UTS enrolment guide for new students

U@Uni Academy students only

Contents

Summary of enrolment process for new students

Offer ➡️ Acceptance ➡️ Enrolment

STEP 1 My Offers	STEP 2 Contact Details	STEP 3 Personal Details	STEP 4 Government Assistance	STEP 5 Enrol in Subjects	STEP 6 Create Timetable

Students	Starting Points	Steps required completion
New U/G domestic students	Go to My Student Admin	- **Step 1** — My Offer - **Step 2** — Contact Details - **Step 3** — Personal Details - **Step 4** — Government Assistance (for Australian citizens) - **Step 5** — Enrol in Subjects

Introduction

The **Welcome to University of Technology Sydney (UTS) online enrolment process.** This step by step guide will show you how to:

1. View your UTS offer
2. Enrol in your subjects
3. Create your timetable

What do I need?

Before you begin, make sure you have the following:

*   Your UTS offer
*   Your postal address and your emergency contact details
*   Your Unique Student Identifier
*   Your Tax File Number *(if you're applying for Commonwealth Assistance)*

How can I get help?

If you need help, you can:

*   refer to **UTS Handbook** to get to know your course
*   read **How to Enrol** to resolve any enrolment issues
*   submit an e-Request
*   Call, visit or email the Student Centre. Contact information and opening hours are available at ask.uts.edu.au

Other important information

Orientation	As a new student, you are required to **attend activities** during the Orientation period
Student ID	Your **Student ID card** enables you to gain access to the University library and other campus facilities. If you fail to collect your Student ID card before the **last day to enrol**, you may be at risk of being withdrawn from your course.
UTS Canvas	**UTS Canvas** is used by students and academics for enrolled subject related communications, for sharing, storing and accessing subject materials and for delivering assessment tasks.
Multi-factor authentication (MFA)	Before you can access UTS systems, you'll need to set up **multi-factor authentication** (MFA) for your UTS user account. MFA protects your account from unauthorised access and enables secure and easy access to UTS systems using single sign-on. Go to **login.uts.edu.au** now to set up your MFA.

STEP 1: Select your offer

1. Login to **My Student Admin** by using the link.
   https://onestopadmin.uts.edu.au/eStudent/login.aspx

   Note - To access My Student Admin, you'll need to use your new UTS Student ID (available in your offer email) and the password you created in theUTS Student Portal. Can't remember your password? Click the 'Forgot Password' link and follow the steps to reset

2. Click **Offers** tab along the top menu

3. Click **Start.**
4. Select your offer.
5. Click **Continue**.

6. If you are eligible and wish to defer your offer, click **Defer** and go to Domestic Student –
    Deferring your Offer, page 5. Otherwise, click **Accept** to continue.

Offers > Offer Details

Course	C04286 Master of Human Resource Management Ver 1
Offer Status	Offered
Offer Lapse Date	27/03/2017
Start Availability	2017 Autumn Session City campus, No 1 - Autumn Session
Availability Start Date	20/03/2017
Study Load	Full Time
Attendance Mode	Internal
Study Mode	Standard
Fee Liability	International

ℹ️ **'Accept'** to continue and enrol, or
'Defer' to accept and postpone your study for 1 year.

◀ Back | 📝 Defer | 📝 Accept

7. The next screen will show confirmation of accepting your course. Click Continue and go to *Your
    Contact Details*, page 6.

Offers > Change Details Confirmation

✅ Your Offer for C04286 - Master of Human Resource Management has been accepted.

◀ Back ▶ Continue

Domestic Student – Deferring your Offer

1. Click **Defer** to see options for deferring commencement of your course.
   IMPORTANT: Ensure you read the <u>information about deferment</u> before you take
   further action.

2. Click **Defer** to confirm your course deferment.

3. Log out.

STEP 2: Your contact details

STEP 2
Contact Details

All students must provide an Australian postal address and a contact number. It is essential that you keep these details up-to-date as they will be used for communication between you and UTS.

International students: If you do not have these details yet please leave the default UTS address in place but you **MUST** update these details when you arrive on campus at UTS.

1. Click **Update my contact details**.

Check that all your details are correct.

Preferred Mailing Address:	
Home Phone:	
Mobile Phone:	-
Other Phones:	-
UTS Email:	
Emergency Contact:	-

Back   **Update my contact details**   Continue

2. Click **Change** to add or update the details.

Contact Details   Help

Below is a summary of your contact details.
You can switch between the categories by clicking on the category tabs, for example, 'Phone Numbers'

Addresses	Phone Numbers	Email Address	Emergency Contact

Preferred	Address Type	Address		
Set as preferred	Session		Change	Copy
Preferred Address	Home		Change	Copy

= this is your preferred mailing address where any correspondence will be sent to.

