

Hints and tips for starting out at UWS



Welcome to uni life.

Education changes not only our opportunities but our expectations and our self perceptions. You are about to embark on a remarkable journey.

We have put together this guide to help you enrol, get prepared for university and answer some of the questions you might have.

As a university student, you will be responsible for choosing your units (subjects), registering for tutorials, knowing when assignments are due, and where and when exams will be held.

You also need to follow the University rules and regulations laid out in the UWS policies, including checking your student email (MyMail) account at least twice a week to make sure you don't miss out on important information.

UWS policies can be found at:
www.uws.edu.au/policies

This guide will help you navigate the 8 Essential Steps to enrol and get prepared for uni before classes start, as well as help you find information and services to make your time as a student rewarding.

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**eight
essential
steps**

navigating the online environment

Current Students website

Familiarise yourself with the Current Students site. Here you can find information about important dates, deadlines and events.

www.uws.edu.au/students

MyUWSAccount

MyUWSAccount is a secure page where you create your student account to access UWS online services, such as MyMail (student email), MySR (your online student record) and the MyUWS Student Portal - a central online information hub for students.

<http://myuwsaccount.uws.edu.au>

MyUWS Student Portal

MyUWS is the central online information hub for students. You will log into MyUWS to access MyMail, MyStudentRecords (MySR – your online student record), Platform Web, vUWS (online learning), Career Hub and the Library website.

<http://myuws.uws.edu.au>

MyMail (student email)

As an enrolled student, you are provided with an official UWS student email account (known as 'MyMail').

This is the official communication channel between you and UWS. You'll receive emails with important information

about things like your enrolment, exams and results – so check it regularly!

You also need to make sure emails you send to UWS are sent from your MyMail account.

For more information about MyMail see

www.uws.edu.au/mymail

Platform Web (PWeb)

Platform Web is the online system used for registering for tutorials, creating your personal timetable and accessing your exam timetable.

<http://platformweb.uws.edu.au>

SMS

UWS may contact you by SMS in an emergency, including if you're at risk of having your enrolment cancelled or due to the emergency closure of a campus.

So make sure your mobile phone number is up to date in MySR so these emergency messages reach you. If you don't wish to receive SMS notifications from UWS, email no-sms@uws.edu.au from your student email account.

Keep up to date!

Important notices and announcements are displayed in MyUWS, so check it regularly!

<http://myuws.uws.edu.au>

MyStudentRecords (MySR)

MyStudentRecords (MySR) is the online student records system at UWS where you'll manage your enrolment (enrolling, adding, changing or dropping units until the census date), keep your personal and contact details up to date, check your fees and view your results.

UWS Handbook (course and unit search)

The UWS Handbook is the official reference for courses and units on offer. Once you've accepted your offer to UWS, you'll need to check what units are available for your course so you can enrol.

You can access the Handbook online at www.uws.edu.au/handbook

nUWS

nUWS (pronounced 'news') is an online student newsletter that brings you the latest news, announcements, campus events and lecturer, student and graduate profiles.

www.uws.edu.au/nUWS

AirUWS

AirUWS is the free, wireless network you can use on all UWS campuses.

www.uws.edu.au/airuws

UWS Facebook page

Become a fan of the official UWS Facebook page and join in the online discussion with students and staff.

www.uws.edu.au/facebook

vUWS (E-Learning)

vUWS (pronounced views) is the UWS online learning environment. Your course and some of your units may have a vUWS site, which may include your unit or course outline, information about your assessment tasks, study resources and announcements related to your unit or course.

Make sure you check your vUWS sites regularly during the session as they may be updated at any time.

www.uws.edu.au/vuws

Library

Check out the library website for services, resources and help with the assignment writing process and referencing.

<http://library.uws.edu.au>

Policies

While you're a student at UWS, you are responsible for making sure you are aware of the policies that affect you, such as the Enrolment Policy and the Examinations Policy. All University-wide policies, procedures and guidelines are available online at

www.uws.edu.au/policies/a-z

UWS Student Info Twitter

Follow us on Twitter and keep up to date with important messages for students at

www.twitter.com/uwsstudentinfo

Step 1 - Accept or defer your offer

Just got an offer?

If you haven't accepted your offer already, accept your offer online using our online selection and course acceptance system called 'OSCAS'.

UAC Applicants

If you applied to UWS through UAC (Universities Admission Centre) you'll need your UAC application number to accept your offer, and then follow the process through OSCAS to get your UWS student ID number.

Write this number down – you'll need it to activate your MyUWSAccount (see Step 2 on page 5) and to access your student email and other UWS systems and services.

Higher Degree Research students

If you're a Higher Degree Research student, you need to accept your offer online in MySR (the online student record system). To do this, you first need to activate your MyUWSAccount as outlined in Step 2 - Activate your MyUWSAccount.

To accept your offer, you will need to confirm your course and enrolment by completing all the steps in MySR. Detailed information about enrolling in MySR is outlined under Step 4 - Enrol online (page 8).

Deferring your offer

If you've received an offer to an undergraduate course you can defer your enrolment for six or 12 months, depending on whether your offer is for the Autumn (start year) or Spring (mid year) Session.

You can only defer offers for undergraduate, postgraduate coursework and UWSCollege courses. www.uws.edu.au/defer

International students

If you're an International student, you need to follow the instructions on the International website to accept your offer.

www.uws.edu.au/international/admissions/how_to_accept

Step 2 - Activate your MyUWSAccount

What is my MyUWSAccount?

Your MyUWSAccount is a secure environment where you use your username (student ID number) to create an account with a password. You will use your student ID number and password to log in to most UWS systems, including the MyUWS Student Portal where you access MyMail, Platform Web, vUWS, MySR and other systems.

Find out more about online systems in the Navigating the online environment section (page 2).

How do I activate my account?

To activate your MyUWSAccount, you need to go to <https://myuwsaccount.uws.edu.au/>

Enter your student ID number on the first screen. 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. It may take up to 15 minutes for your account to activate.

