

**DEAKIN  
COLLEGE**

in association with



# New Student Enrolment Guide

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[deakincollege.edu.au](http://deakincollege.edu.au)



# Enrolment checklist

- View your [course video](#)
- View the [enrolment instructions video](#)
- Log in and enrol in your modules using the instructions on page 3-10. Make sure you check the [Course Outline](#) to help you enrol in the correct modules.
- Complete the [Academic Skills Assessment](#)
- Set-up [Deakin Username & Password](#)
- Read the [Frequently Asked Questions \(FAQ\)](#)
- Attend [Orientation](#)

# How to log in

## Step 1 - Login

Go to - <http://learning.deakincollege.edu.au>

Log in using: **Username - Student ID** (look in your letter of offer)

**Password - Date of Birth** (yyyymmdd)

(example: if your date of birth is 6 January 1991, type 19910106)

**If you are locked-out for any reason, try again in 15 minutes.**

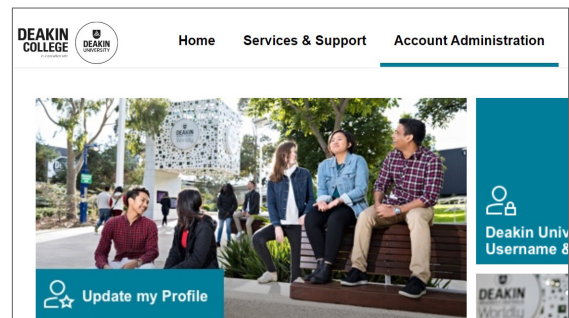
## Step 2 - Click on the 'Account Administration' tab

Click on the **'Account Administration'** tab at the top of the screen.

## Step 3 - Click on the 'Update my Profile' tile

The **Personal Details** tab will be highlighted. Click 'Edit' complete/update the details and save.

You will need to click on all the tabs at the top of the screen and add or update your information.



Salutation	Miss
First Name	Misky Nur
Last Name	ABDULLAHI
Middle Name	
Localised Name	
Preferred Name	Misky
Gender	Female
Birthday	07/01/1999
Birth Country	Kenya
Preferred Language	

When completing the year of arrival in this country under the Regulatory tab, please indicate the current year if you are yet to arrive.

When completing your mobile (cellphone) number under the Contact Details tab, please include country code (+61) and remove the 0 from the start of your Australian mobile number, for example +61401000111. If you do not have an Australian mobile number, please enter +61 followed by 9 digits, for example +6100000000.

When entering your Permanent Home Address under the Contact Details tab, if you are an international student, please enter your long-standing home address, where you lived before your arrived in Australia, where you can be reached by mail. If you are a domestic student, please enter a permanent or long standing home address, where you can be reached by mail.

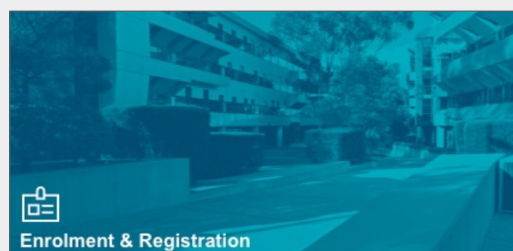
# Enrolment & registration

## Notes:

1. Make sure you use your **Course Outline** to select your modules (also known as units). Look for the Bachelor course that you intend to study and follow the recommended modules that are shown.
2. A full-time study load at Deakin College is a minimum of three modules (75%) or a maximum of four modules (100%) each trimester.
  - Domestic students can enrol in one module (25%) to four modules (100%) each trimester. If you are seeking Centrelink assistance, you must enrol in three or four modules.
  - International students must enrol full-time in three units (75%) or four units (100%) in order to meet progression requirements to Deakin University, as outlined in your offer letter. If you are a Foundation student, you must enrol in four units (100%) each trimester.
  - In the Diploma of Engineering, some modules are worth more than others. Make sure you follow the instructions in your **Course Outline** when selecting your modules.
3. If you are an international student, you must register to study on campus, in line with your visa conditions.  
If you are a domestic student, we offer both online and on-campus study modes. To enrol in online study, please fill in the **Domestic Online Enrolment Form**, and follow the instructions. There is no need to complete the enrolment steps below. You can skip to Page 11.

## Step 1

After clicking on the 'Enrolment & Registration' tile, check that the trimester displayed is correct, then ensure that your course/program is selected.



## Step 2

Select **Register**

axis Hello, YOUR NAME

Program & Period Conditions Class Times Finance Review & Submit

PROGRAM INFORMATION

Select the option below to proceed with registration.

Trimester 1, 2017

Second Year Degree in Business

Study Plan: UG-Bus2 (Second Year Degree in Business)

First Year Degree in Finance

Study Plan: UG-Fin1 (First Year Degree in Finance)

REGISTER

Select an option

You will now be directed to a 'Class Times' page to choose your modules and class times.

