

ENROLMENT GUIDE 2012

Enrolling at UQ:

Your enrolment at UQ is activated by adding courses on SI-net. The things you need to do to complete your enrolment are outlined in the checklist below. If you have any further questions or need more help please use the UQ Answers service at <http://www.uq.edu.au/uqanswers>

Students with a QTAC offer:

Activate your UQ login through QTAC.

Postgraduate Domestic students:

Once you have received your UQ username and password follow the steps in the Enrolment Checklist below.

If you have received an offer for *Graduate Diploma in Education* through QTAC, see the information for 'Students with a QTAC offer' above.

International students:

You **must** attend a Getting Started Session to find out how best to settle in to your studies at UQ. This is a **compulsory** session.

For more details go to <http://www.uq.edu.au/international-guide/getting-started-sessions>.

Research higher degree students:

Enrolment procedures for PhD and MPhil students are detailed on the Graduate School website at www.uq.edu.au/grad-school.

For specific questions or more information contact the Graduate School on +61 7 3365 7932 or rhunit@research.uq.edu.au.

ENROLMENT CHECKLIST – remember, it is your responsibility to make sure you have an effective enrolment.

To Enrol:

- 1) **Sign in to mySI-net** (<https://www.sinet.uq.edu.au>) using your username and password. (Available through QTAC for new undergraduate students)
- 2) **Messages.** Before you can proceed with enrolment you may be directed to the student messages page.
- 3) **mySI-net.** After accessing mySI-net you must complete these tasks using the Task Wizard
 - a) Add and maintain *personal information*.
 - b) Add expected *graduation semester*.
 - c) Complete your *Request for Commonwealth Support and HECS-HELP form* (Commonwealth Supported students only). You **must** provide your Tax File Number.
 - d) **Enrol** - Add *at least one course* by the due date to enrol:
 - i) Domestic students: Sem1 - Fri 3 Feb; Sem2 - Fri 13 July
 - ii) International students: Sem1 - Fri 24 Feb; Sem2 - Fri 20 July
 - e) **Sign on for classes.** Some courses have multiple lecture and tutorial times. Sign on to the time and day that best suits you.
 - f) **Timetable.** Organise and print your class timetable.
- 4) **Pay tuition fees and charges** by the due date (Sem1 - Friday 9 March; Sem2 - Friday 3 August). A late payment charge of \$100 will apply after these dates.
- 5) **Get your student ID card**, available the day after you enrol.
- 6) **Orientation.** Take part in orientation activities. You **must** attend all compulsory sessions. Details on the Orientation website at: <http://www.uq.edu.au/orientation>.
- 7) **By the end of the second week** finalise your enrolment in your chosen courses (Sem1 - Friday 9 March; Sem2 - Friday 3 August). A late course-add charge of \$50 will apply to changes made after these dates.
- 8) **By Census Date** (Semester 1 - 31 March; Semester 2 - 31 August).
 - a) Check that your enrolment is correct on mySI-net.
 - b) Enrolment changes after Census Date will only be approved in exceptional circumstances and will attract administrative charges. (see below and www.uq.edu.au/myadvisor/changing-courses)

CHANGING YOUR ENROLMENT

Guidance on changing your enrolment can be found on the myAdvisor website:

- Change courses: <http://www.uq.edu.au/myadvisor/changing-courses>
- Change or add a program (including changing to a dual program): <http://www.uq.edu.au/myadvisor/changing-programs>
- Taking a break from your studies: <http://www.uq.edu.au/myadvisor/deferring-and-interrupting-studies>
- Withdraw from a program or course: <http://www.uq.edu.au/myadvisor/index.html?page=2970>
- For further advice on changing courses or your program: <http://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-HELP and FEE-HELP arrangements must be finalised. HECS-HELP 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 to note:

- Census Dates: Semester 1 - 31 March; Semester 2 - 31 August.
- Some courses are delivered in non-standard teaching periods which have different census dates from standard semesters. Please visit <http://www.uq.edu.au/myadvisor/?page=118570> for dates and more information.
- Any outstanding fees must be paid by these dates or your non-effective enrolment may be cancelled.
- All HECS-HELP and FEE-HELP arrangements must be finalised by this date or your enrolment may be cancelled.

