



Australian
National
University

How to Enrol Manual

A Guide for New Students

Last updated: 06 May 2020

Developed by:

Division of Student Administration and Academic Services
(DSAAS)

How to Enrol Manual

This manual will guide you through the process to enrol for the first time at the Australian National University.

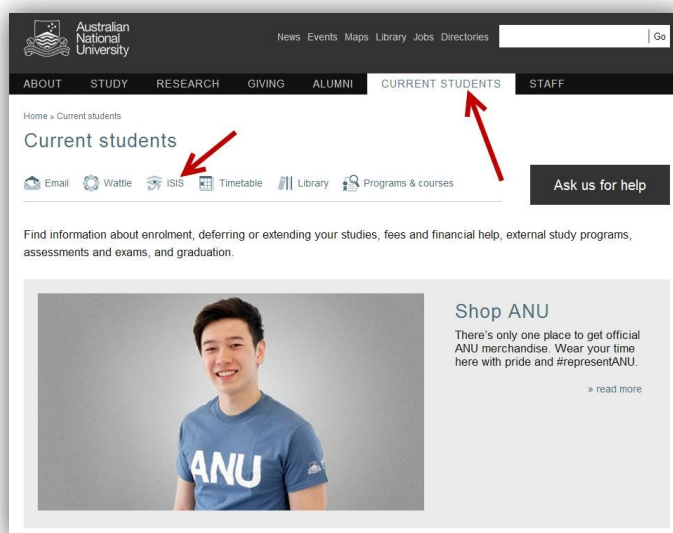
Follow the detailed steps to finalise your enrolment for the entirety of your first year.

Contents

- Login to ISIS
- Complete the ISIS Task Wizard
- Complete the ANU Messages and Conduct Agreement
- Enrol in your courses
- Complete SA-HELP and FEE-HELP Commonwealth Assistance Forms (eCAF)
 - Only for eligible domestic students
- Help Information

Login to ISIS

Step	Action
1	Go to your Student Gateway to start: http://www.anu.edu.au/students
2	Press the 'ISIS' button along the Toolbar at the top of the screen.



Step	Action
3	Use the STUDENT ID NUMBER and PASSWORD given to you in your Welcome Email to LOGIN.
	Please note: if at any time during your session ISIS times out, you will need to reset your browser in order to log back in.

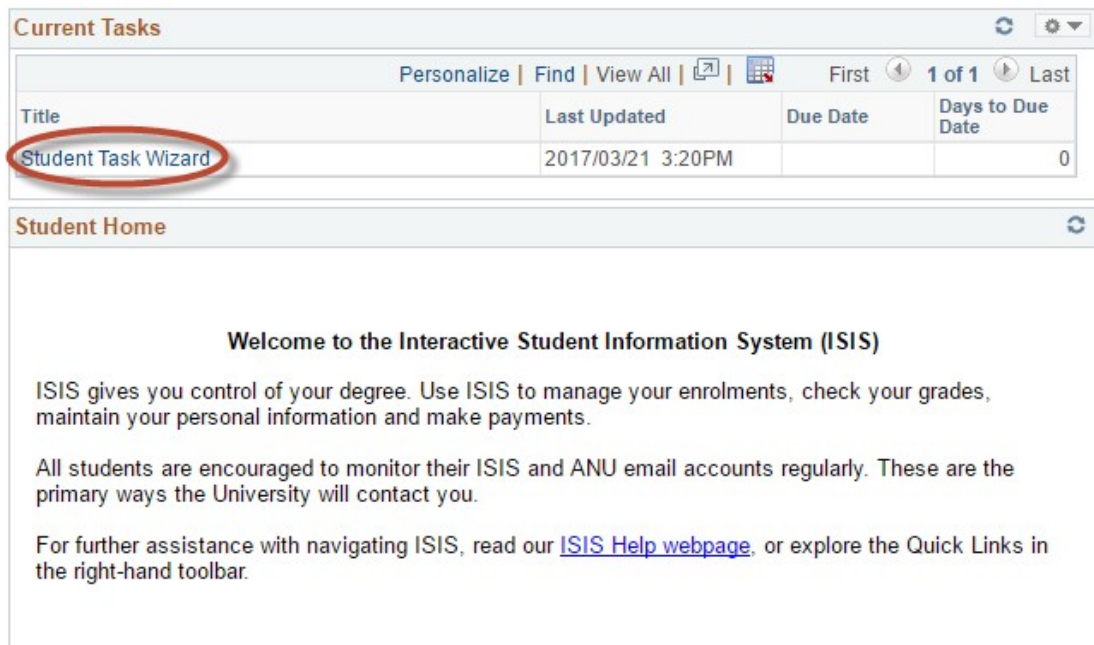
ISIS

University ID:

