

Term 4, 2023

# Online Enrolment Instructions: Club DJ Fundamentals

Learn the complete art of DJ'ing, from the fundamentals of beatmatching and mixing to using effects and programming extended club sets. Whether you're a beginner wanting to learn fundamentals or an intermediate DJ looking to take your talent to the next level, our curriculum is designed to accommodate all skill levels and styles of music. **Numbers are limited**; beginners are welcome!

## Overview

<b>Dates:</b>	17 October to 12 December 2023 (9 weeks)
<b>Day/Time:</b>	Tuesdays, 6pm – 9pm (1 x 3-hour class per week)
<b>Location:</b>	CIT Reid, L Block Audio Lab
<b>Cost:</b>	\$995 (payment plans available)
<b>Application Type:</b>	Full Fee
<b>Course:</b>	Club DJ Fundamentals OCA-BD01
<b>CRN:</b>	<b>34965</b>
<b>Subject Code:</b>	MUSC 365

## 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](https://usi.gov.au)

If you need assistance with enrolling, please contact CIT Student Services on [infoline@cit.edu.au](mailto:infoline@cit.edu.au) or (02) 6207 3188, or CIT Music Administration.

## For more information

**Email:** [GEMM@cit.edu.au](mailto:GEMM@cit.edu.au)

**Phone:** (02) 6207 3583

**Visit:** Music Administration, Room G108, CIT Reid (Mon-Fri, 9:30-4pm)

## HOW TO ENROL ONLINE

- 1) Go to the [Club DJ Fundamentals page on the CIT website](#)
  - 2) Click the dark blue [APPLY NOW](#) button near the heading
  - 3) Underneath the text 'Choose your application method' click the link [FULL FEE](#)
  - 4) Login to the system:
    - a. **If you have studied at CIT before**, click the link [Existing Users: Login here](#) and login with your CIT number and password
    - b. **If you are new to CIT**, create a login ID and PIN, and then login
  - 5) Once you are logged in, click 'Student Menu'
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### 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](#) then [Continue](#)
  - 9) From the Admission Term drop-down select [Semester 2 2023](#), enter/check your name, then [Continue](#)
  - 10) Click [Planned Course of Study](#)
  - 11) From the drop-down select [CLUB DJ FUNDAMENTALS, NON-ACCREDITED TRAINING, OCA-BD01](#)
  - 12) Click [Continue](#)
  - 13) Enter or check your personal details, update if needed, then click [Continue](#) (approx. 3 pages)
  - 14) Click [Submit](#)
  - 15) On the left, click on the link to go back to the main 'Student Menu'
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### 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 2 2023](#) then [Submit](#)
- 22) From the drop-down select the [CLUB DJ FUNDAMENTALS](#) program then [Submit](#)
- 23) Enter the 5-digit CRN: [34965](#) (leave block code blank) 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 the class 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 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](http://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.