POSTGRADUATE STUDY GUIDE

Contents

Organising your enrolment ........................................................................................................ 3
I have an offer, what do I do now? ..................................................................................... 3
Selecting your subjects ........................................................................................................... 3
Online enrolment .................................................................................................................... 3
Distance/On campus/Flexible subjects .................................................................................. 4
Password.................................................................................................................................. 4
Student card ............................................................................................................................. 4
Student systems and communication .................................................................................... 5
Student Online Services - SOLS ........................................................................................... 5
UOW Email............................................................................................................................... 5
Contacting staff ..................................................................................................................... 6
Questions about your enrolment or other administrative issues ............................................ 7
Starting your study ................................................................................................................ 7
Elearning.................................................................................................................................... 7
Accessing materials ............................................................................................................... 8
Subject outlines ...................................................................................................................... 8
Ereadings ................................................................................................................................. 8
Textbooks............................................................................................................................... 9
Library...................................................................................................................................... 9
StartSmart .............................................................................................................................. 9
Getting support ..................................................................................................................... 9
Learning development .......................................................................................................... 9
Student Support Adviser ........................................................................................................ 10
Other help.............................................................................................................................. 10
Organising your enrolment

I have an offer, what do I do now?
Check your offer letter for conditions. Contact the admissions unit for advice about clearing any conditions before you try to enroll: uniadvice@uow.edu.au.

Questions about fees can be directed to Student Central: askuow@uow.edu.au

Selecting your subjects
Ensure you follow the right study pattern by following the course handbook listing for your degree: http://www.uow.edu.au/handbook/yr2013/pg/index.html. The course handbook is a useful link to bookmark as it lists the subjects that make up your degree, and if you click on the subjects you can see whether they will be offered in Autumn or Spring session. From time to time subject details may change, so this is a good site to keep checking as it will be updated regularly.

Online enrolment

International students come along to enrolment day in February/July. Domestic students can enroll online up to 6 weeks prior to the start of the course.
During the enrolment process you will set up your UOW student and email accounts; passwords to access the UOW library; set up billing and fee payment options (including the HECS-HELP option for those eligible) and register for individual subjects. International students must study full time (24 credit points per session). If you are a part time student you can enrol in 1 – 2 subjects per session.

**Distance/On campus/Flexible subjects**

Distance subjects are available entirely by distance. On campus subjects require compulsory attendance of the on campus classes. Flexible subjects have online delivery with optional face to face classes for those wishing for a combination of distance and on campus study. International students, please note visa conditions requiring attendance of on campus classes – staff will be able to assist you with your subject selection during enrolment day.

**Password**

When you enroll online for the first time you will be given a random password. Make sure you write this down. Log into your SOLS account again to change your password.

**What if I forget my password?**

If you have a student card you can still log in to SOLS with the barcode on your card by following this link [http://www.uow.edu.au/student/UOW008811.html](http://www.uow.edu.au/student/UOW008811.html)

If you have forgotten your password it needs to be re-set. If you have set up a password challenge you can do this yourself (see link below). If not, IT Services will need to re-set if for you. If you are on campus drop in to ITS in Building 17, level 1. If you are a distance student you need to email its@uow.edu.au and provide as much of the following information as possible:

- Full Name
- User ID
- Student number
- Barcode number from student card (if available)
- Address registered with the university
- The course you are enrolled in

It is recommended that you now change your password and set up a "password reset challenge" which will enable you to reset your own password in the future. You will find these options under Manage Your Password at: [http://www.uow.edu.au/student/it/index.html](http://www.uow.edu.au/student/it/index.html).

**Student card**

On campus students can come in to Student Central (building 17) to have their photo taken and a student card printed for them. Distance students can email askuow@uow.edu.au and request a student card be posted to them. A student card is used as identification, but it also has a barcode on it that can function as an alternate password – you can use this to log into your UOW account if you forget your
normal password, or to access your UOW account after you have finished your degree and are no longer a registered student.

Student systems and communication

Student Online Services - SOLS
SOLS is the University of Wollongong Student Online Services. All enrolled students will have a SOLS account which allows you to self-manage your enrolment and personal information online. This includes your fee statements, your enrolment record, your emergency contact details and many other things. Log in and have a look through the menu items. The screenshot below shows the UOW Current Students page and the SOLS log in box: http://www.uow.edu.au/student/index.html

SOLS mail is used by the University to communicate important information to you. SOLS mail messages appear automatically when you log into your SOLS account. To access your SOLS mail, from University of Wollongong home page (www.uow.edu.au), click on Current Students; under SOLS, type in your username and password; click Login. Messages will pop up automatically. Read and click ‘I have read the message’ to clear each message and progress on to the SOLS main menu screen.