MyMail (student email)

Activating your MyUWSAccount also activates your student email account known as 'MyMail'. Email is the official communication channel between you and UWS, so you'll receive important information via email, not post. Check your MyMail account regularly, ideally every other day. Remember if you're emailing UWS it must come from your MyMail account.

www.uws.edu.au/mymail

Step 3 - Plan your course

Work out what you need to enrol in

If you are enrolling in a coursework course (as opposed to a Higher Degree Research course) you'll need to check the UWS Handbook to see what you must enrol in, what order it is recommended that you study your units and choose any electives (if applicable).

UWSCollege students

You'll need to visit our website to find out what units you need to enrol in. Don't forget to write down your unit codes.

www.uwscollege.edu.au/info

UWS Handbook (course and unit search)

You can search the UWS Handbook online for information about courses, units and Unit Sets on offer.

www.uws.edu.au/handbook

Course pages – The course pages in the UWS Handbook describe the course and its structure and gives you the information you need to search for the units and Unit Sets you may need to study.

Unit pages – When you look up particular units in the UWS Handbook, you'll find a brief description about the unit. There will also be a link to the

timetable and details about the unit, such as the amount of credit points it's worth, who the Unit Coordinator is, what the student contribution band is (to work out how much it will cost), the teaching session it is offered in and what course it belongs to.

Unit Sets pages – Units are normally grouped into Unit Sets. Unit Sets is a term applied to a group of units that make up a Key Program, Major, Sub-Major (or Specialisation for postgraduate courses). The Unit Set pages have a brief description of the Unit Set, the units that make up the Unit Set and other information, such as related courses and the campus location.

More information about how to use the Handbook, including a list of common terms, is available online.

www.uws.edu.au/handbookinformation

What is a course?

At UWS the term 'course' refers to the name of the degree, diploma or certificate, such as Bachelor of Arts. Each course is made up of a number of 'units' (or subjects), which have a specified number of credit points. At UWS units are usually (but not always) worth 10 credit points. As an example, to complete a Bachelor of Arts degree you would have to complete a total of 240 credit points (24 units) over three years.

What is a unit?

Units usually run for one teaching session and usually have a number of assessments you'll need to complete and an exam at the end of the session.

Make sure you read your unit outlines and/or learning guides thoroughly as they contain crucial information needed to successfully complete each unit.

What is a lecture

A lecture is given by an academic staff member to a large number of students in a large lecture theatre. Lectures usually run once a week for one to two hours (between 8am to 9pm). We highly recommend you attend your lectures even if they're not compulsory.

My Course Planning sessions

You should attend your My Course Planning (MCP) session unless otherwise advised. Your MCP session provides important information about your course and the units you should enrol in. MCP sessions are held before Orientation, before the teaching session begins.

For some courses, you can also apply for Advanced Standing for previous study at your MCP session.

www.uws.edu.au/mcps

MySR Supported Labs

Enrolments staff are available in the computer labs on the days MCP sessions are running at each campus to help you enrol in MySR. You don't need

to be attending an MCP session to ask for help.

View the MySR labs page for a schedule with times, dates and locations

www.uws.edu.au/mysrlabs

Advanced Standing

If you have undertaken previous study, you can apply for credit for that study. At UWS, this is called Advanced Standing. When you apply, you need to include supporting documentation, such as certified copies of your qualifications and/or transcript information.

www.uws.edu.au/advancedstanding

VET/UWS pathways

If you are coming to UWS through a VET/UWS pathway from TAFE or a private college, you are likely to get Advanced Standing in your UWS degree. You still need to complete a pathways credit form available through eForms. You should follow the steps online to confirm your Pathways credit.

www.uws.edu.au/vetpathways

Special requirements

Some courses have special requirements where clinical, practical or work placements are part of the course/unit structure. These include courses/units in education, nursing, social and health sciences and include:

- Working with Children Check
- National Criminal Record Check
- Adult Vaccination Record Card
- First Aid Certificate

Step 4 - Enrol online

How to enrol

1. Log into MyUWS and then click on MyStudentRecords (MySR) on the left menu.

To access MyUWS, you need to log in to <http://myuws.uws.edu.au> using your student ID number and password.

2. In MySR, click on the 'Enrolment' link listed in the left menu.

3. Steps will appear. Complete all the steps in order. You may need to scroll down some pages to continue to the next step.

Personal details

Check that your personal details are correct and add your preferred given name if you wish.

Using MySR from home

If you're using MySR from home, make sure that you have Javascript installed and that you have disabled any pop-up blockers before you log in. The MySR help page has more info.

www.uws.edu.au/mysrhelp

Address verification

Make sure your address and phone number (especially your mobile number) 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.

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.

Special requirements

If you're enrolling in a course and/or units that involve clinical, practical or work placements, you must complete one or more special requirement steps. If this is the case, the relevant step will be displayed for you. More information is available online.

www.uws.edu.au/specialrequirements

Unit Sets

Some courses have the option of enrolling in Key Programs, Majors and Sub-Majors. If this option is available to you it will be displayed in MySR.

Click the 'Add a Key Program/Major or Sub-Major to your course' button. You can then search for the Key Program, Majors or Sub-Majors relevant to your course and add them to your program.

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, click 'I Agree'.

Government statistics

In this section, some fields will already be filled in based on the details you provided when you applied. You need to update any information that's incorrect or out of date.

If you need to provide documentary evidence (for example, if you want to change your citizenship details) you will need to visit Student Central in person 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.

Commonwealth Assistance Form (eCAF)

You need to fill out an eCAF if you're a Commonwealth Supported Student, which at UWS includes almost all undergraduate and some postgraduate students (but excludes International, UniTrack and Non-Award students). Before completing this form, you must read the information on Commonwealth Support and HELP online at www.uws.edu.au/fees

You can only submit one eCAF per day (for both HECS-HELP 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'.

If you are an International, UniTrack or Non-Award student, you do not need to complete the eCAF in MySR, so this step will not be displayed for you.

Select your units

The 'Unit selection' step is managed using a shopping cart, so 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. You will need to check the UWS Handbook to see what you must enrol in, the recommended study order for your units and to choose any electives (if applicable).

www.uws.edu.au/handbook

Study load

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.

