

ENROLMENT

Student Central Guide

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Key Terms

These key terms are specific to ANU and are used frequently at the university. Understanding them will make your student admin and degree management much easier! For more terms specific to ANU, see the ANU Glossary.

Program: A structured sequence of study predominantly leading to the attainment of one or more Awards

Award: A qualification conferred by the University and certified by a testamur.

Degree: A type of Award. E.g. Bachelor Degree. The terms program and degree are often used interchangeably.

Course: A subject of scholarly study. You will need to enrol in and complete a certain number of courses to satisfy your Program requirements and have your Award conferred. (other educational institutions may call this a subject or unit instead).

Unit: An indicator of the value of the course, in relation to the volume of learning, towards the completion of a program. Most courses are valued at 6 units.

ANU College: The primary academic organisational units of the University established by Council. ANU has seven Academic Colleges that house a number of schools and research centres responsible for the management of your degree.

Your Academic College is the best point of contact if you need advice on:

- Degree Planning
- Course advice
- Degree transfer
- Credit transfer

If you are studying a Flexible Double Degree (FDD), you may belong to two different colleges, and you will need to reach out to both colleges when seeking advice on your program.

How do I choose my courses?

The <u>Programs and Courses website</u> is where you can find detailed information about your program, majors, minors and courses. It is where you can browse through courses relevant to your degree and decide on which courses you will enrol in each Semester or Academic Session.

Additionally, your Academic Colleges will hold sessions during Orientation Week to help you manage your degree and learn more about courses.

You can access the list of O week sessions and activities <u>here</u>.

If you need more specific advice on your courses, get in touch with an advisor from your Academic College. To find your ANU Academic College's contact details you can either:

- Search "ANU [name of your college]" on your web browser OR
- Click on your Academic College from the list on <u>this webpage</u> to be directed to their homepage.

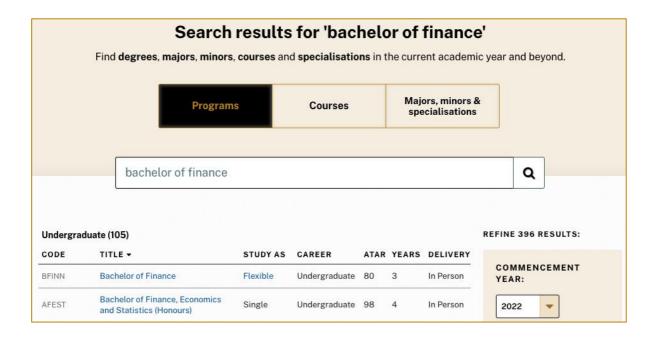
Navigating the programs and courses website?

Search for and select your program

Type the name of your program in the search bar.

Ensure that you have selected the Program option on the top, next to Courses. Then scroll and select your program from the list.

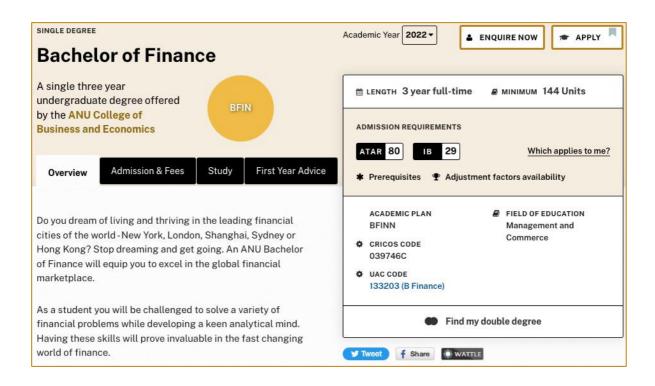
If you are doing a Flexible Double Degree, search one of your degrees first then click on 'Flexible' in the 'Study As' column to add your second degree.



Navigating your program's page

Once you are on your program page, make sure the Academic Year selected (next to the Enquire Now button), is the year in which you have commenced your program.

This page will also show you which Academic College your degree is offered by.



To find out which courses you can enrol in, click the Study tab. Here you will find information regarding the courses/majors/minors/specialisations required to complete your program as well as an example study plan that shows how a full time student may structure their degree. Majors, Minors and Specialisations each have their own study requirements. At the bottom of this page is a suggested program plan for the duration of the program.

Your program page may also have a First Year Advice tab on the top. This tab will tell you important information to consider when planning for your program in your first year.

Navigating your Course page

Click the course you are interested in to find the course page.

On the right, there is a box containing important information including the relevant Academic College and School, the Course Convenor, and the academic session it is offered in.

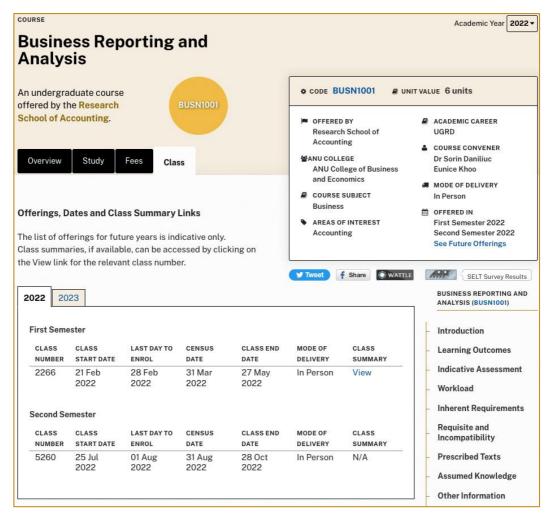
On the left, there are four tabs:

The **Overview** tab provides a brief description of the subject matter and lists the learning outcomes students will achieve upon completion.

