

Version	7.0
Short description	A policy on the enrolment of students in units
Relevant to	All students, and the staff involved in facilitating their unit enrolment
Authority	This Policy has been approved by Academic Board
Responsible officer	Director, Student Administration Services
Responsible office	Student Administration Services
Date introduced	12 September 2012
Date(s) modified	V7.0, 18 August 2021 V6.1, 16 February 2021 V6, 18 May 2016 V5, 29 July 2015 V4, 30 July 2014 V3, 15 May 2013 V2, 10 October 2012 V1, 12 September 2012
Next scheduled review date	August 2026
Related Avondale documents	Avondale Academic Calendar Student Connect Enrolment Guide Student Connect Research Enrolment Guide Student Connect VET Enrolment Guide
Related legislation	Higher Education Support Act 2003
Key words	Unit, Unit enrolment, Census date, Enrolment Record, Teaching Period

1. PURPOSE

- 1.1 This document sets out the responsibilities of Avondale University students and staff in relation to students' unit enrolment.
- 1.2 The objectives of the policy are to ensure students enrol:
- a) in the correct unit/s and modes, in a given teaching period,
 - b) in accordance with their course progression,
 - c) in line with their academic progression status, and
 - d) by published enrolment deadlines.

2. SCOPE

- 2.1 This policy applies to:
- a) All students enrolled at Avondale University (Avondale).
 - b) Academic staff providing academic advice to students about their unit enrolment.
 - c) Academic and professional staff involved in assisting students with the enrolment process.

3. REFERENCES

- 3.1 This policy should be read in conjunction with the:
- Course Intermission Policy
 - Course Withdrawal Policy
 - International Student Policy
 - Progression Policy and Rules
 - Appeal and Grievance Policy (Students) – Academic Matters
 - Study Load Policy
 - Student Late Payment Charge
 - Avondale Academic Calendar
 - Student Connect Enrolment Guide

4. DEFINITIONS

- 4.1 **Academic advisement:** Each student is responsible for structuring their academic program in accordance with published requirements. Current course requirements are published in the course booklets on the Avondale web. Course Convenors are available to advise students about their academic program where necessary.
- 4.2 **Census dates:** Census dates are the dates at which Avondale enrolment data is recorded for reporting to the Commonwealth Government. Students are not permitted to change enrolment without academic and/or financial penalty after the relevant census date in each particular semester or teaching period. Census dates are published on the Academic Calendar and the Teaching Period list.

- 4.3 **Core units:** Certain required or mandatory units that form part of a degree. All students are required to undertake core units where designated as part of their degree.
- 4.4 **Course:** The total program of study leading to an academic award.
- 4.5 **Credit points:** In most courses the academic weighting of each unit is indicated by the number of credit points awarded to it. In undergraduate courses and postgraduate coursework courses it is generally expected that students will study four 6-credit point units totalling 24 credit points per semester. This full-time academic load will require a time commitment of approximately 36 hours of academic work per week.
- 4.6 **Enrolled unit:** A unit with a status of 'enrolled' indicates that the student is enrolled in the unit. This status is required if the student expects to study the unit for the teaching period, and have a grade recorded.
- 4.7 **Enrolment record:** A record of the unit/s in which a student is enrolled. Students are advised to download it from Student Connect after completing their online enrolment to check they are correctly enrolled. It can be used as proof of enrolment both within Avondale and externally, including at Centrelink.
- 4.8 **Invalid Unit:** A unit with a status of 'invalid' indicates that the student requires special permission to enrol in that unit. Where permission is granted, the Course Convenor needs to arrange for waiving of the rule to be applied and then inform the student they may log into Student Connect and confirm enrolment in the unit.
- 4.9 **Last day to enter a unit:** Students are expected to be enrolled in their unit/s by the published commencement of the relevant teaching period. Where students wish to change a unit, they may enrol in a unit up until close of business of the fifth academic day of a 13 week teaching period (or pro rata point in a teaching period of a different length). Students given a late course offer after the commencement of the teaching period, have until close of business of the end of week 2 (or pro rata point in a teaching period of a different length). Enrolling in a unit after the first day of the teaching period requires approval by the relevant Course Convenor and lecturer.
- 4.10 **Last day to withdraw from a unit:** Students withdrawing from a unit must consult with the Course Convenor. Withdrawals after census date will result in a grade of *Withdrawal Late Without Academic Penalty (WL)* or *Fail due to Late Withdrawal (FW)*. A student is still liable for the full tuition fee where withdrawal from a unit occurs after the relevant census date.
- 4.11 **Late enrolment fee:** a financial penalty applied to a student who fails to enrol in their unit/s by the published deadline for the relevant teaching period. The deadlines are published in the official Avondale Academic Calendar which can be viewed at <https://www.avondale.edu.au/calendars>
- 4.12 **Online enrolment:** The process of logging into Student Connect, selecting SELF ENROLMENT from the left-hand menu, and completing each of the enrolment steps. Students are required to complete this process during the relevant enrolment period for each teaching period in which they wish to study units.
- 4.13 **Progression rules:** Students are normally expected to pass all units in which they are enrolled in a teaching period. A student who fails 50% or more of the credit points attempted in a teaching period will be considered as not making satisfactory progress and will be placed on probation.
- 4.14 **Student Workload:** Students are required to enrol in a load which is compliant with the Study Load Policy. Where they choose to enrol in an overload they may do so only with

