

Re-enrolment Information for 2020



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

This year you will be re-enrolling online through your MyND Portal. **It is expected that you will complete your enrolment no later than 22nd November.**

Please follow these steps to ensure you enrol correctly

- All information about re-enrolment for 2020 can be found at <https://www.notredame.edu.au/about/schools/fremantle/education/enrolment-information>
- Download your program planner and cross check your completed courses (by checking your enrolment course by course through your Student Centre Self Service) with those on your planner. We suggest you highlight the courses you have completed on your planner so that your courses for 2020 will be easily identifiable.
- If selecting an elective course please refer to the appropriate elective list and make your selection using the class number.
- If you are enrolling in a summer or winter intensive course, please check the dates do not clash with other education courses or your professional experience.

Important

- Only use the class numbers to enrol – these are indicated in **red** on your program plan.
- You must enrol for the whole year (Study Periods 1 & 2)
- When enrolling in a professional experience (and/or Teaching Method Course for ECE/Prim students) ensure you select the class number on your program planner as this aligns with the time that the professional experience is offered. If you are undertaking a professional experience at a different time to when it appears on your program planner, contact your Program Coordinator for the correct class number.
- Please follow the planner provided for your program. If you need to deviate from your planner please discuss these changes with your Program Coordinator before enrolling. If you need to complete a course from earlier in your program, you will need to prioritise by including this course in your 2020 enrolment. Overloading (ie completing more courses than appear on your planner) is not permitted without your Program Coordinator's approval.
- Your enrolment is your responsibility - please check your program planner carefully and seek advice from your Program Coordinator if required.
- Please have your 2020 enrolment completed by **22nd November.**

Please follow these steps to complete your enrolment

1. Log on to your UNDA MyPortal at <https://my.nd.edu.au/LogonPage>
2. Select Student Centre Self Service Student Centre Enrolment: Add Classes
3. Choose the relevant study period and press Continue (i.e. 2020 study period one)
4. Using your program plan as a guide enter the first **class number** and press Enter
5. Check that the course number and name displayed are correct and press Next
6. Repeat until all your courses for study period one are displayed
7. Repeat steps 3-6 for study period two
8. Click on Proceed to Step 2 of 3
9. Click on Finish Enrolling (making sure you've enrolled in all your courses for the year)
10. Confirm all classes have a green tick ✓

Changes to your enrolment can be made using the Add Classes / Drop Classes tabs.

