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Access the Student Portal

Step 1: Go to your Student Hub

Step 2: Click on the Student Portal button (was the MySSNT button).
Step 3: Your Student Portal will appear! Navigate the menu items by selecting the “waffle” (four squares)

Access the Subject Selection tool to register for classes

Step 1: Click on the waffle, then click through the menus to the Subject Selection button
Step 2: Click on **Register for Classes**

Step 3: **Select the Term** that you are selecting classes in, then click on **Continue**

Step 4: You can now select your subjects and **Register into Classes**!
Registering for classes - basics

Parts of the Subject Selection screen

1. When you first enter the subject selection screen, you should see:
   - Your course structure down the left hand panel, including all the subjects in your course organised by study period.
   - More information about course rules can be found in the right hand panel.
2. When you select a subject from the left hand panel, the class options appear.
   - You can see subject title, subject code (listed under subject and course number fields), the CRN (class reference number), the assigned teacher, class times and days, campus, how many seats are available and the “Add” button.

3. If you would like to see more information about the class, including subject description and prerequisites, click on the subject title and a pop up will appear.
Progressing through your studies

As you register for a class by adding and submitting the subject, a green tick will appear next to the subject in the left hand panel. This means that you have successfully enrolled into the subject.

When you have registered in all subjects in a study period, the main green tick will appear, which means that you have satisfied course rules for that study period.
In this example, you are required to take an elective as well as your core subjects to complete all requirements for Study Period 1. So make sure that you also select your electives if there are electives required!

What happens to the green ticks next term?

The ticks for subjects that you have registered in and completed successfully last term will still be there next term.

What happens to the green ticks if I fail a subject?

If you have failed a subject, the green tick will disappear and you will be able to select the subject again.

Important Note!

If you are a current student who has studied in T1 and are selecting subjects for T2 2019, your T1 subjects WILL NOT have a green tick against them. You will not be able to accidently select these subjects again as the Add button will be disabled.
More information for part-time students

You may have noticed that all subjects for your Course will display in Subject Selection, organised by study period.

You are welcome to select and register for one or more of your subjects as you wish. Instructions on how to Register for a Class can be found in this guide.

For more help or support on selecting your subjects, please speak with your Student Services team, Success Coach or Program Director.

How to ‘Register for a Class’ (add a subject)

Follow the below steps to select your subjects and register for classes:

1. Access **Subject Selection** in your Student Portal

   See instructions above.

2. Look at the left hand panel to see the subjects available to you in your course.

   The subjects you have completed are marked with a green tick, and the subjects that are available have no green tick.

   **Important note!**

   If you are a current student who has studied in T1 and are selecting subjects for T2 2019, your T1 subjects WILL NOT have a green tick against them. You will not be able to accidently select these subjects again as the Add button will be disabled.
In this example, the student has completed BHS101A.

The other subjects are available for selection.

3. Select a subject by clicking on it. The class options will appear.
   a. You can see the class times, day, campus, room and instructor.
   b. If you have trouble seeing the ‘Meetings Times’ information, you can hover over the Meeting Times field and the information will also display in an information window.
c. You can click on the title of the subject to see more information about the subject, such as the Subject Description, and the Prerequisites.

4. Once you have decided which class you would like to register in, click on the Add button.
   a. The Add button becomes disabled, and the class you have selected will appear in the Summary with a Status of “Pending” and an Action of “Web enrolled”.
b. You will also notice that the circle next to your selected subject is half filled in.
5. You can repeat the above steps to select the rest of your classes.

6. If you change your mind about one of your selections, you can remove it from your Summary.
   a. In the Action drop down menu, select **Remove**.
   b. You can Add a different class option at the same time if you wish.

In this example, the student removed BHS 103A (CRN: 2) and added BHS 103A (CRN: 1).
7. To finalise your subject selection and register for the classes, click on **Submit**.
   a. The statuses of your selected subjects will change to ‘Registered’.
   b. The green ticks will also appear against your selected subjects to indicate that you are enrolled.
How to Drop a Subject (in Subject Selection in your Student Portal)

Up until census date, you can add and drop subjects in Subject Selection in your Student Portal.

