

## ENROLMENT FOR NEW STUDENTS



### Welcome to SIBT!

This page is about enrolment (registering), choosing your units (subjects) and getting your timetable! You will find instructions as well as information about how to get help if you need it!

### Enrolment (Registration)

It is best to enrol (register) in units (your subjects) before 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 Friday 19<sup>th</sup> March.**

### Enrolment guide

This [simple guide](#) will help you set up your student portal profile, enrol in units and generate a timetable.

### Timetable

Once you are in the student portal and have chosen 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*".

If you have Advanced Standing (credit for prior study) you should contact your [Program Convenor](#) for advice on which units to take.

### Study load adjustments

#### Domestic students

If you are a domestic student, 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 Team before making any changes to your enrolment. To book an appointment, [click here](#).

#### Special circumstances

If you have special circumstances (compassionate or compelling) and wish to study fewer units you must meet with Student Support and discuss whether you are eligible to apply for a reduced study load. Student Support can assist with this process. You can book an

appointment at a time of your choosing using our online booking system <https://scc-student-support-team.appointlet.com/>

### **Enrolment Help – Individual Registration Assistance**

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](#).

### **Support is available**

If you require support during your studies, or have any academic, health, welfare or disability needs, the Student Support team can assist you.

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](mailto:admin@sibt.nsw.edu.au)
- For student support, please email [studentservices@sibt.nsw.edu.au](mailto: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](mailto:academicsupport@sibt.nsw.edu.au)