

# Enrolment & Class Registration Instructions eStudent – Session 1, 2012

## To Login to eStudent & Enrol in Units

### 1. Login to eStudent at <https://student1.mq.edu.au>.

Enter your Macquarie Student ID. If you are logging in for the first time, please click on “Click here for Login assistance”. After you log in you will be required to change your password. If you have accessed eStudent previously, enter your Student ID and current password. Select the **My Enrolment** menu.

If you are new to your course and have submitted an eCAF, the University must approve it before you can enrol. To check if your eCAF has been approved select My Offer / Submit Commonwealth Assistance Form / View submitted Commonwealth Assistance Form. You need to have approved funding before you start enrolling into units.

### 2. Choose a Unit

Select **My Enrolment / ‘Enrol in Units’**

Select your course with the status of **“Admitted”** (see below) and then click on **‘Continue to the next page’**.

The screenshot shows the Macquarie University eStudent portal. At the top right, there are links for 'Need Help?', 'Change Password', and 'Logout'. Below this is a banner for 'NEW UNDERGRADUATE ACCESS' with a 'Welcome' message. The main navigation bar includes 'My Home and Help', 'My Offer', 'My Enrolment', 'My Classes', 'My Details', 'My Results and Graduation', and 'My Finances'. The 'My Enrolment' menu is expanded, showing options like 'Check Course Details', 'ENROL in Units', 'Check Unit Enrolment & Print Timetable', 'Enter Expected Completion', 'WITHDRAW from Units', 'Check if Waivers Granted', 'Check for Sanctions', 'My Terms & Conditions History', and 'eStudent Enrolment Help?'. The 'Choose a Course' section contains a message: 'Listed below are your Courses. To enrol in units please select a course with an 'Admitted' status from the list below and then click on the 'Continue...' link at the bottom.' Below this is a table with columns: Study Package, Title, Stage, Status, Credit Points, and a description. The table lists three courses: BSC (Bachelor of Science, Offered, Offered, 68,000), BSC (Bachelor of Science, Offered, Offered, 68,000), and BSC;SCI (Bachelor of Science in the Faculty of Science, Admitted, Admitted, 68,000). Below the table, there is a section 'I Want To...' with a link 'Continue to the next page'. At the bottom, there is a footer with 'Contact Us | Copyright | Macquarie University' and '© Copyright Macquarie University'.

Study Package	Title	Stage	Status	Credit Points		
<input type="radio"/>	BSC	Bachelor of Science	Offered	Offered	68,000	This course is not available for enrolment
<input type="radio"/>	BSC	Bachelor of Science	Offered	Offered	68,000	This course is not available for enrolment
<input checked="" type="radio"/>	BSC;SCI	Bachelor of Science in the Faculty of Science	Admitted	Admitted	68,000	

If this is your first time enrolling in your course, you will be directed to a page (see below) where you must read and accept Macquarie’s Terms and Conditions prior to enrolling. To do this, click on the link **‘Read and Accept Macquarie’s Terms and Conditions’**.

Once you have accepted the Terms and Conditions (T’s and C’s), you will be able to proceed with your enrolment. If you bypass the Terms and Conditions you will see the error screen below which will prevent your enrolment until you read and agree with Macquarie’s Terms and Conditions.

- MENU**
- Check Course Details
  - ENROL in Units
  - Check Unit Enrolment & Print Timetable
  - Enter Expected Completion
  - WITHDRAW from Units
  - Check if Waivers Granted
  - Check for Sanctions
  - My Terms & Conditions History
  - eStudent Enrolment Help?

Course Details: Enrolment



**Error**

You are not permitted to enrol in units until you have agreed to the latest version of Macquarie's Terms and Conditions for the selected Course. Please click on the option in the 'I Want To' section below.

I Want To...

