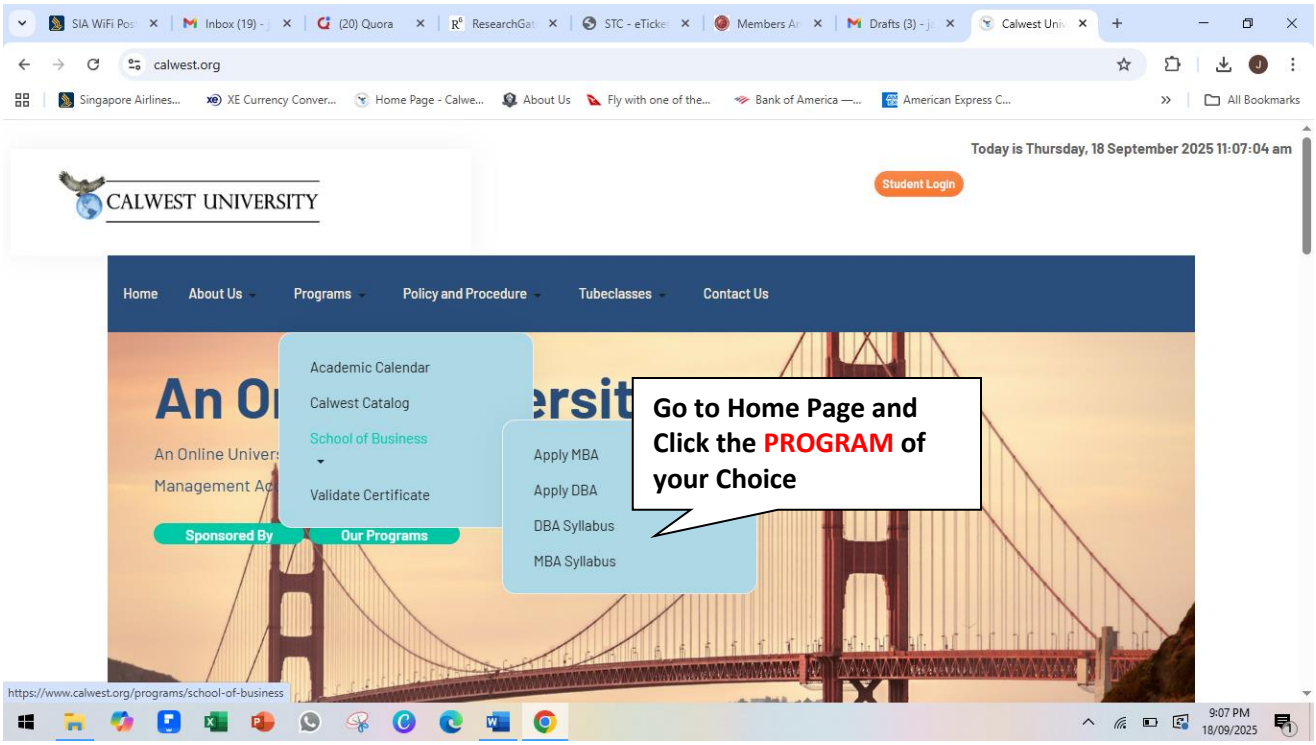
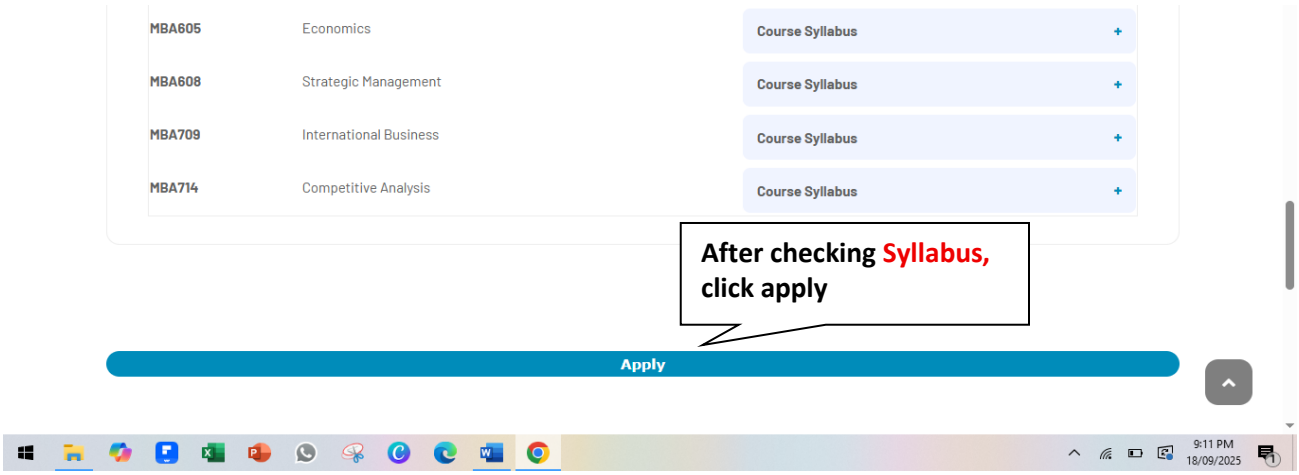
STUDENT NAVIGATION HELPER – DEGREE PROGRAM ENROLMENT

ENROLLING IN A PROGRAM?

