

APPLICATION TO ENROL IN A COURSE AFTER THE CENSUS DATE



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Please note:

This form is ONLY to be utilised if you have not been able to enrol in a course before the Census date due to an administrative error or documented adverse circumstances which affected your ability to enrol.

You will not be enrolled in any courses if you have an outstanding debt owed to the University.

You will be advised of the outcome of your application by email to your NuMail address.

Enrolment in a course after the Census date cannot be used as grounds for special consideration or as a basis to appeal your final result.

The relevant Pro-Vice Chancellor (PVC) must approve this application. After you have submitted the form, your Program Officer will arrange for the relevant PVC to make a determination. Although the Course Co-ordinator may recommend that your application be approved, the relevant PVC may not approve your enrolment in this course.

Your responsibilities:

You must check that this course will count towards your current program. It is a breach of University Rules and HECS regulations (where applicable) to enrol in any course which will not count towards your current program.

You must have this form signed by the relevant Course Co-ordinator before lodging this form. The Course Co-ordinator's recommendation will be taken into consideration when determining whether your request will be approved. **All sections MUST be completed or this form will not be processed.**

STEP ONE: Provide the following information

Student Number: _____ Program (eg BAarts): _____

Family Name: _____ Other Name(s): _____

COURSE DETAILS *This section concerns the course you are applying to enrol in after the Census date*

Course Code: _____ Course Name: _____

Campus/Mode: (eg Callaghan, Distance) _____ Term of Offer: (eg Semester 1) _____

Requested enrolment details: Indicate preferred days and times for all relevant class activities. Include multiple preferences for each class activity.

Lecture	Tutorial	W'shop
Lab	Comp Lab	Other

SUPPORTING STATEMENT *Explain why you were not able to enrol before the Census date. Additional information may be attached.*

STUDENT'S SIGNATURE: _____ DATE: _____

STEP TWO: Obtain the recommendation and signature of the relevant Course Co ordinator

Recommended / Not Recommended (Please circle)

COMMENTS

If request approved by PVC, student to be enrolled in the following class activities (indicate days and times)	Lecture	Tutorial	W'shop
	Lab	Comp Lab	Other

Name: _____ Signature: _____ Date: _____

STEP THREE: Submit the form to any Student Hub who will then forward to the relevant Program Officer.

Each Student Hub's location, opening times and postal address can be found on the following website: <http://www.newcastle.edu.au/students/hubs/>

STEP FOUR: Check your student e mail account. You will be informed whether or not your request is approved.

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PROGRAM OFFICER'S RECOMMENDATION

Recommended / Not Recommended (Please circle)

COMMENTS

Name:

Signature:

Date:

ASSISTANT ACADEMIC REGISTRAR'S RECOMMENDATION

Recommended / Not Recommended (Please circle)

COMMENTS

Name:

Signature:

Date:

PRO-VICE CHANCELLOR'S DETERMINATION

Rules Governing Admission and Enrolment (000966): 14.2.4.

The Pro Vice-Chancellor of the Faculty offering the course is authorised to approve a student's enrolment in a course after the census date for that term, if that student has been impacted by an administrative error or has had documented adverse circumstances affecting their ability to enrol.

APPROVED / NOT APPROVED (Please circle)

COMMENTS

Name:

Signature:

Date:

When complete, please return to AAR.

ADMISSIONS AND ENROLMENTS (OFFICE USE ONLY)

Enrolment processed by:

Notification by:

Date: