

Enrolling with MySR

Congratulations on your offer from the University of Western Sydney!
Follow these easy steps to complete your enrolment.

Step 1: Accept or defer your offer

If you received your offer from UAC

you'll need to accept your offer online using the UWS online acceptance system called OSCAS. You'll need your UAC Reference Number, last name (as it appears on your UAC application) and date of birth.

When you accept your offer, you'll see a page confirming your acceptance. This page will also display your UWS Student ID number. Write this number down - you'll need it for Step 2 and to access all UWS online systems!

If you received your offer direct from UWS

follow the instructions in your letter of offer.

If you received an offer to a combined degree

you'll need to accept your offer using OSCAS and then select your courses from the list displayed in OSCAS.

After you have made your selection, we will send you an email confirming your choice within two working days. Make sure you have completed Step 2 as you'll need to have activated your MyUWSAccount to access your student email account.

www.uws.edu.au/step1_accept

Step 2: Activate MyUWSAccount

MyUWSAccount is a secure page where you create your UWS account to access our online services, such as MyUWS, student email, MySR, vUWS and PlatformWeb.

You'll need to enter your UWS Student ID number and will also be asked to set up a secret question and answer in case you forget your password. When activating your MyUWSAccount, you must also read and accept the Information Systems usage agreement.

Student email

Your student email account is the official communication channel used by UWS to communicate with you, so you must check it regularly and use it when contacting UWS by email.

www.uws.edu.au/step2_activate

Step 3: Plan your course

Once you have accepted your offer and activated your MyUWSAccount, you need to check what units are available in your course so you can enrol. The first thing you need to do is check the online UWS Handbook for information about the structure of your course and available units.

www.uws.edu.au/step3_plan

Academic Advising

Academic Advising sessions are held before the start of the teaching session, before Orientation and are compulsory for most courses. They provide important information about your course structure and the units you should enrol in, give you an opportunity to seek academic advice, contact your Head of Program or apply for Advanced Standing.

If you're starting your course mid-year, you'll need to check the unit selection information linked from the Academic Advising Schedule at www.uws.edu.au/academicadvising

Advanced Standing

If you have completed studies at another university or at TAFE, you may be eligible for credit for that study (called Advanced Standing). Applications are available online or from any UWS Student Central: www.uws.edu.au/forms. More information, including what you need to provide and how to certify your supporting documents, is available at www.uws.edu.au/advancedstanding

Step 4: Enrol online

To enrol, you'll need to log on to our online student records system called MyStudentRecords (MySR). You can access MySR via the MyUWS Student Portal: <http://myuws.uws.edu.au> using your Student ID number and password to log in.

In MySR, click on the 'Enrolment' link listed in the menu on the left hand side of the page. This page will display the steps you need to follow to complete your enrolment.

www.uws.edu.au/step4_enrol

8 essential steps

www.uws.edu.au/startingout

1
Accept or defer your offer
www.uws.edu.au/step1_accept

2
Activate your MyUWSAccount
www.uws.edu.au/step2_activate

3
Plan your course
www.uws.edu.au/step3_plan

4
Enrol online
www.uws.edu.au/step4_enrol

5
Check your timetable
www.uws.edu.au/step5_timetable

6
Calculate your fees
www.uws.edu.au/step6_fees

7
Get your Student ID card
www.uws.edu.au/step7_idcard

8
Get prepared for uni
www.uws.edu.au/step8_prepare

If you're accessing MySR from home, you need to be aware that:

- MySR uses pop-up windows. Windows XP Service Pack 2, virus protection programs and web browsers may block these pop-ups. Information on disabling pop-up blockers is downloadable from the 'Help' section on the right hand side of MyUWS.
- You need to have Javascript installed on your computer to use MySR.

Help using MySR is available online at www.uws.edu.au/mysrhelp

Completing the online forms

Please read the instructions about how to continue. You may need to scroll down to reach the end of the instructions and the next steps. You must complete all required forms and steps in order. Some pages have help available — look for the red button.

Form 1: Personal details

Please check that your personal details are correct. You could also add your preferred given name. When you complete each step, scroll down the page to click on the next step.

Form 2: Address verification

Make sure that your address and contact phone number details are correct. If you need to make any changes click 'Update' to change your postal address. Click on 'Add' to update residential and home address details.

You should add details of your next of kin and their contact details. You will also need to add the details of someone the University can contact in case of an emergency.

Form 3: HIVE membership

Read the information and select your answer, then click 'Submit' to move to the next step.

Form 4: Course details

Click on the check box to confirm your enrolment in the course listed on the screen, then click 'Confirm' to move to the next step.