- [Read and Accept Macquarie's Terms and Conditions](#)
- [Enrol into selected units](#)
- [Return to Choose a Course](#)

The 'ENROL in units' page will display your Study Plan that shows the required units and option sets you can use to choose your option units (see below). If a unit is unavailable for enrolment, the checkbox on the right hand side will not be selectable. This could be because the unit is not available for the study period or the enrolment quota for that unit has been reached or the unit has a third time enrolment sanction or because the prerequisites have not been met.

MACQUARIE UNIVERSITY  
STONEY - AUSTRALIA

Need Help? | Change Password | Logout

UNDERGRADUATE ACCESS

Welcome

My Home and Help | My Details | My Applications | My Offer | My Enrolment | My Classes | My Results and Graduation | My Finances

**MENU**

- Check Course Details
- ENROL in Units
- Check Unit Enrolment & Print Timetable
- WITHDRAW from Units
- Check if Waivers Granted
- Check for Sanctions
- My Terms & Conditions History
- eStudent Enrolment Help?

Course Details: Enrolment

Course Details | Potential Enrolment List | Enrolment Completed

**Additional Information:**

1. Minimum number of credit points for the degree 68
2. Minimum number of credit points at 200 level or above 38
3. Minimum number of credit points at 300 level or above 18
4. Minimum number of credit points designated as Science 42
5. Completion of a...

[Link to additional information: http://www.handbook.mq.edu.au](http://www.handbook.mq.edu.au)

**Legend**

Note: Units available for enrolment are highlighted in grey. Please also check any Option Sets.

**How to Enrol?**

- 1) Use the dropdown list or click 'Choose' to select unit details.
- 2) Tick checkboxes on the right to select unit(s).
- 3) Click on 'Enrol into...' link below to continue.

**BSC:SCI - Bachelor of Science in the Faculty of Science Credit Points: 68** Tick below to Enrol

Admitted 2010, Session 2, North Ryde, External

**SCIE015 - Science - SCI Credit Points: 68**

Structure

**MAJ EL S40 - Major and Electives - Science Credit Points: 62**

Structure

**EDUC106 - Education: The Social and Historical Context Credit Points: 3**

Planned 2012, Session 2, North Ryde, Day

**LING110 - Language: its Structure and Use Credit Points: 3**

Choose an Alternate Unit

Planned Select ->

**MATH130 - Mathematics IE Credit Points: 3**

Choose an Alternate Unit

Planned 2012, Session 2, North Ryde, Day

You are unable to change the availability from the default selected for you.

**Option - Option for MAJ EL S40 Major and Electives - Science Credit Points: 53**

Planned Choose

**PEOPLE SET - Choose 1 designated People unit. See Rules Credit Points: 3**

Structure

**Option - Option for PEOPLE SET Choose 1 designated People unit. See Rules Credit Points: 3**

Planned Choose

**PLANET SET - Choose 1 designated Planet unit. See Rules Credit Points: 3**

Structure

**Option - Option for PLANET SET Choose 1 designated Planet unit. See Rules Credit Points: 3**

Planned Choose

I Want To...

- [Enrol into selected units](#)
- [Return to Choose a Course](#)

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If a unit has multiple offering; eg, internal (on campus) and external (distance), you will see a drop down box under the unit title. You can use this box to select your preferred attendance mode. If a unit has one offering only, the availability details for this will be displayed in the drop down box by default.

**3. To add an optional unit** (any unit which is a not a required unit or part of your major), click on the link **'Choose'** which appears next to an option set (e.g. the one titled **'Option-Option for MAJ EL S40 Major and Electives – Science, Credit Points: 53'**, in the screenshot above).

This will take you to a Search page that has two drop down boxes. In the first dropdown box, select the correct unit rule and in the second box, type in the unit code of the optional unit you wish to enrol into and click on the Search button (see below).

MACQUARIE UNIVERSITY  
SYDNEY — AUSTRALIA

Need Help? | Change Password | Logout  
NEW UNDERGRADUATE ACCESS  
Welcome

My Home and Help | My Offer | My Enrolment | My Classes | My Details | My Results and Graduation | My Finances

**MENU**  
 Check Course Details  
 ENROL in Units  
 Check Unit Enrolment & Print Timetable  
 Enter Expected Completion  
 WITHDRAW from Units  
 Check if Waivers Granted  
 Check for Sanctions  
 My Terms & Conditions History  
 eStudent Enrolment Help?