Rules and Rule Waivers

If you have selected units that you're not allowed to enrol in (for example, because there is a prerequisite or special requirement for the unit), or you've tried to enrol in 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, you may be able to lodge a Rule Waiver

request online through eForms to request approval to enrol in the unit. More information about Rule Waivers and unit statuses in MySR is on the website at

www.uws.edu.au/rules

Enrol in units on your home campus

Unless your course requires 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 and will be displayed in MySR. If you wish to enrol in a unit on a campus other than your home campus you will need to seek approval and lodge a Rule Waiver request through eForms. Visit www.uws.edu.au/rules for more details.

Confirming your enrolment

Make sure all of the units are in your cart, then click 'Proceed to Check Out' and 'Confirm' on the following page. 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 now complete! Remember to log out of MySR and continue on to Step 5 - Check your timetable.

Step 5 - Check your timetable

Timetable

You are responsible for accessing and checking the timetable information to work out where and when units are being offered – you will not receive a hard copy timetable from staff.

You will need to check the online timetable in Platform Web to see what lecture and tutorial times are available. It is a good idea to check this information when working out which units to study as it will display the lectures and tutorials that you need to attend as part of your enrolment.

<http://platformweb.uws.edu.au>

Make a list of the lectures and tutorials you want to attend for each of your units so you're ready when tutorial registration opens.

Unit outlines

Every unit of study has a unit outline which is issued in the first teaching week of session. It details important information about the unit and assessments as well as prescribed readings for each week if applicable. You will also receive a learning guide. It is useful to do your prescribed reading before your lectures so you're prepared for what is usually the fast-paced delivery of material.

Contacting lecturers or tutors

Your unit outline/learning guide will give details of how to contact your lecturer or tutor. They have set consultation hours during each teaching session, which could be face to face or by email, but you may find it easier to contact them by email.

Check with your school administration office for more details or look up a staff member in the Staff Directory.

<http://pubapps.uws.edu.au/teldir/>

Higher Degree Research students

If you're a Higher Degree Research student, instead of working out your timetable at Step 5, you need to contact your Principal Supervisor to commence research study.

Make sure you complete the 'Confirmation of Research Commencement Date' form when you meet with your Principal Supervisor.

www.uws.edu.au/forms

UWSCollege students

If you're a UWSCollege student, this step doesn't apply to you – you will receive your timetable at Orientation.

Tutorial Registration

Most units require you to attend tutorials as well as lectures. You need to make sure you're enrolled in all your units via MySR and register for tutorials each session through a separate online process.

What is a tutorial?

Tutorials are made up of a smaller group of students led by a tutor. There is an emphasis on student-teacher interaction, discussion, debate of lecture material, group work and preparing and delivering presentations. They normally run once a week for one or two hours between 8am and 9pm.

Tutorial attendance

In most units, it is compulsory that you attend your tutorials. This means if you miss a tutorial, you may need to verify why you were absent (for example, by providing a medical certificate) as well as make arrangements with your tutor to make up for the absence or attend another tutorial timeslot if possible.

If you miss more than two tutorials in a unit per session you can be at risk of failing the requirements of that unit. Check the Unit Description for details of attendance requirements.

When can I register?

Tutorial Registration opens about two weeks before the session starts. For example Autumn Session units usually open for Tutorial Registration in the middle of February.

You can see the opening times for your units displayed in the online Tutorial Registration system called Platform Web. Check the opening times carefully as two units in the same school may have different opening times if they have different unit levels.

As there are only limited places in each tutorial and some tutorials can be in high demand, you will need to be prepared! The earlier you register, the more choice of times and days you may have. You may not get your first choice, so have back up plans.

You can change your tutorial selection through Platform Web up to five times (before the teaching session starts) by simply clicking on another selection. If you exceed the five times or you have extenuating circumstances that require you to register for a tutorial that is already full, then you will need to complete the Request to Change Tutorial form and submit it to your school.

www.uws.edu.au/tutorialregistration

How to register for a tutorial

You must have activated your MyUWSAccount and enrolled in all your units via MySR to use online Tutorial Registration.

Step by step instructions on registering are also available online.

www.uws.edu.au/tutorialregistration

Step 1. Get to online Tutorial Registration

Log into the MyUWS Student Portal at myuws.uws.edu.au using your MyUWSAccount username (your student ID number) and password.

Once you are in MySR, click the 'Platform Web' link in the left menu and you will be automatically logged in. Then click Tutorial Registration. You will see tables containing the units you are enrolled in for the various sessions of the academic year.

Step 2. Check your enrolment details

Find the table containing your current session details. Under the column titled 'Enrolment Status', each of your units should say ENROLLED. If a unit has the status UNCONFIRM you will need to go back to the MyUWS Student

Portal and use MySR to confirm your unit enrolment. If a unit has the status INVALID, you will need to check the course and unit rules for that unit and take any necessary action.

If you change your enrolment in MySR it will take up to three hours for these changes to be reflected in Platform Web.

Step 3. Plan – check opening times and your tutorial options

Check the 'opening time' column in the table. Make note of the opening times for Tutorial Registration for each of your units. Two units in the same school may have different opening times due to their unit level.

To look at your tutorial options for a unit, go to the right column and select 'CLICK HERE'. You will see the tutorial timetable for that unit.

When Tutorial Registration opens for the unit, you will be able to select one of the timetabled options. Plan the times you would like so you are ready when Tutorial Registration opens.

The full timetable is available online www.uws.edu.au/timetable

Step 4. Register for a unit

Once Tutorial Registration opens for your unit, select 'CLICK HERE' in the right column and in the tutorial timetable you will see a selection marker to the right of each activity.

Click in the marker next to the tutorial/activity that you wish to register in. To submit your choice, click the 'Enter your selection for ...' button at the bottom of the unit tutorial timetable.

As you may only change your registration five times, you will be asked if you are sure of your selection. Once you click 'Yes' a confirmation page will be displayed giving you the results of your registration.

It is important that you print this confirmation as proof of your registration.

Step 5. Make selections for your other units

Return to the 'Tutorial Selection' page using the link on the menu bar and register for your next unit following the same process as step 4.

Step 6. Confirm your registration and log out

You can confirm the tutorials you have selected by clicking on the 'Confirm Registration' button on the 'Tutorial Registration' page. This will give you a list of the tutorials/activities you have registered in for each of your units.

You may print this page as confirmation of your registration.

