

Course advice and enrolment session transcript

For undergrad Educations courses

Presented by Faculty of Arts and Education

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Kellie Henson: Welcome to Deakin University and we're very happy to be joined us today.

And we hope that this enrolment session actually helps set you up for your studies here at they can. My name is Kellie and I'm from the student experience team for arts and education.

This morning, I would like to show respect and acknowledge the traditional custodians of country throughout Australia on which enlightening takes place and recognize their continuing connection to land waters and culture we pay our respects to their elders past present and emerging

This morning we're going to have you all on you, but please feel free to ask any questions via the chat function down the bottom throughout the session.

Your questions are going to be answered by our lovely team of advisors who are here to support and assist you.

I'll also have Natalie Mann from our enrolments team who will take you through the steps in StudentConnect very shortly. And in today's session.

Will be providing some key information that we really hope will help get you started here at taken

But please note that the information we're giving today is not personalized for you as an individual. It's very generalised but you will

Have options to book one on one appointments. If you need assistance directly relating to your course. So for now, I'll hand you over to Natalie Mann who will now take you through the steps and the StudentConnect so

Natalie Mann: Good morning, Kellie. I think you've just put yourself on mute halfway through.

Kellie Henson: Policies, I have to. Okay.

I'm just going to stop sharing so just bear with me a moment.

Natalie Mann: If I can

Kellie Henson: It's trying to do the. There we go.

Thank you.

Natalie Mann: Good morning everyone. So as Kellie said I'm Natalie, I'm in the enrolments.

And placements team. And I'm just going to take you through how to use StudentConnect today. It's going to be quite quick so don't be like overwhelmed or alarmed or anything.

You'll be able to figure it out as you go. And that's why we've got all the lovely Student Advisers here to help you today as well.

So firstly, you'll have a link to this activate your account screen in your email. So you just need to complete your details and go through and you'll get your username and be able to create your password as well.

Once you've done that you can log into DeakinSync.

So they can sink is a hub where you can find all of your enrolled units and links to different parts of the university website your mail your StudentConnect and your timetable.

But today, what you need to do is go in and accept your offer. So you're always going to be up the top here in the grain and we're looking for your Bachelor of health and physical education today. You should only have one offering here I'm just a very successful student clearly

So you need to click accept your offer, and find your offer in here, which is nice. Down the bottom and choose enrol.

Once you've done that, there is four steps that you need to read through. I won't take you through them today. But you can read through them yourself and

It's a few handy links and just tips and tricks in there. And then once you've read through all that you're going to click enrol. Now, which it will take you to StudentConnect

So StudentConnect is where you amend your enrolment. Look at your course. And the units are enrolled in. You can see your results and your fees invoices as well when they come up. So today, we're going to enrol.

So you'll find your course begin enrolment.

The first step here is the terms and conditions. So once again, I will leave you to read through ones yourself. And once you're happy with that. You can consent and accept and move on to the next step which is confirming your course.

So have a read through make sure everything's right the campus, the course that you're doing and then use need to take. Yes, I wish to confirm my enrolment.

And then you have confirmed your spot at Deakin say and taken student and we need to move on to get you enrolled.

So here we get you to complete your contact details you need to put in your home address postal address

If you want your results sent to your mobile, which I suggest you do because it comes through much quicker. Put your personal email in, so we can contact you by your day can email and personal email and then your primary emergency contact

Once you've done all that

You need to complete the statistics about you. So, for the purpose of this demonstration, I'm going to be a domestic Australian citizen.

First questions asking if you're Aboriginal, Torres Strait Islander descent.

Obviously, you need to complete these that are relevant as they relevant to you, but you need to answer all the questions with this stuff.

And put in your citizenship status. I'm an Australian citizen, which country you're born, if it wasn't Australia. You just need to choose from the list the country that you were born in. And if you were born overseas which year did you arrive.

Then we ask you what is your permanent home residents. So enter your postcode if if you're living in Australia. If you're overseas. It will be a country.

And then where are you going to be living during this trimester, because it might be different to your home address, if you're living on campus or you've moved from somewhere else in Australia.

