

Associate Degree in Business Enrolment, Fee and Services Information

January 2016 Commencement



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Welcome

Welcome to UQ College. The Associate Degree in Business is delivered by UQ College, a company owned by The University of Queensland. We trust you will enjoy learning with us, developing new skills and knowledge.

This student information handbook is designed to introduce you to UQ College and give you information on your enrolment with us. UQ College has responsibilities related to the standard of courses, their delivery and assessment. In addition to this, UQ College also has responsibilities that relate to the welfare of its students. Likewise, students have responsibilities for the UQ College environs, their fellow students and the staff of the College. If everyone does their part, this will ensure each member of the College community has the opportunity to achieve their goals and perform to the best of their ability.

Students are enrolled as The University of Queensland students and have responsibility to ensure all policies and procedures are clearly understood, and to seek clarification if you do not understand any of these matters. Policies, procedures and guidelines can be found at <http://ppl.app.uq.edu.au/> and for any updates on what is happening at UQ College or your program go to UQ College Facebook site www.facebook.com/uqcollege

Your UQ College teaching staff are eager to make your student experience a positive and beneficial one. For any administrative matter please contact Dale Williams, General Manager – Education & Training, and Sarah Payne, Executive Officer for academic issues.

We look forward to assisting you to reach your goals.



Rod Arthur
UQ College CEO

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Important Dates

Trimester 1, 2016

23 Nov 2015	Enrolment opens to add courses for Trimester 1
21 Jan	Orientation
22 Jan	Due date to enrol in at least one course for Trimester 1*
27 Jan	Trimester 1 begins, classes commence
5 Feb	Last date for addition or substitution of courses (Students can drop courses following this date (until the census date) however adding any courses following this date will require completion of a Late Addition of Course form, and payment of a \$50 fee)
5 Feb	Due date for payment of fees and charges
19 Feb	Trimester 1 census date (last date to drop courses without financial liability or academic penalty)
18 Mar	Last date to drop courses or cancel enrolment on mySI-net without academic penalty (financial liability remains). To drop courses without academic penalty after this date contact UQ College.
15 Apr	Trimester 1 classes end
18 Apr	Revision period (to 22 April)
22 Apr	Last day to drop courses or cancel enrolment with academic penalty and with financial liability.
26 Apr	Exam period commences (to 30 April) (25 April 2016 public holiday)
30 Apr	Trimester 1 ends
6 May	Release of results

* Students please note:

1. You must add at least one course by this date if you intend to study in Trimester 1
2. Once an enrolment is made courses can be changed, dropped and added up to 5 February 2016 without penalty

Trimester 2, 2016

18 Apr	Enrolment opens to add courses for Trimester 2
13 May	Due date to enrol in at least one course for Trimester 2*
16 May	Trimester 2 begins, classes commence
27 May	Last date for addition or substitution of courses (Students can drop courses following this date (until the census date) however adding any courses following this date will require completion of a Late Addition of Course form, and payment of a \$50 fee)
27 May	Due date for payment of fees and charges
10 June	Trimester 2 census date (last date to drop courses without financial liability or academic penalty)
8 July	Last date to drop courses or cancel enrolment on mySI-net without academic penalty (financial liability remains). To drop courses without academic penalty after this date contact UQ College.
5 Aug	Trimester 2 classes end

8 Aug	Revision period (to 12 August)
12 Aug	Last day to drop courses or cancel enrolment with academic penalty and with financial liability.
15 Aug	Exam period commences (to 19 August)
19 Aug	Trimester 2 ends
26 Aug	Release of results

* Students please note:

1. You must add at least one course by this date if you intend to study in Trimester 2
2. Once an enrolment is made courses can be changed, dropped and added up to 27 May 2016 without penalty

Trimester 3, 2016

8 Aug	Enrolment opens to add courses for Trimester 3
1 Sept	Orientation
2 Sept	Due date to enrol in at least one course for Trimester 3*
5 Sept	Trimester 3 begins, classes commence
16 Sept	Last date for addition or substitution of courses (Students can drop courses following this date (until the census date) however adding any courses following this date will require completion of a Late Addition of Course form, and payment of a \$50 fee)
16 Sept	Due date for payment of fees and charges
30 Sept	Trimester 3 census date (last date to drop courses without financial liability or academic penalty)
28 Oct	Last date to drop courses or cancel enrolment on mySI-net without academic penalty (financial liability remains). To drop courses without academic penalty after this date contact UQ College.
25 Nov	Trimester 3 classes end
28 Nov	Revision period (to 2 December)
2 Dec	Last day to drop courses or cancel enrolment with academic penalty and with financial liability.
5 Dec	Exam period commences (to 9 December)
9 Dec	Trimester 3 ends
16 Dec	Release of results

* Students please note:

1. You must add at least one course by this date if you intend to study in Trimester 3
2. Once an enrolment is made courses can be changed, dropped and added up to 16 September 2016 without penalty

Trimester 1, 2017

**2017 dates are subject to approval by the Academic Registrar*

21 Nov 2016	Enrolment opens to add courses for Trimester 1
19 Jan	Orientation
20 Jan	Due date to enrol in at least one course for Trimester 1*
23 Jan	Trimester 3 begins, classes commence
3 Feb	Last date for addition or substitution of courses (Students can drop courses following this date (until the census date) however adding any courses following this date will require completion of a Late Addition of Course form, and payment of a \$50 fee)

