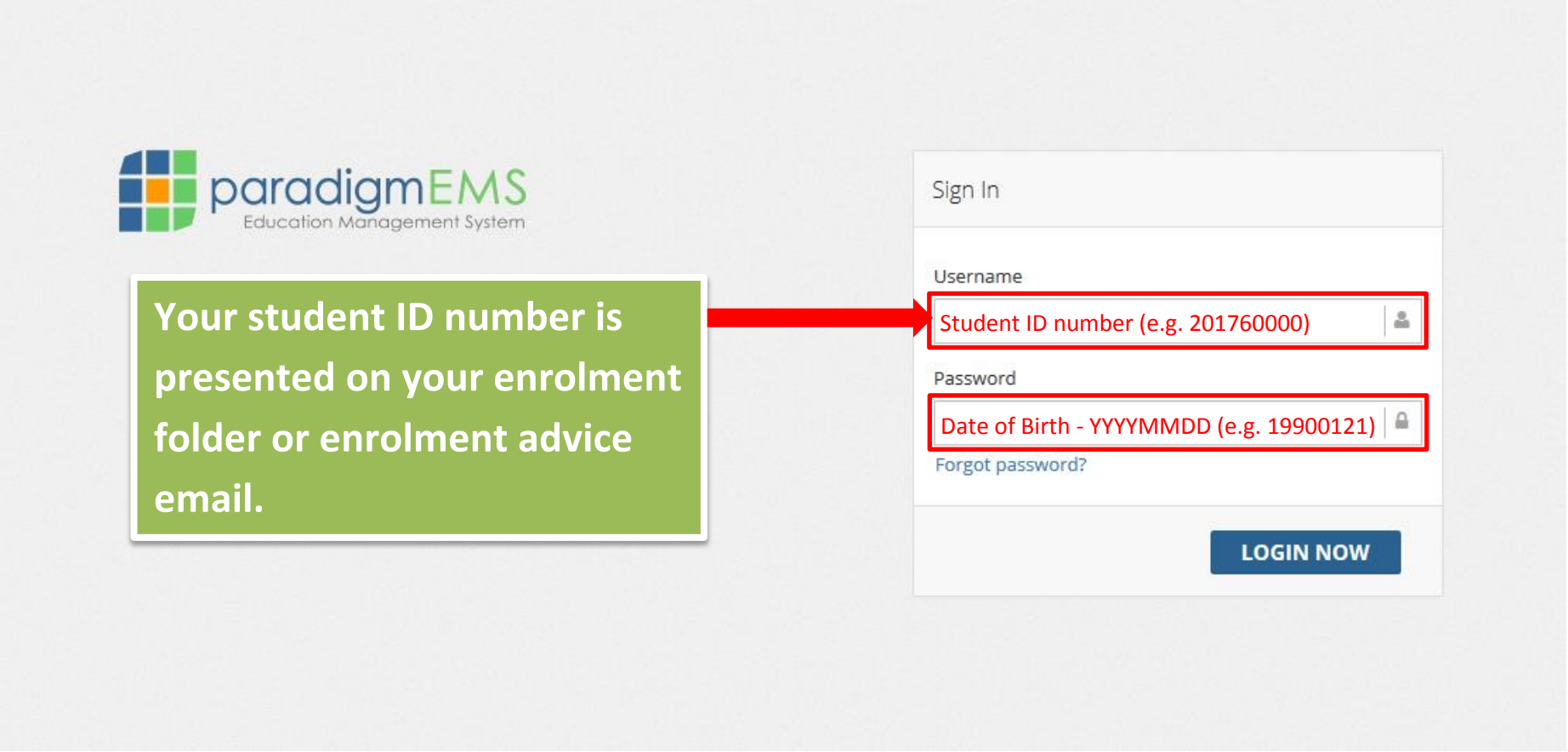
ONLINE ENROLMENT STEPS

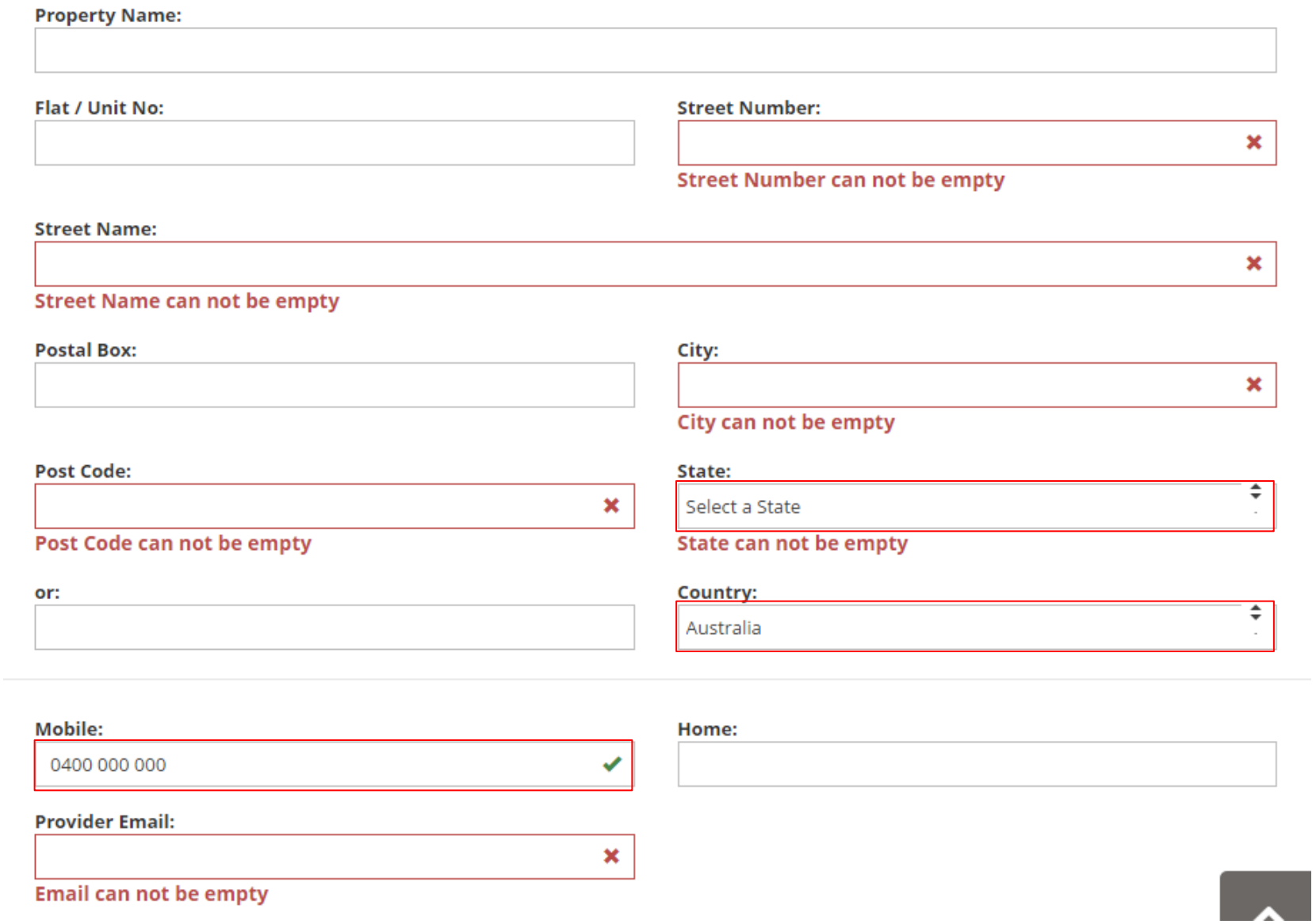
