



University of
Western Sydney

Bringing knowledge to life

Enrolment Guide
For new and continuing students

A step-by-step guide
to your enrolment
Autumn Session 2010

University of
Western Sydney
Bringing knowledge to life

Enrolling with MySR

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

8 essential steps

1 Accept or defer your offer
<http://oscas.uws.edu.au>

2 Set up your MyUWS Account
<https://myuwsaccount.uws.edu.au>
<http://student.uws.edu.au>

3 Plan your course
[www.uws.edu.au/newstudents](http://handbook.uws.edu.au/newstudents)
<http://handbook.uws.edu.au/hbook/>
www.uws.edu.au/academicadvising
www.uws.edu.au/advancedstanding

4 Enrol online
<http://myuws.uws.edu.au>
www.uws.edu.au/myusrhelp
www.uws.edu.au/tutorialregistration

5 Check your timetable
<http://platformweb.uws.edu.au/>

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

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

8 Get prepared for uni
www.uws.edu.au/orientation
www.uws.edu.au/firstyearcentral
www.uws.edu.au/matriculation
www.uws.edu.au/

Step 1: Read and accept the Information Systems usage agreement.

Step 2: Plan your course

All students - check your course structure and unit selection options

The first thing you need to do is check the online handbook for information about the structure of your course and available units. This is available at

<http://handbook.uws.edu.au/hbook/>

Students commencing mid-year should check the unit selection information linked from the Academic Advising Schedule at: www.uws.edu.au/students/stuadmin/start/local/info

Further information

If you need further information or academic advice, contact your Head of Program or check if an Academic Advising session is being held for your course and if you are required to attend. This information is available at www.uws.edu.au/newstudents

It is important that you check when the Academic Advising session for your course is. Academic staff have scheduled these specific times to advise new students and may not be able to make an alternative time to meet outside that schedule. All Head of Program contact details are available in the Handbook. However, if you are required to attend a scheduled session you should wait until the session to ask questions that are not urgent.

Advanced Standing

If you have completed studies at another university or at TAFE, you may be eligible for credit for that study. You should contact an get...

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The University of Western Sydney reserves the right to change course and unit campus locations from those current at the time of course commencement.

Welcome

Welcome to the University of Western Sydney's Enrolment Guide for 2010.

This guide can help you enrol, organise your timetable, register for tutorial and get your Student ID card.

You can also find out about paying your fees, making changes to your enrolment, getting credit for studies you may have already completed, and there's a special section about computers and you at UWS.

Checklist

Please read through the Enrolment Guide before you tick the boxes, instructions on how to completed each step start on page 8.

- Accept your offer
- Activate your MyUWSAccount
- International students need to pay tuition fees in full for first session and request a Confirmation of Enrolment (COE). Note: If offer is conditional, enrolment cannot proceed until offer is upgraded to direct (ie. with no conditions)
- Check your course and unit structure in the online handbook
- Log into MySR (MyStudentRecords) our online enrolment system
- Check, and if necessary update, your personal information online
- Check that your address details are correct and add the contact details of your next of kin and someone the university can contact in case of an emergency
- Confirm your course enrolment
- Complete all forms in the order they are presented online. The forms you must complete depend on your course. They may include:
 - Prohibited Employment Declaration
 - Criminal Record Check
 - Student Declaration
 - Government Statistics
 - Request for Commonwealth support and HECS-HELP
 - Request for FEE-HELP assistance
- Select and confirm your units
- Print your receipt of enrolled units
- Log out of MySR
- Continuing Students
- Log into MySR (MyStudentRecords) our online enrolment system
- Check, and if necessary update, your personal information online
- Check that your address details are correct and add the contact details of your next of kin and someone the university can contact in case on an emergency
- Supply your Tax File Number if necessary by completing a new HECS-HELP from (eCAF)
- Select, vary and confirm your units
- Print your receipt of enrolled units
- Log out of MySR

Visit www.uws.edu.au/students to find information students need

Getting help

Student Central

Each campus has a Student Central where you may seek general advice, obtain a Student ID card, apply for a travel concession pass and access many other administrative services including lodgment of completed forms.

You are encouraged to visit any Student Central that is convenient to you for assistance.

Student Centrals are open from 9am to 5pm Monday to Friday.

Information is also available on the UWS website at www.uws.edu.au/students. If you have an enquiry that cannot be resolved by using the information provided on the UWS website, please contact the Student Information Line on 1300 668 370

Please note

The University is closed on all Public Holidays. Occasionally Student Centrals close on Friday mornings to allow for staff training and then re-open at 1pm. Check the web for upcoming closures www.uws.edu.au/students/centres

Student Information Line

Phone 1300 668 370

Student Central locations

Bankstown
Building 1

Campbelltown
Building 5

Hawkesbury
Building G7

Parramatta
Building EJ

Penrith
Building K

Email (all locations)
studentinfo@uws.edu.au

MySR Help

When you log into MySR there is an online help facility you can access by clicking on the red **Help** button.

You can also:

- » go to www.uws.edu.au/mySRhelp
- » email studentinfo@uws.edu.au

- » visit a Student Central

- » call the Student Information Line on 1300 668 370

- » visit a supported computer lab

Supported labs

Supported labs will be open during all Academic Advising sessions. Details are available online at:

www.uws.edu.au/mySRhelp

Getting help

Support services for students

At UWS we provide a range of support services and facilities to help students reach their academic and personal goals. These are friendly and useful resources for students designed to improve your experience of university. Staff members are experts on students and the university environment, and are committed to helping and encouraging students to explore, learn, grow and take risks, and succeed. Support services and facilities for students operate across the UWS campuses.

