About the Study Plans Tab

The Study Plans tab in eStudent allows you to manage your enrolment at UTAS.

It allows you to:
- Check your current enrolment details
- Enrol and withdraw from your units

Your Study Plan explained:

Your Study Plan lists the total credit points required to qualify for your course.

Each Major/Minor/Specialisation, Choice Line and Unit is allocated credit points that will count towards your total.

Your Study Plan displays your current status in each part of your course:
- Admitted – when you have been admitted into a Course.
- Approved – when your Major/Minor/Specialisation has been selected and added to your Study Plan.
- Credit Points remaining for selection – when a Major/Minor/Specialisation, Choice Line or Unit needs to be selected by you. By clicking Choose, you will be presented with options to add to your study plan.
- Planned – when the unit needs to be completed but you are not yet Enrolled.
- Enrolled – when you have enrolled in your unit.
- Passed – when you have successfully passed the unit.
- Exempt or Credited – when you have been awarded recognition for the specific unit based on prior study or experience.
- Advanced Standing – when you have been awarded recognition for part of your Course, but not necessarily against a specific unit, based on prior study or experience.

Study Periods are the period of time in which a unit is offered – for example, Spring school, Semester 1 etc.

Units may be offered On Campus or Off Campus:
- Each **On Campus unit** will have one or more campus locations. This means the campus location(s) at which the unit is available – for example, when a unit is listed as **Hobart On Campus**, it means this unit is available for enrolment and attendance on campus in Hobart.
- Each **Off Campus unit** will usually have only one campus location registered against it. This means the administrative campus only and you are able to enrol in this unit (by distance) even if you are undertaking your course at another campus – for example, when a unit is registered as **Launceston Off Campus**, you are able enrol in this unit even if you are undertaking your course at another campus such as Rozelle-Sydney.
Use your Study Plan to Enrol for 2015 or in Spring 2014 units

To view your Study Plans click on the Study Plans tab in the top menu bar.

Your available Study Plans will display the Course, Title, Stage, Status and Credit Points.

Choose the Select button for more information.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Stage</th>
<th>Status</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>13A</td>
<td>Bachelor of Arts</td>
<td>Admitted</td>
<td>Admitted</td>
<td>300.00</td>
</tr>
<tr>
<td>X0A</td>
<td>Unistart Program</td>
<td>Admitted</td>
<td>Admitted</td>
<td>100.00</td>
</tr>
</tbody>
</table>

The course and units of the Study Plan will display. Use the Expand All (+) and Collapse All (-) buttons to view.

Click on More Details for additional information regarding your Course:

At this point, please take note of the Year you were Admitted to the Course you wish to add unit enrolments to – this reference will determine which set of enrolment instructions you need to refer to.
Enrolment Guide for Study Plan with Course Admitted Year = 2014 or beyond

Please refer to this enrolment guide if the Year you were Admitted to your Course is listed as 2014 or later.

Prior to using your Study Plan to enrol, you may wish to refer to the Course & Unit Handbook to understand your Course rules in more detail. You should refer to the Course & Unit Handbook from the year you were admitted to your Course:

- [2014 Course & Unit Handbook](#)
- [2015 Course & Unit Handbook](#)

Study Periods are the period of time in which a unit is offered – for example Semester 1, Semester 2 or Spring school extended. You can view the current availability of units in the Course & Unit Handbook by clicking on one of the links below:

- Find current availability details of units on offer in one of the Spring 2014 Study Periods
- Find current availability details of units on offer in a 2015 Study Period.

You are now ready to enrol in eStudent

When viewing your Study Plan, you may see ‘Planned’ units and/or ‘Choice’ lines for Majors/Minors/Specialisations or Electives.

As soon as you have ‘Planned’ units on your Study Plan, you will see a blue bar above your Study Plan. The settings here are linked to the availability information you will be able to see when you enrol in a unit. As soon as you can see this blue bar, you should change these settings to All Years, All Study Periods, All Locations and then Click Search to enable the full range of current availabilities for enrolment.

To enrol in a ‘Planned’ unit:
- use the drop down menu to select the study period and campus
- tick the box above ‘Enrol’
- you can select more than one unit for enrolment prior to clicking the Enrol button at the bottom of the screen
- remember to click the Confirm Enrolment button at the bottom of the next screen to save your enrolment/s
To enrol using a ‘Choice’ line for a Major/Minor/Specialisation:

- Expand the list using the ‘+’

![Image of expanded list](image1)

- Click the ‘Choose’ link

![Image of choose link](image2)

- Use the drop-down list to select the appropriate Major/Minor/Specialisation and click the ‘Search’ button to display the list of units. Then select the ‘Add to Study Planner’ link for your chosen unit/s.

