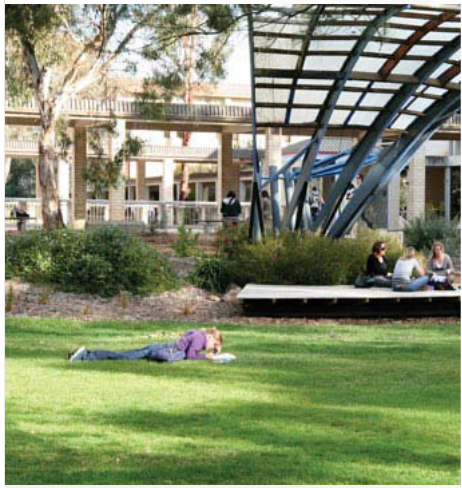
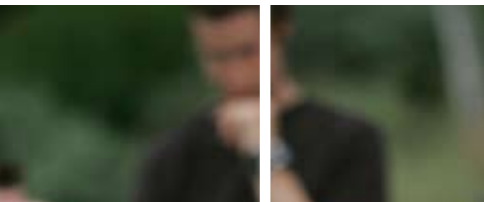




UNIVERSITY OF
CANBERRA
AUSTRALIA'S CAPITAL UNIVERSITY



ENROLMENT GUIDE

CONTENTS

Accepting your offer.....	3
MyUC.....	4
Enrolling on MyUC.....	5
Government Statistics	14
Tutorial Selection.....	18
Statement of Account	20
My Access.....	23
My Details.....	24
Study Tools	25

CONTACTING THE UNIVERSITY



T | 1300 301 727
 F | 02 6201 5040
 E | student.centre@canberra.edu.au

ACCEPTING YOUR OFFER

To accept your offer go online to <http://www.canberra.edu.au/offer>

The University of Canberra's Student Centre can help if you have difficulty accepting your offer online:

- T** 1300 301 727
- F** 02 6201 5040
- E** admissions@canberra.edu.au

DEFERRALS

You cannot defer your offer for postgraduate study. An offer to study as an undergraduate may be deferred for 12 months.

The University of Canberra will confirm, by mail, your request to defer your offer. The University will also contact you when it is time to accept or decline your deferred offer.

ACCESSABILITY OFFICE

Academic and personal support is provided for students with disabilities.

T | 02 6201 2205

We encourage you to seek advice before applying for admission, particularly if you require material in alternative formats.

WHAT IS MYUC?

MyUC is an online student information system. Through MyUC students can view their student records and other personal information stored on the University's student record system. MyUC can also be used to:

- Access UC Student Email, Moodle and other Study Tools
- View current enrolment information and academic history
- Enrol in subjects for future semesters.
- Update personal information including addresses and telephone numbers
- View Library borrower record
- View Internet access account

MyUC can be accessed both on and off-campus; to log in, you just need to accept your offer, have a current user code (your ID number prefixed with a lowercase 'u') and a password.

PASSWORD



If you do not yet have a password, you can obtain one from the Computer Centre Helpdesk or the University Student Centre

T | 02 6201 5500

T | 1300 301 727

BEFORE YOU START

Before enrolling in units on MyUC you must have a valid ID number (e.g.: u1234567), password (see page 4), and must know in which units you need to enrol. Please contact your Course Convener (<http://www.canberra.edu.au/courses>). If you are not comfortable enrolling online for the first time, you may leave your enrolment until orientation week, when University staff will be able to assist you with all aspects of your enrolment.

STEP ONE

Log onto MyUC by opening <http://www.canberra.edu.au/current-students>. Under 'Student Tools' select the MyUC link.

STEP TWO

Enter your username (e.g. u1234567), password and hit 'LOGIN' - ensure your user ID number is prefaced with a lowercase 'u'.



STEP THREE

Click on 'Enrolments & Timetable' from the main menu.