Our range of services and facilities available to assist students include:

- Bookstores
- Careers & Cooperative Education
- Child care
- Clubs, societies, sporting facilities
- Coffee shops & cafes
- Counselling
- Disability Services, including Access Rooms
- International Student Office
- Library
- Pastoral Care & Chaplaincy services
- Prayer Rooms & Multifaith centres
- Student Associations
- Student Centrals
- Student Exchanges
- Student Equity Programs
- Student Learning Unit
- Student Residences
- Welfare Officers

www.uws.edu.au/students
www.uws.edu.au/ods

For all the information you need to know as a first year student or if you need some direction about navigating your way around the workings of UWS go to First Year Central at www.uws.edu.au/fyc

International Student Advisors

International Student Advisors (ISAs) are located on each campus to help international students.

ISAs provide support for international students on matters like student visas, enrolment and fee status, international related correspondence and referrals to other agencies. They work closely with Student Administration and Student Support Services to provide post-arrival services for international students.

You should contact an ISA assistant to make an appointment by phone or email isa@uws.edu.au before you visit.

International Office locations

Bankstown
Building 12
Phone (02) 9772 6548
Open: 9.30am – 4.30pm
Monday – Thursday

Blacktown
Building U8
Phone (02) 9852 4110
Open: 9am – 4.30pm
Monday and Wednesday

Campbelltown
Building 12
Phone (02) 4620 3313
Open: 9am – 5pm
Monday – Wednesday
and Friday

Hawkesbury
Building P1
Phone (02) 4570 1612
Open: 9am – 4.30pm
Tuesday and Thursday

Parramatta
Building ES
Phone (02) 9685 9157
Open: 9am – 5.00pm
Monday – Friday

Penrith
Building K
Phone (02) 4736 0925
Open: 9am – 4.30pm
Monday – Friday

If the office on your campus is closed, please contact the International Office at Parramatta on (02) 9685 9157.

Full contact details are available on the web at www.uws.edu.au/international/advisors.html

Getting help

Research Higher Degree students

For assistance with enrolling in Research Higher Degree programs such as PhD and Masters (Honours) please contact the Student Administration Postgraduate Research Unit.

Phone (02) 4736 0665
Email sa-research@uws.edu.au

IT Service Desk

The IT Service Desk is an integral part of the UWS Community where around 86% of all requests for assistance are resolved.

Our primary role is to assist you with IT related problems but if your problem is non-IT related, for example, enrolment or fees queries, we will make every effort to find the right person who can help you.

Each student has their own MyUWSAccount which is used to log in to MyUWS, student email, PlatformWeb, vUWS and the IT computer labs. Your MyUWSAccount is the key to most online tools at UWS.

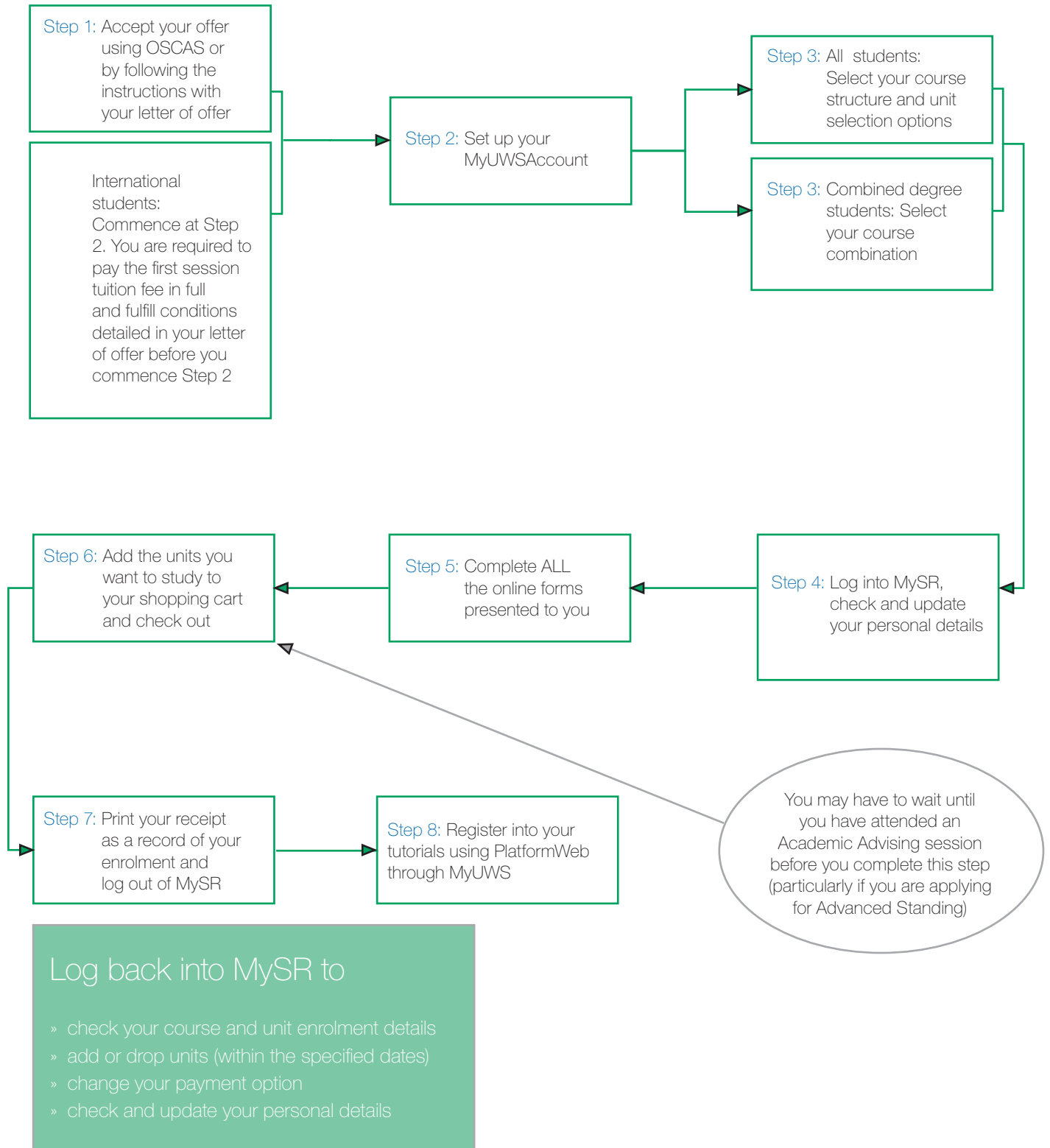
The IT Helpdesk is available to assist you via telephone and email from 8am to 5pm Monday to Thursday, except Fridays when we are open until 3pm. An after hours voicemail service is available and we will contact you on the following business day. The IT Service Desk is closed on weekends and Public Holidays.

