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# Enrolment



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

# New Student Enrolment

STUDENTS STUDYING AT UOW FOR THE FIRST TIME



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

# Accessing the UOW Enrolment Website

**Step 1.)** Visit [uow.info/offshore-students](https://uow.info/offshore-students)

**Step 2.)** Click the ‘New Students tab’ and follow the steps

## Offshore Student Resources

Access relevant information to assist you studying at a UOW offshore campus location.



**NEW STUDENTS** >



**MANAGING YOUR COURSE** >



**OFFSHORE GRADUATION** >



**STUDY IN AUSTRALIA** >



UNIVERSITY  
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# New Student Enrolment

THE PROCESS BEGINS



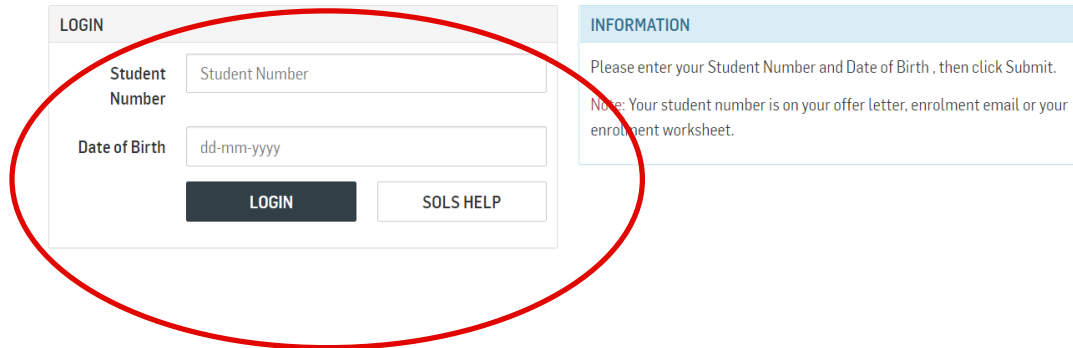
UNIVERSITY  
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# Step 1.) UOW Enrolment Login

- A New Enrolment Login page will appear
- Enter your **UOW student number** and **date of birth**.
- Note - All conditions on student offers must be cleared before you can commence the enrolment process.



## New Enrolment Login

The "New Enrolment Login" form. It contains a "LOGIN" section with two input fields: "Student Number" and "Date of Birth" (with a placeholder "dd-mm-yyyy"). Below these fields are two buttons: "LOGIN" and "SOLS HELP". To the right of the form is an "INFORMATION" box with the text: "Please enter your Student Number and Date of Birth , then click Submit. Note: Your student number is on your offer letter, enrolment email or your enrolment worksheet." A red circle is drawn around the "LOGIN" section, encompassing the input fields and the "LOGIN" button.

## 2.) General Consent and Disclosure

- You must read the consent screen and click **I Consent** at the bottom of the page. You can not continue until you click this button.

### GENERAL CONSENT AND DISCLOSURE

#### UNDERTAKING

I hereby undertake to comply with:

- The University of Wollongong Act 1989 (NSW) and with the University of Wollongong By-Law 2005;
- University of Wollongong Rules, including the Student Conduct Rules; and
- All other University of Wollongong rules, standards, codes, policies guidelines, procedures or requirements.

#### OUR COMMITMENT TO PRIVACY

The University and its subsidiaries are committed to ensure that your privacy is protected. Under the Privacy and Personal Information Protection Act 1998 (NSW), the Health Records and Information Privacy Act 2002 (NSW) and other relevant legislation, the University and its subsidiaries must take all reasonable steps to ensure that the collection, use, disclosure and handling of your personal and health information complies with these laws.