STEP FOUR

Click on Self Enrolment from the menu on the left hand side of the page



STEP FIVE

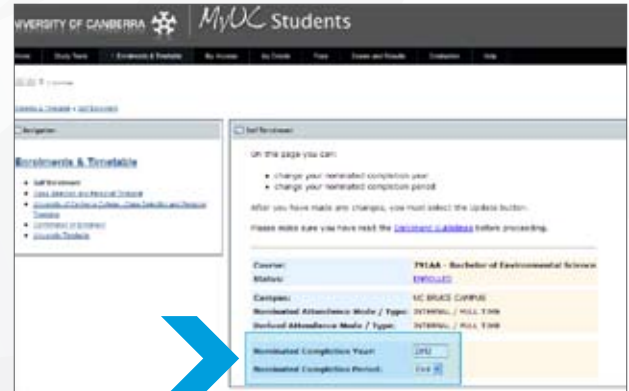
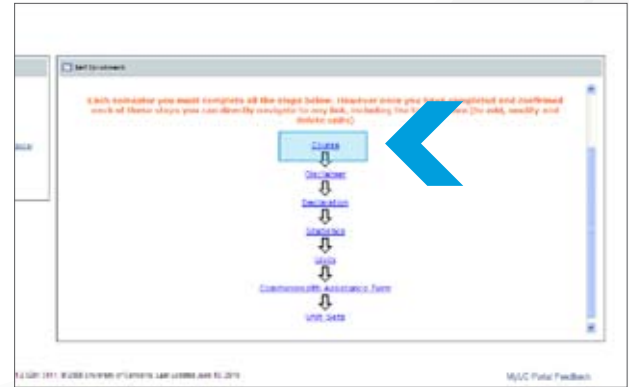
Select the course in which you wish to enrol by clicking on the Course Code - please ensure you are enrolling under the correct degree if you have multiple courses listed.

STEP SIX

At this stage you must confirm your Course Completion Date and your Course details.

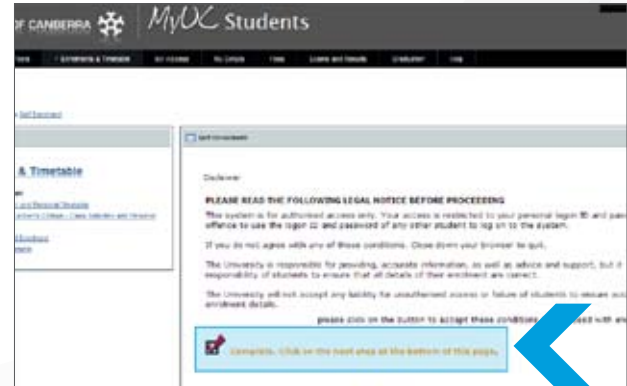
When you are satisfied these details are correct, click 'Submit'. The page will refresh and a red tick will appear at the bottom of the page. You may only proceed when you see this tick - click on the link beside 'Next Step' to continue enrolling. This applies to all steps.

When complete, hit 'Next Step: Disclaimer'.



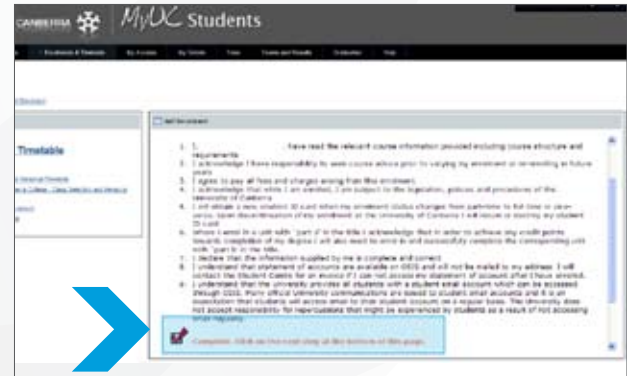
STEP SEVEN

Please read the disclaimer carefully, then click the orange 'Confirm' button. After the red tick appears, select 'Next Step: Declaration'.



STEP EIGHT

Please read the declaration carefully and click the orange 'Confirm' button. The page will refresh— when the red tick appears, scroll down and hit 'Next Step: Government Statistics'.

