP) or are a fee paying student wanting to apply for assistance (FEE-HELP), please ensure you supply all information on this online CAF.

If you are completing this form ensure you read the 'information for Commonwealth supported student' booklet or the 'FEE-HELP information' booklet, available from [Campus Central](#). For further information about eligibility, please refer to the 'Going to Uni' website.

Academic Program	Code	CAF Type	Actions
IBNU - BNursing	IBNU	Commonwealth Supported	<b>Update</b>
MBIC - BComputing(Multimedia)	MBIC	Commonwealth Supported	Update

If you have eliminated all the above reasons, and are still unable to view the Add Course button, contact [Campus Central](#) for assistance.

## You are not eligible to enrol in this Study Period (Term Activation)

If you select the Add Course button but then receive the following message, it means you currently don't have access to enrol in the selected Study Period (you are not 'Term Active'). Contact [Campus Central](#) who will be able to provide you access to the Study Period.

## Add Course

 You are not eligible to enrol in this study period. Contact [Campus Central](#)

Enter the Enrolment Class Number, then click 'Continue Enrolment'.

**What is an Enrolment Class Number?** A course can be made up of multiple classes (ie Lecture, Tutorial, Workshop) which means it's the first class number you enter when enrolling in the course. All other components are calculated automatically.

If you don't know the Enrolment Class Number, click the 'Search For a Class' button.

### ADD CLASS

Study Period

Study Period is invalid  \*

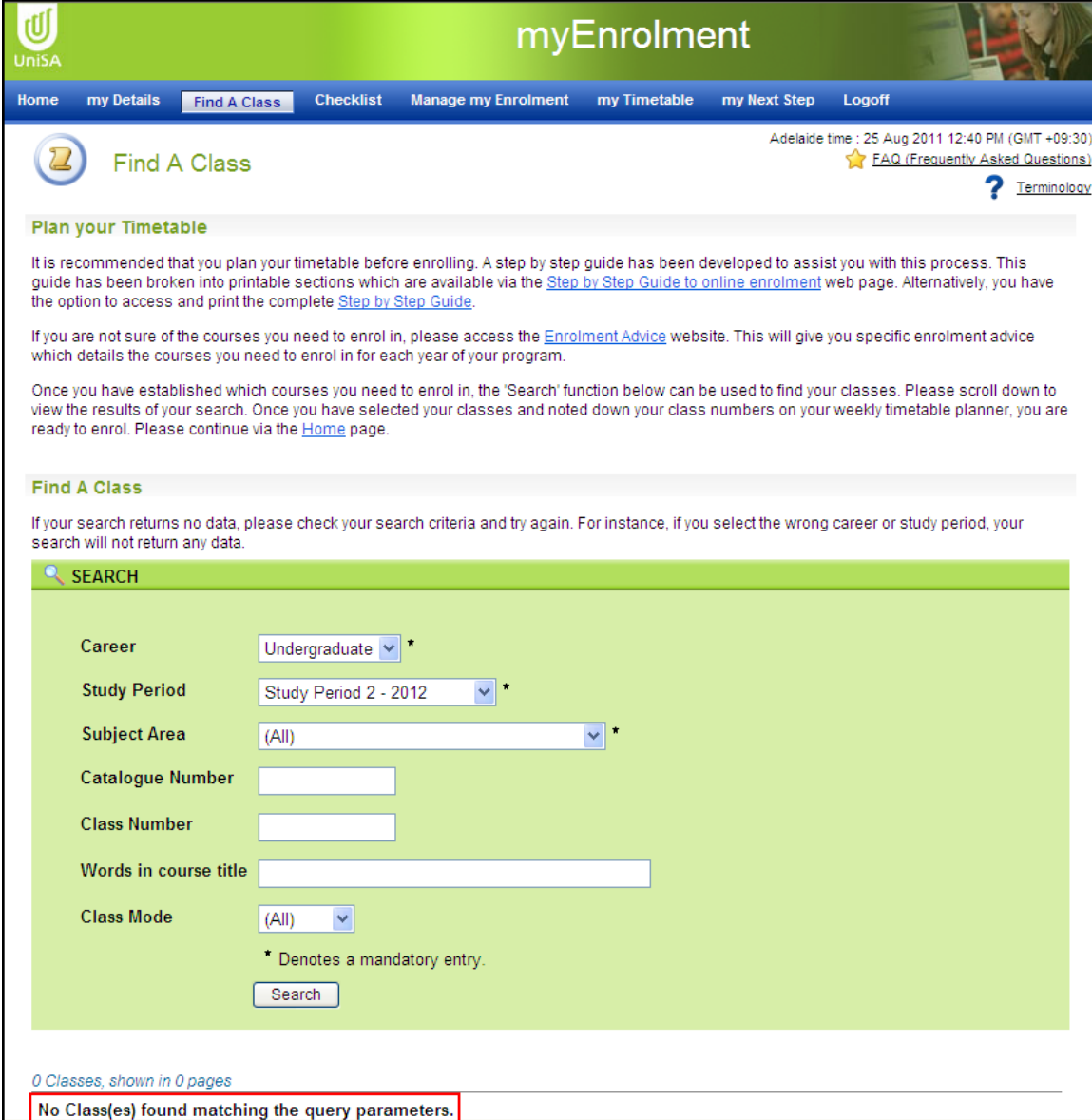
Enrolment Class Number

\*

\* Denotes a mandatory entry.

