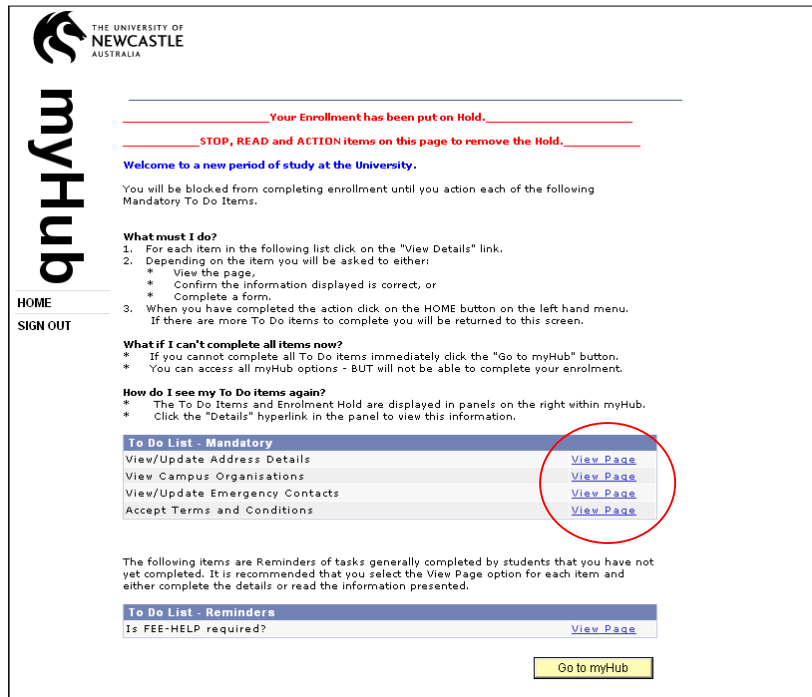






## Step 1: View and Action To Do List - Mandatory

- Once logged in to myHub you will see the page below.
- You will be required to view and action the pages on the 'To Do List – Mandatory' before you are able to re-enrol.



**THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA**

**myHub**

**HOME**

**SIGN OUT**

**Your Enrollment has been put on Hold.**

**STOP, READ and ACTION items on this page to remove the Hold.**

**Welcome to a new period of study at the University.**

You will be blocked from completing enrollment until you action each of the following Mandatory To Do Items.

**What must I do?**

- For each item in the following list click on the "View Details" link.
- Depending on the item you will be asked to either:
  - View the page,
  - Confirm the information displayed is correct, or
  - Complete a form.
- When you have completed the action click on the HOME button on the left hand menu. If there are more To Do items to complete you will be returned to this screen.

**What if I can't complete all items now?**

- If you cannot complete all To Do items immediately click the "Go to myHub" button.
- You can access all myHub options - BUT will not be able to complete your enrolment.

**How do I see my To Do items again?**

- The To Do Items and Enrolment Hold are displayed in panels on the right within myHub.
- Click the "Details" hyperlink in the panel to view this information.

**To Do List - Mandatory**

View/Update Address Details	<a href="#">View Page</a>
View Campus Organisations	<a href="#">View Page</a>
View/Update Emergency Contacts	<a href="#">View Page</a>
Accept Terms and Conditions	<a href="#">View Page</a>

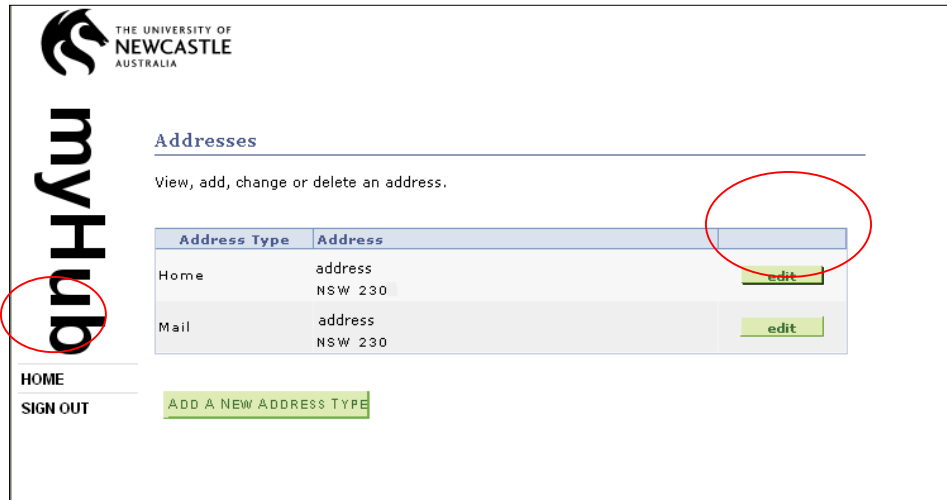
The following items are Reminders of tasks generally completed by students that you have not yet completed. It is recommended that you select the View Page option for each item and either complete the details or read the information presented.

