You just completed Step 4!

Now complete the rest of the 8 essential steps

5
Check your timetable (and register for tutorials)
www.uws.edu.au/step5_timetable

6
Check your fees
www.uws.edu.au/step6_fees

7
Get your student ID card
www.uws.edu.au/step7_idcard

8
Get prepared for uni
www.uws.edu.au/step8_prepare

Congratulations, your enrolment is complete. A receipt of your enrolment will be displayed in MySR - save and/or print a copy for your records. Remember to log out of MySR and continue the 8 essential steps www.uws.edu.au/startingout.

Need help?
Face to face help is available at the MySR enrolment support labs www.uws.edu.au/mysrlabs
Technical help with MySR is also online at www.uws.edu.au/myshelp

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.

Unit rules and rule waivers - Some units have special rules attached to them. If you have selected a unit that you're not allowed to enrol in (e.g. there is a pre-requisite or a special requirement for the unit you don't meet, or you have selected 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 to have the rule waived, you may need to lodge a Rule Waiver form online. For more information about rules, rule waivers and unit statuses go to www.uws.edu.au/rules.

Enrol in units on your home campus - You must enrol in units offered on the campus listed in ‘Course details’. If your course requires you to study units across more than one campus you should be able to enrol on multiple campuses. If you wish to enrol in a unit on a campus other than your home campus, you will need to get approval and fill in a Rule Waiver online.

Timetable clashes - Your core units will be timetabled so that lecture and tutorial times will not clash. If your course allows you to choose elective units, you will need to check that your units do not have lectures or tutorials that clash with each other. If there are timetable clashes with your chosen units, you will have to choose different electives. You may be able to study the clashing units in the next session or the following year. If you have questions about timetable clashes or the units you can choose as electives, ask for help at your My Course Planning session or speak to your Academic Course Advisor.

Once you have made your selections, make sure all of the units are in your cart, then click ‘Proceed to Check Out’ and ‘Confirm’.
Complete your UWS Enrolment online using MyStudentRecords (MySR)

This flyer will run you through your online enrolment process so you can successfully complete Step 4 of the 8 essential steps!

By now you would have accepted your offer through OSCAS (Step 1), activated your MyUWSAccount (Step 2) and planned your course by looking at the UWS Handbook and attending your My Course Planning session (Step 3). For Step 4 you need to use UWS’s online enrolment system MyStudentRecords (MySR) to:

- create a profile with your address and contact details
- complete official University forms and declarations
- apply for Commonwealth Assistance and
- enrol in your units

Getting to MySR

To get to MySR you will need to log into the MyUWS student portal http://myuws.uws.edu.au using your student ID number and the password you created during Step 2 when you activated your MyUWSAccount. Once you are in the portal, click the link to MyStudentRecords on the left hand side menu under ‘MyUWS Links’.

Enrolling

Once you are in MySR, click the ‘Enrolment’ link listed under ‘Course Details’ in the left hand side menu. If you have been made offers to more than one course, you will go to a page where you need to select the course you wish to enrol in.

The introduction enrolment screen will show the name of your degree and a flowchart linking to each step of the process. You must complete all steps in the order they appear. This flyer will explain what to expect at each step and what you need to do.

Personal details

Click on ‘Personal details’ and check that the details we have for you are correct. You can also add your preferred given name here. Then go to the next step, address verification.

Addresses and contact details

Make sure that your address and contact phone number details are correct. There may be details already listed for you from your application to study at UWS. If you need to make any changes to this address click to update your details.

Accessing MySR from home?

You may need to disable pop-up blockers if you’re using Windows XP Service Pack 2, virus protection programs or certain web browsers. You can download information on disabling pop-up blockers from the ‘Help’ section on the right hand side of MyUWS. You also need to have Javascript installed on your computer to use MySR.

‘Update’. If there is no existing record for a field click ‘Add’ and enter your details.

Make sure you have filled in details for your ‘Next of kin’ and ‘Emergency contact’, and that you have provided your mobile number in the ‘Mobile Number’ field, then move to the next step.

Course details

Your course and home campus will be displayed with a status of ‘UNCONFIRM’. Tick the check box to proceed with your enrolment in this course, click ‘Confirm’ and continue to the next step.

Special requirements

Every student will need to complete the UWS Commencing Survey special requirement. Other special requirements may be displayed if you’re enrolling in a course and/or units that involve a clinical, practical or work placement. For more information about special requirements go to www.uws.edu.au/specialrequirements. You must complete each special requirement displayed on your screen by clicking ‘Update Requirement’ and then provide the relevant documentation. Then move to the next step.

Unit Sets

Depending on your course, you may be able to enrol in a key program, major and/or sub-major. If this option is available to you it will be displayed on the ‘Unit Sets’ screen. If unit sets are not applicable to your course simply continue to the next step.

To add a unit set to your course, click the ‘Click here to add a key program, major or sub-major to your course’ button. To see all options relevant to your course, leave the ‘Unit Set Code’, and ‘Unit Set Title’ fields blank, set the ‘Unit Set Category’ at ‘All’ and click ‘Search’. A list of options will be displayed. Tick ‘Add’ next to your choice and click ‘Confirm’ to add it to your program, then move to the next step.

Declaration

Your student declaration outlines your responsibilities as a student enrolled at UWS. It is important that you read this declaration carefully and understand its contents. When you have read the declaration, click ‘I Agree’ and move to the next step.

Government statistics

In this section some fields will already be filled in based on the details you provided when you applied. If any information is incorrect or out of date, you need to update it. Please note, if you need to change your citizenship details you cannot do this online, you will need to visit a Student Central in person with your original citizenship papers (or a certified copy) to update your record. You can still continue the enrolment process before you update your status.

When you have completed the questions, check the ‘I Agree’ box in the declaration and click ‘Submit’ at the bottom of the page, then to move to the next step.

Commonwealth Assistance Form (eCAF)

Eligible students use this form to apply for Commonwealth Assistance. If you are a Permanent Resident you will only be given the option to pay up front, but you will still need to complete the form. If you are an International or Non Award student, you will not see the Commonwealth Assistance form in MySR as you do not need to complete this step. If you are going to change your residency status as stated above, you will need to repeat this step before the census date as your eCAF options may change. Before completing the eCAF, you must read the information on Commonwealth Support and FEE HELP online at 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 enrolment. Just remember to return and re-submit your eCAF with the correct details.

If you are eligible and wish to defer all or part of your student contributions via HECS HELP or FEE HELP you will need to enter your Tax File Number (TFN) in MySR at this point. If you don’t have a TFN, or do not have it on hand when filling in this form, you need to provide it before the census date or risk your enrolment being cancelled. Once the form is complete, click ‘Submit’ and move to the next step.

Unit selection

You need to select your units for Autumn and Spring Session using the shopping cart system (you “fill” the cart with the units you intend to study for the year). During Step 3, you would have used the UWS Handbook www.uws.edu.au/handbook to work out what units you need to enrol in. In MySR, you may find the core (compulsory) units for your course are already listed and you will only need to confirm your unit enrolment. Alternatively you may have to add units you wish to enrol in. To do this, enter the unit code of your chosen unit into the ‘Unit Code’ field and click the ‘Get Units’ button. You will see study options for the unit, such as location and teaching period. Select your choice and add it to your...