

If you are, taking Leave of Absence, or course switching, please note the following. Students requiring general information about their studies are requested to refer to <http://students.curtin.edu.au/>

Leave of Absence

If you need to take a break from your studies during Semester 1, you **must** submit a formal application for Leave of Absence. This application form is available from the Humanities Student Services Centre (Level 2 of Building 209) or from <http://students.curtin.edu.au/administration/forms.cfm>

Graduating Students

If you are graduating at the end of this semester, you are required to submit an 'Intention to Graduate' Form <http://students.curtin.edu.au/administration/forms.cfm> to the Humanities Student Services Centre located on Level 2 of Building 209 by no later than **19 November 2010**. Please note that failure to do so may result in a late fee **or being unable to graduate**. If relevant please indicate which major/s you believe you will be graduating from.

If you find that you need to enrol in a further unit of study for 2011, you will need to contact the Humanities Student Services Centre +618 9266 3400 email: Humanities@curtin.edu.au so that your Study plan can be amended to allow you to be able to enrol online.

Enrolment Procedures for 2011

Internal Students

1. **Log on to OASIS**, and eStudent and refer to your current Study Plan to confirm the units you have already completed and to check these against your course structure. If you are selecting or changing a Major and/or Stream, you will need to contact the Humanities Student Services Office prior to proceeding with your "Online Enrolment" as the units on your Study Plan may need to be reviewed as a result of your decision. The study package structure as well as details of courses and units are available in the Online Handbook: <http://handbook.curtin.edu.au>.

External Students:

If you are an external student, a list of Distance Education (Central External) units are available at http://lsn.curtin.edu.au/dist-ed/de_courses_units.html. Please be aware that unit availabilities are subject to change and you will need to check that the unit is available.

Log on to OASIS, and eStudent and refer to your current Study Plan to confirm the units you have already completed and to check these against your course structure. If you are selecting or changing a Major and/or stream you will need to contact the Humanities Student Services Office prior to proceeding with your "Online Enrolment" as the units on your Study Plan may need to be reviewed as a result of your decision. The study package structure as well as details of courses and units are available in the Online Handbook: <http://handbook.curtin.edu.au>.

Online Enrolment

On-line re-enrolment for the Faculty of Humanities Students for 2011 commenced on 1 November. All queries relating to your academic content of units for 2011 should be directed to your Course Coordinator. Details of staff and relevant Course Coordinators can be found by contacting your School Office.

To enrol online you need to log into OASIS, click on My Studies and Evaluate and then click on e-student. Once in e-student click on My Enrolment and from the menu on the left select Enrol in Units.

By being able to enrol online you will be able to enrol into and withdraw from units, within the parameters of your course structure. When enrolling into units you must meet all requisites which include pre and co requisites. If you are currently enrolled (or have passed) the pre-requisite unit, enrolment into the follow-on unit will be permitted, however, if you subsequently fail the pre-requisite unit, you will be withdrawn from the follow-on unit. If you wish to continue to be enrolled in the follow-on unit, you will need to get authorisation for a pre-requisite waiver from your Course Coordinator.

Please be aware that withdrawal from any units may impact on your academic progress, your fee liability, student visa requirements or other entitlements (eg Centrelink benefits). Also, please note that, prior to any enrolment amendment, the option is always available for you to discuss your intention with your Course Coordinator.

eStudent is your portal to access your current personal and contact details, enrolment and study plan information plus a complete result history for your course(s). You can check and update your personal information, print an enrolment advice or academic record and view your current study plan. eStudent is accessed from within OASIS. If you experience any problems accessing eStudent or experience any technical difficulties with the eStudent site, please go to the following link <http://oasis.curtin.edu.au/> and then "Help" "OASIS Support" for assistance.

Check on OASIS and eStudent that your enrolment is correct. **Please note you must enrol for both semester one and semester two 2011. It is your responsibility to ensure that your enrolment is correct.** If any of your enrolment details appear to be incorrect, please ensure that you contact the Humanities Student Services Centre by 15 December 2010.

Please ensure that you have registered for classes that require attendance as **enrolment** and **class registration** are two separate functions.

CLASS REGISTRATION:

If you are studying **off campus** or **fully online** you are not required to register for classes

For students studying internally class registration is a two step process:

1. Plan your timetable <http://timetable.student.curtin.edu.au/jsp/criteriaEntry.jsf> is a useful planning tool for use prior to registering for your classes. You can use Plan Your Timetable to:
 - Search and view class information for units at the Bentley Campus
 - Produce a list of classes for your chosen units
 - Print your planned timetable

2. Register for your classes online using eStudent

Please note: You **cannot** register for classes using Plan Your Timetable. It is a planning tool only.

Register for classes online using eStudent

To register for classes, click on **eStudent** and then on the **My Studies & eVALUate** tab. In the eStudent menu, click on **My Classes**. Please note that your **My Classes** link will not be available before the above date and time.

Detailed class registration instructions are available in the **Help** menu in eStudent.

If you require any assistance with class registration, please contact the Humanities Student Services Centre on 08 9266 3400 between 9.00am – 4.45pm Monday to Friday except on Wednesday when the Office opens at 9.30am

Major Switchers – BA (Humanities – Course Code: 311921)

If you are currently studying a major within the BA (Humanities) and you wish to switch majors, please note that you can obtain and submit at any time your Change of Major form to the Humanities Student Service Centre (Level 2 Building 209). Please note however that you will not be able to enrol into the units of your new major until after the release of results in December.

Course Switching

If you are planning to switch to a different course at the same level of study, you should complete and submit an Application for Admission by no later than **10 December 2010**. Failure to submit by this date may result in a late application fee. Application forms are available from Humanities Student Services Centre (Level 2 Building 209) or from <http://students.curtin.edu.au/administration/forms.cfm>.

Please note that if you plan to switch courses, please be aware that you must re-enrol in your current course by the final date to re-enrol, unless you are enrolled into your preferred course by that time. Failure to do so may result in loss of your student place for 2011.

Christine Balaam
Acting Manager
Humanities Student Services Centre