3 Feb	Due date for payment of fees and charges
24 Feb	Trimester 1 census date (last date to drop courses without financial liability or academic penalty)
24 Mar	Last date to drop courses or cancel enrolment on mySI-net without academic penalty (financial liability remains). To drop courses without academic penalty after this date contact UQ College.
14 Apr	Trimester 1 classes end
17 Apr	Revision period (to 21 April)
21 Apr	Last day to drop courses or cancel enrolment with academic penalty and with financial liability.
24 Apr	Exam period commences (to 29 April)
29 Apr	Trimester 1 ends
5 May	Release of results

* Students please note:

1. You must add at least one course by this date if you intend to study in Trimester 1
2. Once an enrolment is made courses can be changed, dropped and added up to 3 February 2017 without penalty

Important Information

Your Program Requirements

The Associate Degree in Business (AssocDBus) is a 32 unit (16 courses) program taught over 4 trimesters when studied as a full-time student – 4 courses each trimester. Part-time study is also available, however will require careful planning to ensure pre-requisites are studied prior to the higher level courses; and not all courses are offered every trimester. Program Plans are available so you can see the recommended order to complete each course. The Program Plans as well as other important and useful information for first year students can be found on the UQ College [website](#).

Enrolment Process

Enrolment involves entering your personal information, adding the courses you want to study and related information into the UQ student system. It is an essential process which you must undertake to be recognised as a student and then to access all the services of the University. The detailed process of enrolment and links to the University's IT system begin on page 5 of this document.

The Student Charter - Your Rights and Responsibilities

As a student of UQ you have various rights as well as responsibilities, and the following information is available to provide general information on this as well as processes to follow for any grievance or inquiry.

- [Student Charter](#) - sets out what you may expect of UQ as an institution, as well as outlines what is expected of you while studying with us.
- [UQ's grievance resolution process](#) and the [Faculty's complaints process](#).
- [UQ's Policies and Procedures](#).

IT Essentials for completing your enrolment

Your UQ Sign In

UQ students receive a UQ Sign In comprising a username and password which gives you access to a suite of online portals and resources, including my.UQ, mySI-net, myMail, myAdvisor, and eLearning/Blackboard. For more information visit www.uq.edu.au/uqsignin

- New domestic undergraduate Commonwealth supported students receive their UQ Sign In soon after receiving their QTAC offer.
- New domestic direct entry and international students receive advice about their UQ Sign In via the email addresses supplied on their applications to the University. If an email address has not been supplied, a UQ Sign In username and password can be arranged through the Student Centre on arrival.
- Continuing students use their existing UQ Sign In.

UQ Sign In enquiries

If you have any enquiries about your UQ Sign In or are a new student and have not received your UQ Sign In, please contact Information Technology Services (ITS) on +61 7 3365 6000, email help@its.uq.edu.au or visit the Student Centre on your campus.

Internet Access

Internet access permission for under 18s

To apply for Internet access for individuals under 18 years, complete an application for [Internet Access Permission for Under 18s](#).

No access to the Internet

If you are unable to access the Internet to enrol because you are living in a remote area or have a disability, phone +61 7 3381 1011 during business hours for help and advice.

Privacy policy at UQ

The first time you access mySI-net, you will be informed of the UQ privacy policy. You will be asked to acknowledge you have read and understood the content before you can proceed with your enrolment. The UQ Privacy Management Policy can be accessed through myAdvisor (www.uq.edu.au/myadvisor/privacy).

Check out mySI-net

mySI-net is your enrolment portal. You use mySI-net to maintain your enrolment: add and drop courses, sign on to classes, access course profiles, maintain personal details, view results, view timetables, view your fees account and print your invoice and Commonwealth Assistance Notice, submit a request for Commonwealth assistance (HECS-HELP or FEE-HELP) and more.

UQ HOME SEARCH CONTACTS STUDY NEWS EVENTS MAPS LIBRARY my.UQ

THE UNIVERSITY OF QUEENSLAND AUSTRALIA mySI-net

40000000 Ms Jane Student Log Out

myPage Personal Program Courses Timetable Financial Other Links

Menu

- mySI-net
 - myPage
 - Student
 - Home Page
 - Studies
 - Report
 - Personal
 - Program
 - Courses
 - Timetable
 - Financial
 - Other Links

Student Home Page

This page summarises your current program information for all active semesters. Refer to [myAdvisor enrolment due dates](#) for cut-off dates for adding and dropping courses.

Second Semester, 2008

Bachelor of Engineering Undergraduate

Course Code	Course Title	Units	Campus	Mode
No Enrolments Exist				

Current Academic Load: No Units

Semester 1, 2008

Bachelor of Engineering Undergraduate

[Signon](#)

Course Code	Course Title	Units	Campus	Mode
ENGG1000	Intro to Prof Engineering	2	St Lucia	Internal
ENGG1010	Applied Mechanics	2	St Lucia	Internal
MATH1050	Mathematical Foundations	2	St Lucia	Internal

Current Academic Load: Full-Time

myAccount
You have no outstanding charges.

mySI-net Tasks
[Commonwealth Assistance Notice](#)

Other Actions Required
No outstanding actions.

Important Information
[Smartcards for Students](#)
[Student Guide to mySI-net](#)
[Staff Guide to mySI-net](#)
[Enrolment Guide](#)

Your Student Home page will display your current enrolment details, and can be accessed from the myPage tab at the top of the screen. From here and every other mySI-net page you can access the most important features of mySI-net quickly and easily using tabs at the top of the screen. Your student number and name will always be displayed on the top left of the page.

A left-hand menu provides expandable links to view and maintain your student record. For example, the menu options under Personal allow you to maintain your address details and other personal information. Under Courses you can view your enrolment in a particular trimester, add and drop courses and sign on to classes.

Online help is available from the Other Links menu, including answers to UQ students' most frequently-asked questions about mySI-net.