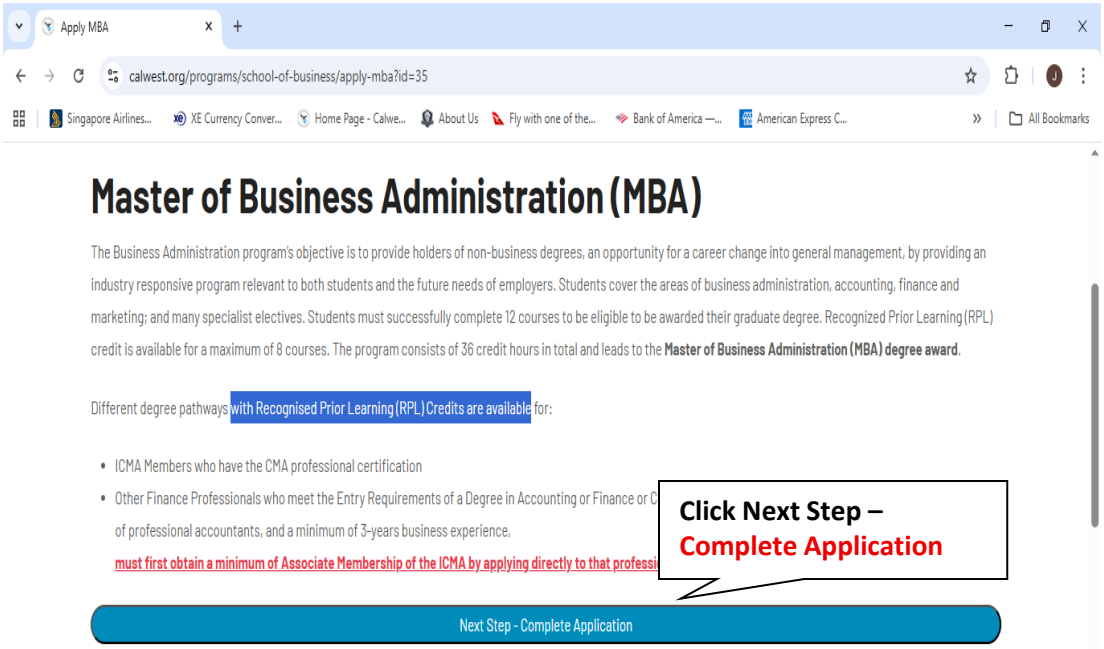
1. CONSIDER WHICH DEGREE PROGRAM YOU WISH TO UNDERTAKE



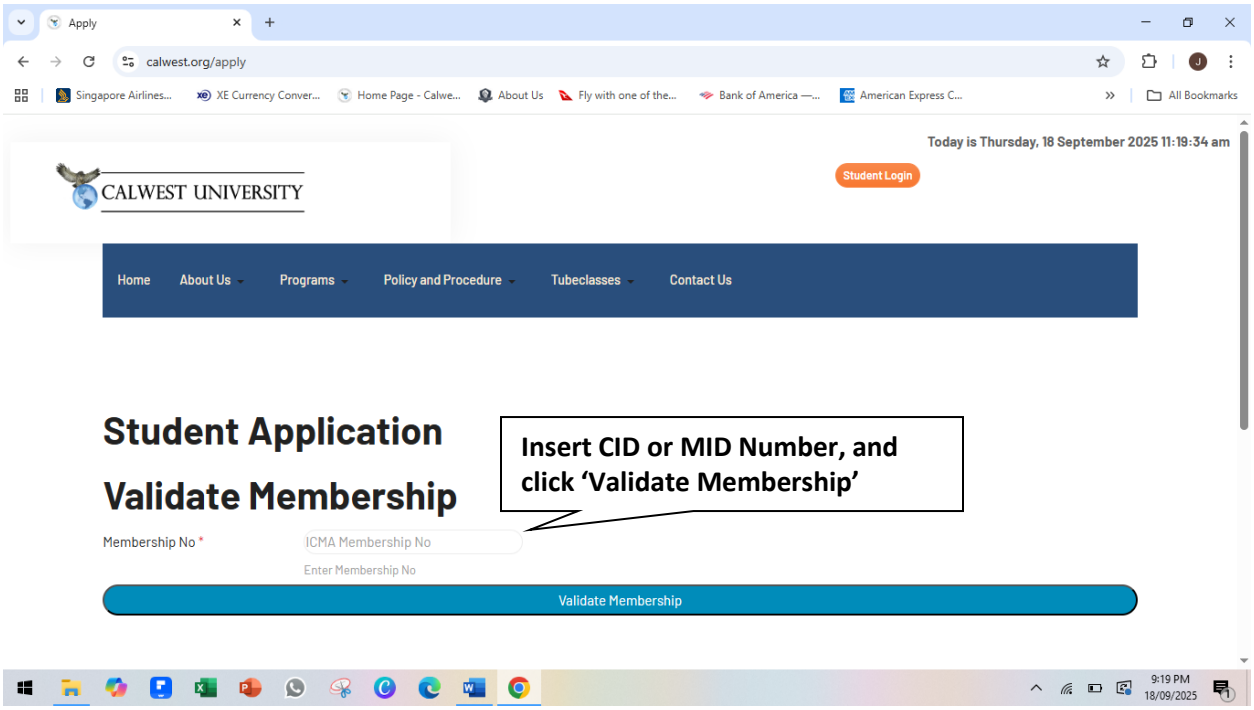
2. After You Check the Syllabus, go to bottom on the page to Appy



