

Postgraduate Students Enrolment Instructions for 2024



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

Please follow the steps below to ensure you enrol correctly.

Important

- The Postgraduate Education Studies Schedule of Courses 2024 can be accessed at the following [link Postgraduate Education Studies Schedule of Courses 2024](#)
- Use only the **class number** code to enrol – these will be located in the column **‘Class No.’** on the Postgraduate Education Studies Schedule of Courses 2024.
- Please ensure you enrol into the correct compulsory courses and **specialisation** courses for your program. If you are unsure please seek advice from your Program Coordinator:
- Shane Lavery (**Master of Education**) shane.lavery@nd.edu.au
- Shane Lavery (**Graduate Certificate in Education – Special & Inclusive Education**) shane.lavery@nd.edu.au
- John Topliss (**Religious Education**) john.topliss@nd.edu.au
- Tracy Treasure (**Graduate Certificate in Education – Early Childhood**) tracy.treasure@nd.edu.au
- Lorraine Day (**Graduate Certificate in Education – Middle Years Mathematics**) lorraine.day@nd.edu.au
- See link below for course descriptions;
<https://www.notredame.edu.au/about/schools/fremantle/education/course-descriptions>

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. 2024 study period one)
4. Use the **Postgraduate Education Studies Schedule of Courses 2024 or Bachelor of Education (Conversion) Schedule 2024** to identify the course you need to enrol into, then enter the **class number** and press Enter
5. Check that the course code and course title 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.