Welcome

Welcome and congratulations on choosing to study at the University of Wollongong. We hope your time here is an enriching, satisfying experience that will help you achieve your career and personal goals.

Enrolment is very important as it signifies the starting point of your relationship with the University. On enrolment day you will receive advice about planning your course, timetable and other information to help you get started with your degree. The enrolment process is quite simple but can be confusing at times so please read this pamphlet carefully as it contains information that will help you to be better prepared and may prevent difficulties on the day.

Note: The University attempts to ensure that the information contained in this publication is up to date at the time of printing (May 2007) however sections may be amended without notice by the University in response to changing circumstances or for any other reasons. Students should check with the University at the time of enrolment whether any later information is available in respect of any material contained in this publication.
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What do I do first?

Your enrolment process begins with a compulsory registration session in the University Hall (Building 11) on Monday 16 July 2006, commencing at 9.15am. Following your registration you will receive essential information regarding your orientation and enrolment. Please ensure that you bring your “Offer of Admission” letter with you.

This pamphlet contains information regarding the enrolment dates and times for all courses commencing in Spring session 2007 (see the table starting on Page 8 for the specific date and time for your Faculty).

Before you will be permitted to enrol you must have paid your tuition fees and have an electronic Confirmation of Enrolment (eCOE) for the course into which you intend to enrol. You may experience delays on enrolment day if you have not been issued with an eCOE. Contact UniAdvice on 1300 367 869 for more information.

Conditional Offers

You are advised to check your offer letter for information regarding any conditions that may need to be cleared prior to your enrolment. Please note that all conditions must be cleared to enable you to enrol. Contact UniAdvice on 1300 367 869 if you require assistance regarding this process.

Preparing for enrolment day

There are a number of web sites you may wish to visit prior to enrolment day. These sites may help you to prepare for enrolment as they contain links to our subject database, University Handbook, timetable and course information. The web addresses are:

**Subject descriptions:**
(click on ‘subject descriptions’)

**University Handbook:**

**Subject Timetable:**

**Course Information:**
(click on ‘courses offered in 2007’)

**International student help:**
http://www.uow.edu.au/prospective/international/
Faculty pre-enrolment information sessions

Faculty of Arts pre-enrolment and orientation sessions Undergraduate students
The Faculty of Arts will hold a pre-enrolment information and orientation session for new Arts undergraduates on Monday 16 July from 1.30pm in Building 19 Room 1056.
The Sub-Dean, Associate Professor John McQuilton, will speak to students about the requirements of their courses and there will be staff on hand to provide advice on the enrolment process, the online tutorial system and subject timetables. Each new student will receive a copy of the Faculty handbook at this session.

Postgraduate Coursework students
The co-ordinators of the Faculty of Arts postgraduate coursework degrees will hold an information session in Building 19 Room 1003 on Monday 16 July (between 2pm and 3pm) to answer your questions and advise you on your subject choices. It is important for international students enrolling into an Arts coursework program to come to this information session.

Faculty of Commerce pre-enrolment and orientation session.
The Faculty of Commerce will hold a pre-enrolment information and orientation session for new students on Monday 16 July from 1.30pm in Hope Theatre Foyer (Building 40). If you are enrolling in a course offered by the Faculty of Commerce you are encouraged to attend this information session which will last for approximately one hour and will include pre-enrolment academic advice. You should arrive at the Hope Theatre Foyer (Building 40) at least 5 minutes prior to the starting time. You may also like to view the Commerce virtual orientation information at http://www.uow.edu.au/commerce/orientation.

Faculty of Informatics international students pre-enrolment and orientation session.
The Faculty of Informatics will hold a pre-enrolment information session for all new international students on Monday 16 July from 1.30pm to 2.30pm in Building 20, Lecture Theatre 1. The session is designed to provide you with an overview of important information for International students in the Faculty of Informatics. This session is relevant to international students only.
On enrolment day

Choosing your subjects
At the Wollongong campus, the enrolment process begins in the foyer of the McKinnon Building (Building 67). Faculties either run information sessions on enrolment day to assist you with your subject selection or have academic advisers available to offer one-to-one assistance to choose your subjects. You should arrive at the time indicated for your degree so that you have sufficient time to collect your enrolment package and move onto the relevant venue (information sessions generally start 15 minutes after the indicated arrival time).