# Step 3 - 'Class Times' page

Ensure that you register in the 'Free Modules' (see orange arrow below) before you register in your Core/Optional modules.

Then, click the '+' sign to add a module (see teal arrow below).

**DEAKIN COLLEGE**

Program & Period  Conditions  **Class Times**  Finance  Review & Submit

**Diploma of Science**  
Study Plan: DN-D-Science (Gen)

You have completed

- 0 Optional Modules
- 0 out of 8 Core Modules
- 0 out of 2 Free Modules

This is the list of modules that you are required to take:

- SLE010 Laboratory and Fieldwork Safety Induction Program
- STP050 Academic Integrity

**Optional Modules** HIDE

Unavailable Modules	Load	Charge	Sponsored	SHOW

**Core Modules** HIDE

Available modules	Load	Charge	Sponsored	HIDE
HB5107 Understanding Health	25.0%	Sponsored	\$3,130.00	+
HB5109 Human Structure and Function	25.0%	Sponsored	\$3,130.00	+
HSN101 Foundations of Food, Nutrition and Health	25.0%	Sponsored	\$3,130.00	+
SIT191 Introduction to Statistics and Data Analysis	25.0%	Sponsored	\$3,130.00	+
SIT194 Introduction to Mathematical Modelling	25.0%	Sponsored	\$3,130.00	+
SLE103 Ecology and the Environment	25.0%	Sponsored	\$3,130.00	+
SLE111 Cells and Genes	25.0%	Sponsored	\$3,130.00	+
SLE112 Fundamentals of Forensic Science	25.0%	Sponsored	\$3,130.00	+
SLE115 Essential Skills in Bioscience	25.0%	Sponsored	\$3,130.00	+
SLE121 Environmental Sustainability	25.0%	Sponsored	\$3,130.00	+
SLE123 Physics for the Life Sciences	25.0%	Sponsored	\$3,130.00	+
SLE133 Chemistry in Our World	25.0%	Sponsored	\$3,130.00	+
Unavailable Modules	Load	Charge	Sponsored	SHOW

**Free Modules** HIDE

Available modules	Load	Charge	Sponsored	HIDE
SLE010 Laboratory and Fieldwork Safety Induction Program	0.0%	Free	\$0.00	+
STP050 Academic Integrity	0.0%	Free	\$0.00	+

**BACK** **NEXT**

The following issues must be resolved before you can proceed:

- ✘ You must register in SLE010 before you can continue.
- ✘ You must register in STP050 before you can continue.

**Study Load**

Minimum	25%
Maximum	75%
Current	0%

**Finances**

Opening Balance	\$0.00
Selected Modules	\$0.00
Due Now	\$0.00

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# Step 4 - Register your classes

A pop-up window will appear and you will be required to choose a class time/location for the lecture and practical/tutorial for each module that you have selected (click on the row to add or change classes).

A room number will appear under Room (eg. LA3.204).

Once you have selected the class, your modules will be highlighted and a '-' sign will be displayed next to the module (see example below).

Register Your Classes
Close Window ✕

**ARC001 Academic Research and Critical Enquiry**

This unit has one 4 hour class per week, including a one hour computer session.

Practical	Teacher	Room	Times	
Class 2	Dane HORTON	CEBROOKMAN	Wed 5:00pm to 7:00pm	-
Lecture	Teacher	Room	Times	
Class 2	Pearl PANICKAR	CE B5-15, CE B6-17A	Tue 8:30am to 9:30am, Tue 9:30am to 12:30pm	-
Class 3	Kathy GRANT	CE B5-11, CE B6-17A	Wed 8:30am to 9:30am, Wed 9:30am to 10:30am	+

all-day
Sun Mon Tue Wed Thu Fri Sat

6am

7am

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

6pm

7pm

Select one of  
each class type.

Click to add or change

# Step 4 (continued)

You cannot select a class that clashes with any of the ones you have already chosen. You may have to change class selections for the clashing module if other options are available.

Register Your Classes
Close Window ✕

**ARC001 Academic Research and Critical Enquiry**  
This unit has one 4 hour class per week, including a one hour computer session.

Practical	Teacher	Room	Times	
Class 2	Dane HORTON	CEBROOKMAN	Wed 5:00pm to 7:00pm	-
Lecture	Teacher	Room	Times	
Class 2	Pearl PANICKAR	CE B5-15, CE B6-17A	Tue 8:30am to 9:30am, Tue 9:30am to 12:30pm	+
Class 3	Kathy GRANT	CE B5-11, CE B6-17A	Wed 8:30am to 9:30am, Wed 9:30am to 12:30pm	⚠

Clash with: Module ITN001 Lecture Class 2
CLOSE

You cannot select a class that clashes

Jun 5 - 11 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
all-day						
6am						
7am						
8am						
9am						
10am						
11am						
12pm						
1pm						
2pm						
3pm						
4pm						
5pm						
6pm						
7pm						

If your registration is incomplete (ie. you have not chosen one of each class type), the relevant module will be highlighted as below.