UOW Email
UOW email is your University of Wollongong email account. This is automatically set up for you when you enrol and is used by all staff to send emails to students. Please read the information on the web page below to ensure you know how to use your new UOW email account. Log in using your email address (abc123@uowmail.edu.au) and your SOLS password.

UOW email user guide: https://www.uow.edu.au/its/accounts-access/uow-email/index.html
Your email address will be your username plus @uowmail.edu.au (e.g. abc123@uowmail.edu.au). You can log into the UOW email system to configure your account. If you prefer to access a work or home email account you can set your UOW account to forward all emails. It is important to check your UOW emails regularly – this is where your lecturers will send your marks, feedback, etc. The screenshot below shows the UOW Current Students page and the UOW Mail log in box: [http://www.uow.edu.au/student/index.html](http://www.uow.edu.au/student/index.html)

### Contacting staff

Remember to check your SOLS Mail and your UOWmail account for important messages from your tutors. All correspondence will be sent to either your SOLS account or your UOW email account. Correspondence will not be sent to your personal or work email address.

If you have questions about your studies consult, in order of priority:

1. Subject Co-ordinator (see your subject outline for contact details)
2. Specialisation Co-ordinator (see list below)
3. Dr Irina Verenikina, Director, Graduate Teaching Program
   - Email: irina@uow.edu.au
   - Ph: 4221 4285
   - Room: 67.307

### Specialisation Co-ordinator

<table>
<thead>
<tr>
<th>Specialisation</th>
<th>Co-ordinator</th>
<th>Contact Details</th>
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<tbody>
<tr>
<td>Adult Education/VET/Higher Education</td>
<td>Sarah O'Shea</td>
<td><a href="mailto:saraho@uow.edu.au">saraho@uow.edu.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4221 5838</td>
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<tr>
<td>Educational Leadership</td>
<td>Narottam Bhindi</td>
<td><a href="mailto:nbhind@uow.edu.au">nbhind@uow.edu.au</a></td>
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Postgraduate Study Guide - 6 V1 Jan 2013
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<th>Course</th>
<th>Instructor</th>
<th>Email</th>
<th>Phone 1</th>
<th>Phone 2</th>
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<tr>
<td>Information Technology</td>
<td>Shirley Agostinho</td>
<td><a href="mailto:shirleya@uow.edu.au">shirleya@uow.edu.au</a></td>
<td>4221 5512</td>
<td>67.310</td>
</tr>
<tr>
<td>Literacy and Language</td>
<td>Pauline Jones</td>
<td><a href="mailto:paulinej@uow.edu.au">paulinej@uow.edu.au</a></td>
<td>4221 3322</td>
<td>67.322</td>
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<tr>
<td>Physical and Health Education</td>
<td>Greg Forrest</td>
<td><a href="mailto:greg_forrest@uow.edu.au">greg_forrest@uow.edu.au</a></td>
<td>4221 5187</td>
<td>23.608</td>
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<tr>
<td>Special Education</td>
<td>Rose Dixon</td>
<td><a href="mailto:roselyn@uow.edu.au">roselyn@uow.edu.au</a></td>
<td>4221 5292</td>
<td>67.314</td>
</tr>
<tr>
<td>TESOL (on campus)</td>
<td>Amanda Baker</td>
<td><a href="mailto:abaker@uow.edu.au">abaker@uow.edu.au</a></td>
<td>4221 1254</td>
<td>67.320</td>
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<tr>
<td>Early Years Education</td>
<td>Judy Daunt</td>
<td><a href="mailto:jdaunt@uow.edu.au">jdaunt@uow.edu.au</a></td>
<td>4221 3250</td>
<td>23.605</td>
</tr>
<tr>
<td>TESOL (Distance)</td>
<td>Steven Pickford</td>
<td><a href="mailto:spickfor@uow.edu.au">spickfor@uow.edu.au</a></td>
<td>4221 5854</td>
<td>67.316</td>
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<tr>
<td>Interdisciplinary Studies</td>
<td>Irina Verenikina</td>
<td><a href="mailto:irina@uow.edu.au">irina@uow.edu.au</a></td>
<td>4221 4285</td>
<td>67.307</td>
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Questions about your enrolment or other administrative issues
Contact Luisa Dacunto, Graduate Officer, on luisad@uow.edu.au.

Starting your study

Elearning
The platform used to deliver postgraduate online subjects in Education is called Moodle. You need to be formally enrolled in the subject, in the correct session, to be able to access the Moodle site for the subject.

