

**How to complete  
your**

**DISTANCE  
ENROLMENT**

INSTRUCTIONS FOR NEW  
UNDERGRADUATE DISTANCE STUDENTS

**2010**

# Enrolment Instructions for New Distance Students

## Step 1: Will receive the following items in their enrolment package

- ✓ Undergraduate Enrolment Form (white form)
- ✓ Privacy Notification
- ✓ Request for Commonwealth support and HECS-HELP form
- ✓ Proposed Enrolment Program (yellow form)
- ✓ Application for Campus Card (yellow form) (if you are a new student)
- ✓ Return envelope addressed to the Centre for Open Education
- ✓ Distance Education 2010 Student Handbook
- ✓ Information for Commonwealth Supported Students 2010

## Before you complete your enrolment paperwork, please take the time to read the conditions for Distance Education Enrolment below.

- Undergraduate distance education students must be resident in Australia, as course materials will not be sent overseas.
- Candidates in a distance education course may be resident anywhere in Australia, provided arrangements satisfactory to the University can be made for:
  - The transmission of study guides, assignments and other materials
  - Attendance at compulsory on-campus sessions
  - Undertaking examinations within Australia
  - An adequate library and internet service
- Students are classified as distance education students for enrolment purposes only if they are enrolled in a Distance Degree, and if **all** of the units in which they are enrolled are taken in the distance education mode.

## Step 2: Complete the following forms

- Undergraduate Enrolment form (white form)
- Proposed Enrolment Program form (yellow form)
- Campus Card application (yellow form)
- Request for Commonwealth support and HECS-HELP form [*or complete online*]
- Disability Form (*if applicable*)
- Application for Pre-2009 status (*if applicable*) – *form available online*
- Credit for Previous Studies Distance form (*if applicable*)

## Step 3: Mail in your completed forms

New students [*or students returning after an absence*] must mail their completed forms for processing by the “Enrol by date printed on the enrolment form. Please use the reply paid envelope provided, or post to:

The Centre for Open Education  
Macquarie University  
NSW 2109

**Late enrolment** - enrolment forms received after the Enrol by Date may incur a late fee of \$200.00.

### Any other questions?

Information on any questions regarding:

- Academic staff contact details
- Credit for previous studies
- Due dates
- Changes of program
- Fee/HECS enquiries

Available units/study patterns etc may be found in the Distance Education 2010 Undergraduate Student Handbook in your enrolment package.

## Personal Information

**2010**

Check the following details carefully. For corrections, cross out the word and PRINT the correction clearly in pen. After enrolment, it is your responsibility to keep all contact details up-to-date using eStudent.

1. Family Name Given Names

Date of Birth

**Personal Information Q 1-5:**

Check your personal details are correct.  
**Corrections (if required)**  
Cross out the whole word and PRINT the correction clearly in pen.

**Provide Next of Kin information in full.**

2. Contact address during term. Mailing address for all correspondence

3. Permanent home residence address. This must not be a PO Box address

**Enrol by Date:**

This is the date by which you must return ALL enrolment documents.

4. Other Contact details – Telephone

Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_

Mobile Ph: \_\_\_\_\_

5. Next of Kin or person to contact in an emergency

Name: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Relation to self: *Tick one*

Parent

Partner

Son/Daughter

Other

Spouse

Brother/Sister

Other Relative

**Course Information:**

The name of your course will be printed here.

## Course Information

Course Code:

Course Name:

Faculty:

Enrol by Date

First Year of Enrolment

6. Attendance Mode

7. Field of Education (major)

8. Liability Category

**Q 7: Field of Education**

Tell us the major subject you intend to study

9. Program of Study Code – this is the Code listed in the *Schedule of Programs of Study* in the Undergraduate Handbook e.g. ACCG03, ANT01, CHNS01, SSC01: \_\_\_\_\_

10. Graduation

When do you expect to finish this program? Year \_\_\_\_\_  1<sup>st</sup> Half Year  2<sup>nd</sup> Half Year

Do you have the requirements for an undergraduate program this year?  Yes  No

**Faculty:**

If you are a new BA or BSc student, the Faculty of Registration will be determined by your proposed subject area and the units in which you enrol.

