

SET Enrolment Guide

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Summary of enrolment process for new students



Students	Starting Points	Steps to complete
New U/G Domestic students	Go to START at UTS Then 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
New U/G and P/G International students	Go to START at UTS Then go to My Student Admin	Step 1 – My Offer Step 2 – Contact Details Step 3 – Personal Details Step 4 – Enrol in Subjects
New P/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

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 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 the [UTS Handbook](#) to get to know your course
- Read [How to Enrol](#) to resolve any enrolment issues
- Submit an [eRequest](#)
- Call, visit or email the [Student Centre](#)

Other important information

Orientation

As a new student, you are required to attend activities during the [orientation](#) period.

If you are an **International student**, you must attend the Essential International Advice session.

Student ID Card

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 If you fail to collect your student ID card before the [last day to enrol](#), you may be at risk of being withdrawn from your course.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 access subject materials and for delivering assessment tasks.

Multi-factor authentication

Before you can access UTS systems, you will need to set up [multi-factor authentication](#) (MFA) for your UTS user account. MFA protects your account from unauthorised access and enable secure and easy access to UTS systems using single sign on.

Accepting your offer

Domestic postgraduate applicants (online and on campus) can skip this step and go straight to [My Student Admin](#) and Step 2 of this guide.

Go to [START at UTS](https://start.uts.edu.au/) (<https://start.uts.edu.au/>) to accept your undergraduate or international postgraduate coursework offer and arrange your enrolment.

Start at UTS

Congratulations on your offer and welcome to UTS!

Use START at UTS to accept your offer of study. Please select an option below to get STARTed:

- [I am a domestic student](#)
- [I am an international student](#)

Domestic students

Undergraduate and Postgraduate coursework

Please use **START at UTS** to accept your undergraduate or postgraduate coursework offer and arrange your enrolment.

Diploma

If you have received an offer into a Diploma, please refer to the [UTS College website](#) or call 1800 896 994 for more information on slipback offers.

Deferring your offer

If you are a **domestic student** and you wish to **defer your offer** to UTS and take a gap year, please read the information about [deferring your course commencement](#) before returning to this page to complete your deferment.

You can begin the **start at UTS** process here:

[Start at UTS](#)

International students

Accepting your offer

Before using Start at UTS, you need to [accept your undergraduate or postgraduate coursework offer](#).

If you are an international student who has received an offer to study at UTS from the Universities Admission Centre (UAC) [accept your UAC offer](#).

Deferring your offer

Find out more about how to [defer your offer](#) or email international.applications@uts.edu.au if you need assistance.

You can begin the **start at UTS** process here:

[Start at UTS](#)

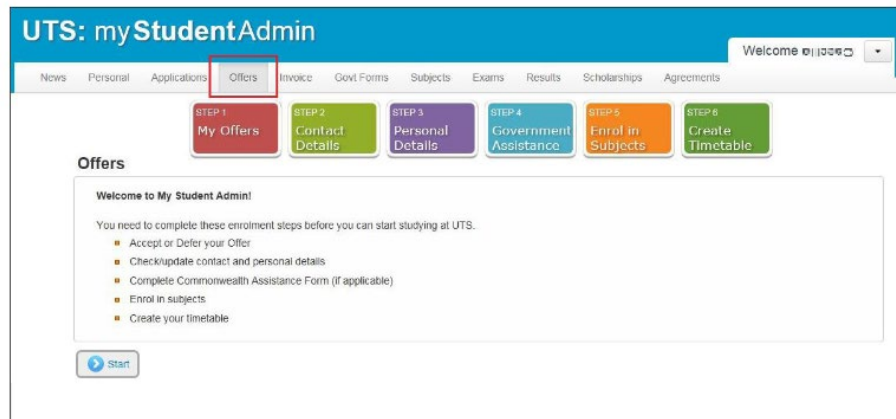
Activate your UTS email account (if you haven't already done so)

Remember: You can reset your password at <https://email.itd.uts.edu.au/webapps/myaccount/>

Go to My Student Admin

Login to [My Student Admin](#) through [START at UTS](#) or <https://onestopadmin.uts.edu.au/estudent/Login.aspx>

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



Click **Start**.



