ENROLMENT GUIDE
DIPLOMA OF COMMERCE

deakincollege.edu.au
How to Enrol

PLEASE READ THIS IMPORTANT INFORMATION CAREFULLY.
The following instructions explain how to enrol for units at Deakin College. There are two parts to this process. Part 1 is for you to enter your details. Part 2 is to choose your units.

To enrol in your Deakin College classes, you must first access your Student Portal:
Your Portal can be accessed via the Deakin College webpage from the link below.

**Part 1**

*Step 1 - Login and personal details*

https://learning.deakincollege.edu.au/user/login

Please login and follow the prompts.

**Username** – Student ID eg ABCDD1702 (refer to your offer letter for your Student ID)

**Password** – Date of Birth (YYYYMMDD eg. If your birthdate is 03 Nov 1997, type in 19971103)

**Step 2 – Account security**

When you log in for the first time, you will be prompted to put an answer to a secret question and change your password.

Choose one of the secret questions from the list and enter an answer (it will be used if you forget your password)

**Step 3 – Personal details**

Complete all of your details.
At the bottom of each page are next and previous buttons. If you click next and there is missing information it will be highlighted in red or yellow and you will need to complete the required information.
Step 4 – Personal details

Complete all of your details.
At the bottom of each page are next and previous buttons.
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Step 5 – Passport/visa (international students only)

Complete your Passport and arrival information
Complete your visa details.
If you have an electronic visa (an email sent to you by the Department of Immigration and Border Protection confirming your visa grant), type EVISA
NOTE: Overseas Student Health Cover Details are display only.

Step 6 – Emergency contact

Next of kin is a close family/relative
Emergency contact can be a relative or friend that is contactable and able to assist in reaching a family/relative, preferably a second person so if your next of kin is not contactable we have second person to contact

Step 7 – Local contact

This is the address you live at while studying. If you don’t have an Australian address yet, use the Deakin College address and update your profile once you find permanent accommodation:
Address line 1: Building LA, Deakin University
Address line 2: 70 Elgar Road
Suburb: Burwood
State: VIC
Postcode: 3125
**Step 8 – Permanent address**

This is where you normally live, could be an overseas or interstate address. Please note the “copy from” button that you can use to copy all the details from your local address if applicable.

**Step 9 – Correspondence address**

This is where you want any mail sent to.

**Step 10 – Disability/health**

If you have a disability or health issue that may affect your study in any way, please let us know as early as possible. Extra assistance may be available to you, but there is an assessment process that will be done.

**Step 11 – Schooling/Qualification details**

This is about your academic qualifications and details to date.
Step 12 – FEE-HELP details

Answer all the questions

Step 13 - Privacy

You must agree to the release of academic results to the University.

Please select YES.

Step 14 – Accept declaration

This completes the new student information
Click “I have read the above declaration and agree to the terms and conditions”
Click “Next”.

Part 1 is now complete.

Please click on the “Enrolment” tab to go to Part 2 to choose your units.

Read through the terms and conditions and click ‘I agree to the terms and conditions’. This should take you to the enrolment page.

If you see this on your screen, It means that you have a condition/s on your enrolment so you won’t be able to proceed any further for now. This will be quite common, so don’t worry. If you do see this, it is VERY IMPORTANT that you send an email to dcoll-enrolments@deakin.edu.au or come to Orientation and our staff will help you out. You will not be able to proceed any further until you have satisfied these conditions. Please bring all of the documents listed in the conditions and we will ensure that you can enrol in your classes without any problems.
Part 2
UNITS TO ENROL IN

In the first trimester of study in the Diploma of Commerce, students should enrol in 3 or 4 units from the following list:

- MAA103  Accounting for Decision Making
- MAE101  Economic Principles
- MMK101  Marketing Fundamentals
- MIS171  Business Analytics

Fast track: choose 4 units
Standard track: choose 3 units

Select an available time (if more than one class exists for that unit).

Click ‘Next >’ to confirm selection of that class.

Click on Enrol to confirm selection of the unit.

The weekly timetable will now show the time at which your class has been selected.

Continue to select your other units.
Once you have selected all your units, click on ‘Finalise enrolment’.

If you have access to a printer, click on the ‘Print’ button to print out your enrolment confirmation, or you can take a photo of it with your smartphone.

Your enrolment is now complete.

If you have successfully completed your enrolment, head over to the courtyard between Building LA and LB at **11:00am on Tuesday 26 February** (you do not need to come at 9.00am as per the flyer since you have enrolled already) and join us for the Deakin College Orientation Welcome where you can have fun and meet new friends!

Check out the Orientation Highlights from our March intake here: [https://youtu.be/3-xRSh7AsQA](https://youtu.be/3-xRSh7AsQA)