

### Second Semester 2009

#### Step 1 – Pre-Enrolment

What to do before you enrol

Before you enrol, you must accept your offer online by **8 July 2009** at [www.anu.edu.au/sas/accept](http://www.anu.edu.au/sas/accept) or the date specified in the letter of offer, whichever date is earlier.

If you have any questions regarding accepting your offer, please contact the Admissions Office on 02 6125 5594 or email [admiss.app@anu.edu.au](mailto:admiss.app@anu.edu.au).

#### Step 2 – Academic Advice

Seeking academic advice

**Academic Advisor:** Anna Robinson  
**Email:** [Anna.Robinson@anu.edu.au](mailto:Anna.Robinson@anu.edu.au)  
**Telephone:** 02 6125 5487

Graduate Studies Select applicants are encouraged to choose their courses prior to applying. However, if you haven't chosen your courses yet, please contact the Graduate Studies Academic Advisor (details above) to discuss the course options available to you. Alternatively, you may contact the ANU College or academic area that teaches in your areas of interest to discuss course options.

If you have selected the courses you wish to undertake as part of your Graduate Studies Select program, your selection needs to be approved by the academic area that offers the course. Please contact the Graduate Studies Academic Advisor (details above) to have your course selection approved.

If you have already chosen and been approved for your courses please proceed to STEP 3 below.

#### STEP 3 – Finalising Your Enrolment

Enrolling at Melville Hall

Graduate Studies Select students who have had their course selections approved should attend the following enrolment session at Melville Hall, Building 12, ANU.

**Tuesday 14 July 1:30pm – 4:00pm**

If you are unable to attend the session above, you may attend one of the following sessions for late enrollers:

**Monday 20 July 9:30am – 12:30pm**

**Wednesday 22 July 9:30am – 12:30pm**

If you have not been approved for your course selection, you may still attend one of the above enrolment sessions, as the Graduate Studies Academic Advisor will be present at these sessions, along with representatives from most ANU Colleges and approval may be sought during the session.

Please be advised, however, that if approval is not able to be granted during the enrolment session, you may not be able to complete your enrolment until a later date.



# How to Enrol

## What to do on the day

When attending Melville Hall, please ensure you have brought the following:

- Your offer letter and these enrolment instructions
- Evidence of your citizenship status e.g. birth certificate, passport, citizenship certificate or permanent residency or visa (Domestic Students)
- Your original passport and visa (International Students)
- Your Enrolment Form (if a form has not been provided, one will be available when you come to enrol)
- Your mailing address in Canberra for the coming semester
- Original transcripts of previous tertiary study (if not already provided)
- Completed Notification of Sponsorship form ([www.anu.edu.au/sas/forms](http://www.anu.edu.au/sas/forms)) (if applicable)
- Any other documents that may be relevant to your ANU offer

**NOTE:** You should allow up to two hours to complete your enrolment.

## Late Offers

### What to do if you receive a late offer

All offers must be accepted and enrolment registered no later than **Friday 31 July**. Registration of enrolment cannot be finalised after this date without the approval of the Registrar.

## Deferment

### Deferring the commencement of your program

It may be possible to defer the commencement of your program. Please contact the Graduate Studies Academic Advisor on 02 6125 5487 to discuss deferment options.

## Official Administrative Notices

Official University notices, including fee invoice notifications and important dates, will be sent to your student email address and not to your postal address.

Your email address is your University ID followed by @anu.edu.au (eg u1234567@anu.edu.au). You can access your email using your University ID and password after you have enrolled. For help and information on linking your student email address to a private email address please refer to <http://student-iguide.anu.edu.au/email> or phone 02 6125 9666. You may also go to InfoPlace to see a Student Consultant. See <http://ilp.anu.edu.au/infoplace> for more details.

