

Tutorial Enrolment

These instructions **ONLY** apply if you have been told you have the option to enrol in your own classes.

Please enrol in your tutorials via SOLS by following the instructions below.

NOTE: Insufficient enrolments may result in the closing of a tutorial in the first two weeks of classes. This rarely occurs, however if it is the case, students will be redistributed to other tutorials.

STEP 1: Logon to SOLS using your **Username** and **Password**.

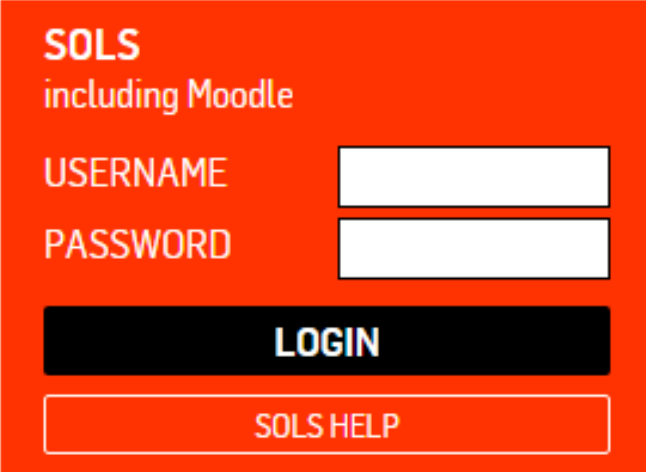
NOTE: It takes 24 hours for your username and password to use after you have enrolled in your subjects.

Below is the web address for the logon page:

www.uow.edu.au/student/index.html

If you are a new student, you may need to enter some details before proceeding to the next step.

STEP 2: Click
"Tutorial Enrolment"



SOLS
including Moodle

USERNAME

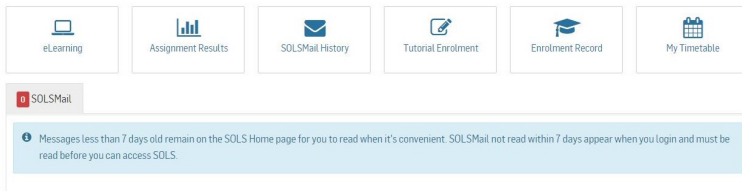
PASSWORD

LOGIN

SOLS HELP

MY SOLS

- Expand All
- SOLS Home
- Current Session
- eLearning
- eLearning Details
- Assignment Results
- SOLSMail History
- Academic Consideration
- Textbook Information
- Supplementary Assessment
- Student Forms
- Enrolment
 - Tutorial Enrolment
 - Enrolment Record
 - Enrolment and Variations
 - Print Enrolment Record
 - Major Maintenance
- Timetable



eLearning Assignment Results SOLSMail History Tutorial Enrolment Enrolment Record My Timetable

SOLSMail

Messages less than 7 days old remain on the SOLS Home page for you to read when it's convenient. SOLSMail not read within 7 days appear when you login and must be read before you can access SOLS.

SHOW MY TIMETABLE

STEP 3: LECTURES

This page indicates when your classes will be open to enrol in. You will need to wait until the class opens if you have logged on too early.

Once your lecture group is opened, you must enrol in the lecture for each subject. Click on "Lecture".

WUCBI03 - ACCOUNTING FUNDAMENTALS IN SOCIETY	
Lecture	- First group to open from 07-09-2015 19:24
Tutorial	- First group to open from 07-09-2015 19:24

WUCBI12 - MACROECONOMIC ESSENTIALS FOR BUSINESS	
Lecture	- First group to open from 07-09-2015 19:32
Tutorial	- First group to open from 07-09-2015 19:32

WUCBI21 - QUANTITATIVE METHODS	
Lecture	- First group to open from 07-09-2015 19:34
Tutorial	- First group to open from 07-09-2015 19:34

STEP 4: LECTURES

Click the Lecture for your subject.

Time/Day	Monday	Tuesday	Wednesday
07:30			
08:00			
08:30			
09:00			
09:30	Available UOWC Sum - WUCBI03 Lecture: Accounting Fundamentals L Weeks:		
10:00			
10:30			
11:00			
11:30			
12:00			
12:30			

STEP 5: LECTURES

Now click on "Enrol Now".

