

## Student email

We send important information about your enrolment to your student email account (MyMail), not by post, so it is important that you check it regularly.

You can get to your student email by clicking MyMail in MyUWS.

the process until all of your unit selections are in your cart. When selecting your units consider the following:

**Study load** - A full time student will generally enrol in four units (40 credit points in total) per session. Part time students generally enrol in two units (20 credit points in total) per session.

**Unit rules and rule waivers** - Some units have special rules attached to them.

If you have selected a unit that you're not allowed to enrol in, (e.g. there is a pre-requisite or a special requirement for the unit you don't meet, or you have selected too many units for one session) you will need to go back and amend your shopping cart. If you believe you have met the rules for the unit or have special circumstances to have the rule waived, you may need to lodge a Rule Waiver form online. For more information about rules, rule waivers and unit statuses go to [www.uws.edu.au/rules](http://www.uws.edu.au/rules).

**Enrol in units on your home campus** - You must enrol in units offered on the campus listed in 'Course details'. If your course requires you to study units across more than one campus you should be able to enrol on multiple campuses. If you wish to enrol in a unit on a campus other than your home campus, you will need to get approval and fill in a Rule Waiver online.

**Timetable clashes** - Your core units will be timetabled so that lecture and tutorial times will not clash. If your course allows you to choose elective units, you will need to check that your units do not have lectures or tutorials that clash with each other. If there are timetable clashes with your chosen units, you will have to choose different electives. You may be able to study the clashing units in the next session or the following year. If you have questions about timetable clashes or the units you can choose as electives, ask for help at your Academic Advising session or speak to your Course Advisor.

Once you have made your selections, make sure all of the units are in your cart, then click 'Proceed to Check Out' and 'Confirm'.

Congratulations, your enrolment is complete. A receipt of your enrolment will be displayed in MySR - save and/or print a copy for your records. Remember to log out of MySR and continue the 8 Essential Steps [www.uws.edu.au/startingout](http://www.uws.edu.au/startingout).

## Need help?

Face to face help is available at the MySR enrolment support labs [www.uws.edu.au/mysrlabs](http://www.uws.edu.au/mysrlabs)

Technical help with MySR is also online at [www.uws.edu.au/mysrhelp](http://www.uws.edu.au/mysrhelp)

University of Western Sydney  
Locked Bag 1797  
Penrith NSW 2751 Australia  
[www.uws.edu.au](http://www.uws.edu.au)

Student Central Infoline  
1300 668 370  
[studentcentral@uws.edu.au](mailto:studentcentral@uws.edu.au)

You just completed Step 4!

## Now complete the rest of the 8 Essential Steps

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Check your timetable

[www.uws.edu.au/step5\\_timetable](http://www.uws.edu.au/step5_timetable)

6

Check your fees

[www.uws.edu.au/step6\\_fees](http://www.uws.edu.au/step6_fees)

7

Get your Student ID card

[www.uws.edu.au/step7\\_idcard](http://www.uws.edu.au/step7_idcard)

