

UTS enrolment guide for new students

U@Uni Academy students only



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Summary of enrolment process for new students

Offer → Acceptance → Enrolment



Students	Starting Points	Steps required completion
New U/G domestic students	Go to MyStudent Admin	<ul style="list-style-type: none"> - Step 1 – My Offer - Step 2 – Contact Details - Step 3 – Personal Details - Step 4 – Government Assistance (for Australian citizens) - Step 5 – Enrol in Subjects

Introduction

The **Welcome to University of Technology Sydney (UTS) online enrolment process**. This step by step guide will show you how to:

1. View your UTS offer
2. Enrol in your subjects
3. Create your timetable

What do I need?

Before you begin, make sure you have the following:

- Your UTS offer
- Your postal address and your emergency contact details
- Your Unique Student Identifier
- Your Tax File Number *(if you're applying for Commonwealth Assistance)*

How can I get help?

If you need help, you can:

- refer to [UTS Handbook](#) to get to know your course
- read [How to Enrol](#) to resolve any enrolment issues
- submit an [e-Request](#)
- Call, visit or email the Student Centre. Contact information and opening hours are available at ask.uts.edu.au

Other important information

Orientation	As a new student, you are required to attend activities during the Orientation period
Student ID	Your Student ID card enables you to gain access to the University library and other campus facilities. If you fail to collect your Student ID card before the last day to enrol , you may be at risk of being withdrawn from your course.
UTS Canvas	UTS Canvas is used by students and academics for enrolled subject related communications, for sharing, storing and accessing subject materials and for delivering assessment tasks.
Multi-factor authentication (MFA)	Before you can access UTS systems, you'll need to set up multi-factor authentication (MFA) for your UTS user account. MFA protects your account from unauthorised access and enables secure and easy access to UTS systems using single sign-on. Go to login.uts.edu.au now to set up your MFA.

STEP 1: Select your offer

STEP 1 My Offers

1. Login to **My Student Admin** by using the link.
<https://onestopadmin.uts.edu.au/eStudent/login.aspx>

Note - To access My Student Admin, you'll need to use your new UTS Student ID (available in your offer email) and the password you created in the UTS Student Portal. Can't remember your password? Click the 'Forgot Password' link and follow the steps to reset

2. Click **Offers** tab along the top menu

UTS: myStudentAdmin Welcome [User Name]

News Personal Applications **Offers** Invoice Govt Forms Subjects Exams Results Scholarships Agreements

STEP 1 My Offers STEP 2 Contact Details STEP 3 Personal Details STEP 4 Government Assistance STEP 5 Enrol in Subjects STEP 6 Create Timetable

Offers

Welcome to My Student Admin!

You need to complete these enrolment steps before you can start studying at UTS.

- Accept or Defer your Offer
- Check/update contact and personal details
- Complete Commonwealth Assistance Form (if applicable)
- Enrol in subjects
- Create your timetable

Start

3. Click **Start**.
4. Select your offer.
5. Click **Continue**.

Offers

Select the course in which you wish to enrol at UTS and click 'Continue' to view your offer details.


	Course	Title	Ver	Offer Status	Offer Lapse Date	Application Status	Year	Session	Attendance Mode	Loc
	C04273	Master of Engineering Master of Engineering Management	1	Offered	27-Mar-2017	Qualified	2017	Autumn Session	Internal	City cam

Back Continue

6. If you are eligible and wish to defer your offer, click **Defer** and go to Domestic Student – *Deferring your Offer*, page 5. Otherwise, click **Accept** to continue.

Offers > Offer Details


Course	C04286 Master of Human Resource Management Ver 1
Offer Status	Offered
Offer Lapse Date	27/03/2017
Start Availability	2017 Autumn Session City campus, No 1 - Autumn Session
Availability Start Date	20/03/2017
Study Load	Full Time
Attendance Mode	Internal
Study Mode	Standard
Fee Liability	International

 **'Accept'** to continue and enrol, or **'Defer'** to accept and postpone your study for 1 year.



7. The next screen will show confirmation of accepting your course. Click Continue and go to *Your Contact Details*, page 6.

Offers > Change Details Confirmation

 Your Offer for C04286 - Master of Human Resource Management has been accepted.



Domestic Student – Deferring your Offer

1. Click **Defer** to see options for deferring commencement of your course.
IMPORTANT: Ensure you read the [information about deferment](#) before you take further action.
2. Click **Defer** to confirm your course deferment.