Logon Page

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



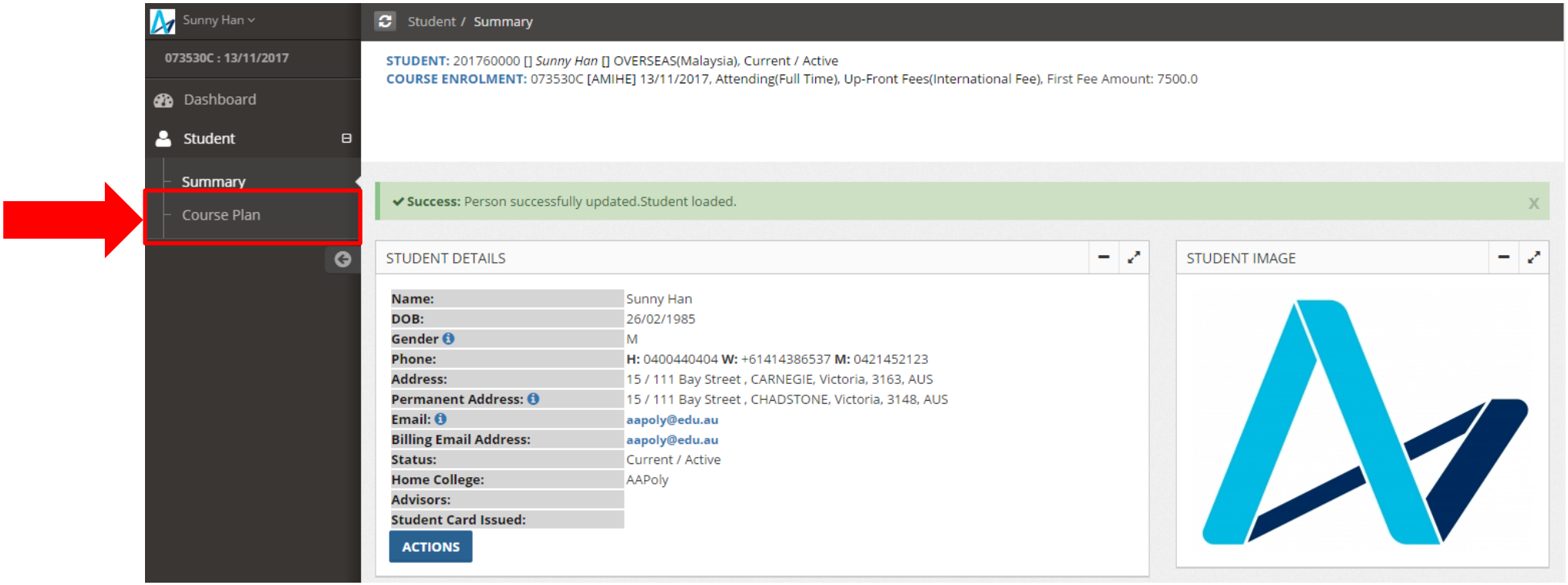
Contact Details page

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"