If you are enrolling into a course offered by the Graduate School of Business and Professional Development you should consult your offer letter for details regarding your enrolment and orientation dates.

Subject Numbers
Subject numbers indicate the level and course code of the subject. For example:

- BIOL103 100 level 1st year subject
- BIOL213 200 level 2nd year subject
- BIOL970 900 level postgraduate subject

Attendance
You must attend in person. Parents or other friends/relatives will not be permitted to enrol on your behalf. Your attendance on enrolment day will most likely take around two hours. You will receive advice about planning your course, timetable and other information to help you get started with your degree.

Advanced Standing
If you wish to apply for credit for previous studies (and you have not already done so), you must bring an original copy, plus two photocopies, of your academic record to the enrolment centre (even if previously provided). The application form for advanced standing will be available on enrolment day. It may also be necessary to provide outlines of the subjects you have previously undertaken so bring a copy of the relevant handbook from the institution where you completed your studies with you as well (showing subject outlines and descriptions for the subjects you have previously completed).

Full time study
It is a requirement of your student visa that you remain enrolled in a full-time load for each session of study. If
you enrol in less than a full-time load you may be reported to DIMIA. For more information read the ‘Your Student Visa and You’ pamphlet in your enrolment pack.

Student identification card
You will be issued with a student identification card on enrolment day. Your student card is valid for the duration of your course and you must carry it at all times whilst on University premises as you may be asked to produce it for identification purposes. You must present your card when borrowing from the Library and when sitting examinations.

Travel concessions
Unfortunately, most international students are ineligible for the rail concession and must pay full fare when travelling by train. Concessions stickers must be updated every year.

Student diary
You will be able to pick up a student diary from one of our UniCentre representatives. The student diary contains discount vouchers, highlights activities running throughout the year and other valuable information relating to your studies.

Things You Must Bring
• Offer of Admission letter (all students);
• Photo identification (for example, your passport);
• Copy of your payment receipts and eCOE (recommended);
• If seeking credit (and have not already applied) please bring your academic transcripts plus subject outlines and descriptions;
• A pen.
**Enrolment dates and times**

Check your enrolment time and date here. Courses are listed under the ‘owning’ Faculty. If you cannot find your course or are unsure of your enrolment date and time, please ring Tim Ryan on 4221 3924 for assistance.