## FEE HELP

### Want to defer your tuition fees?

If you are eligible and wish to defer your tuition fees via FEE-HELP, see the attached information and Commonwealth Government booklet which can be downloaded from [www.anu.edu.au/sas/enrolment/FEEHELP](http://www.anu.edu.au/sas/enrolment/FEEHELP)

## Student Cards

### Student identification cards

When you have registered your enrolment you will be eligible for a student card. Cards will be available as part of the enrolment process and will be issued from InfoPlace Upper at the Chifley Library during the following times:

13 July	1:30pm – 4:30pm
20 & 22 July	9:30am – 1:00pm

Outside of these times, student cards will be available from Student Administration Services, Pauline Griffin Building (11), ANU.

## More Questions

If you have any concerns about your enrolment, please do not hesitate to contact the Enrolments Office on 02 6125 3339 or email [Enrolments@anu.edu.au](mailto:Enrolments@anu.edu.au) for advice.

# Melville Hall Enrolment Guide

Use this checklist as a guide to help you.

My Student Number is:

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## Stage 1:

Welcome to Melville Hall

Check that the details printed on your Enrolment Form are correct. Present your Enrolment Form to foyer staff for checking (if you don't have a form, one will be printed for you).

Domestic Students will be directed into the hall; International Students will be directed to have their passports and visas checked.

## Stage 2:

Fees

Stage 2 only applies to the following students:

- New Zealand Citizens
- Permanent Residents
- Cross-Institutional and Transferring Students from an External Institution
- Students with ATO Certificates (ie no tax File Number)

*All other students proceed to Stage 3*

## Stage 3:

Academic Advice/Enrolment Form signoff

*Visit the Graduate Studies Select booth located in Melville Hall to speak to the Graduate Studies Academic Advisor*

*If your Enrolment Form has already been signed by the Graduate Studies Academic Advisor, proceed to Stage 4.*

## Stage 4:

Enrolment Activation and Password Collection

Wait a few moments while your enrolment is activated and your password is issued. You will use your new password to access a number of University facilities including ISIS to complete important enrolment forms online.

Once completed, please exit Melville Hall and follow the yellow footsteps to InfoPlace Upper – Level 3, Chifley Library for Stage 5

## Stage 5:

Enrolment and Student Card Collection

Using the computers provided, log in to ISIS and complete your electronic Request for Commonwealth Assistance Form (eCAF) – if required to – and Enrolment Task Wizard (refer to the guides at the computers for assistance or ask one of the staff members), then confirm that you have been enrolled in your approved courses. Once you have completed the Enrolment Task Wizard and confirmed your enrolment, you may see nearby Enrolments staff who will issue you with an ANU Student Card.

**Congratulations! You are now a successfully enrolled ANU student.**

# GENERAL INFORMATION

## Useful Internet Addresses

ANU Home Page	<a href="http://www.anu.edu.au">www.anu.edu.au</a>
Course and Degree Information	<a href="http://studyat.anu.edu.au">http://studyat.anu.edu.au</a>
Student Enrolment and Administrative Procedures Guide	<a href="http://www.anu.edu.au/sas/SEAP_guide">www.anu.edu.au/sas/SEAP_guide</a>
University Timetable	<a href="http://timetable.anu.edu.au">http://timetable.anu.edu.au</a>
Fee Information	<a href="http://www.anu.edu.au/sas/fees">www.anu.edu.au/sas/fees</a>
ANU Handbook	<a href="http://www.anu.edu.au/sas/handbook">www.anu.edu.au/sas/handbook</a>
University Accommodation Services	<a href="http://accom.anu.edu.au">http://accom.anu.edu.au</a>
Parking Permits	<a href="http://transport.anu.edu.au/permits/parking">http://transport.anu.edu.au/permits/parking</a>
ISIS	<a href="http://isis.anu.edu.au/">http://isis.anu.edu.au/</a>

## The Colleges

ANU College of Arts & Social Science	<a href="http://cass.anu.edu.au">http://cass.anu.edu.au</a>
ANU College of Asia & the Pacific	<a href="http://asiapacific.anu.edu.au">http://asiapacific.anu.edu.au</a>
ANU College of Business & Economics	<a href="http://cbe.anu.edu.au">http://cbe.anu.edu.au</a>
ANU College of Engineering & Computer Science	<a href="http://cecs.anu.edu.au">http://cecs.anu.edu.au</a>
ANU College of Law	<a href="http://law.anu.edu.au">http://law.anu.edu.au</a>
ANU College of Medicine, Biology & Environment	<a href="http://cmhs.anu.edu.au">http://cmhs.anu.edu.au</a>
ANU College of Physical Sciences	<a href="http://cos.anu.edu.au">http://cos.anu.edu.au</a>