Offers > Offer Details

Course	C10265 Bachelor of Design in Photography Ver 4
Admission Centre Course Code	6020650 - Design -Photography&Sit Media Aut
Offer Status	Offered
Offer Lapse Date	1/11/2016
Start Availability	2017 Autumn Session City campus, No 1 - Autumn Session
Availability Start Date	20/03/2017
Study Load	Full Time
Attendance Mode	Internal
Study Mode	Standard
Fee Liability	HECS

Accept to continue and enrol, or **Defer** to accept and postpone your study for 1 year.



3. Log out.

Offers > Change Details Confirmation

✓ The status of your course is now 'Deferred'. As long as you meet the conditions of deferment you are guaranteed an offer to this course next year. Our Admissions team will send a Deferment confirmation letter to the address provided in your application at the start of the session. This will have instructions on how to reactivate your deferred offer for the following year. If you change your mind and decide that you would like to rescind your deferment you need to contact a [UTS Student Centre](#) before the start of session. They will help you through the process and advise you on how to become enrolled.



STEP 2: Your contact details


STEP 2

Contact Details


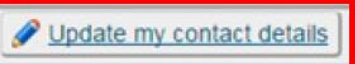

All students must provide an Australian postal address and a contact number. It is essential that you keep these details up-to-date as they will be used for communication between you and UTS.

International students: If you do not have these details yet please leave the default UTS address in place but you **MUST** update these details when you arrive on campus at UTS.


1. Click **Update my contact details**.


 Check that all your details are correct.

Preferred Mailing Address:	
Home Phone:	
Mobile Phone:	-
Other Phones:	-
UTS Email:	
Emergency Contact:	-







 [Back](#)  [Update my contact details](#)  [Continue](#)


2. Click **Change** to add or update the details.


Contact Details  Help


 Below is a summary of your contact details.
You can switch between the categories by clicking on the category tabs, for example, 'Phone Numbers'

Addresses **Phone Numbers** Email Address Emergency Contact

Preferred	Address Type	Address		
 Set as preferred	Session		 Change	 Copy
 Preferred Address	Home		 Change	 Copy

 = this is your preferred mailing address where any correspondence will be sent to.

 Add an address

 Continue

Remember: All fields marked * are mandatory.

If your address is not in the system, you can submit an [Online Enquiry](#) for your address to be manually added.

3. Click **Save** when your address details have been entered.
4. Click Back.
5. Select the Phone Numbers tab.

Note: This step is **mandatory**. All students must provide a contact number. If you are International student you can add your overseas home number and update your record when you have an Australian number.

6. Click Add a phone number.

7. Select the type of phone number in the drop-down menu.
8. Enter your number and any comments.
9. Click **Save**.

Phone Number > Change Details

10. Click **Continue**.

STEP 3: Your personal details

A purple rectangular button with rounded corners. The text 'STEP 3' is at the top, and 'Personal Details' is below it, both in white sans-serif font.

Here you will:

1. Outline and register your disability, impairment or long-term medical condition details with the University.
2. Complete your Citizenship and Residency details.
3. Complete your Cultural details.
4. Click Continue.

Your Unique Student Identifier

The USI is a single identifier of a student's education journey, for life. The USI is a 10-character alphanumeric code and is a requirement of the Australian Government for all students undertaking tertiary study.

You can create or find your USI at usi.gov.au/students

Enter your USI into the text box and click Continue.

You can read more information about the USI on our [website](#).

Domestic students continue to *Government Assistance*.
International students go to *Enrol in Subjects*.

STEP 4: Government assistance



HECS-HELP - Commonwealth Supported U/G students (Australian citizens)

FEE-HELP - P/G full fee-paying students not studying overseas (Australian citizens)

1. Click **Submit a Commonwealth Assistance Form** to complete the form.

UTS: myStudentAdmin Welcome [User Name]

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Request for Commonwealth Support and HECS-HELP (eCAF)

This form is mandatory and needs to be submitted before you can enrol even if you intend to pay your fees upfront.

Tax File Number (TFN)
To defer your fees to HECS-HELP, you must quote your TFN. If you wish to defer your fees and are applying for a TFN, indicate 'Full Upfront Payment' in the eCAF. Then as soon as possible and before the session's [census date](#), submit your 'Certificate of Application for TFN' to your Student Centre and we will amend your payment option to eligible to defer.

Permanent Residents (non Humanitarian) and students waiting for Australian citizenship
Fill in the eCAF with your current citizenship status. As soon as your citizenship status changes, go to your Student Centre with your proof of change and we will update it. Then if you want to change your payment option, you must submit a new eCAF with your TFN.