8

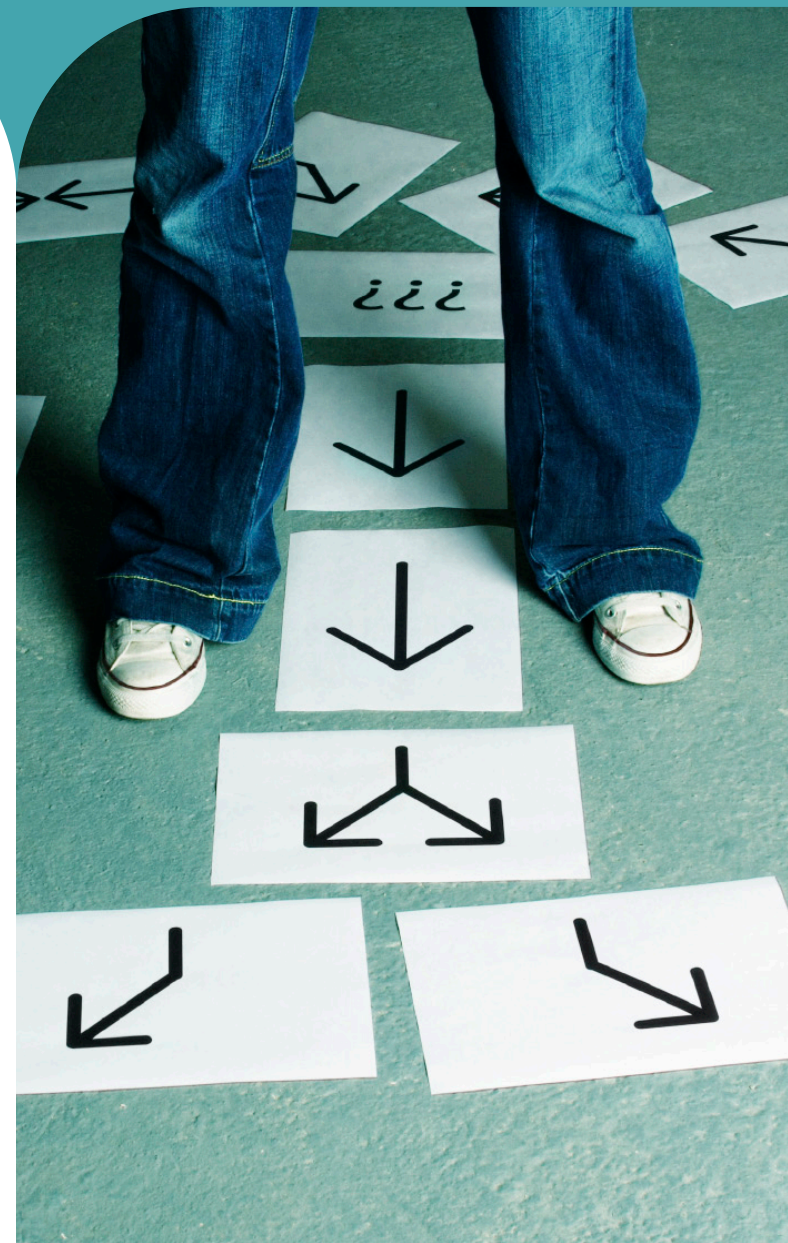
Get prepared for uni

[www.uws.edu.au/step8\\_prepare](http://www.uws.edu.au/step8_prepare)

## Multi-campus Disclaimer

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

## Enrolling for the first time



# Complete your UWS Enrolment online using MyStudentRecords (MySR)

This flyer will run you through your online enrolment process so you can successfully complete Step 4 of the 8 Essential Steps!

By now you would have accepted your offer through OSCAS (Step 1), activated your MyUWSAccount (Step 2) and planned your course by looking at the UWS Handbook and attending your Academic Advising session (Step 3).

Step 4 requires you to use UWS's online enrolment system MySR to:

- create a profile with your address and contact details
- complete official University forms and declarations
- apply for Commonwealth Assistance and
- enrol in your units

## Getting to MySR

To get to MySR you will need to log into the MyUWS student portal <http://myuws.uws.edu.au> using your student ID number and the password you created during Step 2 when you activated your MyUWSAccount. Once you are in the portal, click the link to MyStudentRecords on the left hand side menu under 'MyUWS Links'.

## Enrolling

Once you are in MySR, click the 'Enrolment' link listed under 'Course Details' in the left hand side menu. If you have been made offers to more than one course, you will go to a page where you need to select the course you wish to enrol in.

The introduction enrolment screen will show the name of your degree and a flow chart linking to each step of the enrolment process. You must complete all steps in order. This flyer will explain what to expect at each step and what you need to do.

### Personal details

Click on 'Personal details' and check that the details we have for you are correct. You can also add your preferred given name here. Then go to the next step, address verification.

### Addresses and contact details

Make sure that your address and contact phone number details are correct. There may be details already listed for you from your application to study at UWS. If you need to make any changes to this address click

### Accessing MySR from home?

You may need to disable pop-up blockers if you're using Windows XP Service Pack 2, virus protection programs or certain web browsers. You can download information on disabling pop-up blockers from the 'Help' section on the right hand side of MyUWS.

You also need to have Javascript installed on your computer to use MySR.

click 'Confirm' and continue to the next step.

### Special requirements

Every student will need to complete the UWS Commencing Survey special requirement. Other special requirements may be displayed if you're enrolling in a course and/or units that involve a clinical, practical or work placement. For more information about special requirements go to [www.uws.edu.au/specialrequirements](http://www.uws.edu.au/specialrequirements). You must complete each special requirement displayed on your screen by clicking 'Update Requirement'. Then move to the next step.

### Unit Sets

Depending on your course, you may be able to enrol in a Key Program, Major and/or Sub-Major. If this option is available to you it will be displayed on the Unit Sets screen. If Unit Sets are not applicable to your course simply continue to the next step.

To add a Unit Set to your course, click the 'Click here to add a Key Program, Major or Sub-Major to your course' button. To see all options relevant to your course, leave the 'Unit Set Code', and 'Unit Set Title' fields blank, set the 'Unit Set Category' at 'All' and click 'Search'. A list of options will be presented. Tick 'Add' next to your choice and click 'Confirm' to add it to your program, then move to the next step.

### Declaration

Your student declaration outlines your responsibilities as a student enrolled at UWS. It is important that you read this declaration carefully and understand its contents. When you have read the declaration, click 'I Agree' and move to the next step.

### Government statistics

In this section some fields will already be filled in based on the details you provided when you applied. If any information is incorrect or out of date, you need to update it. If you need to change your citizenship details you cannot do this online, you will need to visit a Student Central in person with your original citizenship papers (or a certified copy)

'Update'. If there is no existing record for a field click 'Add' and enter your details.

Make sure you have filled in details for your 'Next of kin' and 'Emergency contact', and that you have provided your mobile number, then move to the next step.

### Course details

Your course and home campus will be displayed with a status of 'UNCONFIRM'. Tick the check box to proceed with your enrolment in this course,

to update your record, but you can continue the enrolment process.

When you have completed the questions, check the 'I Agree' box in the declaration and click 'Submit' at the bottom of the page, then to move to the next step.

### Commonwealth Assistance Form (eCAF)

Eligible students use this form to apply for Commonwealth Assistance. If you are a Permanent Resident you will only be given the option to pay up front, but you will still need to complete the form. If you are an International or Non-Award student, you will not see the Commonwealth Assistance form in MySR as you do not need to complete this step. If you are going to change your residency status as stated above, you will need to repeat this step before the census date as your eCAF options may change. Before completing the eCAF, you must read the information on Commonwealth Support and FEE HELP online at [www.uws.edu.au/fees](http://www.uws.edu.au/fees).

You can only submit one eCAF per day. If you make a mistake or change your mind you will not be able to correct this until the next day, but you can continue on to complete your enrolment. Just remember to return and re-submit your eCAF with the correct details.

If you are eligible and wish to defer all or part of your student contributions via HECS HELP or FEE HELP you will need to enter your Tax File Number (TFN) in MySR at this point. If you don't have a TFN, or do not have it on hand when filling in this form, you need to provide it before the census date or risk your enrolment being cancelled. Once the form is complete, click 'Submit' and move to the next step.

### Unit selection

You need to select your units for Autumn and Spring Session using the shopping cart system (you 'fill' the cart with the units you intend to study for the year). During Step 3, you would have used the UWS Handbook [www.uws.edu.au/handbook](http://www.uws.edu.au/handbook) to work out what units you need to enrol in.

In MySR, you may find the core units for your course are already listed and you will only need to confirm your unit enrolment. Alternatively you may have to add units you wish to enrol in. To do this, enter the unit code of your chosen unit into the 'Unit Code' field and click the 'Get Units' button. You will see study options for the unit, such as location and teaching period. Select your choice and add it to your cart. Repeat

### What is census?

The census date is your enrolment deadline. By this date each session you need to have your enrolment details finalised for that session.

It is also the deadline for providing your TFN to be eligible for Commonwealth Support.

Autumn Session 2012 census date is March 31 2012. Spring Session 2012 census date is August 31 2012.

### Keep your mobile number and personal details up to date

UWS may contact you via SMS in emergency situations, so make sure your mobile number is up to date and in the correct mobile number field.

It's your responsibility to keep your contact details up to date. If you move house or get a new number, go back to 'Profile' in MySR and enter your new details.