**To Do List - Reminders**

Is FEE-HELP required?	<a href="#">View Page</a>
-----------------------	---------------------------

[Go to myHub](#)

- Click on 'View Page' next to 'View/Update Address Details'. The home and mailing address the University has recorded for you will be shown.
- Changes to addresses can be made by clicking on the 'edit' buttons. Once any changes have been made return to home by clicking the 'HOME' button on the left.



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

myHub

### Addresses

View, add, change or delete an address.

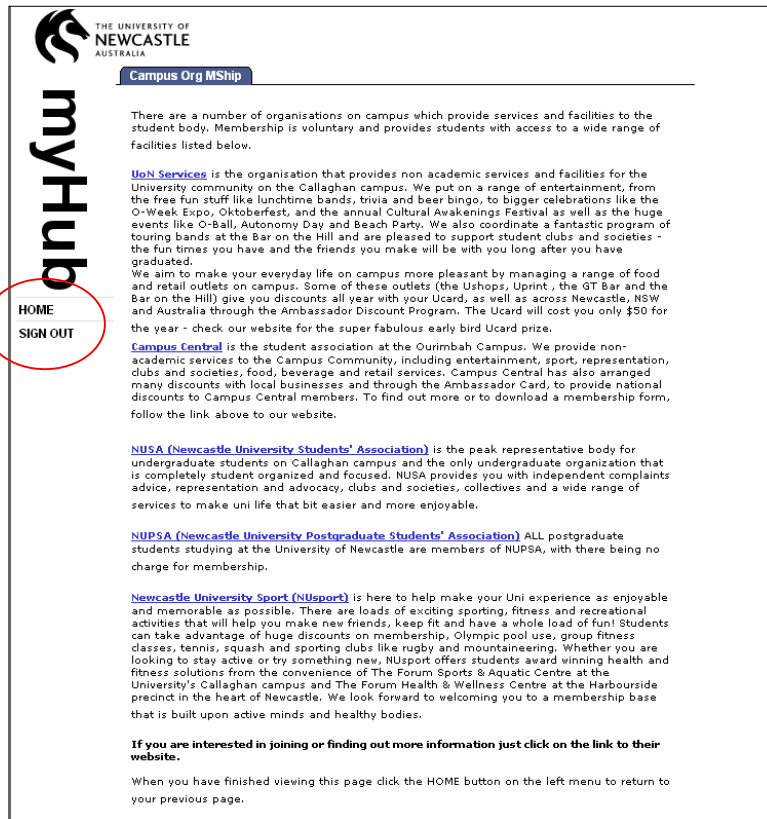
Address Type	Address	
Home	address NSW 230	<a href="#">edit</a>
Mail	address NSW 230	<a href="#">edit</a>

HOME

SIGN OUT

[ADD A NEW ADDRESS TYPE](#)

- Continue viewing the documents in the To-Do-List by clicking 'View Page'
- View Campus Organisations and once you have read the information click on 'HOME' on the left hand side.



**THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA**

**myHub**

**HOME**

**SIGN OUT**

**Campus Org MShip**

There are a number of organisations on campus which provide services and facilities to the student body. Membership is voluntary and provides students with access to a wide range of facilities listed below.

**UoN Services** is the organization that provides non academic services and facilities for the University community on the Callaghan campus. We put on a range of entertainment, from the free fun stuff like lunchtime bands, trivia and beer bingo, to bigger celebrations like the O-Week Expo, Oktoberfest, and the annual Cultural Awakenings Festival as well as the huge events like O-Ball, Autonomy Day and Beach Party. We also coordinate a fantastic program of touring bands at the Bar on the Hill and are pleased to support student clubs and societies - the fun times you have and the friends you make will be with you long after you have graduated.