#### CONSENT

By signing my Acceptance Agreement, and/or by becoming registered for a course, enrolling or re-enrolling (including proceeding with my enrolment online) I consent to the University and/or its subsidiaries collecting, using or disclosing any personal and/or health information I provide to the University and/or its subsidiaries for the below primary purposes, and/or any secondary purposes reasonably related to the below primary purposes:



## 3.) User Account Creation

You will need to:

- Enter a personal email address as the recovery email address.
- Create a password

The screenshot shows the 'User Account' creation page. At the top, there is a navigation bar with tabs: User Account (selected), Personal Details, Survey, Upload Photo, Select Offer, HELP Loans, Enrolment, and Summary. Below the navigation bar is an 'IMPORTANT' section containing a disclaimer and instructions. The main form area has the following fields: 'User Name' (pre-filled with 'mss983'), 'Recovery Email Address\*' (empty), 'Recovery Mobile' (empty), 'New Password\*' (empty), and 'Confirm Password\*' (empty). Below these fields are three buttons: 'SUBMIT' (green), 'CLEAR' (dark blue), and 'SHOW PASSWORDS' (dark blue). A red circle is drawn around the four input fields. At the bottom, there is a blue box with password requirements and a link to 'Tips for choosing a password'.

**IMPORTANT**

This account is issued on the basis that you:

- Agree to comply with the policies and rules governing the use of the University of Wollongong IT facilities, [uow.edu.au/about/policy/it/Index.html](http://uow.edu.au/about/policy/it/Index.html);
- Consent to the University providing your name, username and password to Microsoft for the purpose of access & management of email/calendar via UOWMail Office 365;
- Understand Microsoft may collect additional personal information from you in order to operate and provide UOWMail Office 365;
- Understand that Microsoft may need to disclose your personal information in order to comply with the law;
- Understand that in dealing with your personal information Microsoft is required to store and process the information in a manner consistent with the relevant provisions in any NSW Acts;
- And agree and acknowledge that the personal information collected by Microsoft may be transferred outside Australia and stored and processed overseas.

Use your username and password to access SOLS, UOWMail (email) and the UOW Wireless network.  
Important information is generally sent via SOLS (SOLSMail), however, email may be sent to your UOWMail account. Check SOLS and your UOWMail account regularly.  
Take note of your username and keep details of your password secure. Allow 1 hour for the activation of this account.

User Name mss983

Recovery Email Address\*

Recovery Mobile

New Password\*

Confirm Password\*

**SUBMIT** **CLEAR** **SHOW PASSWORDS**

**ⓘ** Your password must meet the following requirements:

- Must contain 6 to 8 characters.
- Should have a combination of alphabetic, numeric or punctuation characters.
- Your password is case sensitive e.g. 'a' is not the same as 'A'.
- Cannot be based on your username (e.g. abc123), your real name (e.g. jcti01) or any other personal information.
- Should not be based on a dictionary word.

[Tips for choosing a password.](#)

Please note: it takes one hour for user accounts to be created.

## Important note – Personal Details in SOLS

- Ensure that your name and date of birth are correct in SOLS.
  - The way your name appears in SOLS is how your name appears in all UOW systems.
  - All UOW documents including your final academic transcript and certificate will be issued with the name and D.O.B as it appears in SOLS.
- If your name is incorrect in SOLS, raise your hand now.





## 4.) Personal Details

- You are required to check and confirm your personal details.
- Visa type does not apply to offshore students.
- You must also update your emergency contact and address details from this screen.

[✓ User Account](#) [✓ Personal Details](#) [✓ Survey](#) [Upload Photo](#) [✓ Select Offer](#) [✓ HELP Loans](#) [✓ Enrolment](#) [✓ Summary](#)

**PERSONAL DETAILS ✓**

❗ If your personal details are incorrect, read about how to amend the details at [Change Personal Details webpage](#)

<b>Title</b> Mr	<b>Date of Birth</b> 20-10-1994	<b>Country of Origin</b> SINGAPORE
<b>First Name</b> Kia Hng	<b>Student Type</b> International	<b>Citizenship</b> Singaporean -- Not Confirmed
<b>Last Name</b> Chiu	<b>Aboriginal or Torres Strait Islander</b> No	<b>Visa Type</b> Not Applicable
		<b>Date of Visa</b> None Available


✔ You have confirmed your personal details.

**EMERGENCY CONTACT DETAILS**

❗ To ensure your safety and wellbeing, please provide the details of someone who can be contacted in case of an emergency


**ADD CONTACT**

Click **Add Contact** to enter emergency contact information.

