

How to add or drop classes using Self Service

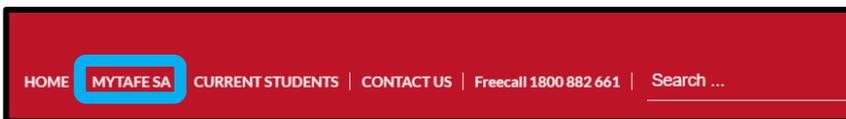
If you require further assistance the following options are available:

- Freecall **1800 882 661**.
- If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service www.relay.service.gov.au.
- Visit the Student Hub at your local campus (check the TAFESA website for opening hours).

Use this guide to **add new classes** or **drop existing classes** (page 6). For detailed instructions on how to log in and register please refer to the **Register using MyTAFE SA reference guide** found [here](#).

STEP BY STEP - ADD NEW CLASSES

Click on **MYTAFE SA** on the TAFE SA website <https://www.tafesa.edu.au/>



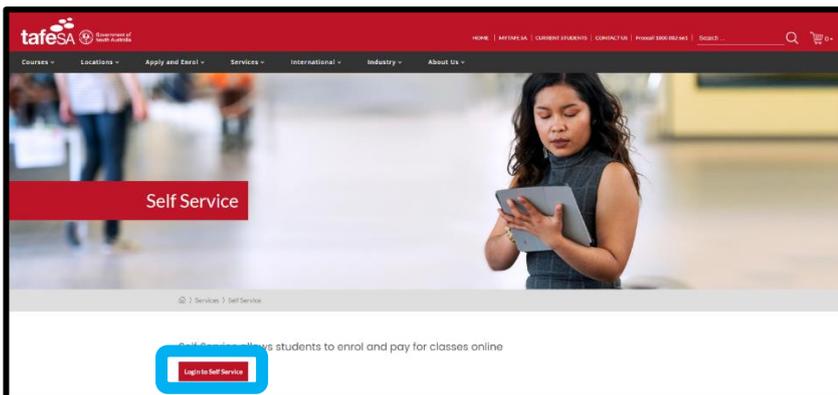
or the TAFE SA student website <https://students.tafesa.edu.au/>