<table>
<thead>
<tr>
<th>Faculty/Enrolment Date</th>
<th>When to arrive at the enrolment centre</th>
</tr>
</thead>
</table>
| **Arts - Tuesday 17 July**  
*All courses offered by the Faculty of Arts. For example:*  
Bachelor of Arts  
Bachelor of Communication and Media Studies  
Master of International Relations  
Master of Applied Ethics | Your enrolment process begins in the foyer of the McKinnon Building (67) and your enrolment time depends on the initial of your family name. A-L arrive at 9.00am  
M-Z arrive at 10.00am |
| **Health and Behavioural Sciences - Tuesday 17 July**  
*All courses offered by the Faculty of H&BSc. For example:*  
Bachelor of Nursing  
Bachelor of Science (Nutrition)  
Master of Public Health | Your enrolment process begins in the foyer of the McKinnon Building (Building 67) and you should arrive at 9.30am |
| **Creative Arts - Tuesday 17 July**  
*All courses offered by the Faculty of Creative Arts. For example:*  
Master of Creative Arts | Your enrolment process begins in the foyer of the McKinnon Building (Building 67) and you should arrive at 10.00am |
| **Education - Tuesday 17 July**  
*All courses offered by the Faculty of Education. For example:*  
Graduate Diploma in Adult Education  
Master of Education | Your enrolment process begins in the foyer of the McKinnon Building (Building 67) and you should arrive at 10.00am |
| **Law - Tuesday 17 July**  
*All courses offered by the Faculty of Law. For example:*  
Master of Laws | Your enrolment process begins in the foyer of the McKinnon Building (Building 67) and you should arrive at 9.30am |
<table>
<thead>
<tr>
<th>Faculty/Enrolment Date</th>
<th>When to arrive at the enrolment centre</th>
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</thead>
<tbody>
<tr>
<td>Commerce – Tuesday 17 July</td>
<td>Your enrolment process begins in the foyer of the McKinnon Building (Building 67) and your enrolment time depends on your course.</td>
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<tr>
<td><em>Including the following courses:</em></td>
<td></td>
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<tr>
<td>Master of Professional Accounting</td>
<td>arrive at 9:30am</td>
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<tr>
<td>Bachelor of Commerce (Accounting)</td>
<td>arrive at 10:15am</td>
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<tr>
<td>Bachelor of Commerce (Finance)</td>
<td>arrive at 10:15am</td>
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<tr>
<td>Bachelor of Commerce (Financial Planning)</td>
<td>arrive at 10:15am</td>
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<tr>
<td>Master of Accountancy</td>
<td>arrive at 11:00am</td>
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<tr>
<td>Master of Forensic Accounting</td>
<td>arrive at 11:00am</td>
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<tr>
<td>Master of Finance</td>
<td>arrive at 11:00am</td>
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<tr>
<td>Master of Applied Finance</td>
<td>arrive at 11:00am</td>
</tr>
<tr>
<td>Bachelor of Commerce (Human Resource Management)</td>
<td>arrive at 11:00am</td>
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<tr>
<td>Bachelor of Commerce (International Business)</td>
<td>arrive at 11:00am</td>
</tr>
<tr>
<td>Bachelor of Commerce (Management)</td>
<td>arrive at 11:00am</td>
</tr>
<tr>
<td>Bachelor of Commerce (Marketing)</td>
<td>arrive at 11:00am</td>
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<tr>
<td>Bachelor of Commerce (Supply Chain Management)</td>
<td>arrive at 11:00am</td>
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<tr>
<td>Bachelor of Commerce – undecided</td>
<td>arrive at 11:30am</td>
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<tr>
<td>Bachelor of Commerce (Economics)</td>
<td>arrive at 11:30am</td>
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<tr>
<td>Bachelor of Business Administration</td>
<td>arrive at 11:30am</td>
</tr>
<tr>
<td>Graduate Diploma in Management</td>
<td>arrive at 11:30am</td>
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<tr>
<td>Graduate Diploma in Marketing</td>
<td>arrive at 11:30am</td>
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<tr>
<td>Master of Strategic Management</td>
<td>arrive at 11:30am</td>
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<tr>
<td>Master of Strategic Human Resource Management</td>
<td>arrive at 11:30am</td>
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<tr>
<td>Master of Strategic Marketing</td>
<td>arrive at 11:30am</td>
</tr>
<tr>
<td>Master of Strategic Management and Marketing</td>
<td>arrive at 11:30am</td>
</tr>
<tr>
<td>Graduate Certificate in Commerce</td>
<td>arrive at 12:00noon</td>