TUTORIAL INFORMATION	
Name	Accounting Fundamentals L
Enrolment Period	From: 07-Sep-2015 19:24 To: 07-Sep-2016 19:26
Maximum Places	18
Available Places	18
Description	N/A

Location	Frequency	Day	Start Time	End Time
Wk1-4 in 21.115, Wk5-12 in 19.1084	Weekly	Mon	9:30	12:30



ENROL NOW



PREVIOUS

Repeat Step 3 to 5 for the other subjects so that you are enrolled in ALL the Lectures for your subjects.

STEP 6: TUTORIALS

Once the tutorial group is opened, you must enrol in a tutorial and/or computer lab for each of your subjects. Click "Tutorial" under one of the subjects.





WUCB103 - ACCOUNTING FUNDAMENTALS IN SOCIETY	
Lecture	- First group to open from 07-09-2015 19:24 
Tutorial	- First group to open from 07-09-2015 19:24 

WUCB112 - MACROECONOMIC ESSENTIALS FOR BUSINESS	
Lecture	- First group to open from 07-09-2015 19:32 
Tutorial	- First group to open from 07-09-2015 19:32 

STEP 7: TUTORIALS The tutorials options for that subject will now appear. Click on the option you would like to enrol in. You can only enrol in the **YELLOW** options. Do not click on a tutorial that will clash with another of your classes (eg lecture or other tutorial). You will need to confirm your choice by clicking "Enrol Now".

If the tutorial group / class is highlighted in:

- **Pink** - The selection is full and you need to make another choice.
- **Green** - Selection is not open yet, or has already closed. Check the top of the screen.
- **Purple** - Current selection.
- **Yellow** - Selection is open and this option is available - You can select it now.

Time/Day	Monday	Tuesday	Wednesday
07:30			
08:00			
08:30			
09:00			
09:30			
10:00			
10:30			
11:00			
11:30			
12:00			
12:30			
13:00			
13:30			
13:30	Available  LDWC Sum: WUCB103 Tut: Accounting Fundamentals T1 Weeks: 		
14:00			
14:30			
15:00			
15:30			
15:30	Available  LDWC Sum: WUCB103 Tut: Accounting Fundamentals T2 Weeks: 		
16:00			
16:30			
17:00			

TUTORIAL INFORMATION	
Name	Accounting Fundamentals T1
Enrolment Period	From: 07-Sep-2015 19:24 To: 07-Sep-2016 19:28
Maximum Places	18
Available Places	18
Description	N/A

Location	Frequency	Day	Start Time	End Time
Wk 1-4 in 19.10B7, Wk 5-12 in 19.10B3	Weekly	Mon	13:30	15:30

ENROL NOW

PREVIOUS

Repeat Steps 6 and 7 for the other subjects so that you are enrolled in a Tutorial and/or Computer Lab for all of your subjects.

TUTORIAL/PRACTICAL ENROLMENT

Enrolling via this system does not guarantee a position in the group as the final allocation is determined by the Faculty. If you withdraw from a SUBJECT, you will automatically be withdrawn from any Groups you are enrolled in for that subject. Timetable information on this page is only for the groups that appear on this page. Click on the Subject Timetable link on the SOLS main menu to view full timetable

SHOW MY TIMETABLE

STEP 8: . Once you have selected all classes for your subjects, click “Show my Timetable”. Your timetable will then show all your classes (a sample is to the right). All the classes that you have enrolled in will appear in purple.

Print out your timetable and take it to your next class.

WUCB104 - ACCOUNTING IN ORGANISATIONS	
Lecture(enrolled - view details, transfer or withdraw)	↕
Tutorial(enrolled - view details, transfer or withdraw)	↕

WUCB105 - INTRODUCTORY PRINCIPLES OF FINANCE	
Lecture(enrolled - view details, transfer or withdraw)	↕
Tutorial(enrolled - view details, transfer or withdraw)	↕

SAMPLE TIMETABLE

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
07:30					
08:00					
08:30		Enrolled 1 UOWC Sum - WUCB112 Lecture: Macroeconomics L Weeks:		Enrolled 1 UOWC Sum - WUCB104 Lecture: Accounting in Organisat L Weeks:	
09:00					
09:30					
10:00					
10:30			Enrolled 1 UOWC Sum - WUCB105 Tut: Intro to Finance T1 Weeks:	Enrolled 1 UOWC Sum - WUCB104 Tut: Accounting in Organisat T1 Weeks:	
11:00					
11:30					
12:00					
12:30				Enrolled 1 UOWC Sum - WUCB104 Tut: Accounting in Organisat T1 Weeks:	
13:00					