

MyVU Re-enrolment Guide (VU Sydney Continuing students)

Victoria University CRICOS Provider No.00124K (Melbourne) and CRICOS Provider No. 02475D (Sydney). RTO Code: 3113.



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

Overview

The re-enrolment process for continuing students is designed to be intuitive and easy to navigate. It is available on desktop, tablet, or mobile phone.

When you are advised that enrolment is now open for re-enrolment, you must re-enrol by the specified date to secure your place and avoid any late enrolment fees.

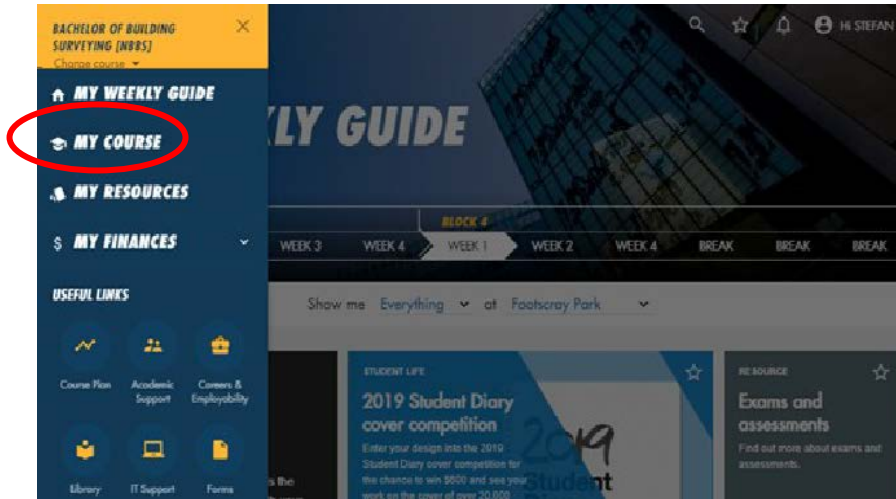
To re-enrol go to MyVU, navigate to My Course and then click on the *Enrol Now* button to proceed directly to the Units section. Once you reviewed your units, you can submit your enrolment. You can edit any of the enrolment details in the My Course section up until the relevant census date.

The screenshot displays the MyVU 'MY WEEKLY GUIDE' dashboard. At the top, the Victoria University logo and 'MyVU' are visible. The main heading is 'MY WEEKLY GUIDE'. Below this is a navigation bar for 'SEMESTER 2' with tabs for 'K 11', 'WEEK 12', 'SWITCHAC', 'EXAMS', 'EXAMS', 'SUMMER SCHOOL', 'BREAK', 'BREAK', and 'BREAK'. The current location is 'Footscray Park'. The dashboard features several content blocks: a 'BREAK RESULTS' section for '26 NOV - 2 DEC' with a 'View Your Results' link; a 'Gratuations' section with a 'Need a Student ID?' link; a 'Submit your feedback' section; and a 'Kids in Class Pilot Program' section. A sidebar on the left contains links for 'Academic Calendar' and 'Academic Support'. At the bottom, there are icons for 'VU Collaborate', 'MyTimetable', and 'Student Email'.

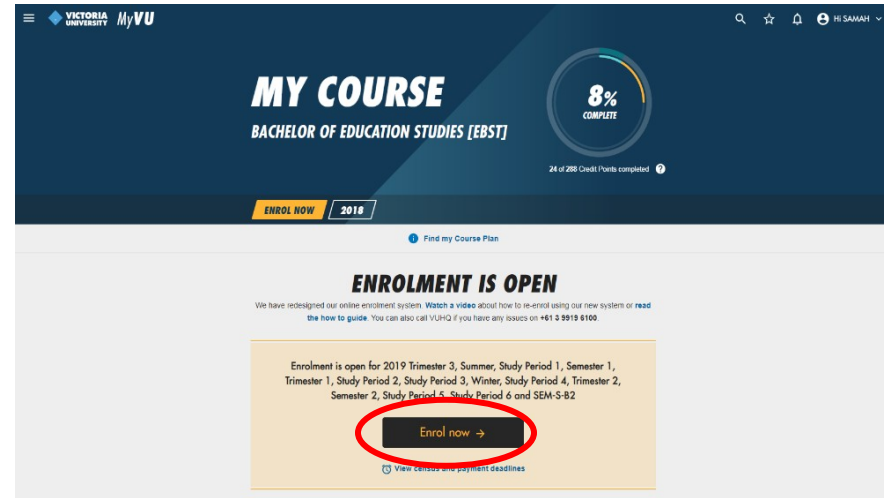



Continuing student enrolment workflow

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To re-enrol, click on the hamburger menu  in the top left corner and select *My Course*.

