Online Enrolment Guide
Enrolment Information

This Guide will help to provide you with a step-by-step guide to enrolling successfully online.

All students studying postgraduate coursework programs are required to enrol online using the Access Adelaide student information system.

Student ID and Password

Before you can enrol online you will need to make sure that you have your student ID number and password. Your student ID number is located on the top left of your Welcome Letter, and your password at the bottom left hand corner. The University would have sent a Welcome Letter to you when you first became a student of the University of Adelaide. If you have misplaced this information or cannot remember your password please refer to the information in this book regarding “Student Password” and “Student Password Request Form”.

Correct Enrolment

It is your responsibility to ensure that you are correctly enrolled in the courses that satisfy the rules of your academic program. The Access Adelaide enrolment system will not prevent you from enrolling in courses that may not be counted towards your academic program.

Pre-requisites

Some courses have pre-requisites (and in some cases co-requisites). For example, you may be required to successfully pass a specific core course before being allowed to enrol in another core course (please refer to your Student Handbook and timetable for course pre-requisites). Although the online enrolment system allows you to enrol in courses where you have not fulfilled the prerequisites or co requisites, it is your responsibility to make sure you meet the requirements of the course for which you are enrolling.

Where can I enrol?

You are able enrol from any computer with Internet access, Ngee-Ann computer suites, your home, libraries, internet café etc.
New Students

You are commencing study with the University for the first time

As a commencing student you will have been provided with an orientation pack that will contain a variety of information including a Student Handbook and a current copy of the program timetable (note the timetable includes all class numbers, this is very important when enrolling through Access Adelaide).

Within the handbook you will find the Academic Program Rules and courses you will need to complete in order to successfully meet the academic requirements of your program. It is strongly recommended that you familiarise yourself with this information.

If you are unsure of the courses and the order in which you should undertake these, please contact your Program Executive. The NAA contacts are available on the website: http://naa.edu.sg/contact-us/team-naa/.

Before logging into Access Adelaide your first step will be to plan your enrolments for the year. It is very important that you plan your enrolment as Access Adelaide works on a “First In’ principle and does not allow for a waitlist. Therefore, if you are unable to get into a class that you want you will need to regularly check Access Adelaide to see if a place has become available, keeping in mind the census dates.

When planning out your enrolments for the year it is important not to select any classes with time clashes as this will prevent you from enrolling.

Under extenuating circumstances where you may need to enrol in a course for which you have not met the prerequisites, permission must be obtained from the Program Executive. Once permission has been granted you can proceed to enrol. Note: The University reserves the right to withdraw you from a course if you have not met the prerequisite.

Once you have chosen the necessary courses for the year proceed to Access Adelaide (www.access.adelaide.edu.au).
Access Adelaide – Online Enrolment

Access Adelaide is a web-based system that lets you view and amend your University records online.

Within Access Adelaide you will be able to view the following:
- All your enrolment and result details
- Unofficial transcript
- Personal details including name, address and telephone number
- View approved course status (if applicable)

As a student you can:
- Change your address and telephone details
- Change your password
- Set a password clue to help you remember

Log into Access Adelaide via the following address: www.unified.adelaide.edu.au
You will be required to enter your student ID number with an ‘a’ in front, plus your confidential password. If you do not enter the lowercase ‘a’ in front of your student ID number the system will not allow you to log in. Please see example below:

```
Login
Username: a1101006
Password: ********
```

Please note: Access Adelaide is unavailable due to backup from 1:30am each night for about 30 minutes.

Need Some Help?
Forgot your password?

The Unified homepage should appear as below.

From the Unified website you can navigate to other resource websites such as MyUni, webmail and Access Adelaide, without needing to re-enter your username and password.

To commence your online enrolment, click on the Access Adelaide icon.
Once you have successfully logged into Access Adelaide check to ensure that you are enrolled in the correct program. If the information is incorrect please contact your Program Executive.

Welcome

Welcome to the Access Adelaide system at The University of Adelaide.

According to our records you last accessed this service on Tuesday, 10 April 2008 at 12:09:00AM. If this is incorrect, please contact the Student Centre on 08 8313 5288. Country and interstate callers toll free on 1800 061 456.

IMPORTANT COURSE CHANGES COMMENCING IN 2008

Students who commenced study in 2007 or earlier should check the following web-page for information about changes to courses which take effect from 2008.

www.adelaide.edu.au/local/cons/migration

Your current and completed programs are as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Plan</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Business Administration (12)</td>
<td>M Bus Admin (12) (offltn)</td>
<td>Active in Program</td>
</tr>
</tbody>
</table>

To review your current University information, select a menu item on the left.
Enrolment Checklist

There are a series of 7 steps that must be completed before you can enrol into classes.