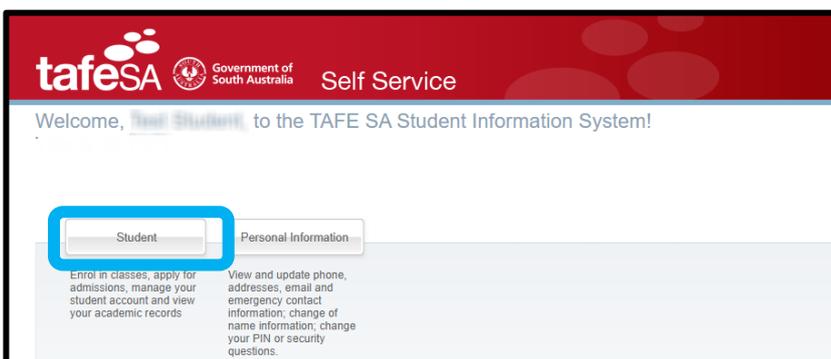
Click on **Self Service**



Click on **Login to Self Service**

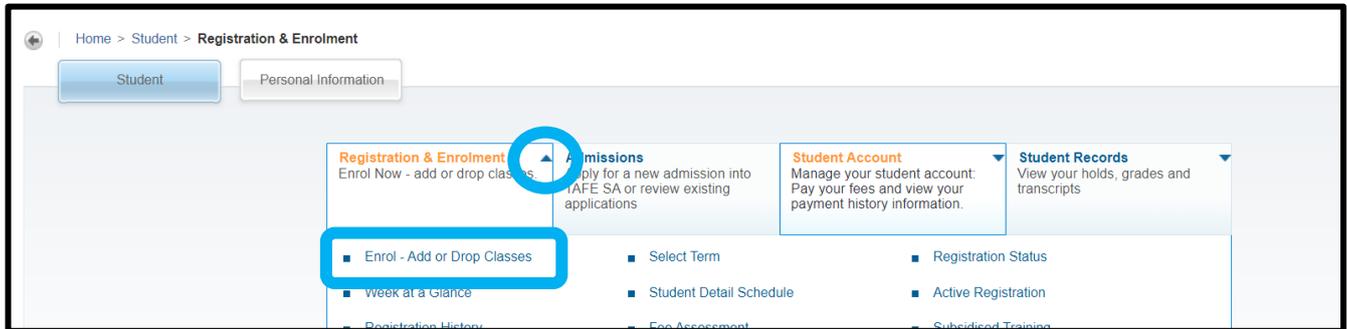


Select **Student** to view your account and registration details.

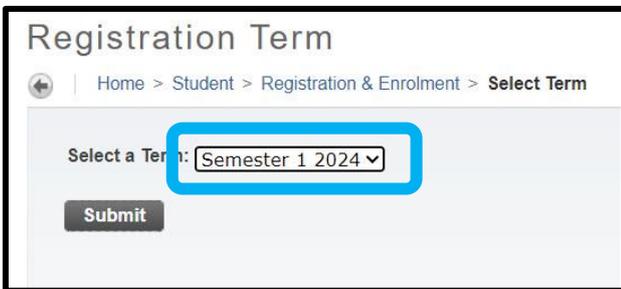


How to add or drop classes using Self Service

Select the **Enrol – Add or Drop Classes** option from the drop-down list under **Registration & Enrolment**.



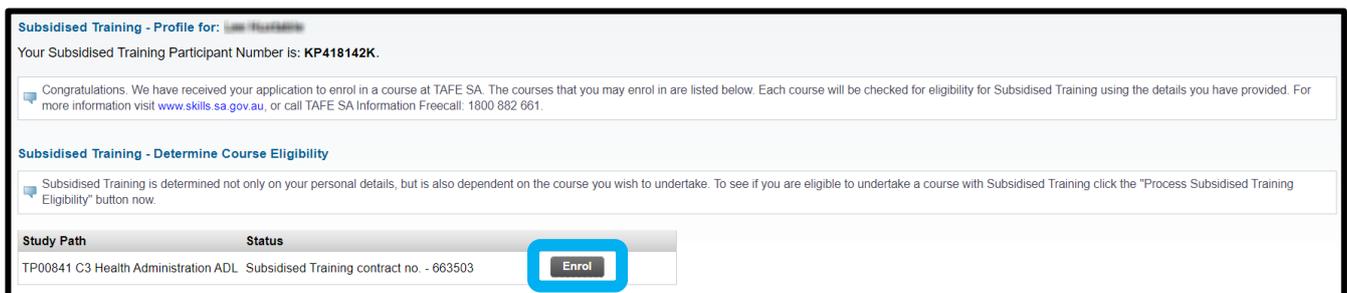
Use the drop-down box and **Select a Term** (Semester) in which to add/drop a CRN then click **Submit**.



NOTE: If you select the wrong Semester, go back to the previous screen, and click **Select Term**.

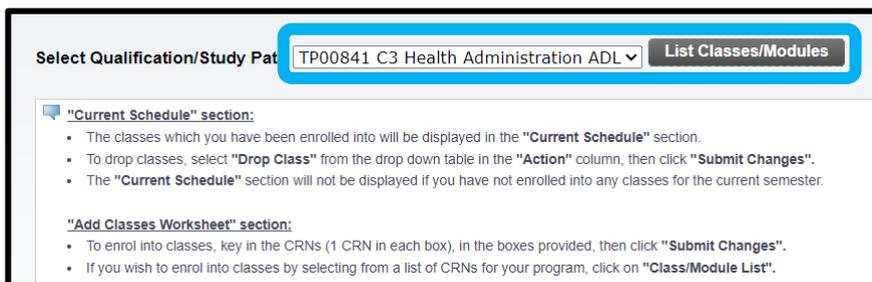
If your personal information is up to date the **Subsidised Training Profile** page will be displayed. If your personal information is incomplete follow the prompts to enter the required information, then the Subsidised Training Profile page will display.