Provide the following information:

Degree certificate to be awarded (eg BA, BSc, LLB etc): \_\_\_\_\_

Specialisation at 300 Level (e.g. Actuarial Studies, Marketing, Chemical Engineering)

potential qualification status, it is recommended that you provide your intended qualification status.

you finalise your enrolment. It is recommended that you provide your intended qualification status.

Studies (<http://handbook.mq.edu.au>) as it is your responsibility to ensure you have nominated above. Check your advising record card for the units you have nominated above.

Check your advising record card for the units you have nominated above.

points required for this award, specifically at 100, 200 and 300 level, with your advising record card.

specialisation at 300 level, or required prescribed units.

If any changes are required to your name details, please advise your advising officer.

Information required of students enrolling in undergraduate education students, and formation of study group telephone numbers of distance education students.

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**Q 11:**

Tick the YES box if you agree to have your name and address distributed to other students studying the same units as you.

Tick the NO box if you do not agree.

**Q 10: Graduation Details**

Provide details of when you expect to complete your degree.

If you believe you will complete your program in 2010, you must also provide your 'Name of degree' and 'Name of major area of study at 300-level' details.

If you will not complete in 2010, you should leave 'Name of degree' and 'Name of major area of study at 300-level' blank.

Yes, I agree

No, I do not agree

**12. Citizenship and residence status:**

If your citizenship is not printed here or has changed, complete the following:

- [Code 1] Australian citizen (including Australian citizens with dual citizenship)
- [Code 2] New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependant relative of such a representative, excluding those with Australian citizenship. (Note: Includes any such persons who have Permanent Residency status in Australia.)
- [Code 3] Students with Permanent Humanitarian Visa
- [Code 4] Students with permanent visa other than Permanent Humanitarian visa
- [Code 5] Student has a temporary entry permit or is a diplomat or a dependent of a diplomat (except New Zealand) and resides in Australia during 2010
- [Code 6] Status other than one of the above and the student is residing outside Australia during 2010

**Q 12-18:** Choose which boxes to tick carefully. ENSURE you answer EACH question

- Yes  No **Did you study in Australia during the study period?**
- Yes  No **Did you study outside Australia due to a course requirement?**
- Were you not born in Australia, in what year did you first arrive in Australia?** \_\_\_\_\_
- Where is your course held outside Australia, write N/A** \_\_\_\_\_
- What is your country of citizenship?** \_\_\_\_\_ **In what country were you born?** \_\_\_\_\_
- Yes  No, English only **Do you speak a language other than English at your permanent home residence?**
- \_\_\_\_\_ **What is the name of the non-English language that is spoken most often?** \_\_\_\_\_

**18. Are you of Australian Aboriginal or Torres Strait Islander origin?**

- No  Yes; Australian Aboriginal  Yes; Torres Strait Islander  Yes; Australian Aboriginal & Torres Strait Islander

**19. This question applies only to education commenced prior to this course in which you are now enrolling.**

Prior to commencing this course, what was your highest level of educational attainment and the year of attainment? (Tick ONE only)

**Q 19: NEW students ONLY:** tick ONE box (highest prior study), and indicate 'Year of Attainment' where requested

Educational Level	Tick One	Year of Attainment
Completed Higher education postgraduate level course	<input type="checkbox"/>	_____
Completed Higher education bachelor level course	<input type="checkbox"/>	_____
Completed Higher education sub-degree level course	<input type="checkbox"/>	_____
Completed Higher education course	<input type="checkbox"/>	N/A
Completed TAFE award course	<input type="checkbox"/>	_____
Completed final year of secondary education course at school or TAFE	<input type="checkbox"/>	_____
Completed other qualification or certificate of attainment or competence	<input type="checkbox"/>	_____
No prior educational attainment	<input type="checkbox"/>	N/A

**20. Disability, impairment or long-term medical condition**

This information is collected as a requirement of the Department of Education Science and Training for statistical purposes.