Then we ask what language you speak at home. So if it's English take English. But if it's any other languages you speak, you can choose them from the list here.

And next, we'd like to know what your secondary education was so you can choose from the list. He what you completed.

At high school and then which year you finished. So most of you will be year 12 2020 unless you've had a gap year or something like that, or you're coming in a bit later.

And you also need to put in where you were studying when you are in high school.

Then we ask what your highest education level was so if you're a year 12 students, it will most likely be none of the above. If you came from a different pathway. You can choose any other tertiary education that you've completed and just put it in here.

And then because we're doing undergrad courses, you would just take that you're not commencing a postgraduate course that one's not relevant to you guys.

Then we ask you if you have any disability. So you can have a read through the list here and choose any that are relevant to you.

And if you'd like to be contacted about it by the Disability Resource Centre. You can choose, please contact me and they'll get in touch because we have a lot of support services on offered Deakin, which you can also have a look at those on the link here.

And finally, we ask you what your parents or guardians highest educational attainment is so if you don't know, that's fine. There's the no information options.

But please just complete at least the top one for us. And you can leave the second one blank or put it in that you don't have any information. If you're not sure

The next thing you need to do, once we've put your stats in is complete, the hex helpful.

So this is where you need your tax file number. All of this is pre populated from the information we've already provided

And if you're an Australian citizen, you'll be filling this out.

Will you be studying at least one unit of your course in Australia, the answer will be yes then you just need to put your tax phone number in if you haven't got one yet. You need to apply for one and you can supply a certificate of application to us. You just have to upload it down here.

I'm just going to choose that I don't want hex help because I don't have a tax phone number for this student ID.

And this would mean if you didn't want to put anything on hex and you're going to pay all of your fees upfront.

Then down here you choose if you want to make the full upfront payment or if you want to get the hex help learn and you can still make payments before the census state, but anything after the census date will go into your hex help

Then we scroll. Save and Continue.

And successfully going through

Now this is the SI help form. So every trimester, there's a student services and amenities pay, which is around \$150 for on campus students

And it's less for cloud students. And you can either defer this to your hex help loan or you can pay it up front.

So you just scroll down again. And if you want to pay up front. If you have to pay up front, you would just click Continue. If you want to defer to your hex learn you'll fill out these answers again.

So we're going to continue and now we are up to the units page. So this is where all your units will pre populate

For your first year because we know which units, you should be enrolling in most of yours.

will already be there unless you have elective units, you need to choose from.

So we've got the unit code the unit name the campus where you're studying. So this one's one pawns. These are online.

The delivery mode day means on campus cloud obviously means online.

How many credit points. The units of with and the status of the unit. So right now, they're sitting is unconfirmed so we need to go through and take the thumbs up and confirm them all.

Which is nice and easy, that they're all sitting there for you.

And if you have other units to enrol. All we have to do is click the ad units been and search for the unit using the unit code or the title.

So we've got a nice link here to the handbook, which will show you all the units that are available. I'm just going to add the Academic Integrity Unit, which should be sitting as unconfirmed on your enrolment.

So it's academic integrity traumas to one on cloud campus ad

And then if you look down the bottom here in nice red riding it says that

The changes are pending. So you actually have to click finish and rolling for them. Actually, to be enrolled.

So up here, it says it's to be added and these aren't confirmed yet. So once you hit finished enrolling

These will take you through to the confirmation

And now all the statuses say enrolled. So that means you've done it right, and then I'll just quickly show you if you wanted to withdraw from the unit.

If it's not the right unit that you've enrolled in or you need to change your enrolment for any other reason. You just hit the thumbs down discontinue

And choose why you're discontinuing it okay and then you need to remember to hit finished enrolling again because still says here, there's a pending change. You can also change what campus.

you're enrolled in as well, just by hitting edit. You don't actually have to discontinue it and reenrol the unit.

So hopefully that all makes sense and it wasn't too fast. But like I said, we've got all the Student Advisers here to help you. And you guys are very switched on. I'm sure so you'll be able to work through it. Thanks Kellie.

