



APPLYING and ENROLLING is a two (2) step process:

1. **APPLYING** is when you apply to study a course/program at CIT.
2. **ENROLLING** is registering and paying for your subjects.

Pre-enrolment checklist:

- Check you have a [Unique Student Identifier \(USI\)](#) - this only needs to be verified once at CIT.
- Check you have Class reference numbers (**CRNs**) and or **Block Code** for your subjects - these are on timetables issued at Information and Enrolment sessions or listed on the [course web page](#).

1. After signing in to [CIT Self Service](#) the following screen will appear:

2. Click Step 2 – Enrol into Classes

3. The next two (2) screens are the Australian Vocational Education & Training Management Information Statistical Standard (AVETMISS) and must be updated each time you enrol.

Continuing students should find most data pre-filled  
**Update** your details and click **continue**.



**4. To enrol online new students need to verify their USI once at CIT.**

If you are new to CIT enter your USI and click **Continue** to verify it.

**5. Read and Accept the Terms and Conditions for Enrolment**

**6. Select the Semester you want to use for subject enrolment.**

Select a semester for enrolment. Click **SUBMIT**

**7. A study path is a course that you have applied for.**

Select the **Study Path** for the classes you wish to enrol into click **Submit**.

Select the program level for the classes you want to enrol into e.g. Cert 4, Diploma, Advanced Diploma.



## 8. Enrolling – Add classes

Depending on your timetable you can enter a Class reference number (CRN) 1 per box  
 OR  
 Select a Block code from the drop down list.  
 Click '**Submit Classes**' to check your subjects.

## Add or Drop Classes

**TO ADD CLASSES**

1. Check CRNs/Block Code from the timetable.
2. Enter CRNs/Block Code into the table under **Add Classes Worksheet**
3. Click **Submit Classes**.
4. Click **Finish**, you will be directed to \$ My Account.

**TO DROP CLASSES**

- Select **Web Drop** from the action column. Selected Study Path is C3-BD25 Cert III Barbering
- Click **Submit Classes**.

Web drop is not available for all enrolments.  
**Invoices** will be emailed to you within 1 hour of enrolment.

**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

**OR**

**Block Code**

Your timetable will clearly show a block code. See **HELP** for more information

None ▼

Selected Study Path is C3-BD25 Cert III Barbering

Enter **1 x CRN** per box. TAB or click into the next box to enter more CRNs.

Select a **BLOCK CODE** from the drop down list.

Click **SUBMIT CLASSES**

CRICOS Provider 00001K | RTO Code 0101

## 9. Entering a start date for Open Learning CRNs.

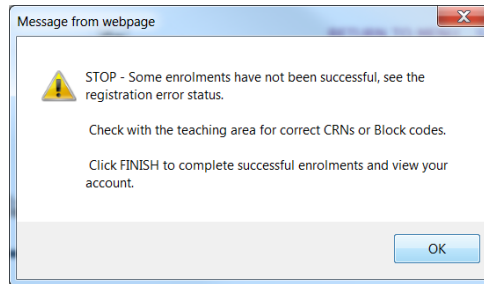
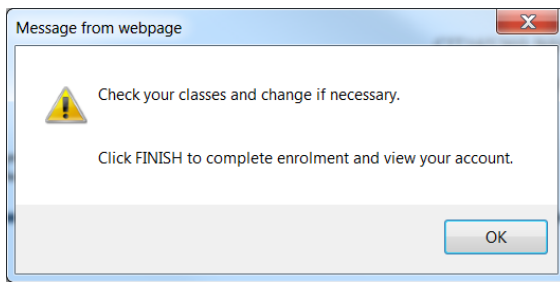
Open learning CRNs gives you the flexibility to enter a state date that suits you.

CRN	Course	Course Title	Duration	Start Date (DD/MM/YYYY)	Permitted Start Dates
50044	ADMN 199	Participate in environmentally sustainable work practices	10 WEEK	<input type="text" value="06/09/2020"/>	22/07/2020 to 06/12/2020
50045	BEAU 127	Conduct salon financial transactions	10 WEEK	<input type="text"/>	22/07/2020 to 06/12/2020
50046	BEAU 128	Provide salon services to clients	10 WEEK	<input type="text"/>	22/07/2020 to 06/12/2020
50047	HAIR 193	Shave heads and faces	10 WEEK	<input type="text"/>	22/07/2020 to 06/12/2020

