UTS Enrolment Guide
For New Students
(Coursework students only)
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Contents

Summary of enrolment process for new students ............................................................. 2
Introduction ...................................................................................................................... 3
What do I need? ............................................................................................................. 3
What's involved? ............................................................................................................ 3
How can I get help? ....................................................................................................... 3
Other important information ....................................................................................... 3
Select your offer .......................................................................................................... 5
Your Contact Details .................................................................................................. 7
Your Personal Details ................................................................................................. 9
Government Assistance ............................................................................................. 10
  FEE-HELP .............................................................................................................. 11
Enrol in Subjects ........................................................................................................ 10
  Study Plan Details ................................................................................................. 12
## Summary of enrolment process for new students

### Offer → Acceptance → Enrolment

#### Students & Starting Points

<table>
<thead>
<tr>
<th>Students</th>
<th>Starting Points</th>
<th>Steps required completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>New U/G domestic students</td>
<td>• Go to START</td>
<td>-Step 1 – My Offer&lt;br&gt;-Step 2 – Contact Details&lt;br&gt;-Step 3 – Personal Details&lt;br&gt;-Step 4 – Government Assistance (for Australian citizens)&lt;br&gt;-Step 5 – Enrol in Subjects</td>
</tr>
<tr>
<td>New U/G and P/G international</td>
<td>• Go to START</td>
<td>-Step 1 – My Offer&lt;br&gt;-Step 2 – Contact Details&lt;br&gt;-Step 3 – Personal Details&lt;br&gt;-Step 5 – Enrol in Subjects (must enrol in 24cp in both Autumn and Spring sessions)</td>
</tr>
<tr>
<td>students</td>
<td>• Then go to My Student Admin</td>
<td></td>
</tr>
<tr>
<td>New P/G domestic students</td>
<td>• Go My Student Admin</td>
<td>-Step 1 – My Offer&lt;br&gt;-Step 2 – Contact Details&lt;br&gt;-Step 3 – Personal Details&lt;br&gt;-Step 4 – Government Assistance (for Australian citizens)&lt;br&gt;-Step 5 – Enrol in Subjects</td>
</tr>
</tbody>
</table>
Introduction

Welcome to University of Technology Sydney (UTS) online enrolment process.

This step by step guide will show you how to:

• View your UTS offer
• Enrol in your subjects
• Create your subject timetable

What do I need?

Before you begin, collect the following information/documents:

• Your UTS offer
• Your postal address
• Your emergency contact details
• Your Tax File Number (applies to domestic students only)

What's involved?

There are several steps involved in the overall process:

• Login to START to create your UTS access account (P/G domestic students skip this step)
• Login to My Student Admin to start the enrolment process
• When you have logged in you will be guided through the following steps:

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 +61 2 9514 1222 or 1300 275 887
  Hours: Monday – Friday, 9:00am – 5:00pm (Australian Eastern Standard Time)
• visit a Student Centre in Building 5 or Building 10.
  Hours: Monday - Friday 9am - 4.30pm, closed Wednesday 9am - 11am.
  We are open extended hours during peak periods.

Other important information

Orientation

As a new student, you are required to attend on-campus activities during the Orientation period.

Student ID Card

During Orientation you will be able to obtain your student ID Card. This 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.

UTSONline or UTS Canvas

UTSONline or 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.
1. Go to START (www.start.uts.edu.au) to accept your undergraduate or international postgraduate coursework offer and arrange your enrolment. *Domestic postgraduate applicants (online & on campus), please login to My Student Admin and proceed to step 4.*

Start at UTS

Congratulations on your offer and welcome to UTS!

Please use START at UTS if you are:

- a **domestic student**, to accept your undergraduate or postgraduate coursework offer and arrange your enrolment.
- an **international student**, to accept your undergraduate or postgraduate coursework offer and arrange your enrolment.

If you wish to **defer your offer** to UTS and take a gap year and you are:

- a **domestic student**, please read the information about **deferring your course commencement** (opens in a new tab) before returning to this page to complete your deferral.
- an **international student**, please email international.applications@uts.edu.au

Once you have completed the Start at UTS process, you can return at any time to find your UTS Student ID, course acceptance details, and on-campus session registration time and location (where relevant).

You can find information about accepting your offer and enrolling using Start at UTS on the [commencing students pages](https://email.itd.uts.edu.au/webapps/myaccount/).

You can begin the Start at UTS process here:

2. Activate your UTS email account (if you have not already done so). **Remember:** You can reset your password at [https://email.itd.uts.edu.au/webapps/myaccount/](https://email.itd.uts.edu.au/webapps/myaccount/)

3. Proceed and login to My Student Admin through START or using the link. [https://onestopadmin.uts.edu.au/eStudent/login.aspx](https://onestopadmin.uts.edu.au/eStudent/login.aspx)

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

5. Click **Start**.
Select your offer.

2 Click Continue.

3 If you are eligible to defer your offer, click Defer and go to Domestic Student – Deferring your Offer, page 6.

Otherwise, click Accept to continue.

4 The next screen will show confirmation of accepting your course.

Click Continue and go to Your Contact Details, page 7.
Domestic Student – Deferring your Offer

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

   ![Offers > Offer Details](image)

   **IMPORTANT**: Ensure you read the information about deferment before you take further action.

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

   ![Offers > Change Details Confirmation](image)

   **IMPORTANT**: Our Admissions team will send a Deferral 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.

3. Log out.
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 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.

2 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.

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**.
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**.
   - **Domestic students** continue to *Government Assistance*, page 10
   - **International students** go to *Enrol in Subjects*, page 12.
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.

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

2. Complete **Question 7 to 12** with your details.

3. Click **Submit** when you are sure all details are entered and correct.
1. Click **FEE-HELP Form** to complete the form.

2. 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 & Amenities Fees)**

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

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

2. Complete **Question 7 to 10** with your details.

   Click **Submit** when you are sure all details are entered and correct.
Credit Recognition
For further information on credit recognition view the credit recognition 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.

3 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.

4 Click Course Program to view the structure of your degree in UTS Handbook.

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 you 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
5 Go back to Subjects tab - Study Plan Details screen in My Student Admin.

6A Subjects showing Enrol? are available for enrolment.

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

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

6B 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.

The Change button allows you to select an alternative subject.

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.
Block Mode; involves an intensive period of study in classes scheduled over one or more weeks of the teaching session.

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

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 shows illustrates the subjects 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 a eRequest to the Student Centre.
7 When you have chosen your subjects for enrolment, click **Enrol** to continue the process.

**Confirm your Enrolment**

8 Review **Potential Enrolment** list.

**Potential Enrolment List**

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

By clicking 'Confirm Enrolment' you are liable for tuition fees for each listed subject in which you enrol.
9 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**

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

10 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.