Ensure that the course shown is the one you wish to re-enrol into, if not, click on the *Change Course* button before proceeding to *My Course*.

When re-enrolment is available, you are able to click on *Enrol Now*. Or you can view your enrolment for previous enrolment years.



Continuing student enrolment workflow

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MY ENROLMENT
BACHELOR OF BUILDING SURVEYING [NBBS]

To help you select block units for your enrolment, refer to the **Enrolment guide** tab on the right of the screen to check when classes are available.

Note: You may still need to enrol into semester-length units. Refer to your course plan to see if this applies.

2018 - Semester 2

Student Declaration

Privacy Notice
PLEASE READ THE FOLLOWING NOTICE BEFORE PROCEEDING
Victoria University has a Privacy Policy that refers to the collection and handling of personal and health information by the University in a way that establishes a reasonable balance between an individual's right to control the use of their personal information, with the University's need to ensure that it can collect and use information with confidence in order to perform its functions. A Privacy Collection Statement for use in relation to the collection of information from students is available under Appendix One of the Privacy Policy. The Privacy Policy and the Privacy Collection Statement is available at <http://www.vu.edu.au/privacy> or through ASKVU.

Student Declaration
1. I confirm that I will comply with the standards of behaviour described in the Student Charter Policy and agree to be comply with the University's conditions, policies and procedures (including the requirement to:

I have read the Privacy Notice and agree to the Student Declaration

Start

When you have read and agreed to the student declaration and privacy notice, click the check box and select the *Start* button.

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MY COURSE
BACHELOR OF BUSINESS [BBNS]

ECOE FHD DATE: 30 JUN 2021

4% COMPLETE
12 of 288 Credit Points completed

ENROLMENT 2019 2018

Find my Course Plan

2019

Semester 1

SEM 1 B1	SEM 1 B2	SEM 1 B3	SEM 1 B4
BPD1100 INTEGRATED BUSINESS CHALLENGE 12 points	BE01106 BUSINESS STATISTICS 12 points	BLO1105 BUSINESS LAW 12 points	BA01101 ACCOUNTING FOR DECISION MAKING 12 points

Semester 2

SEM 2 B1	SEM 2 B2	SEM 2 B3	SEM 2 B4
BE01105 ECONOMIC PRINCIPLES 12 points	BHO1171 INTRODUCTION TO MARKETING 12 points	BCO1102 INFORMATION SYSTEMS FOR BUSINESS 12 points	BMO1102 MANAGEMENT & ORGANIZATION BEHAVIOUR 12 points

You can edit your enrolment
Upcoming deadline: Semester 1 - Block 1 can not be edited after 27 Feb 2019. View deadlines

Edit enrolment

Once submitted, your enrolment will appear in the tab at the top of the page for the enrolled academic year.

You can add units until the 'last day to add units' and withdraw units by census date of the relevant study period.



Continuing student enrolment workflow

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BACHELOR OF BUSINESS [BBNS]

To help you select block units for your enrolment, refer to the [Unit enrolment guide](#) tab on the right of the screen to check when classes are available.

Note: You may still need to enrol into semester-length units. Refer to your course plan to see if this applies.

Important! As part of your visa requirements, you need to enrol into full-time study in order to complete your course in time.

If you require to reduce your full-time study load, you will need to apply by completing the [Reduced Study Load form](#).

2019 - Semester 1

SEM 1	SEM 1 B2	SEM 1 B3	SEM 1 B4
BAO1101 ACCOUNTING FOR DECISION MAKING 12 points	BE01106 BUSINESS STATISTICS 12 points	BHO1171 INTRODUCTION TO MARKETING 12 points	BLO1105 BUSINESS LAW 12 points

2019 - Semester 2

SEM 2 B1	SEM 2 B3	SEM 2 B4
BE01105 ECONOMIC PRINCIPLES 12 points	BC01102 INFORMATION SYSTEMS FOR BUSINESS 12 points	BMO1102 MANAGEMENT & ORGANISATION BEHAVIOUR 12 points

To search and add units to enrol, click the 'Add unit' button.

You will see the units screen in *edit mode*, where you can add or edit units for that enrolment period.

You can search, edit and add units to study in your upcoming semester/trimester/study period, including summer and winter units.