Click **Enrol** against the study path you want to add classes to.



The **Manage Enrolments** page is displayed.

Ensure the correct **qualification/study path** is chosen from the drop-down list then click **List Classes/Modules**.



How to add or drop classes using Self Service

Enter your **Course Reference Numbers (CRNs)** into the fields provided. Check you have entered the correct CRNs then click **Submit Changes**.

Selected Study Path is TP00841 C3 Health Administration ADL

CRNs

6266 15325 16872

Submit Changes Class Search Reset

The **Registration Start Date Confirmation page** is displayed. If your CRNs have a set start date, a date will already appear in the start date field. If, however, there is a range of permitted start dates as in the example below, you will need to enter the date you will start this class, in the format DD/MM/YYYY, or select from the calendar. You will need to choose today's date or a future date. Click **Submit Changes**.

A start date is required for one or more courses. Enter a valid date, within the Permitted Start Date Range, in the Start Date field. An error message will be displayed if the start date is not within the permitted start date range.

The start date field will show 'class started, cannot register' if the permitted start date has passed. Please contact local campus for assistance.

The Start Date may not be earlier than today.

CRN	Course	Course Title	Duration	Permitted Start Dates	Start Date	Remarks
6266	CHC CABDM	CHCDIV001 - Work with diverse people	15 WKS	31/01/2024 to 06/05/2024	29/04/2024	OK
15325	CHC CABES	CHCCOM005 - Communicate and work in health or community services	9 WKS	29/01/2024 to 05/06/2024	13/05/2024	OK
16872	CHC AAFHR	Participate in workplace health and safety	1 WKS	18/04/2024 to 18/04/2024	18/04/2024	OK

Submit Changes

If you are registering into a VET Student Loan Eligible qualification, the census date will be displayed as soon as you have entered the start date.

Important Note: *If you receive a Program Curriculum error, please call TAFE SA on 1800 882 661 (free call). You are not registered into the CRN at this time and will be unable to register into the CRN online until you resolve the issue.*

If you enrol successfully the **Manage Enrolments page** will be displayed. Check your registrations are correct. If any changes are required, use the drop-down action boxes to make changes and click **Submit Changes**. If everything is correct, click **Finish**.

If your registration (CRN) status appears in **RED text**, please check Action and Registration Add Warnings/errors and make any required changes.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Study Path	Census Date	CRN meets Student Loan eligibility criteria
Web Registered on 17 Apr, 2024	None	15325	CHC	CABES	0	Vocational Education	30.000	Pass/Fail	CHCCOM005 - Communicate and work in health or community services	TP00841 C3 Health Administration ADL	Not applicable	
Web Registered on 17 Apr, 2024	None	16872	CHC	AAFHR	0	Vocational Education	20.000	Pass/Fail	Participate in workplace health and safety	TP00841 C3 Health Administration ADL	Not applicable	
Web Registered on 17 Apr, 2024	None	6266	CHC	CABDM	0	Vocational Education	40.000	Pass/Fail	CHCDIV001 - Work with diverse people	TP00841 C3 Health Administration ADL	Not applicable	

If you have withdrawn from a CRN: Please refer to the [Refund Policy](#) as you may be entitled to a refund/credit depending on your circumstances and the commencement date of the CRN. Please complete the [Withdrawal/Refund form](#) and submit.

Total Credit Hours: 90,000
 Billing Hours: 90,000
 Minimum Hours: 0,000
 Maximum Hours: 999999,999
 Date: 17 Apr, 2024 04:33 pm

Add Classes Worksheet

Selected Study Path is TP00841 C3 Health Administration ADL

CRNs

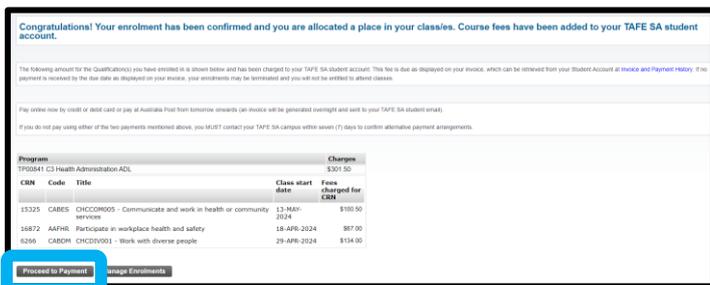
Submit Changes Class Search Reset **Finish**

How to add or drop classes using Self Service

The **Registration Session Summary page** is displayed. This page advises you of the course fees that have been charged to your TAFE SA account.