We aim to make your everyday life on campus more pleasant by managing a range of food and retail outlets on campus. Some of these outlets (the Ushops, Uprint, the GT Bar and the Bar on the Hill) give you discounts all year with your Ucard, as well as across Newcastle, NSW and Australia through the Ambassador Discount Program. The Ucard will cost you only \$50 for the year - check our website for the super fabulous early bird Ucard prize.

**Campus Central** is the student association at the Ourimbah Campus. We provide non-academic services to the Campus Community, including entertainment, sport, representation, clubs and societies, food, beverage and retail services. Campus Central has also arranged many discounts with local businesses and through the Ambassador Card, to provide national discounts to Campus Central members. To find out more or to download a membership form, follow the link above to our website.

**NUSA (Newcastle University Students' Association)** is the peak representative body for undergraduate students on Callaghan campus and the only undergraduate organization that is completely student organized and focused. NUSA provides you with independent complaints advice, representation and advocacy, clubs and societies, collectives and a wide range of services to make uni life that bit easier and more enjoyable.

**NUPSA (Newcastle University Postgraduate Students' Association)** ALL postgraduate students studying at the University of Newcastle are members of NUPSA, with there being no charge for membership.

**Newcastle University Sport (NUSport)** is here to help make your Uni experience as enjoyable and memorable as possible. There are loads of exciting sporting, fitness and recreational activities that will help you make new friends, keep fit and have a whole load of fun! Students can take advantage of huge discounts on membership, Olympic pool use, group fitness classes, tennis, squash and sporting clubs like rugby and mountaineering. Whether you are looking to stay active or try something new, NUSport offers students award winning health and fitness solutions from the convenience of The Forum Sports & Aquatic Centre at the University's Callaghan campus and The Forum Health & Wellness Centre at the Harbourside precinct in the heart of Newcastle. We look forward to welcoming you to a membership base that is built upon active minds and healthy bodies.

**If you are interested in joining or finding out more information just click on the link to their website.**

When you have finished viewing this page click the HOME button on the left menu to return to your previous page.

- View/Update Emergency Contacts then click on 'HOME'.



**THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA**

**myHub**

### Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Contact Name	Relationship		
		<a href="#">edit</a>	<a href="#">delete</a>


[ADD AN EMERGENCY CONTACT](#)

**Primary Contact**

[CHANGE THE PRIMARY CONTACT](#)

[HOME](#)  
[SIGN OUT](#)

- The final item requires your action. Read 'Accept Terms and Conditions' and accept them by checking the relevant box then press 'Save' and return 'HOME'.



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

**Enrollment Conditions**

---

**Enrollment Terms and Conditions**

myHub

[HOME](#)

[SIGN OUT](#)

1. I understand that I must **ONLY** enroll in courses that comply with the requirements of the program to which I have been admitted.
2. I authorise the University to release information regarding my enrollment to Government agencies in accordance with legal requirements.
3. I understand that failure to pay fees and charges owed to the University and/or its partner organisation by the due date may result in my access to University services being restricted, the cancellation of my enrollment and/or action to recover any remaining debt.
4. I certify that all information and documentation supplied by me to the University is true, accurate and complete.
5. I consent to the sharing of information between the University of Newcastle and other educational institutions in relation to any academic or other misconduct, or exclusion from study.
6. I consent to the collection, storage, and disclosure by the University, the Universities Australia (UA) or any UA member institution, of a record of any such information or any other irregular activity that may be considered to be untrue or misleading in any respect.
7. I agree to comply with the rules, policies and by-laws of the University of Newcastle.
8. I accept as a condition of enrollment and re-enrollment that any assessments I submit may be checked for plagiarism including through an electronic system and be held in the plagiarism database for future matching purposes.
9. I understand that I am required to check my studentmail regularly, and must use studentmail for all email correspondence with the University. Studentmail is accessed via a web-browser located [here](#).
10. I understand that agreement to all of these terms is a condition of my enrollment at the University of Newcastle.

For students enrolling in courses offered through GraduateSchool.com using the weblearn location, additional terms and conditions exist and are viewable [here](#).

I have read and agree to the Terms & Conditions of Enrollment outlined above.

## Step 2: Enrol via 'My Schedule and Enrollment'

### a) Click on: My Schedule and Enrollment

- Note: You will not be able to enrol if you have outstanding charges on your account. Please contact the UON Graduate Research if this presents a problem.