On the right side of the screen four boxes display important alerts and links. The boxes advise you of any missing information required to complete your enrolment, as well as outstanding fees and essential news items. Make sure you complete any mySI-net Tasks that appear here.

Visit mySI-net at: www.sinet.uq.edu.au

Online Resources

Forms Online

While most of your enrolment is performed online through mySI-net, occasionally you may need to use a paper form to facilitate some enrolment function, request or application. Forms are available on the myAdvisor website www.uq.edu.au/myadvisor/forms-online

my.UQ (www.my.uq.edu.au)

Brings together all the online resources you use at UQ, including access to the enrolment portal mySI-net and your email account, myMail. For information on my.UQ see www.uq.edu.au/portal/student/my.UQ

Email at UQ

It is important to regularly check your free UQ email account through my.UQ, as email is the University's official means of communication with you on important topics such as enrolment, fee deadlines and other matters. Your email account will also be used by lecturers or tutors to get in contact with you. my.UQ provides a Web-based interface, called myMail, to your UQ email account, using iPlanet Messenger Express or IMP. If you have a favourite email program, such as Eudora or Outlook Express, you can continue to use that as well.

For student email account enquiries especially regarding your Username and/or Password, contact the Information Technology Services (ITS) Help desk on telephone (07) 3365 6000 or via email: help@its.uq.edu.au

UQconnect Email+ for Life

Email+ for Life is your free UQ email account, accessed through my.UQ, which you can continue to use after you graduate. There is more information about this service at <http://emailforlife.uqconnect.net>

myAdvisor (www.uq.edu.au/myadvisor)

myAdvisor is a comprehensive online resource of information and advice, including information on designing your program, changing program, enrolment, assessment, financial matters, credit for previous study, UQ terminology, forms online, ID cards, UQ policies, student rights and responsibilities.

Blackboard (www.elearn.uq.edu.au)

Blackboard is the eLearning system used by UQ to provide online learning and assessment activities in some courses.

Ask I.T. Computer training and assistance (www.askit.uq.edu.au)

The University's Ask I.T. service provides free computing advice, support and training for students in areas including all UQ online services (my.UQ, eLearning (Blackboard), mySI-net, myFiles), Microsoft Office applications, File management, printing and computer/laptop setup for the UQ network. Contact information for Ask I.T. is available at http://askit.uq.edu.au/contact_us

How to enrol

Sign In

Sign into mySI-net

Log in to [mySI-net](#) with your student username and password (you must have [activated your student account](#) first).

Task Wizard

After you have accessed mySI-net, you may be directed to the Task Wizard. The Task Wizard will step you through any outstanding items you need to action. You may not be able to add courses to your enrolment until you deal with these outstanding items. The Task Wizard will notify you of missing information such as addresses, telephone numbers, ethnicity & language, disability details, previous studies, emergency contacts and more.

If you wish to continue to your Student Home page before completing the Task Wizard, click the “Exit Wizard” link at the top-right of the screen. Any remaining items will be displayed on your Student Home page in the mySI-net Tasks box. You should always check your mySI-net Tasks box and deal with any outstanding items.

The Task Wizard will no longer appear when all mySI-net Tasks are completed.

Messages

Before you can view your mySI-net Student Home page you may be directed to the Student Messages page. If you do not want to see a message again, click on the “do not display again” box. When you have finished with the messages, click on the “finish” button at the foot of the Student Messages page.

Student Home page

Your mySI-net Student Home page is where you view and maintain your enrolment, and can be accessed at any time by clicking the myPage tab at the top of the screen.

Enrol and add courses

It's always best to enrol in your courses as soon as possible. ***You should add at least one course by the due date for that trimester.*** In some circumstances a late fee can be charged for enrolments after this date. Your enrolment can be changed in the first two weeks of trimester when you've had time to evaluate your choice. Before you can add a course, however you must complete steps 1-4 below.

1. Add and maintain your personal information

New students must add a significant amount of personal information and it is the responsibility of all students to make sure their current personal information is recorded on mySI-net. mySI-net will alert you to the items you are required to add – see the mySI-net Tasks box on your Student Home page.



The screenshot shows the mySI-net interface for a student. At the top, there is a navigation bar with links for 'UQ HOME', 'SEARCH', 'CONTACTS', 'STUDY', 'NEWS', 'EVENTS', 'MAPS', and 'LIBRARY'. Below this is the University of Queensland logo and the course code 'SA90PSUP'. The student's name and ID are displayed as '42819492 Mr Si-net Student'. A menu bar includes 'myPage', 'Personal', 'Program', 'Courses', 'Timetable', 'Financial', and 'Other Links'. The 'Personal Data' section is expanded, showing a list of sub-sections: 'Addresses', 'Telephone Numbers', 'Emergency Contact', 'Disability & Support Services', 'Ethnicity & Language', 'Previous Studies', 'Australian Education Providers', and 'Overseas Education Providers'. The 'Personal Data' content area contains instructions on how to update personal information and a table of current details.

