

News In Brief

Welcome to New Students & Welcome Back to Continuing Students

This year, around 4,000 new students are expected to commence their studies in Autumn Session. Please join us in making them feel welcome.

If this is your first semester studying at the university, we hope that you find your first edition of Student Matters helpful and interesting. The University aims to keep you informed through this newsletter of key deadlines, relevant policies, opportunities, services and advice.

2005 Timetable

The timetable is now available to assist you in your planning for 2005. Please note that the timetable is subject to change and requirements for some subjects may also change. It is very important that you check the timetable before session commences on 21 February. To view the 2005 Subject Timetable log on to www.uow.edu.au/student/timetables

Student Enquiries Counter

The Student Enquiries counter located on Ground Floor of the Administration Building, Building 36 will offer extended opening hours during Orientation Week and the first 2 weeks of Autumn Session. Visit the Bulletin Board for more details at: www.uow.edu.au/student/bulletins/

Student Administration Counter in Student Service Centre to Open during Peak Times

The Student Administration Counter in the Student Service Centre in the shopfront of Bldg 17 will open in 2005 during peak times for your convenience.

Visit the Bulletin Board for more details at: www.uow.edu.au/student/bulletins/

New Students – Reminder to complete ILIP

ILIP is compulsory for all new UOW undergraduates and for all new postgraduate coursework students who have not completed the online undergraduate ILIP assignment in the past five years. You are encouraged to complete ILIP in your first six weeks at University as it will assist you in learning how to make the most of information resources available from the University. Login using the ILIP button on the SOLS homepage or go through the Library website. You will need to complete ILIP by the end of your first session of study or your results will be withheld.

For more information go to: www.uow.edu.au/student/attributes/ilip/

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UOW

University of Wollongong



ESSENTIAL INFORMATION FOR ALL STUDENTS

Student OnLine Services (SOLS) - The MOST ESSENTIAL TOOL for the management of your enrolment at the University.

All students of the University of Wollongong are provided with access to our Student OnLine System (SOLS). SOLS is THE MOST vital tool in the management of your enrolment at the University. It is where you will go to enrol and withdraw, check your results, fees information, personal details and a range of other services.

Important Information relating to SOLSMail.

Please note that SOLSMail is the primary method for communication with students of the university.

It is University Policy that you check your SOLSMail at least once per week during session.

SOLSMail is your Electronic Letterbox to which all OnLine Official communications will be sent. You should not confuse your SOLSMail with email – they are not the same and work in very different ways.

SOLSMail has several benefits. Not only is it a vital tool for you and your studies, in addition, using SOLSMail rather than email provides the University with the ability to check that each official communication such as Commonwealth Assistance Notices (CAN) and fee statements, have been delivered to you and that you have read it. This is extremely beneficial to you and ensures that important official messages sent to you do not go astray.

All students of the UoW have access to SOLSMail. You are automatically registered as an OnLine user on enrolment. SOLSMail provides numerous benefits including:

- A fast and secure way for the University to send official communications to you - they won't be lost in the post at an out of date or mid term address.

- Storage and access to official communications. You can access all your official UoW communications from anywhere there is an internet connection.
- Provides the University with the ability to check that each official communication has been delivered to you and that you have read it. This ability to track or check is beneficial to ensure that important official messages sent to you do not go astray.

SOLS Entry Parking Permit Reservation Scheme – 2005 Wollongong students only

Please be advised that new arrangements have been put in place for the issue of entry parking permits for 2005.

Firstly, you will need to reserve your entry parking permit through SOLS. Once you have been provided with a reservation number you should take a print out to the Australia Post Office on the main campus to complete your purchase. Your print out will actually provide you with a recommended time and date for collecting your permit, to avoid queuing. It will also provide you with a date on which your reservation will expire. If you do not collect your permit prior to the expiry date, your permit will be reallocated to another person on the standby list.

Please note that if you are unable to make the recommended time you should attend as soon as practicable to avoid disappointment. Please, however, do not phone the Post office should you be unable to attend at the recommended time.

Unfortunately, you will not be able to go to the Post Office to purchase a permit without having first reserved a permit through SOLS. The Post Office will locate your reserved permit against your student number. Your print out and student identification card will assist Post Office staff in processing your reservation.

Access to SOLS for reserving your entry permit will be available from 6pm Monday 7th February, 2005.

Your 2004 permit will expire on the first day, in the first week of Autumn session 2005.

It is highly recommended you make early arrangements to reserve and purchase your parking permits to avoid disappointment. For more information about parking please refer to <http://www.uow.edu.au/about/parking>

INFORMATION RELEVANT TO YOUR STUDIES

Your Current Enrolment Details

Log on to SOLS to check your enrolment record: www.uow.edu.au/student/. Our office has run checks to ensure that you have met either pre-requisite and, or co-requisite requirements or that you are not on a restricted study program. If you have been placed on a restricted study program your enrolment will have been adjusted accordingly. If you require satisfaction of pre-requisite and, or co-requisite regulations you will need to have them satisfied by 18 March or your enrolment in the affected subjects will be withdrawn. If you have any queries about your enrolment please phone 02 42213927.

