Enrolment for 2012 is now commencing. **If you are CONTINUING with your enrolment in 2012 you are required to pre–enrol according to the following instructions.** For undergraduate and postgraduate coursework students, pre-enrolment requires you to select the units of study you wish to undertake in 2012. For postgraduate research students, pre-enrolment simply requires you to indicate whether you will be continuing with your studies in 2012.

**Pre-enrolment is compulsory** for most continuing students. If you expect to complete your studies by the end of 2011, do not pre-enrol. However, should you fail a 2011 unit of study and need to continue with your enrolment into 2012, contact your faculty office as soon as your results are known and seek advice as to how you can complete a late pre-enrolment otherwise you may be charged a $100 penalty for late pre–enrolment.

If you are intending to enrol in "The Sydney Summer School 2012" and the unit(s) of study you will be enrolling in are pre-requisites for units of study you intend to pre-enrol in for either the February or July Semesters in 2012, you must enrol in the Summer program first otherwise your pre-enrolment will be rejected due to a lack of pre-requisites. To enrol in Sydney Summer School unit(s) of study, go to [http://www.summer.usyd.edu.au](http://www.summer.usyd.edu.au).

### HOW TO PRE-ENROL FOR 2012


The University requires students to pre-enrol online for 2012. The only exceptions to this requirement apply to students enrolled in the courses listed against the following faculties where paper pre-enrolment or in-person enrolment in early 2012 is required:

**Architecture, Design and Planning**: All undergraduate honours applicants for 2012 must lodge an application to the Faculty Office. Continuing undergraduate honours students may pre-enrol online.

**Arts and Social Sciences (including Liberal Studies)**: Bachelor degree students should pre-enrol online. All undergraduate diploma students, all BA (Adv) (Hons) and all continuing undergraduate honours students must pre-enrol on paper. Undergraduate honours applicants must apply via Sydney Student ([http://sydney.edu.au/future_students/course_search.shtml](http://sydney.edu.au/future_students/course_search.shtml)).

**Business School**: All undergraduate honours students must enrol in-person in early 2012.

**Engineering and Information Technologies**: all continuing Master of Professional Engineering, Grad Cert, Grad Dip and Master of Information Technology Management students must pre-enrol on paper.

**Sydney Nursing School**: all students who will be in the FINAL year of the Master of Nursing combined degrees (GH014, GH015, GH016, GH018, GH019, GH020 and GH021), and all students enrolled in pre-2010 postgraduate advanced coursework degrees, masters, diplomas and certificates must pre-enrol on paper.

**Science**: all continuing undergraduate honours students must pre-enrol on paper.


* Download pre-enrolment forms from [http://sydney.edu.au/current_students/student_administration/enrolment/pre_enrolment.shtml](http://sydney.edu.au/current_students/student_administration/enrolment/pre_enrolment.shtml) and lodge the completed form, together with your faculty’s honours application forms (if applicable), by Friday, 28 October 2011 at your faculty’s student counter.

**The closing date for ONLINE pre-enrolment is FRIDAY, 25 NOVEMBER 2011**

**The closing date for PAPER pre-enrolment is FRIDAY, 28 OCTOBER 2011**

Students who experience difficulty pre-enrolling online are advised to attend their faculty office for assistance. Students who have not attempted to pre-enrol online will be advised to do so in the first instance. If you have forgotten your UniKey login name and password you will find them printed on all "Confirmations of Enrolment" that have been mailed to you, alternatively, contact the Help Desk on 9351 6000.

Your pre-enrolment selection will be assessed in early January 2012 and, if approved, you will be enrolled and will not have to attend the University to enrol in-person. A Confirmation of Enrolment will be mailed to you in late January confirming approval. Domestic or international fee paying students, and Commonwealth supported students paying their student contribution amounts upfront (HECS), will also receive an invoice with payment instructions. It will be assumed that domestic undergraduate and postgraduate students, who are currently deferring their fees through FEE-HELP, or their student contribution amounts (HECS) through HECS-HELP, will wish to continue that arrangement for their 2012 February Semester fees or HECS and, consequently, will not be invoiced. Students deferring their fees through FEE-HELP must ensure they have sufficient FEE-HELP balance available to them. If you have consumed your FEE-HELP entitlements in full, you must contact the Student Centre urgently.

If your pre-enrolment choices are not approved you will be required to enrol in-person in early 2012. Advice concerning in-person enrolment will be mailed to you in late January 2012.
PLEASE READ THE FOLLOWING

1. Pre-enrolment is compulsory and must be completed by the closing dates indicated on page 1 of this notice. Undergraduate and postgraduate coursework students are to pre-enrol online through MyUni (unless indicated otherwise on page 1). Postgraduate research students are also required to pre-enrol online by simply indicating an intention to continue in 2012. Unit of study lists are available online and in hard-copy form as determined by departments/ faculties. See the enclosed “Pre-enrolment Instructions” document for information concerning when these lists are available and any further instructions specific to your faculty. Failure to pre-enrol by the closing dates may result in a late penalty of $100.