Make sure you have your Student ID number when you call the Service Desk.

Phone: (02) 9852 5111
Fax: (02) 9678 7191
Email: servicedesk@uws.edu.au

After hours: Please leave a brief message, Student ID and contact number on the Service Desk voicemail.

Enrolment steps



Step 1

Accept your offer

If you have received your offer from UAC

Use the UWS online acceptance system OSCAS at

<http://oscas.uws.edu.au/> to accept your offer. You will need your UAC Reference Number, last name (as it appears on your UAC application) and date of birth.

When you accept your offer, a page confirming your acceptance and showing your UWS Student ID will display. You should print this page for future reference.

If you have received your offer direct from UWS

Accept by following the instructions with your letter of offer.

Deferring your offer

You can defer an offer for Autumn for 12 months and an offer for Spring for 6 months. You defer using OSCAS, and you need to pay a deferment fee of \$100.00.

More information on how to defer is online at

www.uws.edu.au/students/stuadmin/admissions/deferyouroffer

Step 2

Set up your MyUWSAccount

Your MyUWSAccount is a secure environment providing a username and password for your access to many UWS areas, including MyUWS, student email, MySR, vUWS and PlatformWeb.

You must first activate your account at <https://myuwsaccount.uws.edu.au/>

On the first screen you will need to enter your UWS Student ID. You will use this number to log into most UWS online systems. You will also be asked to set up a secret question and answer in case you forget your password later.

When activating your MyUWSAccount, you must also read and accept the Information Systems usage agreement.

Step 3

Plan your course

The first thing you need to do is check the online handbook for information about the structure of your course and available units. This is available at <http://handbook.uws.edu.au/hbook/>

For students commencing mid-year, unit selection information is linked from your Academic Advising Session schedule at www.uws.edu.au/students/stuadmin/start/local/info

Combined degree students - select your course combination.

Some students will have received offers to courses that are listed as a group, such as the Combined Law courses at UWS.

You need to let us know which of these courses you want to study. You use OSCAS at <http://oscas.uws.edu.au/> to do this.

After you have accepted your offer, you will be shown a list of course combinations to select from.

Once you have made your selection, we will send you an email confirming your choice within two working days.

You should wait until you receive your course selection confirmation before proceeding to Step 4.

Check your student email regularly. This is how you will find out about any other information we need or any problems with your enrolment.

Step 4

Step 5

Further information

If you need further information or academic advice, check if an Academic Advising session is being held for your course and if you are required to attend. This information is available at

www.uws.edu.au/newstudents

It is important that you check when the Academic Advising session for your course is. Academic staff have scheduled these specific times to advise new students and may not be able to make an alternative time to meet with you outside the schedule.

All Head of Program contact details are available in the Handbook. However, if you are required to attend a scheduled session you should wait until then where possible to ask questions. A link to the schedule is online at www.uws.edu.au/newstudents

Advanced Standing

If you have completed studies at another university or at TAFE, you may be eligible for credit (Advanced Standing). You can get an Application for Advanced Standing from any Student Central or:

www.uws.edu.au/forms

If you intend applying for Advanced Standing, go to www.uws.edu.au/admissions for information about what you must provide to have your application considered and processed as quickly as possible.

Log in to MyStudentRecords (MySR)

To access MySR

- » go to MyUWS at <http://myuws.uws.edu.au>
- » use your new MyUWSAccount details to log in
- » click the 'MyStudentRecords' link on the left of the Portal page.
- » click 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

If you're using 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 at the bottom right hand corner 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

Complete all the online forms

Please read the online instructions about how to continue. You may need to scroll down to reach the end of the instructions and the next steps. You will be taken through each of the enrolment forms and steps in sequence. Most pages have help available – look for the red **Help** button.

