AVANTIS How to Guide
Enrolling into Classes

**STEP 1:** Log on to [http://avantis.icms.edu.au](http://avantis.icms.edu.au) and Navigate to the Student Center
NAVIGATION: Main Menu ➔ Self Service ➔ Student Center

**STEP 2:** Refer to Academics space and select **Plan**

**STEP 3:** Select **PLAN BY MY REQUIREMENTS**

**STEP 4:** Select the course/s (subject/s) you have not completed and you wish to study in coming term

eg. RET101 – Intro to Retail Management
STEP 5: Select add to planner

You will receive confirmation the course RET101 has been added to your planner.
STEP 6: Continue to add courses to My Planner by returning to Plan tab and select PLAN BY MY REQUIREMENTS, follow the process above.

Note:
Going on **Industry training**?
- Select Industry Training IND201 in My Planner;
- Currently on first term of Industry training? select Industry Training IND202;
- Completing Industry training? Plan the subjects you wish to take as above.

STEP 7: Move your courses from My Planner to the next trimester

Tick the courses in the Select column and select the required trimester

You will receive the following response...
STEP 8: Enrolment

Return to the Student Centre and select Enrol

You have the opportunity to add subjects or drop subjects in Enrol

If you did not Plan your subjects using the steps above you can add your subjects now using the add tab

If you have your subjects in My Planner, select My Planner and search
IMPORTANT: Ensure you are selecting classes for next trimester

- My Planner (below) will show classes that are available next term, it will also show if a course is not offered in a specific term.
- Once you have reviewed the published draft Timetable on the ICMS Student Hub [https://hub.icms.edu.au] select your class...
You will now see Lecture Class Times and Tutorial Times ...

**STEP 9: Select the lecture time you prefer**

Tutorial class times will automatically appear, select the tutorial time you prefer.

Status: Open - this class is available;

Status: Closed - this class is full; you will need to choose again.

Once you have made your preference **Select Next...**
If class is open you know will receive the following response:

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

RES 100 has been added to your Shopping Cart.
2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

3. View results

View the following status report for enrollment confirmations and errors:

STEP 10: Check the Status (enrolment confirmation) and Add another Class is required.

Your Class will automatically appear on your Student Centre
Dropping Classes

**STEP 1:** Refer to Academics space and select **Enrol**

**STEP 2:** Select drop

**STEP 3:** Select Classes to drop and Drop Selected Classes

**STEP 4:** Select Finish Dropping

**STEP 5:** View results