Important Note: Check your charges for your classes. If they are not correct, please contact TAFE SA on 1800 882 661 (free call).

Click Proceed to Payment



Congratulations! Your enrolment has been confirmed and you are allocated a place in your class/es. Course fees have been added to your TAFE SA student account.

The following amount for the Qualification(s) you have enrolled in is shown below and has been charged to your TAFE SA student account. This fee is due as displayed on your invoice, which can be retrieved from your Student Account at Invoice and Payment History. If no payment is received by the due date as displayed on your invoice, your enrolments may be terminated and you will not be entitled to attend classes.

You can order now by credit or debit card or pay at Australia Post from tomorrow onwards (an invoice will be generated overnight and sent to your TAFE SA student email).

If you do not pay using either of the two payments mentioned above, you MUST contact your TAFE SA campus within seven (7) days to confirm alternative payment arrangements.

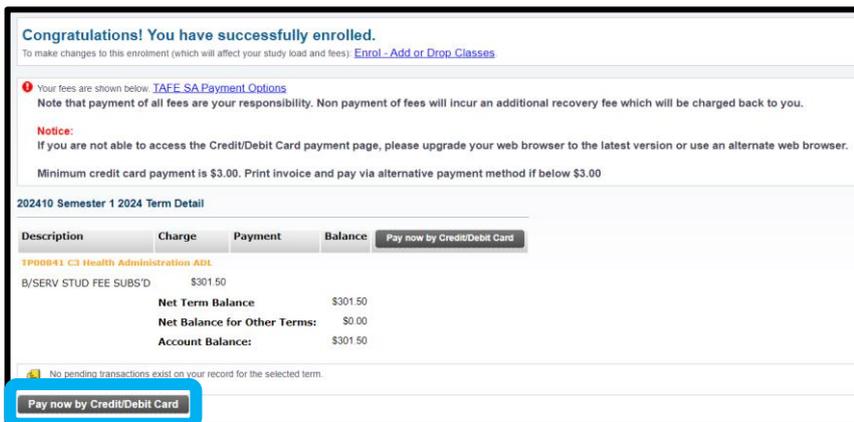
Program	Charges	
TP00541 C3 Health Administration ADL	\$301.50	
CEN Code Title	Class start date	Fee charged for CEN
15325 CARES CHCCOM005 - Communicate and work in health or community services	13-MAR-2024	\$100.50
15872 AAFHR Participate in workplace health and safety	28-APR-2024	\$67.50
4206 CADPH CHCCD0001 - Work with diverse people	29-APR-2024	\$134.50

Proceed to Payment Manage Enrolments

Important Note: It is important to make payment or payment arrangements promptly after registering. Payment of all fees are your responsibility. Non-payment of fees will incur an additional recovery fee which will be charged back to you.

The **Account Detail for Term page** is displayed.

Click **Pay Now by Credit/Debit Card** to pay charges with a valid credit card.



Congratulations! You have successfully enrolled.

To make changes to this enrolment (which will affect your study load and fees) [Enrol - Add or Drop Classes](#)

Your fees are shown below: [TAFE SA Payment Options](#)

Notice that payment of all fees are your responsibility. Non payment of fees will incur an additional recovery fee which will be charged back to you.

Notice: If you are not able to access the Credit/Debit Card payment page, please upgrade your web browser to the latest version or use an alternate web browser.