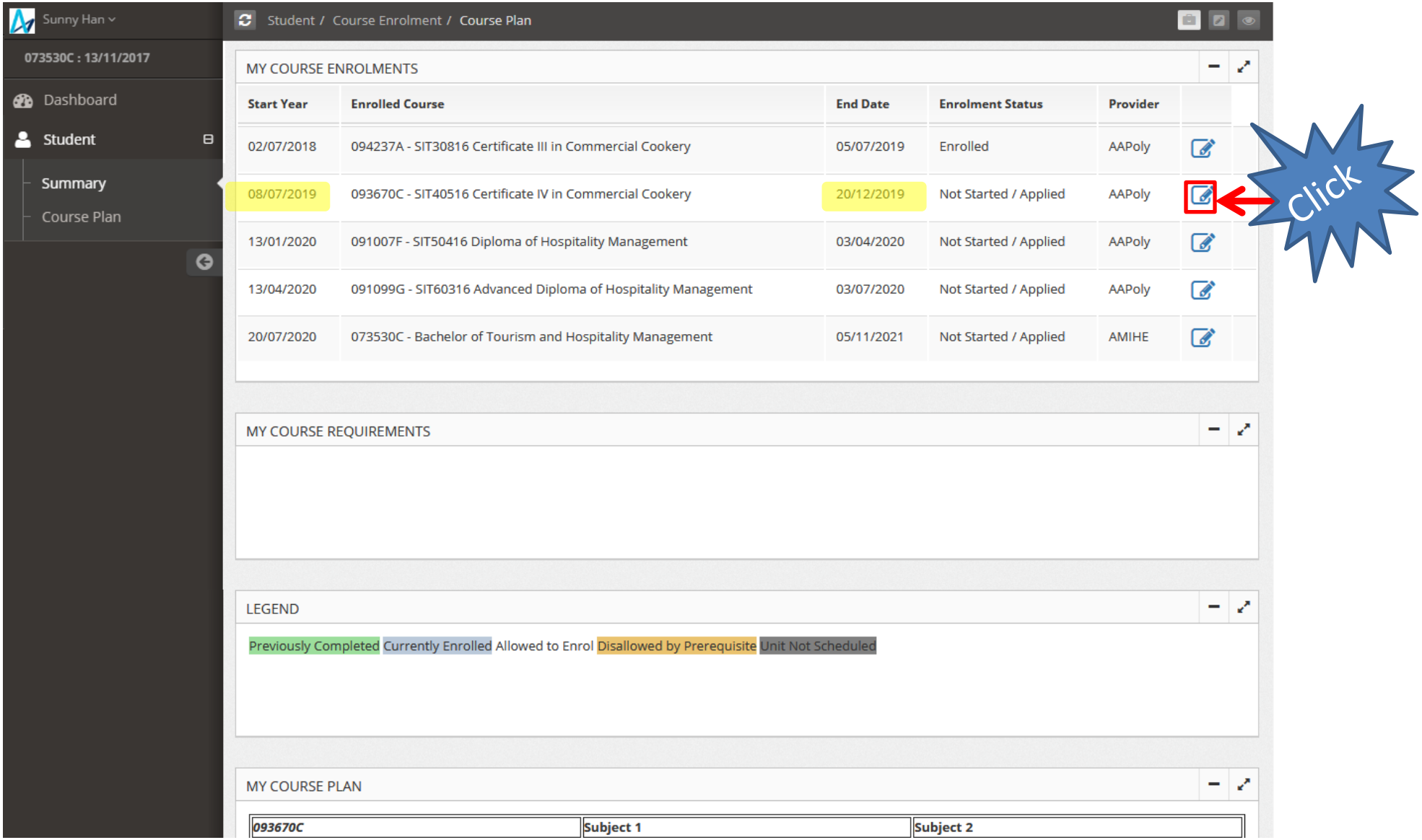
Student Summary page

3. Go to “Course Plan” page



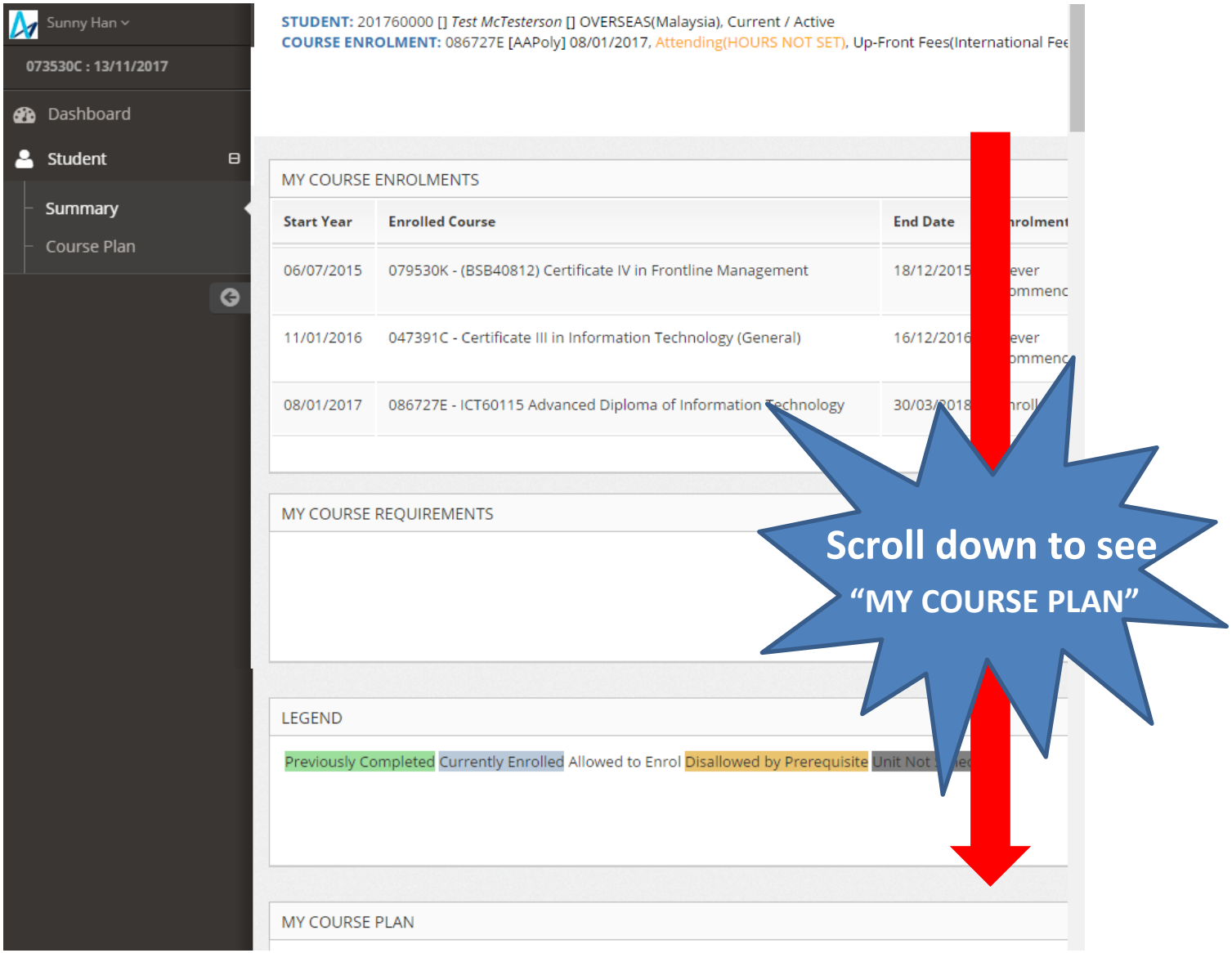
Course Plan page

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



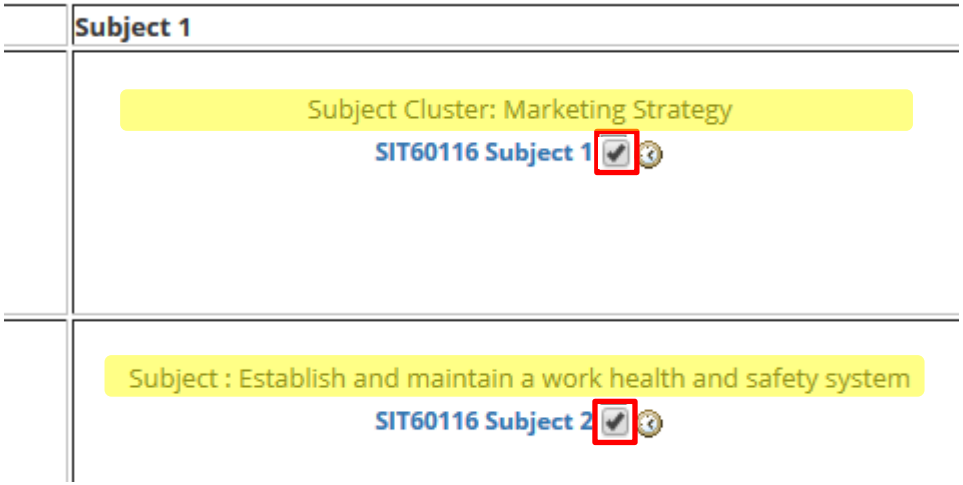
Course Plan page