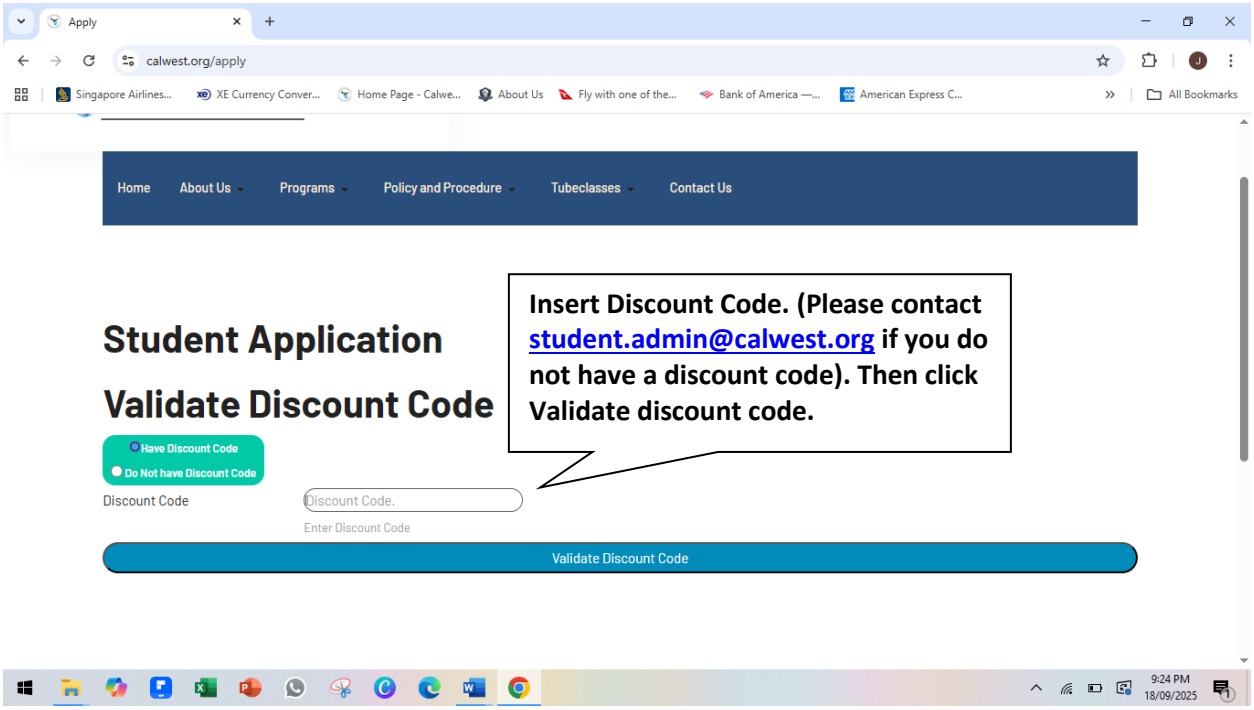
3. Check Different degree pathways and Recognised Prior Learning (RPL) Credits are available before going to next step to complete application