Indicate any area(s) of impairment.

- Hearing  Vision  Learning  Medical  Mobility

If you require support services based on your disability or health condition, please contact the Disability Support Unit (DSU) prior to the commencement of your studies.

Phone: 02 9850 7497 or Email: equity@mq.edu.au

**Q 20: Disability** Please provide this important information

**Terms and Conditions**

Please read the statements below carefully.

On enrolling at Macquarie University, you are bound by the following Terms and Conditions:

You must:

- conduct yourself in a manner consistent with the values of the [University's Ethics Framework](#);
- comply with the [By-laws, Rules, Policies and Procedures](#) of Macquarie University; and
- pay fees according to the [Fees Rules, Policies and Procedures](#) prescribed by the University
- keep your contact and next-of-kin details up to date.

You acknowledge and agree:

- that Macquarie University may provide personal information in accordance with the University's Privacy Code of Practice and Privacy Management Plan;
- that Macquarie University may use electronic communication methods, to deliver information relevant to your studies, personal safety, and otherwise;
- to access all information and to read your University-assigned email address at least once a week;
- for the purpose of the SPAM Act 2003 (Cth) and any corresponding regulations, consent to the sending and receiving of electronic messages;
- that Macquarie University can publish information on any awards and prizes I have been awarded and, where appropriate, the results for my honours program of study;
- you are responsible for informing yourself of and complying with the requirements for your program of study;
- that if you enrol in units which are contrary to academic advice you are responsible for the consequences resulting from enrolment in those units.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Declaration: Read all the points of the declaration. Sign and Date your enrolment form.

# How To Complete the Proposed Enrolment Program [yellow] form

This is a **very important** part of your enrolment. Please ensure you return this form with your other enrolment documents.

**Units available in External mode, with the dates of any On Campus Sessions and/or pre requisites can be found in the back of the 2010 Distance Education Undergraduate Student Handbook that you received with your enrolment package.**

As you have to make unit choices without the benefit of discussion with an academic adviser, general advice about planning your program and a list of units offered in Distance mode is also provided in the *Distance Education 2010 Student Handbook*. If, after reading the information provided and thinking about your program, you feel you need further help, please phone one of the academic advisers listed in this *Handbook*, or contact COE.

## UNDERGRADUATE PROPOSED ENROLMENT PROGRAM

Name (please print in black ink): .....  
 Student ID number: .....

**Please ensure you record your name and student ID here.**  
  
**We cannot enrol you without them.**

### DISTANCE UNITS

- Enter the codes and names for the units you have selected to enrol in this year (e.g. STAT170) together with their credit points
- Check that the on-campus sessions for the units you have chosen do NOT clash.

First Semester				Second Semester			
Unit Name	Unit Code	Credit Points	On Campus Session Dates	Unit Name	Unit Code	Credit Points	On Campus Session Dates
Total Credit Points				Total Credit Points			

**On Campus Session Dates**  
  
**You must not enrol in units with clashing on campus session dates.**  
  
**On campus session dates can be found in the back of the 2010 Distance Education Handbook.**  
  
**Make sure you have entered and checked the dates before you send in your enrolment forms.**

**List the units you wish to study in these columns.**  
  
**Please check that you have put your planned units in the correct study period i.e. First semester or Second semester.**

## Completing your HECS form

Fill in the form supplied in your enrolment package. Remove the white copy and keep for your records. Send the rest in to COE with your other enrolment forms.

