Tutorial Enrolment

These instructions ONLY apply if you have been told you have the option to enrol in your own classes.

Please enrol in your tutorials via SOLS by following the instructions below.

NOTE: Insufficient enrolments may result in the closing of a tutorial in the first two weeks of classes. This rarely occurs, however if it is the case, students will be redistributed to other tutorials.

STEP 1: Logon to SOLS using your Username and Password.

NOTE: It takes 24 hours for your username and password to use after you have enrolled in your subjects.

Below is the web address for the logon page:

If you are a new student, you may need to enter some details before proceeding to the next step.

STEP 2: Click “Tutorial Enrolment”
Repeat Step 3 to 5 for the other subjects so that you are enrolled in ALL the Lectures for your subjects.
STEP 6: TUTORIALS
Once the tutorial group is opened, you must enrol in a tutorial and/or computer lab for each of your subjects. Click “Tutorial” under one of the subjects.

STEP 7: TUTORIALS
The tutorials options for that subject will now appear. Click on the option you would like to enrol in. You can only enrol in the YELLOW options. Do not click on a tutorial that will clash with another of your classes (e.g., lecture or other tutorial). You will need to confirm your choice by clicking “Enrol Now”.

If the tutorial group/class is highlighted in:
- **Pink** - The selection is full and you need to make another choice.
- **Green** - Selection is not open yet, or has already closed. Check the top of the screen.
- **Purple** - Current selection.
- **Yellow** - Selection is open and this option is available - You can select it now.

Repeat Steps 6 and 7 for the other subjects so that you are enrolled in a Tutorial and/or Computer Lab for all of your subjects.
STEP 8: Once you have selected all classes for your subjects, click “Show my Timetable”. Your timetable will then show all your classes (a sample is to the right). All the classes that you have enrolled in will appear in purple.

Print out your timetable and take it to your next class.