Password:

Complete the ISIS Task Wizard

Step	Action
4	At the welcome message, read the messages and click on <i>Student Task Wizard</i> . If you have completed the Task Wizard skip to Step 9



Current Tasks

Personalize | Find | View All | First 1 of 1 Last

Title	Last Updated	Due Date	Days to Due Date
Student Task Wizard	2017/03/21 3:20PM		0

Student Home

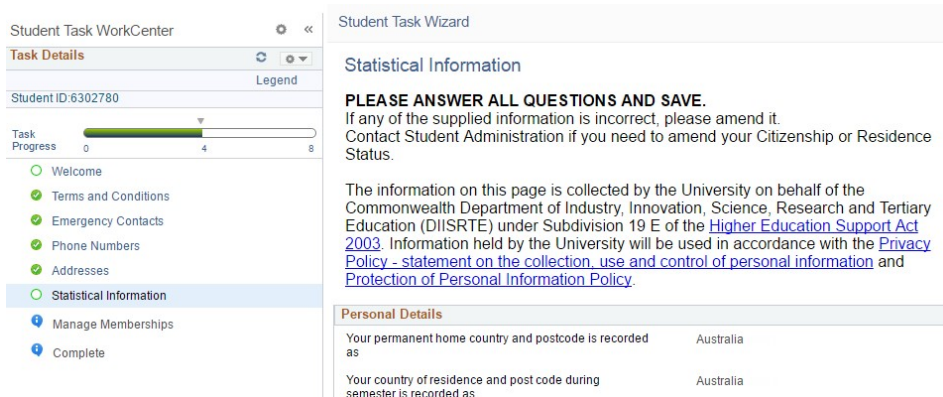
Welcome to the Interactive Student Information System (ISIS)

ISIS gives you control of your degree. Use ISIS to manage your enrolments, check your grades, maintain your personal information and make payments.

All students are encouraged to monitor their ISIS and ANU email accounts regularly. These are the primary ways the University will contact you.

For further assistance with navigating ISIS, read our [ISIS Help webpage](#), or explore the Quick Links in the right-hand toolbar.

Step	Action
5	Note: The Task Wizard will then appear the first time you login into ISIS. It is designed to collect emergency contact and statistical information. You may have to complete multiple tasks. You will be able to enrol in your courses once the Task Wizard is complete. Carefully complete the questions, then click on the <i>Save</i> button.



Student Task WorkCenter

Task Details

Student ID: 6302780

Task Progress: 0 / 4 / 8

- Welcome
- Terms and Conditions
- Emergency Contacts
- Phone Numbers
- Addresses
- Statistical Information**
- Manage Memberships
- Complete

Statistical Information

PLEASE ANSWER ALL QUESTIONS AND SAVE.
If any of the supplied information is incorrect, please amend it.
Contact Student Administration if you need to amend your Citizenship or Residence Status.

The information on this page is collected by the University on behalf of the Commonwealth Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) under Subdivision 19 E of the [Higher Education Support Act 2003](#). Information held by the University will be used in accordance with the [Privacy Policy - statement on the collection, use and control of personal information](#) and [Protection of Personal Information Policy](#).

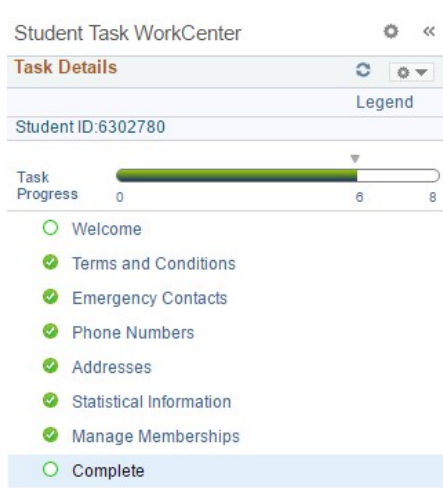
Personal Details

Your permanent home country and postcode is recorded as Australia

Your country of residence and post code during semester is recorded as Australia

Step	Action
	If you are having problems with the Task Wizard or if information appears incorrect, please see Task Wizard help .
	<p>Eligible domestic undergraduate students will complete their HECS-HELP electronic Commonwealth Assistance form (eCAF) as part of their Task Wizard. Read each question carefully and complete the fields. You will need to input your Tax File Number into the form to access HECSHELP.</p> <p>You will not be able to proceed until you complete this.</p>

Step	Action
6	<p>When all Student Tasks have been completed the 'Current Tasks' subsection on the home page will read 'No current tasks'</p> <p>Select <i>Finish</i> on the Student Task Wizard.</p>