**Enrolment: Choose a Unit**

**Additional Information:**  
 1. Minimum number of credit points for the degree 68  
 2. Minimum number of credit points at 200 level or above 38  
 3. Minimum number of credit points at 300 level or above 18  
 4. Minimum number of credit points designated as Science 42  
 5. Completion of a Qualifying Major for the Bachelor of Science  
 6. Completion of a designated Planet unit  
 7. Completion of a designated Planet unit

If you have any questions about your program after you have looked at the Course Handbook, using the URL below, contact your Faculty to request academic advice.

**People and Planet Units:**  
 New students: To ensure that you choose units that will meet your course requirements, please read the rules applying to the selection of People and Planet units. Select "People and Planet Units" from the Course Handbook menu using the link below.  
 Continuing students: Continuing students transitioning to the new curriculum will not be required to complete a People or a Planet unit as long as you qualify for your award before 1 January, 2014. For information about the transitioning rules contact your Faculty.  
**Link to additional information:** <http://www.handbook.mq.edu.au>

**Search Tips:**  
 1. Click on the 'Unit Rules' dropdown to view your choices.  
 2. Select the unit rule that encompasses the unit you wish to enrol in (eg. MATH123 to MATH136).  
 3. In the 'Unit' field enter the unit you wish to enrol in (MATH126) then click 'Search'.

Unit Rule: Choose any undergraduate unit  
 Unit: LING110  
 Search

I Want To ...  
 • [Choose a different Course](#)  
 • [Return to my Course](#)

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The search will return a list of units at the bottom of the page. Select a unit and click on the link **'Add the selected unit as a Planned unit available for enrolment'**. This will add the unit to your Study Plan and the unit can now be selected for enrolment.

- MENU**
- Check Course Details
  - ENROL in Units
  - Check Unit Enrolment & Print Timetable
  - Enter Expected Completion
  - WITHDRAW from Units
  - Check if Waivers Granted
  - Check for Sanctions
  - My Terms & Conditions History
  - eStudent Enrolment Help?

### Enrolment: Choose a Unit

**Additional Information:**

1. Minimum number of credit points for the degree 60
2. Minimum number of credit points at 200 level or above 38
3. Minimum number of credit points at 300 level or above 18
4. Minimum number of credit points designated as Science 42
5. Completion of a Qualifying Major for the Bachelor of Science
6. Completion of a designated People unit
7. Completion of a designated Planet unit

If you have any questions about your program after you have looked at the Course Handbook, using the URL below, contact your Faculty to request academic advice.

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**Search Tips:**

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Unit Rule: Choose any undergraduate unit

Unit: LING110

Search

**Option Sets**

Study Package	Year Level	Title	Credit Points	Category	Category Type	Availabilities	Further Information
LING110	1	Language: its Structure and Use	3,000	Unit	UNDERGRADUATE UNIT		

**I Want To ...**

- [Add the selected unit as a 'Planned Unit Available for Enrolment'](#)
- [Choose a different Course](#)
- [Return to my Course](#)

**4. When all of the units you need to enrol in appears on the 'ENROL in units' page, tick the check boxes on the right to select units and click on 'Enrol into selected units' link at the bottom of the page. This will then take you to a page which shows an overview of the units you are enrolling into. You will need to click on the link 'Enrol in these units' at the bottom of the page to process your enrolment. When you have successfully enrolled in your units, you will receive confirmation on the screen that your enrolment is completed (see below).**

MACQUARIE UNIVERSITY SYDNEY - AUSTRALIA

UNDERGRADUATE ACCESS  
Welcome

My Home and Help | My Details | My Applications | My Offer | My Enrolment | My Classes | My Results and Graduation | My Finances

**MENU**

- Check Course Details
- ENROL in Units
- Check Unit Enrolment & Print Timetable
- WITHDRAW from Units
- Check if Waivers Granted
- Check for Sanctions
- My Terms & Conditions History
- eStudent Enrolment Help?

