



An Introduction to Student Self-Enrolment

For a video guide, please click here: [Paradigm Student Self Enrolment Video Guide](#)

Step 1



Please log into Moodle then click on **Paradigm Student Portal**.

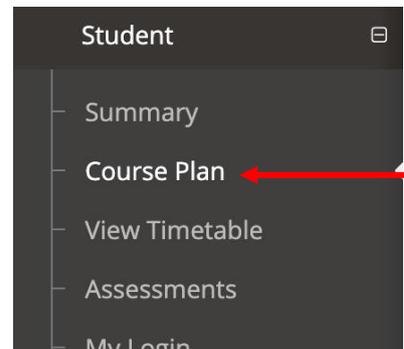
Step 2

Log into Paradigm Student Portal. If you are unsure of how to log into paradigm, please follow the guide here: [Paradigm Student Portal Guide](#)

Step 3

Click on **'Student'** then **'Course Plan'** from the left-hand side bar.

The Course Plan will show you an outline of your course including the units you have taken, which units you have yet to complete as well as any pre-requisites.



LEGEND

Previously Completed Currently Enrolled Allowed to Enrol Disallowed by Prerequisite Unit Not Scheduled

Green – Units you have completed.

Blue – Units you are currently enrolled in this trimester.

White – Units available to enrol into.

Orange – Units not available to you at this time as you have not met the requirements.

Grey – Unit isn't running next trimester.

Blank spaces - Electives.



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- We recommend you check your offer letter to ensure that your advanced standing units have been properly recorded.

You can only select a maximum of 4 units per semester (**1 unit in Block 1, 1 unit in Block 2, 1 unit in Block 3 and 1 unit in Block 4**).

Please note that as an international student, you must complete a minimum of 8 units in an academic year.

Step 3

Select the subjects you wish to enrol in by ticking the box below the unit name. Please note that **you must follow the order of the course plan** (for example: you must complete Stage 1 units before enrolling in Stage 2 units).

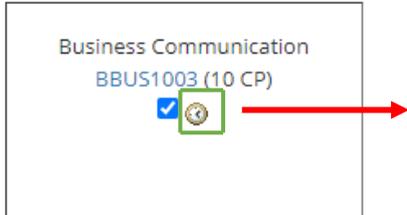
A1001	Stage 1	Stage 2	Stage 3	Stage 4
Core	Accounting for Business Decisions BBUS1001 (10 CP)	Foundations of Human Resource Management BBUS1005 (10 CP) <input type="checkbox"/> ⓘ	Introductory Accounting BACC2001 (10 CP)	Financial Accounting and Reporting 1 BACC2004 (10 CP) <input type="checkbox"/> ⓘ
Core	Foundations of Information Technology BBUS1002 (10 CP) <input checked="" type="checkbox"/> ⓘ	Marketing Fundamentals BBUS1006 (10 CP) <input type="checkbox"/> ⓘ	Accounting Information Systems BACC2002 (10 CP)	Management Accounting BACC2005 (10 CP)
Core	Business Communication BBUS1003 (10 CP) <input checked="" type="checkbox"/> ⓘ	Organisational Behaviour BBUS1007 (10 CP) Grade: <i>Advanced Standing</i>	Business and Corporations Law BACC2003 (10 CP) <input type="checkbox"/> ⓘ	Business Finance BACC2006 (10 CP) <input type="checkbox"/> ⓘ
Elective	Economics for Management BBUS1004 (10 CP) <input type="checkbox"/> ⓘ	Statistics for Professionals BBUS1008 (10 CP)	Unspecified Accounting Elective 1 UNEACC1 (10 CP) Grade: <i>Advanced Standing</i>	Unspecified Accounting Elective 2 UNEACC2 (10 CP) Grade: <i>Advanced Standing</i>

Please complete Stage 1 units first then Stage 2 units etc.



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To see the class time in a new window, click on the clock next to checkbox.



Unit Code(S)	Home Institution	Mode Of Delivery	Class	Date	Day	Start Time	End Time	Session	Subject	Attendance
You must enrol in one of the following classes:										
					Monday	12:00pm	03:00pm	CLASS	Business Communication - Group 1, B1	
					Monday	06:00pm	09:00pm	CLASS	Business Communication - Group 2, B1	
					Monday	08:30am	11:30am	CLASS	Business Communication - Group 3, B1	
You must enrol in one of the following classes:										
					Wednesday	12:00pm	03:00pm	CLASS	Business Communication - Group 1, B1	
					Wednesday	06:00pm	09:00pm	CLASS	Business Communication - Group 2, B1	
					Wednesday	08:30am	11:30am	CLASS	Business Communication - Group 3, B1	

Note - You can open and check multiple units this way to plan the best timetable for you!

Step 4

Click on the "Enrol" button at the bottom of the page to confirm the unit enrolment.



Step 5

Click on the "Select Unit" option on the far-right column for each unit you have chosen (do this first for all units!)

Please refer to the first column 'Start Date' to check in which block you want to study the unit.