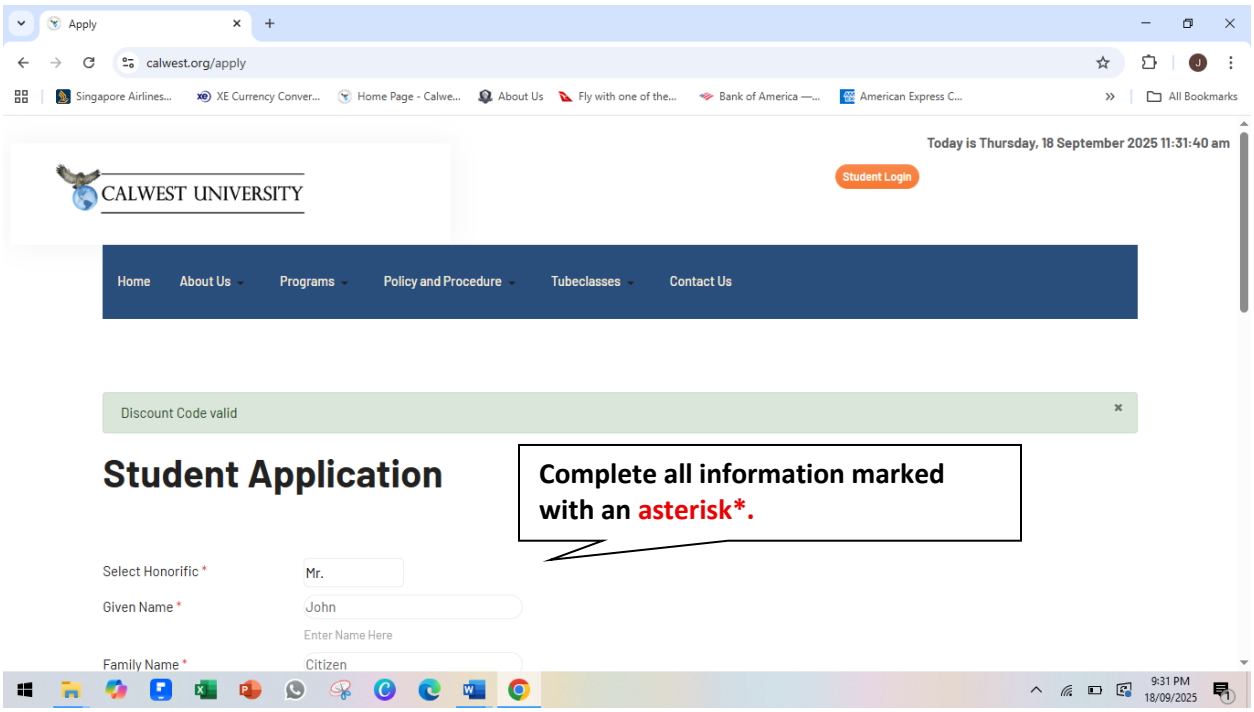
4. Provide ICMA Membership Number to Validate that you are a member of ICMA Australia



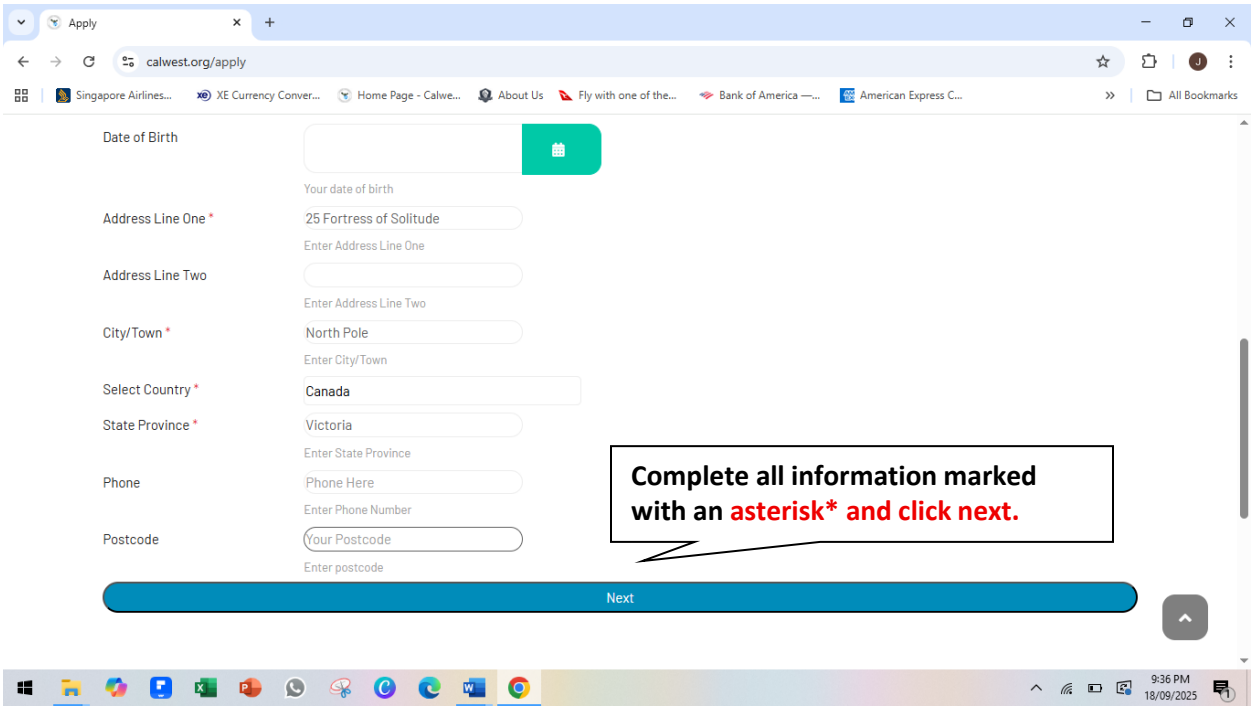
5. Validate Discount Code



