Canberra Institute of Technology

Semester 1 2024

Online Enrolment Instructions:
Graphic Design Preparatory Skill Set (Online)

Course name

Statement of Attainment Preparatory Skill Set for Professional Graphic Design Practice CUASS00105
https://cit.edu.au/courses/creative/graphic_design/SA-BD60

Entry requirements

OPEN ENTRY. Beginners with no prior graphic design experience are welcome to enrol.

Application type

- Full Fee, or
- Fee Free Training (eligibility criteria applies, visit **cit.edu.au** for details)

Note: If you select Fee Free Training, you will need to submit an application first, and wait for an outcome on your application from CIT Student Services, before you can enrol.

Course details   **Block Code:** GDPREP2

National Code	CIT Subject	Unit of Competency
CUADES302	ARTS 367	Explore and apply the creative design process to 2D forms
CUADES411	DSGN 328	Generate design solutions
CUAGRD312	DSGN 329	Use typography techniques
CUAGRD411	DSGN 330	Research and apply graphic design techniques

How to enrol

Follow the online enrolment instructions on the next page. If you do not already have one, you will need to create a USI number before enrolling. To create a USI number go to **usi.gov.au**

If you need assistance with enrolling, please contact CIT Student Services on **infoline@cit.edu.au** or (02) 6207 3188, or CIT Graphic Design Administration.

For more information

- **Email: GEMM@cit.edu.au**
- **Phone:** (02) 6207 3583
- **Visit:** Graphic Design Administration, Room G108, CIT Reid (Mon-Fri, 9:00am-4:30pm)

How to Enrol Online

1) **Go to** https://cit.edu.au/courses/creative/graphic_design/SA-BD60
2) Click the dark blue APPLY NOW button near the heading
3) Underneath the text 'Choose your application method' click the link FULL FEE or FEE FREE TAFE
4) Login to the system:
   - **If you have studied at CIT before**, click the link Existing Users: Login here and login with your CIT number and password
   - **If you are new to CIT**, create a login ID and PIN, and then login
5) Once you are logged in, click 'Student Menu'

STEP 1: APPLY TO STUDY

6) From the Student Menu, click Step 1 – Apply to study
7) Click New
8) From the Application Type drop-down select FULL FEE or FEE FREE TAFE then Continue
9) From the Admission Term drop-down select Semester 1 2024
10) enter/check your name, then Continue
11) Click Planned Course of Study
12) From the drop-down select PREPARATORY SKILL SET for PROF GRAPHIC DESIGN, SA-BD60
13) Click Continue
14) Enter or check your personal details, update if needed, then click Continue (approx. 3 pages)
15) Click Submit then Continue. You will now be back on the main Student Menu page.

STEP 2: ENROL IN CLASSES

16) From the Student Menu, click Step 2 – Enrol in Classes
17) Check your personal details, update if needed, then click Continue
18) Check your personal details, update if needed, then click Continue to Enrol
19) Enter your Unique Student Identifier (USI) if prompted (new students only) then Continue*
20) Read Terms and Conditions for Enrolment, then click Accept Conditions
21) From the Term drop-down select Semester 1 2024 then Submit
22) From the drop-down select PREPARATORY SKILL SET for PROF GRAPHIC DESIGN then Submit
23) Leave the CRNs boxes empty and scroll down to the Block Code section. From the drop-down menu, select GDPREP2 from the list then Submit
24) Wait for the system to enrol you, then check your enrolment to make sure it is correct. If you are enrolled successfully, it will show all 4 subjects with RW next to it (RW stands for web registered).

If you get an error during enrolment, please take a screenshot or write down the error, then contact us via GEMM@cit.edu.au so we can help fix the problem for you.

If you need to withdraw from classes, next to the class name, select 'web drop' from the drop-down menu, then submit. You can withdraw any time before the invoice due date without being liable for fees.

Your invoice will be automatically emailed to you. This will be an auto-generated email with a PDF attachment. Please check your email, including junk and spam folders for this.

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*Students new to CIT will need to provide their USI number to enrol. If you do not have a USI number, you can apply for one at usi.gov.au After entering your USI number you may be taken back to the home page – if so, just click on 'Step 2 – Enrol into Classes' again.