INFORMATION FOR NEW INTERNATIONAL STUDENTS TO UWS

To enrol you must already have set up your MyUWSAccount and know your password. If you have not set up your MyUWSAccount yet, see the sheet named "How to activate MyUWSAccount".

➡️ Step 1: Plan your course

You will receive academic advice at Course Planning Sessions which is part of the Orientation program. It is recommended that you try to understand your course structure and unit selection options before this.

The on-line handbook provides comprehensive information. Go to [http://handbook.uws.edu.au/hbook](http://handbook.uws.edu.au/hbook) and perform a course search to find information on the course you will enrol in.

When you can answer the following questions, you can go to the next step:

- What units must I enrol in during my first semester?
- Do I have any optional units in my first semester?
- What units should I take in my first semester to make sure I meet the pre-requisite requirements for second semester?

**NOTE:** If you will be applying for Advanced Standing (credit for previous study) then you should obtain course planning advice before enrolling.

➡️ Step 2: Log in to MyUWS and access MySR

Go to [http://myuws.uws.edu.au](http://myuws.uws.edu.au) and use your student number and password to login.

Select MyStudentRecords (MySR) on the left of the page.

a) Select Enrolment listed on the left hand side of the page.

This page displays the steps you need to follow to complete your enrolment.

b) Enrolment Office staff are available on Thursday, 16 February and Friday 17 February between 2pm-5pm and at Parramatta campus to assist you with the enrolment process if you experience difficulty.
Step 3: Complete all the online forms

Personal Details: Make sure these are correct.

Address Verification: Use ‘update’ and ‘add’ buttons to modify details.
- Check that your Australian and Overseas address is correct.
- Add next of kin details (this might be your parents)
- Add contact details of someone to contact in an emergency

NOTE: It is a condition of your student visa that you ensure your address is correct on MySR.

Course Details: Click on the box to confirm your enrolment in the course listed. Then click ‘Confirm’.

Special Requirements: If you are enrolling in courses or units that involve clinical, practical, or work placements you must complete some special requirements steps. Complete these steps or visit the Student Centre on your campus for more information or clarification.

Unit Sets: Some courses have the option of enrolling key programs, majors, and sub-majors online. This will be displayed if it is relevant to your course and you can add your choice to your record.

Declaration: This outlines your responsibilities as a student of UWS. Please read this carefully before you select ‘confirm’.

Government Statistics: Check and update any fields displayed. Select ‘confirm’ to continue.

Step 4: Select your units

Fill your ‘shopping cart’ with units you intend to study in 2011.

You might find that core units are already listed. In this case you just need to confirm your enrolment in each of these.

If units are not listed you will need to add the required units to your ‘shopping cart’. To do this you need to type in the unit code in the ‘Unit Code’ box and click on ‘Get Unit’. You only type in the numbers before the decimal point. Do not add the decimal point or any numbers after this – for example 1234.2 you only type in 1234 and then click on ‘Get Unit’.

You are only allowed to enrol in units up to 40 credit points for a semester. If you try to enrol in more than the unit status will show as INVALID and you will not be enrolled in it. If this happens you will need to amend your enrolment. Some units may have a unit status of INVALID even if you have not enrolled in more the 40 credit points. If this happens click on the ‘Breach’ button and read the message that pops up on your screen carefully. This will tell you why you have an INVALID status. It usually means that you have not completed a special requirement, for example first aid certificate, prohibited employment declaration, co/prerequisites etc.

If you have been made an offer to course 2739 Bachelor of Business and Commerce and are trying to enrol in Units 200032 or 200052 these units will show as INVALID as you have not yet successfully completed the online Maths Skills Test. See vUWS for more detail on this test.

Step 5: ‘Proceed to checkout’ and ‘Confirm’ Your Enrolment

You will need to click on ‘proceed to checkout’, this will then list the units you have added to your shopping cart. If you don’t need to make any changes to your enrolment you will then need to click on ‘Confirm’.

Note: If you are completing a program that has electives there may be some class times that conflict. If this happens select an alternate unit or seek academic advice.

You must enrol in units on your home campus. Approval must be sought if you wish to enrol in units on another campus.

Step 6: Print your receipt and logout of MySR

Step 7: Go to http://myuws.uws.edu.au and login in Platform Web to register in your tutorials.