5. Scroll down to see “MY COURSE PLAN”



Course Plan page

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



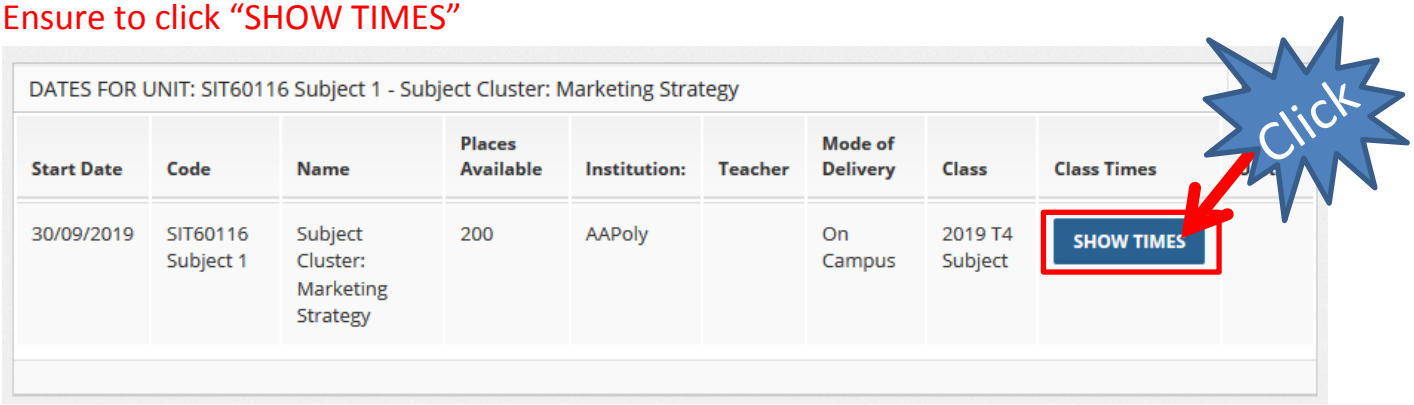
Select **subjects** from your timetable

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
Subject Cluster: Marketing Strategy		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	
Subject: Establish and maintain a work health and safety system		1 - 4	Level 7, 7.20	Level 7, 7.20	LMS Support			
SITXWHS004 Establish and maintain a work health and safety system								