approval as outlined in the policy. Where they choose to enrol in an underload they must take into account the maximum time allowed to complete the course. International students in Australia on a Student Visa must enrol in a full time study load unless they meet the criteria which allows for a load below that, as outlined in the International Students Policy.

- 4.15 **Teaching periods:** Teaching periods are the length of time over which units of study are offered. See the overview of teaching period commencement dates, conclusion dates, and census dates in the *Teaching Periods* on the Avondale web.
- 4.16 **Unconfirmed unit:** A unit with a status of 'unconfirmed' indicates that the student is NOT enrolled in the unit. If the student plans to study the unit they must log into Student Connect and change it to a status of enrolled (this must be done during the allowable enrolment period for the unit).
- 4.17 **Unit:** A self-contained unit of study (subject) normally equivalent to 0.125 equivalent full time study load (EFTSL).
- 4.18 **Unit codes:** Unit codes at Avondale indicate the discipline area and the year level of the unit. The first four letters indicate the discipline area (e.g., EDUC indicates Education). The first digit indicates the year level, for example:
- 0 indicates pre-degree
 - 1 indicates 100-level in an undergraduate degree
 - 2 indicates 200-level in an undergraduate degree
 - 3 indicates 300-level in an undergraduate degree
 - 4 indicates Honours level in an undergraduate degree, or a graduate entry course
 - 5 indicates a coursework masters degree
 - 6 indicates a research masters degree
 - 7 indicates a doctoral degree
 - The final four digits indicate the unit sequence in the course.
- 4.19 **Unit mode:** Units may be offered in on-campus (OC) mode, distance (DE) mode, or mixed mode (MM). A list of units and the mode(s) in which they are offered is available on the Avondale website at <https://www.avondale.edu.au/study/finance/fees/>
- 4.20 **Unit set:** Approved sequences of units that make up either a double major, specialisation, major, or minor, follows:
- **Minor:** An approved sequence of studies comprising at least four 6-credit point units in one discipline area or coherent multi-discipline area with at least two units at 200- or 300-level.
 - **Major:** An approved sequence of studies comprising between six and eight 6-credit point units in one discipline area or coherent multi-discipline area with at least two units at 300-level. It is noted that the Bachelor of Business and the BA/BTch (Sec) both offer 6 unit majors.
 - **Specialisation:** An approved sequence of studies comprising of at least ten units in one discipline or coherent multi-discipline area. The number of units required at each level of a course is specified in the accreditation documents for the relevant course of study.

- **Double Major:** An approved sequence of studies comprising of up to sixteen 6-credit point units in one discipline or coherent multi-discipline area, with at least four units at 300 level (except for BA/BTch (Sec) TAS which requires at least two units at 300 level).
- 4.21 **Unit workload:** Students undertaking full time coursework degrees normally enrol in four 6-credit point units each semester and each unit requires approximately 130 hours (undergraduate units) or 130-150 hours (postgraduate units) to complete. The weekly time commitment for one unit studied over a semester is approximately 9 – 10 hours, and the weekly time commitment for four units is approximately 36 hours.
- 4.22 **Withdrawal from a course or unit/s:** Students discontinuing their course or unit/s part way through a teaching period must complete and submit the official withdrawal form. A student who fails to comply with these formalities forfeits any Avondale fee refunds for which they might be eligible and is awarded a fail grade for the relevant enrolled unit/s. Students who fail to notify Avondale of their withdrawal from study or who fail to return from approved leave will be administratively withdrawn from their course of study by the Director, Student Administration Services.

5. RESPONSIBILITIES

All Students

- 5.1 Each student at Avondale is responsible for enrolling in the course and unit/s they plan to study in a given teaching period, by the relevant published deadline.
- 5.2 Enrolment beyond published deadlines may incur financial penalties (see Appendix 1), or be prohibited.
- 5.3 Avondale's enrolment procedure is completely electronic and all students are required to complete the enrolment steps online in Student Connect. Where a student has limited access to computer/ internet facilities, relevant Student Connect and Student Administration Services staff will provide assistance with this process.
- 5.4 Except for the purpose of resolving incomplete grades, students must be enrolled in units and study them in the teaching period in which they are offered. Students are not permitted to study units by any mode, including attending class sessions and completing distance education material, outside of the teaching periods in which they are officially offered.

