



ONLINE ENROLMENT GUIDELINE

The purpose of this guideline is to provide students with step by step instructions to help with the online enrolment process.

Step 1 – log in:

Open the link https://solss.uow.edu.au/apir/cep_entry.call_main#/login/

The screen below will be visible. There are two options.

1. Login with your student number (available on your offer, or any UOW correspondence), as well as your date of birth; or
2. If you have an active UOW account, you can login using your username and password.

UOW Enrolment

LOG IN WITH STUDENT NUMBER

Student Number: Student Number

Date of Birth: dd/mm/yyyy

LOG IN

LOG IN WITH USERNAME

INSTRUCTIONS

If you are new to UOW and do not have a UOW account, please log in using your student number and date of birth. Your student number is a 7-digit number provided in enrolment details

If you have an active UOW account, you can login using your username and password. If you have forgotten your username or password, check the [User Account Management](#) page for further instructions.

Step 2 – provide your consent

A general consent and disclosure statement will show that must be read, and agreed to. To do this, click on the **I CONSENT** button. If you do not consent, you will not be able to proceed with your enrolment.

Upon request you can access or seek any changes to your information. If you wish to discuss the Consent, please contact the relevant Privacy Officer below:

- If you are a University enrolled student contact privacy-enquiry@uow.edu.au
- If you are a UOW College or UOWD enrolled student contact uowe-privacy@uow.edu.au

Click 'CONSENT' to continue into New Enrolment or Enrolment & Variations. If you do not consent you will not be able to proceed with your Enrolment.

I CONSENT **I DO NOT CONSENT**

A new screen will now load with tabs across the top and bottom of the screen. You must work through these left to right and submit the relevant details for each.

- The tab you are currently on will be **highlighted**.
- When a tab has been **completed** a **tick** will appear.
- Any **incomplete** tab will have a **warning symbol**.

You will not be able to proceed through your enrolment until all the required tabs have been completed.

Step 3 – student user account

It is important to note that you will use **your username** throughout your entire time at UOW.

Your username will be used to access computers, email and internet.

Please note this down e.g., jm845.

A personal email must be entered for password recovery and resets. Your password must meet the requirements as shown in the **blue** text box below.

Please take note of your chosen password. Please also note that if you do not enrol in any subjects, the password will expire after 15 days.

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

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;
- 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 jm845

Recovery Email Address* ✓

Recovery Mobile

New Password* ✓

Confirm Password* ✓

SUBMIT
CLEAR
SHOW PASSWORDS

ⓘ Your new 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. jciti01) or any other personal information.
- Should not be based on a dictionary word.

[Some tips for choosing a good password.](#)

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

If successful, you will receive the following acknowledgement.

✓ Student User Account has been successfully created: jm845.

ⓘ Allow 1 hour for activation of this account.

Next is completing the 'Personal Details' tab.

Step 4 – your personal details

There are multiple sections that will need to be completed on this tab. They are:

1. Personal Details
2. Emergency Contact Details; and
3. Address Contact Details (*both Session Contact and Permanent/Home Contact*)

Please read through the details at the top of the page, ensuring the information provided is correct. When you have completed the required fields, please click on the **CONFIRM** button.

You will see a green tick and text if this is successful (remember to remain on this tab).



Next, at least ONE emergency contact must be provided (to allow contact to be made with other parties) in the event of an emergency involving you.

Input their details including address and phone numbers. Once completed click the **SUBMIT** button.

EMERGENCY CONTACT DETAILS

NAME DETAILS

Title: Ms
First Name: Jane
Last Name: Smith
Relationship: Parent

ADDRESS DETAILS

Country: AUSTRALIA
Street1: 14 University Road
Street2:
Suburb/City: WOLLONGONG
Australian State: NSW
Postcode: 2500

CONTACT DETAILS

Mobile Phone: 0411234789
Home Phone: 4221 3927
Work Phone:

SUBMIT CANCEL

Tick and return text will confirm success. These details can be updated any time via SOLS, and should be kept up to date at all times.

The final personal details section is for your address details which will be used for UOW correspondence.

Your **session address** is where you are living while you are studying. This may be on campus accommodation, shared rental, family etc. Your **Permanent/Home** address is where you are living prior to your course (if you take a leave of absence or when you complete your course).

Your **CURRENT** address will then be set to 'Session' when you enrol.

Please complete BOTH **Session** and **Permanent** address tabs. Note that you can complete either living or mailing and then copy to the other. Also this is where you choose your preferred contact number via a dropdown menu in both tabs.

Mobile	<input type="text"/>
Work	<input type="text"/>
Preferred Phone Contact Number	<div style="border: 1px solid black; padding: 2px;"><p>Select</p><p style="background-color: #0070C0; color: white; margin: 0;">Mobile</p><p>Home</p><p>Work</p><p>Fax</p><p>None</p></div>

Step 5 – survey

This tab involves a **mandatory** survey for student data collection. All pages must be saved to complete the enrolment process (this can then be updated at any time).