SA-HELP
You are also liable for a 'Student Services & Amenities Fee', which is charged in both Autumn and Spring sessions. If you are an Australian citizen or the holder of a Permanent Humanitarian visa you are eligible to defer this fee. To do this you must submit a second form – 'Request for SA-HELP assistance'.

Back Submit a Commonwealth Assistance Form Need Help?

2. You will notice Questions 1 to 6 have been pre-filled. Complete **Question 7 to 12** with your details.
3. Click **Submit** when you are sure all details are entered and correct.

FEE-HELP / HECS-HELP

1. Click FEE-HELP/HECS-HELP Form to complete the form.

The screenshot shows the UTS: myStudentAdmin interface. At the top, there is a navigation menu with options: News, Personal, Applications, Offers, Invoice, Govt Forms, Subjects, Exams, Results, Scholarships, and Agreements. Below the menu is a progress bar with six steps: STEP 1 My Offers, STEP 2 Contact Details, STEP 3 Personal Details, STEP 4 Government Assistance, STEP 5 Enrol in Subjects, and STEP 6 Create Timetable. The 'Request for FEE-HELP assistance' section is titled 'Electronic Commonwealth Assistance Form (eCAF) for Domestic Fee Paying Students'. It includes a note '(This Step is Optional)' and sections for 'Deferment Tuition Fees', 'Multiple Courses', 'Valid eCAF', and 'SA-HELP'. At the bottom, there are buttons for 'Back', 'FEE-HELP Form', 'SA-HELP Form', 'Skip to the next step', and 'Need Help?'. The 'FEE-HELP Form' button is highlighted with a red box.

2. You will notice Question 1 to 6 have been pre-filled. Complete **Question 7 to 11** with your details.
3. Click **Submit** when you are sure all details are entered and correct.

SA-HELP form (Student Services and Amenities Fees)

1. Click on SA-HELP Form and complete the form.
2. You will notice Question 1 to 6 have been pre-filled. Complete **Question 7 to 10** with your details.
3. Click **Submit** when you are sure all details are entered and correct.

STEP 5: Enrol in subjects



Recognition of Prior Learning

For further information on RPL view the [RPL](#) website.

1. Click **Continue**.



Credit Recognition

If you have undertaken previous studies at another institution you may be eligible for credit recognition (sometimes called 'recognition of prior learning' or 'exemption' or 'advanced standing'). To apply for credit recognition please see [Applying for credit recognition for further details](#).
For international students: If you have received credit recognition as part of your Letter of Offer, please continue to enrol online.



Enrol in your subjects

All students are encouraged to follow the course structure within their course program.

International students must enrol in a total of 24 credit points for each Autumn & Spring session

1. Click **Enrol in Subjects**.



Current Enrolments > Enrolment Details

i You must enrol in all the subjects you intend to undertake for the **full year** if you're commencing in the first half year.

You are not currently enrolled in any subjects for your course.



2. Select the box to indicate you have read the Institution Term and Conditions. Click **Save**.

Institution Terms and Conditions (Version: 004)

Please read and indicate your agreement to the institution Terms and Conditions for the following course: C04018 - Master of Business Administration

Student Declaration

1. I accept, will comply with, and be bound by the UTS Act, By-Law, Student and Related Rules and Policies located at [UTS: Legislation, Rules and Policies website](#).
2. I am responsible for any UTS equipment and facilities that I use and I agree to pay for the repair or replacement of equipment or facilities damaged or lost while in my possession or use.
3. I am responsible for:
 - a. providing accurate and complete information for the purpose of enrolling at UTS, and
 - b. providing my bank accounts details, if required by UTS, for the processing of refunds and payments from UTS.
4. I am responsible for, immediately, or within no more than five working days:
 - a. updating my contact details through my online access via MyStudentAdmin, and
 - b. notifying the appropriate UTS office and/or Student Centre of:
 - i. a change to my personal and/or contact information, and/or
 - ii. a change to my circumstances which might adversely affect the status of my enrolment or course progression.
5. I understand and agree that UTS depends on the accuracy of any information provided by me before and during my enrolment at UTS and UTS is not responsible or liable for any errors resulting from inaccurate information provided by me.

I have read and understood the conditions above and agree to them while I am a student enrolled at UTS

Study Plan Details

A Study Plan is a list of the subjects that must be completed in order to qualify for the course award.

