

Enrolling with MySR

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

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.

Combined degree students - select your course combination

Some of you 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 to do this.

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

After you have made your selection, we will send you an email confirming your choice within two working days. You should proceed to Step 2 now (you will need to do this to access your email) and wait until you receive your course selection confirmation before proceeding to Step 4.

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.

We send important information about your enrolment to your student email account, not by post, so it's important that you check it often.

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.

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

Step 3: 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 (Advanced Standing). You can get an application for Advanced Standing from any Student Centre 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.

8 simple steps

- 1
Accept your offer online through OSCAS
<http://oscas.uws.edu.au>
- 2
Set up your MyUWS Account
<https://myuwsaccount.uws.edu.au>
- 3
Plan your course
www.uws.edu.au/newstudents
- 4
Log in to MySR
<http://myuws.uws.edu.au>
- 5
Complete the online forms
- 6
Select and confirm your units
- 7
Print your receipt and log out
- 8
Register into your tutorials using PlatformWeb through MyUWS
www.uws.edu.au/tutorialregistration

Step 4: Log into MyStudentRecords (MySR)

To access MySR go to MyUWS at: <http://myuws.uws.edu.au>, and use your Student ID number and password to log in. Then click the 'MyStudentRecords' link on the left of the page.

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.

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 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/students/stuadmin/myshrhelp

Step 5: Complete all 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

Ensure 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: 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 4: Special Requirements

Students enrolling in courses and/or units that involve clinical, practical or work placements must complete one or more special requirements steps. Depending on your course, you may be required to complete a Prohibited Employment Declaration (PED), Criminal Record Check (CRC), Adult Vaccination Record Card or a special declaration concerning requirements for your course. 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.

If you are required to complete a CRC you must also undergo an 100-point identity check at any Student Centre and pay a fee online. Failure to complete this process will exclude you from your 'placement' units and will affect your progression through your course. More information about these special requirements is at www.uws.edu.au/students/stuadmin/enrolments/specialreq

Form 5: Unit Sets

Students in some courses have the option of enrolling in Key Programs, Majors and Submajors 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 Submajors relevant to your course and add them to your program.

Form 6: 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 7: 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 Centre 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 8: 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. 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.

Step 6: 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'.

If you have selected units that you are not allowed to enrol in, or too many units for one session, the unit status will show as INVALID and you will not be enrolled in it. You will need to go back and amend your shopping cart. For more information about INVALID unit status, check

www.uws.edu.au/rules

Check for Timetable Clashes

If you are completing a program that has a standard course 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 seek assistance regarding your elective choices at your Academic Advising session. Timetable information is available online at: http://platformweb.uws.edu.au/pweb_tt/start.asp?

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.

When you need to attend an Academic Advising session

Check the schedule at www.uws.edu.au/students/stuadmin/start/local/info to see if you are required to attend. 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.

All students seeking Advanced Standing must attend in person to finalise their unit selections. You need to bring an application for Advanced Standing (available from any Student Centre or from www.uws.edu.au/forms) and certified copies of supporting documentation.

Step 7: 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.

Step 8: 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.edu.au>

Welcome to UWS!