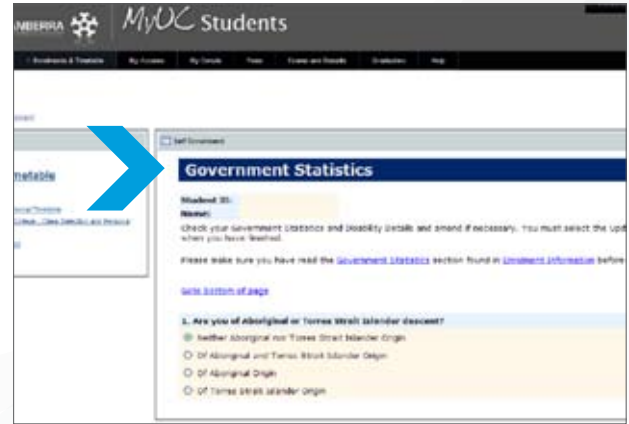


STEP NINE

All students are required to complete a Government Statistics form. Some of the answers have been pre-filled for you, however, please check each answer carefully. If you find any inaccuracies, please contact the Student Centre on 1300 301 727. You **MUST** supply an answer for question 11. Once complete, click 'Confirm'.

This page will then refresh and a red tick will appear. Select 'Next Step: Unit Selection'.

HINT: ** If you were 'Born in Australia', you must also tick 'Never Arrived in Australia'.**



GOVERNMENT STATISTICS



For further information and help with completing the Government Statistics page see pages 14 - 17

STEP TEN

DOMESTIC STUDENTS ONLY - International Students please proceed to question 10.

All new Commonwealth Supported Students (i.e. HECS-HELP students) are required to complete this form (International students need NOT complete this form). You are required to supply your Tax File Number (TFN)— if you do not have a TFN, you must apply for one with the Australian Taxation Office and submit proof of your application to the Student Centre before the end of Week 1.

NOTE: If you are eligible for FEE-HELP, the relevant form will appear on this page. If you wish to apply for FEE-HELP, this form must be completed prior to the Census Date (Friday, Week 4). If you do not wish to apply for a FEE-HELP loan, you are not required to fill out this form. Your fees must be paid by census date if you do not apply for FEE-HELP.

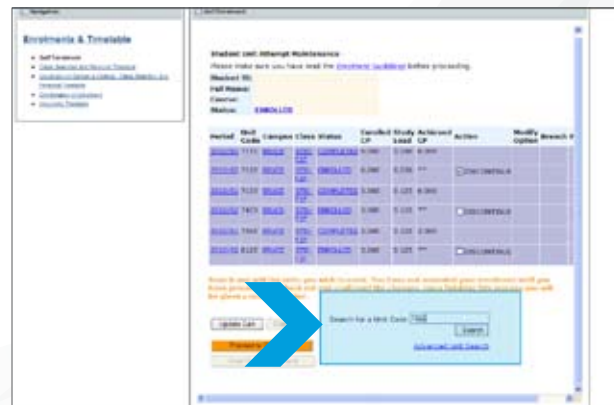
WHAT IS A COMMONWEALTH SUPPORTED PLACE [CSP]



A Commonwealth supported place is a higher education place for which the Commonwealth makes a contribution towards the cost of a student's education. Your offer letter will state whether you have been offered a CSP or not.

STEP ELEVEN

Enter the relevant Unit Code in the 'Unit Search Box'. Once the Unit has been found, tick the 'Add' box and then click 'Add to Cart'. NOTE: Please ensure you have added the correct unit. Repeat Step Ten for all required units and, when complete, please check all items in your cart are correct. When you are satisfied with your unit selection, hit 'Proceed to Check Out'. The screen will refresh and you will be requested to verify that your enrolment is correct— if so, click 'Confirm'

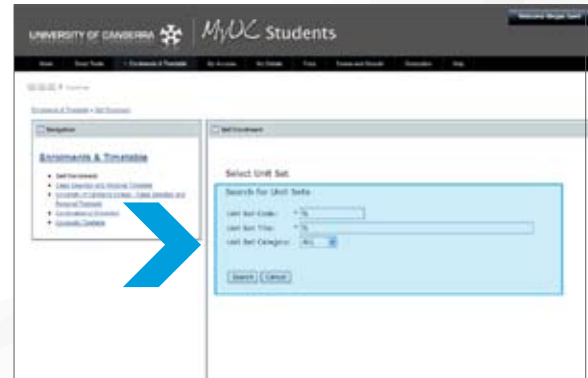


IMPORTANT - Clicking Confirm is vital to completing your enrolment

HINT** If a message appears stating that a unit enrolment attempt is 'Invalid' or has a 'Breach', you will need to apply for a Waiver of Unit Rule—this form can be filled out by clicking on the 'Apply for Waiver' link. Completing this form will allow your unit convener to ensure you are eligible to undertake this unit. On unit convener's approval, this unit will be added to your record by the Enrolments team.

