8 essential steps

1. Accept or defer your offer  
www.uws.edu.au/step1accept

2. Activate your MyUWSAccount  
www.uws.edu.au/step2activate

3. Plan your course  
www.uws.edu.au/step3plan
   • Check your units
   • Academic Advising
   • Advanced Standing

4. Enrol online  
www.uws.edu.au/step4enrol
   • MySR
   • Tutorial Registration

5. Get your timetable  
www.uws.edu.au/step5timetable

6. Calculate your fees  
www.uws.edu.au/step6fees

7. Get your student ID card  
www.uws.edu.au/step7idcard

8. Get prepared for uni  
www.uws.edu.au/step8prepare
   • Orientation
   • Bridging programs
   • Parking
   • Services and facilities
   • A-Z Guide of UWS terms

Teaching session dates  
www.uws.edu.au/importantdates

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Multi-campus Disclaimer  
The University of Western Sydney reserves the right to change course and unit campus locations from those current at the time of course commencement.
Congratulations and welcome to the University of Western Sydney

Check your start date online at www.uws.edu.au/importantdates

Make sure you have completed your enrolment before tutorial registration opens.

**Step 1: Accept or defer your offer**
www.uws.edu.au/step1accept

**How do I accept my offer?**
You need to accept your offer online using your online course acceptance system called OSCAS. You will need your UAC application number to accept your offer and follow the process through OSCAS to get your UWS Student ID number. Write this number down - you will need it to activate your MyUWSAccount, and to use student email and other UWS online systems.

**How do I defer my offer?**
You may defer your offer through OSCAS. There is a deferral fee of $100 that you need to pay before we can process your deferral request. We will send you written confirmation that your deferral has been processed. More information is available at www.uws.edu.au/defer

**Step 2: Activate your MyUWSAccount**
www.uws.edu.au/step2activate

**What is my MyUWSAccount?**
MyUWSAccount is a secure page where you create your student account to access UWS online services, such as student email, MyUWS student portal, MyStudentRecords (MySR), PlatformWeb and E-Learning (vUWS): www.uws.edu.au/onlinesystems

**How do I activate my MyUWSAccount?**
Use your UWS Student ID number to activate your MyUWSAccount once you have read and accepted the Information Systems Usage Agreement. It may take up to 15 minutes for your account to activate.

**How do I set up my student email account?**
Activating your MyUWSAccount also activates your student email account. This is the official communication channel used by UWS to contact you, so you must check it regularly: http://myuws.uws.edu.au

**Step 3: Plan your course**
www.uws.edu.au/step3plan

**What units do I need to enrol in?**
Once you have accepted your offer and activated your MyUWSAccount, you need to check what units are available in your course so you can enrol. If you are starting your course at the beginning of the year, the courses and units on offer at UWS are listed in the UWS Handbook at: http://handbook.uws.edu.au/hbook/

If you are starting your course mid-year, information about which units you can enrol in can be found at www.uws.edu.au/academicadvising

**Can I get credit for studies I have already completed?**
Yes - if you have undertaken previous study, you can apply for credit through Advanced Standing. Information about applying is available from Student Central or online: www.uws.edu.au/advancedstanding

Applications need to include supporting documentation such as certified copies of your qualifications and/or transcript information. More information is available at www.uws.edu.au/advancedstanding

**Do I need to attend an Academic Advising session?**
Yes - Academic Advising sessions are held before the start of the teaching session before Orientation. The sessions are compulsory for most courses and provide important information about your course and the units you should enrol in.

Help with enrolling and using MySR is also available during Academic Advising in the MySR supported computer labs. Check the Academic Advising schedule and lab schedule online so you know when and where your advising session will be held: www.uws.edu.au/academicadvising

**Step 4: Enrol online**
www.uws.edu.au/step4enrol

**How do I enrol?**
To enrol, you will need to log on to our online student records system called MyStudentRecords (MySR). You access MySR through the MyUWS student portal and can enrol at any time during the enrolment period. MyUWS is the central point for the UWS systems that you’ll need to access as a student: http://myuws.uws.edu.au

If you’re using MySR from home, you must make sure that you have Javascript installed and that you have disabled any pop-up blockers before you login. Instructions for disabling common pop-up blockers are online at www.uws.edu.au/mySRhelp

**What if I need help enrolling?**
If you need help, you can also call the Student Central Info Line on 1300 688 370 or visit any Student Central. Information and instructions for enrolling, including a detailed Enrolment Guide, are available on the Step 4 page on the UWS website at www.uws.edu.au/step4enrol

**How do I register for tutorials?**
Check the tutorial registration page to see if you need to register for tutorials for your course. Tutorial registration opens a few weeks before the teaching sessions starts. You’ll need to make sure you have enrolled in all your units or you won’t be able to register for your tutorials. More information is available at www.uws.edu.au/tutorialregistration

**Step 5: Get your timetable**
www.uws.edu.au/step5timetable

**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 6: Calculate your fees**
www.uws.edu.au/step6fees

**How do I work out and pay my fees?**
Once enrolled, you can access an electronic Statement of Account (eSOA) from 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.

**Step 7: Get your student ID card**
www.uws.edu.au/step7idcard

**What is my Student ID card for?**
You must be enrolled before you can apply for a Student ID card. You will use your card for library, photocopier and IT services and must carry it with you at all times on campus and in examinations. You can get your Student ID card at the Student Central on your campus: www.uws.edu.au/studentcentral

**Step 8: Get prepared for uni**
www.uws.edu.au/step8prepare

**Do I need to attend Orientation?**
Yes - we highly recommend you attend Orientation activities held before classes start. These include course sessions, library tours and workshops and give you the opportunity to ask questions and become familiar with university life. Check online so you know when and where your course session will be held: www.uws.edu.au/orientation

**How do I get to uni?**
Information about how to get to each UWS campus is available at www.uws.edu.au/campusmaps. All vehicles parking within UWS campuses must display a valid parking permit. Find out about parking permits and how to get one at www.uws.edu.au/parking

What if I need some help with my writing, maths or other skills?
The Student Learning Unit runs free courses called UniStep and Academic Preparation (AcPrep) and workshops to help new and mature age students develop academic writing, maths, statistics and study skills. Some courses are run before each session starts and also throughout the teaching session. Course information and how to register online is available at www.uws.edu.au/stu

What if I have a disability?
If you have a disability or chronic health condition, our Disability Service can organise for any adjustments you may need for your course or Orientation. Contact the Disability Advisors at disability@uws.edu.au or 02 9852 5199. More information is available at www.uws.edu.au/disabilityservice