START SURVEY

Step 6 - upload your photo

This photo (if correctly uploaded) will be used for your Student ID card (printed at orientation).

You may wear glasses, religious headgear, and can smile. However, please do not use photos with other headgear, filters or bad lighting. The uploaded photo may be full body cropped to the appropriate size if you so wish.

INSTRUCTIONS FOR UPLOADING NEW PHOTO

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



Step 7 - select offer

This page will display offers you have on your record. Please ensure you click the correct course and start date to commence enrolment.

Course	Master of Business (Single Specialisation) (S1528)	Sydney/On Campus
Major	Management	
Start Session	2018 Trimester 3 (Session Start Date: 20th August, 2018)	
Click to commence the enrolment process.		

A pop-up confirmation box will get you to double check the course details before processing.

Step 8 - HELP Loans

This tab is where you choose your billing type. PLEASE read this information carefully (fee options can be complicated and have multiple steps). For additional help you may wish to view the [Domestic Student Fee Help](#) / [International Student Fee Help](#) video prior to completing this step.

HELP LOAN FORM ▲

FAMILIARISE YOURSELF WITH THIS PROCESS

Click to apply for Australian Government Fee Assistance. Note: If your Billing Type is CSS Unconfirmed you must click apply to complete the HECS-HELP form and declare a Billing Type or your enrolment will be cancelled.
Note: Once you enrol in subjects, if you decide to change your Billing Type - you need to login to SOLS and change your Billing Type for the currently enrolled session(s).

Default Billing Type Domestic postgraduate fee-paying
Action **APPLY**

SA HELP FORM ▲

FAMILIARISE YOURSELF WITH THIS PROCESS

Click apply to declare your Payment Option or apply for SA-HELP to assist in paying your Student Services and Amenities Fees

SA Payment Option
Action **APPLY**

The table on the following page shows the billing options for each course.

PLEASE READ BEFORE CONTINUING

Note: FEE-HELP and HECS-HELP are Australian Government loan schemes to help eligible fee-paying students pay their tuition fees.

Step 9 - Billing options

Student Type	Commonwealth support?	HELP Loans?	Billing Options	
Australian Citizen	Yes	Yes	<ul style="list-style-type: none"> • Full Upfront • Partial Upfront + HELP Loan • Full HELP Loan 	<p>Australian Citizens automatically receive a Commonwealth Supported Place (CSP) for all undergraduate, and some postgraduate degrees.</p> <p>If a student has a CSP, it can be used for a HECS-HELP loan to pay all, or part of tuition fees.</p> <p>If a student is not in a CSP, the student can use a FEE-HELP loan to pay all, or part of their tuition fees.</p>
Permanent Humanitarian Visa	Yes	Yes	<ul style="list-style-type: none"> • Full Upfront • Partial Upfront + HELP Loan • Full HELP Loan 	Permanent Humanitarian Visa holders have the same entitlements as Australian Citizens (see above).
NZ Citizens with Special Category Visa	Yes	Yes	<ul style="list-style-type: none"> • Full Upfront 	<p>NZ Citizens who ALSO hold a Special Category Visa have the same entitlement as Australian Citizens (see above).</p> <p>Note: most NZ Citizens will not have this visa type.</p>
NZ Citizens	Yes	No	<ul style="list-style-type: none"> • Full Upfront 	NZ Citizens automatically receive a CSP for all undergraduate degrees (and some postgraduate degrees). However, NZ citizens cannot use HELP Loans to pay tuition fees.
Permanent Resident Visa Holders	Yes	No	<ul style="list-style-type: none"> • Full Upfront 	Permanent Resident visa holders automatically receive a CSP for all undergraduate degrees (and some postgraduate degrees). However, they cannot use HELP Loans to pay tuition fees.
All Other Visa / Citizenship Types	No	No	<ul style="list-style-type: none"> • Full Upfront 	All other visa and citizenship types pay international fee rates, i.e., cannot use HELP Loans.

For HELP eligibility, proof of residency and comprehensive information on the different HELP Loans, please refer to [Study Assist website](#).

More information about your HELP debt is available on the [ATO website](#).

Below is an explanation of different billing types and what they mean.

Billing types

Billing type	What it means	What should students do?
CSS HECS-HELP Loan	Deferring all fees to a HECS-HELP Loan	Provide their Tax File Number (TFN) and permission for UOW to use it.
CSS HECS-HELP Partial	Making a partial upfront payment (minimum \$500) and deferring the balance to a HECS-HELP Loan	Provide TFN permission for the UOW to use it, and make a partial payment by the relevant Census date.
CSS HECS-HELP Upfront	Paying all fees upfront	Make full payment by the relevant Census date.
CSS Unconfirmed	Not a valid billing type	Select a billing type.
CSS Full	You are not eligible for a HELP Loan and must pay in full upfront	Make full payment by the relevant Census date.
DFP FEE-HELP Loan	Deferring all fees to a FEE-HELP Loan	Provide their Tax File Number (TFN) and permission for UOW to use it.
DFP FEE-HELP Partial	Making a partial upfront payment and deferring the balance to a FEE-HELP Loan	Provide their Tax File Number (TFN) and permission for UOW to use it. Make partial payment by the relevant Census date.
Domestic Postgraduate Fee Paying	Paying all fees upfront	Make full payment by the relevant Census date.