STEP TWELVE

If you are completing a Major and you wish to have this Major listed on your transcript, click on 'Select New Unit Set'. You may then search for your Major by 'Unit Set Code' or 'Unit Set Title'. If you have entered an applicable Major, it should appear on the screen. If you wish to add this as a Major, check the 'Add' box on the right of the screen and then hit the 'Add' button at the bottom of the screen. If you are satisfied with your selection, please hit 'Confirm'. If you are unsure whether you are completing a Major or not, please contact your Course Convener for discussion.



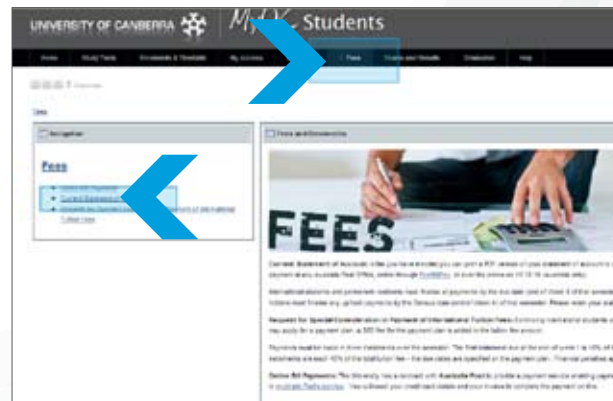
WHAT IS A MAJOR/MINOR?



A major/minor is a set of sequential or related units and may be required or approved as part of the academic requirements of a course. If you have met all the requirements for a major, you must nominate your major under 'Unit Sets' if you would like this major to appear on your academic transcript.

STEP THIRTEEN

All Students— Print a copy of your 'Statement of Account'. If you have successfully completed the previous steps, you **MUST** print a copy of your invoice – even if you are deferring your fees through HECS-HELP. Click on 'FEES' in the top navigation bar, then click on 'Current Statement of Account' and scroll down to the 'Print PDF Version' link.



GOVERNMENT STATISTICS

This form has been developed by the Australian Government for statistical purposes. Some of the answers on this Statistics page have been pre-filled for you based on information previously provided to the University of Canberra by you – please take the time to check all questions have been answered correctly, using the guide below. Please report any inaccuracies to the Student Centre on 1300 301 727.

QUESTION 1 | Chose the option that best describes your situation.

QUESTION 2 & 3 | These questions are display only, as they have been pre-filled based on information previously supplied to the University of Canberra by you.

QUESTIONS 4 & 5 | If you are unsure how to answer these questions, please call 1300 301 727.



The screenshot shows a web browser window titled "Set Session" with a "Government Statistics" header. Below the header, there is a "Student ID:" field with a yellow background. A "Notes:" section contains instructions: "Check your government statistics and disability details and amend if necessary. You must select the Update button when you have finished." and "Please make sure you have read the [Government Statistics](#) section found in [enrolment information](#) before proceeding." Below this is a link: "[View bottom of page](#)". The main question is "1. Are you of Aboriginal or Torres Strait Islander descent?". It has four radio button options: "I am neither Aboriginal nor Torres Strait Islander Origin", "I am of Aboriginal and Torres Strait Islander Origin", "I am of Aboriginal Origin", and "I am of Torres Strait Islander Origin".

QUESTION 6 | If you were 'Born in Australia', please ensure that you have also selected the 'Never arrived in Australia' option. You will be unable to submit this form unless both of these options are selected, should this answer be relevant to you.

If you were not born in Australia, please select the appropriate overseas country from the dropdown menu and type in your year of arrival.

QUESTION 7 | Select the language that you speak at home either from the drop down menu or by selecting English. If your language is not listed on the drop-down menu, please pick the most appropriate language.

