

**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 a **Block Code** for your subjects - these are on timetables issued at Information and Enrolment sessions or by request from CIT Student Services.

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.

If your USI does not verify  
check the name you  
obtained your USI under  
is exactly the same as  
what you used when  
applying to CIT, this must  
be your legal name.

## 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.
- Click **Submit Classes**.

Selected Study Path is C3-BD25 Cert III Barbering

Web drop is not available for all enrolments.

Invoices will be emailed to you within 1 hour of enrolment.

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

CRNs

OR

Block Code

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

None

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

Selected Study Path is C3-BD25 Cert III Barbering

Click **SUBMIT CLASSES**

Submit Classes

Reset

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.

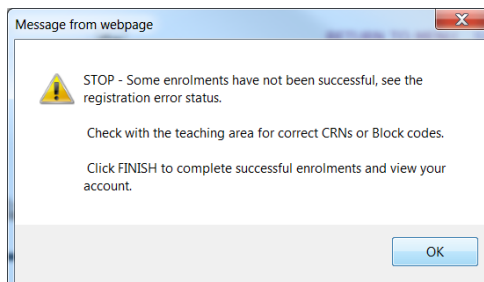
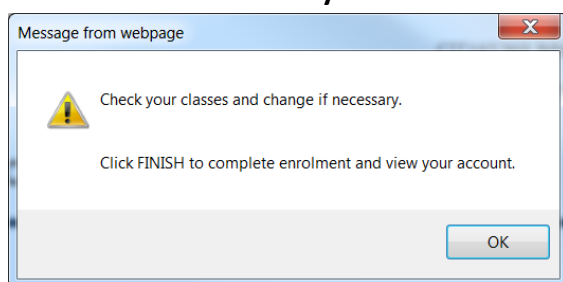
CRN	Course	Course Title	Duration	Start Date (DD/MM/YYYY)	Permitted Start Dates
50044	ADMN 199	Participate in environmentally sustainable work practices	10 WEEK	06/09/2020	22/07/2020 to 06/12/2020
50045	BEAU 127	Conduct salon financial transactions	10 WEEK		22/07/2020 to 06/12/2020
50046	BEAU 128	Provide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

If required enter a start date  
dd/mm/yyyy

Submit Changes

Click **Submit changes**.

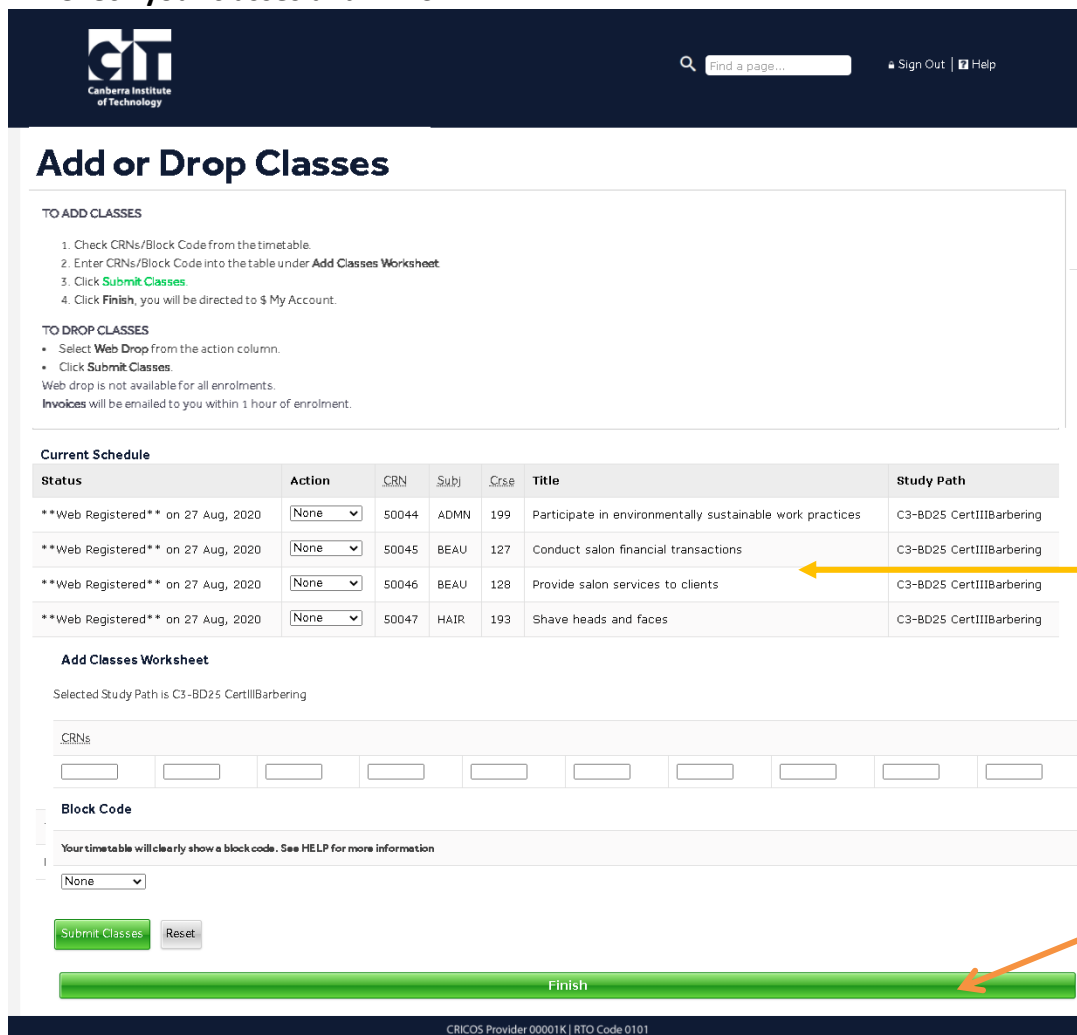
## 10 . Enrolment – Check your classes



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 passed.
- Users cannot withdraw online when the Census Date has passed.
- 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.