Official Name:	Mr Si-net Student
Preferred Name:	Mr Si-net Student
Date of Birth (DDMM/YYYY):	11/11/1980
Email Address:	s2000fest@mailbox.uq.edu.au
Australian Residency Status:	Australian Citizen

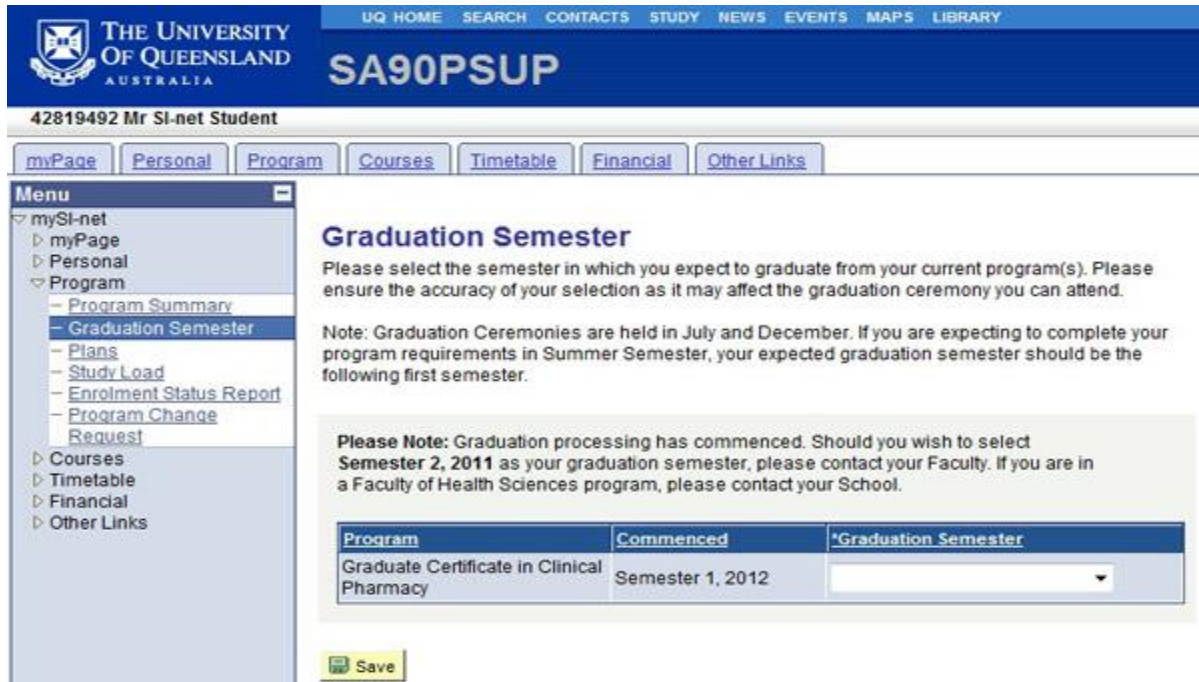
Check and update your personal information, including your contact details, ethnicity and language, disability and support services and prior studies.

- Domestic undergraduate students need to enter where you completed high school and your parent's highest educational attainment.
- International students need to record a local (Australian) address as the 'Semester Address' and an overseas home address as the 'Permanent Address'.

2. Add your expected graduation trimester

Select the trimester and year you expect to graduate from the AssocDBus. If you intend to enrol full-time your expected graduation will be Trimester 1, 2017.

You can change your expected graduation semester at any time if your program or study load changes. The date is important because it determines the expiry date on your student ID card.



The screenshot shows the student portal interface for SA90PSUP. The header includes the University of Queensland logo and navigation links: UQ HOME, SEARCH, CONTACTS, STUDY, NEWS, EVENTS, MAPS, LIBRARY. The user is identified as '42819492 Mr SI-net Student'. A navigation bar contains tabs for myPage, Personal, Program, Courses, Timetable, Financial, and Other Links. A left-hand menu is expanded to show the 'Program' section, with 'Graduation Semester' selected. The main content area is titled 'Graduation Semester' and contains the following text:

Please select the semester in which you expect to graduate from your current program(s). Please ensure the accuracy of your selection as it may affect the graduation ceremony you can attend.

Note: Graduation Ceremonies are held in July and December. If you are expecting to complete your program requirements in Summer Semester, your expected graduation semester should be the following first semester.

Please Note: Graduation processing has commenced. Should you wish to select **Semester 2, 2011** as your graduation semester, please contact your Faculty. If you are in a Faculty of Health Sciences program, please contact your School.

Program	Commenced	*Graduation Semester
Graduate Certificate in Clinical Pharmacy	Semester 1, 2012	<input type="text"/>

Below the table is a 'Save' button.

3. Add your study load

Select whether you will study full-time or part-time.

- Your study load is considered full-time if you study 6 or more units (most full-time students study 8 units).
- International students must always have a full-time study load.

Your study load will be recorded on your student ID card.

The screenshot shows the University of Queensland SA90PSUP student portal. At the top, there is a navigation bar with links for UQ HOME, SEARCH, CONTACTS, STUDY, NEWS, EVENTS, MAPS, and LIBRARY. Below this is the university logo and the text 'THE UNIVERSITY OF QUEENSLAND AUSTRALIA' and 'SA90PSUP'. The user is identified as '42819492 Mr SI-net Student'. A menu bar contains tabs for myPage, Personal, Program, Courses, Timetable, Financial, and Other Links. A left-hand menu is expanded to show 'Program' options, with 'Study Load' selected. The main content area is titled 'Study Load' and contains the following text: 'If your study load for either semester in this academic year is to be full-time then select full-time below.' Below this text, there are two fields: 'Program: Graduate Certificate in Clinical Pharmacy' and 'Commenced: Semester 1, 2012'. A 'Study Load' section contains two radio buttons: 'Full-Time' (which is selected) and 'Part-Time'. A 'Save' button is located at the bottom of the form.

4. Complete your Request for Commonwealth Support and HECS-HELP form

(Domestic students only)

All undergraduate domestic students who are offered a place in a UQ program via QTAC are [Commonwealth supported students](#) (i.e. the Australian government funds part of your tuition costs and you pay the remainder which is called your 'student contribution').

Read through the information explaining your obligations and fill out your electronic Commonwealth Assistance Form (eCAF) via mySI-net.

Select your payment option.