Self-Enrolment

6. In what country were you born? When did you arrive in Aust?

Born in Australia

OR

Overseas Country:

Year Of Arrival in Australia:

Never arrived in Australia

7. What language do you speak at home?

English

OR

Other Language:

Overseas Country:

Year Of Arrival in Australia:

OR

Never arrived in Australia

7. What language do you speak at home?

English

OR

Other Language:

8. Where was your permanent home residence during Year 12?

Postcode:

Suburb/Town:

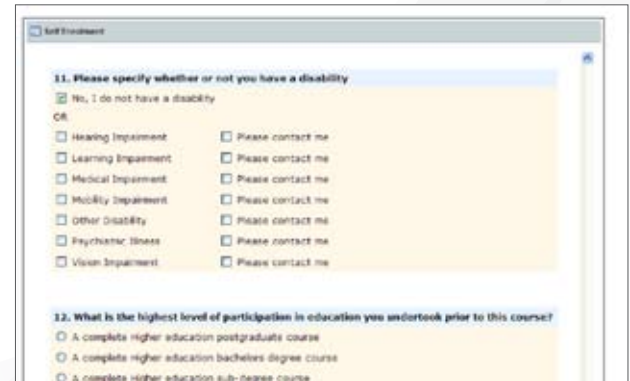
QUESTION 8 | List the postcode for your home residence during Year 12 (or equivalent).

QUESTION 9 | Please provide the details of any previous study you have undertaken.

QUESTION 10 | Please continue to Question 11.

QUESTION 11 | If you do not have a disability, please ensure that you have ticked the first box. If you do have a disability, please ensure that you pick the answer that best describes your situation. You may also wish to register with the AccessAbility Office. For more information on the services provided by the AccessAbility Office, go to <http://www.canberra.edu.au/accessability>, email accessability@canberra.edu.au or call 6201 2205 or 6201 5233.

QUESTION 12 | Select the relevant previous level of study and ensure that you have also stated your 'Last year of enrolment'.



The screenshot shows a web-based survey form titled "Enrolment". Question 11 asks, "Please specify whether or not you have a disability". It has a checked box for "No, I do not have a disability" and a "OR" section with two columns of options: "Hearing Impairment", "Learning Impairment", "Medical Impairment", "Mobility Impairment", "Other Disability", "Psychiatric Illness", and "Vision Impairment", each with a "Please contact me" checkbox. Question 12 asks, "What is the highest level of participation in education you undertook prior to this course?". It has three radio button options: "A complete higher education postgraduate course", "A complete higher education bachelors degree course", and "A complete higher education sub-degree course".

QUESTION 13 | Please specify whether you have completed your final year of secondary education and the last year you were enrolled.

QUESTION 14 | Please select the most relevant answer from the drop down menu in relation to your parent/ guardians highest level of educational participation.

SUBMISSION

To submit this form, please double check your answers, scroll to the bottom of the page and hit 'Submit'. The page will automatically refresh. Please scroll down – if you see a red tick, you may continue on to the next step 'Units'. If a pop-up box appears, please re-enter your answers and hit the 'Submit' button again.

CENSUS DATE



The Census date is the ABSOLUTE deadline to withdraw from Units without incurring a HECS-HELP debt, tuition fees or a WD result, submit a 'Request for Commonwealth support and HECS-HELP' form or HECS-HELP option change, or to submit a 'Request for FEE-HELP Assistance' form. Citizens must finalise all up-front payments by the census date - International Students and Permanent Residents must ensure all fees are finalised by the end of Week 1 to avoid discontinuation. The Census date is important because if your enrolment is not complete by this deadline, you may be discontinued from your course.

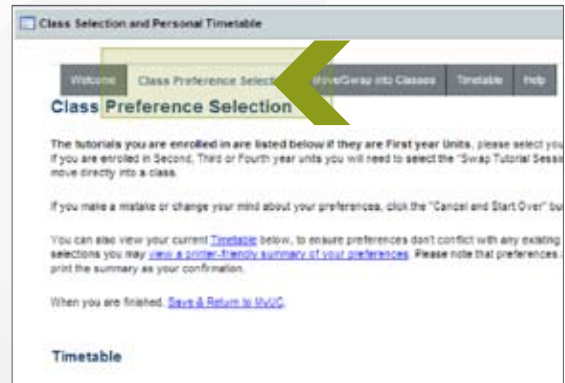
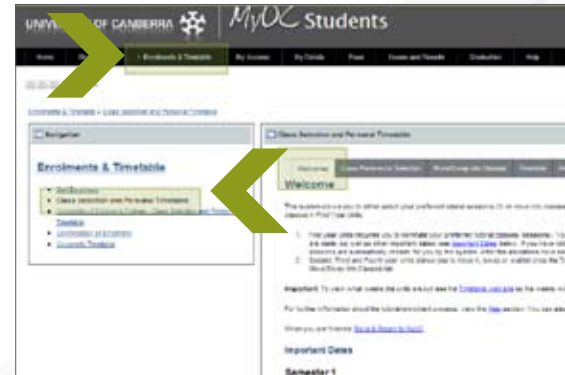
TUTORIAL SELECTION