The steps for accessing the subject material are as follows:
1. From University Home page: [http://www.uow.edu.au](http://www.uow.edu.au) go to ‘Current Students’ (link in top black banner).
2. On the Current Students page, click the SOLS (Student On-Line Services) link on the right-hand-side of the page – This will open a username/password textbox (enter your UOW username and password).
3. Your SOLS homepage is displayed. Click on the eLearning link from the top on the main menu list (left-hand-side).
4. Your subjects for this year will be displayed in a list.
5. Click on the required subject to open the Moodle eLearning site. All other subjects you are enrolled in will be available on the left-hand navigation column.
6. Download the subject outline and read.

Video resources on how to use Moodle and how to set up your preferences are available here: http://www.youtube.com/watch?v=WekZRmv7L6Q.


**Why can’t I access my elearning site?**

1. Check that you have a current UOW username and active password by trying to sign into SOLS (http://www.uow.edu.au/student/index.html). If you can’t sign into SOLS, you need to contact ITS to reset your password (see page 4).
2. Check you are enrolled in the correct subject and the correct session instance (e.g. EDGL901, Autumn 2012, Flexible delivery). If your record is not correct you can amend it through SOLS by clicking on ‘enrolment and variations’ on the left hand menu.
3. UOW systems occasionally have down times for maintenance. Notifications of these down times are provided on the log in page as early as possible.
4. If you have any problems accessing your page or problems logging in, contact IT services (its@uow.edu.au).

**Accessing materials**
Your elearning site will include a range of materials for your study – lecture notes, topic guides, activities, forums and other resources. Access to materials through elearning will become available only from the first day of session.

**Subject outlines**
These are given out during your first week. Subject outlines provide you with a detailed description and the objectives of the subject in which you are enrolled. They specify what you need to do for all assessments, and dictate the criteria by which your work will be marked. They also list the books you need to read, or buy, and other important details, including the expectations the faculty has of you as a student in the subject. Keep this handy during your studies and refer back to it often.

**Ereadings**
Access the UOW Library catalogue here: http://iii.library.uow.edu.au/?mainmenu-searchoptions=1 and type in your subject code to bring up a list of online resources for your subject. Email ered@uow.edu.au if you have trouble accessing the material on the Library E-Reading site.
Textbooks
Some of your subjects will require you to purchase textbooks. These will be listed in your subject outline, but you can also find the book details from the UniShop website: [http://unicentre.uow.edu.au/unishop/UOW031119.html](http://unicentre.uow.edu.au/unishop/UOW031119.html); just type in the subject code to bring up a book list. Note that some subjects will not have required books to purchase but rely on readings, articles and reports instead. Your subject coordinator will be able to advise you about this.

Library
The UOW library offers many services to students. Distance students also benefit from a number of services including reciprocal borrowing arrangements with other libraries across Australia and off-shore services for those outside Australia. Information about library services is available here: [http://www.library.uow.edu.au/students/index.html](http://www.library.uow.edu.au/students/index.html). Take some time to investigate and browse the library website too – it will help you when it comes time to research and write your assessment tasks.

StartSmart
This interactive introduction to the library is vital to all students – whether you are new to the university or coming back to tertiary study after some time in the workforce, StartSmart will advise you how to access the academic material you need to engage in the subject. See how much you know about using the UOW library by taking the StartSmart course: [http://www.uow.edu.au/student/services/fye/resources/startsmart/UOW070056.html](http://www.uow.edu.au/student/services/fye/resources/startsmart/UOW070056.html)

Getting support
Learning development
To be successful in your course you will need to master the skill of reading academic papers; conquer the practice of academic writing; confidently interpret assessment tasks and reference appropriately. Some students coming back to study after a few years in the workforce may find this daunting. Learning Development offers services to students to help you get the most out of your study and improve your academic performance. They provide many resources to help you build academic and English language skills; examples of good academic writing; tips on how to avoid plagiarism and much more. Access their website for downloadable resources or contact details to arrange a consultation. 

**Student Support Adviser**

We know that for postgraduate students work and family commitments and personal circumstances can sometimes get in the way of study. Kerry Banks is the Education Student Support Adviser. Her role is to provide liaison, support and referral to students to help them manage these commitments and circumstances without negatively impacting your degree.

Kerry's contact details are:

* kerryb@uow.edu.au
* 02 4221 4529
* Building 23, room G20

There are a number of UOW services that Kerry can provide referral to, or you may wish to investigate for yourself:

- Counselling Services
- Disability Services
- Learning Development
- International Student Programs

Find out more about any of these services at this website:

**Other help**

Access the postgraduate handbook for a guide to all the policies and procedures relevant to your study. This is accessible on the [Education website](http://www.uow.edu.au/student/services/index.html).