![Image of search and select](image3)
• The unit/s will appear in the Study Planner section.

![Study Planner](image)

• Select the ‘Save changes on Study Planner’ button.

![Save changes on Study Planner](image)

• The units will now be displayed on your Study Plan as ‘Planned’.

![Study Plan](image)

• Refer to page 3 and follow the instructions **To enrol in a ‘Planned’ unit:**
To enrol using a ‘Choice’ line for Electives:

- Click the ‘Choose’ link

  ![Image of Study Plans Tab]

- If you know the unit code, for example, FST215 enter the unit code, and click the ‘Search’ button.

  ![Image of Study Planner]

- The unit will appear in the corresponding ‘Electives’ list and click ‘Add to Study Planner’

  ![Image of Study Planner with FST215 added]
The unit/s will appear in your Study Planner.

Continue to ‘Search’ for individual units as needed
Click the ‘Save changes on Study Planner’ button

The unit/s will now be displayed on your Study Plan as ‘Planned’.

Refer to page 3 and follow the instructions To enrol in a ‘Planned’ unit:
Enrolment Guide for Study Plan with Admitted Year = 2013 or prior

Please refer to this enrolment guide if the Year you were Admitted to your Course is listed as 2013 or earlier.

Prior to using your Study Plan to enrol, you may wish to refer to the Course & Unit Handbook to understand your Course rules in more detail. You should refer to the Course & Unit Handbook from the year you were admitted to your Course:

2013 Course & Unit Handbook and Change the Handbook Year as appropriate

Study Periods are the period of time in which a unit is offered – for example Semester 1, Semester 2 or Spring school extended. You can view the current availability of units in the Course & Unit Handbook by clicking on one of the links below:

Find current availability details of units on offer in one of the Spring 2014 Study Periods
Find current availability details of units on offer in a 2015 Study Period.

You are now ready to enrol in eStudent

Our staff may have included ‘Planned’ units in your Study Plan or your Study Plan may contain a ‘Unit Choice’ section.

As soon as you have ‘Planned’ units on your Study Plan, you will see a blue bar above your Study Plan. The settings here are linked to the availability information you will be able to see when you enrol in a unit. As soon as you can see this blue bar, you should change these settings to All Years, All Study Periods, All Locations and then Click Search to enable the full range of current availabilities for enrolment.

To enrol in a ‘Planned’ unit:

- use the drop down menu to select a study period and campus
- tick the box above ‘Enrol’
- you can select more than one unit for enrolment prior to clicking the Enrol button at the bottom of the screen
- remember to click the Confirm Enrolment button at the bottom of the next screen to save your enrolment/s
Your Study Plan may contain a ‘Unit Choice’ section indicating the credit points you are required to select to complete your study. You may need to scroll down to see the ‘Unit choice’ section.

**To enrol using a ‘Choice’ line:**
- Click the ‘Choose’ link
  - If you know the unit code, you can enter the unit code, for example, HTG101 and Click the ‘Search’ button.
  - The unit will appear in the ‘Choice list’. Select ‘Add to Study Planner’
• The unit/s will appear in your Study Planner.

![Study Planner]

• Continue to ‘Search’ for individual units

• Click the ‘Save changes on Study Planner’ button

![Save changes on Study Planner]

• Your Study Plan will now display your ‘Planned’ units

• Refer to page 8 and follow the instructions **To enrol in a ‘Planned’ unit:**
Current Enrolment

You can view all of your current enrolments using the Current Enrolment section:

Use the buttons at the bottom to navigate to the Withdraw page, Reselect a Study Plan or Email me Enrolment Advice.
Withdrawal

Go to the Withdrawal section to withdraw from a unit.

To withdraw from a unit, check the box and click the Withdraw button.

You will be asked to Confirm the withdrawal:
And confirmation that you have been successfully withdrawn will display:

![Image of confirmation message]

**Course Withdrawal Details**

To withdraw from an entire course you will need to request this through the Academic Administration office for your Faculty/AMC. The Course Withdrawal Details page contains contact information for the Academic Administration office in each Faculty and the AMC:

![Image of Course Withdrawal Details page]
**Leave of Absence**

If you would like to request a Leave of Absence from your course, select the Leave of Absence section:

![Leave of Absence > Select a Study Plan](image)

**Student Waivers**

Student Waivers will appear in the Student Waiver section. If you have no waivers this will be noted:

![Student Waivers](image)