Select your offer

Select the course in which you wish to enrol at UTS and click 'Continue' to view your offer details.

	Course	Title	Ver	Offer Status	Offer Lapse Date	Application Status	Year	Session	Attendance Mode	Location	Offer Has Conditions
1	C04273	Master of Engineering Master of Engineering Management	1	Offered	27-Mar-2017	Qualified	2017	Autumn Session	Internal	City campus	No

Back Continue

Click Continue

If you are eligible to defer your offer, click Defer and to **Domestic Student – Deferring your Offer** on [page 19](#).

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


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

[Back](#) [Defer](#) [Accept](#)

Click Accept to continue

The next screen will show confirmation of accepting your course.

Offers > Change Details Confirmation

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

[Back](#) [Continue](#)

Click Continue and go to Your Contact Details on page 6

STEP 2 Contact Details

Your 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 are 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.

Home address = Home country address for **International students**.

Guardian address = for students under 18 years of age.

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](#)

Click **Update my contact 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](#)

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

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.

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

Click **Back**.

Select the **Phone Numbers** tab and add a phone number.

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

The screenshot shows the 'Phone Numbers' tab selected. At the top, there are tabs for 'Addresses', 'Phone Numbers', 'Email Address', and 'Emergency Contact'. Below the tabs, a message states: 'Below are your current phone details. Please ensure that they are correct. You may add information in the 'Phone Comments' field that assists us in contacting you, for example - 'call between 9-3pm' or 'please do not leave any phone messages''. A box below this message says 'There are currently no phone details recorded for you.' Below that, a star icon is followed by the text '* = this is your preferred voice phone number'. At the bottom, there is a button labeled 'Add a phone number' which is highlighted with a red box.

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

Enter your number and any comments.

Phone Number > Change Details

The screenshot shows the 'Phone Number > Change Details' form. At the top, a message says: 'Add or modify your phone details and click 'Save''. Below this, there are three fields: 'Phone Type' with a dropdown menu showing 'Home Phone', 'Phone Number' with the value '0295142000', and 'Phone Comment' which is empty. Below the 'Phone Comment' field, there is a checkbox labeled 'I want to make this my Preferred Voicemail Number'. At the bottom, there are two buttons: 'Back' and 'Save'. The 'Save' button is highlighted with a red box.

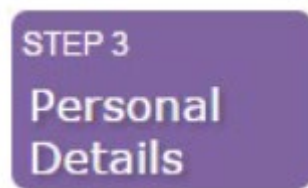
Click **Save**

Contact Details

Help

The screenshot shows the 'Contact Details' page. At the top, a message says: 'Below is a summary of your contact details. You can switch between the categories by clicking on the category tabs, for example, 'Phone Numbers''. Below this, there are tabs for 'Addresses', 'Phone Numbers', 'Email Address', and 'Emergency Contact'. Below the tabs, there is a table with columns: 'Preferred', 'Address Type', 'Address', 'Change', and 'Copy'. The table has two rows: one for 'Session' and one for 'Home'. The 'Home' row is marked as 'Preferred Address'. Below the table, there is a message: '* = this is your preferred mailing address where any correspondence will be sent to.' At the bottom, there is a button labeled 'Add an address'.

Click **Continue**



Your Personal Details

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 (USI)

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. Visit our USI site for [further details](#).

Create or find your USI at usi.gov.au/students

If you are an **International student**, you should apply for the USI **after** you have entered Australia and gone through customs.

Enter your USI into the text box and click **Continue**.

Domestic students continue to Government Assistance.

International students go to Enrol in Subjects.



