

New Student Enrolment Business Process

- 1) Student arrives with letter of offer and Enrolment Registration Form (ERF). Students who are not in possession of a ERF will have one issued to them upon presentation of identification documents (ID docs required from 2009)
- 2) Enrolments staff member checks ERF and confirms that the ERF is valid and correct and that the person in possession of the form matches the name on the form (ID confirmation from 2009)
- 3) **A) Domestic Students – Australian/New Zealand Citizenship/Permanent Residency** is verified upon presentation of passport/birth certificate or other appropriate documentation (verification of domestic students from 2009)
B) International Students – Passport/Visa is checked for identity confirmation and eligibility to study
- 4) Student receives academic advice concerning course selection from College academic advisors. ERF is signed by College academic advisor to authorise enrolment in the selected courses
- 5) Student presents ERF to Enrolments staff for processing. Enrolments staff will:
 - Check ERF has been completed correctly;
 - Ensure student has been matriculated and term activated correctly (including correct fee liability code);
 - Make any changes identified on the form (such as program change);
 - Enrol the student in any courses that require overrides (eg prerequisite waiver or courses that require special permission)
 - Direct student to InfoPlace to complete their enrolment.
- 6) Student completes enrolment checklist, eCAF and enrolls in their authorised courses using the ISIS online enrolment system
- 7) Student submits ERF to Enrolments staff member. Enrolments staff then generates and issues an ANU student card upon presentation of some other form of formal identification (preferably photo ID such as driver's license or previous student card (ID verification from 2009))

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