

# ENROLMENT TIPS FOR 2009

BACHELOR DEGREE AND PRE-DEGREE VET MUSIC PROGRAMS

ELDER CONSERVATORIUM OF MUSIC



Welcome to the Elder Conservatorium of Music, and congratulations on starting a Music program!  
The following tips are designed to help you as you work through the process of your on-line enrolment.

## Important terms

**Program** – refers the name of the degree, diploma or certificate which you have accepted for your SATAC offer.

**Course** – your program is comprised of courses (i.e. subjects), which are usually worth 3 units or multiples of 3 units. For example, Jazz or Classical Performance I is worth 9 units, Foundations of Music History IA is worth 3 units, Jazz Big Band I is worth 3 units, Music Technology I is worth 6 units.

## For noting

- The standard number of units for full-time study is a total 24 units in each year.
- You should be enrolling in both semester 1 **and** semester 2 courses now.
- **Aural class** - check the Aural Stream to which you have been allocated (see noticeboard, Music Office). If you don't know your stream, then select a Stream 3 class as the default stream for degree students, and a Stream 4 class as the default stream for VET students. Students not yet allocated a class should sit the Placement Test during Orientation Week (Tuesday February 24, 12 noon in Schulz 10.04).
- **Ensemble courses** – if you are required to enrol in an ensemble but you are not sure if you will get into it (auditions for most ensembles are during O-week), then enrol in the ensemble you would prefer and if it turns out that you don't get into it, then you can change your enrolment later (deadline for online changes is March 16).

## Enrolment Tips

- Allow plenty of time to complete your enrolment and use a fast internet connection (can be on or off campus). You can enrol on campus in various places, for example, Computer suites – Student Centre, Napier Building, Union Building or the Barr Smith library.
- Where to go for help –
- Student Centre – near Post Office, level 4 Hughes Building or telephone 8303 3833.
- Remember, you can modify your enrolment and make amendments via Access Adelaide. Your enrolment information is in the section called *Students* on Access Adelaide.

To start your enrolment, go to the general Enrolment website for the University - <http://www.adelaide.edu.au/enrol/> – and follow Steps 1-7

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<b>Step 1</b>	<p><b>Prepare</b></p> <p>(a) check School website, i.e. Conservatorium website which can be found at <a href="http://www.music.adelaide.edu.au">http://www.music.adelaide.edu.au</a>. From the home page you'll need to go to <i>Current Students</i> then <i>Enrolment</i>. Download and print the enrolment study plan for your particular program from that page. (The web address is <a href="http://www.music.adelaide.edu.au/students/current/enrolment/">http://www.music.adelaide.edu.au/students/current/enrolment/</a>). The study plan shows all the courses that you will enrol in for each year of your program. The template shows the Term (semester), Subject Area, Catalogue Number, Course Title and Unit value</p> <p>(b) familiarize yourself with Access Adelaide – via link from <i>Current Student</i> website, or: <a href="https://access.adelaide.edu.au/sa/login.asp">https://access.adelaide.edu.au/sa/login.asp</a></p>
<b>Step 2</b>	<p><b>Plan Your Timetable</b></p> <p>Via the Step 2 link, download, print off and use the <i>Class Planner Worksheet</i> (doc 58kB) to plan and pencil in your timetable. You will need to use the online <i>Course Planner</i> – see link in Step 2, or from <i>Current Student</i> website – it will help if you keep a note of the Class Number for each component of each course in your planning.</p>
<b>Step 3</b>	<p><b>Login to Access Adelaide</b></p> <p>Use the username and password as notified to you in a letter from the University.</p>
<b>Step 4</b>	<p><b>Complete Your Checklist</b></p> <p>- declaration, contact details, statistics, disability, fee status, year of expected completion of program</p>
<b>Step 5</b>	<p><b>Enrol into Your Classes</b></p> <p>Select the semester you want to enrol into – you will use the information that you have gathered from Step 2.</p>
<b>Step 6</b>	<p><b>Print Your Enrolment List and/or Personal Timetable</b></p> <p>Select the printer friendly version from the top menu bar.</p>
<b>Step 7</b>	<p><b>Collect Your Student Card</b></p> <p>You MUST complete your enrolment for 2009 before attending Card Services to have your photograph taken and your student ID card issued. Go to Eclipse Room, Level 4, Union Building. You MUST bring photo identification and the printout of your enrolment.</p>

Have a look at the Orientation Week Guide – download it from <http://www.adelaide.edu.au/student/new/>

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