How to Re-Enrol

A Guide for Continuing Students
HOW TO ENROL MANUAL

This manual will guide you through the process to enrol in courses after your first year at The Australian National University.

If you are re-enrolling in your current program or have enacted a Program Transfer into a new program, please follow the instructions in this guide.

If you have applied through ANU Admissions for a new program you will be commencing as a new student and will follow the Enrol for the First Time instructions.

Follow the detailed steps below to finalise your enrolment for the entirety of the year.

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5. COMPLETE SA-HELP and FEE-HELP eCAF
   (Eligible domestic students – program transfer recipients only)
6. HELP INFORMATION
LOGIN TO ISIS

<table>
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<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>Go to your Current Student Homepage to start: <a href="http://www.anu.edu.au/students">http://www.anu.edu.au/students</a></td>
</tr>
<tr>
<td>2</td>
<td>Press the 'ISIS' button along the Toolbar at the top of the screen.</td>
</tr>
<tr>
<td>3</td>
<td>Use your STUDENT ID NUMBER and PASSWORD to LOGIN.</td>
</tr>
</tbody>
</table>

*Please note: if at any time during your session ISIS times out, you will need to reset your browser in order to log back in.*
**COMPLETE A NEW HECS-HELP eCAF**

**ELIGIBLE DOMESTIC STUDENTS WHO HAVE TRANSFERRED THEIR PROGRAM ONLY**

All other students skip to step 5

*Please note that Flexible Double Degree students who have changed their nominated degrees within the *same* Flexible Double Degree group will not be prompted to do this.*

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| 4    | **Eligible domestic undergraduate students** will need to complete their HECS-HELP electronic Commonwealth Assistance form (eCAF) when they first login to ISIS after a Program Transfer.  
Read each question carefully and complete the fields. You will need to input your Tax File Number into the form to access HECS-HELP.  
After the form is completed, select submit.  
You will not be able to proceed until you complete this. |

If you are having problems with the eCAF or if information appears incorrect please see ISIS help.
## ANU Messages and Conduct Agreement

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<tr>
<td>5</td>
<td>Read the student messages carefully and tick off each one as read.</td>
</tr>
<tr>
<td>6</td>
<td>Then click on the <em>I Agree</em> button at the bottom of the page. This will only appear once you have marked all messages as read.</td>
</tr>
</tbody>
</table>

*Your personal ISIS Homepage will then load*
ENROL IN YOUR COURSES

**Step 7**
From the *Main Menu*, select *ISIS > Enrolment > Enrolment*

**Step 8**
Click on *Enrolment Details* for the session/semester that you want to enrol in courses.

*Make sure you have selected the correct program before proceeding.* Students who have transferred their Program may see more than one program listed in this section. Double check that you are enrolling in the program you wish to study, rather than the program you may have transferred from. If you are seeing only an incorrect program, please contact the ANU Student Information Services Office at student@anu.edu.au or on 135 ANU (135 268) to correct this before proceeding.
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<tr>
<th>Step</th>
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<tbody>
<tr>
<td>9</td>
<td>Click the Add button to begin enrolling in a course</td>
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<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>10</td>
<td>If you know the Class Number for your course. Enter this into the class number field and select Add Class. Skip to Step 17. If you don't know the Class Number for your course: You can check the Class Number in the Course Outline in Programs and Courses, under the Terms section - programsandcourses.anu.edu.au or; Search for the course by clicking on the Search button.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Action</th>
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</table>
| 11   | Enter your details into the relevant fields:  
  **Academic Career:** You will be a non-award, undergraduate or postgraduate student.  
  **Subject Area Description:** Course discipline you are enrolling in such as Arts, Science, Law, etc.  
  **Subject Area:** Your course such as Psychology, Anthropology, etc. This is the 4-letter code in the course code (e.g.: PSYC1234).  
  **Catalogue Number:** The four-digit code for the course (e.g.: PSYC1234). (Note: this field is optional).  
  Click Search. |
<table>
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<tbody>
<tr>
<td>13</td>
<td>Click on the <strong>Add Class</strong> button to enrol in a class.</td>
</tr>
</tbody>
</table>

The available classes for the semester you have selected will be shown for your course. Note that not all classes for the course will be shown. Only the ones for the selected semester will be shown.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>14</td>
<td>Click the <strong>Continue</strong> button</td>
</tr>
</tbody>
</table>

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<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>15</td>
<td>Enter a permission number if you have been given one. Otherwise click <strong>Save</strong></td>
</tr>
</tbody>
</table>

If the course you are trying to add will not allow you to continue without a permission number you will need to contact your ANU **Academic College** to obtain one.

**What is a permission number/code?** An ANU **Academic College** will sometimes place restrictions on a course, as only a select group of students meet the criteria to enrol. This could be related to prerequisite courses not completed at the ANU that a student needs to study, to portfolio presentation that proves aptitude for the course or to limitations on enrolment. If a student tries to enrol in this course without a permission code they will receive an **error message**. A permission code is issued by your College or School and overrides this restriction. If you are facing this issue, **contact your College** to check if you are eligible for the course. If you are, they will assist you with being issued a permission code to enter into ISIS so that you may enrol.
Step 16  
Click **Swap** to swap the enrolled course with another course within the same program.  
Click **Drop** to drop the course,  
Click **Add** to enrol in another course.  

The class will appear in a list of classes you are enrolled in.

Step 17  
Repeat Steps 9-16 to enrol for all of your courses for the remainder of the year so that you can plan your study year.

