



# Offer Acceptance and Enrolment

## Offer acceptance and enrolment guidelines for:

- Domestic postgraduate coursework fee-paying (including Distance) degrees
- Domestic postgraduate coursework Commonwealth Supported Place degrees
- Domestic Higher Degree Research (HDR) degrees
- International Students studying by Distance Education

## Welcome

Welcome to the University of Wollongong (UOW) and congratulations on your offer to study at one of Australia's leading universities, 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. The enrolment process is quite simple but can be confusing at times. The following information will help you understand the enrolment process as well as providing information on the support services available to postgraduate students at UOW.

Please note the following information is intended specifically for:

- **Domestic students** (Australian Citizens, Permanent residents of Australia , holders of an Australian Permanent Humanitarian Vis, New Zealand Citizens); and
- **International students studying by distance education.** Other international students should view information for [International Students](#) one month prior to commencement of session for further details

# Contents

- How to Accept Your Offer and Enrol ..... 3**
  - Step 1: Clearing a condition..... 3
  - Step 2: Selection of Subjects ..... 3
  - Step 3: Payment of Fees ..... 3
  - Step 4: Internet enrolment process: How to enrol – Postgraduate Coursework Students..... 4
- Other Enrolment information..... 5**
  - Activate Your Student Email Account ..... 5
  - Compulsory Information Literacies Introductory Program (ILIP)..... 5
  - Deferment of studies..... 5
  - Student Diary..... 5
  - Student ID card..... 5
  - Travel concessions ..... 5
- Contact details ..... 6**
- Your support network..... 7**
  - Study Support..... 7
  - Welfare and Support Services ..... 9

# How to Accept Your Offer and Enrol

## Step 1: Clearing a condition

You should 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. Information about a condition, if applicable, will be quoted under the sub-heading "Conditions" in your letter of offer. Contact UniAdvice on 1300 367 869 if you require assistance regarding this process.

If you are required to submit documentation to clear a condition, forward to UniAdvice at: UniAdvice, University of Wollongong , Wollongong NSW 2522

## Step 2: Selection of Subjects

Prior to enrolling you should discuss your program of study with the appropriate Postgraduate Co-ordinator. Please contact the relevant Department directly to make an appointment. Detailed subject information is also available in the [Course Handbook](#) and [Subject Timetables](#) .

Once you have made your selection, you will be able to enrol in your subjects via SOLS (see below for instructions on how to enrol on-line).

## Step 3: Payment of Fees

### Cost per subject

The amount quoted under "Fees" in your Offer of Admission letter is the cost per credit point for the relevant degree. To calculate the cost of each subject you will need to multiply the amount quoted under "Fees" by the number of credit points in each subject.

For full details of payment dates including payment for annual and intake subjects please refer to <http://www.uow.edu.au/student/dates.html>. Fees are dependent on actual year of commencement and are subject to change without notice. The total tuition fee is an estimate and is based on normal course length and progression. Please refer to <http://www.uow.edu.au/student/finances/postgraduate.html>.

### Payment of tuition fees

The above calculation is a guide of payment only. Up to-date fees information is available one day after enrolment on SOLS and may change with enrolment changes. Payments are due by the relevant census date and can be made by:

- BPay
- Internet
- Phone
- Cheque

Eligible domestic fee paying students can apply for FEE-HELP, a government loan program, which assists students with their tuition fees. For information on FEE-HELP, click [here](#) for an abstract, or [here](#) for the full online booklet.

### Student charges

Go to <http://www.uow.edu.au/student/finances/index.html> for information on current student charges.

## Step 4: Internet enrolment process: How to enrol – Postgraduate Coursework Students

(Higher Degree Research students click here for enrolment details)

If you do not have access to the Internet, experience difficulty accessing the online enrolment system or would like further information regarding the enrolment process, please contact [Student Central](#).