Add an address

Continue

Remember: All fields marked * are mandatory.
If your address is not in the system, you can submit an Online Enquiry for your address to be manually added.

3. Click **Save** when your address details have been entered.

4. Click Back.

5. Select the Phone Numbers tab.

   Note: This step is **mandatory**. All students must provide a contact number. If you are International student you can add your overseas home number and update your record when you have an Australian number.
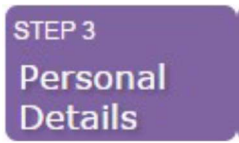
6. Click Add a phone number.

7. Select the type of phone number in the drop-down menu.

8. Enter your number and any comments.

9. Click **Save**.

10. Click **Continue**.

STEP 3: Your personal details

STEP 3
Personal
Details

Here you will:

1. Outline and register your disability, impairment or long-term medical condition details with the University.

2. Complete your Citizenship and Residency details.

3. Complete your Cultural details.

4. Click Continue.

Your Unique Student Identifier

The USI is a single identifier of a student's education journey, for life. The USI is a 10-character alpha-numeric code and is a requirement of the Australian Government for all students undertaking tertiary study.

You can create or find your USI at usi.gov.au/students

Enter your USI into the text box and click Continue.

You can read more information about the USI on our website.

Domestic students continue to *Government Assistance*.
International students go to *Enrol in Subjects*.

STEP 4: Government assistance

HECS-HELP - Commonwealth Supported U/G students (Australian citizens)

FEE-HELP - P/G full fee-paying students not studying overseas (Australian citizens)

1. Click **Submit a Commonwealth Assistance Form** to complete the form.

2. You will notice Questions 1 to 6 have been pre-filled. Complete **Question 7 to 12** with your details.

3. Click **Submit** when you are sure all details are entered and correct.

FEE-HELP / HECS-HELP

1. Click FEE-HELP/HECS-HELP Form to complete the form.

2. You will notice Question 1 to 6 have been pre-filled. Complete **Question 7 to 11** with your details.

3. Click **Submit** when you are sure all details are entered and correct.

SA-HELP form (Student Services and Amenities Fees)

1. Click on SA-HELP Form and complete the form.

2. You will notice Question 1 to 6 have been pre-filled. Complete **Question 7 to 10** with your details.

3. Click **Submit** when you are sure all details are entered and correct.

STEP 5: Enrol in subjects

Recognition of Prior Learning

For further information on RPL view the RPL website.

1. Click **Continue**.

Enrol in your subjects

All students are encouraged to follow the course structure within their course program.

International students must enrol in a total of 24 credit points for each Autumn & Spring session

1. Click **Enrol in Subjects**.

2. Select the box to indicate you have read the Institution Term and Conditions. Click **Save**.

Study Plan Details

A Study Plan is a list of the subjects that must be completed in order to qualify for the course award.

When you first enter this page, you will notice a yellow message pop up advising you to enrol into subjects within your course program.

1. Click **Course Program** to view the structure of your degree in <u>UTS Handbook</u>. The course program will help recommend the sequences of subjects in which you need to enrol.

   In the example below let's assume the student is starting in the first year in the Autumn session. For the first session they will need to enrol into the following subjects 23706, 21878, 25742 and 22747.

Course program

Typical full-time and part-time programs are provided below, showing a suggested study sequence for students undertaking the course with Autumn session commencement. Most of the subjects are offered in both Autumn and Spring sessions.

Detailed course programs are available at study plan management.
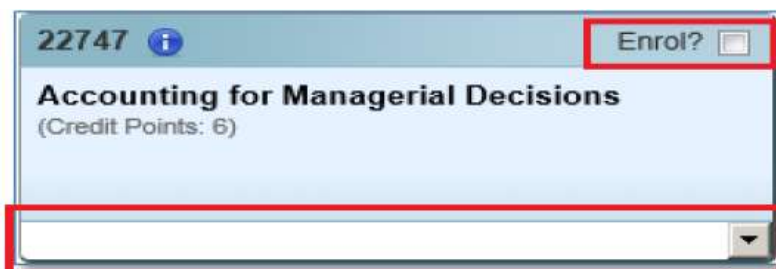
Autumn commencing, full time

Year 1

Autumn session

23706 Economics for Management	6cp
21878 Organisational Dialogue: Theory and Practice	6cp
25742 Financial Management	6cp
22747 Accounting for Managerial Decisions	6cp

2. Go back to **Subjects tab - Study Plan Details** screen in My Student Admin.

3. Subjects showing **Enrol?** are available for enrolment.

4. Check the Tick box **Enrol?** For the subject you wish to enrol into.

    Note: You can enrol into multiple subjects at one time.

