

HOW TO COMPLETE CLASS REGISTRATION

Higher Education Student



2021 Winner
LARGE TRAINING PROVIDER
OF THE YEAR



2021 Winner
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OF THE YEAR



**2021 Gold Winner
& Hall of Fame**
VICTORIAN TOURISM AWARDS

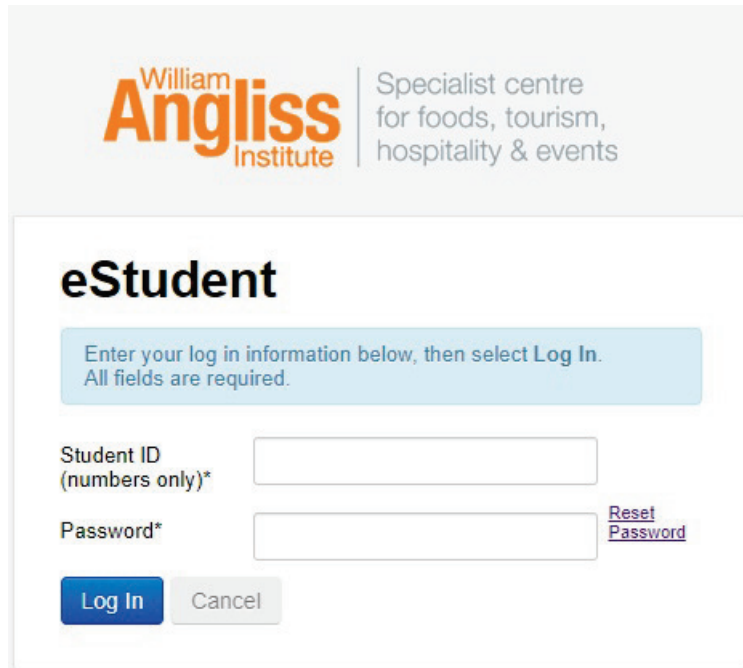
HAVE YOU...

- **Accepted your offer?**
 - Click [here](#) for instructions on how to accept your offer
- **Verified your personal details?**
 - Click [here](#) for instructions on how to verify your personal details
- **Enrolled into your subjects?**
 - Click [here](#) for instructions on how to enrol into your subjects

You need to complete these steps before you can complete your class registration!

If you encounter an error at any stage of the class registration please contact the Student Management Officer for Higher Education, Jumi Park, via jumi.park@angliss.edu.au or (03) 9606 2214

ESTUDENT LOGIN



The screenshot shows the login interface for the William Angliss Institute. At the top left is the logo for William Angliss Institute, with the text 'Specialist centre for foods, tourism, hospitality & events' to its right. Below the logo is the heading 'eStudent'. A light blue box contains the instruction: 'Enter your log in information below, then select Log In. All fields are required.' There are two input fields: 'Student ID (numbers only)*' and 'Password*'. To the right of the password field is a link that says 'Reset Password'. At the bottom left are two buttons: 'Log In' (in blue) and 'Cancel' (in grey).

- Log into [eStudent](#)
- Your **Student ID** is listed in your Offer email
- Your initial Password has been set to your Date of Birth in DDMMYYYY format
 - If you changed your password when you accepted your offer this is your new password

VIEW CLASS REGISTRATION

My Details My Courses **My Class Timetable** My Finances My Agreements My Results and Graduation

Student Timetable > My Timetable

Study Package for **2024 HE Semester 1** Week Starting **Refresh**

There are 9 classes from 2 components available for registration.

Component	Study Requirements	Registration Status	Expand All
MAN501 Management Fundamentals	One 2-Hours Lecture, One 2-Hours Tutorial	1 Class Not Registered	Change
RES501 Foundation Academic Communication Skills	One 2-Hours Tutorial, One 2-Hours Computer	No Classes Registered	Register
TOU501 Introduction to the Tourism Industry	One 4-Hours Seminar	All Classes Registered	Change
TOU502 Destination Concepts	One 4-Hours Seminar	All Classes Registered	Change

- Click **My Class Timetable** at the top of the screen
- Select the correct year and study period
- Click **Refresh**, and you will see the list of subjects you are enrolled in for the semester

CHECKING CLASS REGISTRATION STATUS

Study Package for 2024 HE Semester 1 Week Starting Refresh

There are 9 classes from 2 components available for registration.

Component	Study Requirements	Registration Status	Expand All
<input type="checkbox"/> MAN501 Management Fundamentals	One 2-Hours Lecture, One 2-Hours Tutorial	1 Class Not Registered <input type="button" value="Change"/>	
<input type="checkbox"/> Lecture		Registered Class 1 Time: Tuesday 9:00 am-11:00 am Location: William Angliss Latrobe St A A337	
<input type="checkbox"/> Tutorial	No class selected yet. You need to select one.		
<input type="checkbox"/> RES501 Foundation Academic Communication Skills	One 2-Hours Tutorial, One 2-Hours Computer	No Classes Registered <input type="button" value="Register"/>	
<input type="checkbox"/> Tutorial	No class selected yet. You need to select one.		
<input type="checkbox"/> Computer	No class selected yet. You need to select one.		
<input checked="" type="checkbox"/> TOU501 Introduction to the Tourism Industry	One 4-Hours Seminar	All Classes Registered <input type="button" value="Change"/>	
<input checked="" type="checkbox"/> TOU502 Destination Concepts	One 4-Hours Seminar	All Classes Registered <input type="button" value="Change"/>	

All Classes Registered	Some or all of your classes are already registered for the subject.
1 Class Not Registered	This happens when eStudent automatically registers you into the only class available. You cannot change the time of that class.
No Classes Registered	No classes are registered for that subject.

