

**DEAKIN
COLLEGE**

in association with



Online Enrolment Guide

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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.



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 +61000000000.

Once you have completed information in all the tabs and saved, close the screen and click on the 'Enrolment & Registration' tile.

Enrolment & registration

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.

A full-time study load at Deakin College is a minimum of three modules (75%) or a maximum of four modules (100%) each trimester.

- If you are a domestic student, you 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.
- If you are an international student, we recommend you enrol in three modules (75%) or four modules (100%) per trimester 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 modules (100%) each trimester. If you cannot take full time study load you must contact your **Academic Coordinator** prior to your scheduled enrolment date for a discussion. You will not be able to use our enrolment portal if you try to enrol in one or two modules and will need to seek assistance from your Academic Coordinator.
- 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.

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**

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).

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).

For an on-campus class, a room number will appear under Room (eg. LA3.204). Only select on-campus classes if you are able to attend campus in Melbourne or Geelong.

For an online only class, "Zoom B/WF/WP" will appear under Room.

For a class that is held both on campus and online, a room number and "Zoom B/WF/WP" will appear under Room. You can choose whether you attend these classes online or on campus.

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 B5-17A	Tue 8:30am to 9:30am, Tue 9:30am to 12:30pm	+
Class 3	Kathy GRANT	CE B5-11, CE B5-17A	Wed 8:30am to 9:30am, Wed 9:30am	+