Units taught at the University of Canberra generally have two or more components - a set weekly lecture and a smaller supplementary class such as a tutorial, practical or computer lab. These supplementary classes may require timetable preferences to be submitted.

STEP ONE | Log into MyUC, go to 'Enrolments & Timetable' and click on 'Class Selection and Personal Timetable'.

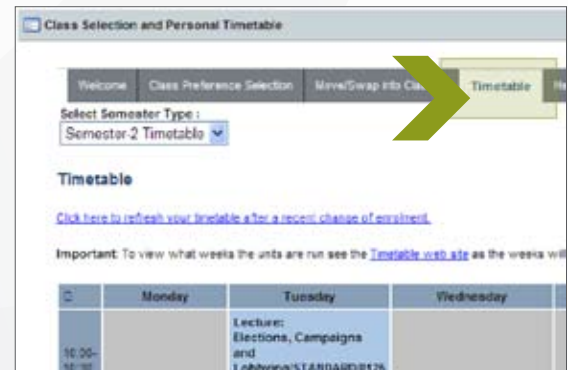
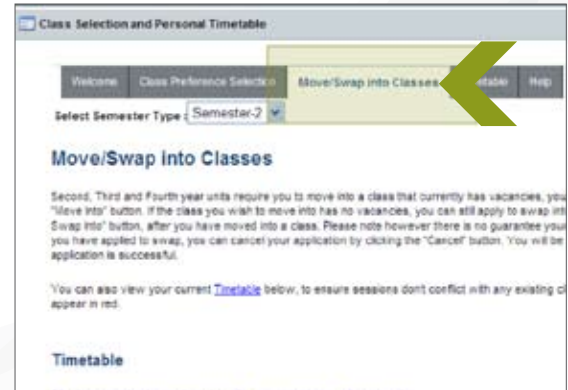
STEP TWO | Click on the 'Welcome' link. Please read this page carefully, as it contains important information for all students.

STEP THREE | Click on the 'Class Preference Selection' link and hit 'Click here to refresh your timetable after a recent change of enrolment.' If a list of classes does not appear with set lectures on the grid at the bottom of the page, your enrolment is incomplete - please return to 'Self Enrolment' in MyUC. To submit preferences for a Unit, scroll down and select the class option that best suits you and hit 'Add First Preference'. Repeat this process for your second, third and fourth preferences.



STEP FOUR | Check 'Move/Swap into Classes' to see if you can move straight into a tutorial - you should only be able to do so after allocations are released, or if you are enrolled in units above first year level. If there are spaces available in the tutorial you wish to enter you will be able to hit the 'Move Into' option. If it is full, the 'Apply to Swap Into' option will appear. Hit this button to apply to move into this class. If/when a vacancy opens up, you may be moved into this class. An email will be sent to your student account informing you of this change. You may ONLY click these buttons if you have already 'Moved Into' a tutorial.

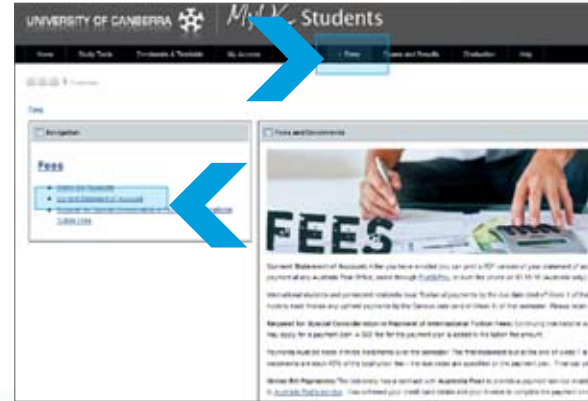
STEP FIVE | If you have 'Moved Into' a class, it will appear on your timetable, which is located in 'Timetable'. If you have 'Submitted Preferences', they will be listed under 'Class Preference Selection'. Information on when preference allocations will be released can be found in the 'Welcome Tab'. If you cannot see your preference after the specified date, hit 'Refresh.'