Kellie Henson: Thanks, Natalie.

That was great.

Sorry. Now, let me try and share my screen again.

Okay.

All right. Um, so as Natalie mentioned about the enrolment. Once you have confirmed your enrolment. This is basically confirming your offer. So that's the final step in accepting your offer at Deakin.

Is to go ahead and enrolling students connect as this will hold your place.

And if there's any issues at all. You can always contact student central or any advisors and will help you through the process. But as Natalie said it, it is sort of straightforward.

But any issues at all. We can help you.

So we're going to go through some terminology that you may hear during your time at Deakin and think, Oh, what is that

So, for example, a unit. You'll hear that often we refer to subjects that you can study as units. So when you're enrolling will say, you know, enrolling four units per trimester for the maximum full time credit and that's referring to your subjects.

credit points refers to the value of the unit.

That you're enrolling in now most of our units are one credit point, but we do have some units that are worth half a credit point and some that are worth three

You'll be able to view this in the handbook when enrolling and viewing any units that you want to enrol in which I will go through later in the presentation and show you where you can see that information.

I know that will be confirmed.

So unit enrolment is when you enrolling units or add to your current enrolment unit withdrawal. Obviously, when you withdraw from units in StudentConnect

Which you'll also need to make sure you remember the census date.

To withdraw, which I'll also go through later and show you in the handbook.

intermission. This is in relation to where you want to put your studies on hold, but save your place at Deakin. So every student is entitled to a maximum of 12

Months of intermission. So taking considers trimester, one and two compulsory study periods. So once you've enrolled in those

Trimesters should you for any reason. Need to withdraw and put your studies on hold, you'll actually apply to intermission for your studies which is done through StudentConnect

All of these even though every student has 12 months. Often it still needs to be approved by an advisor, so please don't worry if you do submit something and it says that you're waiting for approval, it's just

The official process and discontinue this is generally referred to when you're actually discontinuing from the entire course, not just a unit. So when you withdraw from units and the course in general.

That's what we're referring to with discontinue we obviously hope you won't discontinue from your course.

But that's the terminology that we're referring to

Okay, so when you go to enrolling your units as Nellie has shown you, your unit codes and your course code they generally made up with

So, for example, your course code is made up with one letter and three numbers and a unit code is made up of three letters and three numbers. So, for example, with your unit code. The first letter will tell us what faculty. The unit belongs to

So, for example, for unit at p one or two, the first letter in the unit code is a name. So this stands for education and the first number in the unit code, which is the one tells us what you level that unit is so for this particular unit ATP. Want to this tells us that it's a first G.

So when we look at this we can say this is an education unit and first year.

If it was an eye. So just say the first unit, the first letter in the unit code was an A, that would tell us that eat was an art.

Unit and if the number was a two or three, it would tell us that it is a second or a third G unit. If you are looking at units from another faculty. So for example, if you're looking for a unit from health, the first letter would be a higher

And that's generally how you can tell from what faculty that the units are from

Now, most of you being in an education course.

Won't have the options to take in. It's outside, but there may be like education primary where you get to choose a specialization where you might have one of those units that's outside of the Arts Faculty

Okay so full time and part time study

So we offer three trimesters for students. So we work on the trimester system. So basically trimester, one and two is I referred to was compulsory.

study period so trimester one runs from March through to June trimester two generally July three, to October and then trimester three which is an optional study period.

Is over the summer break, so that's generally from November through February and with trimester three being an optional study period, there are limited.

Units on offer, but in some instances, this can help fast track your course or at least help make your study load lighter

Most of our education cause a pretty structured, but you may find that there is one or two units that you can do. So if this is something that you're interested in. You can have a look in the handbook, to see if this option is available to you.

And when we refer to full time and part time study full time study is three to four units, which is three to four credit points.

So, especially if you have a unit that's worth two credits that is worth true. So that's part time. So you'd enrol in another two units that are worth one credit point age to meet the maximum

Enrolment so the maximum full time enrolment is for credits and three to four is considered full time for Centerlink purposes and one to two credits is considered part time

So depending on what you would prefer, you can do that if you're going part time depending on your cost. You may need to seek assistance in what unit you should enrolling as some of the units are sequential in nature.

