4 Essential Steps

1. Plan your course
   www.uws.edu.au/handbook
   www.uws.edu.au/advancedstanding

2. Enrol online
   myuws.uws.edu.au
   www.uws.edu.au/mysrhelp
   www.uws.edu.au/specialrequirements
   www.uws.edu.au/rules

3. Check your timetable
   platformweb.uws.edu.au
   www.uws.edu.au/tutorialregistration

4. Calculate your fees
   www.uws.edu.au/fees
   ipay.uws.edu.au/

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.
The time has come to make your study plans for 2012!

This flyer will run though all the things you need to consider when organising your enrolment.

Re-enrolment

Enrol in your 2012 units (both Autumn and Spring Sessions) during the re-enrolment period to avoid running the risk of missing out on units! To successfully re-enrol complete the following steps:

Step 1: Plan your course

Check your course structure and which units in your course you can select by looking up your course in the UWS Handbook at www.uws.edu.au/handbook.

Then check for timetable clashes in PlatformWeb at platformweb.uws.edu.au/pweb_tt/start.asp

You must enrol in units that are offered on your home campus. There are some courses where the rule for studying across campuses has been waived. The unit information displayed in MySR will show the options available for your course. If you want to study at a campus that is not listed, you will need to complete an online Rule Waiver Request by selecting E-Forms on the left side of the page in MyUWS (myuws.uws.edu.au). This Rule Waiver Request can also be used if you want to enrol in more than 40 credit points.

If you have completed previous study, you can apply for credit through 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 re-enrolment, just remember to re-submit your eCAF. If you are a Non-Award, UniTrack or International student, you are not eligible to submit an eCAF.

Step 2: Enrol with MySR

To access MySR, you will need to log in to the MyUWS Student Portal at myuws.uws.edu.au and then click ‘MyStudent Records’ in ‘MyUWS Links’ on the left of the page.

In MySR, click the ‘Enrolment’ link on the left hand menu. The Enrolment page will display the steps you need to follow to complete your re-enrolment.

Unit Sets

Students in some courses have the option to enrol in Key Programs, Majors and Submajors online. If this option is available it will be displayed at this step.

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 available in your course and add them to your enrolment.

Government Statistics

Review and update your statistical information if necessary. You cannot change information about your citizenship status using this form. To change your citizenship status you will need to visit a Student Central with the relevant documents.

Commonwealth Assistance Form (eCAF)

You only need to submit a new form if you are changing your payment options, providing your Tax File Number (TFN) or your eligibility for assistance has changed. Otherwise you can skip this step and go on to unit selection.

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 re-enrolment, just remember to re-submit your eCAF. If you are a Non-Award, UniTrack or International student, you are not eligible to submit an eCAF.

Special requirements

If your course requires you to complete special requirements, like a Working with Children Check’ they will be displayed during the re-enrolment process. Information about special requirements is available at www.uws.edu.au/specialrequirements.

Unit Selection

Unit selection is managed using a shopping cart. You need to ‘fill’ the cart with all the units that you intend to study. Enter the first unit code you want to study in the box on the screen. Click on the ‘Get Units’ button to show the unit study options such as location and teaching session. Select your chosen option and add it to your cart. Repeat the process until all of your unit selections are in your cart.

Finalise and view your enrolled units for the next teaching session. Once you are sure that you have all of the units you need in your shopping cart, click on ‘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, 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.

Once your unit enrolment has been confirmed, a receipt will be displayed. Save and/or print a copy of your receipt for your records.

You will need to check your unit enrolments in MySR again after Spring results are released in December to make sure your selections are still valid. More information about results is available at www.uws.edu.au/results.

Step 3: Check your timetable

You are responsible for checking the timetable information to work out where and when your units are being offered.

You will be able to see the online timetable for each of your units in PlatformWeb about two hours after you enrol. To access PlatformWeb, you need to log into MyUWS at myuws.uws.edu.au.

Don’t forget to register for your tutorials! Find out more and when Tutorial Registration opens for your School at www.uws.edu.au/tutorialregistration.

Step 4: Calculate your fees

You can access your electronic Statement of Account (eSOA) through MySR from the start of the teaching session. Your eSOA details what units you are enrolled in, total fees payable, the due date and methods of payment.

You will need to download and print the PDF of your eSOA to pay your fees.

More information about fees, including payment options is available at www.uws.edu.au/fees.

Computer requirements for using MySR

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.