

# How to Enrol with eStudent

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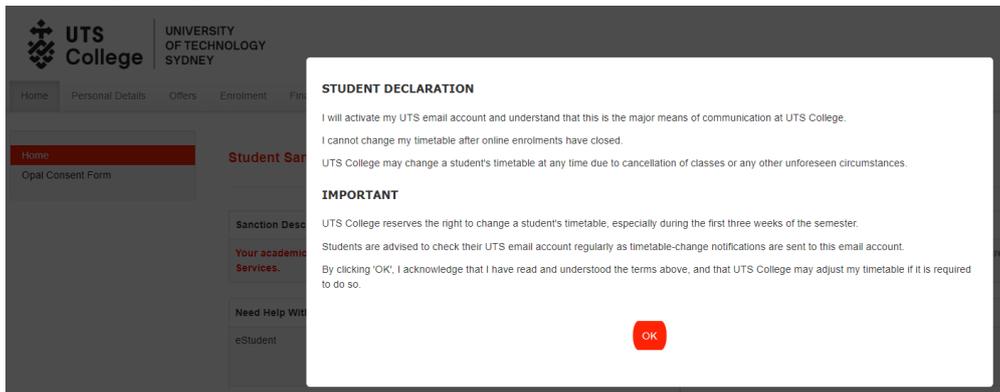
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## Log in to eStudent

1. Go to <https://eStudent.utscollege.edu.au>
2. Enter your **UTS Student ID** and **password** and click 'Log In'

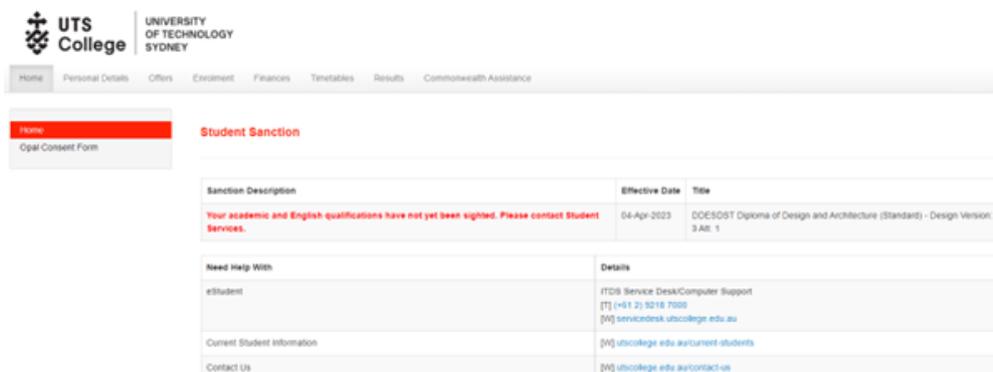


3. Read the Student Declaration and click 'OK'.



Your UTS College eStudent homepage will display the following information:

- UTS College Contact Details
- Sanction information (if applicable).



Sanction Description	Effective Date	Title
Your academic and English qualifications have not yet been sighted. Please contact Student Services.	04-Apr-2023	DOESOST Diploma of Design and Architecture (Standard) - Design Version: 3.AB: 1