Minimum credit card payment is \$3.00. Print invoice and pay via alternative payment method if below \$3.00

202410 Semester 1 2024 Term Detail

Description	Charge	Payment	Balance	Pay now by Credit/Debit Card
TP00541 C3 Health Administration ADL				
B/SERV STUD FEE SUBS'D	\$301.50			
Net Term Balance			\$301.50	
Net Balance for Other Terms:			\$0.00	
Account Balance:			\$301.50	

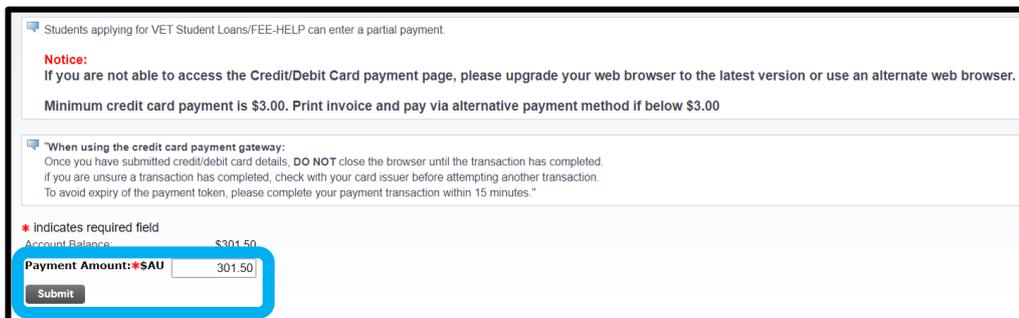
No pending transactions exist on your record for the selected term.

Pay now by Credit/Debit Card

NOTE: To view the available payment options click on TAFE SA Payment Options.

The **Payment Amount page** is displayed.

Enter the amount you wish to pay and click **Submit**.



Students applying for VET Student Loans/FEE-HELP can enter a partial payment.

Notice: If you are not able to access the Credit/Debit Card payment page, please upgrade your web browser to the latest version or use an alternate web browser.

Minimum credit card payment is \$3.00. Print invoice and pay via alternative payment method if below \$3.00

When using the credit card payment gateway: Once you have submitted credit/debit card details, DO NOT close the browser until the transaction has completed. If you are unsure a transaction has completed, check with your card issuer before attempting another transaction. To avoid expiry of the payment token, please complete your payment transaction within 15 minutes.

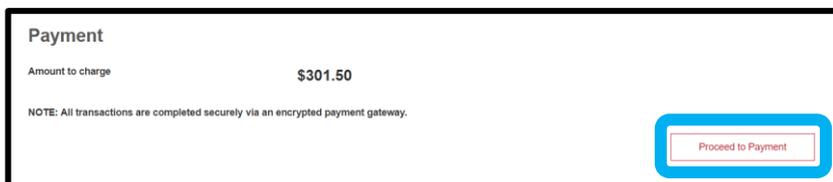
* Indicates required field

Account Balance: \$301.50

Payment Amount: *SAU

Submit

Click **Proceed to Payment**.



Payment

Amount to charge: \$301.50

NOTE: All transactions are completed securely via an encrypted payment gateway.