**EMERGENCY CONTACT DETAILS** 

**NAME DETAILS**


**Title**

Select 

**First Name**


**Last Name**


**Relationship**

Select 


**ADDRESS DETAILS**

**Country**


Select 




**Street1**




**Street2**




**Suburb/City**



**State**



**Postcode**

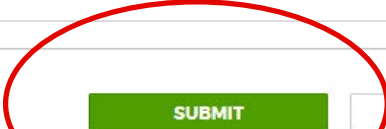


**CONTACT DETAILS**

**Mobile Phone**

**Home Phone**


**Work Phone**

**SUBMIT**


Enter the name, address and contact details of your emergency contact such as parents and guardians. Click the **Submit** button.

- Your session address is where you will live whilst studying.
- Your permanent address is where you live when you are not studying.
- You have to record a session address once you are enrolled in your course (this can be completed during enrolment or when you first login to SOLS).
- While you are studying, your **Current Address** must be set to **Session**.
- When you return home, change your **Current Address** to **Permanent/Home**.

ADDRESS CONTACT DETAILS


☒ Session Contact: 

☐ Permanent/Home Contact:

 Students studying at campuses outside Australia (for example, Dubai, Singapore, Hong Kong) are required to provide a Session Living and a Session Mailing address

While enrolled, your **Current Address** must be set to **Session**.

When you return home (complete your course or take leave of absence), change your Current Address to 'Permanent/Home'.

 CURRENT address is set to: Session

**Session Address:** While enrolled in your course, we need to know where you're living and where to send mail. Current Address was automatically set to Session when you enrolled. If you remain living at your permanent/home address while studying, enter this address in the Session Address tab as well as the Permanent/Home Address tab.

**Session Living:**

No Address Record found - Please update

**Session Mailing:**

No Address Record found - Please update

**Session Contact:**

No Contact Record found - Please Update

UPDATE SESSION ADDRESS



**ADDRESS CONTACT DETAILS**

Session Living:

Country

Select

Street1

Street2

Suburb/City

State

Postcode

COPY FROM MAILING

CLEAR LIVING

Session Mailing:

Country

Select

Street1

Street2

Suburb/City

State

Postcode

COPY FROM LIVING

CLEAR MAILING

Session Contact:

Mobile

Work

Preferred Phone Contact Number

Home

Home

Fax

SUBMIT

CANCEL

Click Submit

- Please make sure your home address and session address are up-to-date at all times during your studies.

ADDRESS CONTACT DETAILS

Session Contact: ⚠

Permanent/Home Contact:

*Students studying at campuses outside Australia (for example, Dubai, Singapore, Hong Kong) are required to provide a Session Living and a Session Mailing address*

While enrolled, your **Current Address** must be set to **Session**.  
 When you return home (complete your course or take leave of absence), change your Current Address to 'Permanent/Home'.

*Permanent/Home is not your CURRENT address*

SWITCH CURRENT ADDRESS TO PERMANENT / HOME

**Permanent/Home Address:** Once you complete your course, or are no longer studying at the University, change your Current Address to Permanent/Home and update your Mailing address to ensure you receive correspondence.

<b>Permanent/Home Living:</b> No Address Record found - Please update	<b>Permanent/Home Mailing:</b> - - 469774 SINGAPORE	<b>Permanent/Home Contact:</b> Mobile: 90301028 Home: 66123939
--	--	--