- If you have all you are registered in all your classes

CLASS REGISTRATION OPTIONS

Option 1: eStudent can auto-generate and register into clash free classes

- Please refer to slide 7

Option 2: You can select your own classes and register

- Please refer to slide 8 and 9

OPTION 1: ESTUDENT AUTO-GENERATE

Study Package for 2024 HE Semester 1 Week Starting Refresh

There are 9 classes from 2 components available for registration. Generate and Register into clash free classes

Component	Study Requirements	Registration Status	Expand All
<input checked="" type="checkbox"/> MAN501 Management Fundamentals	One 2-Hours Lecture, One 2-Hours Tutorial	1 Class Not Registered Change	<input checked="" type="checkbox"/>
Lecture		Registered Class 1 Time: Tuesday 9:00 am-11:00 am Location: William Angliss Latrobe St A A337	
Tutorial		No class selected yet. You need to select one.	
<input checked="" type="checkbox"/> RES501 Foundation Academic Communication Skills	One 2-Hours Tutorial, One 2-Hours Computer	No Classes Registered Register	<input checked="" type="checkbox"/>
Tutorial		No class selected yet. You need to select one.	
Computer		No class selected yet. You need to select one.	

- You can click **Generate and Register into clash free classes** and eStudent will generate the timetable for you
- If successful, the registration status for all subjects will change to and there is no more action required. Please go to [Next Steps](#)
- You can still change the timetable by selecting **Change**

OPTION 2: SELECT YOUR OWN CLASSES 1/2


Study Package for 2024 HE Semester 1 Week Starting Refresh ?


There are 9 classes from 2 components available for registration.


Component	Study Requirements	Registration Status	Expand All
<input checked="" type="checkbox"/> MAN501 Management Fundamentals	One 2-Hours Lecture, One 2-Hours Tutorial	1 Class Not Registered	<input checked="" type="checkbox"/> Change
Lecture	<input checked="" type="checkbox"/> Registered	Class 1 Time: Tuesday 9:00 am-11:00 am Location: William Angliss Latrobe St A A337	
Tutorial	No class selected yet. You need to select one.		
<input checked="" type="checkbox"/> RES501 Foundation Academic Communication Skills	One 2-Hours Tutorial, One 2-Hours Computer	No Classes Registered	<input checked="" type="checkbox"/> Register
Tutorial	No class selected yet. You need to select one.		
Computer	No class selected yet. You need to select one.		

- Click on expand or expand all icons (+) to see the classes you are required to register into
 - Generally you are required to register into one lecture, and one tutorial for each subject
- Click **Register** or **Change** to select your timetable

OPTION 2: SELECT YOUR OWN CLASSES 2/2

RES501 Foundation Academic Communication Skills One 2-Hours Tutorial, One 2-Hours Computer  All Classes Registered

Tutorial  Registered Class 2 Time: Tuesday 2:00 pm-4:00 pm Location: William Angliss Latrobe St B B244



Computer  Registered Class 1 Time: Monday 2:00 pm-4:00 pm Location: William Angliss Latrobe St A A340

Save Cancel Hide Full Classes Print My Timetable







	Monday	Tuesday	Wednesday	Thursday	Friday
8 am					
9:00	TOU502 Seminar (1) William Angliss Latrobe St B B248	Unavailable? Tutorial (1) William Angliss Latrobe St B B244	MAN501 Lecture (1) William Angliss Latrobe St A A337	Unavailable? Computer (2) William Angliss Latrobe St A A340	Computer (3) William Angliss Latrobe St A A340
10:00					TOU501 Seminar (1) William Angliss Latrobe St A A227
11:00					
12 pm					
1:00		MAN501 Tutorial (1) William Angliss Latrobe St B B248			
2:00	Computer (1) William Angliss Latrobe St A A340	Tutorial (2) William Angliss Latrobe St B B244		Computer (4) William Angliss Latrobe St A A340	
3:00				Tutorial (4) William Angliss Latrobe St B B244	
4:00			Tutorial (3) William Angliss Latrobe St B B245		
5:00					

Save Cancel Hide Full Classes Print

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- All available classes for the subject you are registering into will appear **bolded**
- Hover over and click the desired class/time, and then press **Save** to register for that class
- Once the class is registered into a  will appear
- Complete registering until you have  All Classes Registered appear at the top of your screen
 - All your other registered subjects will appear greyed out, and Unavailable? will appear against classes that clash

TROUBLESHOOTING

Problem	Reason	Solution
 All Classes Registered My timetable does not clash, but I want to change it.		Click Change next to the subject and select the other available class that does not clash with your registered classes.
 All Classes Registered My timetable does not clash, but I want to change it and there are no other class times.	There is only one class open, or all other classes are already full so they are no longer available.	If the timetable for the subjects you are enrolled in does not work for you, you will need to consider changing your enrolled subjects. Contact your Student Management Officer for assistance.
 No Classes Registered	Class registration is incomplete.	Click Change next to the subjects with  or  and select the available class that does not clash with your registered classes.
 1 Class Not Registered	You have attempted class registration but were unable to create a clash-free timetable. Your classes clash, so you will need to find another subject	If you need to find another subject contact your Student Management Officer for assistance.
There are no other available class times, but I have to complete the subject to graduate as it is my last semester.		Contact your Student Management Officer for assistance.
I have a problem not listed here.		Contact your Student Management Officer for assistance.

■ NEXT STEPS

Congratulations you have completed Step 5!

- Please refer to the [Orientation](#) webpage for information about HE Orientation
- Please refer to the online [Higher Education Enrolment Guide](#) for important information regarding your enrolment