Please check the academic calendar dates on the AIH website to know which block you are enrolling for. The academic calendar can be found here: <https://aih.nsw.edu.au/important-dates/>

DATES FOR UNIT: BBUS1002 - FOUNDATIONS OF INFORMATION TECHNOLOGY

Start Date	Unit Code	Unit Name	Institution:	Teacher	Mode Of Delivery	Class	Class Times	Select Unit
04/07/2022	BBUS1002	Foundations of Information Technology	AIHE		On Campus		SHOW TIMES	<input type="radio"/>
29/08/2022	BBUS1002	Foundations of Information Technology	AIHE		On Campus		SHOW TIMES	<input type="radio"/>

Leave Student Services a message

CHANGE UNITS CHECK CLASS TIMES

Start Date	Unit Code	Unit Name	Institution:	Teacher	Mode Of Delivery	Class	Class Times	Select Unit
04/07/2022	BBUS1002	Foundations of Information Technology	AIHE		On Campus		SHOW TIMES	<input checked="" type="radio"/>



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Step 6

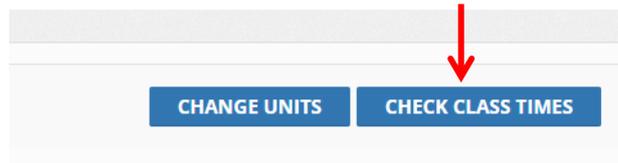
In the new column that appears, tick the box 'Enrol In' to select your preferred class time if the class is offered over more than 1 session. If your class is only offered over 1 session you will only need to click 'Enrol In'.

DATES FOR UNIT: BBUS1002 - FOUNDATIONS OF INFORMATION TECHNOLOGY												
Start Date	Unit Code	Unit Name	Institution	Teacher	Mode Of Delivery	Class	Class Times	Select Unit				
04/07/2022	BBUS1002	Foundations of Information Technology	AIHE		On Campus		SHOW TIMES	<input type="checkbox"/>				
Date	Day	Start Time	End Time	Session	Subject	Teacher	Room	Class	Select Class	Places		
You must enrol in one of the following classes:												
12242	04/07/2022	Monday	08:30am	11:30am	CLASS	Foundations of Information Technology - Group 1, B1	Penatiyana Withanage Chandana Prasad	Level 4, Computer Lab 8	1	1	<input checked="" type="checkbox"/> Enrol In / Delete	(1/40)
12242	04/07/2022	Monday	03:00pm	06:00pm	CLASS	Foundations of Information Technology - Group 2, B1	Hasan Mahmud	Level 4, Computer Lab 8	2	1	<input type="checkbox"/> Enrol In / Delete	(0/40)
You must enrol in one of the following classes:												
12242	06/07/2022	Wednesday	08:30am	11:30am	CLASS	Foundations of Information Technology - Group 1, B1	Penatiyana Withanage Chandana Prasad	Level 4, Computer Lab 8	1	2	<input checked="" type="checkbox"/> Enrol In / Delete	(1/40)
12242	06/07/2022	Wednesday	03:00pm	06:00pm	CLASS	Foundations of Information Technology - Group 2, B1	Hasan Mahmud	Level 4, Computer Lab 8	2	2	<input type="checkbox"/> Enrol In / Delete	(0/40)

Note - you cannot enrol into units that start/exist at the same time.

Step 7

Click on "CHECK CLASS TIMES" at the bottom of the page to ensure you are enrolled in the correct units and that you have selected the correct class time.



Step 8

You also have the option to send an email confirmation regarding your timetable to your email address.

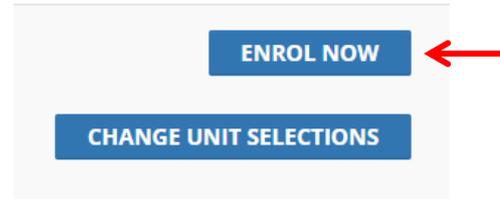
TERMS AND CONDITIONS OF ENROLMENT
I understand the following requirements to enrol in the subject: <input type="checkbox"/> Send Email Confirmation



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Step 9

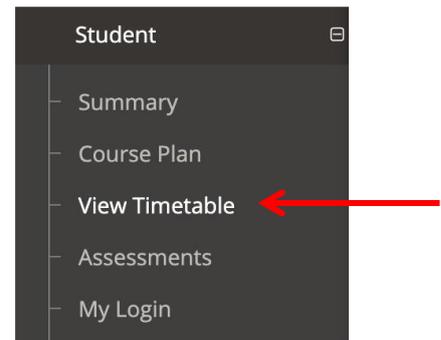
Click on "Enrol Now" at the bottom of the page to confirm your unit(s) enrolment and timetable.



**Congratulations you have now enrolled into your units
for the next trimester!**

Step 10

To check your timetable, click on "View Timetable" from the left side bar.



Step 11

Scroll to the start of next trimester to view your timetable.

WEEKLY TIMETABLE					
13-17 Jun 2022					
	Mon 13 Jun	Tue 14 Jun	Wed 15 Jun	Thu 16 Jun	Fri 17 Jun
all-day					
8am					
9am					
10am					
11am					
12pm	12:00 - 3:00 CLASS Statistics for Professionals - Group 2, B2 Unit Code: BBUS1008 Room: Level 3, Classroom 5		12:00 - 3:00 CLASS Statistics for Professionals - Group 2, B2 Unit Code: BBUS1008 Room: Level 3, Classroom 5		
1pm					
2pm					
3pm	3:00 - 6:00 CLASS Accounting for Business Decisions - Group 2, B2 Unit Code: BBUS1001 Room: Level 4, Computer Lab 12		3:00 - 6:00 CLASS Accounting for Business Decisions - Group 2, B2 Unit Code: BBUS1001 Room: Level 4, Computer Lab 12		
4pm					
5pm					
6pm					

Please Note: Class capacities are set and once a class is full it becomes unavailable and you will need to make a new selection.