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SEARCH UNITS

[Not sure what units to choose?](#)

BAO1101 | Unit name

Available | Unit is full | Prerequisite/corequisite units associated

BAO1101
ACCOUNTING FOR DECISION MAKING
12 points

Unit enrolment guide

For the ability to search and add units as per your course delivery plan, select “add unit”.

If you are not sure of what unit to select, click on the link “Not sure what units to choose?” at the top of the page for more information.



Continuing student enrolment workflow

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ENROL IN YOUR UNITS

Your enrolment

- Start your enrolment
- Confirm your details
- Additional details
- Financial support
- Enrol in your units

Find your course plan

Your enrolment has been pre-populated with prescribed units to ensure you meet all the requirements of your course. Amendments to unit offerings can only be made after submission.

Full time students: You are required to complete a minimum of 36 credit points per semester.
Part time students: You have flexibility in the number of units you choose to study.

Important: We are unable to enrol you in all eight units (required to complete year one) at this point in time as there are future enrolment periods that are not open yet. You will need to enrol in your remaining units when the enrolment period opens later this year.

2020 - Semester 1

SEM-1-81	SEM-1-82	SEM-1-83	SEM-1-84
EEC1101 PERSONAL AND PROFESSIONAL LEARNING 12 points	EEC1107 EDUCATING FOR STEM 12 points	EEC1102 ORIENTATION TO EDUCATION & HUMAN DEVELOPMENT 12 points	EEC1103 ICT IN EDUCATION FOR THE 21ST CENTURY 12 points

2020 - Semester 2

SEM-2-81	SEM-2-82	SEM-2-83	SEM-2-84
EEC1105 RECONCILING AUSTRALIAN HUMANITIES EDUCATION 12 points	EEC1104 ETHICAL, ACTIVE INDIVIDUALS & COMMUNITIES 12 points	EEC1110 LITERACY FOR EDUCATION 12 points	EEC1109 NUMERACY FOR EDUCATION 12 points

Your enrolment has been pre-filled with prescribed units to ensure you have met all of the requirements of your course. Amendments to unit offerings can only be made after submission. If you have any questions please contact **VUHQ**

Once you are happy with your enrolment, click **Submit enrolment** to lock in your units.

Submit enrolment

Each unit tile has the campus location, the unit code, unit name, and the number of credit points. Hovering over a tile will provide you with options to remove or edit.

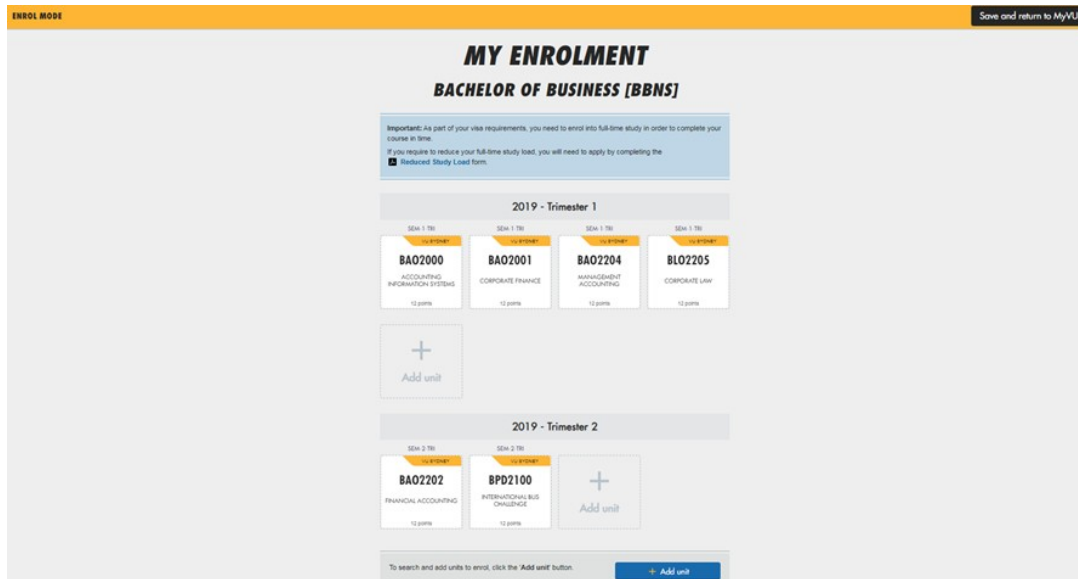
You can also view more details on a unit by selecting Unit Details on a tile, which will take you directly to the public page where you can find information regarding assessments, learning outcomes and prerequisite units.