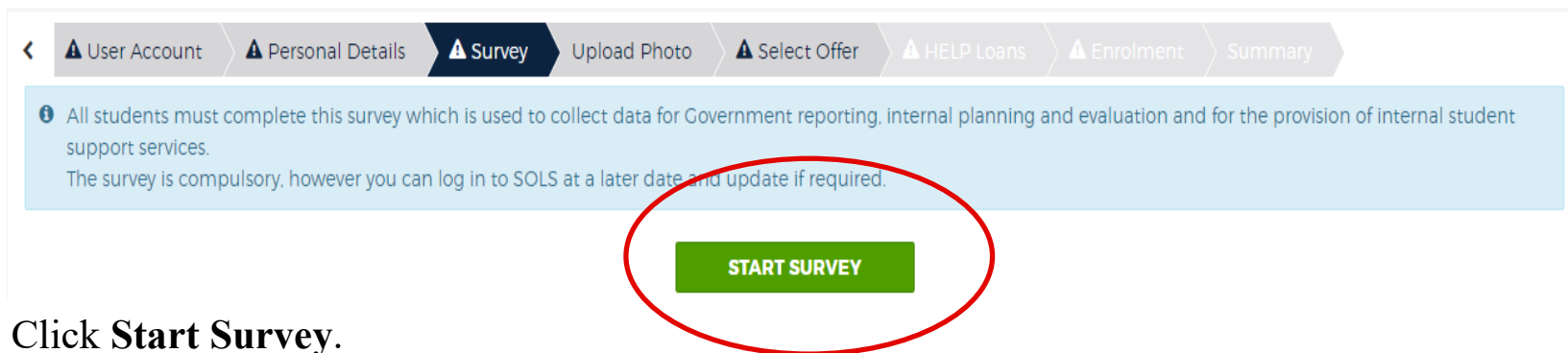
UPDATE PERMANENT / HOME ADDRESS



## 5) Survey

**Today you only need to complete the questions that are compulsory.**

- These are indicated by an \*
- You must complete the 4 screens of the survey.
- There are default answers, if you click ‘Save and Continue’ the default information will be saved for Australian Government reporting.
- The survey is compulsory, however, you can log into SOLS at a later date and update if required via Personal Details and Consent – Student Statistical Information.



Click **Start Survey**.

You must click **Save and Continue** at the bottom of each screen to progress through the survey.

## EDUCATION STATISTICS

Have you commenced and/or completed any of the following types of courses, either in Australia or overseas, prior to enrolling in your current course?

POSTGRADUATE course of any type.....	Complete	<input checked="" type="checkbox"/>
Last Year Enrolled	2009	<input checked="" type="checkbox"/>
BACHELORS DECREE course.....	Never	<input checked="" type="checkbox"/>
Last Year Enrolled	None	<input checked="" type="checkbox"/>
DIPLOMA or ASSOCIATE DIPLOMA COURSE at TAFE or TECHNICAL COLLEGE.....	Never	<input checked="" type="checkbox"/>
Last Year Enrolled	None	<input checked="" type="checkbox"/>
DIPLOMA or ASSOCIATE DIPLOMA COURSE undertaken elsewhere.....	Never	<input checked="" type="checkbox"/>
Last Year Enrolled	None	<input checked="" type="checkbox"/>
OTHER TAFE AWARD course.....	Never	<input checked="" type="checkbox"/>
Last Year Enrolled	None	<input checked="" type="checkbox"/>
FINAL YEAR OF SECONDARY EDUCATION at school.....	Never	<input checked="" type="checkbox"/>
Last Year Enrolled	None	<input checked="" type="checkbox"/>
FINAL YEAR OF SECONDARY EDUCATION elsewhere.....	Never	<input checked="" type="checkbox"/>
Last Year Enrolled	None	<input checked="" type="checkbox"/>
OTHER QUALIFICATIONS which may be recognised for tertiary entrance.....	Never	<input checked="" type="checkbox"/>
Last Year Enrolled	None	<input checked="" type="checkbox"/>

SAVE & CONTINUE



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## BACKGROUND STATISTICS

In which country were you born?	ANTARCTICA, NFD	▼
If born OUTSIDE of AUSTRALIA, In what year did you first arrive in Australia?	None	▼
If you speak a language other than English at your home/family address, what is the main non-English language you speak?	NO OTHER LANGUAGE	▼
Are you the first person in your immediate family (i.e. parents or guardian, brother or sister) to enrol in a degree at a university?	Yes	▼
In which country was each of your parents/guardians born?		
Father:	NONE SELECTED	▼
Mother:	NONE SELECTED	▼
What level of education have your parents/guardians completed?		
Father:	NONE SELECTED	▼
Mother:	NONE SELECTED	▼
What is your parents/guardians present or most recent occupation?		
Father:	NONE SELECTED	▼
Mother:	NONE SELECTED	▼
Are you an Australian Aboriginal or Torres Strait Islander?	Neither Aboriginal nor Torres Strait Islander origin	▼

SAVE & CONTINUE





## MISCELLANEOUS STATISTICS

Within your personal and financial limitations, what kind of accommodation would best suit your needs while attending university?