Student Task WorkCenter

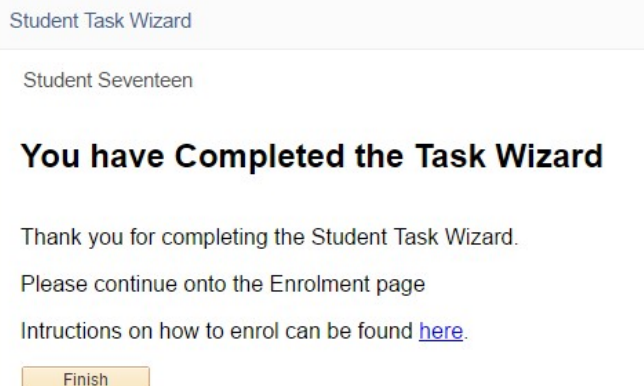
Task Details

Legend

Student ID: 6302780

Task Progress: 0 / 8

- Welcome
- Terms and Conditions
- Emergency Contacts
- Phone Numbers
- Addresses
- Statistical Information
- Manage Memberships
- Complete



Student Task Wizard

Student Seventeen

You have Completed the Task Wizard

Thank you for completing the Student Task Wizard.

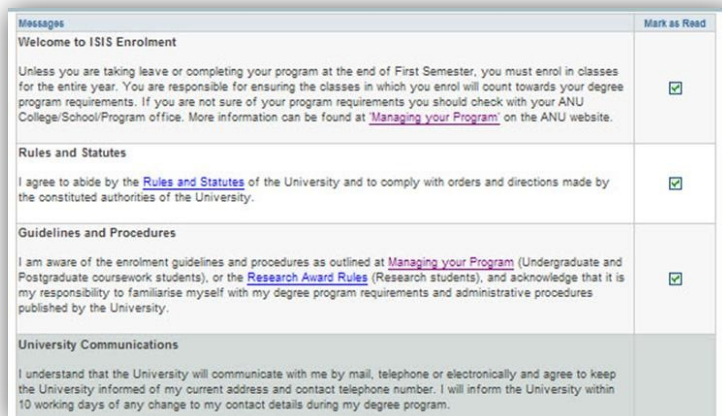
Please continue onto the Enrolment page

Instructions on how to enrol can be found [here](#).

[Finish](#)

ANU Messages and Conduct Agreement

Step	Action
7	Read the student messages carefully and tick off each one as read.



Messages Mark as Read

Welcome to ISIS Enrolment

Unless you are taking leave or completing your program at the end of First Semester, you must enrol in classes for the entire year. You are responsible for ensuring the classes in which you enrol will count towards your degree program requirements. If you are not sure of your program requirements you should check with your ANU College/School/Program office. More information can be found at [Managing your Program](#) on the ANU website.

Rules and Statutes

I agree to abide by the [Rules and Statutes](#) of the University and to comply with orders and directions made by the constituted authorities of the University.

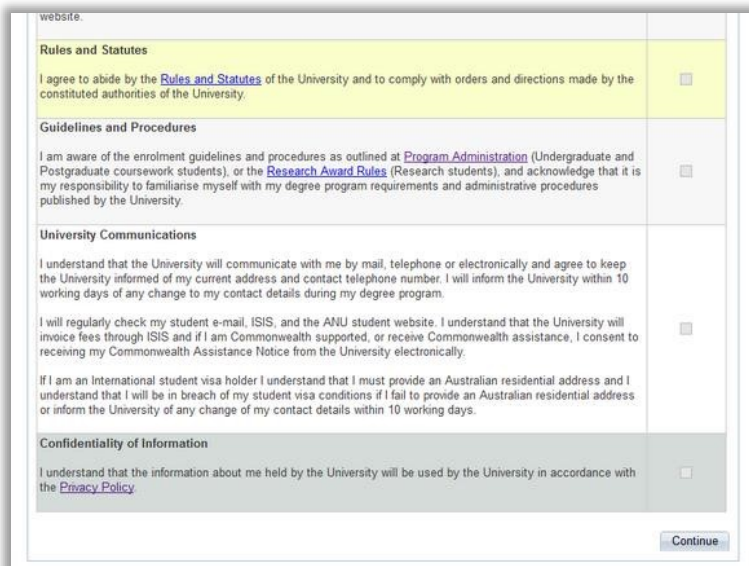
Guidelines and Procedures

I am aware of the enrolment guidelines and procedures as outlined at [Managing your Program](#) (Undergraduate and Postgraduate coursework students), or the [Research Award Rules](#) (Research students), and acknowledge that it is my responsibility to familiarise myself with my degree program requirements and administrative procedures published by the University.