Enrolment Checklist

You must complete all checklist items before you can enrol. If you can’t complete all items at once, you can return later to finish it.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Complete the University of Adelaide Student Declaration</td>
<td>Not Completed</td>
<td>Check</td>
</tr>
<tr>
<td>2.</td>
<td>Check your addresses.</td>
<td>Not Completed</td>
<td>Complete Task 1 First</td>
</tr>
<tr>
<td>3.</td>
<td>Check your telephone numbers.</td>
<td>Not Completed</td>
<td>Complete Task 2 First</td>
</tr>
<tr>
<td>4.</td>
<td>Check your emergency contact information</td>
<td>Not Completed</td>
<td>Complete Task 3 First</td>
</tr>
<tr>
<td>5.</td>
<td>Check your statistical details</td>
<td>Not Completed</td>
<td>Complete Task 4 First</td>
</tr>
<tr>
<td>6.</td>
<td>AUU Membership</td>
<td>Not Completed</td>
<td>Complete Task 5 First</td>
</tr>
<tr>
<td>7.</td>
<td>Check your payment options.</td>
<td>Not Completed</td>
<td>Complete Task 6 First</td>
</tr>
<tr>
<td>8.</td>
<td>Check your expected program completion year</td>
<td>Not Completed</td>
<td>Complete Task 7 First</td>
</tr>
</tbody>
</table>

1. Student Declaration

Please read this information carefully before you select “I Agree” as this indicates that you agree to be bound by the rules, statutes and regulations of the University and the release of information to statutory authorities, as required by law.

2. Check your Addresses

It is important that your address details are correct. You can change your address details at any time or enter future address changes and specify the date they take effect. You should not list University academic or administrative area as your home or mailing address.

3. Check Telephone Numbers

It is important to keep your telephone details up to date. You can enter various types of phone numbers (i.e. work, mobile, home), change any existing numbers that are out of date or delete a number that is no longer available.

4. Check your emergency contact information

In the unlikely event of an emergency, the University needs to know who you would like contact. This could be a parent, guardian, relative, spouse or close friend.

5. Check your statistical details

The University has a legal obligation to collect information on behalf of the Commonwealth Government and it is important that the information you provide is accurate and correct.

Any information that is already on your record will be displayed, please check and update any information that is incorrect. Note that you cannot change your citizenship details online and you must provide appropriate documentary evidence to change this information.
Disability

The University is committed to providing appropriate service and support to all students. If you have a specific need, please complete this section or if you prefer contact the Learning and Disability Access Office.

6. AUU Membership

From 2007 there is an additional question in the check list for AUU (Adelaide University Union) membership. Students must nominate whether they would like to join the AUU (Student Union).

7. Check your payment options

All students should check to ensure that their fee status is correctly recorded as “International”, coded as 310. If this is incorrect please contact your local Program Executive.
Course Add

Once you have completed your checklist you will be able to enrol.

1. In the Access Adelaide homepage click on “Students”.

2. Select the term you which you would like to add course (bearing in mind relevant census dates).
3. Click on the “Add” button, located on the bottom right.

4. Enter the class number (refer to timetable for class number) or search for the class. Click “Add”.

5. The details of the class in which you wish to enrol will be displayed. Once you are happy this is correct click on “SAVE”.

Enrolment - Add

Select Classes - 2008 Term 4 - GCert.Management

Class Number: Add OR Search

No classes have been selected.

Enrolment - Add

Select Classes - 2008 Term 4 - M.Business Administration (12)

Class Nbr Subject Catalog Nbr Course Title Last day to Add Online Census Date Last day to Withdraw Without Fail Last day to Withdraw With Fail Action


Enrolment List - 2008 Term 4

Postgraduate Coursework

2008 Term 4

<table>
<thead>
<tr>
<th>Subject/ Catalog Nbr</th>
<th>Course Title</th>
<th>Course Components</th>
<th>Official Grade</th>
<th>Progress Units</th>
<th>Enrollment Status</th>
<th>Program</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Once you have saved your successfully the following message will be displayed.

**Enrolment - Add**

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject/Catalog Nbr</th>
<th>Course Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>14115</td>
<td>MANAGEMT 708RNA</td>
<td>Fundamentals of Leadership</td>
<td>Successfully Added</td>
</tr>
</tbody>
</table>

7. If you need to add additional courses click on the “Add Another Class” button and repeat steps 1-5. If you have completed your enrolment, log out of Access Adelaide.
Course Drop

1. Navigate to the Access Adelaide homepage and click on “Students”.

Welcome

Welcome to the Access Adelaide system at The University of Adelaide.

