

PLEASE PRINT CLEARLY IN BLACK INK

Form: SSC-130/06/09

This form must be completed by students who wish to commence an additional course while still enrolled in their current course at ECU.

Please see over for "Instructions for Students".

STUDENT NUMBER										
SURNAME/FAMILY NAME (Block Letters)						GIVEN NAME/S (Block Letters)				
ADDRESS										POSTCODE
EMAIL:										DAYTIME PHONE:
NAME OF CURRENT COURSE:										COURSE CODE:
SEMESTER / YEAR OF INTENDED COMPLETION:			/	2	0	FACULTY / SCHOOL:				
NAME OF ADDITIONAL COURSE:										COURSE CODE:
SEMESTER / YEAR OF INTENDED COMMENCEMENT:			/	2	0	FACULTY / SCHOOL:				
REASONS FOR SEEKING CONCURRENT ENROLMENT:										
PROPOSED ENROLMENT FOR CONCURRENT SEMESTER(S):	Semester	Unit				Semester	Unit			
SIGNATURE:										DATE

OFFICE USE ONLY – *See over for 'Instructions for Staff'					
1	ADMISSIONS OFFICE:	History List Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>			
2	* FACULTY OF CURRENT COURSE:	Associate Dean T&L	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>		Signature _____ Date _____
3	*FACULTY OF ADDITIONAL COURSE:	Associate Dean T&L	Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>		Signature _____ Date _____
4	ADMISSIONS OFFICE:	Person Note Added: Yes <input type="checkbox"/> No <input type="checkbox"/>			Signature _____ Date _____

## INSTRUCTIONS FOR STUDENTS:

Students wishing to apply for concurrent enrolment in two courses must:

1. Be currently enrolled in a course at ECU for which they are in 'Good Standing';
2. International students must present a valid COE for their current course with this application – if COE exempt, refer to ECU to obtain a signed approval;
3. Submit an application, via ECU's online portal (eAdmissions), for the additional course they wish to enrol in;
4. Complete this form which may be uploaded as part of the eAdmissions application; or
5. Lodge at a Student Central or mail to the Admissions Office (or International Admissions Office if appropriate).

## CONTACT DETAILS:

Bunbury Student Central  
Building 1  
Edith Cowan University  
Robertson Drive  
Bunbury WA 6230  
Telephone: 9780 7710  
Facsimile: 9780 7800  
[southwest@ecu.edu.au](mailto:southwest@ecu.edu.au)  
[Bunbury Map Link](#)

Joondalup Student Central  
Building 18  
Edith Cowan University  
270 Joondalup Drive  
Joondalup WA 6027  
Telephone: 6304 2000  
Facsimile: 6304 5188  
[enquiries@ecu.edu.au](mailto:enquiries@ecu.edu.au)  
[Joondalup Map Link](#)

Mount Lawley Student Central  
Building 3  
Edith Cowan University  
2 Bradford Street  
Mount Lawley WA 6050  
Telephone: 6304 2000  
Facsimile: 9370 6188  
[enquiries@ecu.edu.au](mailto:enquiries@ecu.edu.au)  
[Mount Lawley Map Link](#)

Admissions Office  
Building 31  
Edith Cowan University  
270 Joondalup Drive  
Joondalup WA 6027  
Telephone: 6304 3434  
Facsimile: 6304 2045  
[admissions@ecu.edu.au](mailto:admissions@ecu.edu.au)  
[Joondalup Map Link](#)

International Admissions Office  
Building 18  
Edith Cowan University  
270 Joondalup Drive  
Joondalup WA 6027  
Telephone: 6304 5377  
Facsimile: 6304 2116  
[international@ecu.edu.au](mailto:international@ecu.edu.au)  
[Joondalup Map Link](#)

## INSTRUCTIONS FOR STAFF:

Once the Application for the Additional course, including the Application for Concurrent Course Enrolment, is received at the Admissions Office:

1. The application is entered onto Callista and assessed for eligibility for the additional course.
2. If eligible, the Application for Concurrent Course Enrolment is forwarded to the ADTL aligned to the current course being studied, along with a 'History list'.
3. If approved by the ADTL, the form is then forwarded to the School of the additional course or returned to Admissions if both courses are within the same Faculty.
4. If approved by the second ADTL, the form is then returned to the Admissions Office.

If at any point the application is not approved the form is to be returned to the Admissions Office, who will advise the student.