University Communications

I understand that the University will communicate with me by mail, telephone or electronically and agree to keep the University informed of my current address and contact telephone number. I will inform the University within 10 working days of any change to my contact details during my degree program.

Step	Action
8	Then click on the <i>I Agree</i> button at the bottom of the page. This will only appear once you have marked all messages as read.



website

Rules and Statutes

I agree to abide by the [Rules and Statutes](#) of the University and to comply with orders and directions made by the constituted authorities of the University.

Guidelines and Procedures

I am aware of the enrolment guidelines and procedures as outlined at [Program Administration](#) (Undergraduate and Postgraduate coursework students), or the [Research Award Rules](#) (Research students), and acknowledge that it is my responsibility to familiarise myself with my degree program requirements and administrative procedures published by the University.

University Communications

I understand that the University will communicate with me by mail, telephone or electronically and agree to keep the University informed of my current address and contact telephone number. I will inform the University within 10 working days of any change to my contact details during my degree program.

I will regularly check my student e-mail, ISIS, and the ANU student website. I understand that the University will invoice fees through ISIS and if I am Commonwealth supported, or receive Commonwealth assistance, I consent to receiving my Commonwealth Assistance Notice from the University electronically.

If I am an International student visa holder I understand that I must provide an Australian residential address and I understand that I will be in breach of my student visa conditions if I fail to provide an Australian residential address or inform the University of any change of my contact details within 10 working days.

Confidentiality of Information

I understand that the information about me held by the University will be used by the University in accordance with the [Privacy Policy](#).

Your personal ISIS Homepage will then load

Current Tasks

No current tasks

Student Home

Welcome to the Interactive Student Information System (ISIS)

ISIS gives you control of your degree. Use ISIS to manage your enrolments, check your grades, maintain your personal information and make payments.

All students are encouraged to monitor their ISIS and ANU email accounts regularly. These are the primary ways the University will contact you.

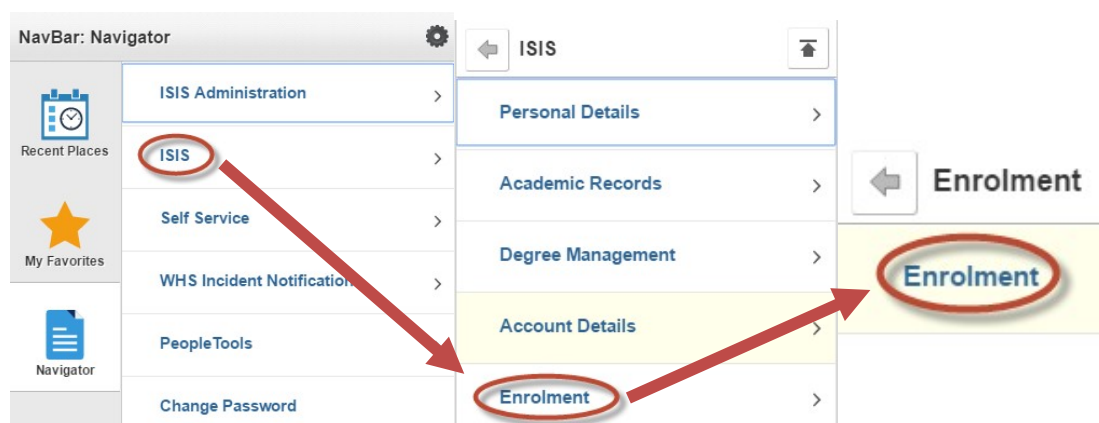
For further assistance with navigating ISIS, read our [ISIS Help webpage](#), or explore the Quick Links in the right-hand toolbar.

Current Enrolments

First Semester, 2017		Census Date
ECON1101 - Microeconomics 1	Undergraduate	2017/03/31
BUSN1001 - Bus Reporting & Analysis	Undergraduate	2017/03/31
Second Semester, 2017		Census Date
No Enrolments		

ENROL IN YOUR COURSES

Step	Action
9	From the <i>Main Menu</i> (compass in top right), select <i>Navigator</i> > <i>ISIS</i> > <i>Enrolment</i> > <i>Enrolment</i>



The screenshot shows the ISIS Navigator interface. On the left, under 'Recent Places', 'ISIS' is circled in red. A red arrow points from 'ISIS' to 'Enrolment' in the 'Account Details' menu. Another red arrow points from 'Enrolment' in the 'Account Details' menu to 'Enrolment' in the main menu. The 'Enrolment' link in the main menu is also circled in red.

Step	Action
10	Click on <i>Enrolment Details</i> for the session/semester that you want to enrol in courses.

Make sure you have selected the correct program before proceeding.
 Students who have received multiple offers may see more than one program listed in this section. Double check that you are enrolling in the program you wish to study, rather than an offer you declined.

