

ENROLMENT ADVICE FOR STUDENTS COMMENCING PROGRAMS IN 2012



Welcome and Congratulations on being offered a place at the University of Adelaide.

Enrolling Online

All students should log on to UNIFIED, the University's student information portal at www.unified.adelaide.edu.au then follow the link to Access Adelaide to enrol online. Check when enrolment opens for your program by clicking on 'Open Times' at www.adelaide.edu.au/enrol then follow the steps to enrol online.

How to enrol online

- ◆ **Step 1: Prepare.** Check your faculty/school website to determine how, where and when enrolment advice is available and attend your scheduled advice session. If studying for a double degree, you should attend both Faculty's enrolment advice sessions. For undergraduate students, the timetable of enrolment advice sessions is available at www.adelaide.edu.au/enrol/
- ◆ **Step 2: Plan your timetable.** BEFORE you enrol, use Course Planner to search all scheduled courses and view all the classes for each course to plan your timetable. Print off a copy of the Class Planner Worksheet to help with planning. Make a note of the class numbers that you need to enter when you enrol.
- ◆ **Step 3: Log on to UNIFIED and enrol at Access Adelaide.** Enclosed with this package is a letter from the Vice Chancellor welcoming you to the University. This letter contains your Student ID and password. You will need both of these to enrol so make sure that you have the letter with you when you log on to UNIFIED at www.unified.adelaide.edu.au and click on the Access Adelaide icon to enrol online.
- ◆ **Step 4: Complete your enrolment checklist.** Confirm your personal information eg addresses, when you expect to graduate, provide statistical and payment information. Have your Tax File Number (TFN) handy. If you don't have a TFN you can still enrol online but, depending on the payment option you choose, you may need to provide your TFN before the Census date. You will be able to do this through Access Adelaide. For further information on providing your TFN contact the Student Centre on 8313 5208 or email student.centre@adelaide.edu.au

Students with a disability or medical condition are encouraged to indicate this at enrolment to receive information about disability support available at the University. More information is available at www.adelaide.edu.au/disability/

- ◆ **Step 5: Enrol in your classes** for the full academic year when your program opens.
- ◆ **Step 6: Print your personal timetable** as a record of your enrolment. Make sure you know the critical dates for each course as you will incur a charge for every course you are enrolled in at the census date.
- ◆ **Step 7: Student ID Card, Activate your Email account & Orientation.** When you have completed your enrolment, go to Card Services (check enclosed flyer for location) to obtain your University card: www.adelaide.edu.au/unicard/student/#first. Activate your student email at www.unified.adelaide.edu.au Get involved in Orientation Week and ongoing activities, see www.adelaide.edu.au/student/new

Where can I enrol?

You can enrol from any computer that has internet access.

On campus enrolment facilities will be available in Faculty and School computer labs, at the Barr Smith Library, Computer Resource Centre, Union House, and at Hub Central, Level 4 East, North Terrace campus where staff are available to assist during business hours.

Any questions?

- Attend your enrolment advice session
- Check the online enrolment website at www.adelaide.edu.au/enrol
- Call the Enrolment Hotline on 8313 3833

Aboriginal and Torres Strait Islander Students: www.adelaide.edu.au/wilto_yerlo

Wilto Yerlo provides ongoing academic and pastoral support for all Aboriginal and Torres Strait Islander students at the University. Wilto Yerlo also provides common room facilities, tutorial assistance through ITAS, and assistance with Abstudy, travel accommodation and personal issues. Wilto Yerlo is located on the ground floor of the Hartley Building.

Accommodation: www.adelaide.edu.au/accommodation

The Accommodation Service is available to assist and support students to find suitable accommodation in and around Adelaide. Drop in or search our website to learn more about our online private rental database or University accommodation options all situated within walking distance to the North Terrace campus.

Adelaide University Union (AUU): www.auu.org.au

The AUU's philosophy is that university life is more than just textbooks and lectures. It provides or funds a wide range of services and facilities including an employment service, financial advice, advocacy and representation, welfare, events, cheap printing and binding, lockers, Student Radio, a student magazine, the Clubs Association, the Student Representative Council and the Sports Hub.

Elite Athlete: www.adelaide.edu.au/eliteathletes

The University of Adelaide is part of the national network created to help students who are also elite athletes balance their study and sporting commitments. An elite athlete is defined as someone who competes nationally or internationally in a sport approved by the University. Details of approved sports and the registration process are available on the website.

First Year Students: www.adelaide.edu.au/student/new/

The site is designed to assist new students make a smooth transition to study at the University. It includes information on academic and non-academic aspects of university life, where to turn to for help and support, and general hints and tips to help make your time at university enjoyable and successful. If you have any questions or would like more information, contact the Transition Unit by email: transition@adelaide.edu.au.

Maths Learning Centre (MLC): www.adelaide.edu.au/mathlearning/

The MLC helps all students learn and use the maths they need for uni (including stats). Drop in to Level 3 at Hub Central 10am to 4pm weekdays during semester, or make use of our seminars and online resources. All services are free to students enrolled at the University of Adelaide.

Orientation: www.adelaide.edu.au/student/new/stepping/oweeek/

Orientation (20-24 February 2012) is a week of information, events and fun activities to help you become familiar with the University and what it offers. Preliminary classes provide essential information about your study. Further information can be found in the Orientation Guide (available online or on campus). Orientation then continues throughout the semester with UniStep, a comprehensive transition and orientation program.

Peer Networking: www.adelaide.edu.au/student/firstyear/networking/

Peer networking programs help you to make connections with other new students and with experienced students to help you settle into university life.

Scholarships: www.adelaide.edu.au/scholarships

The University has a generous scholarship program for undergraduate and honours students. The website provides details about the programs, application forms, and links to other scholarships that are offered by industry and not for profit organisations.

Student Fees: www.adelaide.edu.au/student/finance/

Information about student contributions and financial matters is in the Your Finances in 2012 brochure included with this package. Information booklets on Commonwealth Support and Assistance (HECS-HELP and FEE-HELP) are available at the Student Centre or online at www.studyassist.gov.au

Summer and Winter School: www.adelaide.edu.au/summerandwinterschool/

The University's Summer & Winter School offers a range of intensive courses that are taught during the January/February and June/July breaks. The Summer & Winter School enables students to accelerate study, catch up on missed courses or spread the study load over the whole year. Students are encouraged to enrol early as courses are popular and often fill fast.

Under 18 Internet Access: www.adelaide.edu.au/its/student_support/u18_consent_form.pdf

If you are under the age of 18 when your program opens, you will still be able to enrol online but you will need to submit a form providing permission from your Parent or Guardian to externally access the Internet from the University's website.

Writing Centre: www.adelaide.edu.au/writingcentre/

The Writing Centre is the first stop, not the last chance, for study success. The Hub Central drop-in service is where you can bring questions, notes, plans, and drafts for feedback and support. Writing Centre Workshops at lunchtimes focus on specific study skills, and printed and online resources are also available. Services are free to students enrolled at the University of Adelaide.