NONE SELECTED



How will you usually travel to university each day?

NONE SELECTED



SAVE & CONTINUE

## DISABILITY STATISTICS

Do you have some form of disability or long term medical condition that may disadvantage your participation in University life?

Visual Impairment

None



Hearing Impairment

None



Impairment to Mobility

None



Learning Disability

No



Medical Disability

No



Psychiatric Disorder

No



Other

No



Would you like to receive advice on support services equipment and facilities which may assist you?

No



SAVE & CONTINUE




## 6) Photo Upload

- Press skip.
- Your photograph will be taken by partner staff on enrolment day. This will be used for your UOW student ID card.


✓ User Account ✓ Personal Details ✓ Survey **Upload Photo** ✓ Select Offer ✓ HELP Loans ✓ Enrolment ✓ Summary

**INSTRUCTIONS FOR UPLOADING NEW PHOTO**


Please upload a photo for your student ID card. Please refer to the sample photo:




Face unobstructed, natural expression



No shadows on facial features, no glare on glasses



Unnatural expression, tilted head, filter



Too far away, hat obscuring forehead, shadows on face



## 7) Select Offer

- Select the offer for the degree that you want to enrol in.  
If you have two offers, ask staff for assistance
- You will then need to **Confirm** your offer which will activate your course enrolment at UOW.

✓ User Account > ✓ Personal Details > ✓ Survey > Upload Photo > ✓ **Select Offer** > ✓ HELP Loans > ✓ Enrolment > ✓ Summary

**IMPORTANT**

To finish your enrolment, you need to select a course and add your subjects. You may have more than one offer appearing below. Ensure you select the correct course/start session and click to commence the enrolment process. This will change your course status to Active and you will be able to continue with the enrolment process

Adding your subjects may make you liable for fees and charges. If you change your mind after you've finished your enrolment, you will need to withdraw from your existing course and return to this screen and enrol into another course. It is your responsibility to withdraw from the original course to ensure you don't incur a debt for those subjects. To find out more about this process, click the HELP button.

If you cant see a course you were expecting, click the HELP button for more information.

<b>Course</b>	Bachelor of Commerce (SN710)	PSB Academy/On Campus
<b>Major</b>	Management	
<b>Start Session</b>	2017 PSB Trimester 1 (Session Start Date: 02nd January, 2017)	

Click to complete the enrolment process.

## 8) HELP Loans and SA HELP

- You will notice that this tab has already been ticked, you do not need to do anything here.
- **Press skip this step.**

✓ User Account   ✓ Personal Details   ✓ Survey   Upload Photo   ✓ Select Offer   **✓ HELP Loans**   ✓ Enrolment   ✓ Summary

**Course:** SN710 - Bachelor of Commerce

**Campus:** PSB Academy(On Campus)

**Major 1:** Management

### HELP LOAN FORM ✓

**i** You are not eligible for Australian Government Fee Assistance (HELP Loans)

### SA HELP FORM ✓

**i** Australian Government Fee Assistance for the Student Services and Amenities Fee (SA-HELP) not applicable for your course or student type.



## 9) Activate your enrolment

The following tabs must be complete before the Enrolment tab will activate:

- User account
- Personal Details
- Survey
- Select Offer
- HELP Loans

Please check that the above tabs are all ticked.



# 10) Enrolment

**Major Selection (certain courses only)** and **Subject Enrolment** can be completed in this tab.

## Major Maintenance:

- Some courses will allow you to select a major as part of your enrolment.
- You can change this through SOLS at a later date.
- Some courses don't allow you to select a major, so don't worry if you're unable to change it.
- Students can read more about this in the **Familiarise yourself with this process** hover button.

The screenshot displays the enrolment system interface. At the top, a navigation bar includes links for User Account, Personal Details, Survey, Upload Photo, Select Offer, HELP Loans, and Enrolment (which is highlighted). Below the navigation bar, the course details are shown: Course: 710 - Bachelor of Commerce and Campus: Wollongong(On Campus). The main section is titled 'MAJOR MAINTENANCE' and features a blue button labeled 'FAMILIARISE YOURSELF WITH THIS PROCESS'. Below this, there are two columns for 'MAJOR 1' and 'MAJOR 2'. Each column has a 'Current Value' field set to 'None Selected' and a 'Select' dropdown menu. At the bottom of the section is a green 'SUBMIT' button.