1. Go to [www.uow.edu.au/student/sols/](http://www.uow.edu.au/student/sols/) and click on '**NEW STUDENTS - ENROL HERE**' (in the blue shaded box) and then click on '**Enrol Now**' ;
2. Enter your student number (printed on your Offer of Admission) and your date of birth and click '**submit**' ;
3. If this is your first time at the University, read through the Privacy information and, if you agree to the terms, click '**consent**' (if you do not consent then you will not be permitted to enrol);
4. Click on '**New Enrolments**' ;
5. Check that your address is correctly recorded. We also highly recommend that you provide us with the details of someone we can contact on your behalf in the case of an emergency (click on 'maintain' next to 'Related Contact Details'). If you wish to change either your home or session address click on 'maintain home' or 'maintain session', make the necessary changes and then click 'submit'. Make sure your mailing address is set to either home or session, depending upon which is your local address. Once your contact details are correct click '**continue**' ;
6. **Domestic Students Only:** If you wish to use FEE-HELP / HECS-HELP to pay your tuition fees you will need to select your 'Payment Option'. Your Offer of Admission will clearly state which option is available to you. Read the information and enter the required information;
7. Choose 'Yes' or 'No' for membership to the UniCentre and URAC and click 'continue';  
To enrol into your subjects:
  - Enter the relevant subject code in the 'new subject code' box and click 'add subject';
  - Choose the appropriate campus and session (e.g. Autumn, Spring or Summer) and click on 'Enrol selected subject instance';
  - Repeat this process for all of your subject codesIf you are not sure which subjects to choose or what your program of study should be, contact your Faculty or Academic Unit.
8. Complete the online Statistical survey;
9. Print the final page as it gives you your username and password to log onto SOLS\* (Student Online Services).  
Once your SOLS account has been activated (usually overnight) you should log onto SOLS to view your fees statement;
10. Congratulations, you have now completed your enrolment process.

\* [SOLS](#) is the University of Wollongong 's student information management system. This system provides you with a range of services including subject enrolment and withdrawal, exam marks, personal details, fees information and a range of other services. Messages to students and important dates will be posted on this site, it is important that you check SOLS on a regular basis. Refer to the following website for further information about SOLS: <http://www.uow.edu.au/student/elearning/sols.html>

## Other Enrolment information

### Activate Your Student Email Account

All students of the University are issued with a student email account. To activate your email account you need to log on to SOLS. Enter the SOLS main menu then select 'Create Unix/e-mail Account'. If you have previously attended the University of Wollongong your username will be the same as before.

Important: 24hrs after enrolling log onto SOLS and select the 'Fee Statement' option to check your outstanding fee balance and due date.

### Compulsory Information Literacies Introductory Program (ILIP)

ILIP009 is compulsory for all new postgraduate **coursework** students who have not completed the online undergraduate ILIP100 assignment in the past five years. ILIP will provide you with the basic skills necessary for finding, using and evaluating information at and through the UOW Library. It is advisable to complete this within the first six weeks of session. Please refer to the enclosed ILIP for instructions. Refer to <http://www.uow.edu.au/student/attributes/ilip/> for more information.

### Deferment of studies

To apply for deferment you must send a written request to UniAdvice and enclose a copy of your Offer of Admission. Notification that your deferment has been granted will be emailed to you. It may not be possible to defer from all courses, contact UniAdvice for more information (telephone 1300 367 869 or email [uniadvice@uow.edu.au](mailto:uniadvice@uow.edu.au) )

### Student Diary

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

### Student ID card

As a postgraduate student at UOW you will need to arrange for a student ID card. This card becomes your library and student identification card. You will need to visit Student Central, located on the ground floor of Building 17, to be issued with your card. Student Central is open between 9:00am and 5:00pm Monday to Friday. If you are a distance education student, please contact Student Central on 02 4221 3927 or email [studengq@uow.edu.au](mailto:studengq@uow.edu.au) to request that an ID card be mailed to you (this option is only available for distance students).

Please note: Even if you studied your Bachelor degree at UOW, you will still need a new ID card. As a postgraduate student you are entitled to certain additional privileges such as longer library book borrowing periods.

### Travel concessions

Travel concessions will be issued with your student ID card. To be eligible for a rail concession you must be a domestic student and be enrolled full time . All students are eligible for the local bus concession. Rail and bus concessions must be updated every year.

## Contact details

### **UniAdvice (course advice and assistance with applications)**

Postal address: UniAdvice , University of Wollongong , NSW 2522

Tel: 1300 367 869

Email: [uniadvice@uow.edu.au](mailto:uniadvice@uow.edu.au)

Location: Building 36, ground floor

Opening hours: 8.30am 5.00pm Monday to Friday

### **Student Central (enrolment assistance)**

Postal address: Student Central, University of Wollongong , NSW 2522

Tel: (02) 4221 3927

Email: [studentq@uow.edu.au](mailto:studentq@uow.edu.au)

Location: Ground Floor, Building 17

Opening hours: 9.00am - 5.00pm Monday to Friday

Web: <http://www.uow.edu.au/student/centre/>

### **Research Student Centre**

#### **(Higher Research Degree enrolment, scholarship information)**

Postal address: Research Student Centre, University of Wollongong , NSW 2522

Tel: (02) 4221 5452

Email: [research\\_student\\_centre@uow.edu.au](mailto:research_student_centre@uow.edu.au)

Location: Building 20

Open: Monday to Friday

Web: [www.uow.edu.au/research](http://www.uow.edu.au/research)

### **University Switchboard (Faculty contacts)**

Tel: (02) 4221 3555

Opening hours: 8.30am - 5.30pm Monday to Friday

Web: [www.uow.edu.au/about/faculties](http://www.uow.edu.au/about/faculties)

