# StudentConnect demonstration transcript

Welcome everybody to our StudentConnect demonstration for commencing International students.

Today we’ll take you through the enrolment process on StudentConnect and we’ll also share with you some tips on how to use StudentConnect.

When you receive your offer email from Deakin University it will have a link in it to accept and enrol into your course. When you click onto that link you will create your username and password, and once you’ve done that you’ll come into the DeakinSync enrolment steps.

You’ll see the link at the top of your left-hand side screen, all you need to do is click on that and you’ll proceed into the steps themselves.

Just check that the information is correct on the screen before proceeding with the enrol button.

In these enrolment steps you’ll find some valuable information, particularly on planning your first year of your study, but you are asked to read through the information as it is presented here. As you do that, you can tick off the boxes to acknowledge that you have read this information.

You’ll notice on the left-hand side you can click down through the steps themselves there, or you can click on the next button to take you on.

So number three, plan your first year, is an important step. This is where we introduce you to the course rules, structures and the Handbook. You’ll find that we do refer you to the Handbook again in StudentConnect itself, but here you should find some general information that you should be aware of prior to enrolling into your course.

Once you’ve read that information and you’re comfortable to proceed, we’ll get you to click on the enrol online number four, and you can then proceed and click the enrol now.

This will then take you straight into StudentConnect itself. Here you will find it will open onto Enrol in unit/course and here you should see your 2020 offer and we’ll get you to click onto begin enrolment.

The first step are the terms and conditions of enrolment. We ask that you have a read through this information before proceeding at the bottom of the screen. You’ll find that there is a consent and accept button to click on.

Number two is confirm course. Here again you’ll see a copy of your course information. Please ensure that is correct before confirming your course, and if you are considering deferring your course into the next intake we ask that you do not proceed at this point. It is best that you speak to a Student Adviser or Deakin International admissions if you are thinking about deferring to the next intake.

If you are happy to proceed with your enrolment, please click on yes, I wish to confirm my enrolment, and then we’ll get you to click save and continue.

Step three is the contact details. Here we would like you to ensure you have completed the required contact information as indicated by the red asterisk. So we ask you for a home and postal address, and often these are the same address so please make sure you complete those details. You can also indicate if you would like your results sent to your mobile phone. And at the bottom here we ask for an emergency contact, please make sure you complete this particular requirement as well. Once you have done that, certainly click continue.

Step four is the statistics step and you only have to complete this once during your course at Deakin. So we do ask you a number of questions and we’ll take you through that now.

As an International Student I am going to answer no that I am not an Australian Aboriginal or Torres Strait Islander.

For citizenship, I’ve got essentially two options for International Students that I can choose from. I can either be an International student who intends to study in Australia on campus, which is number four here. Or the sixth option is International student who does not intend to study in Australia. At the moment, essentially we have a lot of students who are offshore and haven’t been able to make their way to Australia. So we would suggest you select number six at this time because this can be updated once you’re able to travel to Australia. For our students that are already onshore you would select number four. So for this demonstration I am going to select number six.

So in country of birth you can either select from Australia or an overseas country. So I am going to use the list button to select an overseas country. You’ll find a down arrow on that particular box here and I can certainly select through and I can type in the first few letters of my country, and in this example I’m going to select India and hit the select button.

So had I been able to travel to Australia I would of put the year of arrival as 2020 in this box, as I am not able to travel to Australia, I’m going to put in 9998.

Then going down to the next question, residence, so this is where my permanent home residence is, I am actually going to select again an overseas country from the list. And click the dropdown arrow and I am going to type I N D to find India, and I’m going to select India and click select.

The next question is in what country is your residence during this trimester or semester, so in this instance I am going to select again an overseas country from the list. And again I am going to choose India. Now for our onshore students obviously you could provide us with a postcode in Australia in both instances. Certainly we would envisage your permanent home residence your original home country, and your residence during the trimester would be in Australia, so if you can put a postcode in that particular box there.

The next question is language, so we are looking for the language that you speak predominately at home, which would either be English or again another language from the list. So in this instance I am going to select English.

The next question on secondary education is only for domestic students so you can ignore this question.