2. If you are applying to transfer to another award course via the Universities Admissions Centre (UAC) or internally, contact your current faculty for advice concerning your enrolment arrangements. If you wish to suspend your current enrolment you must apply at your faculty office.

3. If you enrol successfully and subsequently decide not to continue with your enrolment in 2012, ADVISE YOUR FACULTY OFFICE IN WRITING NO LATER THAN THE RELEVANT CENSUS DATE. 2012 census dates can be found at https://ssa.usyd.edu.au/ssa/enrolment/help/sessiondates.jsp. INTERNATIONAL STUDENTS MUST ALSO ADVISE THE INTERNATIONAL OFFICE NO LATER THAN THE RELEVANT CENSUS DATE. If you are not continuing and you do not advise your faculty in writing, your candidature will lapse and you will incur financial and academic penalties.

4. IT IS ESSENTIAL THAT YOU KEEP THE UNIVERSITY INFORMED OF YOUR CURRENT CONTACT DETAILS. You are required to use MyUni to maintain your address details. If you have more than one address, it is essential that you indicate which address is your preferred correspondence address. International students need to nominate an Australian address (and not their overseas permanent home address) as the preferred correspondence address to ensure they receive University correspondence without delay.

5. The University is required by DEEWR to maintain a current and comprehensive statistical profile on each student. You can update much of your statistical profile online through MyUni. If you have been granted Permanent Residency (PR) status, you need to check that the PR effective date is accurately recorded on your statistical profile (the effective date is the date you arrived in Australia after your PR visa was granted, if it was granted overseas. OR the date your PR visa was granted if it was issued in Australia). If you are unable to make the required change online, you will need to attend the Student Centre (Health Science students go to Student Central) with original documentary evidence to support the change. International students who obtain PR status, are required to attend the International Office with documentary evidence prior to attending the Student Centre (or Student Central, for Health Science students), where your domestic fee status will be recorded.

6. Domestic or international fee paying students, and Commonwealth supported students paying their student contribution amounts upfront (HECS), whose pre-enrolment is approved will receive their invoice in late January 2012. You are required to pay the total amount owing by the due date indicated on your invoice. Failure to pay by this date may result in the cancellation of your enrolment. A charge of $100 will apply if an enrolment is to be re-instated following cancellation. If you are a Student Visa holder and your enrolment is cancelled, the cancellation must be reported to DIAC and may result in the cancellation of your Student Visa. Commonwealth supported and/or assisted students must ensure they have sufficient Student Learning Entitlement (SLE) to retain their eligibility for a Commonwealth supported place.

7. Eligible Commonwealth supported and/or assisted students will not be able to use the pre-enrolment process to alter a payment option. The payment option selected in the last session of the July Semester 2011 will be applied to February Semester 2012. If you wish to change your payment option email the HECS & Domestic Fees office on hecs.office@sydney.edu.au.

Student Visa Holders

9. From 1 July 2007, Higher Education Providers are required by the Australian Government to ensure that Student Visa holders complete their studies within the duration specified on the electronic Confirmation of Enrolment (eCoE). Extensions of course duration are permitted in limited circumstances only and with the permission of your faculty. For this reason, Student Visa holders are restricted from enrolling in less than 24 credit points in each semester via web pre-enrolment. However, if you are completing your award course in 2012, you will be permitted to pre-enrol in less than 24 credit points in your final semester. If you intend to enrol in Summer School, please enrol in the Summer program first.

10. In certain limited circumstances, Student Visa holders may be permitted to study a reduced load. These circumstances include where there are compassionate and compelling circumstances that can be supported by appropriate documentation, where an intervention strategy has been implemented for students “at risk” or where a student cannot progress with a full load due to structural limitations of the course. Students who were enrolled prior to 1 July 2007 are permitted to continue with an enrolment pattern approved prior to that date. Any reduction in course load must be approved by your faculty. If you intend applying to your faculty for a reduction in course load, you should do this only after you have settled on your course choices via pre-enrolment or web enrolment variation.

11. Student Visa holders may undertake no more than 25% of their total course by distance and/or online learning. Students must not enrol in exclusively distance or online study in any compulsory study period. Students in receipt of US Financial Aid (eg, US Direct Loan Program) are not permitted to enrol in any distance or online learning.

12. If you require any advice about your visa and enrolment issues, please contact the International Student Advisers in the International Office at international.studentadvisers@sydney.edu.au.

Derrick Armstrong
Registrar
September 2011