Personal details

Please check that your personal details are correct.

Address verification

Ensure that your address and contact phone number details are correct. Click 'Update' to make any changes or 'Add' to supply residential and home address details. International students need to include a local as well as home country address. You should also add details of your next of kin and the details of someone the university can contact in case of an emergency.

When you complete each step, scroll down the page to click on 'Next step'.

Step 6

Course details

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

There may be extra steps for students that need to complete Special Requirement forms or select their specialisation (Unit Set=Key Programs, Majors, Submajors). If you need to do this, the relevant forms will be displayed for you to complete. You must complete all forms shown before you can proceed to the next step.

Declaration

Make sure you read this declaration carefully, as it outlines your responsibility as a student enrolled in a course at UWS. Once you have read the declaration, please click 'I Agree' to agree and move to the next step.

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 the 'Confirm' to proceed to the next step.

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/help

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. Complete/or update the form. You need to click the 'submit' button.

International and Non-Award students do not see or complete this form on MySR.

Congratulations! You have now completed most of the enrolment process, and may 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. You may find some core units ready for you to simply confirm enrolment. Otherwise add all your units by entering the unit code and clicking 'Get Units'.

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 online course and unit search (Handbook) to see what you must enrol in, choose any elective subjects and make sure all of the units are in your cart. Students commencing mid-year will find unit selection advice with the Academic Advising Session schedule linked from www.uws.edu.au/newstudents

Check for Timetable Clashes

If you are completing a program that has a rigid structure and you are studying units in the standard sequence, none of your core units should clash. The timetable is designed to ensure that there is a clash-free pathway for you to complete the necessary teaching activities for these units.

However, if you are completing a program that allows elective choices you will need to check that the units you choose to enrol in do not clash. If your elective choices do clash you will need to alter your choices. If you are particularly keen to complete a certain unit that is clashing, you may be able to complete it in the next teaching session or in the following year. You should ask for help to choose your electives at your Academic Advising session.

Timetable information is available online at: http://platformweb.uws.edu.au/pweb_tt/start.asp?

Step 7

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.

Attendance at Academic Advising sessions

Check the schedule to see if all students are required to attend for your course, or only those who have specific queries about their course or unit selections. For instance, if you are enrolling in a course with a set pattern of study for the first teaching session and/or you can make your elective choices by using the online handbook, you do not need to come to an Academic Advising session. You can complete your enrolment online once you have accepted your offer and know what units you are enrolling in. A link to the schedule is online at www.uws.edu.au/academicadvising

All students seeking Advanced Standing must attend in person to finalise their unit selections. You need to bring a completed 'Application for Advanced Standing' and certified copies of supporting documentation. Forms are available from any Student Central or www.uws.edu.au/forms

Check out and view your enrolled units

Once 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 receive a message and will not be able to enrol in the unit. You will need to go back and amend your shopping cart. For more information about rules check www.uws.edu.au/rules

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

Once you have enrolled in your units 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.



Step 8

Tutorial Registration

Log on to PlatformWeb

You cannot complete tutorial registration until you have enrolled for the unit, and this information has been passed to PlatformWeb where tutorial registration occurs. Under normal circumstances, this may take up to 12-24 hours after you have made a change in MySR.

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

Tutorial Enquiry

After logging in to PlatformWeb, select the 'Tutorial Registration' option. Scroll to the teaching session that you are interested in.

Click on the 'Timetable' button to see the lectures, tutorials, workshops or other teaching activities that you need to attend for each unit.

This is the same information that you view on the timetable but this site is where you will register online for each of the units that you are enrolled in. This process is known as tutorial registration.

Opening Times

Tutorial registration usually occurs just before the start of each teaching session and is not completed for the whole year in the same way that enrolment is. Units open for registration at different times.

Each school has different registration opening times for tutorial registration. Opening times will be available at www.uws.edu.au/tutorialregistration Be be ready to register for tutorials during these times.

To find out when the units that you are enrolled in will open for you to register in, click on the school name from the 'Tutorial Enquire' page to be shown a display of the opening day and time for this unit. Be sure to close this screen as it is for display purposes only – it is not where you complete your registration.

If your unit enrolment is not complete, and therefore does not appear on your tutorial enquire page, you will need to view the timetable at http://platformweb.uws.edu.au/pweb_tt/start.asp? and search for the unit to see which school the unit belongs to. Once you have done this you can view a table of opening times at www.uws.edu.au/tutorialregistration

You cannot register prior to your school opening times. Students who do not register will not be admitted to classes.

Plan your choices in advance and make sure you have worked out some preferences for teaching activities in case you are not able to get your first choice. You need to make sure your choices do not clash as the system will not do this for you.

Tutorial Registration

When the time comes, proceed to the tutorial registration pages by clicking on 'Tutorial Enquire', scrolling to the appropriate teaching session and clicking the 'Timetable' button. If a unit is using the system to register your choices, you will see a selection marker to the right of each activity. If a unit is not using the system a note should indicate to you what the alternative arrangements are. Just to the left of the selection marker you will see an indication of 'Places left', if this is 'full' you will not be able to select this teaching activity and you will need to choose another one.

Registering for each unit separately, click in the marker next to each activity that you wish to register for. To submit your choices for a unit, press the 'Enter your selection for...' button at the bottom of the unit timetable. As you can only change your registration five times for each unit, you will be asked if you are sure of your selection.