### Enrolment Completed

Course Details | Potential Enrolment List | **Enrolment Completed**

You have successfully enrolled into 3 unit(s). Please click on 'Check Unit Enrolment...' on the left menu to check and print your enrolment advice.

<b>R</b>	<b>EDUC105 - Education: The Social and Historical Context Credit Points: 3</b>		Enrolled 2012, Session 2, North Ryde, Day	
<b>O</b>	<b>LING110 - Language: its Structure and Use Credit Points: 3</b>		Enrolled 2012, Session 2, North Ryde, Day/Evening	
<b>O</b>	<b>MATH130 - Mathematics 1E Credit Points: 3</b>		Enrolled 2012, Session 2, North Ryde, Day	

**I Want To...**

- [Return to my Course](#)
- [Choose a different Course](#)

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To view a list of your enrolled units, go to **My Enrolment / 'Check Unit Enrolment and Print Timetable'**.

# To Register in Classes




A class can be a lecture, tutorial, practical or seminar. Distance (external) units do not have classes. Refer to the University timetable website at <http://www.timetables.mq.edu.au>.

## 1. View Timetable

Select **Choose My Classes / Register in Classes** for an overview of your currently enrolled units with timetabled classes. Select a 'Year Study Period' from the dropdown box that is next to 'Units for' and then click on 'Refresh' button. This will show all your currently enrolled units and the timetable for the selected study period.

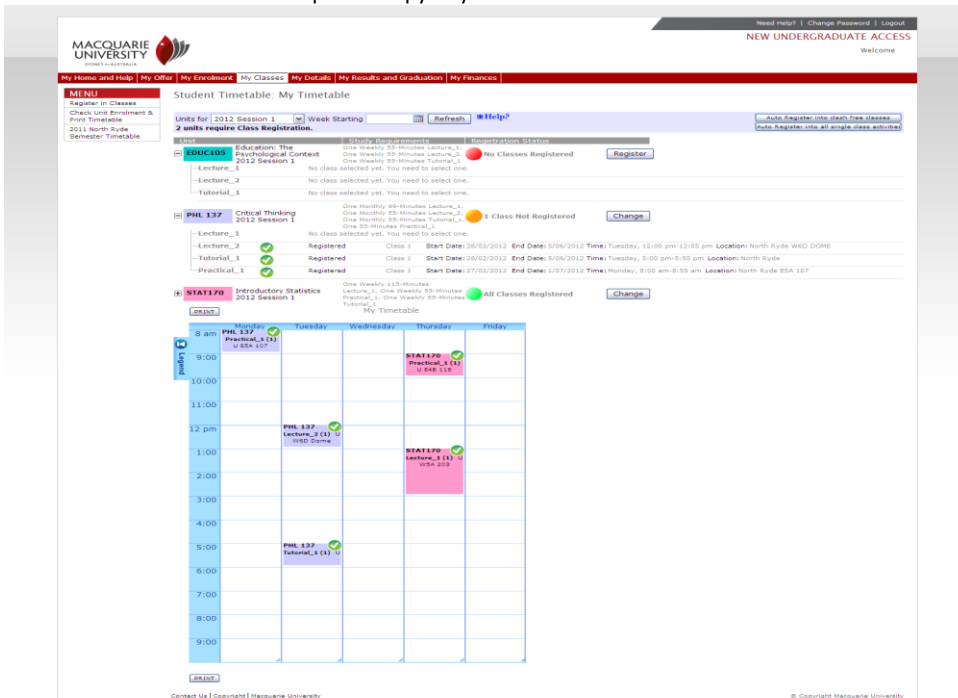
The Traffic light indicators provide a visual representation of class registration status for each enrolled unit.

