

## ONLINE ENROLMENT STEPS

### Logon Page

1. Log on to Paradigm (Student Management System) - <https://aap.edu.net.au>

**paradigmEMS**  
Education Management System

**Sign In**

Username  
Student ID number (e.g. 201760000)

Password  
Date of Birth - YYYYMMDD (e.g. 1990121)

[Forgot password?](#)

**LOGIN NOW**

Your student ID number is presented on your enrolment folder or enrolment advice email.

## Contact Details page

2. Update your **Local Address**, **Home Country Address**, and **Emergency/Parent/Guardian Address** on the Contact Details page and click “I CONFIRM MY DETAILS ABOVE”

Property Name:

Flat / Unit No:

Street Number:

Street Number can not be empty

Street Name:

Street Name can not be empty

Postal Box:

City:

City can not be empty

Post Code:

Post Code can not be empty

State:

State can not be empty

or:

Country:

Mobile:

Home:

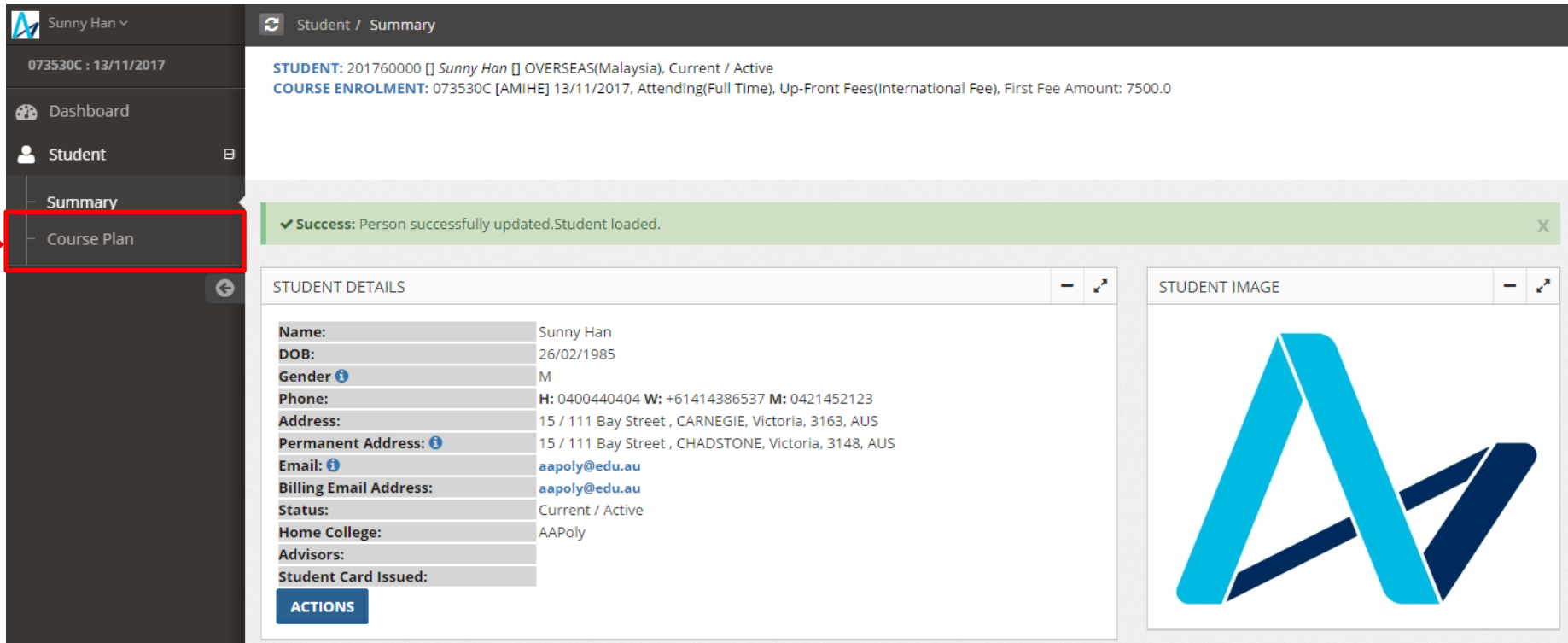
Provider Email:

Email can not be empty



## Student Summary page

- Go to "Course Plan" page



Sunny Han ▾

073530C : 13/11/2017

Dashboard

Student

Summary

Course Plan

Student / Summary

**STUDENT:** 201760000 [ Sunny Han ] OVERSEAS(Malaysia), Current / Active  
**COURSE ENROLMENT:** 073530C [AMIHE] 13/11/2017, Attending(Full Time), Up-Front Fees(International Fee), First Fee Amount: 7500.0


✓ **Success:** Person successfully updated. Student loaded.