New Students

- 5.5 Unless there are exceptional circumstances (justifying late application and therefore allowable late enrolment), new students are required to be enrolled in their course and unit/s of study prior to the published commencement of the relevant teaching period/s.
- 5.6 Student Administration Services is responsible for advising applicants how to log into Student Connect.
- 5.7 Once applicants have accepted their offer into a course, the Student Administration Services staff will email them information about accessing information on the Avondale web to guide them in following through on the online enrolment process.
- 5.8 New students are advised to log into Student Connect and complete all of the enrolment steps as soon as possible and before the first day of the relevant teaching period.

- 5.9 Where new students require assistance completing their online enrolment steps they have the option of:
- a) Contacting Connect Support staff by phone or email (+61 2 49802246 or connectsupport@avondale.edu.au); or
 - b) Attending Orientation Day at the commencement of the teaching period and being assisted by Connect Support staff.
- 5.10 Where new students require academic advice to complete their unit enrolment they have the option of:
- a) Contacting the relevant course convenor for their course by email or phone <https://www.avondale.edu.au/students/academic/course-convenors/> or meeting with them by appointment; or
 - b) Attending orientation day at the commencement of each semester teaching period and meeting with the relevant course convenor for advice.
- 5.11 A fee will be charged to add or change any unit/s after the published deadline for adding or changing unit enrolment for a teaching period (see Appendix 1). Such changes must be approved by the relevant Lecturer/s, Course Convenor/s and the Director, Student Administration Services.

Continuing Students enrolled in the previous year

- 5.12 Continuing students must complete online enrolment, including enrolment in the unit/s they expect to study in a teaching period by the relevant published deadline for enrolment. Penalties apply for late enrolment (See Appendix 1). This includes late enrolments due to administrative (including financial) encumbrances which have prevented online enrolment being completed by the published deadline, except where a student is required to show cause why enrolment in their course should not be discontinued for academic reasons. In this circumstance, any units in which a student may have enrolled for future teaching periods will be discontinued until the show cause outcome has been determined. Where it is determined students are allowed to continue enrolment, they are to enrol within one week of being advised of that outcome.
- 5.13 Continuing students should complete their online enrolment from late October to early November in the year prior to the academic year in which they plan to study.
- 5.14 Students who wish to change course must submit a Change of Course and/or Unit Set form, and wait until they are advised the change has happened before they can complete all enrolment steps in the new course.
- 5.15 Students who wish to enrol in an additional course must submit an Addition of a Course form, and wait until the enrolment is approved and they are advised the course has been added, before they can complete all enrolment steps in the additional course.
- 5.16 Students who wish to take intermission are required to submit an Intermission/Withdrawal form. Students who take leave without requesting it through the official process will be considered to have abandoned their studies and will be administratively discontinued from their course.
- 5.17 Where unit enrolment needs to be adjusted due to failure in units, or a change in unit set/s, this should be done as soon as possible and before published deadlines for enrolment.
- 5.18 A fee will be charged to add or change any unit/s after the published deadline for adding or changing unit enrolment for a teaching period (see Appendix 1). Such changes must

be approved by the relevant Lecturer/s, Course Convenor/s and the Director, Student Administration Services.

Continuing Students NOT enrolled in the previous year/semester and returning after a period of intermission

- 5.19 Students returning to Avondale after a period of intermission should contact Student Administration Services to advise of their intention to return to studies. Contact should be made by no later than the 1st of December where the intention is to commence study in the first half of the next year, or by no later than the 1st of July where the intention is to commence study in the second half of the year.
- 5.20 Continuing students returning after intermission are subject to the same published enrolment deadlines as continuing students who have not been on intermission.
- 5.21 Students wishing to change course, or to add a course following a period of intermission, are required to submit the appropriate request form, and wait until they are advised the change has occurred, before completing all enrolment steps in the new course (see 5.14 or 5.15 for Continuing Students above).
- 5.22 A fee will be charged to add or change any unit/s after the published deadline for adding or changing unit enrolment for a teaching period (see Appendix 1). Such changes must be approved by the relevant Lecturer/s, Course Convenor/s and the Director, Student Administration Services.

