Enrolment Information

This Guide will provide you with step-by-step instructions you will need to enrol successfully online.

All students undertaking 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 will 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, which are 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).
Important Dates for Online Enrolment

If you need to amend your enrolment please bear in mind the following dates for 2015:

<table>
<thead>
<tr>
<th>Term</th>
<th>Beginning of term date</th>
<th>Last day to add a class</th>
<th>Last day to withdraw (Census date)</th>
<th>Withdraw No Fail (WNF) date</th>
<th>Withdraw Fail (WF) date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>27/01/2015</td>
<td>10/02/2015</td>
<td>13/02/2015</td>
<td>22/03/2015</td>
<td>17/04/2015</td>
</tr>
<tr>
<td>Term 2</td>
<td>20/04/2015</td>
<td>04/05/2015</td>
<td>08/05/2015</td>
<td>09/06/2015</td>
<td>03/07/2015</td>
</tr>
<tr>
<td>Term 3</td>
<td>13/07/2015</td>
<td>27/07/2015</td>
<td>31/07/2015</td>
<td>01/09/2015</td>
<td>25/09/2015</td>
</tr>
<tr>
<td>Term 4</td>
<td>06/08/2015</td>
<td>20/08/2015</td>
<td>23/10/2015</td>
<td>24/11/2015</td>
<td>18/12/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trimester</th>
<th>Beginning of trimester date</th>
<th>Last day to add a class</th>
<th>Last day to withdraw (Census date)</th>
<th>Withdraw No Fail (WNF) date</th>
<th>Withdraw Fail (WF) date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trimester 1</td>
<td>02/02/2015</td>
<td>16/02/2015</td>
<td>20/02/2015</td>
<td>03/04/2015</td>
<td>01/05/2015</td>
</tr>
<tr>
<td>Trimester 2</td>
<td>25/05/2015</td>
<td>09/06/2015</td>
<td>12/6/2015</td>
<td>24/7/2015</td>
<td>21/8/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Beginning of trimester date</th>
<th>Last day to add a class</th>
<th>Last day to withdraw (Census date)</th>
<th>Withdraw No Fail (WNF) date</th>
<th>Withdraw Fail (WF) date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>02/03/2015</td>
<td>16/03/2015</td>
<td>31/03/2015</td>
<td>08/05/2015</td>
<td>12/06/2015</td>
</tr>
<tr>
<td>Semester 2</td>
<td>27/07/2015</td>
<td>10/08/2015</td>
<td>31/08/2015</td>
<td>18/09/2015</td>
<td>30/09/2015</td>
</tr>
</tbody>
</table>

Census date
Withdrawal from a course before this date will not incur a student contribution or student tuition fee. The course will not appear on your transcript.

Withdraw No Fail date
If you withdraw from a course between the dates shown above a “WNF” (Withdraw No Fail) will appear on your transcript.

Withdraw Fail date
If you withdraw between the dates shown above a “WF” (Withdraw Fail) appear on your transcript.
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: https://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:

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 the MBA Program Advisor.
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 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 email address</td>
<td>Not Completed</td>
<td>Complete Task 3 First</td>
</tr>
<tr>
<td>5</td>
<td>Check your emergency contact information</td>
<td>Not Completed</td>
<td>Complete Task 4 First</td>
</tr>
<tr>
<td>6</td>
<td>Check your statistical details</td>
<td>Not Completed</td>
<td>Complete Task 5 First</td>
</tr>
<tr>
<td>7</td>
<td>AUU Membership</td>
<td>Not Completed</td>
<td>Complete Task 6 First</td>
</tr>
<tr>
<td>8</td>
<td>Check your payment options</td>
<td>Not Completed</td>
<td>Complete Task 7 First</td>
</tr>
<tr>
<td>9</td>
<td>Check your expected program completion year</td>
<td>Not Completed</td>
<td>Complete Task 8 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 email address**

Please ensure that you have an email address that you can be contacted on that is not your university student email account.

5. **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.
6. 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, you must provide appropriate documentary evidence to change this information.

Disabilities

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.

7. AUU Membership

AUU (Adelaide University Union) membership is optional. Students must choose whether they would like to join the AUU (Student Union).

8. 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.

9. Check your expected program completion year

In this step you will be required to enter your expected program completion date. Please note that this an approximate date only for graduations purposes and you will only be able to select a Semester rather than a Trimester date.
Course Add

Once you have completed your check list you will be able to enrol.

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

2. Select the trimester, term or semester in 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”.

Enrolment - Add

Select Classes - 2015 Trimester 2 - M.Business Administration (12)

1. Enter an enrolment class number for the course and press “Add”, OR press “Search” to search for enrolment classes.
2. Choose any related classes.
3. Press the “Save” button.