Select one of each class type. Click to add or change

Calendar view: Sun Mon Tue Wed Thu Fri Sat

all-day

6am

7am

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

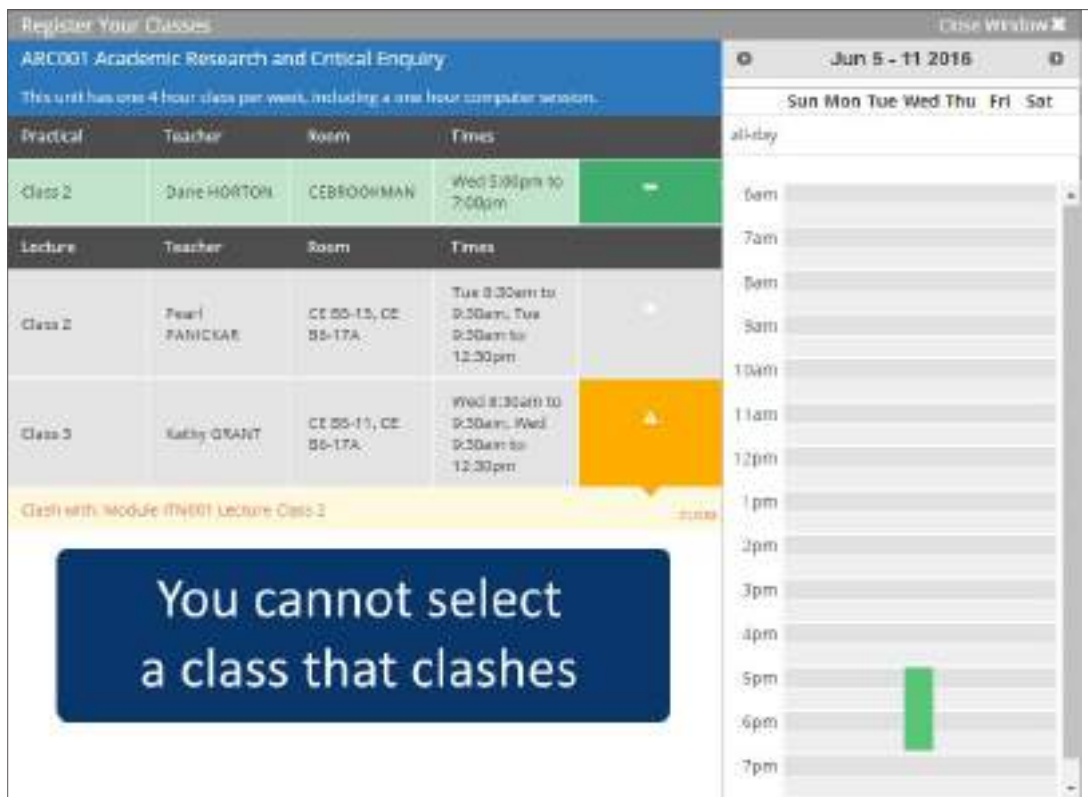
5pm

6pm

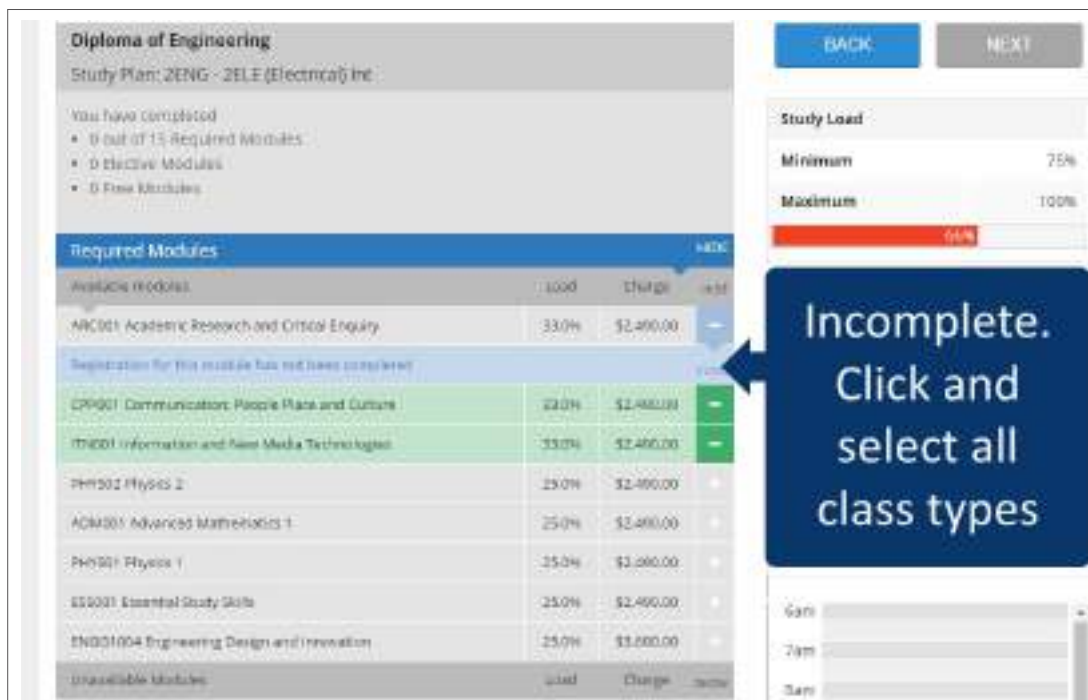
7pm

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.



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



Step 4 (continued)

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

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

The screenshot shows the 'axis' student portal interface. At the top, there is a progress bar with five steps: 'Program & Period', 'Conditions', 'Class Times', 'Finance', and 'Review & Submit'. The 'Program & Period' step is currently active. Below the progress bar, the program details are shown: 'Diploma of Engineering' and 'Study Plan: 2ENG - 2ELE (Electrical) Int'. There are 'BACK' and 'NEXT' buttons. A blue callout box with white text says 'Modules Selected. Click NEXT' with an arrow pointing to the 'NEXT' button. Below this, there is a table of 'Available modules' with columns for 'Load', 'Cost', and 'Add'. The first three modules are highlighted in green, indicating they are selected. To the right, there is a 'Finances' section showing 'Opening Balance' as \$0.00, 'Selected Modules' as \$7,470.00, and 'Due Now' as \$7,470.00. Below the finances, there is a calendar view for 'Jun 5 - 11 2016' showing 'all-day' availability.