</tr>
<tr>
<td>Master of Commerce</td>
<td>arrive at 12:00noon</td>
</tr>
<tr>
<td>Faculty/Enrolment Date</td>
<td>When to arrive at the enrolment centre</td>
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<tr>
<td><strong>Engineering - Wednesday 18 July</strong></td>
<td><strong>All students</strong></td>
</tr>
<tr>
<td>All courses offered by the Faculty of Engineering. For example: Bachelor of Engineering (Civil, Environmental, Materials, Mechanical, Mining, Mechatronics) Master of Engineering Master of Engineering Management Master of Engineering Practice Master of Medical Radiation Physics For Electrical, Computer or Telecommunications Engineering see the Informatics enrolment times.</td>
<td>Your enrolment process begins in the foyer of the McKinnon Building (Building 67) and you should arrive at 10.00am</td>
</tr>
<tr>
<td><strong>Informatics undergraduate courses - Wednesday 18 July</strong></td>
<td><strong>Undergraduate students</strong></td>
</tr>
<tr>
<td>All undergraduate courses offered by the Faculty of Informatics. For example: Bachelor of Computer Science/ Computer Bioinformatics / Computer Geoinformatics Bachelor of Engineering (Computer, Electrical or Telecommunications) Bachelor of Information and Communication Technology Bachelor of Information Technology Bachelor of Internet Science and Technology Bachelor of Mathematics/ Maths &amp; Finance/ Maths &amp; Economics</td>
<td>Your enrolment process begins in the foyer of the McKinnon Building (Building 67) and your enrolment time depends on what course you are doing. Computer Science, Computer Bioinformatics, Computer Geoinformatics, Information and Communication Technology, Information Technology, Internet Science and Technology arrive at 9:00am Computer, Electrical and Telecommunications Engineering, Mathematics degrees arrive at 9:30am</td>
</tr>
<tr>
<td>Faculty/Enrolment Date</td>
<td>When to arrive at the enrolment centre</td>
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<td>---------------------------------------------</td>
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</tr>
<tr>
<td>Science - Wednesday 18 July</td>
<td>All students</td>
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<td><em>All courses offered by the Faculty of Science. For example:</em></td>
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<tr>
<td>Bachelor of Science</td>
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<td>Master of Environmental Science</td>
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<td></td>
<td>All students</td>
</tr>
<tr>
<td></td>
<td>Your enrolment process begins in the foyer of the McKinnon Building (Building 67) and you should arrive at 9.00am</td>
</tr>
<tr>
<td>Informatics postgraduate courses - Wednesday 18 July</td>
<td>Postgraduate students</td>
</tr>
<tr>
<td><em>All postgraduate courses offered by the Faculty of Informatics. For example:</em></td>
<td></td>
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<tr>
<td>Computer Science</td>
<td></td>
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<tr>
<td>Computer Studies</td>
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<tr>
<td>Digital Multimedia</td>
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<tr>
<td>Electronic Commerce</td>
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<tr>
<td>Engineering Studies</td>
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<tr>
<td>Health Informatics</td>
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<tr>
<td>Information and Communication Technology</td>
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<tr>
<td>Information Technology Management</td>
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<tr>
<td>Internet Technology</td>
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<tr>
<td>Mathematics / Financial Mathematics</td>
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<tr>
<td></td>
<td>All students</td>
</tr>
<tr>
<td></td>
<td>Your enrolment process begins in the foyer of the McKinnon Building (Building 67) and your enrolment time depends on what course you are doing.</td>
</tr>
<tr>
<td></td>
<td>Graduate Certificate and Masters degrees in Information and Communication Technology, Master of Engineering Studies, Master of Internet Technology, Graduate Diploma in Internet Technology, Financial Mathematics and all other Mathematics &amp; Statistics courses arrive at 10.00am</td>
</tr>
<tr>
<td></td>
<td>Master of Computer Studies, Master of Computer Science, Master of Digital Multimedia, Master of Electronic Commerce, Master of Health Informatics, Master of Information Technology Management and Master of Industry Based IT arrive at 10.30am</td>
</tr>
</tbody>
</table>