After census date, you will need to speak with Student Services if you wish to change your subjects.

Follow the below steps to drop a subject using Subject Selection in your Student Portal:

1. Access Subject Selection in your Student Portal (see instructions above)

2. In the ‘Summary’, you will see the subjects you are registered in.
3. Identify which subject you would like to drop. In the ‘Action’ drop down, select DROP.
4. Select **Submit**.
   
a. In the Summary, the Status of the subject will be “Deleted”

b. In the left hand panel, the green tick against your dropped subject will disappear.

5. The next time you enter Subject Selection in your Student Portal, you will notice that all the class options for the subject that you had dropped are now available for selection again.
When you are selecting your electives, be sure to read the instructions that are provided for you!

In this example, the student needs to select only 1 elective.

You can see that because the student has correctly selected 1 elective, the green tick has appeared against the elective subject AND the main green tick has appeared.

If the student enrolled into more than 1 elective, the green tick against the enrolled subjects will appear, but the main green tick will disappear. This means that the student has not selected subjects in a way that matches the course rules.

The student may still study the extra elective and receive a grade, however the additional elective might not be used when assessing the student’s progress in the course.
If the student drops the extra elective, the main green tick will reappear.
How to waitlist in a subject

Sometimes, you might want to register into a specific class but it is full.

What should you do?

1. If there are any other class options being held on a day and at a time you can attend, you should select that class option to ensure that you have a seat in that subject.
2. You may also place yourself on the waitlist for the class that is full, if there are waitlist seats available.

If the class has waitlist seats available, you can see this information under “Status”. An example is to the right.

**Important note!**

Follow the below steps to place yourself on the waitlist for a specific class option:

If you have placed yourself on the waitlist for a class, you cannot select any other class options for the subject.
1. In **Subject Selection** in your Student Portal, identify the class that is full, but has the waitlist seats available.

2. Click on **Add**.

3. In Summary, select “Wait Listed” from the Action drop down menu.

4. Then click on **Submit**. The Status for the subject will change to “Waitlisted”.

You are now waitlisted in the subject, in the specific class option.
In this example, the student is waitlisted in CAM 101A, which has a class reference number (CRN) of 6.

The green tick against this subject will also appear to indicate that you have made a valid selection of this subject.

\* Important note!

1. If you place yourself on the waitlist for a subject, you cannot add yourself to any other class options for that subject.
2. If you wish to select a different class option, you will need to remove yourself from the waitlisted class option first (see notes about how to drop a subject).
3. When you are on the waitlist, you are not yet fully enrolled in the subject. Your fees will only be processed against that subject if you are offered a place in the class, and you enrol into the class.

What happens next?

- If a place becomes available in the class, you will be sent an email notification, which will invite you to register into the class. **You will need to register into this subject within 24 hours from the date and time of the notification to secure your place.**
- If you **do not register into the class within 24 hours** the place will be offered to the next student on the waitlist.
- If a place does not become available in the class, you should select a different subject or class option.
Student Portal: How to Register for Classes

- For students who must have a full time study load (e.g. international students), please make sure that you are registered into all of your subjects by the start of week 1. If you need help, please contact Student Services or your Success Coach as soon as possible.

Follow the below steps to register into your waitlisted class:

1. In Subject Selection in your Student Portal, identify your waitlisted class.

2. In Summary, click on “Web Enrolled” in the Action drop down menu.
3. Then click on **Submit**. The Status of the subject will change to Registered.

You are now enrolled into the class you had waitlisted for.
What happens after registering in classes?

After you successfully register in your classes, you should expect to receive your invoice via email.