Class Number: [Add] OR [Search]

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject/Catalog Nbr</th>
<th>Course Title</th>
<th>Last day to Add Online</th>
<th>Census Date</th>
<th>Last day to Withdraw Without Fail</th>
<th>Last day to Withdraw With Fail</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>

(no classes have been selected)

Cancel

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 - 2015 Trimester 2 - M.Business Administration (12)

1. Enter an enrolment class number for the course and press “Add”, OR press “Search” to search for enrolment classes.
2. Choose any related classes.
3. Press the “Save” button.

<table>
<thead>
<tr>
<th>Class Nbr</th>
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<th>Last day to Add Online</th>
<th>Census Date</th>
<th>Last day to Withdraw Without Fail</th>
<th>Last day to Withdraw With Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>33039</td>
<td>MANAGEMENT 7058NA</td>
<td>Accounting for Managers</td>
<td>9/05/2015</td>
<td>12/06/2015</td>
<td>24/07/2015</td>
<td>21/08/2015</td>
</tr>
</tbody>
</table>

33039 Enrollment Class Lecture

Schedule details unavailable.

Please check all of the classes you want to add carefully and press “Save”.

Note: After pressing “Save”, there may be a delay while your enrolment is processed. Please do not press the save button repeatedly.

[Save] Cancel

6. Once you have saved your successfully the following message will be displayed.

Enrolment - Add

Results - 2005 Semester 1

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject/Catalog Nbr</th>
<th>Course Title</th>
<th>Status</th>
</tr>
</thead>
</table>
| 14115     | MANAGEMENT 7085NA   | Fundamentals of Leadership    | Successfully Added!

Add Another Class 2005 Semester 1 Enrolment List Change Semester

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” and beneath that, “Enrolment”

2. Select the trimester, term or semester from which you would like to drop a course. **Important Note:** ensure you check the Census Date before dropping the course. If you are uncertain, please contact your local Program Executive to discuss the proposed amendments before changing your enrolment.

3. Click “Drop” next to the course you wish to drop:

4. The following verification screen will confirm whether you want to drop the class you have selected, click on “YES”
Unsuccessful Enrolment

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

*Timetable clash. Choose another class (check your timetable plan)* in this case you will need to choose a new combination of classes that do not clash with each other. Be aware of the census dates.

*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 the wrong course

If you have enrolled in your courses and suddenly realise 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**. Please make sure that you save your changes to ensure that the enrolment is amended.

Viewing and amending your enrolments

You will be able to view and amend you 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 Ask Adelaide.

For further information, please visit the website:


If you are unable to reset your password online, please complete the “Request to Reset a Password” form, available online at: [http://www.adelaide.edu.au/technology/yourservices/accounts/change-password/password-reset-form.pdf](http://www.adelaide.edu.au/technology/yourservices/accounts/change-password/password-reset-form.pdf) and submit it 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.jsp](https://password.adelaide.edu.au/IDM/jsps/login/Login.jsp)

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

Q: Can I plan my timetable before I enrol?
Yes, it is recommended that you plan your timetable before you enrol through Access Adelaide. Timetables are available online at http://naa.edu.sg/student-services/timetables/

Q: Do I have to choose all of my classes for the year?
You do not have to but as classes fill quickly it is for your benefit that you enrol in all the trimesters, terms or semesters that you intend to study.

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 trimester you still have not been able to enrol into any classes you will need to contact your local Program Executive.

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.

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: 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, you have not met the class pre-requisites 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. Please contact the MBA Program Advisor for further information.

Q: I received 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. You will need to contact your Program Executive.

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: What if I have dropped (withdrawn from) a course, but it still shows up on Access Adelaide?
If the course is still showing it may be because you have dropped the course after the relevant census date. If this is the case, a result of Withdraw Not Fail (WNF) or Withdraw Fail (WF) will be added to your academic transcript automatically depending on when you dropped the course. You can view your academic transcript online via Access Adelaide.

If you have any questions please contact your local Program Executive.

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 of up to 48 hours before your enrolments are reflected correctly in MyUni.
Q: I've forgotten my password and I cannot log in to Access Adelaide. 
Visit the Change Password website for further information. 

Q: What will my personal information be 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/?62

The University is required by law (when requested) to disclose a student’s personal and academic information to relevant government organisations.
# Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</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>Class</td>
<td>Within each course there are classes into which you enrol. These are identified by the class number which can be found on the timetable.</td>
</tr>
<tr>
<td>Commencing student</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>Access Adelaide</td>
<td>Access Adelaide is an 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>Course</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 7086 is Fundamentals of Leadership within the MBA program.</td>
</tr>
<tr>
<td>Enrolment Open Time</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. You will be notified of this date by email.</td>
</tr>
<tr>
<td>Continuing Student</td>
<td>A student who is enrolling in subsequent years to complete their degree.</td>
</tr>
<tr>
<td>Enrolment Class</td>
<td>This is class that you must enrol in. The class number can be found on the timetable.</td>
</tr>
</tbody>
</table>