

GUIDE TO ENROLMENT FOR CANDIDATES COMMENCING IN SEMESTER 1 2016



If you have conditions on your enrolment (such as outstanding documentation or incomplete studies) you will need to address these before you can enrol. Contact us if you need advice: Research-Admissions@newcastle.edu.au
Phone: 02 4921 6537

YOU MUST HAVE ACCEPTED YOUR OFFER AT LEAST 48 HOURS BEFORE ATTEMPTING ENROLMENT

- **YOU CAN ENROL IN THE PERIOD 2 WEEKS PRIOR TO AND 2 WEEKS AFTER THE START DATE ON YOUR OFFER LETTER.**
- **YOU MAY AMEND YOUR START DATE DURING THE ENROLMENT PROCESS.**

NB: Standard Semester Dates Apply for Coursework Components (Monday 23 February 2016/ Monday 27 July 2016). Enrolments in coursework components will be processed by the Office of Graduate Studies and advised to you once you have completed your enrolment in your research program

1. **Go to** <https://myHub.newcastle.edu.au>
The best screen resolution for viewing all of the panels is 1024x768 [My computer – Control Panel – Display – Settings]
2. **Login** using your Student Login Details. (student number prefixed with a 'C' and your student password). If you have not yet created a password, navigate to <https://accountactivation.newcastle.edu.au/sa>. On that page you will be asked to enter your student number (eg 324****), date of birth and program code. Follow the prompts to set a new password. The new password should be updated almost immediately to give you access to myHub.
3. **Login** to myHub with your new student login details. Complete all of the items in your Mandatory To Do List. (Click "View page" for each item). When the last item is complete you will be taken to your myHub home page.
4. **Click** 'My Schedule and Enrolment' on the left side of the screen. (This is the appropriate link for enrolling in your research program)
5. **Choose** Semester 1 2016 from the 'select term' box and click "continue".
6. **Press** search. One pre-determined class with 4 letters and 4 numbers should display (e.g. EDUC 9501 – Research Thesis – Full or Part time).
7. **Press** 'Select Class' for the appropriate location of your study (eg Callaghan/Ourimbah).
8. **Scroll to bottom of page and Press** 'next' and "complete your enrolment" buttons until you reach the 'Finish Enrolling' button and press this.
9. You will then be asked to **confirm** or **change** your **start date**.
The default start date will be the date that appears on your letter of offer. You can change this date to an actual start date providing that date is within 2 weeks (either side) of the current date. If your start date is further away than this but within the current semester, you will have to return to myHub closer to that date to complete your enrolment.
10. You should get a **green tick** in the status box.

When you have completed your enrolment the details will be displayed on the myHub HOME page at the top centre of the screen.

- *Office of Graduate Studies staff will be happy to assist you with enrolling, call our office on 49216537.*
- *For TECHNICAL queries contact 492 17000*
- *Feedback is welcome: research@newcastle.edu.au*