ABOUT YOUR FEES

STEP ONE | Your 'Statement of Account' will not be mailed to you. It is only available for downloading from MyUC

- Log on to MyUC, click on 'My Studies'
- Go to 'Current Statement of Account'
- Download PDF version and print
- Please action this statement of account accordingly and retain a copy for your records.



IMPORTANT

This service will take a few seconds to load, so make sure you only click on the link once. Please check the details on your statement are correct. If so, print a PDF version of this invoice and use it to pay the Amount Due (or if you wish to make an upfront payment, minimum \$500 to receive the 20% discount (Australian citizens or permanent humanitarian visa holders only) at any Australia Post Office, online through PostBillPay www.postbillpay.com.au, or over the phone on 13 18 16 (Australia only). International students and permanent residents must finalise all payments by the due date (end of Week 1 of that semester). Australian citizens and permanent humanitarian visa holders must finalise any upfront payments by the Census date (end of Week 4) of that semester. Please retain your statement and any receipts as proof of payment.

STEP TWO | If you are an Australian citizen, permanent visa holder or New Zealand citizen with a Commonwealth Supported Place, you must complete a Commonwealth Assistance Form before COB Friday, Week 1 – find this form on MyUC under 'Self Enrolment'. Please ensure that you supply your Tax File Number and select your payment option. Please note, permanent residents and New Zealand citizens may NOT defer their fees using HECS-HELP/ FEE-HELP.

STEP THREE | All upfront payments must be finalised by the due date listed on your Statement of Account.

STEP FOUR | Please refer to the details on the bottom of your Statement of Account for payment options.

STEP FIVE | If you are making an upfront payment, please refer to the total amount due, rather than the assessed amount.

HINT



If you are deferring your entire Student Contribution Amount through HECS -HELP or are using a FEE-HELP loan (Australian citizens only), please print a 'Statement of Account' for your records.

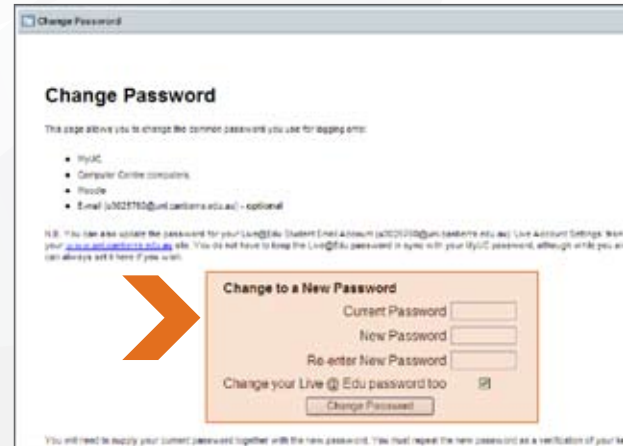
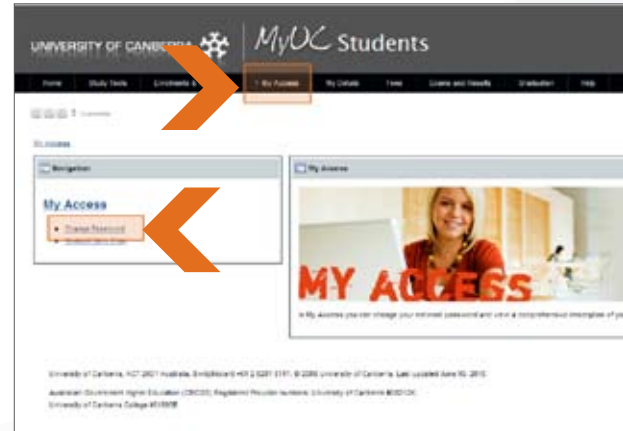
CHANGE PASSWORD

To change your password for MyUC, Moodle and your student email account, log into MyUC. Go to 'My Access' and click on 'Change Password.'