18  
Return to your ISIS Homepage by clicking **Home** to check your courses are correct.  
Your courses will show up in the Current Enrolment Section.
Congratulations!

You are now successfully enrolled.

Students who have transferred their Program will need to re-submit their eCAF for HECS-HELP, FEE-HELP and/or SA-HELP.

Domestic students wishing to access a FEE-HELP or SA-HELP loan should continue with these instructions.
**ELIGIBLE DOMESTIC STUDENTS WHO HAVE TRANSFERRED THEIR PROGRAM ONLY**

Please note that Flexible Double Degree students who have changed their nominated degrees within the same Flexible Double Degree group will not need to do this.

Domestic Postgraduate students wishing to obtain a **FEE-HELP loan** for their tuition fees must complete the FEE-HELP electronic Commonwealth Assistance Form (eCAF) for each program.

Domestic Undergraduate and Postgraduate students wishing to obtain a **SA-HELP loan** for their Services and Amenities Fee (SAF) will also need to complete an eCAF for each program. Information about the SAF can be found [here](#).

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<tr>
<td>19</td>
<td>From the <em>Main Menu</em>, select <em>ISIS &gt; Account Details &gt; eCAF</em> This will take you to any outstanding eCAF forms.</td>
</tr>
<tr>
<td>20</td>
<td>Fill in the outstanding form and select <em>submit</em> once complete.</td>
</tr>
<tr>
<td>21</td>
<td>Repeat these steps 19-21 if necessary to ensure that every eCAF present is completed.</td>
</tr>
</tbody>
</table>

Please note that if you have more than one eCAF outstanding you will need to submit each of them separately.

Student intending to pay their tuition fees upfront are advised to complete their eCAF. This will ensure fees can be deferred if a payment cannot be made. More information on completing your eCAF and the Australian Government HELP scheme can be found on the [Study Assist](#) website.
## TASK WIZARD AND ISIS HELP

### Contents
- I am unable to submit my electronic Commonwealth Assistance Form (eCAF).
- I am unable to select Enrolment Details when trying to enrol.
- Others questions and University Contacts

<table>
<thead>
<tr>
<th>Error</th>
<th>Solution</th>
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</table>
| Unable to submit electronic Commonwealth Assistance Form (eCAF) | **For eligible undergraduate domestic students who have program transferred only.**

Ensure all fields have been completed.

If you have not supplied a Tax File Number (TFN) you will not be able to select ‘Obtain a HECS-HELP loan for ALL or PART of my student contribution amount’ as you are not eligible for a HECS-HELP loan until you provide your TFN. Please supply your TFN, or if you do not yet have one you must select ‘Full up-front payment of my student contribution amount’. You will then be able to submit your form.

Note: If you have not provided your TFN you will need to supply it **before the census date** to avoid fee liability (see instructions below). For Semester 1 courses the Census Date is 31 March, 2015.

### Resubmitting eCAF

To access your eCAFs once the task wizard is complete select **Main Menu>ISIS>Account Details>eCAF**. You will then be able to input your TFN.

Note: you will not be able to change your answer to ‘12. Indication of payment option’ if you have previously submitted the form. You do not need to change this to access a HECS-HELP loan.
### Error

**Unable to select Enrolment Details when trying to enrol**

### Solution

Please contact Student Information Services on 135 ANU (135 268) or via email at student@anu.edu.au

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**Undergraduate**

<table>
<thead>
<tr>
<th>Semester / Session</th>
<th>Academic Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester, 2013</td>
<td>3117 - Bachelor of European Studies</td>
</tr>
<tr>
<td>Second Semester, 2013</td>
<td>3117 - Bachelor of European Studies</td>
</tr>
</tbody>
</table>

Select the Enrolment Details button to enrol in the corresponding program for the semester/session.
HELP INFORMATION

If you are receiving errors that are not addressed in this document please contact Student Central at student@anu.edu.au or on 135 ANU (135 268) for assistance.

ANU Academic College Contacts for Program and Course Advice

College of Asia and the Pacific
For both undergraduate and graduate students
Student Centre, ANU College of Asia and the Pacific
Room 7009, H C coombs building (9)
E: cap.student@anu.edu.au
T: 6125 3207

College of Arts and Social Sciences
Undergraduate: students.cass@anu.edu.au
Graduate: graduate.students.cass@anu.edu.au

College of Business and Economics
For both undergraduate and graduate students: info.cbe@anu.edu.au

Colleges of Science
Undergraduate
The Science Office is located on Level 2 Building 42.
Appointments with Sub Deans are available Monday 10-12, Tuesday 2-4, Wednesday 10-12, Thursday 2-4 and Friday 10-12. Appointments can be made in person at the reception desk or by emailing science.enquiries@anu.edu.au or phoning 6125 2809.

Graduate:
For program and course advice please contact your program convener. If you are unsure who your program convener is email science.enquiries@anu.edu.au or phone 6125 2809.

College of Engineering and Computer Science
For both undergraduate and graduate students
CECS Student Services Office
N202, CSIT Building (108)
Email: studentadmin.cecs@anu.edu.au

ANU College of Law
For Bachelor of Laws/Juris Doctor program and course advice is available from the Sub-Dean,
E: Wayne.Morgan@anu.edu.au
T: (02) 6125 3483 to make an appointment

Graduate
Contact the ANU College of Law Student Administration on enquiries.law@anu.edu.au or telephone (02) 6125 3483 for specific program adviser contacts.