UNIVERSITY SERVICES AND CONTACTS:

- Student Centres (for administrative matters) at St Lucia, Ipswich and Gatton campuses. See <http://www.uq.edu.au/student-centre/> for more information or phone 3365 2600.
- Student Services (for personal and study help) available at all campuses. See <http://www.uq.edu.au/student-services/> for more information and contact details, or phone 3365 1704.
- Students with a disability – see <http://www.uq.edu.au/student-services/Disability> for information or call 3365 1704 for an appointment with a disability adviser
- UQ Library - branches in all campuses. See <http://www.library.uq.edu.au/> for more information.
- UQ Sport – main reception at Building 25, St Lucia Campus. Phone 3365 6612 or see <http://www.uqsport.com.au/> for more information.
- UQ Union – situated at Level 4, Union Building, (building 21 on the UQ map). See <http://www.uqunion.uq.edu.au/> for more information or phone 3377 2200.
- ITS – Information Technology Services. See <http://www.its.uq.edu.au/index.html?page=24108> for username and password enquiries.
- Ask I.T. – for computing help and training <http://askit.uq.edu.au/>. Phone: (07) 3365 8811 or Australia wide 1300 738 082.
- Faculty and school contacts – for advice on course selection and academic advising: <http://www.uq.edu.au/orientation>
- UQ Answers – for help with any questions relating to your enrolment or study at UQ please visit the UQAnswers webpage <http://www.uq.edu.au/uqanswers>

IMPORTANT DATES 2012*

SEMESTER 1	
12 Jan	QTAC major offer round (offers published)
9 Feb	QTAC late offer round (offers published)
2 Feb	Due date to enrol – all domestic students
6 Feb	Class sign-on begins this week
17 Feb	Last date to request a change of program
20 Feb	Orientation week begins (to 24 February) (all campuses)
24 Feb	Due date to enrol – all international students
27 Feb	Semester 1 begins - classes commence
9 Mar	Last date for addition or substitution of courses
9 Mar	Due date for payment of fees and charges
31 Mar	Semester 1 census date (last date to drop courses on mySI-net without financial liability. International students should refer to refund policy)
9 Apr	Mid-semester break starts (to 13 April)
30 Apr	Last date to drop courses or cancel enrolment on mySI-net without academic penalty (financial liability remains). Dropping courses without academic penalty after this date – see your faculty.
16 Apr	Classes re-commence after mid-semester break
2 Jun	Semester 1 classes end
3 Jun	Revision period commences (to 8 June)
9 Jun	Exam period commences (to 23 June)
23 Jun	Semester 1 ends
16 Jul	Graduation period commences (to 20 July)
18 Jul	Supplementary and special examination period (to 20 July)

SEMESTER 2	
7 June	QTAC major offer round (offers released)
13 Jul	Due date to enrol – all domestic students
13 Jul	Last date to request a change of program
16 Jul	Orientation week begins (to 20 July) (all campuses)
20 Jul	Due date to enrol – all international students
23 Jul	Semester 2 begins – classes commence
3 Aug	Last date for addition or substitution of courses
3 Aug	Due date for payment of fees and charges
31 Aug	Semester 2 census date (last date to drop courses without financial liability. International students should refer to refund policy)
24 Sep	Mid-semester break starts (to 28 September)
30 Sep	Last date to drop courses or cancel enrolment on mySI-net without academic penalty (financial liability remains). Dropping courses without academic penalty after this date – see your faculty.
1 Oct	Classes resume after mid-semester break
27 Oct	Semester 2 classes end
28 Oct	Revision period commences (to 2 November)
3 Nov	Exam period commences (to 17 November)
17 Nov	Semester 2 ends
3 Dec	Graduation period commences (to 21 December)
12 Dec	Supplementary and special examination period (to 14 Dec)

***Remember that some courses are delivered in non-standard teaching periods which have different census dates from standard semesters.
Visit <http://www.uq.edu.au/myadvisor/?page=118570> for dates and more information.**