Which means that you must complete certain units first before you can then go on to the next unit.

Okay.

So to receive study. I'm not quite sure if I said this, so sorry if I'm repeating myself, but if you're receiving us study or you need to receive our study, you will need to be enrolled in the minimum three credit points.

To be considered full time and receive those payments.

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So important dates. Now this is something that you

will own a to be familiar with. So important dates in the handbook is going to be something that you refer to regularly on a regular basis.

The Handbook is where you're going to find your course rules and structures and its way, you can view unit descriptions. So to give you an idea of the content that you'll be covering in each particular unit.

It's where you find out what trimesters the units are offered if this prerequisites or cohort whole roles that you need to meet before enrolling

The Deakin Handbook.

Is updated every year. So you need to be ensuring that you are looking at the most current Handbook. When you are enrolling in your units.

You will also access important dates via the handbook. Now the important dates is important because, should you need to withdraw from any of your units.

It'll give you the census date and the census date is the date that you can withdraw from units before being charged so there'll be no financial penalty or academic penalty.

If you withdraw from units. After the census date their students are liable for the face. So it is important to know what these dates are and there is a different date for each trimester.

So, for example, the census date for trimester. One is March 31 so if you needed to withdraw from units and 41 you would need to ensure that this is done prior to match the 31st.

I will go through. I'll see if I can

Bring up the Handbook

Let's just say

I can bring the Handbook up for you.

Okay, so this is the Handbook. So basically this is where you can view and access the date. So if we click on the trimester one dates.

So if we go

Deakin University: How we can actually see on the screen yet.

Kellie Henson: Oh, can't you

Okay.

Let me say

Okay, maybe I'll go through this a bit later. Then when I tried to work that out but I will try and go through and show you the handbook.

Because it as I say it is something that you do need to familiarize yourself with and know where it is, because it's something that you will go through quite regularly.

Okay.

So your timetable. Now, as you may know, currently, our seminars and classes that would have previously been on campus.

Will be online fatigue one due to Covina and physical distancing requirements. However, we are hoping and planning the gradual reintroduction of some on campus delivery, especially for the practical classes and other activities that do actually

Require campus facilities. Obviously, this will all be dependent on the government and the university guidelines.

But as things change and things do come back, you will be a mouth directly. So you will be informed when things are starting to change.

And they will be additional timetabling information provided for you. But given that Obama

Our classes will be online students who are on campus will still be required to create the timetable and this and set

Dates for the activities that would have otherwise been run and you'll do the three StudentConnect so StudentConnect these access through Deakin sync.

Which will go through next

But yes, you will need to create your timetables.

Just like you would if you're on campus and it's probably a really good thing because hopefully for teacher. We are back on campus and you'll be knowing exactly what's required of you.

So the systems. So this is a good starting point for us. So Deakin has many systems, but the majority of them that you're going to use will be accessed via DeakinSync and DeakinSync is really your starting point.

It's where you're going to basically access everything that you need. It's basically the hub where you can find your unit sites and links to all other systems, such a StudentConnect which Natalie explained earlier.

It's where you'll access your units. So once you are enrolled in your units, they'll show up as tiles on DeakinSync so little squares and you'll click on these and these will take you

To cloud Deakin, which is your online learning systems. So once you click on your title your unit tile that you're enrolling it'll automatically take you to the cloud Deakin learning site. And this is where you'll access all rating materials, your assessments.

Your unit chair D towels, you'll find all of this through the unit sites in cloud Deakin, it's where you'll find staff to actually do your timetable as well and your day can email will be accessed through Cloud Deakin

We advise you to check your Deakin email regularly, or if this is something that you may find you won't do.

We strongly recommend that you redirect your day can email to your personal email account as Deakin will send all correspondence through your day can email so

We send out a lot of important information, especially regarding placements and things like that. So it is important that you're either check your Deakin email regularly or have it forwarded to your personal

The software that you'll be able to download that's required. You'll be able to do this through Deakin through the IT HELP website.