5. This will turn the subject box yellow and display a drop down of subject availabilities if the subject is running in more than one session.

    Note: Subject availability means a subject may be available for enrolment in different sessions and modes. (See below for examples). When the availability is 'locked in', it means the subject is only available in one session for the academic year.

Session and mode descriptions	
The **Change** button allows you to select an alternative subject.	25733 ⓘ — Enrol? ☐ **Finance for Entrepreneurs** (Credit Points: 6) — 🔄 Change Requisite Information 2016, Spring Session, City campus, Internal
Subjects with **Planned** status are NOT available for selection (Planned subjects are only shown when you left 'Show available subjects and options only' un-ticked). Reasons include (and are not limited to): pre-requisites not met, subject has reached its quota, or is currently not timetabled. Note: You may check current pre-requisites set up in the system by clicking **Requisite Information**.	25743 ⓘ — Planned **Advanced Corporate Valuation** (Credit Points: 6) Requisite Information
Block Mode; involves an intensive period of study in classes scheduled over one or more weeks of the teaching session.	22747 ⓘ — Enrol? ☑ **Accounting for Managerial Decisions** (Credit Points: 6) Requisite Information 2017, Autumn Session, City campus, Internal ▼ 2017, Autumn Session, City campus, Internal 2017, Autumn Session, City campus, Block
Internal also known as Standard attendance mode; involves attendance at weekly, on- campus classes over a session.	22747 ⓘ — Enrol? ☑ **Accounting for Managerial Decisions** (Credit Points: 6) Requisite Information 2017, Autumn Session, City campus, Internal ▼ 2017, Autumn Session, City campus, Internal
Distance (off-campus) mode; students are provided with materials that they work through in their own time, supported by online and print materials, and possibly one or two face-to-face sessions.	
Unavailable subject; if a subject is unavailable the reason will be shown. The following image illustrates the subject's enrolment quota has been reached - meaning the subject is currently full. If the subject you need to enrol into is a core subject part of you study plan sequence for that session and it is currently full, send in an eRequest to the Student Centre	85702 ⓘ — Planned **Interdisciplinary Design Lab** (Credit Points: 12) • **2013, Spring Semester, City campus, Internal** o The enrolment quota for this availability has been reached. Hide Unavailable Reasons

6. When you have chosen your subjects for enrolment, click **Enrol** to continue the process

Confirm your enrolment

1. Review **Potential Enrolment** list.

Potential Enrolment List

2. Click **Confirm Enrolment** to finalise the process.

   Note: You may receive the following error message, if you do not follow the course program structure. To resolve this issue, go back to the course program and check what subjects you need to enrol into for the correct session

Potential Enrolment List

> ℹ️ Listed below are all the subjects currently in your Potential Enrolment list.
> You can enrol in these subjects by clicking the 'Confirm Enrolment' button, or change any subjects by clicking the 'Back' button.

25705 ℹ️	Planned

Financial Modelling and Analysis
(Credit Points: 6)

- Pre-requisites have not been met: 25742 - Financial Management Or 25746 - Financial Management: Concepts and Applications

Hide Requisite Information

2017, Autumn Session, City campus, Internal

25721 ℹ️	Planned

Investment Management
(Credit Points: 6)

- Pre-requisites have not been met: 25742 - Financial Management Or 25746 - Financial Management: Concepts and Applications Or 25741 - Capital Markets

Hide Requisite Information

2017, Autumn Session, City campus, Internal

3. Following successful enrolment of your subjects you will be redirected to the **Current Enrolments** page. You will see the following confirmation page.

Current Enrolments > Enrolment Details

> ✅ 5 subject(s) have been successfully enrolled out of a total of 5 selected subject(s).

Year	Session	Location	Subject No.	Title	Credit Points	Census Date
2017	Autumn Session	City campus	21720	Human Resource Management	6.0	10 Apr 2017
2017	Autumn Session	City campus	21919	Business Models and Strategic Planning	6.0	10 Apr 2017
2017	Autumn Session	City campus	21928	People, Work and Employment	6.0	10 Apr 2017
2017	Spring Session	City campus	21702	Industrial Relations	6.0	25 Aug 2017
2017	Spring Session	City campus	21760	Performance and Talent Management	6.0	25 Aug 2017

⬅ Back | ✏ Enrol in subjects | ✖ Withdraw from subjects | ▶ **Continue to create timetable** | ❓ Need Help?

4. When you have enrolled into your subjects click **Continue to create timetable** to allocate yourself into a class. You will be directed to log into My Timetable which will open in an external tab.