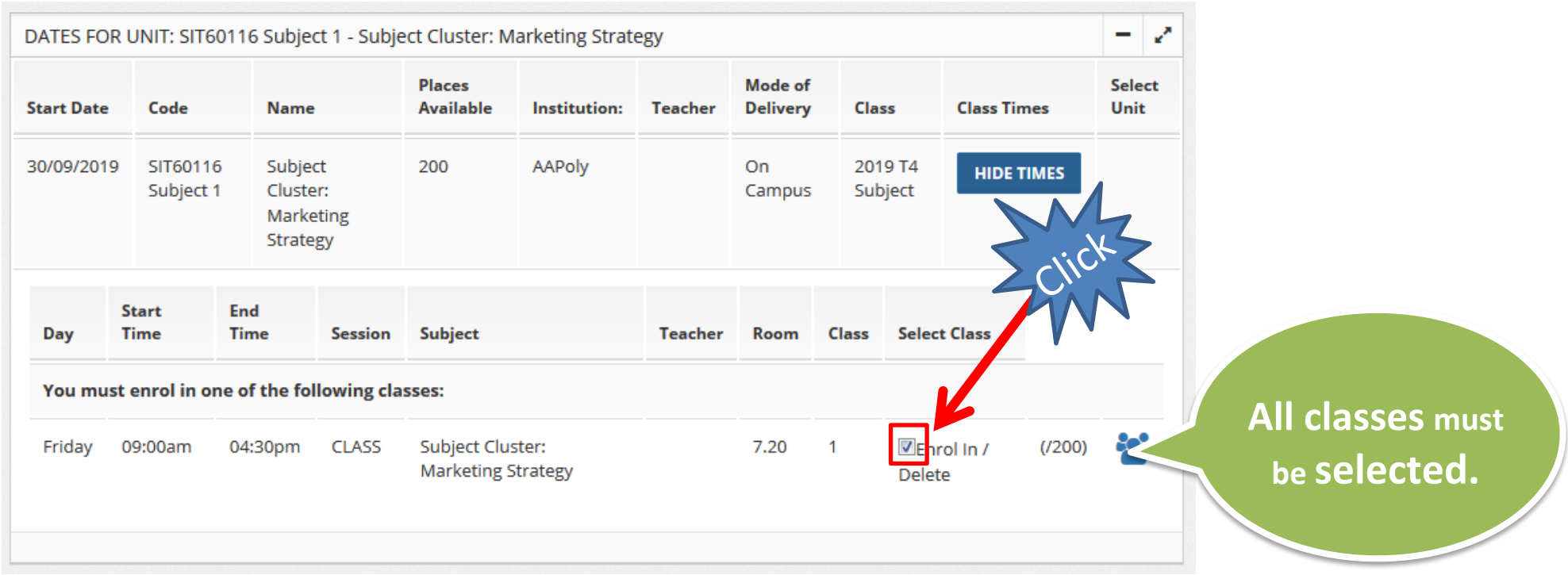
Your timetable

Enrolment page

7. Ensure to click “SHOW TIMES”

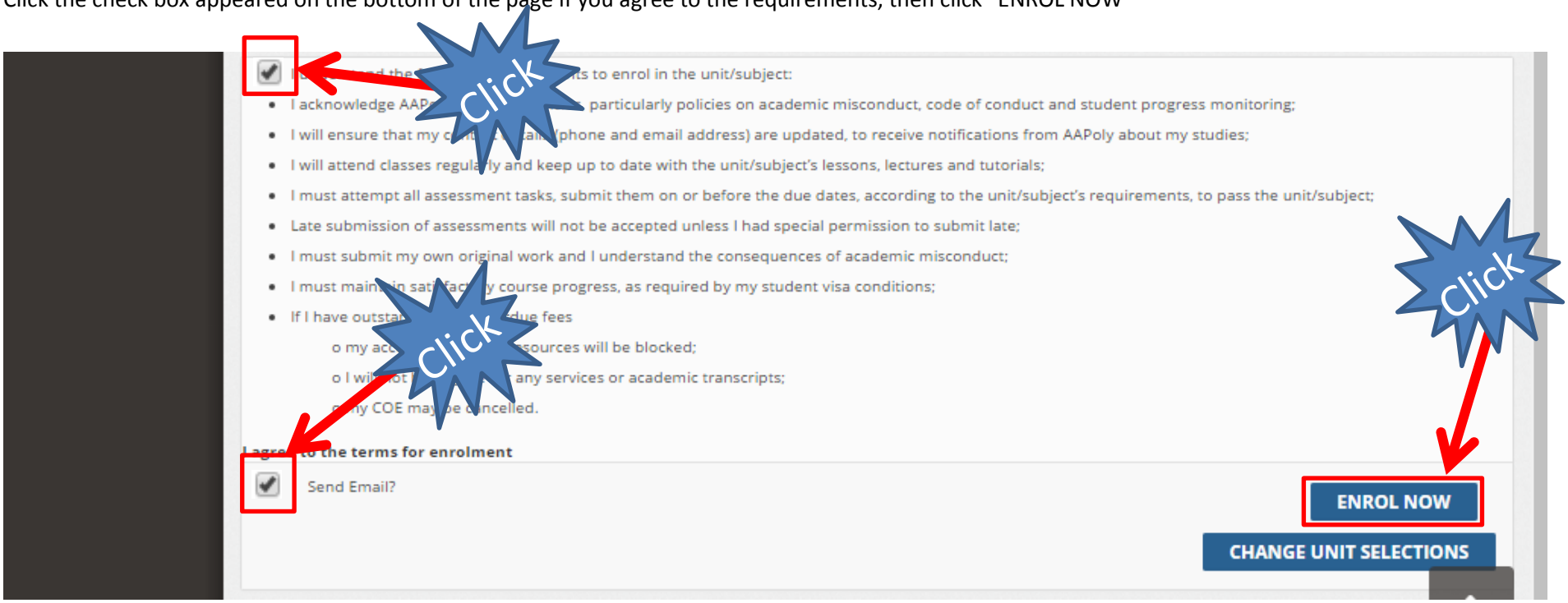


8. Select all classes under the selected subject and repeat it for the rest of the subjects



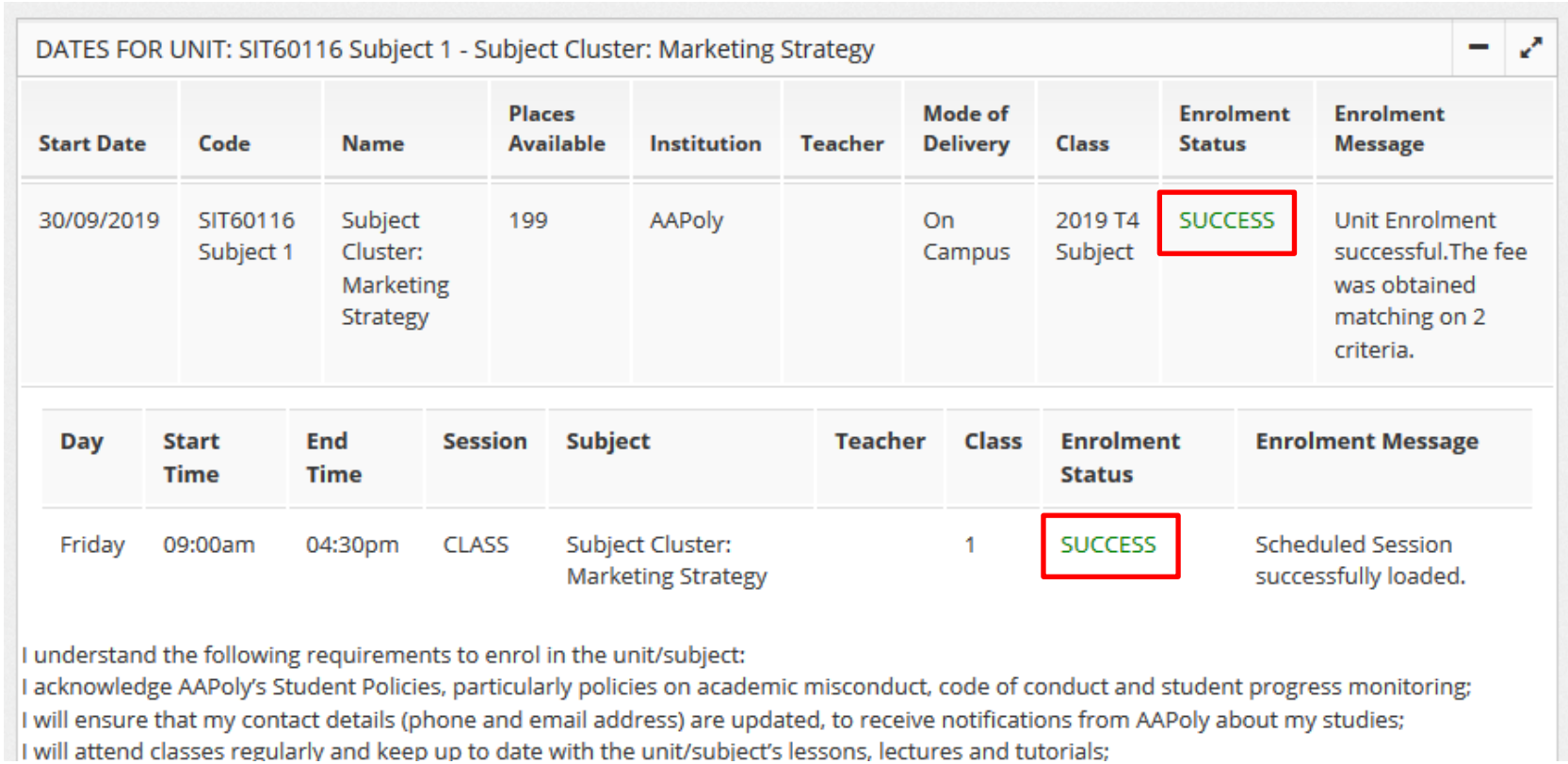
Enrolment page

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



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	SUCCESS	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	SUCCESS	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;