## No Class (es) found matching the query parameters – Find A Class section

If you get the following message when you are searching for classes, check that you're searching in the right career (i.e. undergraduate) and study period. You can also try broadening your search by selecting 'All' in the Subject Area field.



The screenshot shows the UniSA myEnrolment website interface. At the top, there is a navigation bar with links for Home, my Details, Find A Class (highlighted), Checklist, Manage my Enrolment, my Timetable, my Next Step, and Logoff. The page title is "myEnrolment". Below the navigation bar, there is a "Find A Class" section with a search icon and the text "Find A Class". To the right, it shows the Adelaide time as 25 Aug 2011 12:40 PM (GMT +09:30) and links for FAQ (Frequently Asked Questions) and Terminology.

Under the "Find A Class" section, there is a "Plan your Timetable" section with text recommending planning before enrolling and providing links to a "Step by Step Guide to online enrolment" and "Enrolment Advice" website. Below this is another "Find A Class" section with text advising to check search criteria if no results are returned.

The search form is titled "SEARCH" and contains the following fields:

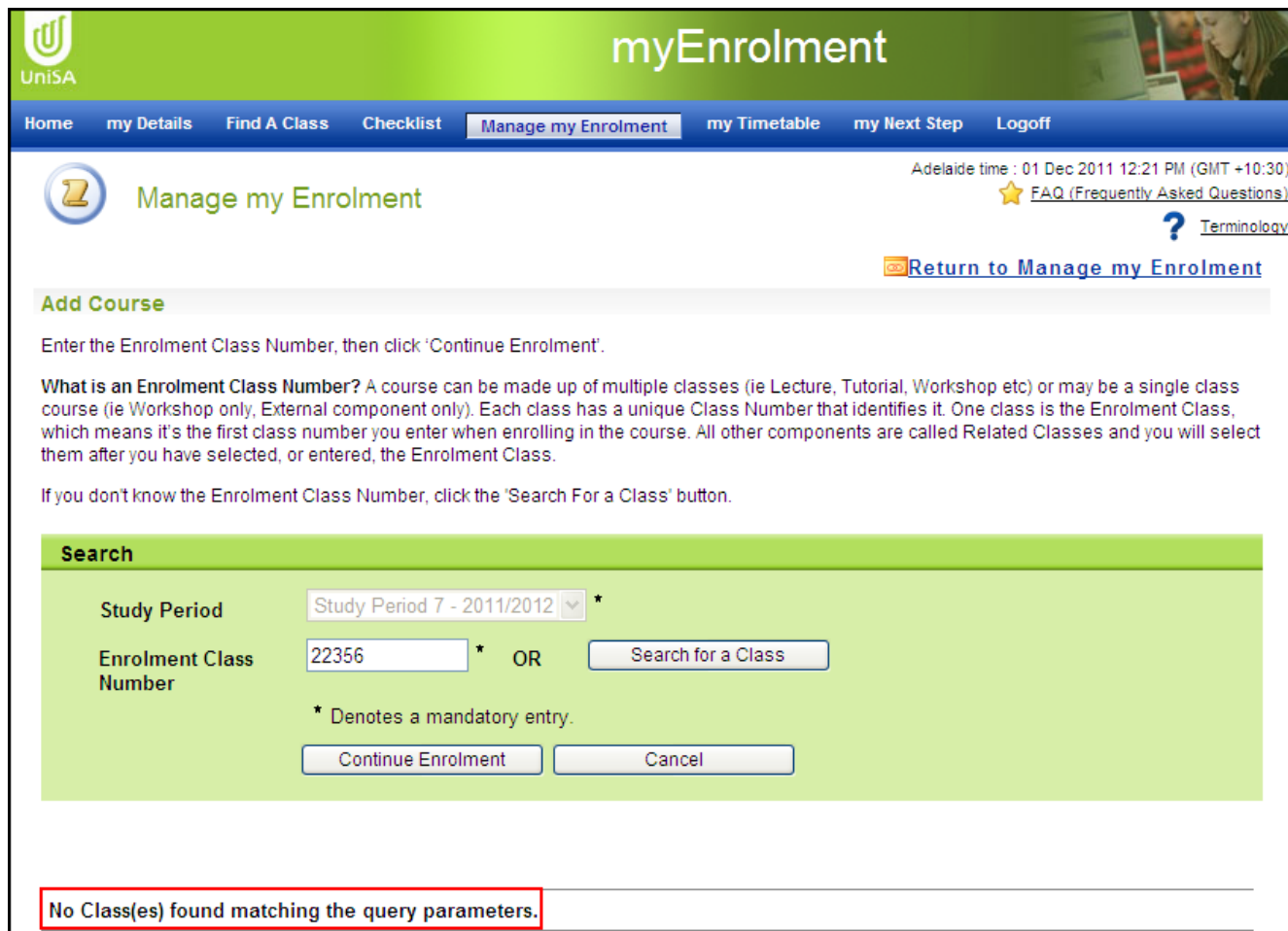
- Career: Undergraduate \*
- Study Period: Study Period 2 - 2012 \*
- Subject Area: (All) \*
- Catalogue Number: [Empty text box]
- Class Number: [Empty text box]
- Words in course title: [Empty text box]
- Class Mode: (All)