2005 Tutorial Sign ups

It is important you check the Tutorial and Practical Preferences information page <http://www.uow.edu.au/student/tps/index.html> for details regarding Tutorial Sign Up. This page provides information on the Tutorial System being used by each Faculty and Department and opening times (if they have been provided by the Faculty and Department). Instructions on how to enrol in a Tutorial Group using the SMP OnLine Tutorial System are also available on this page.

The majority of Faculties are now using the SMP OnLine Tutorial System which will allow you to enrol in Tutorial groups via the Tutorial Enrolment link in SOLS. If the Faculty and Department are using the SMP OnLine Tutorial System, once the Tutorial Groups have been setup, you will see the subject(s) listed when you click on the Tutorial Enrolment link in SOLS and details of enrolment opening and closing

times will be shown. To access SOLS visit www.uow.edu.au/student

Leave of Absence Requirements

Please note that the University of Wollongong has made provisions for students needing to take leave from their studies. To apply you will need to fill out the Leave of Absence Form before the closing date specified on the form. This will ensure your place is not cancelled due to not informing the University of your intentions. Forms can be downloaded from the Administration Web site at www.uow.edu.au/student/centre/pdf or collected from Building 36 Student Enquiries Counter. Return completed forms to Administration Building 36.

FEE, CHARGES & PAYMENT DETAILS

Autumn Session 2005 Fees and Charges

Printed Payment Advices detailing your outstanding fees and charges have recently been sent to your SOLS mailing address. If you do not receive your Payment Advice by 17 February 2005, please call 42213927 to arrange a replacement.

The Student Fees Team also encourages you to log on to SOLS and select 'Fee Statement' to check your fee details online.

If you change your enrolment before the due date (withdrawal or enrolment in additional subjects), you should check your Fee Statement on SOLS for any balance of fees to pay. Payment Advices for amended fees will not be automatically mailed to you.

Important due dates:

- 21 February 2005 - Compulsory Service Charge (CSC)
- 31 March 2005 - Tuition fees and student contribution amounts

Late fees are charged on overdue payments and could lead to cancellation of your enrolment.

See <http://www.uow.edu.au/student/finances/index.html> for more information.

Need more information about the Higher Education reforms in 2005 and what they mean for you?

Go to <http://www.uow.edu.au/student/centre/reforms/index.html> or <http://www.goingtouni.gov.au/Home.htm> for information and answers to frequently asked questions.

Pay your Fees Online!

All your University fees can be paid without having to leave the comfort of your home! If you have a VISA Card, Mastercard or Bankcard facility, payments can now be made via your SOLS account at: <http://www.uow.edu.au/student/>

Simply log on to SOLS, select the Fees Statement tab, confirm your balance and then select Internet Payment. For your convenience a Reference Number is listed on your Online Fees Statement, you can use this Reference Number to make multiple online payments.

Credit Card payments can also be made via our automated telephone payment service on 1300 301 516. VISA Card, Mastercard, Bankcard and American Express facilities are available.

Beach Safety

For many of our new students who have come from overseas or rural areas Wollongong's beaches are a wonderful attraction... but they can also be very dangerous. Here are some basic precautions provided by the Wollongong City Council.

- 1/ Always swim between the red and yellow flags (the flags indicate a safe swimming area – NO FLAGS NO SWIM!).
- 2/ Swim only at beaches patrolled by lifeguards and lifesavers.
- 3/ Look for and read the water safety signs and obey lifeguard or lifesaver instructions.

- 4/ Always supervise your child in or around any body of water.
- 5/ Always check the water depth before entering (conditions change so don't dive into unknown waters).
- 6/ Always swim with someone (never swim alone).
- 7/ If unsure of water conditions ask advice from the lifeguard or lifesaver.
- 8/ If ever in need of assistance, stay calm, float, conserve your energy, raise your arm and signal for help.
- 9/ Never swim following consumption of alcohol or other drugs.
- 10/ Use 30+ sunscreen and wear a shirt, hat and sunglasses.

For more information visit:

<http://www.wollongong.nsw.gov.au/Index.html>

LIBRARY NEWS

www.library.uow.edu.au

The Library is your number one study resource, and providing access to half a million books is just the start! We also offer extensive electronic resources from your home or office, 24 x 7. The Library website is your gateway to information resources. Use it to access electronic books, journal and newspaper articles, databases, encyclopaedias and dictionaries, recommended websites, essential readings and past exam papers. You can also check your borrowing record, browse the catalogue and get help from expert staff via email.

If you're new to UOW, drop in and wander through the Library. Make use of over 220 computers and comfortable study spaces on all floors. Browse our CDs, DVDs, newspapers and leisure reading. Our friendly staff can answer all your questions, whether you're looking for a book or wanting in depth help with your assignment.