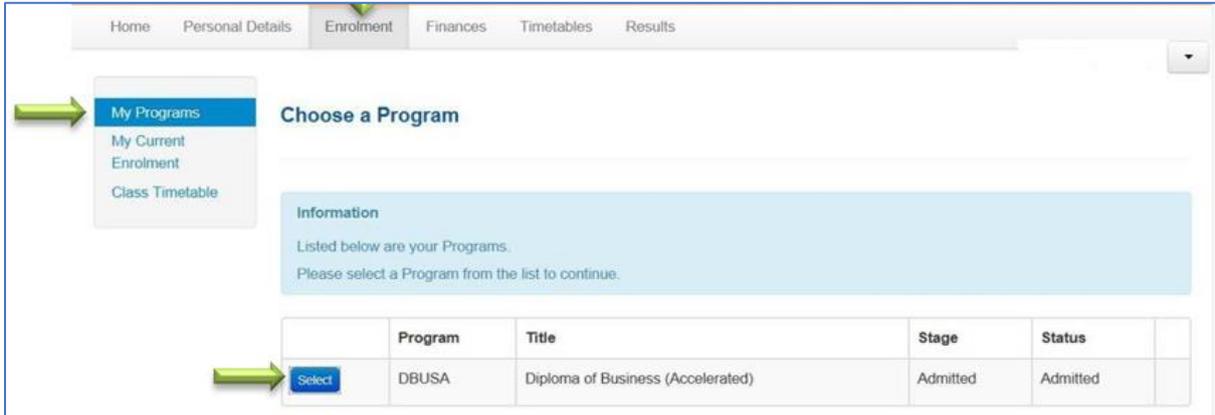
Need Help With	Details
eStudent	ITDS Service Desk/Computer Support [T] (+61 2) 9218 7000 [M] servicedesk.utscollege.edu.au
Current Student Information	[W] utscollege.edu.au/current-students
Contact Us	[M] utscollege.edu.au/contact-us

4. Any sanctions will appear in red at the top of the Homepage:
  - Please follow the instructions carefully
  - Some sanctions, such as unpaid fees, will block your enrolment.

## Enrol in a Program

To begin your enrolment:

1. Click the 'Enrolment' on the top menu bar.
2. Select 'My Programs' from the side menu. All Admitted Programs will show.
3. Click 'Select' to choose the Program you are enrolling into.



Home Personal Details **Enrolment** Finances Timetables Results

My Programs  
My Current Enrolment  
Class Timetable

### Choose a Program

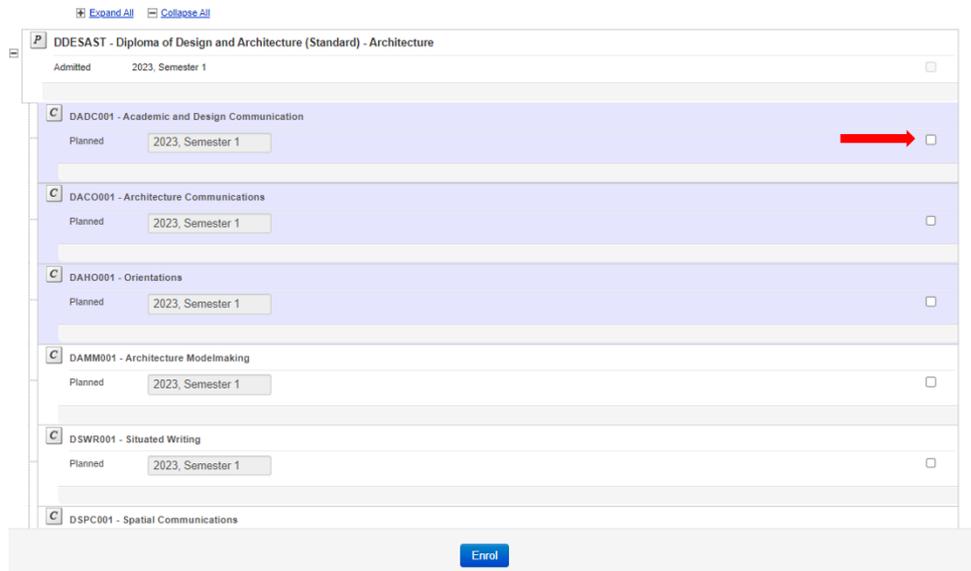
**Information**  
Listed below are your Programs.  
Please select a Program from the list to continue.

	Program	Title	Stage	Status
Select	DBUSA	Diploma of Business (Accelerated)	Admitted	Admitted

## Select Subjects

The subjects available for you to enrol in are highlighted on the next page that displays. Please make sure you scroll to the bottom of the screen to view all available subjects. To select the subjects that you want to enrol in:

1. Click the box on the right next to all the subjects you want to select (Purple highlighted subjects)
2. Click 'Enrol' at the bottom of the page.