Form 5: Special requirements

Students enrolling in courses and/or units that involve clinical, practical or work placements must complete one or more special requirements steps. If this is the case, the relevant step will be displayed to you. You must complete all online forms as requested to continue with your enrolment.

More information about these special requirements is at www.uws.edu.au/specialrequirements

Form 6: Unit Sets

Students in some courses have the option of enrolling in Key Programs, Majors and Sub-Majors online. If this option is available to you it will be displayed in this form.

Click on the 'Add a Key Program/Major or Submajor to your course' button. You can then search for the Key Program, Majors or Sub-Majors relevant to your course and add them to your program.

Form 7: Declaration

Make sure you read this declaration carefully, as it outlines your responsibilities as a student enrolled at UWS. When you have read the declaration, please click 'Confirm'.

Form 8: Government statistics

Please make sure that you check and complete all of the questions in this section. Some fields will already be filled in based on the details you provided in your application. If any information is incorrect or out of date, please update it. Some information cannot be updated online as documentary evidence is required. For example, if you want to change your citizenship details you must visit a Student Central with your original citizenship papers, or a certified copy, before your records can be updated.

You then need to click 'Confirm' to move to the next step.

Form 9: Commonwealth Assistance Form (eCAF)

Before completing this form, you must read the information on Commonwealth Support and HELP available online at www.uws.edu.au/fees

You can only submit one eCAF per day (for both Commonwealth Assistance Forms and FEE-HELP loans). This means that if you make a mistake or change your mind you will not be able to correct this until the next day. Continue to complete your enrolment — just make sure that you log in the next day and re-submit your form with the correct details. Once the form is complete you need to click 'Submit'.

International and Non-Award students do not see or complete the eCAF in MySR.

You have now completed most of the enrolment process, and must now select the units you want to study.

Select your units

Unit selection is managed using a shopping cart. You need to 'fill' the cart with all the units you intend to study for the full year. Some students may find core units already listed, and will only need to confirm their enrolment in these. Other students will have to add all their units by entering the code in the 'Unit Code' field.

If you are a full time student the normal study load is 40 credit points per teaching session. A typical part time study load is 20 credit points per teaching session. Check the Handbook to see what you must enrol in, choose any elective subjects and make sure all of the units are in your cart.

When you are sure that you have all of the units you need to enrol in your shopping cart, you need to 'Proceed to Check Out' and Confirm.

If you have selected units that you are not allowed to enrol in, or too many units for one session you will need to go back and amend your shopping cart. For more information about unit status, check www.uws.edu.au/rules, you may need to lodge a Rule Waiver form online.

Enrol in courses on your home campus

Unless your course requires you to study across more than one campus, you must enrol in units that are offered on your home campus. Your home campus is listed in your offer, along with your course. If you wish to enrol in a unit on a campus other than your home campus you will need to seek approval.

Visit www.uws.edu.au/rules for more details.

If your course requires you to study units at more than one campus as part of the standard course structure you should be able to do this without seeking approval and a Rule Waiver.

Print your receipt as a record of your enrolment and log out of MySR

Once your enrolment has been completed, a receipt of your enrolment will be displayed. Please save and/or print a copy for your records.

Your enrolment is complete. Please remember to log out.

Tutorial Registration

You must now register for your tutorials. To complete tutorial registration, use your MyUWSAccount details to log on to PlatformWeb through MyUWS at <http://myuws.uws.edu.au>

Step 5: Check your timetable

You're responsible for checking the timetable information to work out where and when your units are being offered.

You will not receive a hard copy timetable from UWS but will need to access the online timetable in our online system called PlatformWeb and print out your timetable for each unit. To access PlatformWeb, you need to log into MyUWS: <http://myuws.uws.edu.au>
www.uws.edu.au/step5_timetable

Step 6: Calculate your fees

How do I work out and pay my fees?

Once enrolled, you can access an electronic Statement of Account (eSOA) through MySR from the start of the teaching session. Your eSOA details what units you are enrolled in, total fees payable, the due date and methods of payment. You will need to download and print the PDF of your eSOA to pay your fees. More information about fees including payment options is available at: www.uws.edu.au/step6_fees

Step 7: Get your Student ID card

What is my Student ID card for?

You must be enrolled before you can apply for a Student ID card. You will use your card for library, photocopier and IT services and must carry it with you at all times on campus and in examinations. More information is available at www.uws.edu.au/step7_idcard

Step 8: Get prepared for uni

Orientation

We highly recommend you attend Orientation activities held before classes start. These include course sessions, library tours and workshops and give you the opportunity to ask questions and become familiar with university life. Check online at www.uws.edu.au/orientation so you know when and where your course session will be held.

Services, facilities and more!

Find out about parking, childcare, services, facilities and more before session starts!

www.uws.edu.au/step8_prepare