Student Administration Services and Connect Support Staff

- 5.23 Avondale Connect Support staff will configure the SMS to have the online enrolment function switched on at the end of October for the following year, and at the end of May for Semester Two new enrolment of units, or adjustments to enrolment where required.
- 5.24 The Director, Student Administration Services will advise students and Course/Strand Convenors, by email and published announcements, when the functionality for online enrolment has been opened for specific teaching periods.
- 5.25 Student Administration Services/Connect Support staff will waive the rule for invalid units, where requested by Course Convenors, then advise the students to log into Student Connect and confirm their enrolment in the units.
- 5.26 Where students have limited access to computer/ internet facilities, Student Administration Services/Connect Support staff will provide assistance with their unit enrolment once the student submits a request, in writing, to be enrolled in specified units. In such circumstances, the staff member must ensure information in all steps of the enrolment process is entered or updated.
- 5.27 Student Administration Services/Connect Support staff will assist students with their enrolment where, due to extenuating circumstances, special permission has been granted by the relevant lecturer/s, Course Convenor and the Director, Student Administration Services, for late enrolment after the deadline for self-enrolment has passed. In such circumstances the student must submit a signed request agreeing to enrolment in the specific unit/s, and will be informed in writing by staff once the enrolment has been completed.

Course Convenors

- 5.28 Course Convenors will:
 - a) Provide academic advice to students, where requested;

- b) Provide academic advice to students with a status of academic probation to assist them to make appropriate enrolment decisions;
- c) Advise staff in Student Administration Services, by email, to waive the rule for approved invalid units. Student Administration Services staff will then work with the relevant students to assist them to enrol in the units;
- d) Not finalise unit enrolment for students in the Student Management System, but will advise students it is their responsibility to log into Student Connect to confirm their enrolment in units and to ensure their enrolment is correct; and
- e) Refer students who are having problems enrolling online to Student Administration Services for assistance.

6. APPEALS AGAINST THE LATE ENROLMENT FEE

- 6.1 Appeals against the late enrolment fee will be considered only for verifiable exceptional circumstances which are supported by official documentation.
- 6.2 Any appeal should, in the first instance, be submitted to the Director, Student Administration Services in writing. Any subsequent appeal must follow the process outlined in the Appeal & Grievance Policy (Students) – Academic Matters.
- 6.3 The following are not considered to be exceptional circumstances:
 - Failing to follow up on enrolment notifications.
 - Having a financial encumbrance due to an outstanding debt with Avondale which has (i) prevented online enrolment before the deadline or (ii) resulted in enrolled units being deleted if the encumbrance has been applied prior to the enrolment deadline.
 - Failing to complete the unit enrolment step in online enrolment, including proceeding through the checkout to successfully complete this task.
 - Not checking the 'Enrolment Record' in Student Connect by the published deadline to ensure unit enrolment is completed.
- 6.4 The current fees for late enrolment are listed in Appendix I.

7. ATTACHMENTS

- Change of Course and/or Unit Set form
- Addition of a Course form
- Intermission/Withdrawal form

APPENDIX I

Late Enrolment Fees

The following deadlines apply unless in any calendar year the date falls on a weekend. In this instance the deadline will be moved back to the first Monday following the date below.

Description	Fee
<p>A late enrolment penalty fee is applied when a current or returning after intermission student has not enrolled in the unit/s the student expects to study in an academic year, as follows:</p> <ul style="list-style-type: none"> a. first semester or year-long unit/s by the deadline of 5.00pm 15th January or b. second semester unit/s by the deadline of 5.00 pm 30th June. 	\$100
<p>A very late enrolment penalty fee is applied when a current or returning after intermission student has not enrolled in the unit/s the student expects to study in an academic year, as follows:</p> <ul style="list-style-type: none"> a. first semester or year-long unit/s by deadline of 5.00 pm 31st January, or b. second semester unit/s by deadline of 5.00 pm 15th July. 	\$150
<p>An enrolment penalty fee is applied for each unit added or changed in an undergraduate student's course enrolment after the deadline to enrol in a unit once a semester/teaching period has commenced, but before the relevant Census date.</p> <p>Adding or changing a unit or units in this time frame is allowed only with the approval of the relevant lecturer/s and course convenor and only for extenuating circumstances. If no unit enrolment has yet occurred when the enrolment request is submitted, the \$150 fee above also applies.</p>	\$50 per unit

Table of amendments

Version number	Date	Short description of amendment
7	18 Aug 2021	Adjusted definitions: Last day to enter a unit. <i>New applicants given a late course offer have until the end of week 2 of an academic period to enrol in units with permission from the relevant course convenor.</i> Last day to withdraw from a unit. <i>Clarification of consultation with course convenor.</i> Unit set: <i>clarification of Major, specialisation and double major requirements.</i>
6.1	16 Feb 2021	Updated logo, position titles, department titles where required
6	18 May 2016	Student workload definition updated in line with Study Load Policy. Point 6.3 c) added to policy.
5	29 July 2015	Removal of responsibilities by Distance Education Office Staff. Update of department names.
4	30/07/2014	Change of Title

		Addition of statement that students must be enrolled in units and study them in the teaching period in which they are offered. Transferred to new template.
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