Depending on your mode of study, to add a unit either click on the “+Add Unit” button, or click on any of the vacant tile areas. You can add unit(s) until the ‘last day to add units’, and withdraw from unit(s) by census date of the relevant study period (Block mode students will not have ability to add units).



Continuing student enrolment workflow

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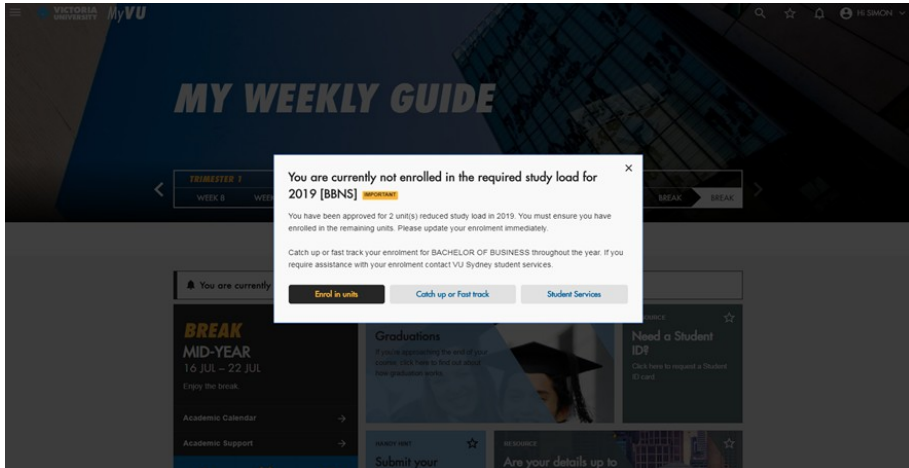
Upon completion click on *Save and return to MyVU* at the top right corner to take you back to My Course page in MyVU.

MyVU is a gateway to all online services including Online Enrolment, MyTimetable, Student Connect and VU Collaborate.

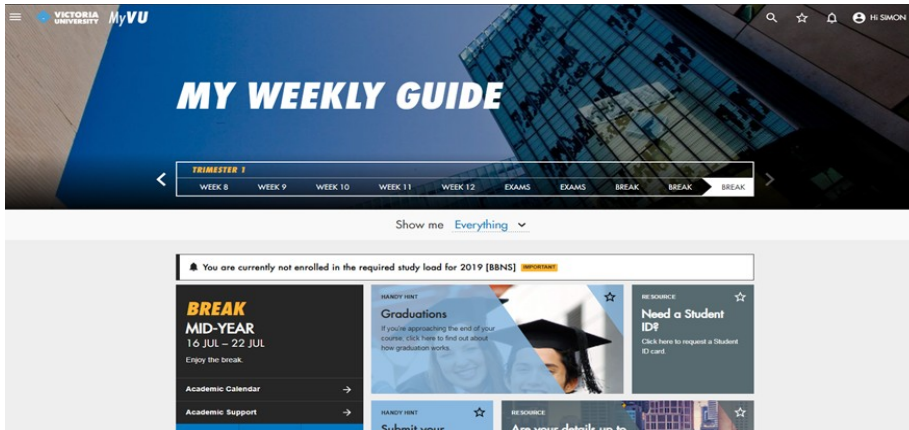


Continuing student enrolment workflow

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Once you submit your enrolment, if you did not enrol in a full-time study load an important message will display on the My Weekly Guide home page. Open the message and follow the prompts.



YOUR NEXT STEPS CHECKLIST

Select your timetable via MyTimetable

MyTimetable is an online class allocation system accessed through MyVU. In MyTimetable you can:

- browse available times for the units you're enrolled in
- specify your time preferences when you'd like to attend
- change your allocated times after preferences have been sorted (subject to availability). Please note that it's your responsibility to confirm the location of your lectures and tutorials.

Learn more about how to access and use MyTimetable at <https://www.vu.edu.au/current-students/your-course/timetables-calendars/timetables/mytimetable>.

If you need to change your enrolment

If you need to change any units, you can update your enrolment via MyVU. Simply log in using your Student ID, click My Course from the drop down menu.

- You can change units until the 'last day add units' of the relevant study period
- If you change your units, you will also need to make changes to your timetable
- Any changes you make to your enrolment may also change the fees you owe
- Check here (<https://ecavu.rtomanager.com.au/Default.aspx>) to view your updated Statement of Account (invoice).

