

## Completing the enrolment form

Before you complete the enrolment form you will need to look at the appropriate [study pattern document](#).

Students undertaking a graduate certificate or double degree, those who wish to apply for Recognition of Prior Learning (RPL) and others with special needs should contact the relevant course coordinator before filling in the form.

### **Study Plan Details section of form**

*Course Number: and Course Title:*

303780 BA (Librarianship and Corporate Information Management)

191806 Graduate Diploma in Information and Library Studies

187306 Graduate Diploma in Records Management and Archives

194304 Master of Information Management

306337 Graduate Certificate in Knowledge Management

124911 Graduate Certificate in Records Management

*Major/Stream Number:*

303575 (enter number this if you are enrolling in the undergraduate course)

300310 (enter this number if you are enrolling in the masters course and wish to specialise in librarianship)

300311 (enter this number if you are enrolling in the masters course and wish to specialise in records management)

Students on the masters course who do not wish to state a speciality need not fill in a major number, nor need students in any other course. There are no double majors.

### **Unit enrolments and withdrawals section**

At Curtin each individual subject of study is called a unit. Brief information about each unit listed in the study patterns can be found in the online [Curtin handbook](#). Enter the following information for each unit you wish to enrol for. Please enrol for both semesters of the year if you are starting in Semester 1. You can always change your second semester units later if your circumstances change.

Put E in the left-hand column to enrol. Enter the five or six figure unit code. It doesn't matter what you put in the title area as long as it is enough information for the unit code to be checked for accuracy. The campus for all units (even if you are enrolling by distance) is **B** for Bentley (Perth). **CEN** stands for External Study and is for distance education units. **I** stands for Internal and is for on-campus units. All units are C (for Core) except minor units in the first year of the undergraduate course, which are options.

*Examples*

E	11170	Inf Studies 101	Sem 1	B	CEN	C
E	12442	Inf Man Tech	Sem 2	B	I	C

Remember to sign the bottom of the form before posting it to Curtin if you are outside Perth.