Finally, log out using the link on the menu bar.

Navigating your Tutorial Registration in Platform Web

Platform Web provides access to tutorial registration, timetables and your personalised exam timetable: <http://platformweb.uws.edu.au>

Once you have enrolled in your units they will appear in Platform Web, please see example below

Autumn/1st half is the first session of the year

Make sure the campus is correct

Confirms day or evening study

Note the opening times are different for each unit

Click here to view your timetable and register (once tutorial registration is open)

Autumn-2011

Course Code/Course Name	Unit Code/Unit Name	Calendar Session/Day/Evening School	Unit Level/Enrolment Status/Opening Time	View Timetable & Register
1004 Bachelor of Tourism Management	101006 The Demographics of Social Differences	First/6 Spring DAY	SCHOOL.LEE 14/02/2012 9:30AM	CLICK HERE (1010556)
1004 Bachelor of Tourism Management	101037 The Individual in Society	First/6 Spring DAY	SCHOOL.LEE 14/02/2012 2:30PM	CLICK HERE (1010557)
1004 Bachelor of Tourism Management	101008 Values based Innovation	First/6 Spring DAY	SCHOOL.LEE 16/02/2012 4:30PM	CLICK HERE (1010605)
1004 Bachelor of Tourism Management	101037 Tourism Industry Experience	First/6 Spring DAY	SCHOOL.LEE 16/02/2012 2:30PM	CLICK HERE (1010607)

Spring-2011

Course Code/Course Name	Unit Code/Unit Name	Calendar Session/Day/Evening School	Unit Level/Enrolment Status/Opening Time	View Timetable & Register
1004 Bachelor of Tourism Management	101025 Tourism Sustainability and Global Trends	First/6 Autumn DAY	SCHOOL.LEE 14/02/2012 9:30AM	CLICK HERE (1010603)
1004 Bachelor of Tourism Management	101066 Tourism in Society	First/6 Autumn DAY	SCHOOL.LEE 14/02/2012 2:30PM	CLICK HERE (1010690)
1004 Bachelor of Tourism Management	101055 Organisations, Communities and Communications	First/6 Autumn DAY	SCHOOL.LEE 16/02/2012 4:30PM	CLICK HERE (1010553)
1004 Bachelor of Tourism Management	101001 Understanding Society	First/6 Autumn DAY	SCHOOL.LEE 16/02/2012 2:30PM	CLICK HERE (1010551)

Spring/2nd half is the second session of the year

Check your enrolment status says Enrolled. If you see Invalid or Unconfirm, go to MySR to fix your enrolment

Example – unit timetable

200101: Accounting Information for Managers
 Course: 2739.Bachelor of Business and Commerce
 School: School of Business
 Autumn-2012

Unit Coordinator:
 Notes:

You have change your registration 0 times , you may make 5 more changes
 For this unit you are enrolled at Parramatta - EVENING

Unit details

You can only change your tutorial choice five times

200101:- Accounting Information for Managers	Session	Day	Start	Finish	location	WeekRange	Places left (if available)	Select
Select 1 Activity from below								
	Lecture	Thu	19:00	20:00	Parramatta South -EA.G.18 (LT01)	10-16, 18-23	220	Not Enabled
Select 1 Activity from below								
	Tutorial	Thu	17:00	19:00	Parramatta South -EA.2.09	10-16, 18-23	300	Not Enabled
	Tutorial	Thu	17:00	19:00	Parramatta South -EA.2.22	10-16, 18-23	300	Not Enabled
	Tutorial	Thu	17:00	19:00	Parramatta South -EA.2.21	10-16, 18-23	300	Not Enabled
	Tutorial	Thu	20:00	22:00	Parramatta South -EA.2.09	10-16, 18-23	300	Not Enabled
	Tutorial	Thu	20:00	22:00	Parramatta South -EA.2.03	10-16, 18-23	300	Not Enabled
	Tutorial	Thu	20:00	22:00	Parramatta South -EA.2.21	10-16, 18-23	300	Not Enabled
	Tutorial	Thu	20:00	22:00	Parramatta South -EA.2.22	10-16, 18-23	300	Not Enabled
	Tutorial	Thu	20:00	22:00	Parramatta South -EA.1.04	10-16, 18-23	300	Not Enabled

When Tutorial Registration opens you will be able to choose a tutorial. Once you've chosen it, click the 'enter your selection' button at the bottom of the page. Be quick, tutorials fill fast

Step 6 - Find out about your fees

What will my fees be?

Your fees will depend on whether you're enrolled in a Commonwealth Supported Place (CSP) or a fee-paying place, the course and units you're enrolled in, as well as your citizenship status.

Almost all undergraduate and some postgraduate courses at UWS are commonwealth supported. This means the Australian Government contributes to the cost of your fees and you are required to pay the remainder. This remainder is known as your 'student contribution' and it varies depending on the discipline area of each of your units.

You can check which student contribution band your units fall into in the UWS Handbook www.uws.edu.au/handbook and check the cost for these bands online. www.uws.edu.au/contributionbands

Can I defer my fees?

You can defer your fees through HECS-HELP and/or receive a discount for paying some or all your fees upfront if you're an Australian citizen or you hold an Australian Permanent Humanitarian visa and are enrolled in a Commonwealth Supported Place. You're not able to defer your fees or receive an upfront discount if you're an International student, Australian permanent resident or New Zealand citizen.

If you are an Australian citizen or hold an Australian Permanent Humanitarian visa and are enrolled in a full-fee paying course, you can defer all or some of your fees through a FEE-HELP loan. Find out more online.

www.uws.edu.au/fees

Statement of Account

The easiest way to find out what you need to pay is to check your electronic Statement of Account (eSOA) in MySR. This details the units you are enrolled in, your total fees payable, the due date and methods of payment. Download and print the PDF to pay your fees, and make sure you save a copy for your records.

You need to make sure all details on your eSOA are correct before census date. If you change your enrolment by adding or dropping units after you have paid, but before the session census date, you may be liable for additional fees.

International, UniTrack and Non-Award students

If you're an International, UniTrack or Non-Award student, find out more about your fees online.

www.uws.edu.au/fees

When do I have to pay?