# 11) Subject Enrolment

- You must enrol in at least one subject.
- Add your subject codes, one at a time, in the **Subject Code** box and click **Add Subject**.
- Make sure the subject location is Singapore Institute of Management and you are choosing the correct session (subject instance).
- Once enrolment is complete, students can add additional subjects or withdraw from subjects via SOLS - Enrolment and Variations.

**ENROLMENT VARIATION** ✓

**Search Subject**

Subject Code

**ADD SUBJECT**

**Enrolled Subjects**

**2017 PSB TRIMESTER 3**

Start date: 21-08-2017

End date: 26-11-2017

Last date to enrol: 03-09-2017

Last date to enrol (need academic approval): 15-09-2017

Last date to withdraw without financial penalty: 18-09-2017 (Census date)

Students should refer to relevant Fee Policy for information on the refund process and eligibility.

Last date to withdraw without academic approval: 03-09-2017

Campus	Subject code	Subject name	Mode	Credit	Class	Status	Withdraw
PSB Academy	<a href="#">ACCYIII</a>	Accounting Fundamentals In Society	On Campus	6	Full Time	Enrolled	<b>WITHDRAW</b>



## 12) Enrolment Summary

- Once you have selected your offer and enrolled in subjects, you have completed the enrolment process.
- Check your enrolment summary carefully to ensure all details are correct.

✓ User Account

✓ Personal Details

✓ Survey

Upload Photo

✓ Select Offer

✓ HELP Loans

✓ Enrolment

✓ Summary

Course: SN710 - Bachelor of Commerce  
Campus: PSB Academy(On Campus)  
Major 1: Management

Click the 'Email Summary' button to email a copy of this summary to your Recovery Email Address (or your UOW email address if you have an active UOW account).  
Allow 1 hour for your user account to be created before attempting to use your UOW email username and password

EMAIL SUMMARY

USER ACCOUNT INFORMATION	
User Name	khc909
UOWmail	khc909@uowmail.edu.au
Recovery Email Address	leonleg@uow.edu.au
Recovery Mobile	0455 555555

PERSONAL DETAILS	
Date of Birth	20-10-1994
Status	Alive
Student Type	International
Country of Origin	SINGAPORE
Citizenship	Singaporean - Not Confirmed
Visa Detail	No Visa Details

Contact Type: Home	
Street	-
Suburb	-
State	-
Country	SINGAPORE
Post Code	469774
Phone (work)	-
Phone (home)	66123939
Mobile	90301028
Fax (work)	-
Fax (home)	-
Personal Email	kiahng1@gmail.com





- From the Summary tab, you can choose to **email a copy of the summary** to your recovery email address. Once you email the summary, you can no longer log in to the new enrolment system.
- You might want to consider taking a photograph with your phone.

COURSE						
Course	710 Bachelor of Commerce					
Major 1	Management					

UNSPECIFIED ADVANCED STANDING						
100 Level	200 Level	300 Level	400 Level	600 Level	800 Level	900 Level
24	0	0	0	0	0	0

SPECIFIED ADVANCED STANDING	
No Specified Credits	

ENROLMENT INFORMATION					
Campus: PSB Academy					
Year	Session	Subject	Subject Name	Status	Credits
2017	PSB Trimester 3 (21-08-2017)	ACCV111	Accounting Fundamentals In Society	Enrolled	6

BILLING INFORMATION		
Year	Session	Billing Type
2017	PSB Trimester 3 (21-08-2017 to 26-11-2017)	Fee paying international student - ITC

STUDY LOAD SESSION		
Year	Session	EFTS
2017	PSB Trimester 3 (21-08-2017 to 26-11-2017)	0.125000000

[EMAIL SUMMARY](#)



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## **Congratulations!**

You have now completed your enrolment.

If you have any questions please speak with the admin team at your partner institution



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