Government Assistance

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

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

HECS-HELP

The screenshot shows the UTS: myStudentAdmin interface. At the top, there's a navigation bar with links: News, Personal, Applications, Offers, Invoice, Govt Forms, Subjects, Exams, Results, Scholarships, and Agreements. Below this is a progress bar with six steps: STEP 1 My Offers, STEP 2 Contact Details, STEP 3 Personal Details, STEP 4 Government Assistance (highlighted), STEP 5 Enrol in Subjects, and STEP 6 Create Timetable. The main content area is titled 'Request for Commonwealth Support and HECS-HELP (eCAF)'. It contains a yellow warning box stating: 'This form is mandatory and needs to be submitted before you can enrol even if you intend to pay your fees upfront.' Below this, there are two columns of text. The left column is titled 'Tax File Number (TFN)' and explains that students must quote their TFN to defer fees. The right column is titled 'SA-HELP' and explains that students are liable for a 'Student Services & Amenities Fee'. At the bottom, there are two buttons: 'Back' and 'Submit a Commonwealth Assistance Form'. The 'Submit a Commonwealth Assistance Form' button is highlighted with a red box and a yellow callout box that says 'Click Submit a Commonwealth Assistance Form'.

You will notice questions 1 to 6 have been pre-filled.

Complete **questions 7 to 12** with your details.

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

FEE-HELP

UTS: myStudentAdmin Welcome [User Name]

News Personal Applications **Offers** Invoice Govt Forms Subjects Exams Results Scholarships Agreements

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

Request for FEE-HELP assistance

Electronic Commonwealth Assistance Form (eCAF) for Domestic Fee Paying Students

(This Step is Optional)

Deferment Tuition Fees
If you are an Australian citizen or the holder of a Permanent Humanitarian visa, and wish to defer your tuition fees through FEE-HELP, you are required to submit a 'Request for FEE-HELP assistance' (eCAF) form.

Multiple Courses
Please note your FEE-HELP application is course specific, therefore if you are commencing a new course you must submit a new eCAF.

Valid eCAF
Your application will only be valid once the status shows as 'Approved' – this will happen automatically if all the information on your eCAF is correct.

SA-HELP
You are also liable for a 'Student Services & Amenities Fee', which is charged in both Autumn and Spring sessions. If you are an Australian citizen or the holder of a Permanent Humanitarian visa you are eligible to defer this fee. To do this you must submit a second form – 'Request for SA-HELP assistance'.

[Back](#) [FEE-HELP Form](#) [SA-HELP Form](#) [Skip to the next step](#) [Click FEE-HELP Form](#) [Need Help?](#)

You will notice questions 1 to 6 have been pre-filled.

Complete **questions 7 to 12** with your details.

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

SA-HELP form (Student Services & Amenities Fees)

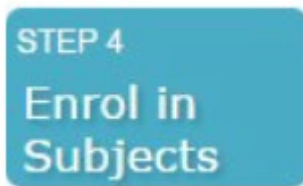
Click on SA-HELP form (as shown above) to complete the form.

You will notice questions 1 to 6 have been pre-filled.

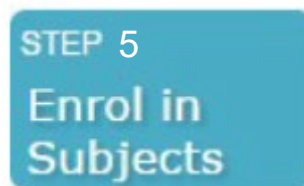
Complete **questions 7 to 12** with your details.

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

International



Domestic



Enrol in Subjects



Credit Recognition

If you have undertaken previous studies at another institution you may be eligible for credit recognition (sometimes called 'recognition of prior learning' or 'exemption' or 'advanced standing'). To apply for credit recognition please see [Applying for credit recognition for further details](#).
For international students: If you have received credit recognition as part of your Letter of Offer, please continue to enrol online.



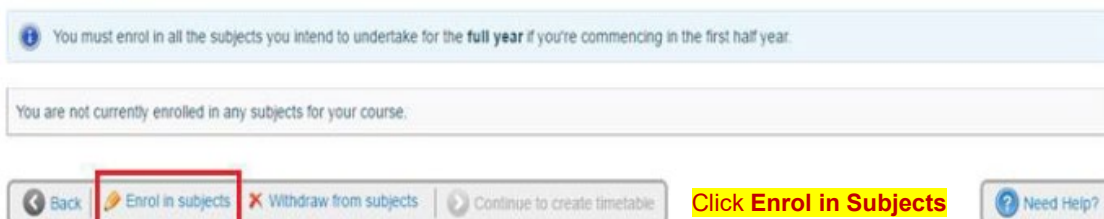
Recognition of Prior Learning (RPL)

Find out [how to apply](#) for RPL and how it will interact with your study plan. Applications for RPL should be submitted on or before your first study session.