When you first enter this page, you will notice a yellow message pop up advising you to enrol into subjects within your course program.

Study Plan Details

C04286 - Master of Human Resource Management
 2017, Autumn Session, City campus, Internal

There are **9 subjects** available for enrolment.
 If you are not able to enrol in a core subject please sub

[Show available subjects and options only](#)

Important Note: You must enrol in subjects as advised within the Course Program.

The Course Program provides the subject sequence that **should** be undertaken each session for correct progression through your course.

Use the Course Program to look up your subjects and then find them in your Study Plan to proceed with enrolment.

If these subjects are unavailable, or the Course Program does not provide adequate information please contact your Student Centre for information.

C04286 - Master of Human Resource Management

STM90939 - Human Resource Management stream

1. Click **Course Program** to view the structure of your degree in [UTS Handbook](#). The course program will help recommend the sequences of subjects in which you need to enrol.

In the example below let's assume the student is starting in the first year in the Autumn session. For the first session they will need to enrol into the following subjects 23706, 21878, 25742 and 22747.

Course program

Typical full-time and part-time programs are provided below, showing a suggested study sequence for students undertaking the course with Autumn session commencement. Most of the subjects are offered in both Autumn and Spring sessions.

Detailed course programs are available at [study plan management](#).

Autumn commencing, full time

Year 1

Autumn session

23706 Economics for Management	6cp
21878 Organisational Dialogue: Theory and Practice	6cp
25742 Financial Management	6cp
22747 Accounting for Managerial Decisions	6cp

2. Go back to **Subjects tab - Study Plan Details** screen in My Student Admin.
3. Subjects showing **Enrol?** are available for enrolment.
4. Check the Tick box **Enrol?** For the subject you wish to enrol into.

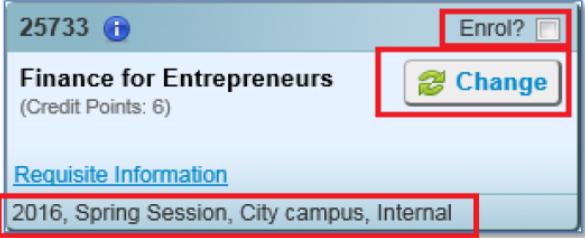


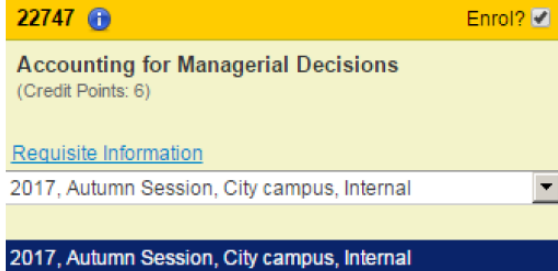

Note: You can enrol into multiple subjects at one time.

The screenshot shows a subject card for '22747 Accounting for Managerial Decisions' with 6 credit points. The card has a blue header and a light blue body. In the top right corner, there is a red-bordered box containing the text 'Enrol?' followed by an unchecked checkbox. Below the subject name and credit points, there is a white dropdown menu with a downward arrow, also highlighted with a red border.

5. This will turn the subject box yellow and display a drop down of subject availabilities if the subject is running in more than one session.

Note: Subject availability means a subject may be available for enrolment in different sessions and modes. (See below for examples). When the availability is 'locked in', it means the subject is only available in one session for the academic year.

The screenshot shows a subject card for '85302 Interdisciplinary Lab B' with 6 credit points. The card has a yellow header and a light yellow body. In the top right corner, there is a red-bordered box containing the text 'Enrol?' followed by a checked checkbox. Below the subject name and credit points, there is a blue link for 'Requisite Information'. At the bottom, there is a white dropdown menu with a downward arrow, highlighted with a red border. The dropdown menu is open, showing two options: '2017, Autumn Session, City campus, Internal' and '2017, Summer Session, City campus, Block', with the second option highlighted in blue.