Expand All Collapse All

DDESAST - Diploma of Design and Architecture (Standard) - Architecture

Admitted 2023, Semester 1

<input checked="" type="checkbox"/>	DADC001 - Academic and Design Communication	Planned 2023, Semester 1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	DACO001 - Architecture Communications	Planned 2023, Semester 1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	DAHO001 - Orientations	Planned 2023, Semester 1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	DAMM001 - Architecture Modelmaking	Planned 2023, Semester 1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	DSWR001 - Situated Writing	Planned 2023, Semester 1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	DSPC001 - Spatial Communications		

Enrol

3. The 'Potential Enrolment List' screen will display with the subjects you have chosen.
4. If you do not wish to enrol in a subject, click the box on the right next to that subject to un-tick it.
5. To select other subjects, click 'Go Back/Change' at the bottom of the page.
6. This will bring you back to the 'Program Details' screen where you can choose your subjects again.
7. To continue with enrolment, click 'Confirm Enrolment' at the bottom of the page.



Select to

<input checked="" type="checkbox"/>	DADC001 - Academic and Design Communication	Planned 2023, Semester 1	<input checked="" type="checkbox"/>
<a href="#">More Details</a>			
<input checked="" type="checkbox"/>	DACO001 - Architecture Communications	Planned 2023, Semester 1	<input checked="" type="checkbox"/>
<a href="#">More Details</a>			
<input checked="" type="checkbox"/>	DAHO001 - Orientations	Planned 2023, Semester 1	<input checked="" type="checkbox"/>
<a href="#">More Details</a>			

Confirm Enrolment Go Back/Change

## Select classes

To select the classes that you want to enrol in:

1. After you have clicked 'Confirm Enrolment', the 'Student Timetable > Class Timetable' page displays with the following information.

- All Classes Registered
- Some Classes Registered
- No Classes Registered

2. To see the different activities, you need to register in for each class by click the plus (+) sign beside each subject.

Use the 'Register' or the 'Change' button to perform a manual registration into classes for each of the selected enrolled components in the Timetable Grid.  
 You can print your timetable after you complete your registration.  
 There are 24 classes from 3 components available for registration.

Use the +/- links to expand/collapse.

Component	Registration Status	
<input checked="" type="checkbox"/> DACO001 Architecture Communications	<span style="color: red;">●</span> No Classes Registered	Register
<input type="checkbox"/> Tutorial A	No class selected yet. You need to select one.	
<input type="checkbox"/> Tutorial B	No class selected yet. You need to select one.	
<input checked="" type="checkbox"/> DADC001 Academic and Design Communication	<span style="color: red;">●</span> No Classes Registered	Register
<input checked="" type="checkbox"/> DAHO001 Orientations	<span style="color: red;">●</span> No Classes Registered	Register

Print My Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8 am					
9:00					
10:00					
11:00					
12 pm					
1:00					

3. To register into a class, click 'Register' on the right of the screen.

Use the 'Register' or the 'Change' button to perform a manual registration into classes for each of the selected enrolled components in the Timetable Grid.  
 You can print your timetable after you complete your registration.  
 There are 24 classes from 3 components available for registration.

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<input type="checkbox"/> Tutorial B	No class selected yet. You need to select one.	
<input checked="" type="checkbox"/> DADC001 Academic and Design Communication	<span style="color: red;">●</span> No Classes Registered	Register
<input checked="" type="checkbox"/> DAHO001 Orientations	<span style="color: red;">●</span> No Classes Registered	Register

Print My Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8 am					
9:00					
10:00					
11:00					
12 pm					
1:00					