Which will be just on the homepage. So it'll be Deakin.edu.au forward slash it hyphen help

But I'm sure you will find a lot more information in orientation week which we will discuss further down the track as well.

But yes, they can sync will be your access point. It's, it's where you'll access everything you can access the handbook you a mouse, you unit tiles enrolling in units.

Everything.

Okay, so your cost structure and rules. So education degrees are between 24 to 32 credit points depending on your course.

So, for example, our Bachelor of early childhood education, which is a triple three is a 24 credit point course but a 359 our Bachelor of education primary will have 32 credit points.

That consists of 26 core units for credit points of the primary specialize ation and true credit points.

Your early childhood.

Is all call units.

And then you've got the Bachelor of early childhood and primary education, which is a 32 credit point course al Bachelor of health.

And physical education is also 32 credit point course. And then there's those of you who are in now associate degree of education, which is a 16 credit point costs and these are made up of call units and

You can view those through the handbook will through the handbook, which I want to show you later. And hopefully I can get that up is

In the handbook. You have a course map and the course map is a great thing for students because it visually shows the student, the structure of the course, and it makes more sense it outlines what you should be enrolling in for your first year second year third year and fourth year

So we'll go through that later.

Okay, so students in education will all sign a to register.

And complete

Oh, my apologies. I'm pressing the wrong one, sorry.

Where we left on that one.

I can say, oh, I didn't finish this. My apologies. So, as we were saying with the education to grace and the credit points, the maximum first G credit points that you can undertake is 10

At level one and then there will be a maximum of level a minimum level phrase that you need to meet, but you will automatically make the senior education degrees for the bachelor's because of the core units.

Every student that comes to study with Deakin will also have to complete a zero credit points unit double i i 018 which is our Academic Integrity Unit and this must be completed within your first trimester.

It really does just sort of make sure that you want to stand.

What is required for you and outlines what collusion and plagiarism is and you really don't want to end up having a meeting without

Our Epic team who handles student misconduct and plagiarism. So this is a requirement for all students. You'll also be required to complete another two zero credit point units and these are called Ballantyne units so al n 010 and AI in zero double one

Are required for all education students. The exception being our Bachelor of education early childhood for a triple three

But otherwise, every other student needs to do this. And generally, you should do this in your second

Yeah, you generally have three attempts to complete this

And they actually accessed outside of Deakins so

I'll just bring this up.

So these are the windows. So if you type in a sir so down the bottom the website there. This is where you booked in for the entire test.

And these are the windows of when you can book. So basically like window. One is open the 12th of January now.

No first year students are going to be doing it this year, but this is just to give you the heads up that it is something that you will need to do. He is a requirement of your course.

And you will not be able to graduate without completing these units for more information. You can Google, I saw and there's information on the Deakin website and Deakin does provide a lot of support to help students prepare for these tests.

Okay so course maps. This is what I was referring to before, which is fantastic for students to help visualize

Your course. So as you can see, this is for the Bachelor of education primary

And it outlines the structure of the course. It's quite straightforward. And you can say, so you can say the units that you are required to complete fourth trimester one

And for trimester to in your first year and then it goes on for your second, third, and fourth

And this is just a great way to monitor where you're at and to know what you'll be doing next. And these are accessible through the Deakin handbook.

So once you go to the handbook and you type in your course code there will be a course map there and it is important to always use the course map for the that you commenced.

So although when you enrolling units, you'll use the most current handbook, you will follow the course rules for the that you can mention your course.

Okay, professional experience. So this professional experience placement is a required element of all our initial teaching education courses.

And placement will assist our pre service teachers to build strong foundations towards your career. It provides the essential links that students need between the theory and practice.

So for those of you who haven't already got a working with children's check

Card. This is a requirement that you will need to have one before you undertake placement

So if you haven't even though your first placement will not be undertaken until trimester to we do recommend that you start this process as soon as possible. You can access the online form via the link and I believe you just need a volunteer.