Commonwealth supported Australian citizens and permanent humanitarian visa holders resident in Australia can apply for a HECS-HELP loan (the Australian government's Higher Education Loan Program) to pay their student contributions. The loan does not have to be repaid until your income reaches a level set by the government.

If eligible for a HECS-HELP loan, you can:

1. Pay your student contribution up-front; or
2. Pay part of your student contribution up-front and obtain a HECS-HELP loan for the rest; or
3. Pay nothing now and obtain a HECS-HELP loan for the full student contribution amount.

You must enter your Tax File Number (TFN) to obtain a HECS-HELP loan. Even if you select the up-front payment option it is recommended you provide your TFN as a safety net in case you are unable to pay your student contribution amount up-front. If you do not provide your TFN by the census date, and have not paid your student contribution up-front, your enrolment will be cancelled and you will lose your Commonwealth supported place for the trimester.

You will also have to pay a Student Services and Amenities fee (SSAF) to cover non-academic student services such as sporting and recreation activities, employment and career advice, child care, financial advice and food services. After submitting your HECS-HELP eCAF, you can also submit a SA-HELP eCAF to obtain a SA-HELP loan.

If you are not eligible for a HECS-HELP or SA-HELP loan you must pay your student contribution and student services and amenities fee up-front. You do not need to supply a TFN.

If you pay up-front you can view your invoice on mySI-net the day after you add your courses. You need to pay your student contribution amount and the SSAF by the 'due date for payment of fees and charges' specified in the important dates (pages 1-3 above).

If you do not have a TFN, you should immediately apply for one at the Australian Taxation Office website (www.ato.gov.au).

More information is available in *Financial Matters and Liability*.

5. Add your courses by the due date

You will not be able to add courses to your enrolment until you have added the information for 1, 2, 3 and 4 above.

You must add at least one course to your enrolment by:

- Trimester 1 2016, **Friday 22 January**;
- Trimester 2 2016, **Friday 13 May**;
- Trimester 3 2016, **Friday 2 September**; and
- Trimester 1 2017, **Friday 20 January*** (2017 dates are yet to be finalised).

You can make changes to your enrolment after the due date (above) and may continue to add and drop courses until the end of the second week of trimester. The dates are:

- Trimester 1 2016, **Friday 5 February**;
- Trimester 2 2016, **Friday 27 May**; and
- Trimester 3 2016, **Friday 16 September**;
- Trimester 1 2017, **Friday 3 February*** (2017 dates are yet to be finalised).

At this point your enrolment for the respective trimester must be finalised.

To add courses:

Follow the Task Wizard steps and:

1. Select the 'Course Summary' link
2. Identify the trimester in which you are enrolling
3. Select 'Add Course'
4. Enter the course code (*e.g. MGTS1901D*) or use the Course Search to find it
5. Check that the trimester, campus, course level and delivery mode (internal/external) are correct for the course you are adding
6. Select 'Add Course'
7. Repeat these steps for all the courses you want to add.

The screenshot shows the student portal interface for SA90PSUP. The top navigation bar includes links for HOME, SEARCH, CONTACTS, STUDY, NEWS, EVENTS, MAP'S, and LIBRARY. The user is identified as '42819492 Mr Si-net Student'. The main navigation menu includes 'myPage', 'Personal', 'Program', 'Courses', 'Timetable', 'Financial', and 'Other Links'. The 'Courses' menu is expanded, showing 'Course Summary', 'View Results', and 'Course & Timetable Info'. The 'Course Summary' page displays information for Semester 1, 2012, including the course title 'Graduate Certificate in Clinical Pharmacy', the mode 'Postgraduate Coursework', and the census date '31/03/2012'. A table below shows 'No Enrolments Exist' for this semester. Similar information is provided for Semester 2, 2012, with a census date of '31/08/2012'.

THE UNIVERSITY OF QUEENSLAND AUSTRALIA

UQ HOME SEARCH CONTACTS STUDY NEWS EVENTS MAPS LIBRARY

SA90PSUP

42819492 Mr SI-net Student

myPage Personal Program Courses Timetable Financial Other Links

Menu

- mySI-net
 - myPage
 - Personal
 - Program
 - Courses
 - Course Summary
 - View Results
 - Course & Timetable Info
 - Timetable
 - Financial
 - Other Links

Add Course

Search for courses by either:

- entering the course code or at least the first four characters of the course code (eg if you enter a course code of EDUC1 the search results will display all courses starting with EDUC1)

OR

- selecting a subject area code and entering other course information in the search criteria fields.

Graduate Certificate in Clinical Pharmacy **Semester 1, 2012**

Course Search by Course Code

Course Code: For example: EDUC1025

OR

Course Search by Subject Area

Subject Area Description: For example: Education

* Subject Area Code: For example: EDUC

Campus: For example: St Lucia

Academic Career: For example: Undergraduate

Keywords: For example: education

* Compulsory Field

For course details select the Course Code. To add the course select Add Course.

Course Search Results

Search for courses by Course Code or Subject Area

When adding and dropping courses please be sure:

- you are making changes to the correct trimester;
- you do not drop all your courses and then attempt to add new ones. This may result in a late enrolment fee being applied. Always maintain at least one course enrolment in your account unless you wish to withdraw from study altogether.

You cannot add courses using mySI-net after the end of the second week of classes. If you wish to add courses after this date, you must complete the appropriate Late Addition of Course(s) form, obtain the necessary approval and pay a \$50 administrative charge. See myAdvisor

www.uq.edu.au/myadvisor/changing-courses.