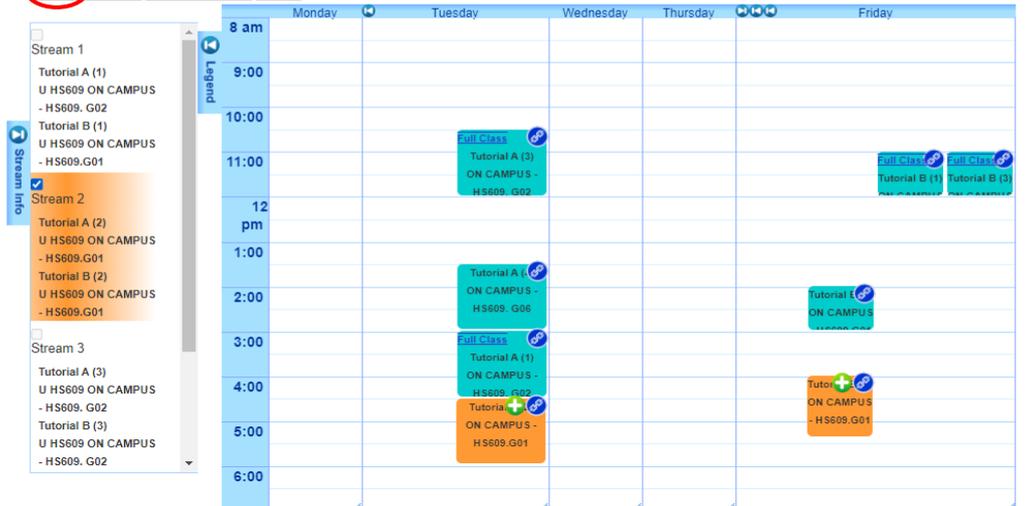
4. You will be automatically registered into a class if there is only one occurrence of that class. For example, if there is one Tutorial A and Tutorial B (the two parts to the subject's tutorial), you will automatically be allocated to those tutorials.

5. The next screen shows all activities for the subject and you can:
  - (a) Hover the mouse over to the left of a class to see the different class options
  - (b) Make sure you hide full classes by selecting 'Hide Full Classes'.
6. If classes unavailable to select, this either means:
  - (a) You have already registered in a class of the same activity
  - (b) It clashes with a class that you are already registered in, or
  - (c) The class is full.
7. Once you have selected all the classes you want, and there is a green plus (+)  on the activity you want, click 'Save'.

Use the +/- links to expand/collapse.

Component	Registration Status
Please perform class registration in the timetable below.	
Once you are happy with your selection, please finalise the changes by clicking the 'Save' button.	
<ul style="list-style-type: none"> <li> <input type="checkbox"/> DACO001 Architecture Communications               <ul style="list-style-type: none"> <li> <input type="checkbox"/> Tutorial A No classes registered. You need to select the class as part of a stream.                   </li> <li> <input type="checkbox"/> Tutorial B No classes registered. You need to select the class as part of a stream.                   </li> </ul> </li> </ul>	No Classes Registered

My Timetable



8. The 'Student Timetable > Class Timetable' screen will re-appear, then:
  - (a) Repeat the process until you have registered in all classes
  - (b) To view class details, you can click the plus (+) next to 'Registration Status'
    - i. You will need to completely register into classes for all subjects you've enrolled in.
    - ii. If your class registration is incomplete, UTS College will register you into classes after online enrolment closed.
    - iii. This may result in adjustments to your partially completed timetable.
    - iv. Classes that fall on a public holiday will not have a make-up class. Instead teaching content will be fitted in to other classes.

## Changing classes

You may change your class registration while online enrolment is open. Go to the [Important Dates](#) page for information.

**\*\* Note that changing classes means that you possibly may lose your spot in your current class. Please make sure you have clicked on 'Hide Full Classes' for a smoother change class process.**

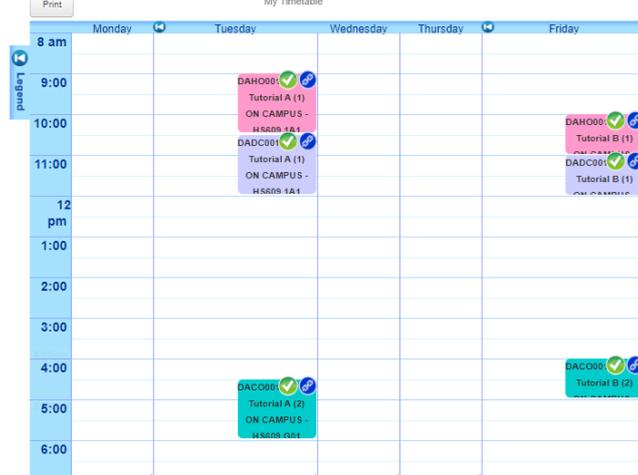
1. On the Student **Timetable**>**Class Timetable** screen, click 'Change'.