Deadlines for paying your fees are dictated by University census dates. You will need to have paid your fees and/or provided your tax file number as part of your HECS application to defer all or part of your fees by the census date. The census date is also the official cut-off date for your enrolment each teaching session – this means if you drop any units after this date you will still have to pay the unit's fees and may receive a fail grade.

Other costs at university

Textbooks

You can find out what textbooks are essential from your unit outlines or in the first week of lectures. Essential textbooks are often placed in the reserve section of the library but as they are in high demand you may need to purchase these. The Student Welfare Service offer textbook vouchers to students in financial need.

www.uws.edu.au/welfareservice

Find out more information about where to buy new and second-hand textbooks under Step 8 - Get prepared for uni.

Books listed as 'recommended reading' are not essential and can usually be accessed from the library.

Travel

Costs involved with travel depend on whether you will be using private or public transport. If you need to travel

to different campuses for classes or to use specific services or facilities, make sure you take this into account when budgeting for your travel expenses. Find out more information on how to get to and around your campus under Step 8 - Get prepared for uni.

Computers and internet connection

While having access to a computer and the internet at home is not essential, it is strongly recommended. You will need to access the internet for things such as registering for tutorials, enrolling in each session, accessing results, researching assignments, accessing lecture notes, emailing teaching staff and accessing your student email account (MyMail).

If you don't have access to the internet or a computer at home, you can use the computer labs on each campus. However, most students find a computer at home makes their study easier and helps them to avoid travelling home late at night after spending hours working on campus.

Find out about computer labs and other services at UWS in the Information and services section on page 32.

Scholarships

UWS offers scholarships ranging from Academic and Leadership Scholarships to Sporting and Equity Scholarships as well as degree specific, industry and community funded scholarships.

www.uws.edu.au/scholarships

Step 7 - Get your student ID card

Why do I need a student ID card?

As a student at UWS, you must have a student ID card and carry it with you at all times. You will use your card for library and photocopier services, accessing campus computer labs and for identification purposes while you are on campus or in exams. You may also be eligible to receive student travel concessions.

Travel concessions

Travel concessions for either rail or bus passes are available from any Student Central. To be eligible you must:

- be classified as a local student
- be enrolled as a full time student attending day classes
- not be in receipt of any remuneration (excluding scholarships and allowances such as Austudy and Youth Allowance)
- not be engaged in business or employment
- not be a full fee paying overseas student

How do I get my student ID card?

When you have enrolled, visit any Student Central and bring your student ID number and a current Driver's Licence, passport or other photo ID. It should only take five minutes for your card to be prepared. If you are eligible for a travel concession, you can arrange that at the same time as your ID card. UWSCollege students follow the same process as above, however take your documentation to the Student Centre on Nirimba campus.

Replacement cards

If your card is lost or stolen, you will need to pay a \$25 replacement fee via iPay. No fee applies if your card has been damaged or you have changed your name, but you must return your current card. If you don't return your current card, you will be required to pay the \$25 fee.

To collect your replacement card, take your iPay receipt to any Student Central. www.uws.edu.au/studentcentral

Step 8 - Get prepared for uni

Before you start

Before you start classes, you should:

- attend your My Course Planning session and Orientation
- familiarise yourself with the UWS website, UWS terms and jargon
- find out about services and facilities and how to get to your campus

Attend Orientation

We highly recommend you attend Orientation activities held before classes start. These include campus tours, course sessions and library tours. These activities give you the opportunity to ask questions and become familiar with university life. Find out when and where your course session will be held at www.uws.edu.au/orientation

UWSCollege students

If you're a UWSCollege student, it is compulsory for you to attend Orientation. Visit the website to find out the time and location for your Orientation.

www.uwscollege.edu.au/info

Work out how to get to uni

Information on how to get to each UWS campus is contained in the Transport Access Guides (TAGs). To see all your options for travelling to a particular campus visit www.uws.edu.au/gettingtouni

Public transport – If you're using public transport you may be entitled to a student concession card (full-time students only), which you can obtain through the Student Central on your campus.

Car – Students travelling by car have the costs of fuel, maintenance, insurance and parking fees to factor into the equation.

UWS parking permits – All vehicles parking within UWS campuses must display a valid parking permit. You can buy an Annual General Parking Permit (Yellow) online via iPay by credit card or by printing off an internet order (tax invoice) with the option to pay later. It can take up to 10 working days for your permit to arrive, so while you're waiting you can place a copy of your receipt or payment confirmation on the driver's side dashboard of your vehicle. Find out more on the parking website. <http://parking.uws.edu.au/>

Bridging programs and workshops

The Student Learning Unit runs a variety of free programs and courses to help students develop academic writing, maths, statistics and study skills.

Bridging programs – are pre-session courses in academic writing, study skills, mathematics, statistics and nursing maths.

Student Learning Unit (SLU) Workshops – are session workshops in academic writing, mathematics, statistics and nursing maths.

Peer Assisted Study Sessions (PASS) – are small study group sessions with senior students from various courses.

Online Learning – offers resources on essays, reports, referencing, algebra, statistics, nursing maths and many more.

Get your textbooks

You may be able to get your textbooks in advance by checking your unit outlines or typing in your unit code on the Connectbooks website.

<http://connectbooks.com.au/>

The Student Welfare Service have created a useful tips sheet titled 'Textbook and study costs' which can be accessed at

www.uws.edu.au/welfareservice

Study and life skills workshops

The UWS Counselling Service offers individual and group programs to help students adjust to university life and develop important skills.

Workshops include managing exam anxiety, presentation skills, time management and study skills.

www.uws.edu.au/counsellingservice

What services are available at UWS?

UWS has a range of services, facilities and resources available for students. A comprehensive list of information and services is available in the Information and services section on page 32 of this guide.

What does it all mean?

UWS terminology

A list of UWS terms and their meanings is available online in the A-Z Guide (glossary).

www.uws.edu.au/a-zguide

Your responsibilities

As a UWS student, some of your responsibilities include:

- checking your MyMail (student email) account regularly as it's the official communication channel at UWS
- reading and keeping up to date with policies that affect students
- checking the Current Students site regularly
- paying your fees and/or completing your HELP paperwork by the due date
- keeping your address, mobile and other contact details up to date in MySR
- working out your timetable
- making sure you're informed of your tuition requirements, assessments etc
- attend lectures, tutorials and exams for your units.