**STUDENT DETAILS**

<b>Name:</b>	Sunny Han
<b>DOB:</b>	26/02/1985
<b>Gender</b> ⓘ	M
<b>Phone:</b>	<b>H:</b> 0400440404 <b>W:</b> +61414386537 <b>M:</b> 0421452123
<b>Address:</b>	15 / 111 Bay Street , CARNEGIE, Victoria, 3163, AUS
<b>Permanent Address:</b> ⓘ	15 / 111 Bay Street , CHADSTONE, Victoria, 3148, AUS
<b>Email:</b> ⓘ	aapoly@edu.au
<b>Billing Email Address:</b>	aapoly@edu.au
<b>Status:</b>	Current / Active
<b>Home College:</b>	AAPoly
<b>Advisors:</b>	
<b>Student Card Issued:</b>	

**ACTIONS**

**STUDENT IMAGE**



## Course Plan page

4. Find the correct course for this term you would like to be enrolled in (Based on the **course start date and end date**) and click the icon next to the course

Sunny Han ▾
Student / Course Enrolment / Course Plan

073530C : 13/11/2017

- Dashboard
- Student
- Summary
- Course Plan

### MY COURSE ENROLMENTS

Start Year	Enrolled Course	End Date	Enrolment Status	Provider	
02/07/2018	094237A - SIT30816 Certificate III in Commercial Cookery	05/07/2019	Enrolled	AAPoly	
08/07/2019	093670C - SIT40516 Certificate IV in Commercial Cookery	20/12/2019	Not Started / Applied	AAPoly	
13/01/2020	091007F - SIT50416 Diploma of Hospitality Management	03/04/2020	Not Started / Applied	AAPoly	
13/04/2020	091099G - SIT60316 Advanced Diploma of Hospitality Management	03/07/2020	Not Started / Applied	AAPoly	
20/07/2020	073530C - Bachelor of Tourism and Hospitality Management	05/11/2021	Not Started / Applied	AMIHE	

### MY COURSE REQUIREMENTS

### LEGEND

Previously Completed
Currently Enrolled
Allowed to Enrol
Disallowed by Prerequisite
Unit Not Scheduled

### MY COURSE PLAN

093670C	Subject 1	Subject 2
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## Course Plan page

5. Scroll down to see "MY COURSE PLAN"

Sunny Han ▾

073530C : 13/11/2017

Dashboard

Student

Summary

Course Plan

**STUDENT:** 201760000 [] Test McTesterson [] OVERSEAS(Malaysia), Current / Active

**COURSE ENROLMENT:** 086727E [AAPoly] 08/01/2017, Attending(HOURS NOT SET), Up-Front Fees(International Fee

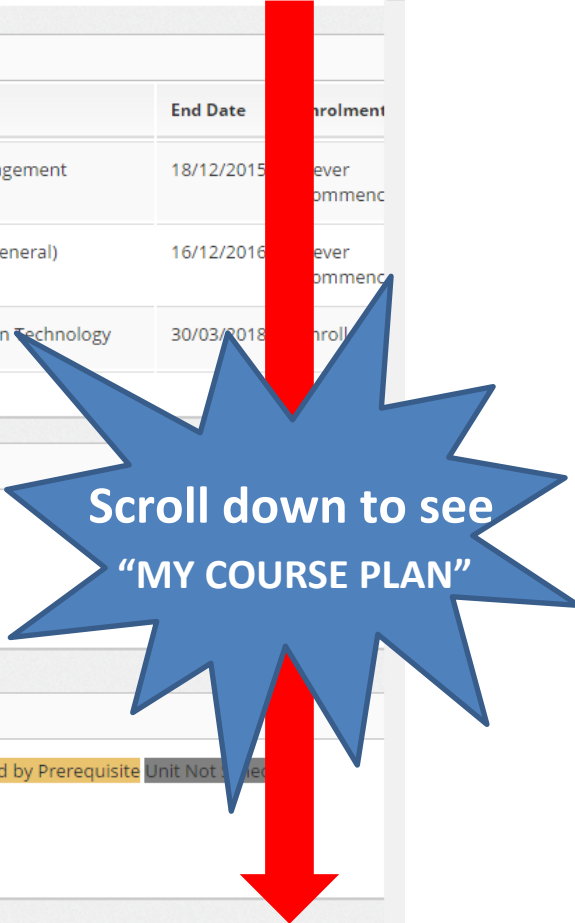
MY COURSE ENROLMENTS			
Start Year	Enrolled Course	End Date	Enrolment
06/07/2015	079530K - (BSB40812) Certificate IV in Frontline Management	18/12/2015	Never commenced
11/01/2016	047391C - Certificate III in Information Technology (General)	16/12/2016	Never commenced
08/01/2017	086727E - ICT60115 Advanced Diploma of Information Technology	30/03/2018	Enrolled