Find what you're looking for

If you can't find what you're looking for – tell us!

- We can make sense of the Catalogue and Dewey system and help you find items quickly and easily. Visit the Information Desk in the Library foyer or look out for Library Rovers in

maroon 'Here to help' t-shirts.

- If an item is listed on the Catalogue but is missing from the shelf we will try to find it for you.
- If an item is relevant to UOW teaching and research but is not held by the Library you can ask us to purchase it. Visit our homepage and click on *Suggest an item for purchase* or fill in a suggestion form at our service points.

Pick your holds up promptly

From Autumn 2005, items placed on hold will be kept for you for **4 days only**. Please pick your holds up promptly from the Lending Desk to avoid having the item reshelfed or made available to another borrower. This change will decrease waiting periods for popular items and provide greater access to resources for all borrowers.

Switch off your mobile

The Library's policy of **no mobile phones** is based on student feedback, which indicates that 9 out of 10 people find phones disruptive to their studies. Please show consideration for friends and peers by switching your phone off before entering the Library. Alternatively, turn your phone to silent or vibrate and answer calls outside the building or in the telephone area on the ground floor.

RESEARCH STUDENT CENTRE NEWS

Annual Progress Reports Are Now Overdue

2004 Annual Progress Reports (APR) were released to HDR students on 12 October 2004. The Annual Progress Report APR process for Higher Degree Research (HDR) students is now via SOLS.

Guidelines for students, academic staff and a set of FAQs are available at <http://uow.edu.au/research/rsc/hdrhb/annual-progress-reports.html>

HDR candidates will not be enrolled for 2005 unless an APR is received.

Higher Degree Research (HDR) Student Orientation and Enrolment Day

The compulsory **Higher Degree Research (HDR) Student Orientation and Enrolment Day** for new HDR students will be held on **Tuesday, 22 February 2005**.

If you have any questions about this event or your enrolment or **to register** for the program, please **contact** Jessica Orellana, HDR Events Officer in the Research Student Centre on (02) 4221 5454, Jessica_Orellana@uow.edu.au, or go to <http://www.uow.edu.au/research/rsc/news/orientation/>

Are you going to submit your thesis for examination soon?

If you are about to submit your thesis for examination, please note the following deadline:

In order to avoid incurring fees for Autumn Session 2005 (including international tuition fees and student body charges), you will need to submit your thesis by 31 March 2005. If you submit your thesis after this date, you will need to enrol for Autumn session and pay the appropriate fee. Please note that you will need to be enrolled at the time of Submission. For further information, please contact Julie King, Thesis Officer in the Research Student Centre, on (02) 4221 3208 or Julie_King@uow.edu.au

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Managing your Email

Did you know that your student email account (not to be confused with SOLSMail) can be forwarded to a different personal account if you prefer via the Manage Mail facility. Follow the "email and internet" menu item on the SOLS page (www.uow.edu.au/student) and follow the instructions.

Key Dates

Summer Session Examinations	5 - 11 Feb
Orientation Week	14 - 18 Feb
Summer session results on Web	21 Feb
Autumn session commences	21 Feb
Last day for payment of compulsory charges by re-enrolling students	21 Feb
Last day for late re-enrolment	6 Mar
Last day to add subject via the web	6 Mar
Last day to add subject with approval of Academic Adviser & Head of Department	18 Mar
Mid Session Recess	25 Mar - 3 Apr
Last date to nominate full upfront payment of student contribution amount	31 Mar
Due date for payment of Upfront student contribution amount, postgraduate tuition fees	31 Mar
Due date for payment of International student tuition fees	31 Mar
Last day to withdraw from single session subjects without financial penalty	31 Mar
Lectures Recommence	4 Apr
Last day to withdraw from annual subjects without financial penalty	18 Apr
Last day to withdraw from single session subjects without academic penalty – subject deleted from record	1 May
Closing date for Applications to Graduate	6 May

Need to contact us ?

Student Administration issues:

E-mail: studeng@uow.edu.au
Ph: (02) 4221 3927

Student academic issues:

Ph: (02) 4221 3555 (switch) ask to speak to the relevant academic unit or Sub Dean of the Faculty

SIFE is now at UOW

Students in Free Enterprise (SIFE) challenges students to make a difference in their communities and to develop their leadership, teamwork and communication skills through learning, practicing and teaching the principles of free enterprise. It promotes enterprise and innovation through a market economic model to the wider society.

SIFE @ UOW invents new futures for students and those whose lives they touch through devising and delivering community outreach projects.

Annually, in Mid year recess, their written reports and oral presentations are used to assess how efficient and effective they have been in their activities. The student teams are judged by panels of CEOs and senior executives and prizes are awarded.

Contact Sue at Careers Service, Bldg 11
(email: srejske@uow.edu.au)

For more information visit the Careers Service web site: <http://www.uow.edu.au/careers/>

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