IMPORTANT

You will need to supply your current password together with the new password. The new password is to be chosen as a combination of alphabetic, digits and special characters. It must be eight characters long and contain one of the special printable characters (eg \$ - ! : = _). Normal alphabetic characters are case sensitive "a" is not the same as "A".



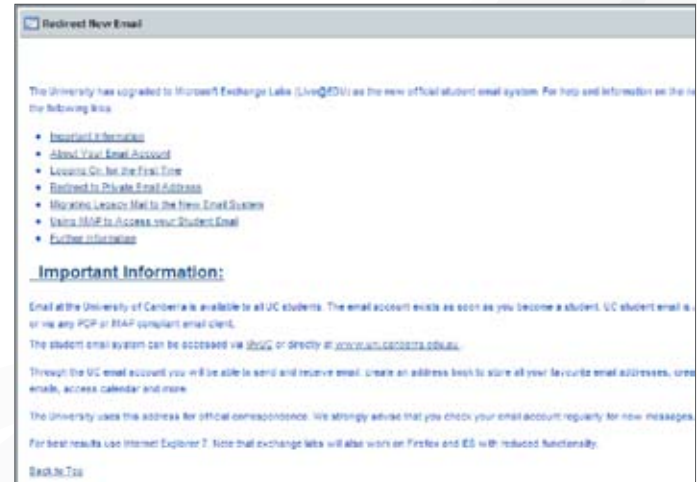
EMAIL ACCOUNT

Email at the University of Canberra is available to all UC Students. You can set up your email address through MyUC, 'Study Tools' tab.

UC Student Email is accessible via a web interface or via POP or IMAP compliant email client. The Student Email system can be accessed via MyUC or directly at www.uni.canberra.edu.au.

Your email address will consist of your studentnumber@uni.canberra.edu.au
e.g. u1234567@uni.canberra.edu.au.

A friendly alias can be available upon request via the service desk (servicedesk@canberra.edu.au or 6201 5500). This is providing the desired address is available and consists of a combination of your real name e.g Tim.Smith@uni.canberra.edu.au.



MY DETAILS

'My Details' in MyUC allows you to check and update your preferred name, address, email address and phone numbers.

The mobile number you list is used for important University SMS messages, including your results on their day of release.

Onshore international students must record their overseas address as their RES-OS address. In accordance with the Federal Education Service for Overseas Students (ESOS) Act 2000 you must also register as a RES-AUS address your local residential address and telephone number and keep them up to date.

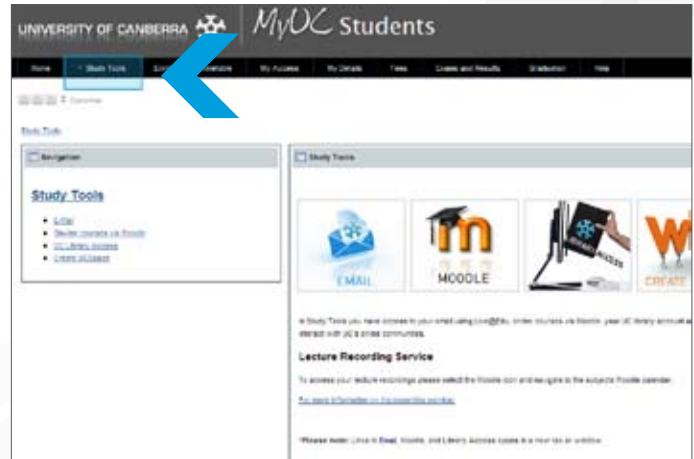
You can also check your course and unit details, advanced standing, current enrolment and lecture timetable through 'My Details.' You can also check your internet and printing credit balances.



STUDY TOOLS

In 'Study Tools' you have access to your email using live@edu, online courses via Moodle, your UC library account and create UC Space where you can use the UC Wiki to interact with UC's online community.

To access your lecture recordings please select the Moodle icon and navigate to the subjects Moodle Calendar.



MOODLE

Moodle (Learn Online) is a collection of web course tools that facilitate teaching and learning on the internet. You can use Moodle if you are formally enrolled in a unit that has a Moodle site and the site has been activated by your lecturer (normally only during teaching weeks).

Log onto Moodle by selecting the Moodle icon in Study Tools on MyUC or going to <http://learnonline.canberra.edu.au/>