MY COURSE REQUIREMENTS

LEGEND

Previously Completed
Currently Enrolled
Allowed to Enrol
Disallowed by Prerequisite
Unit Not

MY COURSE PLAN



## Course Plan page

6. Select **All subjects** shown on your timetable

<b>Subject 1</b>
<p>Subject Cluster: Marketing Strategy</p> <p>SIT60116 Subject 1 <input checked="" type="checkbox"/> </p>
<p>Subject : Establish and maintain a work health and safety system</p> <p>SIT60116 Subject 2 <input checked="" type="checkbox"/> </p>

Select **subjects** from your timetable

UNIT CODE	UNIT NAME	WEEK(S)	DAY 1: Thursday		DAY 2: Friday		DAY 3: Blende	
			0900-1200	1245 -1630	0900-1200	1245 -1630	0900-1200	1245
<b>Subject Cluster: Marketing Strategy</b>		1 - 4			Level 7, 7.20	Level 7, 7.20	LMS Support	
SITTPPD008 Develop tourism products SITXMPR007 Develop and implement marketing strategies		6 - 9			Level 7, 7.20	Level 7, 7.20	LMS Support	
<b>Subject: Establish and maintain a work health and safety system</b>		1 - 4	Level 7, 7.20	Level 7, 7.20	LMS Support			
SITXWHS004 Establish and maintain a work health and safety system								


Your timetable

## Enrolment page

7. Ensure to click "SHOW TIMES"

DATES FOR UNIT: SIT60116 Subject 1 - Subject Cluster: Marketing Strategy

Start Date	Code	Name	Places Available	Institution:	Teacher	Mode of Delivery	Class	Class Times
30/09/2019	SIT60116 Subject 1	Subject Cluster: Marketing Strategy	200	AAPoly		On Campus	2019 T4 Subject	SHOW TIMES





8. Select all classes under the selected subject and repeat it for the rest of the subjects

DATES FOR UNIT: SIT60116 Subject 1 - Subject Cluster: Marketing Strategy

Start Date	Code	Name	Places Available	Institution:	Teacher	Mode of Delivery	Class	Class Times	Select Unit
30/09/2019	SIT60116 Subject 1	Subject Cluster: Marketing Strategy	200	AAPoly		On Campus	2019 T4 Subject	HIDE TIMES	

