**Enrolling in a Subject**

To enrol in a subject, first log in to Student Online. From the Student Online home page, select ‘My Enrolment’ at the top of the page.

You must then click on the hyperlink I want to ‘View my selected course details’

Once you are in the ‘My Enrolment’ page, select ‘Manage Enrolment’ from the Menu options on the left-hand side. This will bring up your Study Plan.

To select an option or enrol in a unit you must click on the hyperlink I want to ‘Enrol in a Unit’ and then select your course

Now click on the option line that equates to the subject you wish to enrol in. For example, if the subject is a first year elective, select the option line that equates to first year elective subjects. To see which subjects an option line equates to, click the ‘More details’ button: this will bring up important information about this option line.

Once you have selected the correct option line, press the ‘choose’ button on the right hand side of your screen, next to the empty checkbox. This will load the ‘Enrolment: choose option’ page.

If the option line includes listed subjects then you will see a drop down box with subjects to choose from. You may also be given a rule for the subject you must choose. Advanced Search will allow you to type in the subject code if you know it, or use other parameters to find a suitable subject.

When the search returns the correct subject, you can now click the ‘Save unit onto my course plan’ button, and the subject will be saved onto your course plan. Return to your Study Plan, and you will see the subject listed as ‘Planned’.

To finalise your enrolment in this subject, simply check the box to the right of screen, scroll down to the bottom of the page, and click ‘Proceed to Enrol’.

You can review that the subject is correct and then click on ‘confirm enrolment’

You are now enrolled in this subject.

If the subject is an elective, instead of the drop-down box with a list of subjects to choose from, you need to click ‘Advanced search’ and then enter a subject code.

If you do not know the subject code, you can use a wild card to search for subjects in a certain discipline. For example to search for all history subjects at second year level type HIS% (% is the wild card in StudentOnLine) in the code box and 2 in the year level box and click search:

You will get a list of all second year history subjects. Subjects with a red cross next to them are not available.

Pick an available subject from the list and click ‘save unit onto my course plan’

To enrol in the subject tick the box

And scroll to the bottom of the screen and click on proceed to enrol:

The subject is still planned at this stage, if you are happy to enrol click on ‘confirm my enrolment’

And you are now enrolled in the subject.

Some subjects have prerequisites that must be met before you can enrol. For example, many second and third year subjects require that you have completed first year studies in that area or discipline. The system will automatically check if you have met the prerequisites for any subject, and you can review the prerequisites by clicking ‘Requisite information’ underneath the name of the subject. If you believe that you have met the prerequisites for a subject, and the system does not allow you to enrol in it, please contact your Student Centre for further advice.