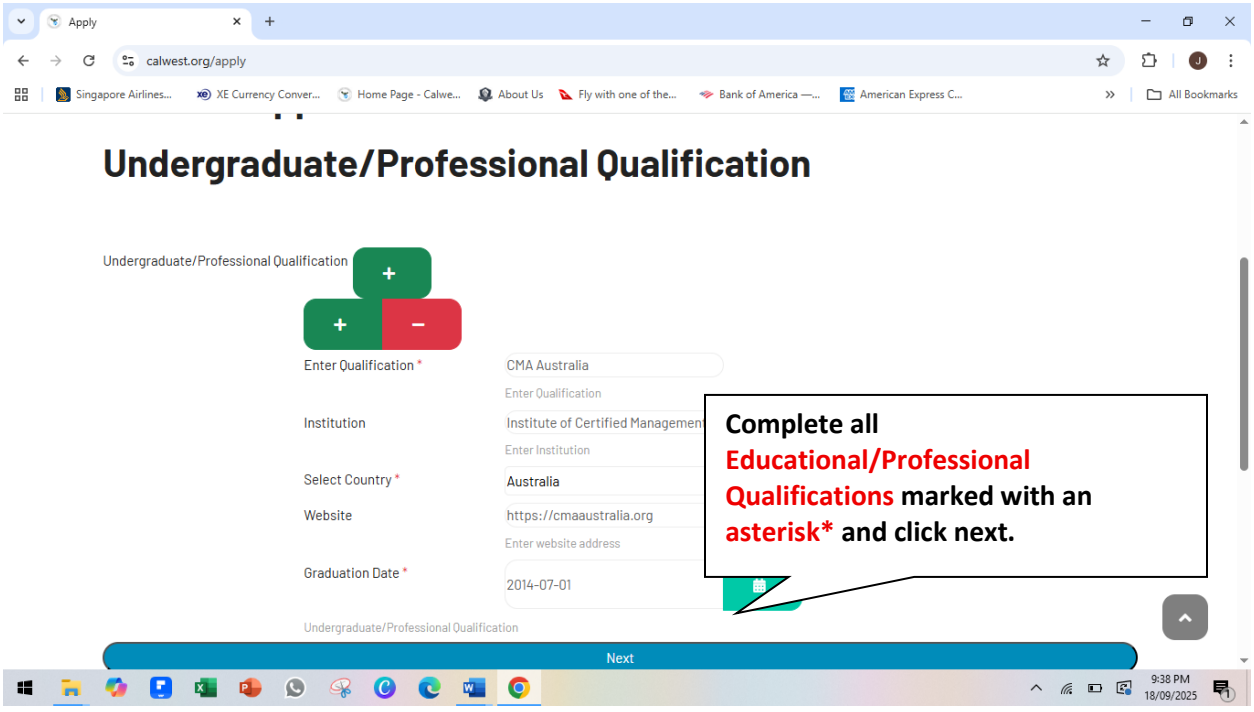
6. Once Discount Code is Validated, you will be directed to the Student Application page where most of the information will be pre-filled by your ICMA membership data.