Available modules	Load	Cost	Add
ARC001 Academic Research and Critical Enquiry	33.0%	\$2,490.00	+
CPP001 Communicative 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	+
ES5001 Essential Study Skills	25.0%	\$2,490.00	+

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



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.

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
Total	\$3,130.00

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.

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

Module	Class Type	Class	Teacher	Room
ARC001 - Academic Research and Critical Enquiry	Lecture	2	Pearl PANICKAR	CE B5-17A
ARC001 - Academic Research and Critical Enquiry	Lecture	2	Pearl PANICKAR	CE B5-15
ARC001 - Academic Research and Critical Enquiry	Lecture	2	Pearl PANICKAR	CE B5-17A
ARC001 - Academic Research and Critical Enquiry	Lecture	2	Pearl PANICKAR	CE B5-15
ARC001 - Academic Research and Critical Enquiry	Practical	2	Dore HORTON	CEBROCKMAN
CPP001 - Communicators: People, Place and Culture	Lecture	3	Robert RITT	CE B5-12D
CPP001 - Communicators: People, Place and Culture	Lecture	3	Robert RITT	CE B5-15
CPP001 - Communicators: People, Place and Culture	Lecture	3	Robert RITT	CE B5-12D
CPP001 - Communicators: People, Place and Culture	Lecture	3	Robert RITT	CE B5-15
ITN001 - Information and New Media Technologies	Lecture	2	Sara FERUSTOV	CE B5-15