If you are seeing only an incorrect program, please contact the ANU Admissions Office at domestic.admissions@anu.edu.au or international.admissions@anu.edu.au or on (02) 6125 5594 to correct this before proceeding.

You may only enrol in one program unless you have received explicit authority to be enrolled in a Diploma program concurrently.

Enrolment

Note: As you can only vary your enrolment for current and future years, prior information is not available through the Enrolment page. Please use the 'Academic History' page if you wish to view information for prior years.

If you wish to enrol in a course in a term/session which does not display for the required Academic Program below please contact the College offering your course and request your enrolment term to be made available to you.

Undergraduate

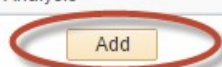
Semester / Session	Academic Program	
First Semester, 2017	3400 - Bachelor of Commerce	<input type="button" value="Enrolment Details"/>
Second Semester, 2017	3400 - Bachelor of Commerce	<input type="button" value="Enrolment Details"/>

Select the *Enrolment Details* button to enrol in the corresponding program for the semester/session.

Step	Action
11	Click the <i>Add</i> button to begin enrolling in a course

Undergraduate, 3400 - Bachelor of Commerce, First Semester, 2017

Class Number	Course	Census Date	Units Taken	Enrolment Status		
2584	ECON1101 - Microeconomics 1	2017/03/31	6.00	Enrolled	Swap	Drop
2612	BUSN1001 - Bus Reporting & Analysis	2017/03/31	6.00	Enrolled	Swap	Drop



Step	Action
12	If you know the <i>Class Number</i> for your course. Enter this into the class number field and select <i>Add Class</i> . Skip to <u>Step 17.</u> If you don't know the <i>Class Number</i> for your course: You can check the Class Number in the Course Outline in Programs and Courses, under the Terms section - programsandcourses.anu.edu.au or; Search for the course by clicking on the <i>Search</i> button.

Undergraduate, 3400 - Bachelor of Commerce, First Semester, 2017

Enter a class number in the field below, or click *Search* to search for the appropriate class. Repeat for each class you wish to add. When you have selected all of the classes in which you wish to enrol, click *Continue*.

Class Number:

You have not completed your enrolment until you have completed the next step of the process. You must click the *Continue* button to proceed to the second step and complete your enrolment.

Step	Action
13	Enter your details into the relevant fields: <ul style="list-style-type: none"> • <i>Academic Career</i>: You will be a non-award, undergraduate or postgraduate student. • <i>Subject Area Description</i>: Course discipline you are enrolling in such as Arts, Science, Law, etc. • <i>Subject Area</i>: Your course such as Psychology, Anthropology, etc. • This is the 4-letter code in the course code (e.g.: PSYC1234). • <i>Catalogue Number</i>: The four-digit code for the course (e.g.: PSYC1234). (Note: this field is optional).
14	Click <i>Search</i> .

Class Search

Undergraduate, 3400 - Bachelor of Commerce, First Semester, 2017

*Academic Career: ▼

*Subject Area Description: ▼

*Subject Area: ▼

Catalogue Number:

Course Title Keyword:

Step	Action
15	Click on the <i>Add Class</i> button to enrol in a class.

Class Search Results				
Undergraduate, 3400 - Bachelor of Commerce, First Semester, 2017				1-38 of 38 classes found
Class Number	Course	Start Date	End Date	
2302	ENGN1211 - Discovering Engineering	2017/02/20	2017/05/26	Add Class
2303	ENGN3212 - Manufacturing Techs	2017/02/20	2017/05/26	Add Class
2304	ENGN4520 - Special Topics in Engn 1 - Biomedical I	2017/02/20	2017/05/26	Add Class
2309	ENGN3224 - Fluid and Heat Transfer	2017/02/20	2017/05/26	Add Class

The available classes for the semester you have selected will be shown for your course. Note that not all classes for the course will be shown. Only the ones for the selected semester will be shown.

Step	Action
16	Click the new Add Class , and then the Continue button

Undergraduate, 3400 - Bachelor of Commerce, First Semester, 2017

Class Number: [Add Class](#) [Search](#)

You have not completed your enrolment until you have completed the next step of the process. You must click the [Continue](#) button to proceed to the second step and complete your enrolment.

[Continue](#) [Cancel](#)

Step	Action
17	<p>Enter a permission number if you have been given one. Otherwise click Save</p> <p>If the course you are trying to add will not allow you to continue without a permission number you will need to contact your ANU Academic College to obtain one.</p>
	<p>What is a permission number/code?</p> <p>An ANU Academic College will sometimes place restrictions on a course, as only a select group of students meet the criteria to enrol. This could be related to prerequisite courses not completed at the ANU that a student needs to study, to portfolio presentation that proves aptitude for the course or to limitations on enrolment. If a student tries to enrol in this course without a permission code they will receive an error message. A permission code is issued by your College or School and overrides this restriction.</p> <p>If you are facing this issue, contact your College to check if you are eligible for the course. If you are, they will assist you with being issued a permission code to enter into ISIS so that you may enrol.</p>

Undergraduate, 3400 - Bachelor of Commerce, First Semester, 2017

Please check that the classes listed below are those you wish to add to your enrolment. Permission numbers should be entered here **ONLY IF REQUIRED**. If you do not know whether or not you need a permission number, leave it blank.

For more information on permission numbers check the [HELP](#) or see your Course Authority.

Class Number	Course	Permission Number
2302	ENGN1211 - Discovering Engineering	<input type="text"/>

Step	Action
18	Click Swap to swap the enrolled course with another course within the same program. Click Drop to drop the course, Click Add to enrol in another course. The class will appear in a list of classes you are enrolled in.

Undergraduate, 3400 - Bachelor of Commerce, First Semester, 2017

Class Number	Course	Census Date	Units Taken	Enrolment Status		
2584	ECON1101 - Microeconomics 1	2017/03/31	6.00	Enrolled	Swap	Drop
2612	BUSN1001 - Bus Reporting & Analysis	2017/03/31	6.00	Enrolled	Swap	Drop

Step	Action
19	Repeat Steps 9-18 to enrol for all of your courses for the remainder of the year so that you can plan your study year.
20	Return to your ISIS Homepage by clicking Home (the house icon in the top right) to check your courses are correct. Your courses will show up in the Current Enrolment Section.

Student Home ↻

Welcome to the Interactive Student Information System (ISIS)

ISIS gives you control of your degree. Use ISIS to manage your enrolments, check your grades, maintain your personal information and make payments.

All students are encouraged to monitor their ISIS and ANU email accounts regularly. These are the primary ways the University will contact you.

For further assistance with navigating ISIS, read our [ISIS Help webpage](#), or explore the Quick Links in the right-hand toolbar.

Current Enrolments		
First Semester, 2017		Census Date
ECON1101 - Microeconomics 1	Undergraduate	2017/03/31
BUSN1001 - Bus Reporting & Analysis	Undergraduate	2017/03/31

Congratulations!

You are now successfully enrolled at the Australian National University

Domestic students wishing to access a FEE-HELP or SA-HELP loan should continue with these instructions.

SA-HELP and FEE-HELP eCAF

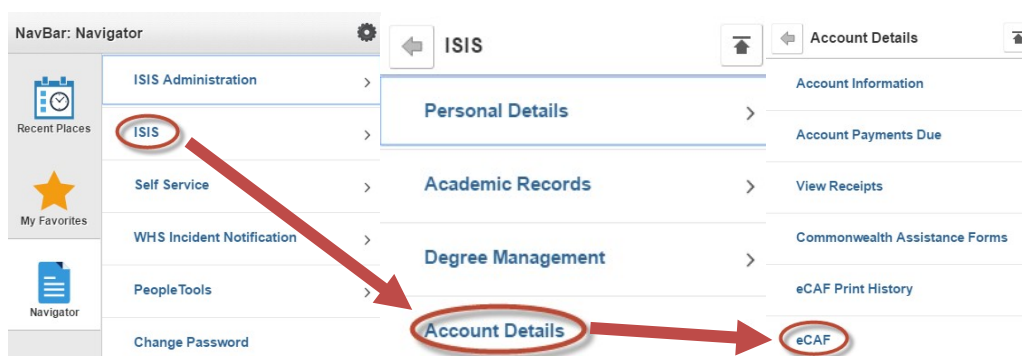
****ELIGIBLE DOMESTIC STUDENTS ONLY****

Domestic Undergraduate students will have already completed their **HECS-HELP** electronic Commonwealth Assistance Form (eCAF) in their Task Wizard steps.

Domestic Postgraduate students wishing to obtain a **FEE-HELP loan** for their tuition fees must complete the FEE-HELP electronic Commonwealth Assistance Form (eCAF) for each program.

Domestic Undergraduate and Postgraduate students wishing to obtain a **SA-HELP loan** for their Services and Amenities Fee (SAF) will also need to complete an eCAF for each program.
Information about the SAF can be found [here](#).

Step	Action
21	From the Main Menu , select Navigator > ISIS > Account Details > eCAF This will take you to any outstanding eCAF forms.
22	Fill in the outstanding form and select submit once complete.
23	Repeat these steps 21-23 if necessary to ensure that every eCAF present is completed.



Please note that if you have more than one eCAF outstanding you will need to submit each of them separately.