A note below the form states: "\* Denotes a mandatory entry." There is a "Search" button at the bottom of the form.

Below the search form, it says "0 Classes, shown in 0 pages". At the bottom, a red box highlights the message: "No Class(es) found matching the query parameters."

## No Class(es) found matching the query parameters – Manage my Enrolment section

If you receive the following message in the Add Course section of myEnrolment, please make sure you have not entered the related (non-enrol) class number first. You must start with the enrolment class number, then click **Continue Enrolment** and select from the related (non-enrol) classes.



UniSA myEnrolment

Home my Details Find A Class Checklist **Manage my Enrolment** my Timetable my Next Step Logout

Adelaide time : 01 Dec 2011 12:21 PM (GMT +10:30)

FAQ (Frequently Asked Questions) Terminology

**Manage my Enrolment**

[Return to Manage my Enrolment](#)

**Add Course**

Enter the Enrolment Class Number, then click 'Continue Enrolment'.

**What is an Enrolment Class Number?** A course can be made up of multiple classes (ie Lecture, Tutorial, Workshop etc) or may be a single class course (ie Workshop only, External component only). Each class has a unique Class Number that identifies it. One class is the Enrolment Class, which means it's the first class number you enter when enrolling in the course. All other components are called Related Classes and you will select them after you have selected, or entered, the Enrolment Class.

If you don't know the Enrolment Class Number, click the 'Search For a Class' button.

**Search**

Study Period Study Period 7 - 2011/2012 \*

Enrolment Class Number 22356 \* OR Search for a Class

\* Denotes a mandatory entry.

Continue Enrolment Cancel


**No Class(es) found matching the query parameters.**

If you don't know the Enrolment Class Number, click **Search for a Class** button and enter the Subject Area and Catalogue Number (if known) to find valid class numbers. Make sure you select the correct Career (Undergraduate, Postgraduate or Non-Standard).

## Time Clash

If a class time clashes with another class you are already enrolled in, it will be greyed out and the Clash icon will be displayed.




Course ACCT 5011 - Accounting for Management M							
Enrolment							
Class Number	Type	Mode (Location / Instr Mode)		Schedule			
 60210	Seminar	Internal (City West / In Person)		Start date - End Date	Day	Time	Room
				02 Oct 2008 - 04 Dec 2008	Thursday	03:10 PM-06:00 PM	CWE/RR5-09

Please select an alternative class. If there are no alternatives you may need to change one of the classes that you have already enrolled in. If you are unable to change your classes to create a clash free timetable, refer to the [Override](#) process on what to do next.

### Class Full

If a class is full, it will be greyed out and the Full Class icon will be displayed. You will need to select a different class that has places available. If you are unable to find an alternative class and you need to do the course, refer to the [Override](#) process on what to do next.

Course EDUC 1040 - Junior Primary Practicum 2							
Enrolment							
Class Number	Type	Mode (Location / Instr Mode)	Schedule				
 21341	Tutorial	Internal (Magill / In Person)	Start date - End Date	Day	Time	Room	
			29 Jul 2008 - 16 Sep 2008	Tuesday	10:10 AM-12:00 PM	MAG/G1-72/73	
			07 Oct 2008 - 28 Oct 2008	Tuesday	10:10 AM-12:00 PM	MAG/G1-72/73	

### Available Seats are Reserved (Requirement Group)

If you try to enrol into a class where you do not meet the requirements, you will receive the below message.

**Available seats are reserved. Reserved seat requirement not met. Student not enrolled. (14640,213)**

This course is restricted to students in specific programs. For further information regarding this course, please contact your School office. If you believe you should be able to enrol into this course, refer to the [Override](#) process on what to do next.