A confirmation page will be displayed giving you the results of your submission. Ensure that you print this page as proof that your registration has been successful. When you return to the 'Tutorial Enquire' page successful selections will now be shaded grey.

After you have completed this process for all of the units that you are enrolled in you can view the teaching activities that you have selected by clicking on the 'Confirm Registration' button on the 'Tutorial Enquire' page. This will give you a list of activities you have registered in.

Organising your timetable and registering for classes

http://platformweb.uws.edu.au/pweb_tt/start.asp?

Important information about the UWS timetable

The UWS timetable is subject to change. While these changes are limited, it is important to check the timetable regularly as times and room allocations can vary even into the first few weeks of teaching session. The timetable site is always the most up-to-date source of information.

The timetable is created annually. However, the timetables for all teaching sessions held in the first half of the year become official in the previous November while the timetables for all teaching sessions held in the second half of the year become official in the preceding May.

How do I understand the timetable?

Once you have located the timetable for the unit that you are enrolled in, or wish to enrol in, there are a few things that you need to know. You can search for unit information using the handbook search facility.

Some units have many teaching activities and can be confusing to read. You should look out for the following things when viewing the timetable.

Unit Coordinator - The Unit Coordinator for the unit should be listed on the timetable. If the Unit Coordinator is not displayed and you need to contact someone for information about the unit, then you should contact the School that offers the unit.

The School is displayed on the page that appears when you enter a unit code or description into the timetable search facility.

Notes - This section should provide you with any information about the unit such as how many teaching activities you need to attend from those listed on the timetable.

Comments and directions - Sometimes there will be specific comments and directions for teaching activities.

Session - This column indicates the type of teaching activities that are taught in the unit. The most common teaching activities are lectures, tutorials and practicals but there are some variations to these.

Teaching activities of the same type are grouped together and each group should be separated by a line. Usually you only have to attend one of the teaching activities in each group. If there is only one teaching activity in a group, or between the lines, it is a compulsory activity that you must attend.

Day - This is the day of the week the class is held.

Start/Finish - All teaching activities are shown with a start and finish time. Teaching activities often finish 10 minutes before the shown finish time to allow time for movement between classes.

Weeks - The weeks shown on the timetable are the calendar weeks from 1-52. To convert these into dates of attendance, there is a link at the top of the page titled 'Timetable Week Conversion' which provides a table that indicates the date of the Monday of the calendar week shown on the timetable. You can then calculate the actual dates that you need to attend.

Usually teaching activities occur each week of the teaching session. Sometimes this is not the case; the weeks will indicate when they do not. For example, sometimes tutorials do not commence until the second week of the teaching session.

Location - The location column shows the campus where the room is located and then the name of the room that appears on the door of the location that you need to attend. Generally, the location is shown as building number, followed by the level within the building and finally the room number. For example, 'Bankstown O1.LR17' is Bankstown campus, Building 1, Lecture Room 17.

Staff Member - This column will show the actual staff member teaching the activity where known.

Places Left - This column relates to Tutorial Registration, which is fully explained in the next section.

Getting your Student ID card

Student ID Card

Your UWS Student ID card is a small plastic card (similar in size to a credit card) with your name, photo and student identification number details printed on it. You will need to visit any Student Central and have your photo taken with a special ID machine (similar to when you have your licence photo taken) which will allow your card to be printed while you wait. The first card you have issued is free of charge and will provide you with access to UWS libraries and student computer labs.

You will need to prove your identity in order to have your UWS Student ID card produced. A current photo identification card such as a driver's licence or passport is acceptable.

Students studying in some courses will need to provide 100 points of identification. You will receive a message during your MySR enrolment process if this applies to you.

The point score of documents produced must total at least 100 points, and for applicants 18 years or over must include at least one form of photo ID. A list of documents required can be found at www.uws.edu.au/forms

Travel Concessions

Rail and Bus passes

To apply for a rail or bus concession you must:

- » be studying full-time student in day classes
- » not be in receipt of any remuneration (excluding Scholarships and allowances such as Austudy and Youth Allowance)
- » not be engaged in business or employment
- » not be a full fee paying international student

If you are eligible you must complete an application for travel concession at a Student Central and lodge it when you are having your Student ID card issued. Rail and bus concessions are only valid for one calendar year.

Continuing students needing updated rail and bus concession

You will need to go to a Student Central and provide your Student ID card to have a new rail/bus sticker issued. Only one rail/bus pass per year will be issued at a Student Central.

If you need to replace this you must apply direct to State Rail or the bus company. If you are eligible you must complete an application for travel concession at a Student Central and lodge it when you are having your Student ID card issued. Rail and bus concessions are only valid for one calendar year

PhD and Research students.

PhD and Research students are eligible for a travel concession.

You can get your Student ID card any time after you enrol

Computers and you at UWS

To enrol and study at UWS you will need to use a computer. If you do not have access to a computer and the internet at home you can use computers supplied at the University in the student computer labs. All campuses have these facilities. For locations and information go to www.uws.edu.au/students/infotech/computer_labs

Your MyUWSAccount

MyUWSAccount is a secure environment for providing a username and password which is used to access many applications provided by UWS including access to student email, MyUWS, MySR, vUWS and Platform Web. For more information and how to log into MyUWSAccount go to <https://myuwsaccount.uws.edu.au/>

MyUWS

MyUWS provides a single access point for all online applications that you need to use as a student. Some of the systems are

- » UWS News and Announcements (where must-read notices are displayed)
- » MyStudentRecords (MySR)
- » vUWS
- » PlatformWeb (tutorial registration)
- » Student Email
- » Career Hub
- » UWS Library

Your Student Email Account

As an enrolled student, you are provided with a free email account which you must check regularly as part of your enrolment.

The University uses this email account as the main form of communication with you, and you will be provided with reminders, advice and details of special events via your email account.

If you do not check your email regularly, you may miss important messages. This can have serious consequences such as cancellation of enrolment.

Just as important is the communication between you and the University. An email from you is like a letter with your signature, and we want to protect both your identity and your privacy. Please use your UWS student email account for all communication with the university.



MyUWS is the access point for the systems you will need to use at UWS

MyStudentRecords (MySR)

MySR is the UWS online enrolment system. You use MySR to complete your course enrolment, choose Majors, Submajors and Unit Sets, and select the units you want to study.

If you change your mind and want to drop a unit and enrol in a different one, you can do this in MySR during the first two weeks of session. You can drop units using MySR up until the census date.

You will use MySR to check and update your personal details and complete online forms relevant to your course requirements and payment options.

You can also view and print your examination results from MySR.

PlatformWeb

PlatformWeb provides access to tutorial registration, and a personalised exam timetable.

Policies

All University-wide policies, procedures and guidelines are available online at www.uws.edu.au/policies/a-z

Course and Unit Search (online Handbook)

The UWS course and unit Handbook is the official reference for courses and units offered. The Handbook, or Course and Unit Search, is only available online at <http://handbook.uws.edu.au/hbook/>

About E-Learning@UWS

E-Learning@UWS is the University's e-learning environment and you may find that one or more of your courses and units are in the E-Learning system. The University currently uses WebCT Campus Edition, which we call vUWS.

Not all units at UWS have an E-Learning component and each site is different so you will need to ask your lecturer and check your unit outline to be sure what is required of you in your E-Learning site/s.

A vUWS site may include one or more of the following: your unit or course outline; information about your assessment tasks; study resources; announcements related to your unit or course; online discussion with other students and/or teaching staff; revision or formal assessment task quizzes; links to websites applicable to your study; group work; lecture notes; or feedback on assessment tasks.

It is worthwhile to spend some time familiarising yourself with the tools provided in each of your sites. During session, regularly check your online unit content, discussion board and mail, as they may be updated at any time.

If you are still unsure of what you are required to do within your vUWS site, ask your lecturer or tutor.

Your access is automatically assigned based on your correct enrolment in the University's student record system. You must be formally enrolled in each unit or course to access its corresponding E-Learning site. Not all UWS units and courses have an E-Learning site.

If you have any outstanding fees, an encumbrance will be applied and you will lose access to your E-Learning sites until the encumbrance is lifted.

Where can I get assistance with vUWS?

For vUWS specific assistance

- » click the 'Help' link in the top bar once you are logged into E-Learning@UWS.

For assistance with all content and learning aspects in your sites

- » contact your lecturer or tutor.

For technical problems

- » click on the 'Student Help', which is located on the E-Learning@UWS login page.

How do I log in to E-Learning@UWS?

vUWS is an Internet application and can be accessed at any time with an Internet connected computer.

To access your online content, go to the E-Learning login page <http://elearning.uws.edu.au> or you can get there by clicking on the 'E-Learning' link in the grey bar on the UWS website and then click on the 'Login to E-Learning@UWS' link.

On the login page, you will be required to login using your MyUWSAccount ID and Password.

Your Login ID is your student number.

Your Password is your MyUWSAccount password.

If you have not activated your MyUWSAccount, please do so at <https://myuwsaccount.uws.edu.au>

If you need assistance with your MyUWS Account, contact the IT Service Desk on (02) 9852 5111 or at servicedesk@uws.edu.au

Commonwealth support and HELP

Commonwealth support and HECS-HELP

There can be some confusion about what Commonwealth support means and its relationship with HECS-HELP. The Federal Government provides funding to universities to help pay the study costs of students who are enrolled in courses which are Commonwealth supported. These are usually Bachelor degree courses (undergraduate) but can include some postgraduate courses which have been identified as national priority areas such as nursing and education.

International students are not Commonwealth supported and are required to pay full tuition fees at the advertised International fee rate.

The difference between Commonwealth supported funding and the amount it costs you to study your units is called your Student Contribution amount. This is what you will see on your Student Fees Account and other relevant notices. Your Student Fees Account shows what you need to pay or what is being deferred to the Australian Tax Office. It will also indicate if you have provided a valid Tax File Number.

As a student enrolled in a Commonwealth supported course you must complete an eCAF (electronic Commonwealth Assistance Form), even if you intend to pay up-front, or you will be disenrolled from your course. If you are an Australian citizen or a holder of a Humanitarian Visa you are eligible for HECS-HELP which provides you the option to:

- » Pay up-front and receive a 20% discount (minimum partial payment that can be made is \$500) on your Student Contribution amount
- » Provide your Tax File Number by the advertised census date (re-submit an ECAF online) and defer your Student Contribution amount

Any deferred payments are recorded with the Australian Taxation Office and are paid back through the tax system.

Student Learning Entitlement

The Student Learning Entitlement (SLE) gives eligible students access to seven years equivalent full time study load (EFTSL) as a Commonwealth supported student.