IMPORTANT DATES VARIATIONS 2012

PROGRAM	YEAR	SEM	ENROL BY	START DATE	END DATE
BAppSc (Vet Tech)	3	1	*	20 February	*
BAppSc (Vet Tech)	3	2	*	9 July	*
BBiomedSc	Hons	1	*	6 February	*
BBiotech	Hons	1	27 January	30 January	*
BDSc	2-4	1	*	21 February	*
BDSc	2-4	2	*	18 July	*
BDSc	5	1	26 Nov 2010	Intensive Block starts 29 Nov 2010 (3weeks); restarts 17 Jan 2011 (5 weeks)	1 July
BDSc	5	2	20 Jun	11 July	*
BOralH	2	1	*	21 February	*
BOralH	2	2	*	18 July	*
BOralH	3	1	*	21 February	*
BOralH	3	2	*	18 July	*
BEd (MYS – dual degrees) Ipswich	3 & 4	1	17 January	14 February	*
BEd (MYS – dual degrees) Ipswich	3 & 4	2	30 May	30 June	*
BEd (Primary and MYS)	1,2 & 3	1	17 January	*	*
BEd (Primary and MYS)	2	2	*	*	2 December
BEd (Primary and MYS)	3	2	30 May	*	*
BA/BEd (MYS) St Lucia	2	2	*	*	2 December
BA/Bed (MYS) St Lucia enrolled in EDUC3099	Pre-Prof Year	2	30 May	*	2 December
BEd (Sec – dual degrees) enrolled in EDUC3099	Pre-Prof Year	2	30 May	*	2 December
BEd (Sec – dual degrees)	Prof Year	1	17 January	14 February	17 June
BEd (Sec – dual degrees)	Prof Year	2	30 May	30 June	*
BEnvSc	Hons	1	*	6 February	3 November
BMarSt	Hons	1	*	6 February	3 November
BOccThy	3	2	*	Clinic starts between 11 and 25 Jul	Clinic ends 4 or 11 Nov
BOccThy	4	1	*	Clinic starts between 31 Jan and 28 February	Clinic ends between 22 Apr and 24 Jun
BPhty	4	1	*	7 February	Clinic ends up to 22 Jul
BSc(Hons)	Hons	1	3 February	6 February	*
BScApp(HMS)	4	1	?	15 February 2010	*
BSocWk	3	1	5 February	14 February	9 Jun
BSocWk (Full-time)	4	2	2 Jul	11 Jul	10 Nov
BSpPath	3	2	*	*	11 Nov
BVSc	5	1		6 February	*
BVSc	5	2		9 Jul	*
DClinDent	1-3	1	9 Jan	24 Jan	*
DClinDent	1-3	2	4 Jul	11 Jul	*
GCertClinPharm	1	1	*	21 February	End of Sem 1 – 30 Jun 2011
GDipClinPharm	1	1	*	21 February	End of Sem 1 – 30 Jun 2011
GDipEd (MYS)	1	1	17 Jan	14 February	17 Jun
GDipEd (MYS)	1	2	30 May	30 Jun	*
GDipEd (Sec)	1	1	17 Jan	14 February	17 Jun
GDipEd (Sec)	1	2	30 May	30 Jun	*
LLM and LLM (Adv)	1	1	Domestic * Internat'l 23 Feb	24 Feb – Domestic and International	*
LLM and LLM (Adv)	1	2	Domestic* Internat'l 20 July	21 July – Domestic and International	*
Master of Social Work Studies (#32) (Full-time)	1	2	14 Jun	11 July	10 Nov
Master of Social Work Studies (#24) (Full-time)	2	1	18 Jan	14 February	16 June
Master of Social Work Studies (#32) (Full-time)	2	2	14 Jun	11 July	10 Nov
Master of Social Work Studies (#24) (Part-time)	4	2	14 Jun	11 July	10 Nov
Master of Social Work Studies (#32) (Part-time)	2	1	18 Jan	14 Feb	9 June
Master of Social Work Studies (#32) (Part-time)	4	2	14 Jun	11 July	10 Nov
MBA (full time only)	1	1	15 Jan	Fri 24 Jan (compulsory orientation 19-21 Jan)	Saturday 19 Nov
MBBS	1	1, 2	7 Jan	14 Jan	25 Nov
MBBS	2	1, 2	7 Jan	12 Jan	18 Nov
MBBS	3	1, 2	7 Jan	24 Jan	2 Dec
MBBS	4	1, 2	7 Jan	18 Jan	28 Nov
MClinDent	1	1	10 Jan	24 Jan	*
MClinDent	1	2	4 Jul	11 Jul	*
MClinPharm	1	1	*	21 February	End of Sem 1 – 30 Jun 2011
MPhtySt	2	1	*	*	Clinic ends up to 22 Jul