### Department Consent Required

When trying to enrol into a course that requires Department Consent, you will get the following message. Department Consent is used, for example, for courses with a very limited number of places. You need to contact your School office to be able to enrol into this course. If you are unsure who to talk to, contact [Campus Central](#) for further information.

**Department Consent Required to Enrol in Class, Add Not Processed. (14640,38)**

### Maximum Term Unit Load Exceeded

Below is the error that is returned when you try to enrol in a course that will exceed your unit load (a normal full-time study load is 18 units the first half of the year, and 18 units the second half of the year). If you need to enrol in more than 18 units, refer to the [Override](#) process on what to do next.

**Maximum term Unit Load exceeded. (14640,30)**

Note: Part-time students can only enrol in 9 units per first and 9 units per second half of year. If you want to change your load from part-time to full-time, please contact [Campus Central](#) for assistance.

## Career Error

This error will occur if you are attempting to enrol into a course outside of your Career. For example, if you are in an Undergraduate program, but are attempting to enrol into a Postgraduate course. If you think you should be allowed to enrol in this course please contact [Campus Central](#).

**Add Course**

**Error:**Enrolment Request Process failed for Student ID [REDACTED] Academic Career UGRD, Study Period 0820, Class Number 24410. Enrollment is not allowed for this class: It is outside the Career of Study. (14640,32)

**Course ACCT 5017 - Taxation Law M**

Class Number	Type	Mode (Location / Instr Mode)	Schedule
24410	External	External (Magill / Distance Education)	Start date - End Date    Day    Time    Room 14 Jul 2008 - 28 Nov 2008    -    -    -

## Enrolling into a course that you have previously passed

If you attempt to enrol in a course that you have previously passed you will receive the following error message.

**Error:**You have successfully completed this course in a previous study period and therefore enrolment is not permitted.

Students are not permitted to enrol in a course they have previously passed as part of the same program. See the following excerpt from the Enrolment Policy.

**1.12** Once an award student has passed a course, regardless of their final grade, they are not permitted to re-enrol in the same (or equivalent replacement) course as part of that award program. Students who enrol in the same course twice (having passed the first attempt) will have that course enrolment cancelled and be refunded any fees or charges incurred for that course.

## Enrolling into a course for which you have a blank or incomplete

If you attempt to enrol in a course for which you have previously enrolled, but there is either no result entered or an 'Incomplete' notation, you will receive the following error message.

**Error:**You are attempting to enrol into a course for which you have an Incomplete or a Blank notation, therefore enrolment is not permitted. You are required to contact the Course Coordinator to ensure a final grade is recorded before re-enrolment is considered.

If you have attempted and failed the course previously, but there is no grade entered, you need to contact your Course Coordinator or School office to have the Fail grade entered before attempting to enrol in this course again.

If you have previously passed this course, you are unable to take it again (see excerpt from Enrolment Policy above).

## Enrolling into a course for which you have already enrolled in current or future study period

If you attempt to enrol in a course for which you are already enrolled in the current or a future study period, you will receive the following error message.

**Error:**You have already enrolled into this course in the current or a future study period. If you wish to change study period, you need to drop the future enrolment before re-enrolment is permitted.

You need to select an alternative course or drop the future/current enrolment in this course before attempting to enrol again.

### **International Students enrolling externally or online**

If you are an International Student, this message will be displayed if you enrol in an external or online course. International Students are advised not to enrol in external courses. You are advised to consult with your Program Director and the [Learning and Teaching Unit](#) before proceeding.

You are attempting to enrol in an online or external course.

**If you have a student visa you must:**

- be enrolled in at least one internal course each study period
- not undertake more than 25% of your program online/externally

**Failure to abide by these rules may result in cancellation of your Confirmation of Enrolment (CoE) which may affect your student visa.**

You are advised not to enrol in external courses as they may not provide the same level of interaction with University staff, fellow students or on-campus study support facilities.

We **strongly recommend** that you discuss your proposed external study with your Program Director and an International Student Officer at the [Learning and Teaching Unit](#) before proceeding.

If you are you sure you want to add this course, click on the 'Enrol in Class(es)' button below. If not, select 'Return to Manage Your Enrolment' to cancel adding this course.

Enrol in Class(es)

## Drop Course Errors

### No Drop Selected Courses button displayed

If you can't view the **Drop selected courses** button in the **Manage my Enrolment** section, there are a couple of possible reasons.

The screenshot shows the UniSA myEnrolment system interface. The navigation bar includes links for Home, my Details, Find A Class, Checklist, Manage my Enrolment (active), my Timetable, my Next Step, and Logoff. The main content area is titled 'Manage my Enrolment' and contains the following text:

Please ensure you access your 'Program Specific Enrolment Information' and finish planning your timetable for the upcoming year before proceeding.

