

ENROLMENT FOR CONTINUING STUDENTS



Re-registration (Re-enrolment)

Each session, you will receive an email informing you when re-enrolment is open.

It is best to enrol (register) in units (your subjects) before the next session begins so you don't miss any important information or course content in the first 2 weeks of class.

The final deadline for registration in units is always Friday of week 2. **For session 1 2021, the registration deadline is next Friday 19th March.**

How to re-enrol

- Go to www.sibt.nsw.edu and click on “[Student Portal](#)” on the top right-hand side.
- Log in by entering your Username (student ID) and Password.
- Go to “My Registration” & ensure that all details are correct before proceeding.
- Follow the steps to complete, refer to the [guide](#) if needed.

Timetable

Once you are in the student portal and have chosen your recommended units, options for class times will appear. Your timetable is generated as soon as you enrol in your units. You can log in to the [Student Portal](#) anytime to view your timetable again.

What units to choose?

Information about each program of study and the units required can be found on [the SIBT home page](#) under “*What to Study*”.

Need more help?

If you've tried following the guide and require further help, SIBT provides one-on-one assistance with registration. To book an appointment, [click here](#).

Study load adjustments

Domestic students:

Your study load is not restricted- you can enrol full time or part time.

International Student Visa Holders:

The minimum you must enrol is three (3) units, to be considered as a full-time student and to comply with your visa requirements, unless it is your final session of study and you have less than three to complete.

Sponsored Students

If you are a sponsored student, you need to be enrolled full-time. Please speak with the Sponsored Students Officer before making any changes to your enrolment. To book an appointment, [click here](#).

Special Circumstances

If you have special circumstances and wish to study fewer units, it is recommended that you meet with a Student Learning Advisor and discuss whether you are eligible to apply for a reduced study load. Student Support team can assist you with this process.

Please book an appointment at a time of your choosing using our [online booking system](#).

Need more information?

- For any general questions or advice, contact Student Administration admin@sibt.nsw.edu.au
- For student support, please email studentservices@sibt.nsw.edu.au or [book an appointment](#)
- For academic course and module advice, please contact your [Program Convenor](#).
- For issues with your timetable or class clashes please contact academicsupport@sibt.nsw.edu.au