

# Incoming Student Enrolment



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

Name:	
Student ID:	
Program:	Master of Teaching (Secondary)

## Welcome to Notre Dame

Congratulations on being offered a place at The University of Notre Dame Australia.

This booklet has been designed as a step-by-step guide to getting started as a student at Notre Dame. Here you will find information about your enrolment and other important parts of becoming a student, including:

- Obtaining your Student ID Card
- Logging in to your student account
- Enrolling in this year's classes
- Accessing your Notre Dame email account
- Timetabling
- O-Week

Plus, our staff are always available to answer any questions or concerns you might have as you settle in to university life. Please email [fremantle.education@nd.edu.au](mailto:fremantle.education@nd.edu.au)

### Obtaining your Student ID card

All students should obtain an ID card. Not only is this the preferred form of ID to be used in examinations, your Student ID also allows you to borrow resources from the library and pay for printing on campus. As the card identifies you as a university student, you can use it to access student discounts and public transport concessions. The Student Admin team can take your photo and issue you with your Student ID card once you are on campus.

### How to Log in

As a student at Note Dame, you will receive access to a number of systems, all of which have the same default login details:

**Username:** Your ID number

**Password:** 'Nd' (for Notre Dame) followed by your date of birth 'ddmmyyyy'

*(e.g. If your birthday is 13 July 2001, your password will be Nd13072001)*

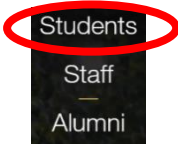
# Enrolling in Classes via Student Centre

Most applications are available through MyND Portal, however, this is the easiest way to access the Student Centre (where you will complete your enrolment today):

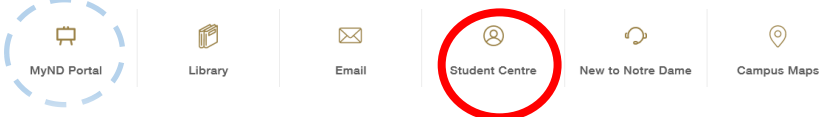
1. Go to the University website [www.notredame.edu.au](http://www.notredame.edu.au)
2. Select the triple bar icon on the top right corner of the home page



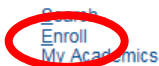
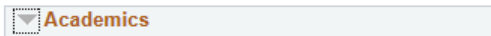
3. Select 'Students'



4. Select Student Centre



5. Select the <https://mycampus.nd.edu.au> link under 'Access'
6. Log in using the credentials listed above
7. Select the 'Student Centre' tile
8. Select "Enrol"



9. Select "Add", choose the relevant Study Period and press [Continue]
10. Enter the first 'Class No.' from the previous page and press [Enter]
11. Check that the Course No. and Course Name are correct and press [Next]
12. Repeat steps 10 and 11 until all of the courses you are enrolling in for this study period appear in your 'Shopping Cart'
13. Press [Proceed to Step 2 of 3]
14. Double check that the information is correct and when satisfied press [Finish Enrolling]
15. Confirm that all classes have a green tick next to them
16. Review the enrollments in [My Class Schedule]
17. Once you have completed your enrolment, simply 'Sign out' of Student Centre (on the triple bar icon)

## Course Selection

Today you will work with staff from your School to determine the courses you are going to enrol in this year. In some cases, courses which are mandatory for your program have been pre-printed below:

<https://www.notredame.edu.au/about/schools/fremantle/education/our-programs>

Program Name:	Master of Teaching (Secondary)
Program Code:	5144

### Study Period 2

Course No.	Course Name	Class No.	Start Date
EDUC5000	Applied Research Methods in Education	1237	27/07/2020
EDUC5020	Psych Principles of Classroom Management	1240	27/07/2020
See Program Planner	Accreditation OR No Accreditation	choose	27/07/2020
EDUC5024	Working with Indigenous Students	1244	05/10/2020

*N.B. Changing your enrolment may impact the duration of your program, and it is strongly recommended that you discuss any changes to your enrolment with your School before taking any action.*

## Your Notre Dame Email Account

Your University email account (accessible via the Office 365 Email tile on MyND Portal) is one of the primary ways we will communicate with you. As a student, you are required to check your emails weekly. All emails to / from the University **must** be via your Notre Dame Email account.

Your email account is in the format: ID@my.nd.edu.au (e.g. 32000000@my.nd.edu.au)

## Timetabling

Once your enrolment is complete, the final step is to timetable yourself into your lectures, tutorials, workshops, etc. for the coming study period. This is scheduled for Thursday, 9<sup>th</sup> July 12PM noon (AWST) the information is on the Online Signup Flyer.