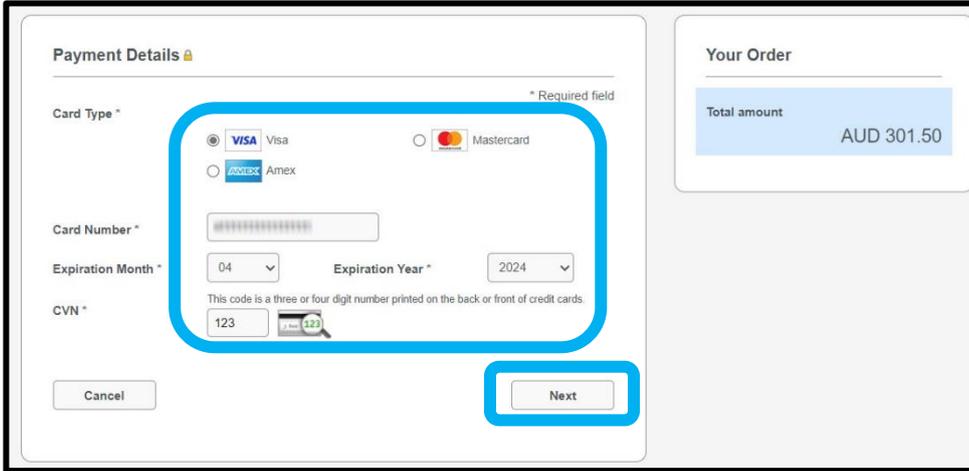
Proceed to Payment

How to add or drop classes using Self Service

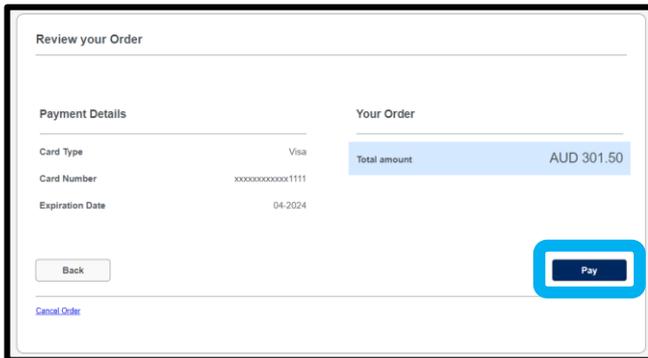
The **Payment Details page** is displayed.

Select the **Card Type** you are using to make payment.

Enter the **Card Number, Expiration Month, Expiration Year** and **CVN** and click **Next**.



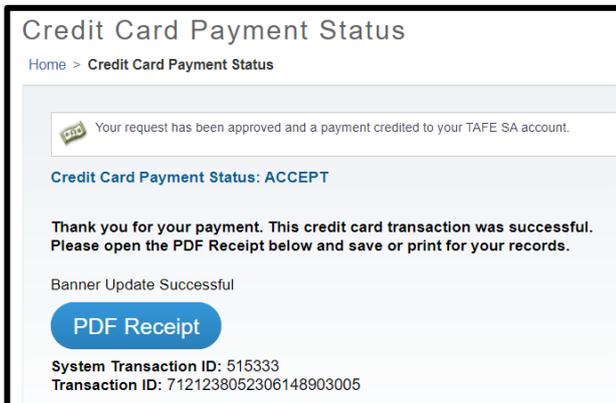
Click **Pay**.



Click **PDF Receipt** to view your receipt (this can be printed or saved)

OR

Click **Home**



When you have finished using Self Service make sure you click **Sign Out**.



END OF PROCESS

How to add or drop classes using Self Service

STEP BY STEP – DROP EXISTING CLASSES

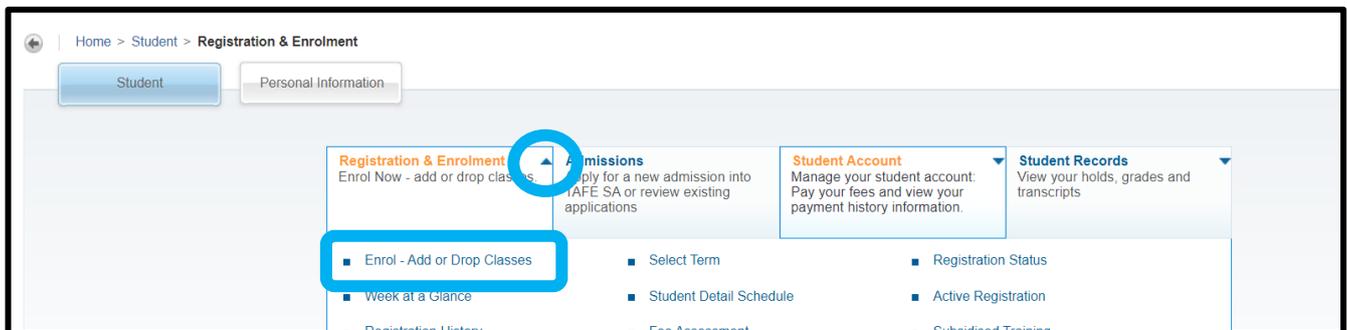
Important Note: Please make sure you have read the TAFE SA Withdrawals and Refunds information as found on the TAFE SA website, click [here](#). Any student thinking of withdrawing from study should inform the program area as soon as possible. Student services staff are available to discuss and help resolve difficulties that might influence a student's decision to withdraw.