## How and When To Pay Fees and Charges

For full details on how and when to pay your student contribution or tuition fees for 2010, you should refer to the website: [http://www.ofs.mq.edu.au/student\\_finances/paying\\_fees.htm](http://www.ofs.mq.edu.au/student_finances/paying_fees.htm)

### **DUE DATES:**

**Semester 1, 2010** First Half Year: **19 February 2010.**

**Late Payment Fee:** A \$200 late payment fee will apply if course fees are paid after the due date.

## What happens after I have sent in my enrolment forms?

**After** all your enrolment papers have been received by the Centre of Open Education, and your enrolment processed, you will receive the following:

- **Enrolment and Registration Advice (ERA)** showing the units in which you have been enrolled. Check it carefully. If there are any aspects of your program which differ from your proposed enrolment form and you do not know why, contact the Centre for Open Education immediately ([coe@mq.edu.au](mailto:coe@mq.edu.au)) or phone: (02) 9850 6819 or (02) 9850 6820.
- **Campus card-** if you have applied for a new one it will be sent early in the semester
- **Update sticker-** for students re-enrolling after an absence, will be sent with the ERA

**Study Material** - you should note that no study material will be despatched to you until after you have returned your enrolment forms and your enrolment has been completed. Processing enrolments takes time, particularly for new students, but if you wish to enquire about delivery of your course materials by phone, please call the Centre for Open Education's Despatch Dept on (02) 9850 6828.








### **Commonwealth Assistance Notice (CAN)**

You will be sent a Commonwealth Assistance Notice (CAN) in September 2010 (for Second Half-year).

For *Commonwealth supported students*, this CAN will include information on your student contribution amounts, Student Learning Entitlement usage and HECS-HELP assistance for the units of study in which you were enrolled as a Commonwealth supported student on the census date.

If any of the information in this notice is incorrect, or you have any enquiries about your CAN, you must email Mr John Rome [[john.rome@mq.edu.au](mailto:john.rome@mq.edu.au)] within 14 days.

## Contact Information

 Completing the enrolment form	BA, LLB, Diploma/Certificate BSc, BEd	Karin Dutton (02) 9850 6819 Selva Selvarajah (02) 9850 6820
 Returning the enrolment form	As above	
 Changing your enrolment	As above	
 Campus card	Centre for Open Education	(02) 9850 6822
 Course Materials	Despatch Dept COE	(02) 9580 6828
 Completing <i>Request for Commonwealth Support and HECS-HELP</i> form	Comm. Loan Schemes Officer	(02) 9850 6188
 How to pay your Student Contribution	Fees Section	(02) 9850 7233

# Macquarie University Campus Card Application

All new students or students enrolling after an absence who do not have a colour photo campus card must apply for a campus card now. The campus card is required for **library borrowing, library photocopying, internet access and identification at examinations.**

If you are a re-enrolling student with a colour photo campus card (not the old black and white one) then you do not complete this application - your campus card from a previous year will be updated with a sticker. The sticker will be posted to you with the confirmation of your enrolment.

**Please read the following information and instructions before completing the reverse side of this form.**

## Section 1 - You need to give us your details

1. Fill in your name, student number and the degree in which you are enrolled eg. B Science.
2. You will need a photograph of yourself
3. Your photo must be signed by a witness,
4. You must write your student number on the back of your photo
5. Your photo must be enclosed in an envelope, which should then be stapled to this form. **NB: Caution do not staple through the photo.**

### The photo must be:

- in colour
- no more than 6 months old
- a full front view of your head and shoulders. If you usually wear prescription glasses, you should wear them in the photograph. You should not wear tinted glasses or any head covering. If head covering is worn for religious reasons, the photo must show your facial features clearly.
- of good quality ie. plain background with only yourself in it
- of standard passport size ie. 35mm x 45mm
- **endorsed on the back with your student number** (your student number can be found on the top right hand corner of your enrolment form)
- **signed on the back by a witness** (see Section 2).

## Section 2 - We need to know that it is you

The proof of identity section of the form must be completed by a person in one of the categories listed below. That person must also sign the back of the photograph.