According to our records you last accessed this service on Tuesday, 05 August 2006 at 09:21:58AM. If this is not correct, please contact the Student Services Centre at 8300 5208. Country and interstate callers toll free on 1800 81 459.

IMPORTANT COURSE CHANGES COMMENCING IN 2008

Students who commenced study in 2007 or earlier should check the following webpage for information about changes to courses which take effect from 2008:

www.adelaide.edu.au/stds/courses/handout

Your current and completed programs are as follow:

<table>
<thead>
<tr>
<th>Program</th>
<th>Plan</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Business Administration (12)</td>
<td></td>
<td>Active in Program</td>
</tr>
</tbody>
</table>

To review your current university information, select a menu item on the left.

2. Select the term you which you would like to drop a course (bearing in mind relevant census dates)

Enrolment

This screen allows you to view enrolment details for past semesters and add new enrolments for current or upcoming semesters in a step-by-step manner.

For more detailed information about enrolment please visit

![Enrolment Image]

Postgraduate Coursework

<table>
<thead>
<tr>
<th>Semester</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006 Term 1</td>
<td>Select</td>
</tr>
<tr>
<td>2006 Term 2</td>
<td>Select</td>
</tr>
<tr>
<td>2006 Term 3</td>
<td>Select</td>
</tr>
<tr>
<td>2006 Term 4</td>
<td>Select</td>
</tr>
<tr>
<td>2007 Term 3</td>
<td>Select</td>
</tr>
<tr>
<td>2007 Term 4</td>
<td>Select</td>
</tr>
</tbody>
</table>

Click “select” to view enrolment information for the corresponding semester.
3. Click “Drop” next to the course you wish to drop

Enrolment List - 2008 Term 4

Select Add to enrol in classes for the Term listed:

<table>
<thead>
<tr>
<th>Subject/Catalog Nbr</th>
<th>Course Title</th>
<th>Course Components</th>
<th>Official Grade</th>
<th>Progress Units</th>
<th>Enrolment Status</th>
<th>Program</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANAGEMT 7100NA</td>
<td>Accounting for Managers</td>
<td>Lecture (47519)</td>
<td>3.00</td>
<td>Enrolled</td>
<td>MBA12</td>
<td>Chop</td>
<td></td>
</tr>
<tr>
<td>MANAGEMT 7104NA</td>
<td>Marketing Management</td>
<td>Lecture (47519)</td>
<td>3.00</td>
<td>Enrolled</td>
<td>MBA12</td>
<td>Chop</td>
<td></td>
</tr>
</tbody>
</table>

4. The following verification screen will appear, click on “YES”

Enrolment - Drop

Verify Class to Drop - 2008 Term 4

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject/Catalog Nbr</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>47519</td>
<td>MANAGEMT 7104NA</td>
<td>Marketing Management</td>
</tr>
</tbody>
</table>

Are you sure you want to drop this class?

[ Yes ]  [ No ]
Unsuccessful Enrolment

If you receive an error message this means you have not been enrolled in the class. You may receive the following error message:

Class Full – in this case you will need to choose another class or regularly check Access Adelaide to see if a place has become available. Be aware of the census dates.

Enrolled in a wrong course

If you have enrolled in your courses and suddenly realised that you have enrolled into a course that you did not mean to – simply drop the course. You can drop courses at any time; however remember the last day to drop a course without penalty and notation is the census date.

Viewing and amending your enrolments

You will be able to view and amend your enrolments throughout the year. It is vital that before you drop any class you refer to the census dates at the beginning of this guide.
Forgotten or misplaced password

If you have forgotten or misplaced your password you can request a new password be issued to you via the University of Adelaide Student Centre.

Complete the “Request to Reset a Password” form (can be downloaded from http://www.adelaide.edu.au/its/accounts/password/) and submit the completed form to the NAA Student Service Centre (studentservice@NAA.edu.sg). Your password will then be faxed or posted to you. NOTE: Your password will not be given over the phone or sent via email.

Upon receipt of your new password, you will need to immediately change it to a password known only to you. You can change your password via the following website: https://password.adelaide.edu.au/IDM/jsps/login/Login.jsf

There is no charge to have your password reset and the resetting of your password takes effect immediately.
Frequently Asked Questions

**Q: All the classes I want to enrol in are full, what do I do?**
You will need to regularly check Access Adelaide to see if a position within the class has become available. If by the start of term you still have not been able to enrol into any classes you will need to contact your local Program Executive.