Only in exceptional circumstances are you permitted to add a course after the census date and if approved you **will be required to pay full tuition fees and charges** depending on the financial liability category that applies to you. **You will not be able to add courses on a Commonwealth supported basis after the census date.** See myAdvisor www.uq.edu.au/myadvisor/changing-courses

6. Read Student Messages

Read through the Student Messages concerning University legislation and your obligations as a student at UQ.

Click 'I Agree' if you agree to these.

7. View Enrolment Status Report to confirm enrolment

Check that the details on your enrolment status form are correct.

The Enrolment Status Report details your student number, program, courses and study load and can be submitted to Centrelink and other agencies as proof of your enrolment at UQ.

How do I access my Enrolment Status Report?

To access your Enrolment Status Report:

1. Select the Program tab from your Student Home page in mySI-net
2. Click on the View Enrolment Status Report link
3. When open, click on the Print View to produce an official report.

The screenshot shows the mySI-net interface for a student. At the top, there is a navigation bar with links for UQ HOME, SEARCH, CONTACTS, STUDY, NEWS, EVENTS, MAPS, and LIBRARY. Below this is the University of Queensland logo and the text 'SA90PSUP'. The student's name and ID, '42819492 Mr SI-net Student', are displayed. A menu bar contains tabs for myPage, Personal, Program, Courses, Timetable, Financial, and Other Links. A left-hand menu is expanded to show the 'Program' section, with 'Enrolment Status Report' selected. The main content area is titled 'Enrolment Status Report' and contains the following text: 'This is not an official Enrolment Status Report. Click the **Print View (PDF)** button to produce an official report. Your enrolment details for the current year are displayed below. To view your enrolment status report for previous years, select the appropriate calendar year from the drop down box and click **View**. Once the previous year report is displayed, click the **Print View (PDF)** button to produce an official report for previous years.' Below this text is a form with a dropdown menu for '*Calendar Year:' set to '2012' and a 'View' button. To the right of the dropdown is a 'Print View (PDF)' button. The report content is titled 'Course Enrolment 2012' and lists the following details: Student Name: SI-net Student, Date of Birth (DD/MM/YYYY): 11/11/1980, Student Number: 42819492. Below this, it states 'No course enrolment in 2012' and 'Information correct as at: 24/11/2011 18:21:56'. At the bottom, there is a footer with contact information: 'If further information is required, please contact (07) 3385 8844 or go to <http://www.uq.edu.au/uqanswers>. The University of Queensland standard full-time semester workload is eight units. Six units or more per semester is considered full-time.'

8. Viewing Your Invoice

After you have added your courses the fees you owe will be displayed in mySI-net the following day. Go to your mySI-net 'Financial' home page to view your invoice and see the amount you owe. See Financial Matters and Liability on page 19 for more information.

Changing your enrolment (adding or dropping courses) may change the amount you owe. Wait one day after adding or dropping courses or changing your payment option to view an updated invoice showing the amount you owe.

<http://www.uq.edu.au/myadvisor/changing-or-withdrawing>

9. Your Timetable

You can view and print your personalised timetable via the *Timetable* tab on your mySI-net Student Home page.

There are two ways you can view your personalised timetable:

1. *List View* which lists all classes in chronological order, or
2. *Weekly View* which presents them as a Monday to Sunday timetable.

Check mySI-net regularly for room changes, particularly during the first two weeks of trimester, as room allocations may change.

You can also search for the timetable of courses for which you haven't enrolled by selecting the 'Timetable' link on the left-hand side of your home page; 'Course & Timetable Info' then search for the course.

10. mySI-net Tutorials

Every time you open your mySI-net account you will receive a pop-up message. You will note that there are tutorials to complete. These tutorials cover important information and you are required to undertake them in the first two weeks of your program. The messages will continue to appear until they are undertaken.

Checklist

Work through the following list of items to help ensure you are correctly enrolled.

1. **Sign in to mySI-net** with your username and password.
2. **Messages.** Before you can proceed with enrolment you may be directed to the student messages page.
3. **Task Wizard.** After accessing mySI-net you may be directed to the Task Wizard to help you with completing the following.
 - a. Add and maintain personal information.
 - b. Add expected graduation trimester.
 - c. Complete your Request for Commonwealth Support and HECS-HELP form (Commonwealth supported students only).
 - d. Enrol - Add your courses by the due date – at least one course must be added by the due date to enrol (Trimester 1 2016, Friday 22 January).
4. **Pay any applicable fees and charges** by the due date - pay all fees and tuition fees owed.
5. **Obtain student ID card** – go to the ID card session on campus to get your card.

Information sessions

- Attend an AskIT: mySInet Help Session
- Take a Library Tour
- Attend an Information Skills class with the [library](#)
- Attend an AskIT: Computing at UQ session
- International Students should also attend one of the International Student Orientation Getting Started sessions www.uq.edu.au/international-guide/getting-started-sessions

By the End of the First Week

- **Check that your enrolment is correct on mySI-net.** If you change courses remember to add and drop them on mySI-net and re-check your enrolment details. Please remember to avoid a late fee, [changes to course](#) enrolments should be completed before the end of week 2.
- Check your personal details on mySI-net and enter an emergency contact.

By the end of the second week

- Finalise your enrolment in all courses you wish to study by the end of the 2nd week of each trimester.

By the end of first month

- Be aware of census dates and check that your enrolment is correct on mySI-net.
Trimester 1 2016, **Friday 19 February**;
Trimester 2 2016, **Friday 10 June**; and
Trimester 3 2016, **Friday 30 September**;
Trimester 1 2017, **Friday 24 February*** (2017 dates are yet to be finalised).

Please note that changes to enrolment after Census Dates will only be approved in [exceptional circumstances](#).