Student intending to pay their tuition fees upfront are advised to complete their eCAF. This will ensure fees can be deferred if a payment cannot be made. More information on completing your eCAF and the Australian Government HELP scheme can be found on the [Study Assist](#) website.

Task Wizard and ISIS Help

Contents

- My country and/or postcode are incorrect in the Statistical information.
- I cannot press save to complete the Statistical information.
- I am unable to submit my electronic Commonwealth Assistance Form (eCAF).
- I am unable to select *Enrolment Details* when trying to enrol.
- Other questions and University Contacts

Error	Solution
Incorrect country and postcode in Statistical Information	<p>There may be an error in your <i>country of residence and postcode during semester</i>. This is generated from the information you provided when you applied to the ANU. If this is incorrect please continue with your Task Wizard, you will be able to change your information once it is completed. (See Below)</p> <p>If there is an error with your permanent home country, please contact Student Central.</p>

Statistical Information

PLEASE ANSWER ALL QUESTIONS AND SAVE.

If any of the supplied information is incorrect, please amend it. Contact Student Administration if you need to amend your Citizenship or Residence Status.

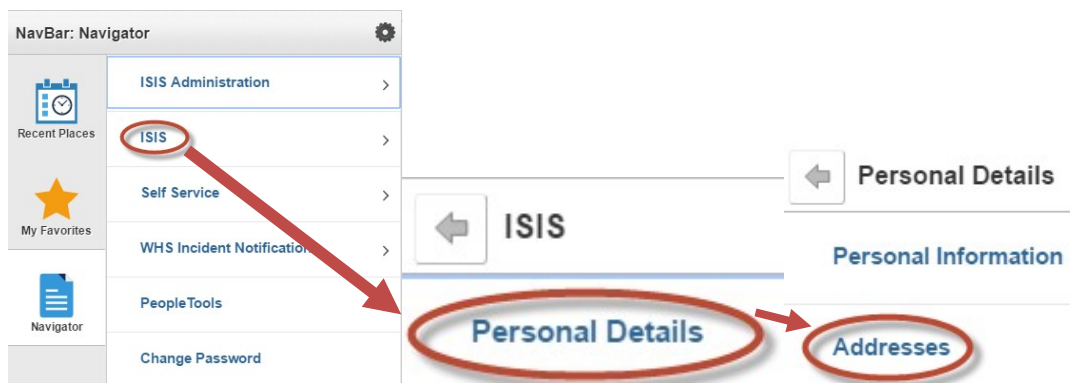
The information on this page is collected by the University on behalf of the Commonwealth Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) under Subdivision 19 E of the [Higher Education Support Act 2003](#). Information held by the University will be used in accordance with the [Privacy Policy - statement on the collection, use and control of personal information](#) and [Protection of Personal Information Policy](#).

Personal Details	
Your permanent home country and postcode is recorded as	Austria, 2999
Your country of residence and post code during semester is recorded as	Austria, 2999

Updating Address

To update your address, select [Main Menu](#)>[Navigator](#)>[ISIS](#)>[Personal Details](#)>[Addresses](#) and input your correct details.

If you are an international student you need to ensure the University has up to date contact details for you including an Australian address and phone number.



Error	Solution
Unable to save Statistical Information	<p>Ensure all fields are completed including <i>Prior Education</i>. If you have not completed one of the suggested fields select '<i>Never Commenced</i>' for the status and leave the last year enrolled empty.</p> <p>If you are still unable to save, you may need to restart your browser. Sign out of ISIS, close your browser then reopen it and log back into ISIS to try again.</p>

Prior Education

Please give details of any other education apart from your current program that you commenced or completed.

Achievement	Status	Last Year Enrolled
Post graduate qualification of any type (Higher Doctorate, PhD, Masters, Preliminary or Qualifying, Diploma, Certificate, etc)	<input type="text" value="Never commenced"/>	<input type="text"/>
Bachelor degree of any type, done at any type of Institution	<input type="text" value="Never commenced"/>	<input type="text"/>
Diploma or Associate Diploma done at CAE, University, Teacher's College, or an Institute of Technology, Advanced Education or Tertiary Education	<input type="text" value="Never commenced"/>	<input type="text"/>
Diploma or Associate Diploma done at a TAFE (Technical & Further Education) college or Technical College	<input type="text" value="Never commenced"/>	<input type="text"/>
Any other TAFE award course done at a TAFE, Technical College, CAE, or Institute of Technology, Advanced Education or Tertiary Education	<input type="text" value="Never commenced"/>	<input type="text"/>
Final year of Secondary education done at TAFE	<input type="text" value="Not commenced or completed"/>	<input type="text"/>
Final year of secondary education done at a High School, Technical High School, Secondary School or Secondary College	<input type="text" value="Not commenced or completed"/>	<input type="text"/>
Completion of other qualification or certificate or attainment	<input type="text" value="Not commenced or completed"/>	<input type="text"/>