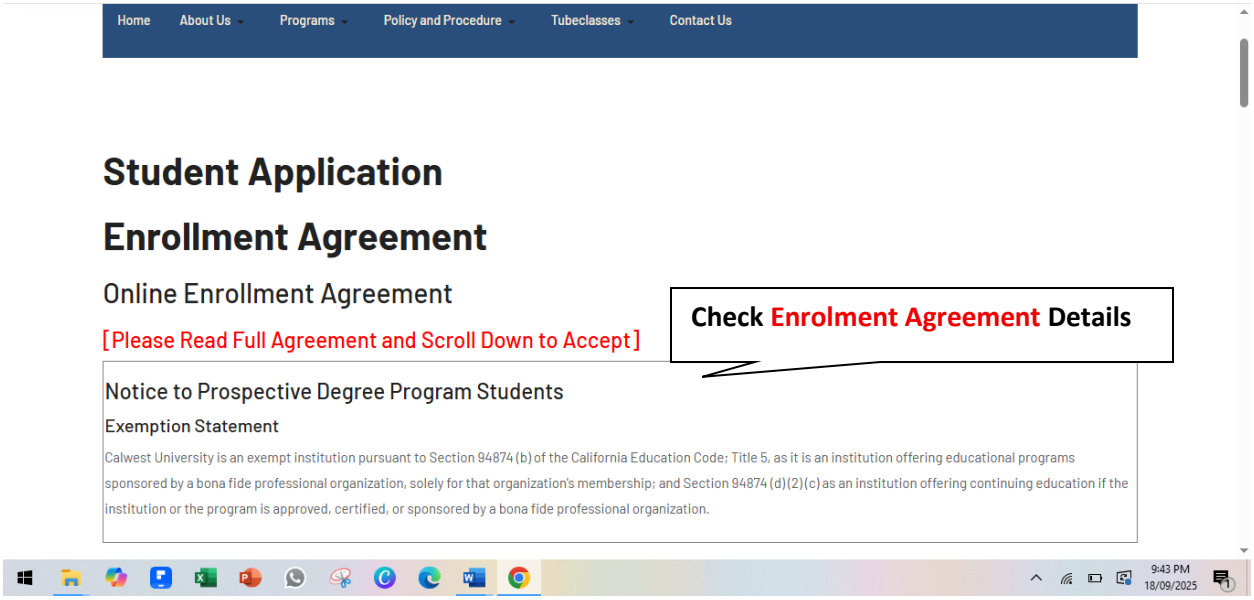
7. Once all all information marked with an asterisk* is completed/updated, click NEXT.



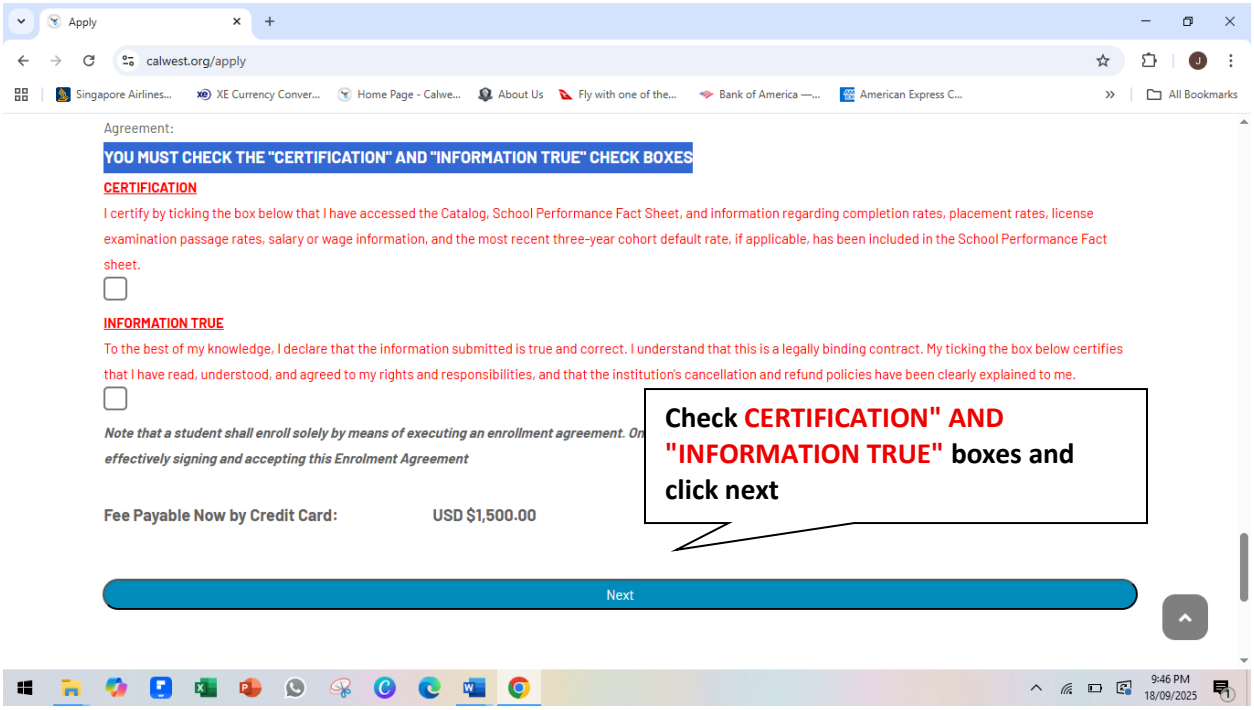
8. Once all Educational Qualifications marked with an asterisk* is completed/updated, click NEXT.



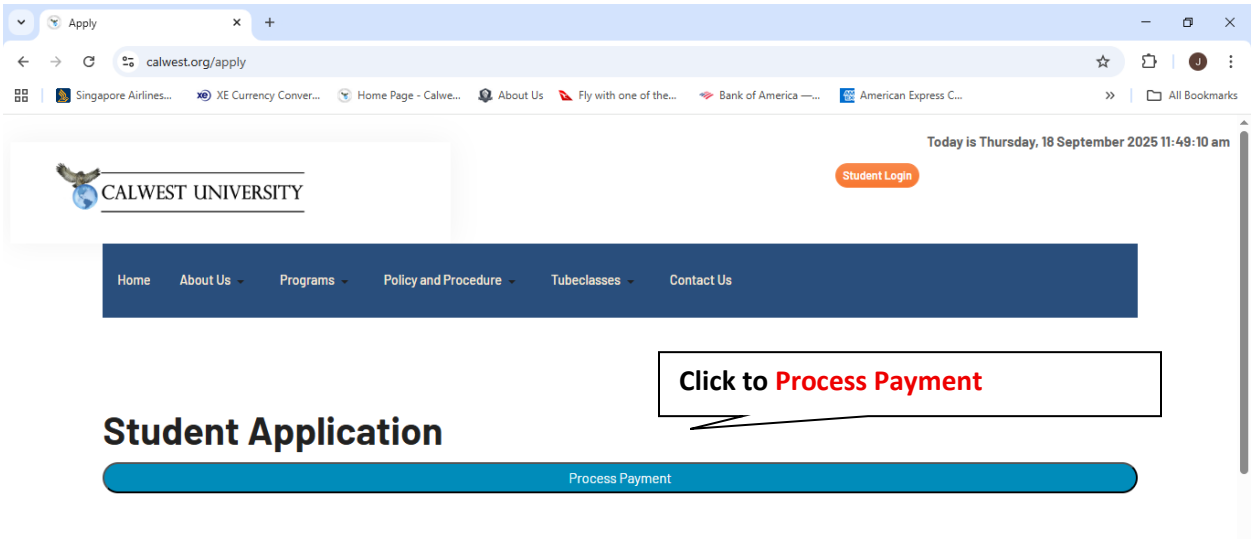