- **an accountant** - members of the Institute of Chartered Accountants in Australia, or the Australian Society of Certified Practising Accountants, or the National Institute of Accountants, or the Association of Taxation and Management Accountants or Registered Tax Agents
- **a bank manager** (but not the manager of a bank travel centre)
- **a solicitor, barrister or patent attorney**
- **a Justice of the Peace**
- **a dentist**
- **a registered medical practitioner**
- **a police officer** in charge of a police station, or of the rank of sergeant or above
- **a manager of a post office**
- **an officer (authorised to verify documents for UAC) at the Admissions Office, Student Services Office or Administration Office of any Australian University or TAFE College**

# Macquarie University

# Campus Card Application

## Section 1 - Student to complete this section

Please print clearly

Student Number

--	--	--	--	--	--	--	--

Family Name

Given Names

Degree Enrolled in eg. B Science

Signature Date

## Section 2 - Proof of Identity - witness to sign this section

I declare that the photograph I have signed is a photograph of the person whose name and signature appear in **Section 1** of this form, above.

Signature of witness Date

Name of witness

Phone No. - Business Hours

Address of witness Postcode

Profession or occupation of witness **please indicate one**

**an accountant**

**a bank manager** (but not the manager of a bank travel centre)

**a solicitor, barrister or patent attorney**

**a Justice of the Peace**

**a dentist**

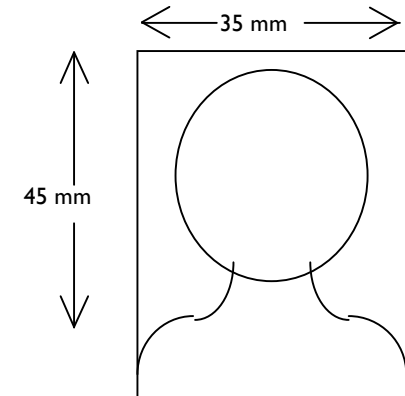
**a registered medical practitioner**

**a police officer** in charge of a police station, or rank of sergeant or above

**a manager of a post office**

**an officer (authorised to verify documents for UAC) at the Admissions Office, Student Services Office or Administration Office of any Australian University or TAFE College**

## Section 3 - Colour Photo



### Please:

1. get your photo signed on the back by your witness, and
2. write your Macquarie student number on the back of the signed photo, and
3. place it in an envelope, and
4. seal the envelope, and
5. Staple your envelope to this form\*, and
6. return this form with your completed enrolment form.

\*Your photo must be enclosed in a sealed envelope, do not staple photo ONLY to this form. Be careful not to staple through photo when attaching envelope.

### Office Use Only

	UAC P E M F	Jubilee	DEDE	X-inst	Re-enrol	PMQ	LLB	GDip (ECE)	GDip Lang
<b>New</b>					----	----			
<b>MQ</b>	----	----	----	----					

# UNDERGRADUATE PROPOSED PROGRAM OF STUDY - DISTANCE STUDENTS

YOU MUST RETURN THIS FORM WITH YOUR WHITE ENROLMENT FORM

**Name** (please print in black ink): ..... **Student ID number:** .....

## INTERNAL UNITS:

- **If you choose to take even one internal unit you will no longer be classified as a DISTANCE student.** You will instead be classified as an internal student for all purposes including examinations.
- **You cannot enrol by mail if you are taking internal units. You cannot choose internal units on the Proposed Program form.** You must enrol via the web using eStudent.

## DISTANCE UNITS

- **Enter the codes and names for the units you have selected to enrol in this year (e.g. STAT170) together with their credit points**
- **Check that the on-campus sessions for the units you have chosen do NOT clash.**

First Semester				Second Semester				Full Year			
Unit Name	Unit Code	Credit Points	On Campus Session Dates	Unit Name	Unit Code	Credit Points	On Campus Session Dates	Unit Names	Unit Code	Credit Points	On Campus Session Dates
								<b>Total credit Points</b>			
								<b>Vacation (Not Summer Course)</b>			
<b>Total Credit Points</b>				<b>Total Credit Points</b>				<b>Total Credit Points</b>			

## ACADEMIC SIGNATURES/ACADEMIC APPROVALS:

### ACADEMIC APPROVAL:

I have sighted and approved this student's Enrolment and Registration Advice:

### Faculty Representative Details

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Representative is From:  
(i.e. Indicate Faculty &  
Department) \_\_\_\_\_