Education level, this is where we ask you what your highest level of education achievement is. At this point I am going to select a bachelor degree. For those students that have recently completed their year 12 studies or equivalent you should select, none of the above.

The next question relates to your course that was indicated essentially above, so what is the name of the institution of your undergraduate course. I indicated above that I have done a bachelor degree so I would go down to this list button and select that institution where I undertook that bachelor degree. Had you selected an alternative response above, you can certainly nominate either that you are not commencing a postgraduate course or, potentially, if you are commencing a postgraduate course but have no undergraduate studies. So from the list button I am going to select an institution. And from the dropdown arrow I am going to select Deakin in this instance, and click select.

We’re almost done, so the final questions relate to disability, so you can declare if you do have a disability, or you can answer no, you don’t have a disability. If you wish to disclose a disability with us, you can certainly indicate here if you would like to be contacted about this. You will be contacted by a Disability Resource team who will be able to assist you with assessments and related tasks.

The last question is about parent or guardian education. Here we’d like you to indicate what their highest level of attainment is. And then hit save and continue. If for some reason you haven’t answered a question correctly it will give you a message to say that.

We are now onto step five which is majors, minors and specialisations. For students that have a course that has a major, minor or specialisation. For students that it is not applicable, you will go straight to number six in this instance which would be units.

So on here I actually can select if I know what major, minor or specialisation I am going to do on my course. As I am enrolling in a postgraduate course, I would select a specialisation. Certainly to add a major, minor or specialisation you just click onto the pink button. Here it brings up our search box, now you don’t actually have to add anything into these fields, you just simply click the search button and it will populate the list of majors, minor or specialisations that are available to you to select for your course. And as you can see, I have got a list of specialisations, several pages worth, and if I wish to select one of those, I would tick the add button on the right, and click add again. And to finalise that I click save.

Now as you can see, the status of this specialisation is enrolled. I have a code representing this specialisation over here on the left which I will be able to see in the Handbook entry for this course. Now I can hit continue onto the final step.

So here I have the units screen. I haven’t got any units there to actually enrol in by default but I will be able to add them myself. To find out what units I should actually be studying in this trimester I am actually going to go have a look at our Handbook. You’ll find the link to the Handbook at the top of the screen. And the University Handbook is where you will find not only the course entry for your course, but you can also access your course map. So down here I can see the 2020 Handbook for trimester three commencement. I am going to search for my course in the search box here. And this is my course, Master of Business Administration (International). I’ll click onto that and this produces my course entry.

Here you will find a lot of information if I just scroll down for you, there’s a lot of sub-headings so you can have a look at things like course rules, specialisations, the actual course structure, and other options that you will need to be aware of.

In this instance, we are actually going to have a look at the course map. The course map should be at the top of the screen and you’ll see there may be different course maps for the different intakes. As I am new for trimester three 2020 I am going to click on this course map.

This will open a .pdf document, and it will give me a year by year breakup of my course and the units that I am required to take. So you will see here that I have course year one, two and three. This will indicate to me core units that need to be undertaken to fulfil the requirements of the course, and it should indicate to me where I can do a specialisation or elective unit.

In this instance as I am commencing in trimester three 2020 I am going to search for this unit here MPE781. So going back to StudentConnect, I can click the add units button and I can search for that unit code and click the search button. So it has given me two results, I have a Burwood and a Cloud Campus offering and as I am studying via the Burwood Campus I am going to select this one here. Click add and add that to my list.

So when you add a unit initially in this unit step, you’ll see that it actually has a status of to be added and that means that its almost complete, I haven’t finished enrolling into it though. You’ll see that this is indicated below where it says one pending change. Click finish enrolling to finalise.

Before I finalise my enrolment, I also need to add any compulsory units that I need to undertake in my course. Bringing back the course map, I can see that I could do up to four units here in trimester three. I am just going to enrol into the one. If I scroll down here I can see I’ve got course rules outlined as well and you’ll notice Academic Integrity is a mandatory unit that must be completed, so I am also going to add this unit. Scrolling further down there is additional information on the course map so please have a look through your course map, you may find there are electives specified and core units as well.