The statuses are as follows:

-  All classes have been registered
-  Class registration is incomplete
-  No classes are registered yet

Note:

- If there is only one option available for a class, you will see 'Auto Register into all single class activities' button, click on this if you need to register into all single classes.
- If you want to register into clash free classes, click on 'Auto Register into clash free classes' button.
- Click on 'PRINT' button to print a copy of your timetable.



The screenshot displays the Macquarie University 'Student Timetable: My Timetable' page. At the top, there are navigation tabs for 'My Home and Help', 'My Offer', 'My Enrolment', 'My Classes', 'My Details', 'My Results and Graduation', and 'My Finance'. The main content area shows a list of units for the 2012 Session 1, with a 'Week Starting' dropdown and a 'Refresh' button. Below the unit list, there are three units with their respective registration statuses:

- PHL130B** Education: The Psychological Context (2012 Session 1) - No Classes Registered (Red indicator)
- PHL137** Critical Thinking (2012 Session 1) - 1 Class Not Registered (Yellow indicator)
- STAT170** Introductory Statistics (2012 Session 1) - All Classes Registered (Green indicator)

Each unit entry includes details for its classes, such as 'Lecture\_1', 'Lecture\_2', 'Tutorial\_1', and 'Practical\_1', along with their start and end dates and times. A 'PRINT' button is visible at the bottom left of the unit list. Below the unit list, a class timetable is shown as a grid with days of the week (Tuesday, Wednesday, Thursday, Friday) as columns and times (8 am to 9:00 pm) as rows. The timetable shows the following classes:

- PHL137** Practical\_1 (1) at 8:00 am on Tuesday.
- PHL137** Lecture\_2 (1) at 1:00 pm on Wednesday.
- PHL137** Tutorial\_1 (1) at 5:00 pm on Wednesday.
- STAT170** Practical\_1 (1) at 9:00 am on Thursday.
- STAT170** Lecture\_1 (1) at 1:00 pm on Thursday.

At the bottom of the page, there is a copyright notice for Macquarie University.

## 2. Register into Classes

Click on the 'Register' or 'Change' button to see all the available classes for lectures tutorials etc for an enrolled unit and to register or unregister from a class. To swap classes, remain registered in your first class, tick checkbox on the preferred class and click on 'SAVE'. You will not be able to register in classes that are full. Refer to the legend on the left side.

Ensure you have registered in all classes, including lectures and tutorials etc for the unit.

The University strongly recommends that you do not clash lecture times. Select 'Need Help?' in eStudent for further information.

To get more help with Class registration, please refer to the online tutorials at:

[http://www.student.mq.edu.au/enrolment\\_tutorials/](http://www.student.mq.edu.au/enrolment_tutorials/)

The screenshot shows the Macquarie University eStudent interface. At the top, there is a navigation bar with links like 'My Home and Help', 'My Offer', 'My Enrolment', 'My Classes', 'My Details', 'My Results and Graduation', and 'My Finances'. The main content area is titled 'Student Timetable: My Timetable'. It includes a search bar for units and sessions, a 'Refresh' button, and a 'Help?' link. Below this, there are instructions on how to register in classes using checkboxes. A list of classes for 'PHL 137 Critical Thinking' is shown, with checkboxes for 'Register' and 'Unregister'. A 'Legend' on the left side of the timetable grid explains the icons: a green checkmark for 'Registered', a red 'X' for 'Class Not Registered', and a yellow 'X' for 'Class Full'. The timetable grid itself shows classes scheduled for Tuesday, Wednesday, and Friday. At the bottom, there are buttons for 'SAVE', 'CANCEL', 'HIDE FULL CLASSES', and 'PRINT'.

### **3. Check Unit Enrolment and Print Timetable**

Select **Choose My Classes / Check Unit Enrolment & Print Timetable**.

The enrolment details for units in which you are currently enrolled are displayed. From this page, you can also email a copy of your 'Enrolment and Registration Advice (ERA)' to your University email address.