To add, drop or view your enrolments, use the drop down menu to select the relevant study period.

To add a course, select 'Add course' from the tool bar below. **Please note:** the 'Add course' button will not display if the 'Enrol by Date' has passed for the selected study period, or if you have not completed a Commonwealth Assistance Form (CAF) for your program. You can complete your CAF via [my Details](#).

To drop a course, tick applicable course(s) and select 'Drop selected courses' from the tool bar below.

**Important information:**

- Please observe the important dates for each study period. If you withdraw after the census date you will incur the relevant course fees, and the course(s) will be recorded on your academic record. Appeals against fees will not be upheld on the grounds that you were unaware of the census date.
- It is your responsibility to complete any specified prerequisite courses before attempting a higher level course. Enrolment can be cancelled in a course where the prerequisite has not been met.

Study Period: Study Period 6 - 2011

**Study Period 6 - 2011 Add/Drop Dates**

Enrol By Date ?	Census Date ?	Withdraw Date (W) ?	Withdraw Fail Date (WF) ?
07 Oct 2011	21 Oct 2011	04 Nov 2011	18 Nov 2011

Program MBIC - BComputing(Multimedia) (Undergraduate) | Add course | Drop selected courses

Tick/check the box in the first column to select a course to drop.

Course	Study Period	Course Title	Career	Class Number	Component	Notes	Enrolment Status
<input type="checkbox"/> WELF 4019	SP6- 2011	Social Work Field Education 2	Undergraduate	60050	Tutorial		Enrolled
	SP6- 2011		Undergraduate	60049	Fieldwork		Enrolled

## Have you selected the correct Study Period?

Check that you have selected the Study Period for the course(s) you want to drop. If you have no enrolments in the selected Study Period the Drop selected courses button will not display.

UniSA

# myEnrolment

Home my Details Find A Class Checklist **Manage my Enrolment** my Timetable my Next Step Logoff

Adelaide time : 25 Aug 2011 03:32 PM (GMT +09:30)  
★ [FAQ \(Frequently Asked Questions\)](#)  
? [Terminology](#)

## Manage my Enrolment

Please ensure you access your 'Program Specific Enrolment Information' and finish planning your timetable for the upcoming year before proceeding.

To add, drop or view your enrolments, use the drop down menu to select the relevant study period.

To add a course, select 'Add course' from the tool bar below. **Please note:** the 'Add course' button will not display if the 'Enrol by Date' has passed for the selected study period, or if you have not completed a Commonwealth Assistance Form (CAF) for your program. You can complete your CAF via [my Details](#).

To drop a course, tick applicable course(s) and select 'Drop selected courses' from the tool bar below.


**Important information:**

- Please observe the important dates for each study period. If you withdraw after the census date you will incur the relevant course fees, and the course(s) will be recorded on your academic record. Appeals against fees will not be upheld on the grounds that you were unaware of the census date.
- It is your responsibility to complete any specified prerequisite courses before attempting a higher level course. Enrolment can be cancelled in a course where the prerequisite has not been met.


Study Period  ?

## Has the Withdraw Fail Date (WF) passed for that Study Period?

Dropped selected courses button is only available via myEnrolment up until the Withdraw Fail Date (WF), after this date the Dropped selected courses button will disappear. Important dates for the Study Period are displayed above the orange band on the Manage my Enrolment page.


myEnrolment

Home
my Details
Find A Class
Checklist
Manage my Enrolment
my Timetable
my Next Step
Logoff



### Manage my Enrolment

Adelaide time : 25 Aug 2011 03:32 PM (GMT +09:30)  
[★ FAQ \(Frequently Asked Questions\)](#)  
[? Terminology](#)

#### Manage my Enrolment

Please ensure you access your 'Program Specific Enrolment Information' and finish planning your timetable for the upcoming year before proceeding.

To add, drop or view your enrolments, use the drop down menu to select the relevant study period.

To add a course, select 'Add course' from the tool bar below. **Please note:** the 'Add course' button will not display if the 'Enrol by Date' has passed for the selected study period, or if you have not completed a Commonwealth Assistance Form (CAF) for your program. You can complete your CAF via [my Details](#).

To drop a course, tick applicable course(s) and select 'Drop selected courses' from the tool bar below.

**Important information:**

- Please observe the important dates for each study period. If you withdraw after the census date you will incur the relevant course fees, and the course(s) will be recorded on your academic record. Appeals against fees will not be upheld on the grounds that you were unaware of the census date.
- It is your responsibility to complete any specified prerequisite courses before attempting a higher level course. Enrolment can be cancelled in a course where the prerequisite has not been met.

Study Period

Study Period 6 - 2011


?