Follow the instructions on page 1 to log in to Self Service.

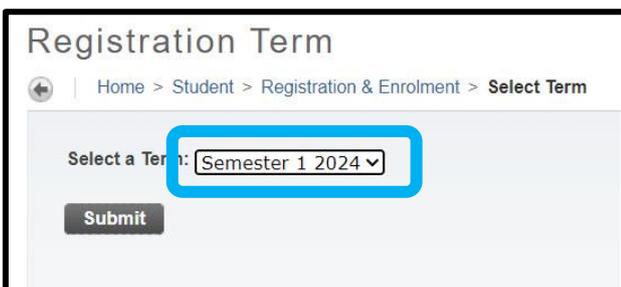
Select **Student** to view your account and registration details.



Select the **Enrol – Add or Drop Classes** option from the drop-down list under **Registration & Enrolment**.



Use the drop-down box and **Select a Term** (Semester) in which to add/drop a CRN then click **Submit**.



NOTE: If you select the wrong Semester, go back to the previous screen, and click **Select Term**.

How to add or drop classes using Self Service

The **Subsidised Training Profile page** will be displayed. Click **Enrol** alongside the required study path.

Subsidised Training - Profile for: [View Your Profile](#)

Your Subsidised Training Participant Number is: **KP418142K**.

Congratulations. We have received your application to enrol in a course at TAFE SA. The courses that you may enrol in are listed below. Each course will be checked for eligibility for Subsidised Training using the details you have provided. For more information visit www.skills.sa.gov.au, or call TAFE SA Information Freecall: 1800 882 661.

Subsidised Training - Determine Course Eligibility

Subsidised Training is determined not only on your personal details, but is also dependent on the course you wish to undertake. To see if you are eligible to undertake a course with Subsidised Training click the "Process Subsidised Training Eligibility" button now.

Study Path	Status	
TP00841 C3 Health Administration ADL	Subsidised Training contract no. - 663503	Enrol

The **Manage Enrolments page** is displayed. Ensure the correct **qualification/study path** is chosen from the drop-down list then click **List Classes/Modules**.

Select Qualification/Study Path **TP00841 C3 Health Administration ADL** **List Classes/Modules**

"Current Schedule" section:

- The classes which you have been enrolled into will be displayed in the "Current Schedule" section.
- To drop classes, select "Drop Class" from the drop down table in the "Action" column, then click "Submit Changes".
- The "Current Schedule" section will not be displayed if you have not enrolled into any classes for the current semester.

"Add Classes Worksheet" section:

- To enrol into classes, key in the CRNs (1 CRN in each box), in the boxes provided, then click "Submit Changes".
- If you wish to enrol into classes by selecting from a list of CRNs for your program, click on "Class/Module List".

For classes that have NOT commenced:

Select **Drop Class** from the Action drop-down list alongside the class you are dropping. Click **Submit Changes**.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Study Path	Census Date	CRN meets Student Loan eligibility criteria
Web Registered on 17 Apr, 2024	Drop Class	15325	CHC	CABES	0	Vocational Education	30.000	Pass/Fail	CHCCOM005 - Communicate and work in health or community services	TP00841 C3 Health Administration ADL		Not applicable
Web Registered on 17 Apr, 2024	None	16872	CHC	AAFHR	0	Vocational Education	20.000	Pass/Fail	Participate in workplace health and safety	TP00841 C3 Health Administration ADL		Not applicable
Web Registered on 17 Apr, 2024	None	6266	CHC	CABDM	0	Vocational Education	40.000	Pass/Fail	CHCDIV001 - Work with diverse people	TP00841 C3 Health Administration ADL		Not applicable

If you have withdrawn from a CRN: Please refer to the [Refund Policy](#) as you may be entitled to a refund/credit depending on your circumstances and the commencement date of the CRN. Please complete the [Withdrawal/Refund form](#) and submit.