## Student Support Services

### International Student Services

[www.anu.edu.au/ieo](http://www.anu.edu.au/ieo) | 02 6125 4643 | [ieo.support@anu.edu.au](mailto:ieo.support@anu.edu.au)

The International Student Services Team provides welfare and general support for all international students offering advice on a range of issues from childcare, to schooling to health insurance. For more information, please email [ieo.support@anu.edu.au](mailto:ieo.support@anu.edu.au).

### Academic Skills and Learning Centre

<https://academicskills.anu.edu.au> | 02 6125 2972

The Academic Skills and Learning Centre specialises in helping students develop their academic skills, effective academic work, specifically writing skills, study techniques, time management, and mathematical methods. Students can make an appointment with an academic skills adviser, enrol in a StudySmart or Essay Writing workshop, or access resources from the ASLC website.

### Disability Services Centre

[www.anu.edu.au/disabilities](http://www.anu.edu.au/disabilities) | 02 6125 5036 | TTY | [Disability.Adviser@anu.edu.au](mailto:Disability.Adviser@anu.edu.au)

The Disability Services Centre (DSC) provides support to student with a disability so that they can participate at the ANU on the same basis as other students. For further assistance or alternative enrolment arrangements please contact DSC.

### Student Welfare Officer

<http://sa.anu.edu.au/index.php?page=welfare-and-advocacy> | 02 6125 5849 | [sa.welfare@student.anu.edu.au](mailto:sa.welfare@student.anu.edu.au)

The Student Welfare Officer provides information, advocacy and referral for students needing assistance with Austudy, Youth Allowance, housing, financial difficulties or other practical or social issues. For further information contact the Welfare Officer on 02 6125 5849

### University Counselling Centre

[www.anu.edu.au/counsel](http://www.anu.edu.au/counsel) | 02 6125 2442 | [counselling.centre@anu.edu.au](mailto:counselling.centre@anu.edu.au)

The University Counselling Centre offers a free and confidential counselling service to all currently enrolled students to assist with problems or difficulties affecting study or personal well-being. The centre runs on an appointment system and there is provision for urgent appointments each day. The Counselling Centre can be contacted on 02 6125 2442.

### JABAL Indigenous Higher Education Centre

[www.anu.edu.au/jabal](http://www.anu.edu.au/jabal) | 02 6125 3520 | [jabal.centre@anu.edu.au](mailto:jabal.centre@anu.edu.au)

The Jabal Indigenous Higher Education Centre is a meeting place for the Indigenous Australian community on campus. The Centre provides academic and social support to Aboriginal and Torres Strait Islander students. It also offers a number of scholarships and a place to study. The Centre's staff can be contacted on 02 6125 3520, or just 'drop in'.



THE AUSTRALIAN NATIONAL UNIVERSITY

## Fees Office

Division of Registrar and Student Services  
 Pauline Griffin Building (11)  
 ANU ACT 0200 Australia

Email : [fees.officer@anu.edu.au](mailto:fees.officer@anu.edu.au)  
 Phone : + 61 2 6125 8124  
 Fax : +61 2 6125 7535

## Graduate Students

Welcome to the start of Second Semester 2009. This will be a busy time for you as a new student and there will be many new changes you will need to get used to.

All students are given a student email account and the University uses this account to correspond with you throughout the year. The fees office will email you on a regular basis so please check your account often. Your email account address will be u\*\*\*\*\*@anu.edu.au (\* equals your id number).

All invoices will be available in ISIS as a download. You will be emailed to your student email account when your invoice is prepared.

Sponsored students will have their invoices sent directly to their sponsor. If you receive an invoice and you believe you should be sponsored please check to see that we have your sponsorship details by emailing [sponsorship.officer@anu.edu.au](mailto:sponsorship.officer@anu.edu.au).

