

# Diploma in Law – Enrolment Checklist

The enrolment period for the SUMMER 22-23 session is

**Monday 17 October – Friday 28 October 2022**

## 1. Enrol with the LPAB

Enrolment with the LPAB is done through an online portal on the LPAB website, which is linked [here](#).

You will need to fill in your personal details, your student number, select your subjects<sup>1</sup> and make payment.

## 2. Register with the LEC

Registration with the LEC is done through an online [portal](#). You will need to enter your Family Name (this is case sensitive so Young, not young or YOUNG), LPAB Student Number and date of birth and fill out the online form. **Detailed instructions on how to complete steps 2, 4 and 5** can be downloaded from the [Enrolment Information](#) page of the website.

## 3. Send a photo for your library card

**NEW students** will need to provide a photo to be displayed on their card. Hopefully, you have already completed this step.

If you haven't already done so, please **immediately email a photo** of yourself to [enquiries@lec.pip.com.au](mailto:enquiries@lec.pip.com.au). Guidelines for the photo requirements can be found on the [Enrolment Information](#) page of the website.

You must have also registered with the LEC during the enrolment period.

These steps will enable your details to be loaded into the University systems and allow for the speedy production of your physical card by the Student Centre.

## 4. Get your UniKey

**NEW students** will need to create a UniKey via the [online portal](#). Hopefully, you should have already completed this step. If you have not, **please set up your UniKey immediately**.

Delaying your UniKey set up can affect your library access.

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<sup>1</sup> The first 11 subjects must be taken in order, unless you have special permission to take subjects out of order. If you are a new student starting the Diploma in Law, the first subject is 01 Legal Institutions and the second subject (if you are taking two) is 02 Criminal Law and Procedure.

**Existing students** will use their existing details.

## 5. Log in to Canvas

Please **allow 1 business day** from when you register with the LEC for your information to upload to Canvas. You can log in to Canvas [here](#) or through the link on the [LEC website](#).

**NEW students, if you have not already done so**, you will need to set up a password by clicking on "Request a Password". Your log in is your STUDENT NUMBER.

**EXISTING** students will log in using their existing password.

## 6. NEW students Orientation

**All NEW STUDENTS** should attend the [live](#) Orientation sessions on **Saturday 5 November** and **Sunday 6 November 2022**. Orientation will be held on the University of Sydney's main campus at Camperdown.

**A detailed programme will soon be available in the Orientation course in Canvas. If you are a NEW student but do not have access to this course, please contact the LEC office.**

## 7. Attend lectures

**Lectures start the week beginning Monday 7 November 2022.**

**Sydney Metro** students will attend a live lecture on the University of Sydney's main campus.

**Regional** students will view a recording of the live lecture. These recordings will be available to regional students for two weeks, so that you have ample time to view them.

## 8. Put semester dates in your diary

**Download the semester calendar and exam timetable** from the [Current Students](#) page of the LEC website and put the **dates for the Weekend Schools** in your diary now.

All students, wherever they live, are expected to attend one 3-hour session per subject at the Weekend School on the University of Sydney's main campus.

Also, make note of the **exam dates** and ensure you have adequate time to study and prepare.