Total Credit Hours: 90.000
 Billing Hours: 90.000
 Minimum Hours: 0.000
 Maximum Hours: 999999.999
 Date: 18 Apr, 2024 10:37 am

Add Classes Worksheet

Selected Study Path is TP00841 C3 Health Administration ADL

CRNs

Submit Changes Class Search Reset Finish

The CRN dropped using the Drop Class action will no longer appear on the current schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Study Path	Census Date	CRN meets Student Loan eligibility criteria
Web Registered on 17 Apr, 2024	None	16872	CHC	AAFHR	0	Vocational Education	20.000	Pass/Fail	Participate in workplace health and safety	TP00841 C3 Health Administration ADL		Not applicable
Web Registered on 17 Apr, 2024	None	6266	CHC	CABDM	0	Vocational Education	40.000	Pass/Fail	CHCDIV001 - Work with diverse people	TP00841 C3 Health Administration ADL		Not applicable

If you have withdrawn from a CRN: Please refer to the [Refund Policy](#) as you may be entitled to a refund/credit depending on your circumstances and the commencement date of the CRN. Please complete the [Withdrawal/Refund form](#) and submit.

How to add or drop classes using Self Service

For classes that have commenced:

Select **Withdraw See Refund Policy** from the Action drop-down list alongside the class you are dropping.

Click **Submit Changes**.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Study Path	Census Date	CRN meets Student Loan eligibility criteria
Web Registered on 17 Apr, 2024	None	15325	CHC	CABES	0	Vocational Education	30.000	Pass/Fail	CHCCOM005 - Communicate and work in health or community services	TP00841 C3 Health Administration ADL	Not applicable	
Web Registered on 17 Apr, 2024	Withdraw See Refund Policy	16872	CHC	AAFHR	0	Vocational Education	20.000	Pass/Fail	Participate in workplace health and safety	TP00841 C3 Health Administration ADL	Not applicable	
Web Registered on 17 Apr, 2024	None	6266	CHC	CABDM	0	Vocational Education	40.000	Pass/Fail	CHCDIV001 - Work with diverse people	TP00841 C3 Health Administration ADL	Not applicable	

If you have withdrawn from a CRN: Please refer to the [Refund Policy](#) as you may be entitled to a refund/credit depending on your circumstances and the commencement date of the CRN. Please complete the [Withdrawal/Refund form](#) and submit.

Total Credit Hours: 90.000
 Billing Hours: 90.000
 Minimum Hours: 0.000
 Maximum Hours: 999999.999
 Date: 18 Apr, 2024 10:37 am

Add Classes Worksheet

Selected Study Path is TP00841 C3 Health Administration ADL

CRNs

Submit Changes Class Search Reset Finish

The date of withdrawal will appear alongside the CRN dropped using the **Withdraw See Refund Policy** action. Please review the Refund Policy and if applicable complete a **Withdrawal/Refund form**.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Study Path	Census Date	CRN meets Student Loan eligibility criteria
Web Registered on 17 Apr, 2024	None	15325	CHC	CABES	0	Vocational Education	30.000	Pass/Fail	CHCCOM005 - Communicate and work in health or community services	TP00841 C3 Health Administration ADL	Not applicable	
Withdraw See Refund Policy on 18 Apr, 2024		16872	CHC	AAFHR	0	Vocational Education	0.000	Pass/Fail	Participate in workplace health and safety	TP00841 C3 Health Administration ADL	Not applicable	
Web registered on 17 Apr, 2024	None	6266	CHC	CABDM	0	Vocational Education	40.000	Pass/Fail	CHCDIV001 - Work with diverse people	TP00841 C3 Health Administration ADL	Not applicable	

If you have withdrawn from a CRN: Please refer to the [Refund Policy](#) as you may be entitled to a refund/credit depending on your circumstances and the commencement date of the CRN. Please complete the [Withdrawal/Refund form](#) and submit.

When you have finished using Self Service make sure you click **Sign Out**.

Welcome, [User Name], to the TAFE SA Student Information System!

Sign Out Help

Find a page...

END OF REFERENCE GUIDE