Session and mode descriptions	
<p>The Change button allows you to select an alternative subject.</p>	
<p>Subjects with Planned status are NOT available for selection (Planned subjects are only shown when you left 'Show available subjects and options only' unticked). Reasons include (and are not limited to): pre-requisites not met, subject has reached its quota, or is currently not timetabled.</p> <p>Note: You may check current pre-requisites set up in the system by clicking Requisite Information.</p>	
<p>Block Mode: involves an intensive period of study in classes scheduled over one or more weeks of the teaching session.</p>	
<p>Internal also known as Standard attendance mode; involves attendance at weekly, on-campus classes over a session.</p>	
<p>Distance (off-campus) mode; students are provided with materials that they work through in their own time, supported by online and print materials, and possibly one or two face-to-face sessions.</p>	
<p>Unavailable subject; if a subject is unavailable the reason will be shown.</p> <p>The following image illustrates the subject's enrolment quota has been reached - meaning the subject is currently full.</p> <p>If the subject you need to enrol into is a core subject part of your study plan sequence for that session and it is currently full, send in an eRequest to the Student Centre</p>	

6. When you have chosen your subjects for enrolment, click **Enrol** to continue the process

The screenshot displays two sections of subject selection. The first section, 'STM90939 - Human Resource Management stream', contains six subject cards. Cards for 21702 (Industrial Relations) and 21720 (Human Resource Management) have green checkmarks and 'Enrol?' buttons with checkmarks. Card 21724 (Human Resource Strategy) has a red 'X' and a 'Requisite Information' link. Cards 21760 (Performance and Talent Management) and 21927 (Management Research Project (Capstone)) have 'Enrol?' buttons with squares. The second section, 'STM90930 - Core subjects', shows three subject cards: 21919 (Business Models and Strategic Planning), 21928 (People, Work and Employment), and 21931 (Research and Project Management Skills), all with 'Enrol?' buttons and squares. At the bottom, there are navigation buttons: 'Back', 'Review enrolled subjects', 'Enrol', and 'Need Help?'.

Confirm your enrolment

1. Review **Potential Enrolment** list.

Potential Enrolment List

Listed below are all the subjects currently in your Potential Enrolment list. You can enrol in these subjects by clicking the 'Confirm Enrolment' button, or change any subjects by clicking the 'Back' button.

The screenshot shows a list of subject cards in the Potential Enrolment List. Each card includes the subject ID, name, credit points, and session details. The subjects listed are: 21919 (Business Models and Strategic Planning), 21928 (People, Work and Employment), 21702 (Industrial Relations), 21720 (Human Resource Management), and 21760 (Performance and Talent Management). Each card has an 'Enrol?' button with a checkmark.


By clicking "Confirm Enrolment" you are liable for tuition fees for each listed subject in which you enrol.

Navigation buttons: 'Back' and 'Confirm Enrolment' (highlighted with a red box).

- Click **Confirm Enrolment** to finalise the process.

Note: You may receive the following error message, if you do not follow the course program structure. To resolve this issue, go back to the course program and check what subjects you need to enrol into for the correct session


Potential Enrolment List

 Listed below are all the subjects currently in your Potential Enrolment list.
You can enrol in these subjects by clicking the 'Confirm Enrolment' button, or change any subjects by clicking the 'Back' button.






25705 	Planned
Financial Modelling and Analysis (Credit Points: 6)	
<ul style="list-style-type: none"> • Pre-requisites have not been met: 25742 - Financial Management Or 25746 - Financial Management: Concepts and Applications 	
Hide Requisite Information	
2017, Autumn Session, City campus, Internal	
25721 	Planned
Investment Management (Credit Points: 6)	
<ul style="list-style-type: none"> • Pre-requisites have not been met: 25742 - Financial Management Or 25746 - Financial Management: Concepts and Applications Or 25741 - Capital Markets 	
Hide Requisite Information	
2017, Autumn Session, City campus, Internal	

- Following successful enrolment of your subjects you will be redirected to the **Current Enrolments** page. You will see the following confirmation page.

Current Enrolments > Enrolment Details

 5 subject(s) have been successfully enrolled out of a total of 5 selected subject(s).

Year	Session	Location	Subject No.	Title	Credit Points	Census Date
2017	Autumn Session	City campus	21720	Human Resource Management	6.0	10 Apr 2017
2017	Autumn Session	City campus	21919	Business Models and Strategic Planning	6.0	10 Apr 2017
2017	Autumn Session	City campus	21928	People, Work and Employment	6.0	10 Apr 2017
2017	Spring Session	City campus	21702	Industrial Relations	6.0	25 Aug 2017
2017	Spring Session	City campus	21760	Performance and Talent Management	6.0	25 Aug 2017

 Back |
  Enrol in subjects |
  Withdraw from subjects |
  Continue to create timetable
 Need Help?

- When you have enrolled into your subjects click **Continue to create timetable** to allocate yourself into a class. You will be directed to log into My Timetable which will open in an external tab.