# Your support network

## Study Support

- [Academic Library](#)
- [Conference Travel Fund](#)
- [Learning Resource Centre](#)
- [Postgraduate Coordinators](#)
- [Professional Training for PhD Students](#)
- [Research Student Centre \(RSC\), Research and Innovation Division \(RaID\)](#)
- [Statistical Consulting Service](#)
- [Student Computer Resource Centre](#)
- [Wollongong University Postgraduate Association \(WUPA\)](#)

### Academic Library

The University Library, recognised for excellence in service, provides access to almost half a million print books, over 3,000 ebooks and more than 21,000 journal titles (print and electronic) including access to important archives of significant scholarly journals. Many information resources and services can be accessed online, 24/7. Professional, expert staff are available to support your research and learning needs via the Research Help Desk, consultation and workshops as well as through a range of services and self-paced learning modules offered through the Library's homepage.

Web: [www.library.uow.edu.au/](http://www.library.uow.edu.au/)

For Postgraduates: <http://www.library.uow.edu.au/services/pg.html>

Tel: 02 4221 3548

### Conference Travel Fund

All postgraduate research students are entitled to access the Conference Travel Fund once during their studies. This fund assists with the cost of accommodation, travel and conference registration fees for students whose papers have been accepted at a conference.

Web: [www.uow.edu.au/research/rsc/hdrhb/conference-funding.html](http://www.uow.edu.au/research/rsc/hdrhb/conference-funding.html)

Tel: 02 4221 5452

### Learning Resource Centre

The Learning Resource Centre offers help and free services to students who wish to improve their academic and English language skills. Services and facilities include: academic skills programs; English workshops; individual consultations and resources for postgraduate students, including a wide range of self-access resources on the interactive UniLearning website.

Web: [www.uow.edu.au/student/services/](http://www.uow.edu.au/student/services/)

Tel: 02 4221 3977

### Postgraduate Coordinators

The Postgraduate Coordinator in your Faculty/Department can assist with any enquiries you may have in choosing programs and subjects as well as any difficulties you might face throughout your studies.

Web: [www.uow.edu.au/about/faculties](http://www.uow.edu.au/about/faculties) or

Research Student Centre (RSC) Tel: 02 4221 5452

### **Professional training for PhD students**

The University offers professional training programs for higher degree research students. These include a Graduate Certificate in Business, a Graduate Certificate in Higher Education and the Introduction to Tertiary Teaching (ITT). PhD students can enrol in these programs concurrently with their research degree. The Research Student Centre, in conjunction with a number of other units across campus, also offers a series of free workshops and seminars available to HDR students.

Web: <http://www.uow.edu.au/research/>

Tel: 02 4221 5452

### **Research Student Centre (RSC), Research and Innovation Division (RaID)**

The RSC administers higher degree research enrolments, scholarships, funding and the submission

of theses. It is also responsible for Orientation & Enrolment, workshops and information sessions

for higher degree research students.

Web: [www.uow.edu.au/research/rsc/](http://www.uow.edu.au/research/rsc/)

Tel: 02 4221 5452

### **Statistical Consulting Service**

The Statistical Consulting Service is aimed at students who are undertaking research programs or research as part of their coursework program. The service provides advice on investigation planning, appropriate data analysis and methods of presenting results and conclusions. Students are entitled to ten (10) hours free consultation per year.

Web: [www.math.uow.edu.au/scs/](http://www.math.uow.edu.au/scs/)

### **Student Computer Resource Centre**

UOW's Information Technology Services (ITS) provides training, user-guides and the Student Computer Resource Centre, complete with nine computer laboratories. Students can access email, the Internet, software and laser printers. Teaching laboratories contain special purpose software for tutorials run

by individual departments. Staff can provide assistance with laboratory equipment, software

and on-line training.

Web: [www.uow.edu.au/its/](http://www.uow.edu.au/its/)

Tel: 02 4221 3775

### **Wollongong University Postgraduate Association (WUPA)**

All postgraduate students automatically receive membership to the WUPA, which offers facilities and services such as the Postgraduate Resource Centre. The Centre offers a wide range of facilities and services including a seminar room, quiet study area, reduced-price colour printing and photocopying, Macintosh computers, CD writers, zip drives, email and web browsing (in Japanese, Chinese and English) as well as kitchen and BBQ facilities. WUPA also provides an advocacy and outreach service to assist students during studies, plus a range of social activities and events.

