Deferred/Supplementary exam for a pre-requisite course process

If your exam is for a course that is a <u>pre-requisite</u> for a course in the upcoming semester (first choice course), you must follow the steps below. **Please read the instructions all the way to the end before taking any actions.**

If you pass the exam you can enrol into your 'first choice course' in the upcoming semester. If you fail the exam you'll need to enrol into a 'backup course' in the upcoming semester.

1. If you have enrolled in it already, drop the course as you haven't yet passed the pre-requisite course.
2. **Stay up to date in your 'first choice course'** by contacting the Convenor (lecturer) of the relevant course as soon as possible and requesting to be added into Wattle as an *'auditing student'*.
   a. This will give you access to materials so you don't fall behind while waiting for your supplementary/ deferred result.
   b. Enrolling as an auditing student <u>does not</u> mean you are enrolled in the course via ISIS.
   c. You need to attend lectures as as advised on wattle. You will need to speak to your lecturer about enrolling into tutorials.
3. **Think of a 'backup course',** or plan to re-enrol into the course you have an exam for if it is offered in the upcoming semester, in case you are not successful in the deferred or supplementary exam.
   a. This will be the course you enrol into if you fail your exam. You should contact the convener of this course asking to be added as an auditing student for this course, as per the above. You need to stay up to date with the course content.
4. **If you pass your supplementary/deferred exam** and satisfy the pre-requisite requirement, you will be eligible to enrol into your 'first choice course'.
   a. When you see your final result for the course for the previous semester in your ISIS account, you will need to add your 'first choice course' via ISIS. You will <u>not</u> receive a notification about the grade being changed, you must keep checking ISIS yourself.
   b. If your exam result is published after the Monday of Week 2, you will need to submit a Late Enrolment Application. The last day to submit this application is the Sunday before Week 3. https:// cbe.anu.edu.au/current-students/guides-policies-and-forms/enrolment
   c. If you need a permission number for the course, please contact CBE Student Services.
   d. After you have been enrolled into the course in ISIS, you will have full access to the Wattle site as an *'enrolled student'*.
5. **If you do not pass your supplementary/deferred exam**, you will not be able to enrol into your first choice course, and will need to enrol into your backup course.
   a. When you see your final result for the course for the previous semester in your ISIS account, you will need to add your 'first choice course' via ISIS. You will <u>not</u> receive a notification about the grade being changed, you must keep checking ISIS yourself.
   b. If your exam result is published after the Monday of Week 2, you will need to submit a Late Enrolment Application. The last day to submit this application is the Sunday before Week 3. https:// cbe.anu.edu.au/current-students/guides-policies-and-forms/enrolment
   c. If you need a permission number for the course, please contact CBE Student Services.
   d. After you have been enrolled into the course in ISIS, you will have full access to the Wattle site as an *'enrolled student'*.

If you have any questions, please contact the CBE Student Services Team – info.cbe@anu.edu.au