Changing your Enrolment

If you wish to make changes after initial enrolment, you can refer to the myAdvisor website for advice on how to:

- [Change courses](#)
- [Interrupt your studies](#)
- [Withdraw from a program or course](#)
- For further advice on changing courses or your program, see myAdvisor www.uq.edu.au/myadvisor/changing-or-withdrawing

The Census Date & Your Enrolment

The census date is the date by which all your enrolment, fees, HECS and FEE-HELP arrangements must be finalised. HECS and FEE-HELP liabilities are finalised as at this date. To be fully informed about the census date, see the myAdvisor section www.uq.edu.au/myadvisor/census-date

Important points:

- The census dates for 2016 and 2017 are:
 - Trimester 1 2016, **Friday 19 February**;
 - Trimester 2 2016, **Friday 10 June**; and
 - Trimester 3 2016, **Friday 30 September**;
 - Trimester 1 2017, **Friday 24 February*** (2017 dates are yet to be finalised).
- Any outstanding tuition or administrative fees must be paid by these dates or your enrolment may be cancelled.
- All HECS and FEE-HELP arrangements must be finalised by this date or your enrolment may be deleted.

Financial matters and liability

What fees do I pay?

The fees that you pay depend on what kind of student you are, when you commenced your program, and the courses in which you enrol.

Commonwealth supported students – pay student contribution amounts (see <http://www.uq.edu.au/myadvisor/student-contribution-amounts>).

Full fee-paying students – pay domestic or international Tuition Fees (see <http://www.uq.edu.au/myadvisor/tuition-fees>).

After you have added your courses the fees you owe will be displayed in mySI-net the following day. Go to your mySI-net 'Financial' home page to view your invoice and see the amount you owe.

Changing your enrolment (adding or dropping courses) may change the amount you owe. Wait one day after adding or dropping courses or changing your payment option to view an updated invoice showing the amount you owe.

<http://www.uq.edu.au/myadvisor/changing-or-withdrawing>

How do I pay?

You can pay fees after you enroll, as the cost depends on the courses you are doing. The method of payment includes:

BPAY:

- contact your participating bank, credit union or building society to set up your option to pay bills using BPAY - a secure, fast and easy method of paying bills.
- For BPAY, the UQ Biller Code is 18119 and the customer reference number is your eight-digit student number (e.g. 41234567).

Online payment in SI-net:

- Sign-in to [mySI-net](#)
- Click on the Financial link
- Click on the icon to enter the secure internet payment web page, where MasterCard and Visa will be accepted.
- You will be sent a payment receipt to your UQ student email address.
- To protect our clients, the University does not store credit card numbers.

By post:

- with payment via cheque or money order; or

In person:

- at the Student Centre on your campus we encourage you to use the other options above, to avoid lengthy delays waiting in a queues at the Student Centre.

Go to the myAdvisor [How to pay](http://www.ug.edu.au/myadvisor/payment) page (<http://www.ug.edu.au/myadvisor/payment>) for more information on your payment options.

When do I pay?

You must pay your fees by the due date for payment of fees and charges. Late fees apply if you pay after this date.

Administrative charges

The following charges normally apply for late payment or late enrolment.

- Outstanding fees after the due date: \$100
- Late enrolment after the due date: \$50
- Adding or substituting courses after the end of second week of trimester: \$50

If you change your enrolment after these dates, you should pay any outstanding amount within two days to avoid an administrative fee for late payment.

<http://www.ug.edu.au/myadvisor/administrative-penalties>

HECS-HELP payment options for Commonwealth supported students

Australian citizens and Australian permanent humanitarian visa holders:

You can choose to pay your student contribution amount up-front or defer the payment with a HECS-HELP loan.

Australian permanent residents without a humanitarian visa and New Zealand citizens:

You must pay your student contribution amount up-front. New Zealand citizens who are Special Category Visa (SCV) holders may be able to access HELP loans if they meet the requisite criteria – see the [Australian Government Study Assist website](#) for information.

Submit your Request for Commonwealth Support and HECS-HELP form

A link to the Request for Commonwealth Support and HECS-HELP form is available via the 'Financial' link on your mySI-net home page.

If you do not submit your form by the census date, your enrolment will be cancelled.

If you are eligible and you wish to obtain a HECS-HELP loan, you must provide your tax file number (TFN) - apply for a TFN at www.ato.gov.au. If you fail to provide your TFN by the relevant census date, your enrolment will be cancelled.

Students choosing or required to pay their student contribution up-front must pay the amount indicated on their invoice by:

- Trimester 1 2016, **Friday 5 February**;
- Trimester 2 2016, **Friday 27 May**; and
- Trimester 3 2016, **Friday 16 September**;
- Trimester 1 2017, **Friday 3 February*** (2017 dates are yet to be finalised).

Commonwealth supported students who change program within UQ must submit a new Request for Commonwealth Support and HECS-HELP form.

View your electronic Commonwealth Assistance Notice (CAN) for the trimester

For Commonwealth supported and FEE-HELP students:

- Your eCAN will be available to view on mySI-net within 28 days after the census date for each trimester or teaching period.
- The eCAN will include information on the courses in which you are enrolled, your student contribution amounts, any HECS-HELP or FEE-HELP debt or payments made, and Student Learning Entitlement (SLE) usage.
- You have 14 days to report any errors to the University.
See the eCAN for more advice.

The University does not maintain a record of your accumulated HELP debt. The Australian Tax Office will issue you with a statement of your accumulated HELP debt.

Services for You and Contacts

Student Centres

Student Centres are located on the St Lucia and Gatton campuses. Staff in the Student Centres can help you with your enquiries about admission, enrolment, timetables, cashiering, fees, HECS-HELP, international study, examinations, graduations, UQ Sign In, prizes and scholarships, forms and referral to other services.

