

Online Enrolment Guide

Life Impact The University of Adelaide



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Welcome

Dear Student

Thank you for your contribution to the University of Adelaide Business School in 2011. We trust the time spend with us will be both rewarding and enjoyable.

The University of Adelaide has an online enrolment system called Access Adelaide which students can access via Unified, the Student Portal; www.unified.adelaide.edu.au.

When enrolling you are strongly encouraged to enrol for the whole of the academic year. If you need to amend your enrolment throughout the year, you can do this online via Access Adelaide. It is important that you become familiar with the census dates for withdrawals as penalties apply for late withdrawals and the Business School will be unable to rectify any oversights.

You will find step-by-step information within this booklet and on the website www.adelaide.edu.au/enrol/ to guide you through the enrolment process. The first step towards online enrolment is making sure you have your student ID and password. If you have forgotten your password, please contact your local Program Executive.

The timetable is subject to minor changes throughout the year, you will the most recent timetable at www.adelaide.edu.au/sq. We will email you if and when changes occur and allow you time to amend your enrolment if necessary. The Business School class size policy requires a minimum of 15 enrolments for a course to proceed. There are also a maximum number of enrolments permitted with each course (generally 35) and no enrolments will be possible once this maximum number is reached. The system does not allow for a waitlist so you will need to regularly check the site to see if a place has become available.

Enrolment is on a "first in" basis and you may find some classes to be full.

We look forward to your continued involvement with the Business School

Important Dates for Online Enrolment

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

2011 Dates						
	Beginning of trimester date	Last day a student can add a class	Last day to withdraw (Census date)	Withdraw No Fail (WNF) Date	Withdraw Fail (WF) date	
Trimester 1	31/01/2011	14/02/2011	18/02/2011	01/04/2011	29/04/2011	
Trimester 2	23/05/2011	06/06/2011	10/06/2011	22/07/2011	19/08/2011	
Trimester 3	5/09/2011	19/09/2011	23/09/2011	28/10/2011	25/11/2011	

Census date

Course withdrawal 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 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.

Forfeiture of full course fees:

If a student withdraws from the course after the first class they will be charged the full course fee.

Forfeiture of SGD\$406.60 (incl of 7% GST) of the course fee:

If a student withdraws from a course after collecting their course materials and before the date of the first class they will forfeit SGD\$406.60 (incl of 7% GST) of the course fee.

NOTE: Course materials MUST be returned in good condition and contain no written notes in them

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 Program Handbook for course pre-requisites). Although online enrolment allows you to enrol in courses where you have not fulfilled the prerequisites or co-requisite requirements. **It is your responsibility to make sure that you meet the requisites 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 2010 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 the courses that you will need to complete in order to successfully meet the academic requirements of your program. It is strongly recommended that you become familiar with this information.

If you are unsure of the courses and the order in which you should undertake these please contact your local Program Administrator.

Ngee Ann Adelaide Education Centre

Program Executive: MBA, Graduate Certificate in Business Administration, Graduate Diploma in Business Administration

Ms Yvonne Chan

Phone: +65 6738 2910

Facsimile: +65 6738 3314

Email: yvonnechan@naa.edu.sg

Program Executive: M.Professional Accounting, M.Applied Finance, M.Accounting & Finance

Celine Yong

Phone: +65 6738 2910

Facsimile: +65 6738 3314

Email: celineyong@naa.edu.sg

Before logging into Access Adelaide your first step will be to plan your 2011 enrolments for all trimesters. It is very important that you plan all trimesters 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.

You will find your Enrolment Planner at the back of this Guide. The current timetable, which should be included in your orientation pack, will have the necessary information to complete your planner.

If under extenuating circumstances you need to enrol in a course in which you have not met the prerequisites permission must be sought from the Program Executive. Once permission has been granted you can proceed and 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.

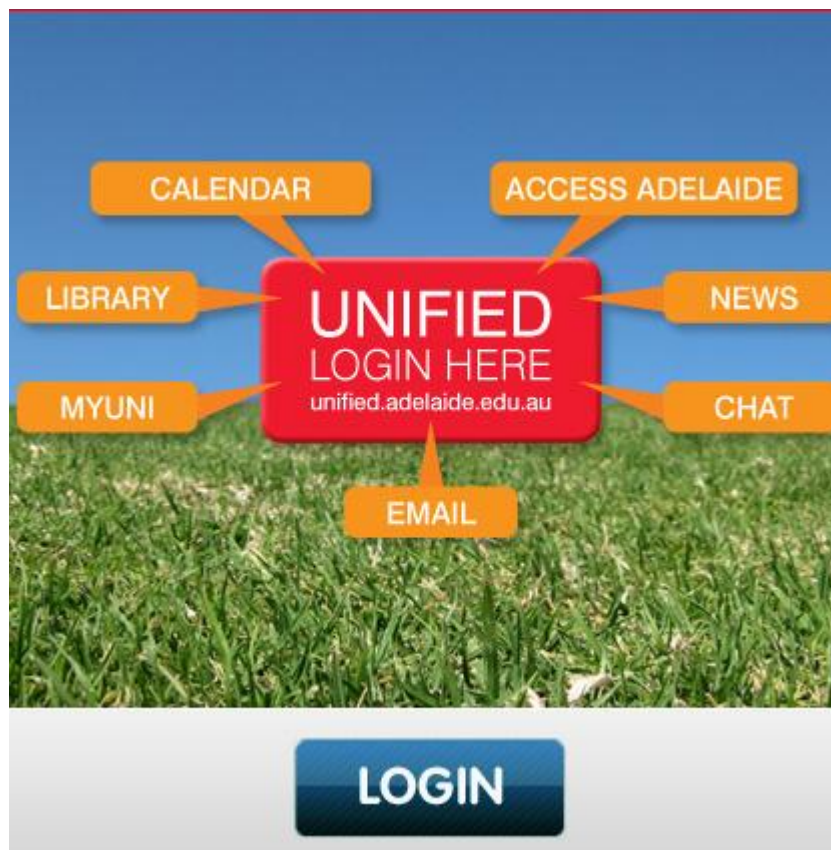
Within Access Adelaide you will be able to view the following:

- 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:

Password:

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

[Need Some Help?](#)

[Forgotten your password?](#)

The Unified homepage should appear as below.

The screenshot shows the Unified homepage with the following elements:

- Header:** Unified logo and THE UNIVERSITY of ADELAIDE crest.
- Navigation:** Home, Services, Academic, Study, Campus Life, Maps, Coming Soon.
- Secondary Navigation:** Home, myProfile, Help, Feedback, Welcome [field], Logout.
- Left Sidebar:** Email, Calendar, Staff Webmail, Web Calendar, MyUni, Access Adelaide (circled in red), Staff Services Online.
- Announcements:** Congratulating New Graduates (video), Free Superannuation Seminars (text).
- Right Sidebar:** People Search, My Calendar (April 2011), University News.

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.

The University of Adelaide Home | Faculties & Divisions

Access Adelaide

Help with this page

- Access Adelaide
- Personal Menu
- Students
- My Finances
- Email
- Graduations
- AUU
- Resources

[Need Some Help with Access Adelaide?](#)

Welcome

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

According to our records you last accessed this service on Thursday, 10 April 2008 at 12:08:08AM. If this is not correct, please contact the Student Centre on - 8303 5208. Country and interstate callers toll free on 1800 061 459.

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/dvca/coursechange

Your current and completed programs are as follows:

Program	Plan	Status
M.Business Administration (12)	M.Bus Admin (12) (Offshore)	Active in Program


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.

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

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 statistic 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.

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 choose 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 check list you will be able to enrol.

1. In the Access Adelaide homepage click on "Students".

The University of Adelaide Home | Faculties &

Access Adelaide

Help with

Access Adelaide

Personal Menu

Students

My Finances

Email

Graduations

AUU

Resources

[Need Some Help with Access Adelaide?](#)

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 2008 at 09:21:58AM. If this is not correct, please contact the Student 8303 5208. Country and interstate callers toll free on 1800 061 459.

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 www.adelaide.edu.au/dvca/coursechange

Your current and completed programs are as follows:

Program	Plan	Status
M.Business Administration (12)	M.Bus Admin (12) (Offshore)	Active in Program

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

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

Access Adelaide

Cher Hsien Shawn Foo (a1167653)

Access Adelaide

Personal Menu

Students

Enrolment

Academic Results

Academic Transcripts

Exam Times

Expected Completions

Statistics

Change Password

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AUU

Resources

[Need Some Help with Access Adelaide?](#)

Enrolment

This screen allows you to view enrolment details for past semesters and add new enrolments for current or upcoming semesters in which you should enrol in all semesters for the year and ensure that the courses you enrol in meet your program rules.

For more detailed information about enrolment please visit lenrol take control

Postgraduate Coursework	
Semester	Action
2008 Term 1	Select
2008 Term 2	Select
2008 Term 3	Select
2008 Term 4	Select
2007 Term 3	Select
2007 Term 4	Select

Click "select" to view **enrolment** information for the corresponding semester.

- Click on the "Add" button, located on the bottom right.

Enrolment List - 2008 Term 4

[Change Term](#) [Weekly Timetable](#)

Select 'Add' to enrol in classes for the Term listed.

Postgraduate Coursework 2008 Term 4							
Subject/ Catalog Nbr	Course Title	Course Components	Official Grade	Progress Units	Enrolment Status	Program	Action
Census Date: 24/10/2008		Last Day to WNF: 25/11/2008		Last Day to WF: 19/12/2008			
							Add

[Change Term](#) [Weekly Timetable](#) [Class Times](#)

- [I have finished adding classes](#)

- Enter the class number (refer to timetable for class number) or search for the class. Click "Add".