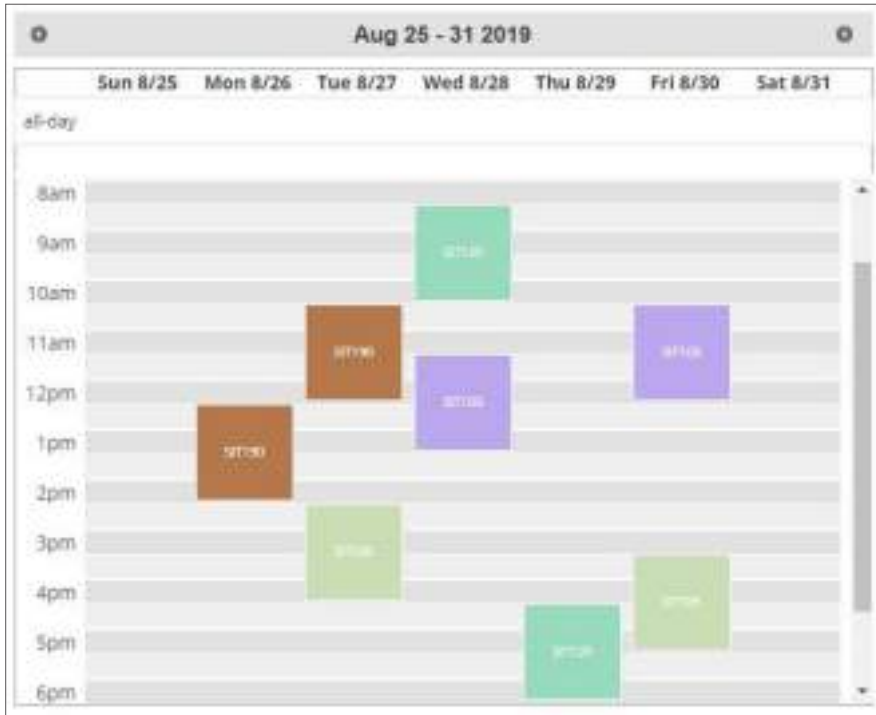
AMEND **EXIT**

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

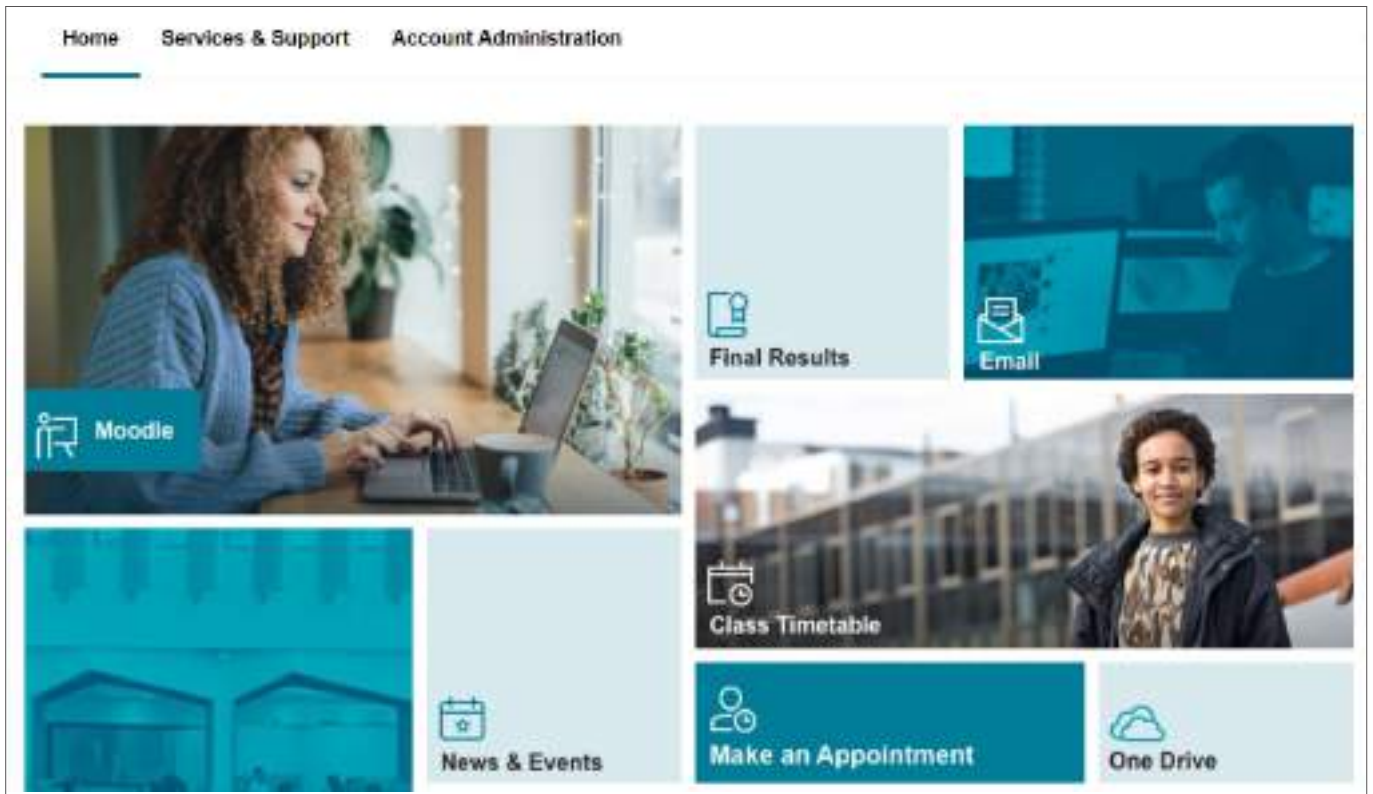
Amend or Exit

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.



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/how-to-enrol/academic-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/how-to-enrol/deakin-university-username-and-password to set up your username and password .



Useful contacts

Main details

Deakin College at Deakin University
221 Burwood Highway
Burwood VIC 3125 Australia
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F +61 3 9244 5198
E 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

Live chat

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

deakincollege.edu.au/how-to-enrol

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The information contained in this guide is correct at the time of publication; however, Deakin College reserves the right to alter, amend or delete details at any time without notice. For the most up-to-date course information please visit deakincollege.edu.au. Photographs in this publication are subject to copyright. This guide is provided free of charge. DC200728-0812 0920_AW

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