**Q: Can I plan my timetable before I enrol?**
Yes, it is recommended that you plan your timetable before you enrol through Access Adelaide.

**Q: Do I have to choose all of my classes?**
You do not have to but as classes fill quickly it is for your benefit that you enrol in all four term.

**Q: How do I change my enrolment?**
You can add or drop courses at any point throughout the year, however please note the associated census dates. Enrolment amendment can be done via Access Adelaide.

**Q: How do I add a course?**
You can add a course in Access Adelaide up until the “Last date to add online” which is displayed at the beginning of this guide. If you need to add a course after this date you will need to complete a Course Add form and fax it through to your local Program Executive.

**Q: How do I drop a course?**
You can drop a course at any time online; however you may incur fees and penalties depending on the date you drop. You should take note of the important dates that are displayed at the beginning of this guide.

**Q: I've forgotten my password and I can not log in to Access Adelaide.**
Complete a “Request to Reset a Password” form (available via the NAA website [http://naa.edu.sg/student-services/forms/](http://naa.edu.sg/student-services/forms/)) and forward to the NAA Student Service Student Centre. Your new password will either be faxed or emailed to you.

**Q: What courses do I enrol in?**
Refer to the specific program rules in your Student Handbook. If you have any questions contact your local Program Executive.

**Q: I got the following error message while trying to add classes in Access Adelaide “Invalid Access to Enrolment Transaction”. What does it mean?**
If you get the “Invalid Access to Enrolment Transaction” error message when you are trying to add classes in Access Adelaide, it means that the “Last day to add online” has passed and you will need to complete a Course Add form. This form will need to be submitted to your local Program Executive.

**Q: What if I have dropped (withdrawn) from a course, but it still shows on Access Adelaide?**
If the course is still showing it will be because you have dropped the course after the relevant census date. A result of Withdraw Not Fail (WNF) or Withdraw Fail (WF) will be added to your record automatically depending on when you dropped the course.

**Q: What if I have withdrawn from a course but it still shows on MyUni?**
Access Adelaide will show the correct version of your enrolment. Sometimes there is a delay before your courses are reflected correctly in MyUni.
Q: What is my personal information used for?
The University’s Privacy Policy explains how your personal information is stored and who can access it. You can read the Privacy Policy at the following web address: http://www.adelaide.edu.au/policies/762. The University is required by law (when requested) to disclose a student’s personal and academic information to relevant government organisations.

Q: Why have I received an error message when adding classes?
Errors may occur for a variety of reasons – because you are trying to add a class that is full, you are trying to add a class that clashes or you are trying to take more than the normal study workload. If you receive an error message your enrolment in that class will not be processed.
### Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program</strong></td>
<td>You are admitted into a program, which is the degree that you are undertaking. A program is identified by a unique code, for example, MBA = Master of Business Administration.</td>
</tr>
<tr>
<td><strong>Class</strong></td>
<td>Within each course there are classes into which you enrol. These are identified by the class number. You will be enrolling into all of the classes within a particular course. These classes could be lectures, tutorials and/or practicals etc.</td>
</tr>
<tr>
<td><strong>Commencing student</strong></td>
<td>A student who has accepted an offer to a program at the University of Adelaide and is enrolling in that program for the first time.</td>
</tr>
<tr>
<td><strong>Access Adelaide</strong></td>
<td>Access Adelaide is an information, web-based interface for students and academic teaching staff. Students use Access Adelaide to enrol online, change contact details, view personal information, view exam times, obtain official results and enter graduation details.</td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td>A syllabus item offered by the University. You undertake courses to complete your program requirements. Courses are identified by a subject area and catalogue number, for example, Management 7086NA is Fundamentals of Leadership within the MBA program.</td>
</tr>
<tr>
<td><strong>Enrolment Open Time</strong></td>
<td>The day and time from which you can begin enrolling into your courses. These times are staggered depending on what program you are enrolling into. You will not be able to enrol into classes until this time. Once your enrolment open time has commenced you can enrol from that point forward.</td>
</tr>
<tr>
<td><strong>Continuing Student</strong></td>
<td>A student who is enrolling in subsequent years to complete their degree.</td>
</tr>
<tr>
<td><strong>Enrolment Class</strong></td>
<td>This is the first class you must enrol in and it could be any type of class - eg a lecture, tute prac etc.</td>
</tr>
<tr>
<td><strong>Related Class</strong></td>
<td>These are the other required classes for the course and could be any type of class - lecture, tutorial, practical, seminar, etc. Usually you will need to choose one class from a list for each related class.</td>
</tr>
</tbody>
</table>