**All Research Students**

Refer to the instructions sent to you by the Office of Research. For more information go to [http://www.uow.edu.au/research/rsc/student/enrolment.html](http://www.uow.edu.au/research/rsc/student/enrolment.html)
Important dates

Orientation Week 16 July – 20 July 2007
Spring session dates 23 July - 16 November 2007
Summer Session dates 3 December 2007 - 8 February 2008

You will be able to enrol into Summer session subjects from late September onwards. To enrol you use the Summer session enrolment link from the Student On-Line Services web page (www.uow.edu.au/student/sols/)

Special Government Policies

The NSW Health Department and the NSW Department of Education and Training have special staff requirements and policies that apply to intending students of both health-related and education courses. These requirements relate to:
- clinical/internship placements which must be undertaken as part of your course;
- procedures for employment after you have completed the course.

You will receive further information concerning these requirements from the relevant faculty during Orientation.

Re-enrolment for 2008

All re-enrolments for 2008 must be completed via the web (the process is very similar to the one you will use on enrolment day). The re-enrolment system will be available from early December 2007 and the deadline to re-enrol will be late January.

University Services for New Students

International Student Adviser

Student Services has specialist student advisers to help you during your time in Australia and at the University. If you are having difficulties settling in, or understanding how the University works, it is important that you seek help.

The International Student Advisers can help you with problems relating to homesickness, settling-in, legal matters, immigration and health or with questions related to any other aspect of your life in Australia. They can also help you to meet other students and community matters.
All students are treated completely confidentially. You can call in person to make an appointment on level 3, UniCentre (Building 11) or telephone 4221 3173.

**Accommodation**

If you require assistance with accommodation please telephone (02) 4221 5467, Monday to Friday 9.00 am to 5.00 pm or go to [http://www.uow.edu.au/about/accommodation/](http://www.uow.edu.au/about/accommodation/)

**Students with Disabilities**

Please contact our Disabilities Coordinator who will be able to assist you should you have any particular needs or difficulties. Telephone (02) 4221 4352. Information is also available at [http://www.uow.edu.au/student/services/ds/index.html](http://www.uow.edu.au/student/services/ds/index.html). If you require any assistance on enrolment day please don’t hesitate to ask staff for help.

**First Year at UOW**

First year at university is an exciting experience, but it can also be quite a shock for many students, with new routines, expectations and responsibilities.

**DON’T PANIC!!** You are not alone in facing these issues and there is a large volume of information and resources available to assist you. This site is designed to help first year students settle in at UOW, to answer common questions and to act as a guide to useful services and information.


**Further Enquiries**

If you require further information regarding enrolment, or have any queries concerning the information contained in this pamphlet, please do not hesitate to contact Student Central, our one-stop service facility for all enquiries. [Student Central](http://www.uow.edu.au/student/centre/enquiries/index.html) can be contacted on (02) 4221 3927 or you can lodge an on-line enquiry at [http://www.uow.edu.au/student/centre/enquiries/index.html](http://www.uow.edu.au/student/centre/enquiries/index.html)

As the name implies, Student Central is situated right in the heart of UOW's Wollongong campus in close proximity to popular services and facilities such as the library, café, shops, post office, bank and food halls. Student Central combines services core to student activity including Student Administration, Accommodation Services, Study Abroad and Exchange and International Student Advisers.
How to get to the Wollongong campus

The Wollongong campus is situated three kilometres northwest of the centre of the City of Wollongong.

**Car** - from the F6 freeway - take the University / Gwynneville exit. If parking on the Wollongong campus between 8.30am – 6.30pm, Monday to Friday, you must use the Parking Station or park in a ticket bay where Pay & Display machines are installed and signposted. Please ensure that you display a ticket on your vehicle dashboard in a ticket bay. Carefully check signs for conditions. Parking in sign posted permit car parks or bays without an entry permit displayed may incur a penalty notice processed by the Infringement Processing Bureau (the fine is greater than $74).

**Train** - trains from Central Station (Sydney) to North Wollongong station take approximately 70 minutes. A shuttle bus runs between North Wollongong station and the main campus every 20 minutes (between the hours 7.30am and 9.30pm). Alternatively, it’s a 15 minute walk to the University.

**Bus** - Premier Illawarra buses leave the centre of Wollongong at approximately half hourly intervals for the campus.

Campus Map

To view a map of the Wollongong Campus or to locate a specific building or service, go to [http://www.uow.edu.au/about/campusmap/index.html](http://www.uow.edu.au/about/campusmap/index.html)
For further information please contact:

Student Central            Tel (02) 4221 3927
Accommodation              Tel (02) 4221 4622
Disabilities Co-ordinator  Tel (02) 4221 4352

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International  +61 2 4221 3555