You will need to select a billing option for **both HELP LOAN FORM** and **SA HELP FORM**. **SA-Help** is a loan which covers the compulsory [Student Services and Amenities Fee](#).

Please note: you cannot continue to enrol without completing **all** the required sections.

HELP LOAN FORM ✓

FAMILIARISE YOURSELF WITH THIS PROCESS

Click to apply for Australian Government Fee Assistance. Note: If your Billing Type is CSS Unconfirmed you must click apply to complete the HECS-HELP form and declare a Billing Type or your enrolment will be cancelled.
Note: Once you enrol in subjects, if you decide to change your Billing Type - you need to login to SOLS and change your Billing Type for the currently enrolled session(s).

Default Billing Type: DFP FEE-HELP Loan
Form Last Updated: 07-09-2018 12:25:08 PM
Action: APPLY

SA HELP FORM ⚠

FAMILIARISE YOURSELF WITH THIS PROCESS

Click apply to declare your Payment Option or apply for SA-HELP to assist in paying your Student Services and Amenities Fees

SA Payment Option
Action: APPLY

When a tab has been **completed** a **tick** will appear. Any **incomplete** tab will have a **warning symbol**.

Step 10 - enrolment

Now it is time to enrol in your subjects for your first session.

Course: 1433 - Master of Business Administration
Campus: Wollongong(On Campus)

MAJOR MAINTENANCE ▾

Major Maintenance is not available to you.

ENROLMENT VARIATION ▲ ▾

To finish your enrolment, you must enrol in at least one subject. Check the Major Maintenance Tab above to see whether you can select a major to have default subjects appear.

Some subjects may have pre-requisites which need to be satisfied. If this is the case, your enrolment record will show a provisional enrolment in one or more of your subjects and you should seek academic advice before starting your classes.

Search Subject

Subject Code **ADD SUBJECT**

No valid enrolment record to display.

Default subjects will appear for some courses. Otherwise please visit our [Get Started](#) page for our [First Year Enrolment Guides](#). You will need to enter each subject code individually.

Search Subject

Subject Code **ADD SUBJECT**

Some subjects are offered in more than one session. Make sure that the correct start date is checked and then click 'Add Subject' button.

Subject: MBA 901 Accounting For Managerial Decision-making **LIST SUBJECTS IN ALL CAMPUS**

Campus: Wollongong

Session	Mode	Credit	Pre-requisites	Co-requisites	Class	Quota	Add
Trimester 3 (20-08-2018)	On Campus	6			Class 1	Nil	ADD

Click each **ADD** button to enrol in your subjects.

Students can change/declare their major via SOLS at a later date if they are unsure at this point. A second major is optional.

Please contact your Faculty if you have any questions or concerns about subject selection for academic advice.

Faculty	Phone	Email
Business	4221 4478	business-enquiries@uow.edu.au
Law, Humanities and the Arts	4221 3456	lha-enquiries@uow.edu.au
Engineering and Information Sciences	4221 3491	eis-enquiries@uow.edu.au
Science, Medicine and Health	4221 3492	smah-students@uow.edu.au
Social Sciences	4221 5962	ssc@uow.edu.au

Once enrolled, a confirmation will appear at the top of the page and the subjects will show along with details of that session in the enrolment tab.

ENROLMENT VARIATION ✓

✓ Add subject succeeded: MBA 901

Search Subject

Subject Code **ADD SUBJECT**

Enrolled Subjects

2018 TRIMESTER 3

Start date: 20-08-2018 End date: 15-11-2018
 Last date to enrol: 14-09-2018 Last date to enrol (need academic approval): 14-09-2018
 Last date to withdraw without financial penalty: 10-09-2018 (Census date)
 Students should refer to relevant Fee Policy for information on the refund process and eligibility.
 Last date to withdraw without academic approval: 28-09-2018

Campus	Subject code	Subject name	Mode	Credit	Class	Status	Withdraw
Wollongong	MBA 901	Accounting For Managerial Decision-making	On Campus	6	Class 1	Enrolled	WITHDRAW

Once all subjects have been enrolled, click on the Summary tab.

Summary

Read through the Summary and correct any details required.

- Personal Details
- Subjects enrolled
- Billing information

This can then be emailed to you by clicking the **Email Summary** button.

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

Course: 1433 - Master of Business Administration
Campus: Wollongong(On Campus)

ⓘ 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

We look forward to welcoming you at Orientation! For details please the University's Get Started '[Orientation](#)' page.

Troubleshooting

If you have any questions during the enrolment process, please:

- Visit our [frequently asked questions page](#) for help; or
- Contact the Student Service team in Student Central on **1300 367 869**, or via email at: askuow@uow.edu.au