So again I am going to click on add units and I am going to search for MAI010 and click search, and again I have two responses. I am going to select the Cloud Campus offering for Academic Integrity clicking add and add. So now I have the two units as to be added and I’ve got the two pending changes. So to finalise my enrolment, I am going to click finish enrolling and I know that this is successful because it says units successfully saved and I have a confirmation number. If for some reason you are not sure or you don’t have a record of the confirmation number, simply click back to current enrolment or check the unit status. So it will only appear as enrolled if you’ve successfully enrolled into the units.

So you can see here that I have no pending changes and I’ve got two enrolled units. So that essentially is enrolling and I have completed my enrolment for trimester three.

If for example I decided I wish to change that unit, I can do so as long as it is not passed the deadline for the trimester I am enrolling into. So certainly on the Deakin Handbook we’ll show you where you can access the date. So just clicking back to my course entry and clicking on University Handbook. So each year we produce a Handbook and they will have a set of dates. So for 2020 Handbook you’ll see on the left here, dates and deadlines. So please make sure you review your dates respective of which trimester or teaching period you are enrolling in, and you’ll find under each one there is a set of dates. So for today’s demonstration, I’m going to go back into StudentConnect and I’m actually going to change the unit that I am studying here, Economics for Managers. So by looking at my course map I know that I would actually prefer to do Ethics for Managers, so I am going to search for this particular unit and see if I can add that one as well. Again clicking search and here we go, we have two responses, I’ve got a Burwood offering and a Cloud Campus offering, and in this instance I am going to select the Burwood offering, and I’m going to click add.

Okay so I have got one pending change again, its to be added, and while I am here I am actually going to withdraw from Economics for Managers. So I use these three dots here and it will give me an option I can actually edit to change perhaps what period I am studying it in or what campus I am studying it at, but in this instance I am going to discontinue from this unit. We do ask you when you withdraw from a unit why you are doing that, so you can select from a variety of reasons there. I am going to select I changed my mind about which unit I wanted to study and click ok.

So now I have two pending changes, I’ve got a to be added and a to be discontinued. So I need to click finish enrolling once again. And it’s successfully saved and I’ve got another confirmation number there.

So again I can review it by going back to current enrolment and this shows me I have two enrolled units and one discontinued. At this point I am happy with my enrolment.

What I can do is access and update any of my details that I have provided Deakin with such as preferred name. So on the left-hand side of your StudentConnect you’ll have update your preferred name. You can put a name that you would like us to refer to you as, certainly we would suggest not including your surname and don’t repeat your first name. So in this instance, I will put in Sam and hit save.

You can also update your contact details at any time, and we would ask that you do this, particularly if you move or your address changes at any time. And for our offshore students, obviously once you are able to travel to Australia we would ask that you update your contact details upon arrival.

Additional functions that you can access on your StudentConnect include withdrawing from a unit which will take you back into the enrolment process, you can see here that I can now update my enrolment and I can jump straight to units, I no longer have to go back through the steps, I can go straight to units and make changes on my units there.

You’ll also find on the left-hand menu there, fees and payment and here you can actually view your invoice. So if you need to make a payment for your enrolment, you’ll actually need to click view invoice and this will generate your invoice for your upcoming trimester and you can then obviously make your payment towards that unit.

As I have enrolled into an on campus unit for trimester three I will be required to complete my timetable. Once you have enrolled into units, it will take around about 30 to 60 minutes before you can do your timetable. So you will notice on the left-hand side of the menu, you’ve got a link to timetable, it’s called STAR, so once you’ve enrolled into any on campus units, we would ask you to access STAR and complete your timetable.

Even though Deakin is teaching online, you will still be required to nominate your preferred seminars and classes.

If you do have any difficulties using StudentConnect, accessing your invoice, perhaps doing your timetable or making changes to your enrolment, we would ask that you contact Student Central.

You can access Student Central’s contact information by clicking on the link in StudentConnect and you’ll also find on the Deakin website you can access the help up here on the right. You can log an enquiry through the pink button there that says current student enquiries or you can certainly give them a call on any of those numbers.

Thank you very much for joining us today on our StudentConnect demonstration, we hope you have a successful trimester three.