The 'Register' button will also display if you haven't completed registration for a subject.

Use the +/- links to expand/collapse.

Component	Registration Status	
<ul style="list-style-type: none"> <li>[-] DAC0001 Architecture Communications</li> <li>[-] DADC001 Academic and Design Communication</li> <li>[-] DAH0001 Orientations</li> </ul>	<ul style="list-style-type: none"> <li>All Classes Registered</li> <li>All Classes Registered</li> <li>All Classes Registered</li> </ul>	<ul style="list-style-type: none"> <li>Change</li> <li><b>Change</b></li> <li>Change</li> </ul>
<hr/> <ul style="list-style-type: none"> <li>[-] Tutorial A   <b>Registered</b> Class 1 <b>Time:</b> Tuesday 9:00 am-10:30 am <b>Location:</b> UTS College HS609 ON CAMPUS - HS609.1A1</li> <li>[-] Tutorial B   <b>Registered</b> Class 1 <b>Time:</b> Friday 10:00 am-11:00 am <b>Location:</b> UTS College HS609 ON CAMPUS - HS609.1A1</li> </ul>		

Print My Timetable



2. On the next page, unregister from your stream by clicking the stream, the red minus (-)  button will show on the previous selected class(es). click 'Save'.

Use the +/- links to expand/collapse.

Component: Registration Status

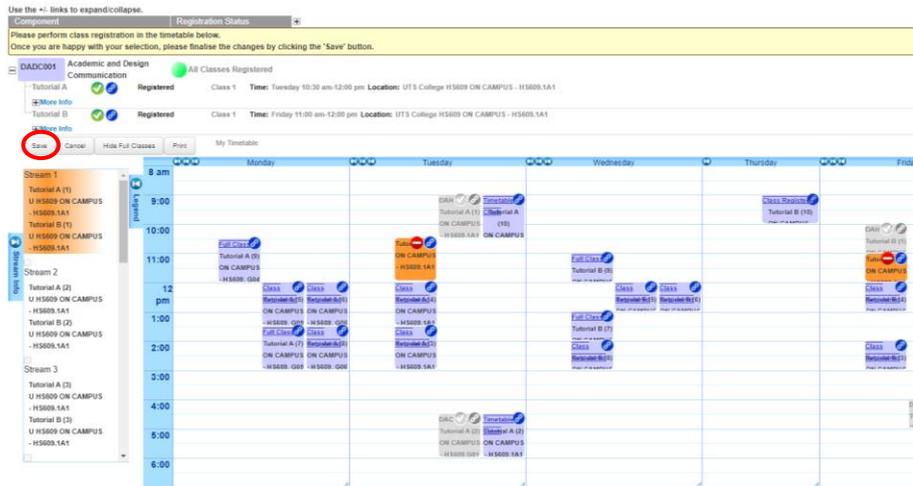
Please perform class registration in the timetable below.  
Once you are happy with your selection, please finalise the changes by clicking the "Save" button.

DADC001 Academic and Design Communication All Classes Registered

Tutorial A Registered Class 1 Time: Tuesday 10:30 am-12:00 pm Location: UTS College H5609 ON CAMPUS - H5609.1A1

Tutorial B Registered Class 1 Time: Friday 11:00 am-12:00 pm Location: UTS College H5609 ON CAMPUS - H5609.1A1

Save Cancel Hide Full Classes Print My Timetable



- The Student Timetable > Class Timetable screen will re-appear. Repeat the process until you have registered in all classes.

## Class Streaming

When classes are linked together, it's known as 'class streaming.' You need to register into linked classes. Here are some examples of correct registration for class streaming:

- Tutorial A 3 and Tutorial B 3 ✓

When Class Streaming is in place, **you cannot register into linked classes with different numbers.** For example, if class streaming is in place you cannot register to:

- Tutorial A 3 & Tutorial B 1 ✗

## How to read class location

- All classes are identified with a **building and room number** e.g., on campus CB05C.01.011, on campus HS645.325

Use the +/- links to expand/collapse.