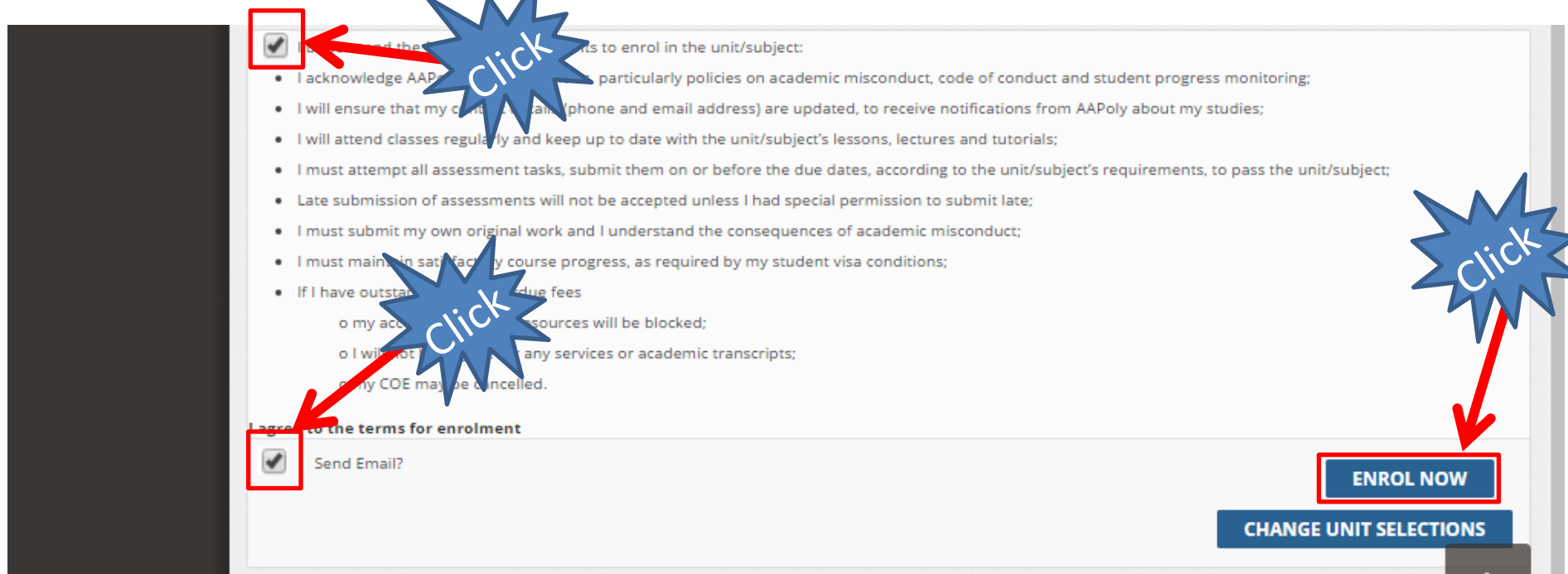
  

Day	Start Time	End Time	Session	Subject	Teacher	Room	Class	Select Class
<b>You must enrol in one of the following classes:</b>								
Friday	09:00am	04:30pm	CLASS	Subject Cluster: Marketing Strategy		7.20	1	<input checked="" type="checkbox"/> Enrol In / Delete

## Enrolment page

9. Click the check box appeared on the bottom of the page if you agree to the requirements, then click “ENROL NOW”



I agree to the terms and conditions to enrol in the unit/subject:

- I acknowledge AAPoly's policies, particularly policies on academic misconduct, code of conduct and student progress monitoring;
- I will ensure that my contact details (phone and email address) are updated, to receive notifications from AAPoly about my studies;
- I will attend classes regularly and keep up to date with the unit/subject's lessons, lectures and tutorials;
- I must attempt all assessment tasks, submit them on or before the due dates, according to the unit/subject's requirements, to pass the unit/subject;
- Late submission of assessments will not be accepted unless I had special permission to submit late;
- I must submit my own original work and I understand the consequences of academic misconduct;
- I must maintain satisfactory course progress, as required by my student visa conditions;
- If I have outstanding fees:
  - o my access to library resources will be blocked;
  - o I will not be able to access any services or academic transcripts;
  - o my COE may be cancelled.

I agree to the terms for enrolment

Send Email?

**ENROL NOW**

**CHANGE UNIT SELECTIONS**



## Enrolment page

10. You will see the successful message and your online enrolment is complete.

DATES FOR UNIT: SIT60116 Subject 1 - Subject Cluster: Marketing Strategy									
Start Date	Code	Name	Places Available	Institution	Teacher	Mode of Delivery	Class	Enrolment Status	Enrolment Message
30/09/2019	SIT60116 Subject 1	Subject Cluster: Marketing Strategy	199	AAPoly		On Campus	2019 T4 Subject	<b>SUCCESS</b>	Unit Enrolment successful. The fee was obtained matching on 2 criteria.

Day	Start Time	End Time	Session	Subject	Teacher	Class	Enrolment Status	Enrolment Message
Friday	09:00am	04:30pm	CLASS	Subject Cluster: Marketing Strategy		1	<b>SUCCESS</b>	Scheduled Session successfully loaded.

I understand the following requirements to enrol in the unit/subject:  
 I acknowledge AAPoly's Student Policies, particularly policies on academic misconduct, code of conduct and student progress monitoring;  
 I will ensure that my contact details (phone and email address) are updated, to receive notifications from AAPoly about my studies;  
 I will attend classes regularly and keep up to date with the unit/subject's lessons, lectures and tutorials;