

Postgraduate and Bachelor of Education (Conversion) Students Enrolment Information for 2020



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

Please follow the following steps to ensure you enrol correctly.

All information about enrolment for 2020 can be found at the following link -

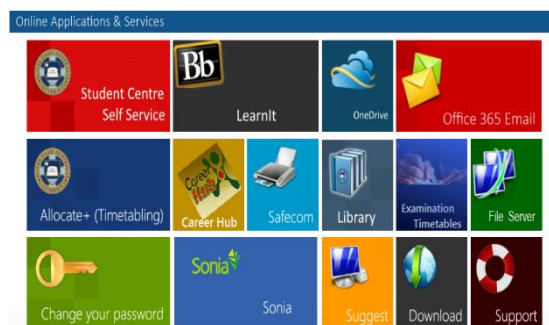
<https://www.notredame.edu.au/about/schools/fremantle/education/enrolment-information> - Information for postgraduate and conversion students

Important

- **Postgraduate Education Studies Schedule 2020** and the **Bachelor of Education (Conversion) Schedule of Courses 2020** can be found by clicking on <https://www.notredame.edu.au/about/schools/fremantle/education/enrolment-information> and then click on **Information for postgraduate and conversion students**.
- Only use the **class numbers** to enrol – these are in the column ‘**Class Number**’ on both Schedule of Courses 2020.
- It is advisable to enrol into your courses for the whole year as courses fill up quickly.
- Your enrolment is your responsibility - please ensure you enrol into the correct courses and **specialisation** for your program. If you are unsure or have any queries please seek advice from your Program Coordinator Shane Lavery (**Master of Education**) shane.lavery@nd.edu.au, Chris Hackett (**Master of Religious Education**) chris.hackett@nd.edu.au, Dr Derek Hurrell (**Bachelor of Education (Conversion)**) derek.hurrell@nd.edu.au or Roz McCracken (**Admin Officer for Postgraduate Studies**) roz.mccracken@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. 2020 study period one)
4. Use the **Postgraduate Education Schedule of Courses 2020** or the **Bachelor of Education (Conversion) Schedule of Courses 2020** to identify the course you need to enrol into, then enter the **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.

Enrolment guide

Below are **instructional videos**, showing a step-through for each section of Enrolling:

- [Enrol in a course](#)
- [Add a course](#)
- [Drop a course](#)
- [Swap a course](#)

Your enrolment is at your fingertips. You can also follow this [overview guide](#) to see how to view your and change your enrolments.