If you are an **International student** and you receive the following error message:
"Your credit recognition has not yet been uploaded into the system, please try again in 24 hours"

Please wait 24 hours before proceeding to the next step. If you receive the same error message 24 hours later, please contact UTS International on +61 2 9514 1531 or international.applications@uts.edu.au

Current Enrolments > Enrolment Details



Institution Terms and Conditions (Version: 004)

Please read and indicate your agreement to the Institution Terms and Conditions for the following course: C04018 - Master of Business Administration

Student Declaration

1. I accept, will comply with, and be bound by the UTS Act, By-Law, Student and Related Rules and Policies located at [UTS: Legislation, Rules and Policies website](#).
2. I am responsible for any UTS equipment and facilities that I use and I agree to pay for the repair or replacement of equipment or facilities damaged or lost while in my possession or use.
3. I am responsible for:
 - a. providing accurate and complete information for the purpose of enrolling at UTS, and
 - b. providing my bank accounts details, if required by UTS, for the processing of refunds and payments from UTS.
4. I am responsible for, immediately, or within no more than five working days:
 - a. updating my contact details through my online access via MyStudentAdmin, and
 - b. notifying the appropriate UTS office and/or Student Centre of:
 - i. a change to my personal and/or contact information, and/or
 - ii. a change to my circumstances which might adversely affect the status of my enrolment or course progression.
5. I understand and agree that UTS depends on the accuracy of any information provided by me before and during my enrolment at UTS and UTS is not responsible or liable for any errors resulting from inaccurate information provided by me.

☒ I have read and understood the conditions above and agree to them while I am a student enrolled at UTS

[Back](#) | [Print](#) | [Save](#)

Select the box after reading the terms 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 in subjects within your course program.

Study Plan Details

C04286 - Master of Human Resource Management (2017, Autumn Session, City campus, Internal)

There are **9 subjects** available for enrolment.

If you are not able to enrol in a core subject please sub

☐ [Show available subjects and options only](#)

Important Note: You must enrol in subjects as advised within the Course Program.

The Course Program provides the subject sequence that **should** be undertaken each session for correct progression through your course.

Use the Course Program to look up your subjects and then find them in your Study Plan to proceed with enrolment.

If these subjects are unavailable, or the Course Program does not provide adequate information please contact your Student Centre for information.

C04286 - Master of Human Resource Management [Course Program](#)

STM90939 - Human Resource Management stream

Click **Course Program** to view the structure of your degree in [UTS Handbook](#).

The course program will help recommend the sequence of subjects in which you need to enrol. In the example (let's assume the student is starting in their first year, in the Autumn session) the student needs to enrol in 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

Go back to the **Subjects tab – Study Plan Details** screen in [My Student Admin](#).

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

Check the tick box **Enrol?** for subjects you wish to enrol into.

Note: You can enrol in multiple subjects at once.

The box will turn yellow. A drop down with session availabilities will appear if the subject is running in multiple sessions.

Note: Subject availability means a subject may be available for enrolment in different sessions and modes (examples on next page).

When the availability is 'locked in' it means the subject is only available in one session for the academic year.

The **Change** button allows you to select an alternate subject.

Subjects with **Planned** status are NOT available for selection.

There are **9 subjects** available for enrolment.
If you are not able to enrol in a core subject please
☐ [Show available subjects and options only](#)

If you prefer to only view available subjects and options tick the 'Show available subjects and options only' at the top of the enrolment screen.

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

Block Mode involves an intensive period of study. Classes are 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

Internal also known as **Standard attendance mode** involves attendance at weekly, on campus classes over a teaching session.

Distance (off campus) **mode** is when students are provided with materials that they work through in their own time. Supported by online and printed materials, and possibly one or two face-to-face sessions.