- If you are on Fee-Help, you will receive a link in an email from the government. Please complete the eCAF form as soon as possible to ensure that you are successfully approved for Fee-Help. If the approval is not completed before Census date, you will become liable for your fees for the term.
- If you are paying upfront, you will see the fee amount and due date on the invoice. Payment can be made via EFTPOS (cheque, savings or credit on campus), credit card over the phone, via BPAY or via Flywire (for International students). Please contact Student Services if you have any questions about making payments.

Blackboard questions

You should be able to access your classes in Blackboard in the week commencing Monday 3rd June. If you cannot see a subject you have selected, please:

- check your Student Portal account to confirm you are enrolled
- then, contact Student Services if you have enrolled but your subject is not showing

Information and FAQs about using Blackboard can be found here - https://faq.laureate.net.au/friendly.php?slug=technology/search

Need more help?

You can find more important academic and student life information on the Student Hub - https://studenthub.torrens.edu.au/fitzroy
For assistance with your Student Portal please refer to https://studenthub.torrens.edu.au/fitzroy/student-portal or contact Student Services
If you need help with subject selection please contact your Success Coach - https://studenthub.torrens.edu.au/fitzroy/success-coach
Frequently Asked Questions (FAQs) - Registration

I received a “prerequisite or corequisite” error when trying to select my subjects. What do I need to do?

If you received this error, it means that you have not met either the prerequisite or corequisite requirements for the subject.

To check what the prerequisites or corequisites are for the subject, you can:
1. Click on the Subject Title. A pop up will appear with more class details. Select “prerequisites” to view the prerequisite and corequisite requirements.
2. OR, check your Course Information Sheet – you can find this at the Student Hub or speak with your Success Coach or Student Services.

What do you do next?
1. If you have not completed a prerequisite, you will be unable to select this subject in this term. You will need to successfully complete the prerequisite subject before taking this subject.
2. If the subject has a required corequisite, make sure that you select and Add the corequisite subject, and Submit both subjects at the same time.

I received an error saying that I am (or the term) “is not eligible for registration” when trying to select my subjects. What do I need to do?

If you receive this message, please see your Student Services team for more help.

The class I want to take says “time conflict”. What do I need to do?

If you see this notification appear on a class option, this means that you have already registered in a class that is held at the same time. You will not be able to take two subjects at the same class times.

What do you do next?
1. Decide which subject you want to take at this time/day.
2. Select a different class option for the other subject.
If I am on the waitlist, am I charged for the subject?
You are not charged for a subject if you are only on the waitlist for the subject. You are only charged for the subject if and when you are offered a place in the class, and have changed your status to “Web Enrolled” for the subject in Subject Selection in your Student Portal (or if your Student Services team enrol you into the class).

How do I pay my fees?
For this term, your payment options include:
• EFTPOS on campus - debit or credit
• Over the phone - credit card only
• BPAY
• Fly Wire (for international students)
In the future, online payments through your Student Portal will be available.
If you need any help, please contact your Student Services team as soon as possible.

I selected Fee-Help for the first time. Why do I have an invoice which shows that a balance is due?
If you have selected Fee-Help as your payment option for the first time, your balance will still show on your invoice until you have completed your Fee-Help application form (eCAF), and have been approved to be on Fee-Help by the government.
Once the approval is received by the university, your student finances will be re-processed and you will receive a re-issued invoice with an amended balance, to show that you do not have outstanding fees.

Important note: Please make sure that you complete the eCAF form as soon as you receive the email and link from the government!
If you are a new student, please speak with your Course and Careers Advisor for more help or refer to the Course Credit Policy and follow the process to Apply for a course credit.
You will need to submit supporting information and/or evidence with your application. More information about the type of supporting documentation can be found in the policy.

I want to apply for course credit. What do I need to do?
If you are a new student, please speak with your Course and Careers Advisor for more help or refer to the Course Credit Policy and follow the process to Apply for a course credit.
You will need to submit supporting information and/or evidence with your application. More information about the type of supporting documentation can be found in the policy.