Census date

Census date is the official cut-off date for enrolment for each session. You need to make sure your enrolment is correct before census date as you must pay fees for all units you are enrolled in as of midnight on this date. If you drop any units after this date you will still be liable for the tuition fees.

If you're a fee-paying student or have elected to pay some or all of your Student Contribution upfront, you need to pay these fees by the census date. If you have deferred your fees through HECS-HELP or FEE-HELP, you need to make sure you've completed these sections in MySR correctly (including providing your tax file number) by the census date.

www.uws.edu.au/census

These are the census dates for the main teaching sessions at UWS:

Autumn session	31 March
Spring session	31 August
1st Half (1H) session	31 March
2nd Half (2H) session	31 August
Research 1 (R1) session	31 March
Research 2 (R2) session	31 August
Term 1 session	31 March
Term 2 session	31 July
Term N session	30 November

Beyond the 8 essential steps

University culture

What is a typical week at university?

This will depend on what course you're enrolled in and whether you are a full or part-time student. Full-time course hours vary from 20 to 30 contact hours in some courses to 12 to 15 hours in others. Contact hours are time spent in lectures, tutorials or practical classes. This may not seem like much, but there is more to university study than contact hours.

As a student, you may need to spend many hours reading, writing and researching. You may need to do some of this at home, at the library or in the computer labs.

Take time to adjust

Students often find their first session of study a period of huge adjustment and may feel uncertain as to whether they have made the right choice and are going to be able to succeed at university.

Students generally find by the end of their first session they are feeling more comfortable and relaxed in their new environment.

What is a teaching session?

Each university year is made up of a number of teaching sessions, which is a period during which the content of a unit is delivered and assessments are completed. For the majority of undergraduate students your teaching sessions refer to Autumn and Spring Sessions.

Campuses and structure

UWS has five campuses across Greater Western Sydney and is divided into eight schools.

Find out more at www.uws.edu.au/about

Plan your time

Some students have found that to do well in a full-time course, they need to treat it like a full-time job, allocating around 10 hours a week to each unit (in addition to class time) for things like readings, research and assessments.

Settling in

In the first few weeks of session, try to meet other people in your course and academic staff in your area of study.

Attending your My Course Planning session and Orientation is a good start to settling in at UWS as you'll get important information about the structure, assessments and organisation of your course, familiarise yourself with your campus and meet staff and fellow students.

What can I do if I have enrolled in a degree that isn't right for me?

If you feel that your course may not be right for you, talk to your Head of Program. You may just need time to settle in to your new environment and adjust to university life.

If you know your degree isn't right for you in your first weeks of session, you have to decide to either:

1) Stick with the course for one session and look to transfer for the next session. To apply internally for a course transfer you need to have completed at least one unit, however you may get credit for the units you complete in your first session and there is no charge for the transfer application.

www.uws.edu.au/transfer

2) Resign from the course before the session census date (usually about four weeks into session) by completing section 2C of a 'Discontinuation or break from studies' form'.

www.uws.edu.au/forms

If you resign before the census date you will not be liable for fees. If you have decided you are not in the right course after the census date, you can still resign via the 'Discontinuation or break from studies' form but you will be liable for your course fees (unless you have serious extenuating circumstances). For more information see the enrolments pages at www.uws.edu.au/enrolments

Before you make a decision, consider discussing your options with the UWS Counselling Service. Your Head of Program and Student Central can also offer advice about the best option for you.

www.uws.edu.au/counsellingservice

Ways you can meet other students

Try to be patient, persistent and initiate contact with other students as chances are they are feeling isolated too. As the University is such a big place with people coming and going at different times, students can find it harder to meet new friends.

MATES@UWS

MATES@UWS is about providing first year students with the opportunity to be connected with students who are in later years of study through a peer to peer mentoring program. This helps new students develop their social networks and settle into life at university. To get involved visit the website.

www.uws.edu.au/mates

Clubs and student groups at UWS

Each UWS campus has a number of social groups and sporting activities that new students are welcome to join. Information about these groups is available from uwconnect.

www.uwsconnect.com.au

Want to get more involved in campus life?

Campus Connection is an online meeting place for students from UWS. There are also weekly drop in sessions for mature age students run by the UWS Counselling Service.

www.uws.edu.au/campusconnection

Student Representation and Student Campus Councils

Your voice can be heard at UWS through Student Representation and Student Campus Councils. To get involved visit

www.uws.edu.au/student_representation

Childcare

If you have children, UWS has childcare centres with places for the children of staff and students on some campuses.

www.uws.edu.au/childcare

You'll also need to think about what alternate arrangements you can make to cover instances when children are ill or have school holidays. If you need to bring your children to uni with you, they must be supervised at all times on campus. It is good practice to get clearance from your lecturers or tutors if you have to take your child to class with you due to an emergency situation. If your child is sick and you are unable to attend class you should get a medical certificate to verify this and notify your tutors of the unavoidable absence.

Been out of school a year or more?

If so, then at UWS you're considered a non-current school leaver or a mature age student. UWS offers a range of services like Starting out workshops to mature age 'drop in' groups.

www.uws.edu.au/matureage

Library services

The UWS Library provides comprehensive library services on all campuses. Spend time familiarising yourself with your library resources. Take a tour so you know how to search for books, journals and other useful resources.

You can use the library to:

- borrow, return and request books from any campus
- access group and individual study facilities
- access computing, copying, scanning and print facilities
- borrow laptops
- access extensive e-resources on campus or from home including
 - o 74,500+ journal titles: 98% available online
 - o 340+ online indexing and full text services
 - o 60,800+ E-books
- locate subject guides to linked e-resources
- locate citation style guides
- get help with all of your information enquiries via chat/email/online tutorials/FAQs

Liaison Librarians

To access the list of Library Liaison staff associated with each school go to the appropriate school to locate the Library Liaison staff member:

<http://library.uws.edu.au/infoContacts.php?case=LL>

You can find more detailed information about the library on the website.