85702 ⓘ Planned

Interdisciplinary Design Lab
(Credit Points: 12)

- **2013, Spring Semester, City campus, Internal**
 - The enrolment quota for this availability has been reached.

[Hide Unavailable Reasons](#)

Unavailable subject: if a subject is unavailable the reason will be shown.

In this example the subject enrolment quota has been reached. Meaning the subject is currently full.

If the full subject you need is a Core subject and part of the sequence for that session, submit an [eRequest](#).

STM90939 - Human Resource Management stream

21702 ⓘ Enrol? ☒

Industrial Relations
(Credit Points: 6)

2017, Autumn Session, City campus, Internal

21720 ⓘ Enrol? ☒

Human Resource Management
(Credit Points: 6)

2017, Autumn Session, City campus, Internal

21724 ⓘ Enrol? ☒

Human Resource Strategy
(Credit Points: 6)

-- Please select an availability --

21760 ⓘ Enrol? ☐

Performance and Talent Management
(Credit Points: 6)

Requisite Information

21927 ⓘ Enrol? ☐

Management Research Project (Capstone)
(Credit Points: 6)

Requisite Information

STM90939 - Core subjects

21919 ⓘ Enrol? ☐

Business Models and Strategic Planning
(Credit Points: 6)

21928 ⓘ Enrol? ☐

People, Work and Employment
(Credit Points: 6)

21931 ⓘ Enrol? ☐

Research and Project Management Skills
(Credit Points: 6)

21937 ⓘ Enrol? ☐

Back

Review enrolled subjects


Enrol

Need Help?


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

Confirm your Enrolment

Review your Potential Enrolment list.

 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.

21919 	Enrol? <input checked="" type="checkbox"/>
Business Models and Strategic Planning (Credit Points: 6)	
2017, Autumn Session, City campus, Internal	
21928 	Enrol? <input checked="" type="checkbox"/>
People, Work and Employment (Credit Points: 6)	
2017, Autumn Session, City campus, Internal	
21702 	Enrol? <input checked="" type="checkbox"/>
Industrial Relations (Credit Points: 6)	
2017, Spring Session, City campus, Internal	
21720 	Enrol? <input checked="" type="checkbox"/>
Human Resource Management (Credit Points: 6)	
2017, Autumn Session, City campus, Internal	
21760 	Enrol? <input checked="" type="checkbox"/>
Performance and Talent Management (Credit Points: 6)	
2017, Spring Session, City campus, Internal	


 By clicking "Confirm Enrolment" you are liable for tuition fees for each listed subject in which you enrol.

[← Back](#) [→ Confirm Enrolment](#)

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


 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 	Planned
Financial Modelling and Analysis (Credit Points: 6)	
<ul style="list-style-type: none"> 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 	Planned
Investment Management (Credit Points: 6)	
<ul style="list-style-type: none"> 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	

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?](#)


When you have enrolled into your subjects click **Continue** to create a timetable and allocate yourself into a class. You will be directed to log into [myTimetable](#) which will open an external tab.

Domestic Student – Deferring your Offer

Click **Defer** to see options for deferring commencement of your course.

Offers > Offer Details

Course	C10265 Bachelor of Design in Photography Ver 4
Admission Centre Course Code	6020650 - Design -Photography&Sit Media Aut
Offer Status	Offered
Offer Lapse Date	1/11/2016
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	HECS


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

 [Back](#)  [Defer](#)  [Accept](#)

Click Defer to confirm your course deferment

Important: Ensure you read the information about deferment before you take further action!

Offers > Change Details Confirmation

 The status of your course is now 'Deferred'. As long as you meet the conditions of deferment you are guaranteed an offer to this course next year.
Our Admissions team will send a Deferment confirmation letter to the address provided in your application at the start of the session. This will have instructions on how to reactivate your deferred offer for the following year.
If you change your mind and decide that you would like to rescind your deferment you need to contact a [UTS Student Centre](#) before the start of session. They will help you through the process and advise you on how to become enrolled.

 [Back](#)  [Log Out](#)

Log out