Component	Registration Status
Please perform class registration in the timetable below. Once you are happy with your selection, please finalise the changes by clicking the 'Save' button.	
<input checked="" type="checkbox"/> BECC011 Economics for Business	<span style="color: red;">●</span> No Classes Registered
<input type="checkbox"/> Tutorial A	No classes registered. You need to select the class as part of a stream.
<input type="checkbox"/> Tutorial B	No classes registered. You need to select the class as part of a stream.
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Hide Full Classes"/> <input type="button" value="Print"/> <span style="margin-left: 20px;">My Timetable</span>	

	Monday	Tuesday	Wednesday	Thursday	Friday
8 am					
9:00	Tutorial A (1) UTS College HS645 ON	Tutorial A (2) UTS College HS645 163	Tutorial A (3) UTS College HS645 ON	Tutorial A (4) UTS College HS645 ON	Tutorial A (5) UTS College HS645 160
10:00	Full Class Tutorial A (2) UTS College OL	Full Class Tutorial A (10) UTS College OL	Full Class Tutorial A (4) UTS College OL	Full Class Tutorial B (2) UTS College OL	Full Class Tutorial B (4) UTS College OL
11:00	Full Class Tutorial A (2) UTS College OL	Full Class Tutorial A (10) UTS College OL	Full Class Tutorial A (4) UTS College OL	Full Class Tutorial B (2) UTS College OL	Full Class Tutorial B (4) UTS College OL
12 pm					
1:00					
2:00	Tutorial A (1) UTS College OL Online		Full Class Tutorial A (3) UTS College OL Online		
3:00				Tutorial B (1) UTS College HS645 163	Full Class Tutorial B (3) UTS College OL
4:00	Tutorial A (1) UTS College HS645 162		Tutorial B (1) UTS College OL		
5:00					
6:00					

**Stream 1**

Tutorial A (1)  
U HS645 ON  
CAMPUS - HS645.160

Tutorial B (1)  
U HS645 ON  
CAMPUS - HS645.160

**Stream 2**

Tutorial A (2)  
U Live Online Online  
RingCentral

Tutorial B (2)  
U Live Online Online  
RingCentral

**Stream 3**

Tutorial A (3)  
U Live Online Online  
RingCentral

Tutorial B (3)  
U Live Online Online  
RingCentral

## FAQ

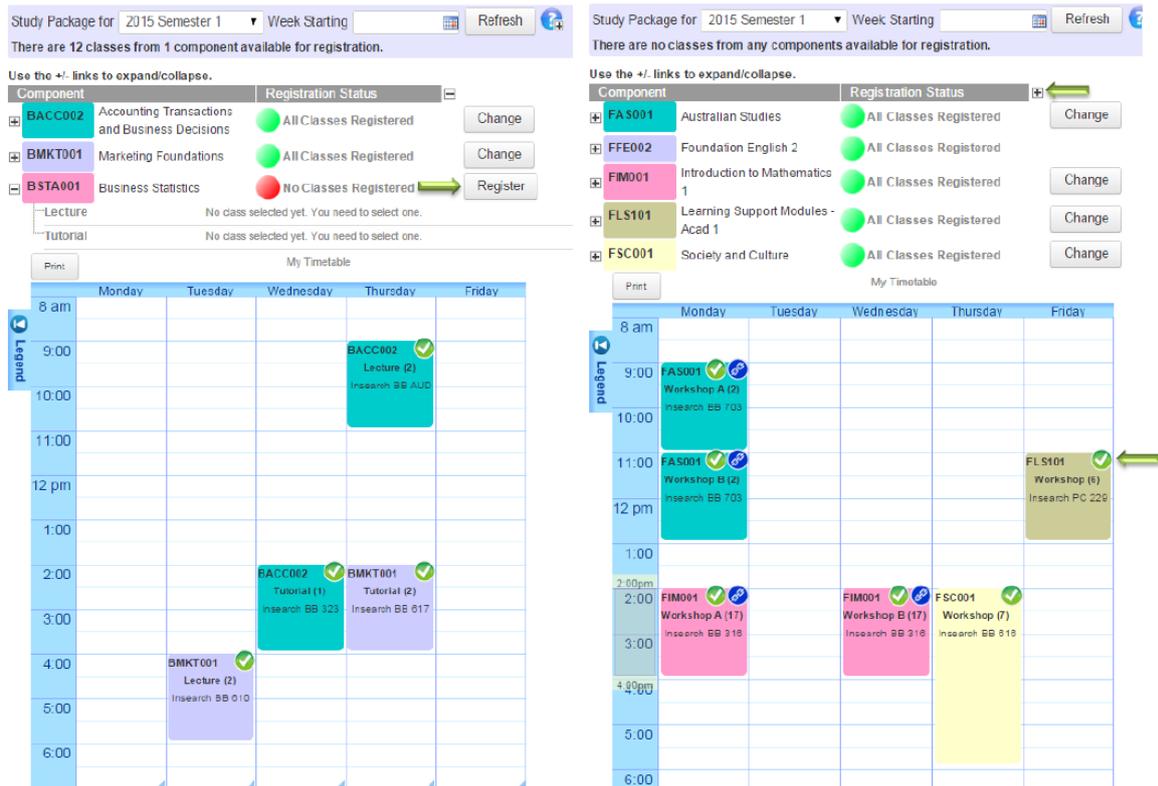
### If Classes are full, what is the process to open more spaces/classes?