<http://library.uws.edu.au/>

Computer labs

All UWS campuses have computer labs that students can use. You can also apply through the Security Office on each campus for extended access if necessary.

www.uws.edu.au/computerlabs

Familiarise yourself with technology

There is lots of information on the Current Students website and vUWS to help you find out about the systems and technology you'll need to use as a student. Find out more about online systems in the Navigating the online environment section (page 2) or on the website:

www.uws.edu.au/onlineystems

Within vUWS you can practise submitting an assignment electronically or in Campus Connection you can practise using the discussion forums and chat rooms and ask other students how to perform certain technological tasks.

www.uws.edu.au/campusconnection

What is a Podcast?

A podcast is a multimedia file distributed over the internet for playback on mobile devices and personal computers.

For find out how to download a podcast visit www.ehow.com/how_2004202_download-podcast-pc.html

Careers & Cooperative Education

Careers & Cooperative Education offers a range of resources to help you plan and manage your career development, including careers workshops and resources on career planning, resumes, job applications, job interviews and work experience.

www.uws.edu.au/careers

Student Services Fair

Discover the free services offered at UWS at the Services Fair. There's giveaways, prizes and free food.

www.uws.edu.au/servicesfair

Working while you study

Some courses are offered part-time and this may be a better arrangement if you need to work full-time to support yourself.

Talk to your Head of Program about the possibility of doing your course part-time or reducing your unit load.

If you're a full-time student, university is considered to be your first priority, so falling behind in study because of paid work demands is not a legitimate excuse.

Remember if you do plan to go from full-time study to part-time it can affect Centrelink benefits, so ensure you notify them of changes in your enrolment.

What if my circumstances change and I can't continue studying full-time?

If you are want to drop a unit make sure you do so before the census date. The census date is usually four weeks into the session. You are required to pay for all units you are enrolled in at midnight on the census date.

If you are wanting to reduce your study load there are a number of options available to you. Apart from going down to part-time study you could also take a Leave of Absence for six or 12 months. But before you make any decisions, talk to your Head of Program and also find out if conditions apply to each option.

www.uws.edu.au/leaveofabsence

You may also find it helpful to talk to a counsellor about your options. You can make an appointment for a free and confidential discussion by calling 02 9852 5199 or emailing counselling@uws.edu.au.

How UWS can support you

The UWS Counselling Service offers students an opportunity to talk in confidence and privacy about problems or concerns including relationship difficulties, mental health concerns and traumatic life events.

www.uws.edu.au/counsellingservice

Exams and assessments

Forms of assessment for your units will be outlined in detail in your unit outlines and/or learning guides that you'll receive at the beginning of each session.

Assessment is generally through a combination of exams, quizzes, essays, tutorial attendance and participation, tutorial presentation, practical reports and/or field reports. Some units require a pass in all components of assessment to gain an overall pass mark.

Results are confidential and will be released in MySR at the end of each teaching session. Notices about when the exam period is on and when results are released are put up on the Current Students homepage and the MyUWS Student Portal.

www.uws.edu.au/students

What is stuvac?

Roughly a week before the official exam period starts no lectures or tutorials are held. This is to allow more time for you to study for your exams and is referred to as stuvac.

www.uws.edu.au/exams

Grades

A description of all grades awarded by the University is available online.

www.uws.edu.au/results

What if I am having trouble in class?

Ask questions in class to clarify information or contact your lecturer or tutor in consultation times or by email as soon as you feel you're having trouble. You are here to learn so you are not expected to have all the answers.

Try to do any pre-reading advised before classes and print off and read lecture notes before going to class.

Most issues, if raised early, can be dealt with easily but, if left unattended, can become less manageable. If appropriate, you can contact the UWS Counselling Service or Student Welfare Service for help or advice.

www.uws.edu.au/gettinghelp

Peer Assisted Study Sessions (PASS)

PASS is a great option to help you get your head around your unit content.

These are a series of weekly group learning sessions run by experienced students who have successfully completed the unit they're running.

It's free, voluntary and proven to boost marks.

www.uws.edu.au/pass

What can I do if I am concerned about my progress at university?

If you have concerns about how you're progressing, it is important to take action to address any issues and get back on track as quickly as possible. It's a good idea to talk to your Academic Course Advisor or Head of Program. You may also find it helpful to discuss your situation with a UWS counsellor.

Progression checks

UWS runs checks at the end of each teaching session to pick up students who have been performing poorly in their units. This may include passing less than 50% of the credit points you're enrolled in for the teaching session or failing the same unit on two occasions. In this situation you will be identified as being 'at risk' and can be placed on conditional enrolment where you can only study a reduced number of units in the following teaching session.

If you're picked up in a progression check, you'll be sent an email to your MyMail account at the end of the teaching session with details on what you need to do, such as consulting with your Head of Program to plan your study and discuss what options are available.

What if I am having trouble meeting university requirements?

Academic and time management skills are very important while at university. Visit the Student Learning Unit website to see what short courses are available to you to help with your study skills. www.uws.edu.au/slu

If you are having difficulty understanding assessment requirements, talk to your lecturer to clarify what is required or see if you can show them a draft of your work to check that you are on the right track.

Try to get an early start on assignments and stay up to date with reading and activities for week-to-week classes.

Manage your time

A weekly timetable can be a useful management tool listing all your university, work, social and family commitments.

Identify weekly tasks such as preparation for lectures and tutorials, as well as additional time available for assignment preparation and revision.

Look after yourself

Be sure to also allow time to relax without guilt as it is important to have the opportunity to renew your energy.

Student Support Services

UWS offers a range of free professional services, programs and special activities for students through Student Support Services.

Counselling Service

If you are feeling confused or overwhelmed during the first few weeks of session, don't hesitate to make contact with the UWS Counselling Service on your campus. These services are free and confidential and can help you get back on track before matters become too overwhelming. Counselling also runs individual and group programs to help students adjust to university life and develop important study and life skills.

Booking number: 02 9852 5199
Email: counselling@uws.edu.au
www.uws.edu.au/counsellingservice

eCounselling

eCounselling is a confidential online service that allows students to ask a counsellor questions from the comfort and privacy of their own computer. It's perfect if you've wanted to talk to a counsellor but aren't sure how to go about it or feel uncomfortable making an appointment.
www.uws.edu.au/ecounselling

Disability Service

If you have a disability, chronic health problem or temporary health condition

that may impact on your ability to meet the demands of university, you may want to talk with a Disability Advisor to see what special adjustments may be available to you.

