AVANTIS - How to Guide #3
Enrolling into Classes

STEP 1: Log on to http://avantis.icms.edu.au and Navigate to the Student Centre

NAVIGATION: Main Menu → Self Service → Student Centre

OR

Your student centre will look similar to this...
STEP 2: Refer to Academics space and select PLAN

STEP 3: Select PLAN BY MY REQUIREMENTS

STEP 4: Select the course/s you have not completed and you wish to study in coming term [e.g. MGMT112 - Service Management]

Click on the Hyper Link in the description column “Service Management”
STEP 5: Select **ADD TO PLANNER**

You will receive confirmation the course MGMT112 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 click on **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 Timetable on the ICMS Student Hub [https://hub.icms.edu.au] select your class...
You will know see Lecture Class Times...

And Tutorial Times...

Select the lecture time you prefer
STEP 9: Once you have made your preference...

Select NEXT

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.

If class is open you know will receive the following response...
STEP 10: Move your classes from your shopping cart to enrol,
Example: BBA315 L1 and T1

1. Check this box
2. Click on the enrol tab

If your enrolment is correct select FINISH ENROLLING...
If your enrolment is correct you will receive a Success message

You have successfully enrolled into class

If you have a time clash you will receive the following Error message...

It will be necessary for you to ADD ANOTHER CLASS

Use the Timetable on the ICMS Student Hub [https://hub.icms.edu.au] to assist with this process.
STEP 11: View your completed timetable

Use the “my class schedule” tab

You can select Display Options, and filter your view to show enrolled classes only –
- List view below

Or select...
- Weekly Calendar View
STEP 12: Print your timetable, move to the bottom of the page and select

Select this link and print as per normal practice

Remember:

- If you receive a message stating that a class is closed [or full] then it means the class has reached the capacity set by the ICMS Faculty;
  - Your option here is to check later to see if a space has become available and then enrol at that time; or
  - Select a different time for the class you wish to take; or
  - Select a different subject for the coming term.

- You can contact Student Services at studentservices@icms.edu.au to seek assistance, though if a class is listed as closed in AVANTIS it is also closed for Student Services and they will be unable to provide any further assistance;

- You will not be able to enrol into subjects if you haven’t satisfied the stated prerequisites;
  - The list of subject prerequisites is available on the ICMS Student Hub [https://hub.icms.edu.au] to assist with the enrolment process.

If you need further assistance/advice with enrolment after using this “How to Guide” then please visit the Student Services at the ICMS Headquarters building.