Once you have completed the enrolment process in Melville Hall you will be given a password and this will enable you to access the student system called ISIS so that you can complete your enrolment.

In ISIS you will have access to your student fee account. Always allow 24 hours after you have enrolled or made a change to your enrolment, as it will take an overnight process to bring your account up to date.

Only Students who pay upfront will receive an invoice. Eligible students who choose to use FEE HELP should not receive an invoice if their FEE HELP loan has been approved by the time the invoices are available. There could be a timing issue, please check that you have completed your FEE HELP request form on line in ISIS if you receive an invoice.

If it is your intention to defer your debt through FEE HELP, please complete the FEE HELP request form in ISIS and supply your Tax File Number (TFN) at the time of enrolment. If you decide to complete a request for FEE HELP at a later date you may do so but this must be done by **31 August 2009**, which is census date for Second Semester. No requests will be accepted after **31 August 2009** for a Second Semester enrolment.

The due date for semester two fees will be **7 August 2009**. Payments not received by this date will incur a \$125.00 late fee.

BPay is the preferred method as it is quick and it means you do not have to wait in a queue to make your payment. BPay can be organised through your bank.

Any questions can be emailed to [fees.officer@anu.edu.au](mailto:fees.officer@anu.edu.au) or phone us on 02 6125 8124.

There is also the option of paying on line through ISIS with Mastercard or Visa.

Don't forget to contact us if you are not sure about your invoice or if you have not received one before the due date. Problems are best sorted out before the due date not after. We look forward to being of assistance.

**Student Fees Office**  
 Pauline Griffin Building (11)  
 Australian National University  
 ACTON ACT 0200

Fee Information Second Semester 2009



THE AUSTRALIAN NATIONAL UNIVERSITY

## Fees Office

Division of Registrar and Student Services  
 Pauline Griffin Building (11)  
 ANU ACT 0200 Australia

Email : [fees.officer@anu.edu.au](mailto:fees.officer@anu.edu.au)

Phone : + 61 2 6125 8124

Fax : +61 2 6125 7535

# International Students

Welcome to the start of Second Semester 2009. This will be a busy time for you as a new student and there will be many new changes you will need to get used to.

This will be the same when it comes time to pay your fees. By now most students will have paid a deposit towards their Second Semester fees.

All students are given a student email account and the University uses this account to correspond with you throughout the year. The fees office will be emailing you on a regular basis so please check your account often. Your email account address will be u\*\*\*\*\*@anu.edu.au (\* equals your id number).

All invoices will be available in ISIS as a download. You will be emailed when your invoice is prepared.

Sponsored students will have their invoices sent directly to their sponsor. If you receive an invoice and you believe you should be sponsored please check to see that we have your sponsorship details by emailing [sponsorship.officer@anu.edu.au](mailto:sponsorship.officer@anu.edu.au).

Once you have completed the enrolment process in Melville Hall you will be given a password and this will enable you to access the student system called ISIS so that you can complete your enrolment.

In ISIS you will have access to your student fee account. You will be able to see what you have paid and what the remaining amount to be paid will be, if any at all. Always allow 24 hours after you have enrolled or have made a change to your enrolment, as it will take an overnight process to bring your account up to date.

An invoice will be available in ISIS the week after you enrol in Melville Hall. An email will be sent to your student email account to let you know when you can view your invoice.

The due date for semester two fees will be 7 August 2009. Unfortunately, if your fees are not paid by this date you will incur a \$125.00 late fee. The invoice will have the methods of payment that the University will accept.

BPay is the preferred method as it is quick and it means you do not have to wait in a queue to make your payment. BPay can be organised through your bank in Australia.

Any questions can be emailed to [fees.officer@anu.edu.au](mailto:fees.officer@anu.edu.au) or phone us on 02 6125 8124.

There is also the option of paying online through ISIS with Mastercard or Visa.

Don't forget to contact us if you are not sure about your invoice or if you have not received one before the due date. Problems are best sorted out before the due date not after. We look forward to being of assistance.

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