Booking number: 02 9852 5199
Email: disability@uws.edu.au
www.uws.edu.au/disabilityservice

Student Welfare Service

If you have any financial difficulties, require information on sexual health, legal problems, or require assistance with accommodation, Centrelink, University disciplinary matters, food and book vouchers, grants or loans, you can speak with someone at the Student Welfare Service.

Bankstown campus
Ph: 02 9772 6338
Campbelltown campus
Ph: 02 4620 3013
Hawkesbury campus
Ph: 02 4570 1965
Parramatta campus
Ph: 02 9685 9366
Penrith campus
Ph: 02 4736 0674

Email: welfareservice@uws.edu.au
www.uws.edu.au/welfareservice

Chaplaincy

Phone: 02 9685 9324
Email: v.powidzki@uws.edu.au
www.uws.edu.au/chaplaincy

Student Central - your first point of contact



Each campus has a Student Central where you can pick up forms and brochures, lodge forms and seek advice about a wide range of student issues, including admissions, enrolment, exams, graduation, special requirements, course transfers, results and review of grades.

Student Central Infoline

1300 668 370
studentcentral@uws.edu.au
www.uws.edu.au/studentcentral

Opening hours

Each Student Central generally operates from 9am to 5pm Monday to Friday and is closed on public holidays.

Student Central locations

Bankstown campus	Building 1
Campbelltown campus	Building 5
Hawkesbury campus	Building G7
Parramatta campus	Building EJa
Penrith campus	Building K

UWSCollege Student Centre

Building U8, Nirimba Education Precinct, Quakers Hill
Phone: +61 2 9852 4488
Fax: +61 2 98524480
Email: pathwaystouni@uws.edu.au
www.uwscollege.edu.au/contact

Information and services

A-Z Guide (Glossary)

UWS terminology explained
www.uws.edu.au/a-zguide

Accommodation

<http://www.uwsvillage.com.au/>
<http://residences.uws.edu.au/>
www.uws.edu.au/livinglocal

AirUWS

UWS wireless network
www.uws.edu.au/airuws

Bridging programs

Maths and academic literacy
Email: unistep@uws.edu.au
Phone: 02 4736 0850
www.uws.edu.au/bridgingprograms

Campus Connection

Online interactive website for UWS students
www.uws.edu.au/campusconnection

Campus maps

Interactive and printable maps
and transport access guides
www.uws.edu.au/campusmaps

Careers and Cooperative Education

Email: careers@uws.edu.au
Phone: 02 4736 0370
www.uws.edu.au/careers

CareerHub

Jobs, placements and careers events
www.uws.edu.au/careerhub

Chaplaincy

Phone: 02 9685 9324
Email: v.powidzki@uws.edu.au
www.uws.edu.au/chaplaincy

Childcare

www.uws.edu.au/childcare

Computer labs

www.uws.edu.au/computerlabs

Connectbooks

<http://connectbooks.com.au/>

Counselling Service

Central Booking number: 9852 5199
Email: counselling@uws.edu.au
www.uws.edu.au/counsellingservice

Current Students site

News and information for current students
www.uws.edu.au/students

Disability Service

Central Booking number: 9852 5199
Email: disability@uws.edu.au
www.uws.edu.au/disabilityservice

Exchange programs

www.uws.edu.au/exchange

Getting to uni

Comprehensive guide on how to get to
each campus
www.uws.edu.au/gettingtouni

IT Service Desk

Email: servicedesk@uws.edu.au
Phone: 02 9852 5111
www.uws.edu.au/itservicedesk

Library

Phone: 02 9852 5353
<http://library.uws.edu.au>

Mature age students

Phone: 02 4620 3194
www.uws.edu.au/matureage

nUWS

Online student newsletter
www.uws.edu.au/nUWS

Orientation

Find out more about Orientation
www.uws.edu.au/orientation

Parking

www.uws.edu.au/parking

PASS (Peer Assisted Study Sessions)

Email: pass@uws.edu.au
www.uws.edu.au/pass

Policy updates

Find out about changes that affect you
www.uws.edu.au/policyupdates

Print Services

Order your printing and binding online
www.uws.edu.au/printservices

Scholarships

Email: scholarships@uws.edu.au
Phone: 1300 897 669
www.uws.edu.au/scholarships

Security and emergency information

24-hour Security Hotline: 0414 240 458
First Aid Emergency: 4736 0300
Police Assistance Line: 131 444
www.uws.edu.au/security

Services for Indigenous students

Phone: 1800 032 923
www.uws.edu.au/indigenous_edu/education

Services for International students

Email: internationalstudy@uws.edu.au
Phone: +61 2 9852 5499
www.uws.edu.au/international

Skills workshops

www.uws.edu.au/skillsworkshops

Student Central

Your first point of contact
Student Central Infoline: 1300 668 370
studentcentral@uws.edu.au
www.uws.edu.au/studentcentral

Student Learning Unit

Email: slu@uws.edu.au
Phone: 02 4736 0850
www.uws.edu.au/slu

Student Representation and Participation

Email: m.cimino@uws.edu.au
Phone: 02 9772 6136
www.uws.edu.au/student_representation

Student Services Fair

Find out more about UWS services
www.uws.edu.au/servicesfair

Student Welfare Service

Email: welfareservice@uws.edu.au
www.uws.edu.au/welfareservice

Transport Access Guides (TAGs)

How to get to and around your campus
www.uws.edu.au/tags

UWSConnect

Email: contact@uwsconnect.com.au
- Bankstown 02 9772 6337
- Campbelltown 02 4620 3601
- Hawkesbury 02 4570 1159
- Parramatta 02 9685 9106
- Penrith 02 4736 0734
www.uwsconnect.com.au

UWS Facebook page

Become a fan of the official
UWS page on Facebook
www.uws.edu.au/facebook

UWSstudentinfo Twitter feed

Follow us on Twitter and keep up to date with
important messages for students
www.twitter.com/uwsstudentinfo

Notes

