

## 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 Academic Advising day which is part of the Orientation program. It is recommended that you try to understand your course structure and unit selection options before this.

Check the on-line Handbook for comprehensive information about the structure of your course and available units. Go to <http://handbook.uws.edu.au/hbook> and perform a course search to find information on the course you will enrol in.

#### Academic Advising

You will need to attend Academic Advising for your course where you will receive comprehensive advice on your course. Find out you're your

Academic Advice session is on at [www.uws.edu.au/academicadvising](http://www.uws.edu.au/academicadvising).

Academic Advice sessions for students enrolling in the **Bachelor of Nursing** and the **Bachelor of Business and Commerce** will be held at Parramatta campus on Thursday 18 February 2010.

**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?

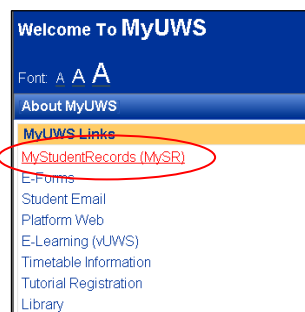
**NOTE:** If you will be applying for Advanced Standing (credit for previous study) then you should obtain academic advice before enrolling. Enrolment assistance is available on Monday 22 February at Parramatta campus for students seeking advanced standing.

### → Step 2: Log in to MyUWS and access MySR

Go to <http://myuws.uws.edu.au> and use your student number and password to login.

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

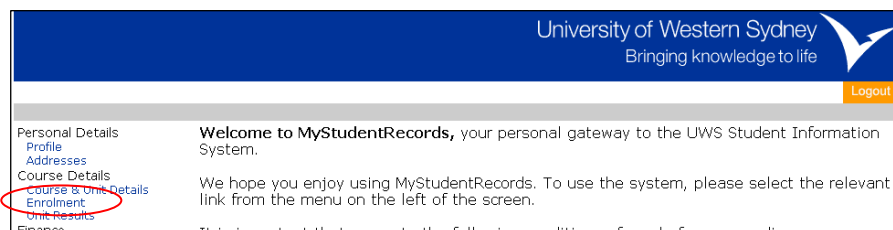
a)



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)



Enrolments Office staff are available on Friday 19 February between 2pm – 4pm at Parramatta campus and Monday 22 February between 10am – 4pm to assist you with the enrolment process if you experience difficulty. There is also a video on the UWS International orientation website which may assist you to enrol.

### → Step 3: Complete all the online forms

**Personal Details:** Make sure these are correct.

**Address Verification:** Use 'Update' and 'Add' buttons to modify details.

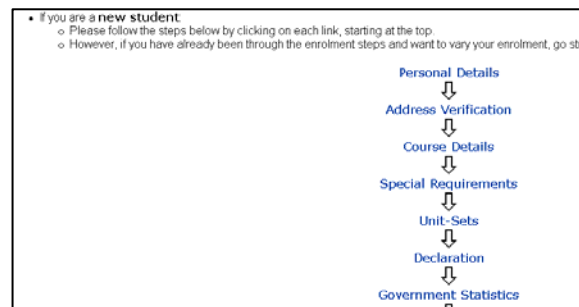
- Check that your Australian and Overseas addresses are correct.
- Add next of kin details (this might be your parents)
- Add contact details of someone to contact in an emergency

**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 in Key Programs, Majors, and Sub-Majors. If this is an option in your course, this will be displayed and you can add your choice to your record.

**Declaration:** This outlines your responsibilities as a UWS student. 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 2010.

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

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 '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 '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 than the 40 credit points. If this happens click 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 remain as INVALID until you successfully complete an online Maths Skills Test. See vUWS for more detail on this test, or ask for information at your Academic Advising session.

### → 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'.

**Your timetable** is designed to minimise time clashes. The timetable can be found at: [http://platformweb.uws.edu.au/pweb\\_tt/start.asp](http://platformweb.uws.edu.au/pweb_tt/start.asp)

However, 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 from your Head of Program if you wish to enrol in units on another campus.

### → Step 6: Print your receipt and logout of MySR

→ **Step 7: Register for tutorials**

Helpful information about registering for tutorials is available at [www.uws.edu.au/tutorialregistration](http://www.uws.edu.au/tutorialregistration)

**Log in to the MyUWS Student portal** at <http://myuws.uws.edu.au> and click 'Platform Web' to register in your tutorials.

→ **Step 8: Find out what services are available at UWS.**  
University Life: [www.uws.edu.au/universitylife](http://www.uws.edu.au/universitylife)

**Starting out – one place for information for all new students at UWS:**  
[www.uws.edu.au/startingout](http://www.uws.edu.au/startingout)

→ **Step 9: Attend Academic Advising**

Academic Advising sessions provide essential information about your course structure and what units you can enrol in.

Find out when you need to attend Academic Advising for your course at [www.uws.edu.au/academicadvising](http://www.uws.edu.au/academicadvising) or [http://www.uws.edu.au/international/important\\_dates/orientation\\_program](http://www.uws.edu.au/international/important_dates/orientation_program)

→ **Step 10: Get your student ID card**

Once you are enrolled in at least one unit you can get your UWS Student ID Card from the Student Centre. At Parramatta campus this is located in building EJa.

**One more thing! Don't forget to check your UWS Student Email account regularly, especially in the first few weeks of starting your course.**

UWS staff are not allowed to communicate with students through their personal email account so be sure to check your UWS Student Email account at least once per week.