If required enter a start date dd/mm/yyyy

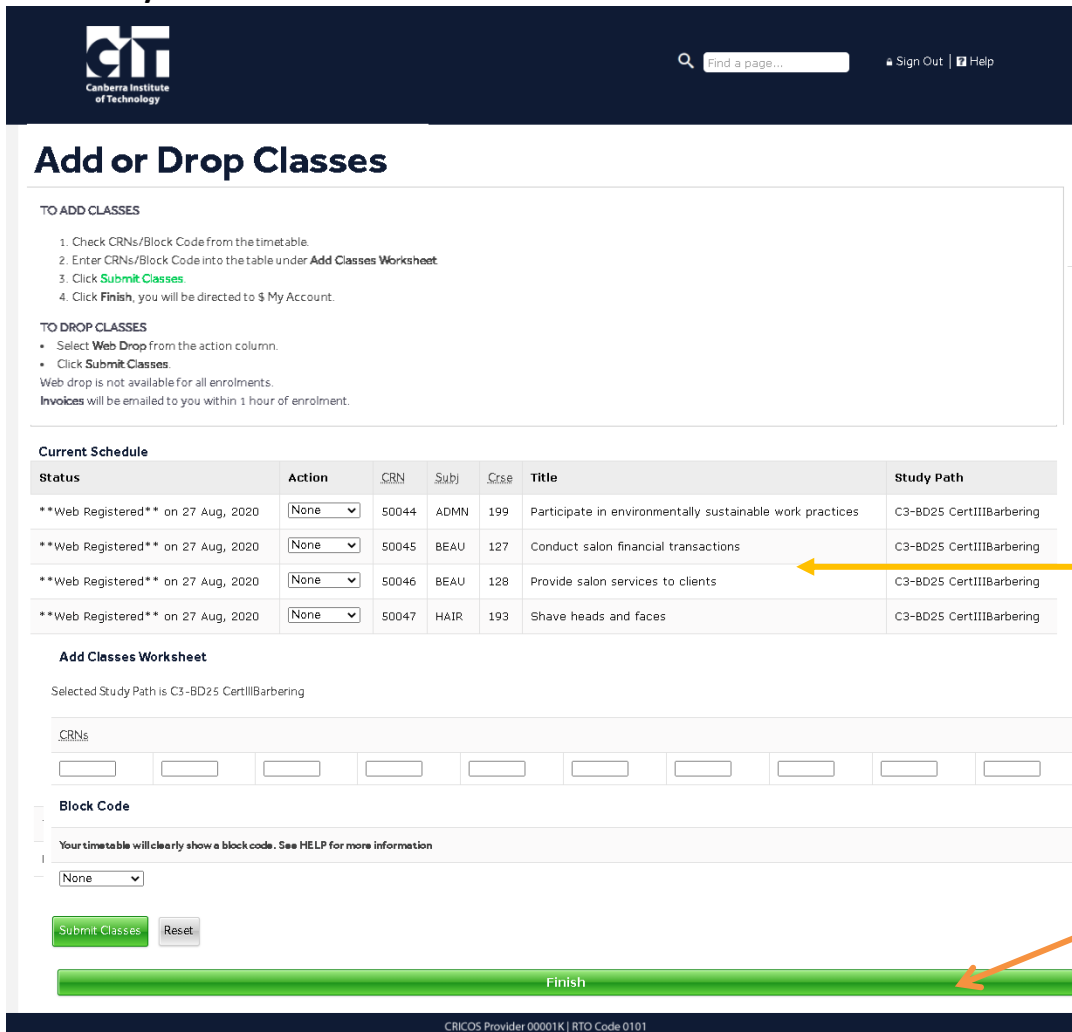
Click **Submit changes**.

## 10 . Enrolment – Check your classes



You will see one of these messages prompting you to check your classes.  
**Click OK**

## 11. Check your classes and FINISH



**Add or Drop Classes**

**TO ADD CLASSES**

1. Check CRNs/Block Code from the timetable.
2. Enter CRNs/Block Code into the table under **Add Classes Worksheet**.
3. Click **Submit Classes**.
4. Click **Finish**, you will be directed to \$ My Account.

**TO DROP CLASSES**

- Select **Web Drop** from the action column.
- Click **Submit Classes**.

Web drop is not available for all enrolments.  
Invoices will be emailed to you within 1 hour of enrolment.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Title	Study Path
**Web Registered** on 27 Aug, 2020	None	50044	ADMN	199	Participate in environmentally sustainable work practices	C3-BD25 CertIIIBarbering
**Web Registered** on 27 Aug, 2020	None	50045	BEAU	127	Conduct salon financial transactions	C3-BD25 CertIIIBarbering
**Web Registered** on 27 Aug, 2020	None	50046	BEAU	128	Provide salon services to clients	C3-BD25 CertIIIBarbering
**Web Registered** on 27 Aug, 2020	None	50047	HAIR	193	Shave heads and faces	C3-BD25 CertIIIBarbering

**Add Classes Worksheet**

Selected Study Path is C3-BD25 CertIIIBarbering

CRNs

Block Code

Your timetable will clearly show a block code. See HELP for more information

None

Submit Classes Reset

Finish

Check your subjects.

Click **FINISH**  
If your classes are correct.

**\$ My Account**  
Users can view invoices and make payments.

### Notes:

- Users cannot withdraw online when the Invoice Due Date has occurred.
- Users cannot withdraw online when the Census Date has occurred.
- Users cannot withdraw online from some programs e.g. White Card.

If your classes are incorrect or you need assistance contact CIT Infoline on (02) 6207 3188.