Introduction
This online enrolment process links directly with the student’s management and timetable system, so students can enrol directly into the unit, delivery mode and class that is being offered in the following term.

The system recognises each student upon log in and displays the course sequence that is appropriate for their course and specialisation. Course rules and sequencing are built into the system to ensure that students do not accidentally enrol into modules where, for example, a prerequisite has not been met.

The period of time when students can re-enrol into modules for the next term is called the 're-enrolment period'. Typically, the re-enrolment period occurs in the latter half of each term. The re-enrolment periods for 2013 are noted on the Academic Calendar.

Logging in
Go to – http://my.navitas-professional.edu.au. Login by entering your username (your student ID) and password. Click ‘Login’
Once you have logged in, the my.navitas-professional home page will appear, as shown below. Scroll down the navigation panel on the left, and click on ‘My Enrolment’.

The ‘My Enrolment’ page will open, as below.

This section shows your course enrolment, the term for which you are enrolling and the number of days until enrolment closes.

This section shows the modules that are recommended as next in your study sequence.
Selecting modules & classes

To enrol in a module and class, click on ‘Choose class’ for the module in which you wish to enrol.

The Status column indicates whether the module is available to you for enrolment (Available), whether you are currently enrolled into the module (Pending), or whether you have already completed the module (Completed).

Once you have clicked on ‘Choose class’ a pop up will appear showing all the classes available for this module. Choose the mode/campus, class day and time, by clicking on ‘Select’ as shown below. Once you have selected a class, click ‘Add class and continue’ as circled.
Once you have added the class, your selection will appear under ‘Add new modules’ as circled below.

Repeat the module/class selection process until you have selected all the modules you wish to enrol into for the next term.

Confirming enrolment and payment type

Once you are happy with your module/class selection, select the payment type as above and submit your modules for enrolment by clicking on ‘Submit Modules for Enrolment’

Your screen will refresh and the confirmed modules/classes will show in the ‘My current enrolments for this term’ section, as shown below.
Applying for FEE Help

If you are eligible for Fee Help and have not registered, an ‘Apply for FEE Help’ link will appear at the top of the enrolment page, as shown below. Follow this link to apply for FEE Help. Once this is confirmed, FEE Help will show as a payment option. This may take up to 2 days to process.

![Enrolment Page with Apply for FEE Help Link](image-url)
**Waitlisting**

If the class in which you want to enrol is already full, the status will show as ‘waitlist’ in the pop up screen, as below. You may still request enrolment into this class, but will be put on the waitlist. If a place becomes available before the end of the enrolment period, you will be allocated a place in that class and will be notified by email. Each student can be waitlisted for a maximum of two classes. During the enrolment period, you should check ‘My Enrolment’ regularly for any updates to your enrolment status.

The status for this class is currently on waitlist.
Varying your enrolment

During the enrolment period, you may drop and add modules. If you wish to drop a module or have made a selection error, click on the ‘x’ that corresponds with that module/class.

In order to add a different module, or the same module but different class/delivery mode, repeat the enrolment process set out in the previous section of this document.
Viewing your financial statement and payment type

To view your financial statement, including enrolled modules, payment type and payment amount, click ‘View financial statement’ on the top right of the My Enrolment screen as shown below.

NOTE: If you are paying by Bpay, then you will need to do so via your bank’s Bpay facility. To pay using your credit card, please complete your credit card details and fax the form to your administration team.

Document History

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<th>Author</th>
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