**Diploma of Engineering**  
Study Plan: 2ENG - 2ELE (Electrical) Int

You have completed

- 0 out of 15 Required Modules
- 0 Elective Modules
- 0 Free Modules

BACK
NEXT

**Study Load**

<b>Minimum</b>	75%
<b>Maximum</b>	100%

66%

Required Modules				HIDE
Available modules	Load	Charge		HIDE
ARC001 Academic Research and Critical Enquiry	33.0%	\$2,490.00	-	Registration for this module has not been completed
CPP001 Communication: People Place and Culture	33.0%	\$2,490.00	-	CLOSE
ITN001 Information and New Media Technologies	33.0%	\$2,490.00	-	
PHYS02 Physics 2	25.0%	\$2,490.00	+	
ADM001 Advanced Mathematics 1	25.0%	\$2,490.00	+	
PHYS01 Physics 1	25.0%	\$2,490.00	+	
ESS001 Essential Study Skills	25.0%	\$2,490.00	+	
ENGG1004 Engineering Design and Innovation	25.0%	\$3,600.00	+	
Unavailable Modules	Load	Charge		SHOW

Incomplete. Click and select all class types

6am	
7am	
8am	

# Step 4 (continued)

When all your modules are selected, click 'Next'.

This button will not be available (greyed out) if your registration is incomplete.

**axis** Hello, YOUR NAME

Program & Period  Conditions  Class Times  Finance  Review & Submit

**Diploma of Engineering**  
Study Plan: 2ENG - 2ELE (Electrical) Int

You have completed

- 0 out of 15 Required Modules
- 0 Elective Modules
- 0 Free Modules

**Required Modules**

Available modules	Load	Charge	HIDE
ARC001 Academic Research and Critical Enquiry	33.0%	\$2,490.00	-
CPP001 Communication: People Place and Culture	33.0%	\$2,490.00	-
ITN001 Information and New Media Technologies	33.0%	\$2,490.00	-
PHYS02 Physics 2	25.0%	\$2,490.00	+
ADM001 Advanced Mathematics 1	25.0%	\$2,490.00	+
PHYS01 Physics 1	25.0%	\$2,490.00	+
ESS001 Essential Study Skills	25.0%	\$2,490.00	+

**Finances**

Opening Balance	\$0.00
Selected Modules	\$7,470.00
Due Now	\$7,470.00

**Jun 5 - 11 2016**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
all-day						

**BACK** **NEXT**

**Modules Selected. Click NEXT**





# Step 5

You will now be directed to the Finance screen. Check that the modules you have selected and the payment is correct. For Domestic students, a sponsor ('Fee-help') charge will be shown.

**Finance**

Item	Sponsor charge
Modules selected previously	
SLE010	\$0.00
STP050	\$0.00
HBS107	\$3,130.00
Modules removed	
HBS107	-\$3,130.00
Modules added	
SLE111	\$3,130.00
<b>Total</b>	<b>\$3,130.00</b>

**FINALISE**

If this button is green, click on it to proceed to the next step.  
If the button is not available (greyed out), please contact "Live Chat" for assistance.

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You can then review your registration (below) before exiting.

**Registration Confirmation**

Module	Class Type	Class	Teacher	Room
ARC001 - Academic Research and Critical Enquiry	Lecture	2	Pearl PANICKAR	CE B6-17A
ARC001 - Academic Research and Critical Enquiry	Lecture	2	Pearl PANICKAR	CE B5-15
ARC001 - Academic Research and Critical Enquiry	Lecture	2	Pearl PANICKAR	CE B6-17A
ARC001 - Academic Research and Critical Enquiry	Lecture	2	Pearl PANICKAR	CE B5-15
ARC001 - Academic Research and Critical Enquiry	Practical	2	Dane HORTON	CEBROOKMAN
CPP001 - Communication: People Place and Culture	Lecture	3	Robert KITT	CE B5-12D
CPP001 - Communication: People Place and Culture	Lecture	3	Robert KITT	CE B5-15
CPP001 - Communication: People Place and Culture	Lecture	3	Robert KITT	CE B5-12D
CPP001 - Communication: People Place and Culture	Lecture	3	Robert KITT	CE B5-15
ITN001 - Information and New Media Technologies	Lecture	2	Boris FEKLISTOV	CE B5-15

