Course Enrolment Guide

The Course Enrolment Guide is designed to help you enrol in the right units for your course.

Step 1

Make sure you have read your course rules in the Handbook and that you are familiar with the rules and structure of your course. You should refer to the entry for the year you commenced your course. The Handbook provides detailed information about requirements for completion, exit points, any available majors, minors or specialisations, core curriculum units and descriptions of units. It is your responsibility to ensure you enrol in the correct units for your course.

Step 2

Decide on your major, minor or specialisation (if applicable). Check below to see if there are any special requirements for this course.

Step 3

Read the course map (link below). Maps may vary depending on the campus and the year you started your course so make sure you refer to the correct map.

Step 4

Next up, check the elective units offered at your campus this year. Pay attention to prerequisite requirements. These are noted in your course map and in the Handbook. If there are any additional unit requirements for your course they will be listed below. Not all courses have elective units.

Step 5

Head over to your Student Portal and you'll see step-by-step instructions on how to enrol in your units. You must enrol for the whole academic year if you commence in Semester 1 or if you are re-enrolling. You can change your enrolment up until the census date for each semester or professional term. See the Academic Calendar for key dates.

Course Enrolment Guides and course maps can change so you should check this website for the latest updates. Additional information from your School, Faculty and the University will be sent to your ACU student email address so make sure you've got it set up and that you check it regularly. All your email communication with University staff must be sent from your ACU student email account.

Course Maps

Graduate Certificate in Safeguarding Children and Young People 2019 Course Map

Special Requirements for this Course

None
If you have already studied at university or have significant relevant work experience, you can apply for credit towards your ACU course. Credited units replace units you would otherwise study, so you can finish your course earlier. You can apply for credit towards your ACU course by completing an Application for Credit / Recognition of Prior Learning form. The form should be submitted no later than the census date in the first semester of your enrolment in the course. The census date is the last day you can make changes to your student enrolment before you become committed to your fees.

Course Advice
Course Coordinators, Advisors and Administrators are available to assist you with course advice. Please send your enquiry or request to make an appointment via the contact form.

Contact your Course Coordinator via the online form

General Advice
All queries not specifically related to your course, such as admissions, enrolment, fees, scholarships, exams, timetabling and graduations should be directed to ASK ACU.