Error	Solution
Unable to submit electronic Commonwealth Assistance Form (eCAF)	<p>** For eligible undergraduate domestic students only.**</p> <p>Ensure all fields have been completed.</p>
	<p>If you have not supplied a Tax File Number (TFN) you will not be able to select '<i>Obtain a HECS-HELP loan for ALL or PART of my student contribution amount</i>' as you are not eligible for a HECS-HELP loan until you provide your TFN. Please supply your TFN, or if you do not yet have one you must select '<i>Full up-front payment of my student contribution amount</i>'. You will then be able to submit your form.</p> <p>Note: If you have not provided your TFN you will need to supply it before the census date to avoid fee liability (see instructions below).</p>

12 Indication of payment option

Complete **ONLY** if you are an **Australian citizen or the holder of a permanent humanitarian visa**.
In what way do you intend to pay your student contribution?

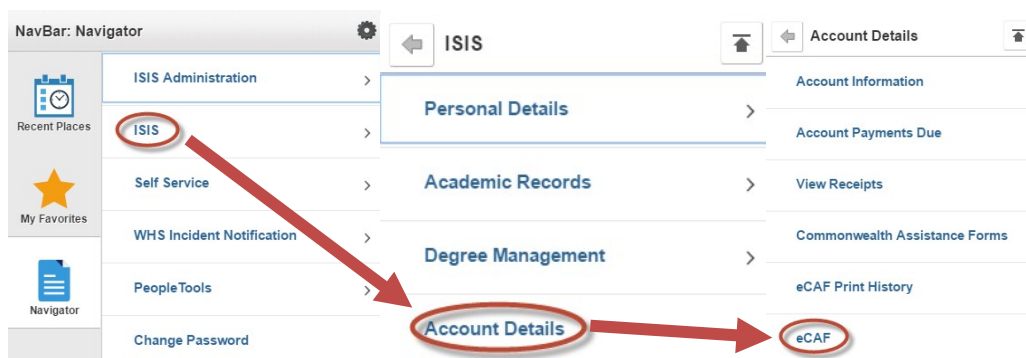
Full up-front payment of my student contribution amount
 (You only need to pay 90% of your student contribution amount on or before the census date)

Obtain a HECS-HELP loan for ALL or PART of my student contribution amount
 (You must provide your TFN or a certificate from the Tax Office on or before the census date)

Yes No
 If obtaining a HECS-HELP loan, do you wish to make a **partial up-front payment** of your student contribution amount?
 (Payments of \$500 or more will attract a 10% discount)

Note: This is only an indication of your payment option. Your actual option is determined at the end of the census date for each unit of study on the basis of any up-front payments you have made.

Resubmitting eCAF
<p>To access your eCAFs once the task wizard is complete select Main Menu>ISIS>Account Details>eCAF. You will then be able to input your TFN.</p> <p>Note: you will not be able to change your answer to '12 Indication of payment option' if you have previously submitted the form. You do not need to change this to access a HECS-HELP loan.</p>



Error	Solution
Unable to select <i>Enrolment Details</i> when trying to enrol	Please contact Student Central for further assistance.

Enrolment

Note: As you can only vary your enrolment for current and future years, prior information is not available through the Enrolment page. Please use the 'Academic History' page if you wish to view information for prior years.

If you wish to enrol in a course in a term/session which does not display for the required Academic Program below please contact the College offering your course and request your enrolment term to be made available to you.

Undergraduate

Semester / Session	Academic Program	
First Semester, 2017	3400 - Bachelor of Commerce	Enrolment Details
Second Semester, 2017	3400 - Bachelor of Commerce	Enrolment Details

Help Information

If you are receiving errors that are not addressed in this document please contact [Student Central](#) for assistance.

ANU Academic College Contacts for Program and Course Advice

ANU College of Arts and Social Sciences

Email: students.cass@anu.edu.au

Phone: +61 2 6125 2898

ANU College of Asia and the Pacific

Email: cap.student@anu.edu.au

Phone: +61 2 6125 3207

ANU College of Business and Economics

Email: info.cbe@anu.edu.au

Phone: +61 2 6125 3807

ANU College of Engineering and Computer Science

Email: studentadmin.cecs@anu.edu.au

Phone: +61 2 6125 4450

ANU College of Law

Email: enquiries.law@anu.edu.au

Phone: +61 2 6125 3483

ANU College of Science, ANU College of Health and Medicine

Email: science.enquiries@anu.edu.au

Phone: +61 2 6125 2809