Tuition fees (Fee paying students)

Each teaching session in which you have enrolled units you will be charged tuition fees. Your Student Fees Account will list your enrolled units and tuition fee for each teaching session.

For more information on fees visit www.uws.edu.au/fees

FEE-HELP

FEE-HELP is available to Australian Citizens and holders of Humanitarian visas. It is commonly used for postgraduate course fees for eligible students.

To apply you must complete and lodge a FEE-HELP request form online using MySR. This is an optional form in your MySR enrolment steps. You can complete this form online when you are initially enrolling, or any time up until the census date if you want to be able to defer your tuition fees.

Visit www.goingtouni.gov.au for detailed information about Commonwealth support, SLE and HELP

Payment of fees

Enrolled students will be able to access an electronic Statement of Account (eSOA) through MySR from the start of their teaching session. The eSOA generally remains available until the census date of the session to which it refers.

If you are enrolled and cannot access eSOA please email enrolments@uws.edu.au

Changes to your enrolment will be shown on eSOA after 12pm the next working day.

You may view and print your student fees account from your MySR portal. Click on 'statement of account' and select the relevant teaching session from the drop down box.

Click on display SOA. You will need to click on the PDF icon at the bottom of the page, for a printable version which includes payment methods.

Payment Methods

Please pay the fee amount indicated on your Student Fees Account using one of the methods below. You will need to quote your payment reference number, which can be found on your Student Fees Account, or through PlatformWeb (under the 'Payment Reference' link).

1. Secure internet payments using the University's iPay System
<http://ipay.uws.edu.au/>
2. Phone payment by Billpay call 13 18 16 with credit card details. (MasterCard and Visa only). Quote Billpay code 2106.
3. BPay: use details provided by your participating financial institution. Quote Biller Code 52217 and your payment advice number which can be found on PlatformWeb
<http://platformweb.uws.edu.au/>
4. Pay in person by credit card, EFTPOS, cash or cheque at any Australia Post Office.
5. Pay via post by cheque or money order. This option is only available if you have your printed Student Fees Account. Please complete the payment advice on the statement Student Fees Account, detach it and include it with your cheque/money order and mail it to the address provided.

To calculate your student contribution or fees, go to www.uws.edu.au/fees

Advanced standing

If you have completed studies at another university or at TAFE, you may be eligible for credit for that study (Advanced Standing). You can get an application for Advanced Standing from any Student Central or from the web at www.uws.edu.au/forms

If you intend applying for Advanced Standing, go to www.uws.edu.au/admissions for information about what you must provide to have your application considered and processed as quickly as possible.

You should bring your application to an Academic Advising session with certified copies of supporting documentation

If you cannot attend your advising session, please lodge your application for Advanced Standing (with supporting documentation) to any Student Central

Advanced Standing applications can also be posted directly to the Admissions Unit, at the address noted on the form.

Articulation Pathways

Are you coming to UWS through an Articulation Pathway? If you are unsure, please check your offer online at UAC for confirmation.

Students coming to UWS through Articulation Pathways are guaranteed Advanced Standing into their UWS degree, but still need to complete a request for that to take effect. Please go to www.uws.edu.au/admissions and follow the steps to complete an Articulation Pathways Advanced Standing Request.

If you need advice on the units to enrol in you will need to seek academic advice.
New students should attend their scheduled Academic Advising session.

Special requirements

Some courses require students to complete and lodge additional forms or agree to special conditions to allow enrolment in particular units and courses to be confirmed.

If you are enrolling in a course which has been identified as having Special Requirements, these forms will be included as part of your online forms in MySR. If for any reason the forms need to be completed in hard copy, we will advise you by sending an email to your student email account.

If you are required to complete these forms in hard copy, you must complete and lodge these forms by the due date. If you do not, you may not be able to enrol in certain units, or the units may become not enrolled when electronic checking occurs.

For more detail on special requirements go to www.uws.edu.au/students/stuadmin/enrolments/specialreq

Rules and rule waivers

You need to check the online handbook for information on what rules are in place for units you are enrolling in, such as

- » pre-requisites or co-requisites
- » special requirements
- » equivalent and incompatible units

Where rules prevent you from enrolling in a unit and you believe you have met these, or have special circumstances to have them waived, you will need to apply for a 'Rule Waiver' and gain the necessary academic approval. The Rule Waiver form is now electronic and available to all coursework students.

Research students will still be required to submit a paper form. Request for Rule Waiver forms can be obtained from any Student Central or at

www.uws.edu.au/forms

The form should be lodged at or posted to any Student Central.

Common problems with rule breaches can be where

- » Advanced Standing has not yet been processed for a unit and it is a pre-requisite for a more advanced unit you are enrolling in
- » you are trying to enrol in a unit which is an advanced level and you have either not studied or passed the pre-requisite.

Continuing students who are waiting on results (pre-requisites)

If you are enrolling in units for a future teaching session and have not received your results which will provide the pre-requisites needed, you will still be able to enrol initially as the system will predict you are going to meet the pre-requisite. However, if you do not pass the desired pre-requisite once results are released the affected unit will be invalidated on your enrolment meaning you will no longer be enrolled in that unit.

Check your enrolment regularly online, especially

- » after results are released
- » leading up to tutorial registration opening
- » leading up to the end of the second week of the teaching session when you can still add units without academic approval.