9. **Once all Educational Qualifications are provided, you will see your Enrollment Agreement. Read this carefully and CHECK THE "CERTIFICATION" AND "INFORMATION TRUE" CHECK BOXES**



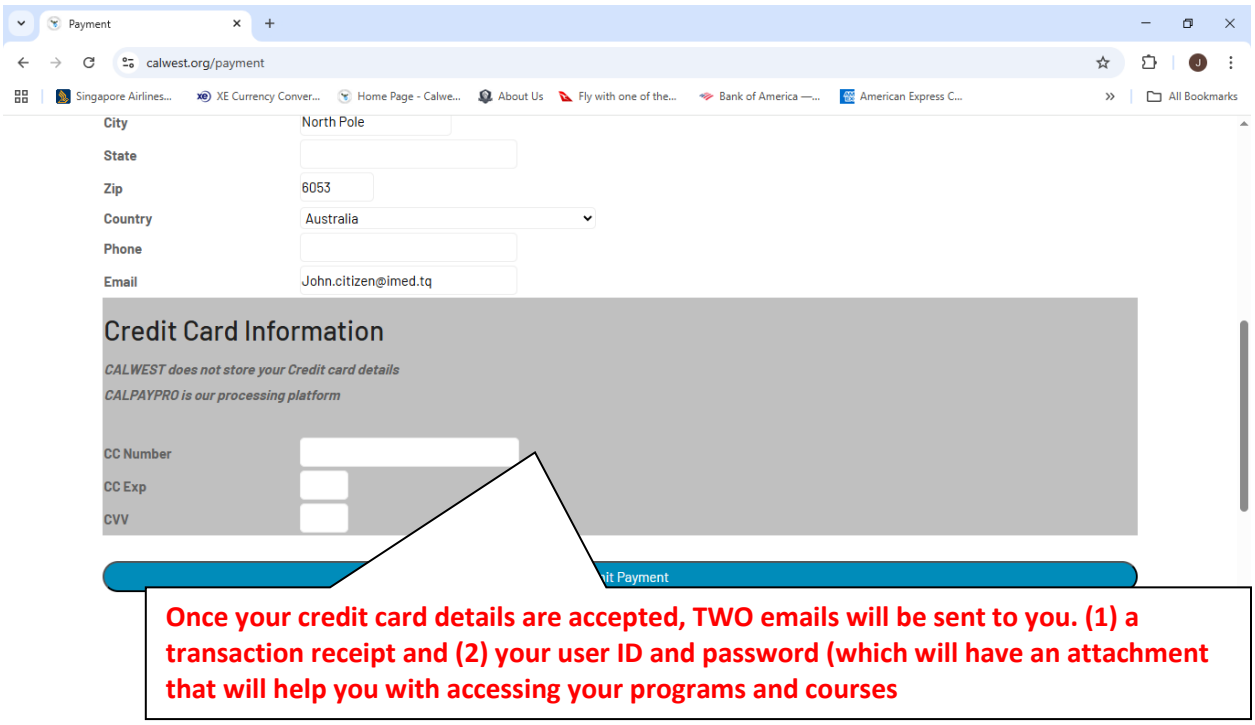
10. **Once you CHECK THE "CERTIFICATION" AND "INFORMATION TRUE" CHECK BOXES, you can click next to pay.**



11. **Go On to "Process Payment.**



12. **Provide Credit Card Details.**



13. **NOW YOU CAN LOG- IN AS A ENROLLED STUDENT VIA CALWEST HOME PAGE STUDENT LOG-IN (THE FIRST THING YOU MUST DO IS TO SUBMIT YOUR ADMISSION DOCUMENTATION – COVERED NEXT)**