Advise students to select classes that are not full (they can always wait throughout the week to see if a spot will open for their desired class).

If all classes are full ask one of the enrolment officers and they will check if more spaces can be open for the desired class.

And yes, classes can fill up.

### What should students be seeing on their screen?



The left screenshot shows a student's registration status for 2015 Semester 1. It indicates that there are 12 classes from 1 component available for registration. The registration status is as follows:

Component	Registration Status
BACC002 Accounting Transactions and Business Decisions	All Classes Registered (Green circle)
BMKT001 Marketing Foundations	All Classes Registered (Green circle)
BSTA001 Business Statistics	No Classes Registered (Red circle)

The right screenshot shows a student's registration status for 2015 Semester 1. It indicates that there are no classes from any components available for registration. The registration status is as follows:

Component	Registration Status
FAS001 Australian Studies	All Classes Registered (Green circle)
FFE002 Foundation English 2	All Classes Registered (Green circle)
FIM001 Introduction to Mathematics 1	All Classes Registered (Green circle)
FLS101 Learning Support Modules - Acad 1	All Classes Registered (Green circle)
FSC001 Society and Culture	All Classes Registered (Green circle)

**Green circle** – Complete Registration

**Yellow/Orange** – Incomplete Registration

**Red** – No Classes Registered

### Students approved to drop/add a subject or subjects, how can we help?

If student wishes to add or drop a subject, they must see student centre to check their study plan and visa conditions. Direct student after the session to see a student helper or enrolment officer who will assist them to student centre.

Student also need to talk to Study Success Adviser to get approval to drop/add subjects.

### Are students allowed to change timetable?

Students are not allowed to change their timetable unless under compassionate or compelling reasons. Please see this [page](#).

### If a student's class is cancelled or changed during the semester?

The student will be notified via student email (UTS email) and/or text message of class cancellation or change. The message will outline the student's class, teacher, time and location.

**How to handle student exemptions from subjects?**

If student wishes to apply for exemptions from subjects for recognition of prior learning (RPL) they should be directed to student centre who will be able to assist them.

**If student has a sanction, what are they and what do they mean?**

If student has a sanction, they will be unable to enrol please direct them to student centre.

FIT- Student Centre

TFI – Student Centre

UNP – Student Centre

NFH- student Centre

ZEN – Student Centre

ZAE – Student Centre

MIN – Student Centre

**I need more help, where can I find this?**

UTS College has how-to videos available to students [here](#). This Webpage will also provide you with key contacts to assist with your enrolment process if you have any additional questions.