The **Study** tab provides information about assessments, workload, required knowledge/experience and requisite/incompatibility.

The **Fees** tab provides information about the fees charged for the course. For students with a Commonwealth Supported Place (CSP), your contribution band is displayed here.

The **Class** tab displays a table with important dates and other information. In particular, you can find the class number, which you will need to enrol in the course.



What is the difference between a course code and a class number?

A Course Code is an eight-character code made up of four letters and four numbers used to identify an individual course at ANU. This code will be the same regardless of the year or semester the course is scheduled

A class number is the unique four-digit code that identifies a course running in a particular semester/session. You will need your class number to enrol in your course on ISIS. The class number changes depending on the year or semester/session.

How to enrol in your courses

Log in to the Interactive Student Information System (ISIS).

The first time you log in, you will be prompted to complete the Student Task Wizard to set up your account.

After completing the Task Wizard, you can add courses on ISIS by clicking on Course Enrolment under Useful Links on the left side of the page, or via the following pathway:

NavBar (compass icon in top-right corner) > Navigator > ISIS > Enrolment > Enrolment > the relevant academic session (eg Semester 1)

Enter each class number for the courses you have decided to enrol in. A normal course load for full-time students is 24 units (four courses) per semester. See above for how to find your class number.

We recommend that you use the Class Number instead of the search option on the ISIS Enrolment page, as not all courses may have been updated on ISIS search engine.

Common Questions

What is a "1000 level" course?

1000 level courses are introductory courses. You will be able to identify 1000 level courses by the first digit in their course code. For example, BUSN1001 is a 1000-level business course. Typically, most of or all the courses you take in your first year will be 1000 level courses.

What should I enrol in for an elective?

You can enrol into any ANU course as an elective. However, some programs only allow college or discipline-specific electives. For example, a "science elective" means it must be a course offered by the College of Science. If you are uncertain, seek advice from you're Academic College.

I am starting in Semester 2, which courses should I enrol in?

If you are commencing your program in Semester 2, your program plan may differ slightly from the one suggested under the Study tab. You can plan your second semester by looking at the courses outlined in the second row of first year. Many courses can be taken in any order, but there are some that should be taken in a specific order (such as language courses).

If in doubt, contact your Academic College for advice on which courses to enrol in.

Year 1	BUSN1001	ECON1101	FINM1001	STAT1008
48 units	Business Reporting and	Microeconomics 1	Foundations of Finance	Quantitative Research
	Analysis	6 units	6 units	Methods
	6 units	Ounts	ounts	6 units
	ECON1102	FINM2001	A finance core	Elective Course
	Macroeconomics 1	Corporate Finance	from the 5 listed courses*	6 units
	6 units OR	6 units		
	ECON1100;			
Year 2	FINM2003	Major Course	STAT2008	ECON2101
48 units	Investments 6 units	6 units	Regression Modelling	Microeconomics 2
			6 units	6 units OR
				ECON2111;
	FINM2002	Elective Course	Elective Course	Elective Course
	Derivatives	6 units	6 units	6 units
Ш-	6 units	<u> </u>	<u> </u>	
Year 3	Major Course	Major Course	Elective Course	Elective Course
48 units	6 units	6 units	6 units	6 units
	Major Course	List 1 Elective	Elective Course	Elective Course
	6 units	Course 6 units	6 units	6 units

What if I don't know what major or minor I want to do?

This is perfectly normal! Often you do not need to commit to a major or minor in your first year, and often it is possible to change your mind even after you have completed a few courses towards a specific major or minor. We would strongly recommend speaking to an academic advisor to discuss your options. Early planning can ensure that you will be on track to fulfil your degree requirements.

I need a permission code, who do I ask?

If you receive an error regarding a permission code or department consent, you may be trying to enrol in a course for which you have not met the prerequisites (for example, an advanced language course). If you do encounter this error, please contact the relevant ANU College for a permission code.

My enrolment session (eg Semester 1) is greyed out, how do I amend this?

If your enrolment session is greyed out, please contact us at Student Central.

How do I confirm that I have enrolled in my courses?

You will be able to confirm that you have enrolled by returning to your ISIS home page and scrolling down to your Current Enrolment. Your courses should appear on this table.

Alternatively, you may wish to download an Enrolment Confirmation Letter:

NavBar (compass icon) > Navigator > ISIS > Academic Records > Letters (ensure you have enabled popups on your browser)

What is Census Date?

Census Date is the last day you can drop/un-enrol from a course without any academic or financial penalty. This means that the course will not appear on your transcript, and any paid course fees will be credited back into your ISIS account.

Key dates for finalising enrolment and fee payments during a semester

Last day to add courses on ISIS: Monday of Week 2

Deadline to pay fees upfront: Friday of Week 3

Census date: **31 March** (Semester 1), **31 August** (Semester 2)

For key dates in non-standard sessions (Summer, Autumn, Winter, Spring), check the Class tab on the Course page on Programs and Courses.

Other key dates can be found on the University Calendar

Still have questions about enrolment?

We hope this information has been helpful, if you have any other questions or need further guidance with the administrative side of course enrolment, please get in touch with us at Student Central via email, phone, or in person! For academic advice or assistance with degree planning and which courses to choose, contact your Academic College.

Email:

student@anu.edu.au

Phone:

9am – 5pm (AEDT) 13 52 68 OR +61 2 6125 3339 (if overseas)

In-person:

Student Central Annexure | 10am – 4pm (AEDT) | Monday to Friday Kambri, Di Riddell, Shop 14 (opposite Ballistic Burrito and Kukula's)