

# Re-enrolling with MySR

## Information for continuing students

To re-enrol in your course online, please follow these steps:

Step 1: Plan your course

### Check your course structure and unit selection options

All continuing students need to check the online handbook for information about the structure of their course and unit selections. This is available at:

<http://handbook.uws.edu.au/hbook/>

#### Important considerations

- Check for timetable clashes at: [http://platformweb.uws.edu.au/pweb\\_tt/start.asp](http://platformweb.uws.edu.au/pweb_tt/start.asp)
- Campus location: you must enrol in units that are offered on your home campus. There are some courses where the rule for studying across campuses has been waived, particularly where it is known that this must happen as part of the course structure. The unit information displayed in MySR will show the options available. If you want to study at another campus and it is not a listed option for your selected unit, you will need to complete a Rule Waiver Request form which will need to be approved by your Head of Program. This form is available electronically for most courses. Please logon to [www.myuws.edu.au](http://www.myuws.edu.au) and go to EForms. This is also the case for enrolling in more than 40 credit points or the prescribed maximum for the session for your course.

Step 2: Enrol online

To access MySR go to: <http://myuws.uws.edu.au> and use your MyUWS account details to log in.

Click 'MyStudentRecords' in 'MyUWS Links' on the left of the page.

In MySR, click the 'Enrolment' link on the left hand menu. The Enrolment page will display the steps you need to follow to complete your re-enrolment.

If you're accessing MySR from home, you need to be aware that:

- MySR uses pop-up windows. Windows XP Service Pack 2, virus protection programs and web browsers may block these pop-ups. Information on disabling pop-up blockers is downloadable from the 'Help' section at the bottom right hand corner of MyUWS.
- You need to have Javascript installed on your computer to use MySR.

Help using MySR is available online at:

[www.uws.edu.au/students/stuadmin/mysrhelp](http://www.uws.edu.au/students/stuadmin/mysrhelp)

#### Personal details

Please check that your postal address and contact phone number are correct by selecting the 'Profile' link on the left of the MySR screen. If you change your address, make sure you enter the date your new address becomes current. You should add details of your next of kin and their contact details. You will also need to add the details of someone the university can contact in case of an emergency.

#### Update any online forms you are presented with

##### a) Unit Sets

Students in some courses have the option to enrol in Key Programs, Majors and Submajors online. If this option is available it will be displayed at this step.

Click on the "Add a Key Program/Major or Submajor to your course" button. You can then search for the Key Program, Majors or Submajors relevant to your course and add them to your program.

##### b) Government Statistics

Review and update your statistical information if necessary. You cannot change information about your citizenship status using this form. If your citizenship status has changed, you will need to visit a Student Centre with the relevant documents.

## Four essential steps

1

### Plan your course

<http://handbook.uws.edu.au/hbook>

2

### Enrol online

<http://myuws.uws.edu.au>  
[www.uws.edu.au/mysrhelp](http://www.uws.edu.au/mysrhelp)  
[www.uws.edu.au/tutorialregistration](http://www.uws.edu.au/tutorialregistration)

3

### Check your timetable

<http://platformweb.uws.edu.au>

4

### Calculate your fees

[www.uws.edu.au/fees](http://www.uws.edu.au/fees)

## Congratulations!

You've completed your re-enrolment with MySR.

### c) Commonwealth Assistance Form (eCAF)

You only need to submit a new form if you are changing your payment options, providing your Tax File Number (TFN) or your eligibility for assistance has changed. Otherwise you can skip this step and go on to unit selection.

You can only submit one eCAF per day. If you make a mistake, or change your mind, you will not be able to correct this until the next day. Complete your re-enrolment, then log on the next day and re-submit your eCAF.

This form is not available to International and Non-Award students.

### d) Prohibited Employment Declaration (PED) and consent for Criminal Record Check (CRC)

If your course requires you to complete these documents they will be presented to you during the re-enrolment process. If your unit enrolment requires a PED and CRC, you must complete and lodge the forms at a Student Centre.

If you are required to complete a CRC, you must also undergo a 100-point identification check and pay a fee online. Information about the PED, CRC and required forms of ID is available at:

<http://www.uws.edu.au/students/stuadmin/enrolments/specialreq>

You can now select your units for 2009.

### Unit Selection

Unit selection is managed using a

shopping cart. You need to 'fill' the cart with all the units that you intend to study.

Enter the first unit code you want to study in the box on the screen.

Click on the 'Get Units' button to show the unit study options such as location and teaching session.

Select your chosen option and add it to your cart.

Repeat the process until all of your unit selections are in your cart.

It is important to check the handbook at: <http://handbook.uws.edu.au/hbook/> to see what you are required to enrol in and make sure all of the units are in your cart.

### Finalise and view your enrolled units for the current teaching session

Once you are sure that you have all of the units you need in your shopping cart, click on 'Proceed to Check Out' and confirm.

If you have selected units that you are not allowed to enrol in, or too many units for one session, the unit status will show as INVALID and you will not be enrolled in it. You will need to go back and amend your shopping cart. For more information about INVALID unit status, check [www.uws.edu.au/rules](http://www.uws.edu.au/rules)

### Print your receipt as a record of your unit enrolment and log out of MySR

Once your unit enrolment has been confirmed, a receipt will be displayed. Please save and/or print a copy for your records.

### Student Email

We send important information about your enrolment to your student email account, not by post, so it is important that you check it often.

You can get to your student email through MyUWS at <http://myuws.uws.edu.au>

Step 3: Check your timetable

### How do I get my timetable?

You are responsible for checking the timetable information to work out where and when your units are being offered.

You will not receive a hard copy timetable from UWS but will need to access the online timetable in our online system called PlatformWeb and print out your timetable for each unit. To access PlatformWeb, you need to log into MyUWS: <http://myuws.uws.edu.au>

Step 4: Calculate your fees

### How do I work out and pay my fees?

Once enrolled, you can access an electronic Statement of Account (eSOA) through MySR from the start of the teaching session. Your eSOA details what units you are enrolled in, total fees payable, the due date and methods of payment. You will need to download and print the PDF of your eSOA to pay your fees. More information about fees including payment options is available at: [www.uws.edu.au/fees](http://www.uws.edu.au/fees)