

Complete this form, save and email to the School email address on Page 2.
 This form will not be accepted unless both sides are fully completed. You must include your current timetable on page 2, or as an attachment.



THE UNIVERSITY OF
NEWCASTLE
 AUSTRALIA

Manual Enrolment Form

Please fill in this form if you require enrolment into a class that is full, and submit the form directly to the relevant School Office. Postgraduate students who need to enrol in an undergraduate course (1000-4000 level) must also use this form.

Enrol into the course and select your second/third preference for your required classes in case the school cannot make any adjustments.

Please continue to check if a class has re-opened due to other students dropping/swapping out. Also, new classes may be opened.

Please note that childcare / travel / work commitments are not generally accepted as reasons for overriding a clash.

It is the responsibility of the student to check that the course they are requesting to be enrolled into is part of their program.

Student Name:		Student Number:	
Contact Phone:		Email:	C_____@uon.edu.au
Course Code:		School:	
Campus:		Date:	

Are you enrolled into this course already? Yes No

Requested Enrolment	Activity (e.g. lecture)	Class Number	Day / Time / Room
Required Class 1			
Required Class 2			
Required Class 3			
Required Class 4			

Current Degree Program: _____

Reason for request:	
Attached supporting documents (if any):	

Student's Signature: _____

Please note that this signature will only be accepted if emailed from your student email account.

COURSE COORDINATOR TO COMPLETE

- Please register the above student into their requested classes / enrol the student into the classes I have nominated
 OR
 I am unable to help the student with their request

Course Coordinator Name

Signature

Date

You will be notified of the outcome by the School, and receive confirmation of any enrolment changes that have occurred.



Show ALL courses that you have enrolled in on the grid below

Time	Mon	Tues	Wed	Thur	Fri
8-9 AM					
9-10 AM					
10-11 AM					
11-12 PM					
12-1 PM					
1-2 PM					
2-3 PM					
3-4 PM					
4-5 PM					
5-6 PM					
6-7 PM					
7-8 PM					

Please send the completed form direct to the School you are requesting the course change for, as per below:

<p>Faculty of Business & Law Newcastle Business School Business-School@newcastle.edu.au for Callaghan enquiries ccbusiness-school@newcastle.edu.au for Ourimbah enquiries Sydney-GeneralEnquiry@newcastle.edu.au for Sydney enquiries</p> <p>Newcastle Law School Law-School@newcastle.edu.au</p> <p>Faculty of Education and Arts School of Creative Industries Callaghan: SOCI@newcastle.edu.au Ourimbah: ASU-Ourimbah@newcastle.edu.au</p> <p>School of Education Callaghan: eduarts-TRS@newcastle.edu.au Ourimbah: ASU-Ourimbah@newcastle.edu.au</p> <p>School of Humanities & Social Science Callaghan: Humanities-SocialScience@newcastle.edu.au Ourimbah: ASU-Ourimbah@newcastle.edu.au</p> <p>Faculty of Engineering & Built Environment School of Architecture and Built Environment archbe@newcastle.edu.au</p> <p>School of Electrical Engineering & Computer Science SEEC@newcastle.edu.au</p> <p>School of Engineering Please phone Lea Petrovic 492 16074 or Katherine Harrison 492 15798</p>	<p>Faculty of Health and Medicine School of Biomedical Sciences & Pharmacy Biomedsci-Admin@newcastle.edu.au</p> <p>School of Health Sciences SchoolHealthSciences@newcastle.edu.au</p> <p>School of Medicine & Public Health HBS@newcastle.edu.au</p> <p>School of Nursing & Midwifery Nursing-tutorial-query@newcastle.edu.au</p> <p>Faculty of Science School of Environmental & Life Sciences Science-IT-SELS@newcastle.edu.au</p> <p>School of Mathematical & Physical Sciences Science-MAPS-Admin@newcastle.edu.au</p> <p>School of Psychology Psync-admin@newcastle.edu.au</p> <p>Wollotuka Luke.Halvorsen@newcastle.edu.au</p>
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