Web: [www.uow.edu.au/wupa](http://www.uow.edu.au/wupa)



## Welfare and Support Services

- [Accommodation Services](#)
- [Careers Service](#)
- [Centre for Student Development](#)
- [Childcare Services](#)
- [Clubs and Societies](#)
- [Counselling Services](#)
- [Dean of Students](#)
- [Disability Services](#)
- [Healthcare](#)
- [Religious Services](#)
- [Sport and Recreation](#)
- [UOW Alumni Network](#)

### Accommodation Services

This useful website provides important information about living in Wollongong. It details your accommodation options, including University-managed or affiliated residences (catered or self-catered) and Homestay accommodation with a local family. Applications for University housing may be made online.

Web: [uow.edu.au/about/accommodation/](http://uow.edu.au/about/accommodation/)

Tel: 02 4221 5467

### Careers Service

UOW organises programs and activities to assist you with your job seeking and career planning. Workshops in job search skills and information sessions about employers are scheduled throughout the year. You can explore career opportunities via the on-line Career Management Plan, register with the Jobseekers database and search the on-line JobBoard. Individual career counselling is also available by appointment.

Web: [www.uow.edu.au/careers/](http://www.uow.edu.au/careers/)

Tel: 02 4221 3325

### Centre for Student Development (CSD)

CSD designs and facilitates a range of opportunities for students including cultural and social activities, clubs and societies, adventure leadership (Project Challenge Kakadu and South America) and much more.

Web: [www.unicentre.uow.edu.au/csd](http://www.unicentre.uow.edu.au/csd)

Tel: 02 4221 8000

### Childcare services

On campus childcare services are available for children aged between 0-6 years, as well as before, afternoon and vacation care for school-aged children.

Web: [unicentre.uow.edu.au/facilitiesservices/childcare/](http://unicentre.uow.edu.au/facilitiesservices/childcare/)

Tel: 02 4221 8035

### Clubs and societies

There are over 50 clubs and societies on campus, ranging from religious and cultural groups and recreation groups. The UniCentre and the Students' Association manage the clubs.

Web: [clubs.uow.edu.au/](http://clubs.uow.edu.au/)

### Counselling services

The Counselling Service provides confidential and professional help at times of difficulty, conflict or crisis. This service is available to members of the campus community free of charge.

Web: [www.uow.edu.au/student/services/cs/](http://www.uow.edu.au/student/services/cs/)

Tel: 02 4221 3445

### **Dean of Students**

The Dean of Students oversees the welfare of all students and advocates on their behalf. Problems with admission, enrolment, assessment, progression, transferring courses and similar matters may be referred to the Dean if the relevant Faculty or Department cannot resolve them.

Web: [www.uow.edu.au/student/services/dos/](http://www.uow.edu.au/student/services/dos/)

Tel: 02 4221 4355

### **Disability Services**

Access and resources are available for students with disabilities. We facilitate the transition to University life and completion of studies. The Disability Liaison Officer supports students during their enrolment and throughout their stay. Specialised equipment, note-takers, volunteer readers and peer support networks may be provided.

Web: [www.uow.edu.au/student/services/ds/](http://www.uow.edu.au/student/services/ds/)

Tel: 02 4221 3445

### **Healthcare**

A full range of health and medical services is provided on the first floor of the UniCentre. Services include optometry, dentistry, naturopathy and acupuncture.

Web: [unicentre.uow.edu.au/facilitiesservices/medicalservices/](http://unicentre.uow.edu.au/facilitiesservices/medicalservices/)

Tel: 02 4226 2199 (Medical Centre)

### **Religious services**

There is a range of services for different religious groups, including a Muslim prayer space, a mosque within walking distance of the University and also a Buddhist Temple in the city of Wollongong. The University's Chaplaincy Service offers fellowship, personal counselling and guidance as well as leadership in doctrinal studies and worship.

Web: [unicentre.uow.edu.au/facilitiesservices](http://unicentre.uow.edu.au/facilitiesservices)

### **Sport and Recreation**

The University Recreation and Aquatic Centre (URAC) offers world-class facilities for sport and recreation. Facilities include playing fields, all-weather outdoor playing surfaces, a 50-metre heated swimming pool and tennis courts. The Recreation Centre has a fully equipped gymnasium, squash courts, basketball courts and café. Activities offered include fitness classes, leisure and outdoor activities, learn-to-swim classes and a social sports competition. There are 24 sporting clubs ranging from rugby to rock climbing.

Web: [www.uow.edu.au/urac/](http://www.uow.edu.au/urac/)

Tel: 02 4221 4700

### **UOW Alumni Network**

Graduates from the University become part of the UOW Alumni Network. However, current students can still benefit from the many activities and discounts available. Contact the UOW Alumni Network for information on Chapters, International Networks or to collect a Alumni discount card.

Web: [www.uow.edu.au/alumni](http://www.uow.edu.au/alumni)

Tel: 02 4221 3918

email: [alumni@uow.edu.au](mailto:alumni@uow.edu.au)