Between the end of the second week of the teaching session and the census date, you must ask your Head of Program to sign a Rule Waiver form if you want to add units to your study load.

Making changes to your enrolment

Dropping and Adding Units

You can add or drop units online in MySR once you have enrolled.

- » You can add units online without academic approval up until the end of the second week of the teaching session (unless you are a UniTrack or Non Award student).
- » After the second week you need to complete an electronic 'Request for Rule Waiver' form. Please logon to www.myuws.edu.au and go to Eforms.
- » You can drop units up until close of business of the census date for the teaching session.

Attendance

Not attending lectures or tutorials for a unit does not mean you have withdrawn. You MUST formally drop any unit you do not intend to study by the census date for the teaching session to avoid having to pay for it and receiving academic penalty (Fail - Discontinued grades). You can do this via MySR up until census.

After census withdrawals

There may be occasions when you need to withdraw from a unit after the census date. To do this, you must complete an 'Application to Withdraw after Census' form and submit it to a Student Central for processing. You will automatically be given an 'E' (Fail - Discontinued) grade and will still be liable to pay for the unit.

'W' grades

If you believe you have suffered extenuating circumstances which required you to withdraw after census date, you may also apply for Withdrawal Without Academic Penalty ('W' grade).

To apply, you must have sufficient supporting evidence as described on the application and under the current

policy in accordance with DEEWR (Department of Education, Employment and Workplace Relations), and lodge your application within 12 months of the teaching session of the unit.

The UWS Enrolment policy is available online at www.uws.edu.au/policies/a-z

Information on withdrawal after census is available at <http://currentstudents.uws.edu.au/students/stuadmin/fees/rcrd/dsaft>

Application forms are available from Student Centrals or the web at www.uws.edu.au/forms

If your application for a W grade is successful, you may be eligible for:

- » a full refund of tuition fees
- » a full refund of any related paid student contribution fees or a remission of the debt with the ATO if you deferred your payment through HECS-HELP or FEE-HELP
- » a full re-crediting of your Student Learning Entitlement (SLE) for the affected unit/s (for Commonwealth supported students only).

International students who are awarded W grades need to refer to the current fees policy regarding refunds for international students. There are specific DIAC and University policies in place in relation to refunds and credits for paid fees. Visit www.uws.edu.au/fees for details.

Transfers to another course

To transfer to a different course, you must apply through the Universities Admissions Centre (UAC) www.uac.edu.au

If you want to change your home campus, change from a double to a single degree, or change a Key Program which is not accessible through MySR, download and

complete a 'Course Variation' form from www.uws.edu.au/forms. The form must be signed by your Head of Program before you lodge it at a Student Central.

International students who wish to transfer to a different course must reapply through UWS International Admissions. www.uws.edu.au/international/admissions.html

Taking Leave

All enrolled coursework students can take a maximum of 12 months leave in either 2 x 6-month periods or one 12-month period over the duration of their course.

You must have passed at least 10 credit points and studied at least one teaching session before you are eligible to take leave.

Applications for leave must be lodged by the census date of the teaching session to avoid financial and academic penalty. Leave Application forms are available at Student Centrals or at: www.uws.edu.au/forms

They can be lodged at any Student Central. All international students with student visas must first seek approval to apply for leave from their International Student Advisor.

Resigning from your course

You can resign from your course by completing and lodging a 'Resignation' form available at the above web address or at any Student Central. You should lodge your resignation by the census date of the session you are resigning in to avoid financial and academic penalty.

If you want to return to your studies at a future time you will need to apply through the Universities Admissions Centre (UAC) www.uac.edu.au

You can drop units in MySR up until the census date. After the census date, you must complete and lodge an 'Application to Withdraw after Census' form.

Orientation

Orientation

UWS conducts a series of orientation activities the week before classes commence. These include course sessions, Library and campus tours.

It is important for students to attend these activities as they introduce students to university life and can address many of the questions new students have. To find out more about orientation and when you need to attend your course session go to www.uws.edu.au/orientation

Orientation for international students

Prior to the beginning of each session, the University offers an Orientation program for international students. This is designed to introduce you formally to the University and to the key staff with whom you will be dealing. It also provides crucial information and advice that will assist you in adjusting to the living and learning environment of the University. Apart from official enrolment; academic advice and information sessions, the program also gives you the opportunity to meet other students and participate in social activities and excursions.

Academic Advising sessions will take place on 18 February and 22 February. - check details for your course. All international students should also attend orientation on 19 February. All students are advised to arrive in Australia in time to attend the program.

For more information visit www.uws.edu.au/international

Important dates

www.uws.edu.au/importantdates

5 October
Labour Day Public Holiday

16 October
Census date for Q4 Session

19 October
UWSC Term N commences
Re-enrolment commences

2-6 November
Stuvac

9 November
Examinations commence

20 November
Applications to Graduate in April 2010 close

29 November
Examinations end
Spring Session ends

30 November
Inter session break commences
Census date UWSC Term N

Long Summer commences

6 December
Q4 Session finishes

15 December
Deferred Examinations commence

18 December
Deferred Examinations end

25 December
Christmas Day Public Holiday
University Closed for Christmas and New Year break

26 December
Boxing Day Public

28 December
Boxing Day Public Holiday

27 December
2H and R2 Session end
Census Date Research 2A (R2A)

1 January 2010
New Year's Day Public Holiday

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