**AMEND** **EXIT**

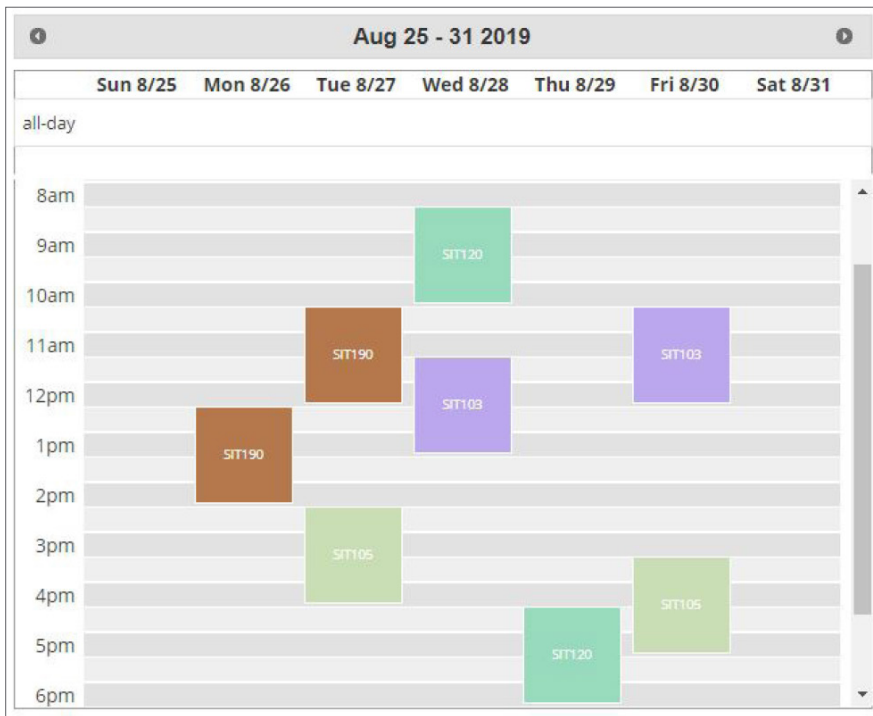
To make adjustment on your timetable, please click 'AMEND'. Otherwise click 'EXIT' to go back to home page.

**Amend or Exit**

axis Hello, YOUR NAME

# Timetable

You will see the Timetable Overview appear. Please scroll through the week to review your timetable.



Check your timetable by clicking on the **Class Timetable** tile on the **Home** screen. Take a screenshot of your timetable and save it somewhere safe so that you can refer to it when you need it.

Home Services & Support Account Administration

- Moodle
- Final Results
- Email
- Class Timetable
- News & Events
- Make an Appointment
- One Drive

# Additional tasks

After you have completed your enrolment, it's important that you set up your Deakin University username and password and complete the Academic Skills Assessment.

## Academic Skills Assessment

The Academic Skills Assessment is a 30-minute online exercise to show you (and us) what you might need help with. There are 39 required questions, which are mostly multiple choice.

Visit [www.deakincollege.edu.au/future-students/week-one/enrol/skills-assessment](http://www.deakincollege.edu.au/future-students/week-one/enrol/skills-assessment) to complete the activity.

## Set up your Deakin University username and password

You will need to obtain a Deakin University password to use the computers on-campus, in the computer labs and to access Deakin University's online services. Visit [www.deakincollege.edu.au/future-students/week-one/enrol/username-password](http://www.deakincollege.edu.au/future-students/week-one/enrol/username-password) to set up your username and password .



# Useful contacts

## Main details

Deakin College at Deakin University  
221 Burwood Highway  
Burwood VIC 3125 Australia  
T +61 3 9244 5197  
F +61 3 9244 5198  
E [deakincollege@deakin.edu.au](mailto:deakincollege@deakin.edu.au)

## Melbourne Burwood campus

Deakin College at Deakin University  
70 Elgar Road (Entrance 3)  
Building LA, Level 4  
Burwood VIC 3125 Australia  
T +61 3 9244 5197  
F +61 3 9244 5198

## Geelong Waterfront campus

Deakin College at Deakin University  
Building C, Level 2, Room C2.002  
27 Brougham Street  
Geelong VIC 3220 Australia  
T +61 3 5227 2890  
F +61 3 5227 2310

## Geelong Waurin Ponds campus

Deakin College at Deakin University  
Building KA, Level 4  
Pigdons Road  
Waurin Ponds VIC 3216 Australia  
T +61 3 5227 3433  
F +61 3 5227 2310

## Academic Coordinators

See our [Staff Contacts webpage](#) for your Academic Coordinator's contact details

## IT support

For Student Portal or Moodle login issues, please email [dcoll-ithelp@deakin.edu.au](mailto:dcoll-ithelp@deakin.edu.au)

## Live chat

During the enrolment period, our staff will be available on Live Chat within the Student Portal.

[deakincollege.edu.au/future-students/week-one/enrol](https://deakincollege.edu.au/future-students/week-one/enrol)

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