Card and you put Deakin down as the organization. For those of you who may already have a working with children's check you will need to add Deakin as an organization on it.

Yeah, and we do recommend that you do start this as soon as possible. The working with children's check card is valid for five years.

And once you've got it. This is something that you will need to provide to the professional experience office.

Because they are team who will be finding you. Your placements in the school so they need to know that you have these. Prior to attending your placement

It's probably a good idea if you can to make note of these numbers. So depending on the campus that you're at

For the professional experience office, they will be reaching out to you and you'll probably know a bit more about them in orientation week when you attained your specific course information session.

And they'll probably speak to you about that and give you a bit more information, but we're just providing general information at this stage, but to make us aware that yes, you will need the working with children's check card.

Okay.

So we help students central is going to be your first point of call so basically they help they can help you with everything I help you with the course planning and advice, they'll help you with your Enrolment and Student ID cards. They can assist you with face.

And financial assistance exams results and transcripts, they attend to our international students

And any last property and basically any support services and if for some reason they are unable to help you, they'll be able to refer you to the right department who can. So, it is imperative that you take note of this email.

Because this will be the contact so it'll be Deakin.edu.edu forward slash student hyphen central

That's not their email. My apologies. That's the web page where you'll find more information. And there's a lot of information for you on the website. I do recommend you have a look.

I know you get bombarded with so much information and it's a little bit overwhelming. So when you have a bit of time, it'd be good to just go through and have a look. Because the web page, it will confirm the contact details.

For students central the references and give you an idea, and there's also links and tutorials to help you complete your studies through a lot of the web pages as well.

Budget that they'll be your first point of call and they'll help you in any way I can

Okay, what's next. So basically,

What we want you to do is we want you to enrol. So we want students to enrol by the end of the week. So by Friday, the 22nd.

If any of you need one on one course advice or you've got questions about your course you are more than welcome to book a course advice session, which you can do the following link.

And not obey with

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Say, who can go through step by step with your course. Should you need it.

You then need to keep checking your day can email account at least weekly just to make sure that information coming through.

And you're aware of what's coming up. Once you've enrolled, you can actually then apply to get your student ID card and you can get this online.

Which again under the student central link. You'll see links for your ID card or you can just sort of type it in Google it, it'll come up and then we've got orientation white coming up, which is runs from Monday, the first of March and till Friday, the fifth of March.

This is a fantastic opportunity to meet your course directors for your course to have virtual library tours.

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01:09:15.240 --> 01:09:26.730

Kellie Henson: There's a lot of stuff going on. It'll be a big different looks a bit different machine because it is online rather than being on campus and we will miss seeing you and meeting you all

And just having that wonderful vibe that on campus brings but it is fantastic and our staff have done a wonderful job in getting this online for you so you can sort of type two is

Virtually around about the campus and say what's happening. But the biggest thing is to make your course directors.

And get more in depth information typically bad the course that you're enrolled in and undertaking and it really will help you set yourself up for a great start at Deakin

Do, sir.

I add they can University Student Association. They're the ones who do a lot of the organizing and running some awesome tours.

And they also have a lot of student clubs that you might be interested in. So if it's something that you want to do and getting engaged at Deakin are recommend doing that.

You will receive an email which will refer to orientation week and it will have an itinerary. So it will outline all the things that you can do when you can book in for your sessions so keep an eye out for that. So we. That's why it's important to check

Your emails regularly. So I'm hoping that most of you by now have created your username and password, because that's what you probably need to do, which we didn't

Think that Billy went through some but your username and password is what you're going to need before you can move forward with anything at Deakin

But if you have any issues at all, or any questions, as stated, you can book a one on appointment. And for now, you can just send through any questions that you have. So

The session was meant to finish at 11 have finished a little bit earlier. So we'll still be here in the background.

answering your questions, so please feel free to keep them coming. If there's anything at all that we can assist you with please let us know. But we'd like to thank you so much for joining us today and I really hope that you have gained

Some key tips and understand a lot of your next steps that you're required to do. Thank you so much for joining us and we look forward to meeting you in person. Thank you very much.