For contact details and opening hours, see www.uq.edu.au/student-centre

Student Enrolments Helpline + 61 7 3365 2600

Student Fees Helpline +61 7 3365 2328

Student Fees online enquiries www.uq.edu.au/uqanswers

UQ College

Contact UQ College for any query pertaining to your study on telephone: +61 7 3346 8222 or complete an online inquiry form at <http://www.uqcollege.edu.au/contact.php>.

Student Services

Student Services provides students with a toolkit of skills to help make sure that your experience at University is successful and fun. Visit their website (<http://www.uq.edu.au/student-services/>) to see the range of activities and programs they offer. Here are some of the things that might apply to you:

- from out of town or seeking networking opportunities? See Mates@UQ (<http://www.uq.edu.au/student-services/matesuq>)
- want to lead the pack and have all your goals set and your career ideas planned from the start? See how UQ can make you career ready (<http://uq.edu.au/uqadvantage/employability>)
- still looking for a place to live? See our accommodation services (<http://www.uq.edu.au/student-services/accommodation>)
- perhaps you might be stressed or need someone to talk to? Refer to our student counselling support (<http://www.uq.edu.au/student-services/counselling>)
- want to make sure you are skilled up for making the most of your studies? See our learning assistance support (<http://www.uq.edu.au/student-services/Learning>)
- are you an international student? Help is at hand for you (<http://www.uq.edu.au/student-services/international-students>)
- have a disability or medical condition you need help with? Access our disability support services (<http://www.uq.edu.au/student-services/disability>)
- want to pursue matters relating to faith? UQ has a multi-faith chaplaincy (<http://www.uq.edu.au/student-services/faith>)

Any questions or to contact Student Services? Visit their website at <http://www.uq.edu.au/student-services/contact>

The University of Queensland Library

UQ Library has 15 branches and supports student learning and discovery by providing access to scholarly information, award-winning services, facilities and information technology. UQ Library has one of the largest collections among academic libraries in Australia and the largest in Queensland. It provides a comprehensive information and computer skills training program, as well as individual advice and help in person, by telephone, on the website and through email or online chat. Students should read the Library's [Conditions of Use](#), [Computer and Internet Access Conditions of Use](#) and [Client Service Charter](#). Make the most of UQ Library during your time at UQ and enrich your studies.

For more information: www.library.uq.edu.au

Library opening hours: www.library.uq.edu.au/general/opening

Library training sessions: www.library.uq.edu.au/training

UQ Sport

UQ SPORT provides many opportunities for your fitness and lifestyle goals. Whether it is to meet friends, have fun or shape up, UQ SPORT is the place to be. UQ SPORT manages extensive sporting facilities including the Aquatic Centre, Sport and Fitness Centre, Athletics Centre and Tennis Centre, as well as offering a wide range of programs, events and activities. There is something for everyone from group fitness classes to recreation and adventure courses, social sport competitions, dance classes and martial arts.

The best way for students to become part of the UQ SPORT community is by becoming a member. Whatever you intend to do, UQ SPORT membership will save you money.

For more information, see www.uqsport.com.au

UQ Union

UQ Union offers services, support and representation designed to develop the UQ Community and enhance your non-academic uni life. As a student of UQ you are automatically a member and have access to SHOC (Student Help on Campus, Level One Union Complex, St Lucia campus). Here you can get legal guidance, gender & sexuality counselling, welfare support, education advice and employment assistance at no charge. The Union organises a wide variety of events for all students, provides weekly entertainment including the Wednesday Markets and has more than 100 clubs and societies for you to join. The Union also runs a number of retail and hospitality outlets including the on campus bar and Schonell Theatre on the St Lucia campus.

To find out more about your Union, pick up a copy of the student magazine, Semper, sign up to the fortnightly E-newsletter or check out the website www.uqunion.com.au

IT Services

Information Technology Services (ITS) (www.its.uq.edu.au/student/)

ITS manages the core University computer systems and provides you with your UQ Sign In username and password. For ITS information, see www.its.uq.edu.au/student and contact information, see www.its.uq.edu.au

UQconnect (www.uqconnect.uq.edu.au)

UQconnect is the University's Internet Service Provider and provides you with free Internet access.

UQconnect also offers discounted Internet services for students. Use of The University of Queensland network to access the Internet and Internet services, including email, is governed by the UQ Policy for Acceptable Use of UQ ICT Resources, section 6.20.1 of the UQ Policy and Procedures Library (PPL)

<http://ppl.app.uq.edu.au/>

SMS

While email is the primary method used by the University to communicate with you, SMS is also used as an additional means of contact and you are encouraged to include your mobile telephone number in your personal information on mySI-net.

I.D. Cards

Your ID card displays your student number, enables you to borrow books from University libraries and must be presented as identification at examinations. Your student ID card reflects the information you submit the first time you enrol. It is used for the length of your program, so ensure you have entered the following information correctly:

- Your expected graduation trimester; and
- Your planned academic load (full-time or part-time attendance).

Your ID Card can be obtained one working day after you enrol via mySI-net.

Collect your ID card from the following location:

St Lucia: Prentice Centre, Ground Floor, Prentice Building [42 - See map] - Monday to Friday between 8am - 5:00pm

If you were admitted through QTAC, bring your UQ Welcome letter with you. All students must bring photo identification (passport, drivers licence or 18+ card).

For further advice on obtaining your student ID card, see myAdvisor
<http://www.uq.edu.au/myadvisor/id-cards>

Produced by the Faculty of Business, Economics & Law on behalf of UQ College for students commencing the Associate Degree in Business in Trimester 1 2016.

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7 January 2016