**Study Period 6 - 2011 Add/Drop Dates**

Enrol By Date ?	Census Date ?	Withdraw Date (W) ?	Withdraw Fail Date (WF) ?
07 Oct 2011	21 Oct 2011	04 Nov 2011	18 Nov 2011

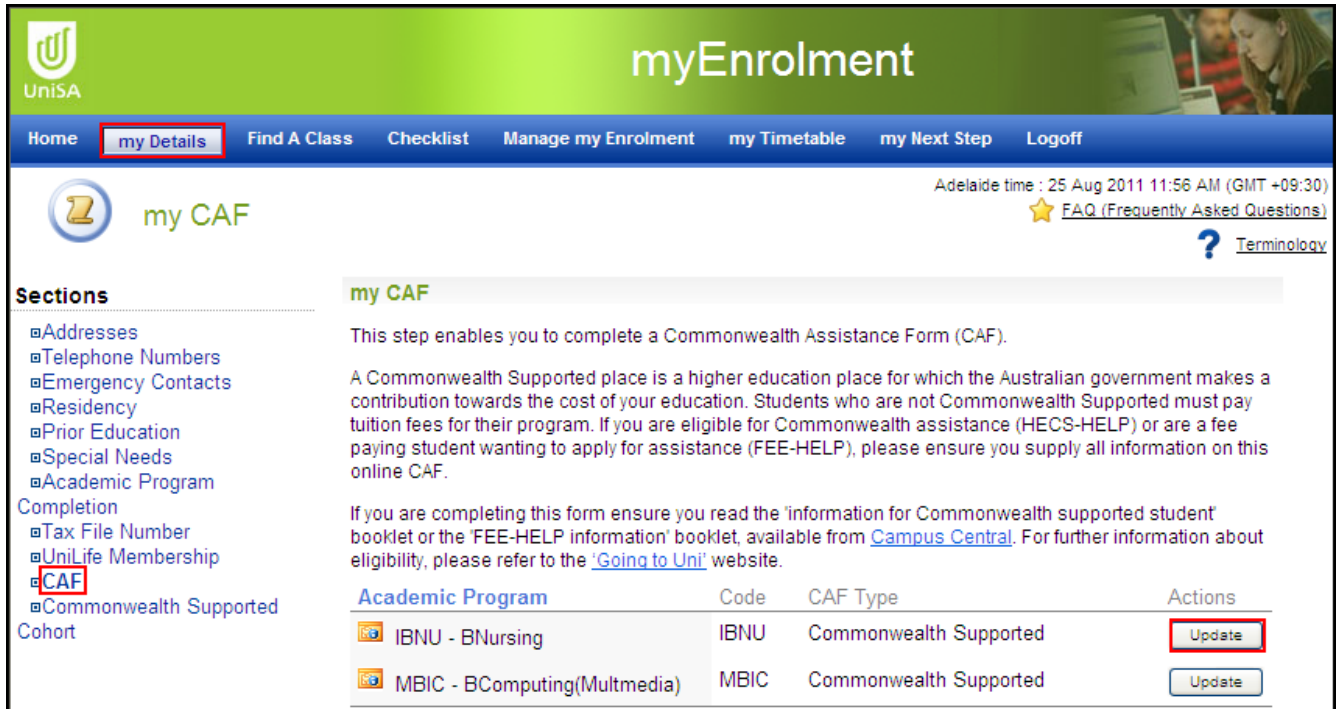
**Program MBIC - BComputing(Multimedia) (Undergraduate)**
Add course
Drop selected courses

Tick/check the box in the first column to select a course to drop.

Course	Study Period	Course Title	Career	Class Number	Component	Notes	Enrolment Status
<input type="checkbox"/>  WELF 4019	SP6- 2011	Social Work Field Education 2	Undergraduate	60050	Tutorial		Enrolled
	SP6- 2011		Undergraduate	60049	Fieldwork		Enrolled

## Has your CAF form been completed for that program?

Ensure that you have completed your CAF form for that program. Whilst you are required to complete your CAF as part of the Checklist, this problem might occur if you have transferred to a new program and therefore haven't completed the CAF for that program. If so, select **my Details** from the toolbar and select **CAF** from the left hand side menu. Then select **Update** next to the relevant (if more than one) Academic Program.



UniSA myEnrolment

Home **my Details** Find A Class Checklist Manage my Enrolment my Timetable my Next Step Logoff

Adelaide time : 25 Aug 2011 11:56 AM (GMT +09:30)  
★ [FAQ \(Frequently Asked Questions\)](#)  
? [Terminology](#)

**my CAF**

**Sections**

- Addresses
- Telephone Numbers
- Emergency Contacts
- Residency
- Prior Education
- Special Needs
- Academic Program

**Completion**

- Tax File Number
- UniLife Membership
- CAF**
- Commonwealth Supported



**Cohort**

**my CAF**

This step enables you to complete a Commonwealth Assistance Form (CAF).