Enrolment - Add

Select Classes - 2008 Term 4 - GCert.Management

- Enter an enrolment class number for the course and press "Add", OR press "Search" to search for enrolment classes
- Choose any related classes
- Press the "Save" button

Class Number: [Add](#) OR [Search](#)

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
<i>no classes have been selected</i>						

[Cancel](#)

- 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 - M.Business Administration (12)

- Enter an enrolment class number for the course and press "Add", OR press "Search" to search for enrolment classes
- Choose any related classes
- Press the "Save" button

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
47511	MANAGEMENT 7042NA	Corporate Strategy	20/10/2008	24/10/2008	25/11/2008	19/12/2008	Remove
47511 Enrolment 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			
Class Nbr	Subject/Catalog Nbr	Course Title	Status
14115	MANAGEMENT 7066NA	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".

The University of Adelaide Home | Faculties & Schools

Access Adelaide

Help with Access Adelaide

Access Adelaide

Personal Menu

- Students**
- My Finances
- Email
- Graduations
- AUU
- Resources

[Need Some Help with Access Adelaide?](#)

Welcome

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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/dvca/coursechange

Your current and completed programs are as follows:

Program	Plan	Status
M.Business Administration (12)	M.Bus Admin (12) (Offshore)	Active in Program

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)

Access Adelaide

Cher Hsien Shawn Foo (a1167653)

Access Adelaide

Personal Menu

- Students**
- Enrolment
- Academic Results
- Academic Transcripts
- Exam Times
- Expected Completions
- Statistics
- Change Password

My Finances

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[Need Some Help with Access Adelaide?](#)

Enrolment

This screen allows you to view enrolment details for past semesters and add new enrolments for current or upcoming semesters in which you should enrol in all semesters for the year and ensure that the courses you enrol in meet your program rules.

For more detailed information about enrolment please visit [enrol](#) take control

Semester	Action
2008 Term 1	Select
2008 Term 2	Select
2008 Term 3	Select
2008 Term 4	Select
2007 Term 3	Select
2007 Term 4	Select

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

[Change Term](#) [Weekly Timetable](#)

Select 'Add' to enrol in classes for the Term listed.

Postgraduate Coursework 2008 Term 4							
Subject/ Catalog Nbr	Course Title	Course Components	Official Grade	Progress Units	Enrolment Status	Program	Action
MANAGEMENT 7100NA	Accounting for Managers	Lecture (47518)		3.00	Enrolled	MBA12	<input type="button" value="Drop"/>
Census Date: 24/10/2008		Last Day to WNF: 25/11/2008		Last Day to WF: 19/12/2008			
MANAGEMENT 7104NA	Marketing Management	Lecture (47519)		3.00	Enrolled	MBA12	<input type="button" value="Drop"/>
Census Date: 24/10/2008		Last Day to WNF: 25/11/2008		Last Day to WF: 19/12/2008			
							<input type="button" value="Add"/>

[Change Term](#) [Weekly Timetable](#) [Class Times](#)

♦ [I have finished adding classes](#)

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

Enrolment - Drop

Verify Class to Drop - 2008 Term 4		
Class Nbr	Subject/Catalog Nbr	Course Title
47519	MANAGEMENT 7104NA	Marketing Management
Are you sure you want to drop this class?		
<input checked="" type="radio"/> [Yes] <input type="radio"/> No		

© 2008 The University of Adelaide
Last Modified 20/11/2007 [Student Centre](#)
CRICOS Provider Number 00123M

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:

Enrolment - Add

Add Step 2 - Results - 2004 Semester 2				
Class Nbr	Subject/Catalog Nbr	Course Title	Status	Request ID
20954	ACCTING 1002	Acc For Dec Mak I	Class 20954 is full. Choose another class. (Some students may not be eligible to enrol in this cour	0000474060
Return				

The above enrolment has not been successful. If you require assistance, please call the Enrolment Hotline on +61 8 8303 3833 and quote the request ID number shown above.

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 forward to the Student Centre via fax number +61 8 8303 4401.

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.

Enrolment Planner

This planner can be used to help plan your enrolments for the whole academic year. Please note that when planning your enrolment you must ensure that you have met all prerequisites for that particular course.

TRIMESTER 1

Course Name	Class Number	1 Intensive Dates	2 Intensive Dates

TRIMESTER 2

Course Name	Class Number	1 Intensive Dates	2 Intensive Dates

TRIMESTER 3

Course Name	Class Number	1 Intensive Dates	2 Intensive Dates

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 Student Centre website <http://www.adelaide.edu.au/student/current/>) and forward to the 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 program 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 will my personal information be used for?

The University's Privacy Policy explain 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.

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

Program

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.

Class

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.

Commencing student

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.

Access Adelaide

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.

Course

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.

Enrolment Open Time

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.

Continuing Student

A student who is enrolling in subsequent years to complete their degree.

Enrolment Class

This is the first class you must enrol in and it could be any type of class - eg a lecture, tute prac etc.

Related Class

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.