A Commonwealth Supported place is a higher education place for which the Australian government makes a contribution towards the cost of your education. Students who are not Commonwealth Supported must pay tuition fees for their program. If you are eligible for Commonwealth assistance (HECS-HELP) or are a fee paying student wanting to apply for assistance (FEE-HELP), please ensure you supply all information on this online CAF.

If you are completing this form ensure you read the 'information for Commonwealth supported student' booklet or the 'FEE-HELP information' booklet, available from [Campus Central](#). For further information about eligibility, please refer to the '[Going to Uni](#)' website.

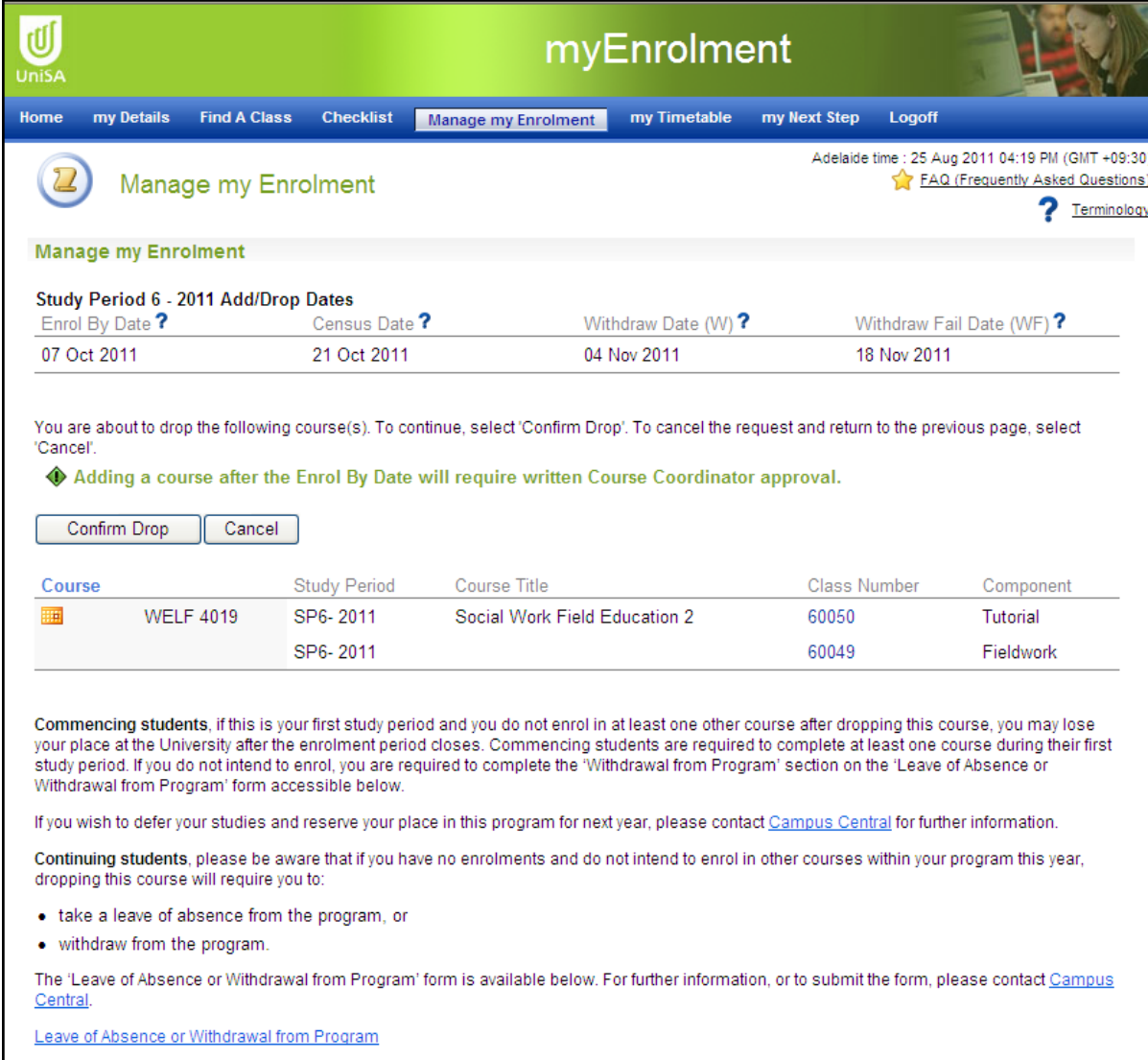
Academic Program	Code	CAF Type	Actions
 IBNU - BNursing	IBNU	Commonwealth Supported	<input type="button" value="Update"/>
 MBIC - BComputing(Multimedia)	MBIC	Commonwealth Supported	<input type="button" value="Update"/>

If you are still unable to view the Drop selected courses button, contact [Campus Central](#) for assistance.

## Dropping your last course in a Study Period

When you drop your last course in a study period you will receive the following warning message.

Note: that this message is only applicable if you have no other course enrolments for the first or second half of the year, and you are **not** intending to enrol during this period.



The screenshot shows the UniSA myEnrolment interface. At the top, there is a navigation bar with links for Home, my Details, Find A Class, Checklist, Manage my Enrolment (highlighted), my Timetable, my Next Step, and Logoff. The main content area is titled "Manage my Enrolment" and displays "Study Period 6 - 2011 Add/Drop Dates" with a table of key dates: Enrol By Date (07 Oct 2011), Census Date (21 Oct 2011), Withdraw Date (W) (04 Nov 2011), and Withdraw Fail Date (WF) (18 Nov 2011). Below this, a warning message states: "You are about to drop the following course(s). To continue, select 'Confirm Drop'. To cancel the request and return to the previous page, select 'Cancel'." A green diamond icon indicates that "Adding a course after the Enrol By Date will require written Course Coordinator approval." Two buttons, "Confirm Drop" and "Cancel", are provided. A table lists the course to be dropped: WELF 4019, Social Work Field Education 2, with two class numbers (60050 and 60049) and components (Tutorial and Fieldwork). The bottom section contains important information for commencing and continuing students, including a link to the "Leave of Absence or Withdrawal from Program" form.

UniSA myEnrolment

Home my Details Find A Class Checklist **Manage my Enrolment** my Timetable my Next Step Logoff

Adelaide time : 25 Aug 2011 04:19 PM (GMT +09:30)  
★ [FAQ \(Frequently Asked Questions\)](#)  
? [Terminology](#)

### Manage my Enrolment

#### Study Period 6 - 2011 Add/Drop Dates

Enrol By Date ?	Census Date ?	Withdraw Date (W) ?	Withdraw Fail Date (WF) ?
07 Oct 2011	21 Oct 2011	04 Nov 2011	18 Nov 2011

You are about to drop the following course(s). To continue, select 'Confirm Drop'. To cancel the request and return to the previous page, select 'Cancel'.

◆ Adding a course after the Enrol By Date will require written Course Coordinator approval.

Course	Study Period	Course Title	Class Number	Component
WELF 4019	SP6- 2011	Social Work Field Education 2	60050	Tutorial
	SP6- 2011		60049	Fieldwork

**Commencing students.** If this is your first study period and you do not enrol in at least one other course after dropping this course, you may lose your place at the University after the enrolment period closes. Commencing students are required to complete at least one course during their first study period. If you do not intend to enrol, you are required to complete the 'Withdrawal from Program' section on the 'Leave of Absence or Withdrawal from Program' form accessible below.

If you wish to defer your studies and reserve your place in this program for next year, please contact [Campus Central](#) for further information.

**Continuing students,** please be aware that if you have no enrolments and do not intend to enrol in other courses within your program this year, dropping this course will require you to:

- take a leave of absence from the program, or
- withdraw from the program.

The 'Leave of Absence or Withdrawal from Program' form is available below. For further information, or to submit the form, please contact [Campus Central](#).

[Leave of Absence or Withdrawal from Program](#)

## On Leave

If you are currently on leave for your program you will be unable to enrol in any Study Period that overlaps with your period of leave. Leave will be displayed as Status 'LOA' on the myEnrolment Home page under **my Programs**.

The screenshot shows the myEnrolment Home page. At the top is a navigation menu with links: Home, my Details, Find A Class, Checklist, Manage my Enrolment, my Timetable, my Next Step, and Logoff. The user is logged in as 'Welcome [redacted]'. The Adelaide time is 25 Aug 2011 04:37 PM (GMT +09:30). There are links for FAQ (Frequently Asked Questions) and Terminology. A notification states: 'You can start enrolling in your Bachelor of Nursing program from 18 Oct 2011 7:00:00 AM.' The 'Welcome to myEnrolment' section explains the application and provides instructions for enrolling and dropping courses. Below this are four steps: 1. Plan your Timetable, 2. Complete your Checklist, 3. Manage my Enrolment, and 4. My Next Step. The 'my Programs' section includes a table with the following data:

Name	Code	Career	Plan	Status	Estimated Completion of Program
BComputing(Multimedia)	MBIC	Undergraduate	Not Applicable - 2010	Active	
BNursing	IBNU	Undergraduate	Not Applicable	LOA	

Please contact [Campus Central](#) if you would like to alter your Return from Leave date.

## Any other error messages...

If you encounter any error messages not covered in this document, please contact [Campus Central](#) for assistance.