The screenshot shows the 'myHub' interface for The University of Newcastle. The main content area is titled 'my Enrollments' and contains a message: 'You are not enrolled in classes.' Below this, there is a section 'Not Studying for a Term?' with a list of options: 'take Leave of Absence\*', 'undertake Cross Institutional Study\*', and 'Discontinue your program at the University of Newcastle'. A note states: 'Note: All enrolments MUST be DROPPED for the period that you are applying for leave, prior to applying.' A red circle highlights the 'Accept Terms and Conditions' link in the 'my Enrollments' section.

Other sections visible include 'my Finances' (My Account), 'my Personal Information' (Contact Information), and 'my Admissions'. The right sidebar contains sections for 'Holds', 'To Do List', 'Enrollment and Timetable', 'Student Services', and 'Other Services'.



b) Select 'Semester 1, then click on 'continue'.

THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

myHub

Enrollment Terms and Conditions My Schedule and Enrollment My Academics My Scholarship My Research

my class schedule add

Add Classes

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Semester 1 - 2010	Research	The University of Newcastle
<input type="radio"/>	Semester 2 - 2010	Research	The University of Newcastle

CONTINUE

Enrollment Terms And Conditions My Schedule And Enrollment My Academics My Scholarship My Research

My Class Schedule Add

Return to myHub

HOME

SIGN OUT

## c) Click on 'Search'

The screenshot shows the myHub interface for The University of Newcastle. At the top left is the myHub logo and the university name. A navigation bar contains links for Enrollment Terms and Conditions, My Schedule and Enrollment, My Academics, My Scholarship, and My Research. Below this is a search bar with the text "my class schedule" and an "add" button. The main section is titled "Add Classes" and includes a list of instructions for enrollment. A "Find Classes" section contains a "Class Search" dropdown menu with a "search" button circled in red. Below this is a "Semester 1 - 2010 Shopping Cart" section which is currently empty. At the bottom, there is a "My Semester 1 - 2010 Class Schedule" section which is also empty. A "Return to myHub" button is located at the bottom right.

d) Your thesis details will be displayed. Click on 'Select Class'

THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

myHub

Enrollment Terms and Conditions My Schedule and Enrollment My Academics My Scholarship My Research

my class schedule add

Add Classes 1

Search Results

Further information about each class is available by following the Course Information link immediately to the right of the relevant Course Name and Code.  
Once you have decided which class to enrol in, click the 'add class' button.  
The University of Newcastle | Semester 1 - 2010

HOME  
SIGN OUT

My Class Schedule Shopping Cart

The following classes match your search criteria Course Career: **Research**, Mode of Instruction: **In Person**, Campus: **Callaghan Campus**

[Return to Add Classes](#)

Open  Closed

ENGL 9502 - Research Thesis - Part Time [Course Information](#)

location	Callaghan Campus	Status	<input checked="" type="radio"/>	<a href="#">select class</a>
<b>Timetable Details</b>				
This class currently has no scheduled timetable. (21003,100)				

[Return to Add Classes](#)

Enrollment Terms And Conditions My Schedule And Enrollment My Academics My Scholarship My Research  
My Class Schedule Add

Return to myHub

d) Click on 'next'.

The screenshot shows the 'myHub' interface for 'THE UNIVERSITY OF NEWCASTLE AUSTRALIA'. The main heading is 'my class schedule' with an 'add' button. Below this is a section titled 'Add Classes' with a pagination control showing '1', '2', and '3'. The current step is '1. Select classes to add - Enrollment Preferences'. The semester is 'Semester 1 - 2009 | Research | The University of Newcastle'. The selected class is 'HUBS 9501 - Research Thesis - Full Time'. A 'Class Preferences' section contains the following details:

<b>HUBS 9501-CAL</b>	Thesis	Open	<b>Permission Nbr</b>	<input type="text"/>	
<b>Session</b>	Regular Academic Session			<b>Grading</b>	No Grade Associated
<b>Career</b>	Research			<b>Units</b>	40.00
			<b>Program</b>	PhD (Anatomy)	

At the bottom of the class details, there are two buttons: 'CANCEL' and 'NEXT'. The 'NEXT' button is highlighted with a red circle. Below the class details, there are links for 'My Class Schedule' and 'Add', and a 'Main Content' button.

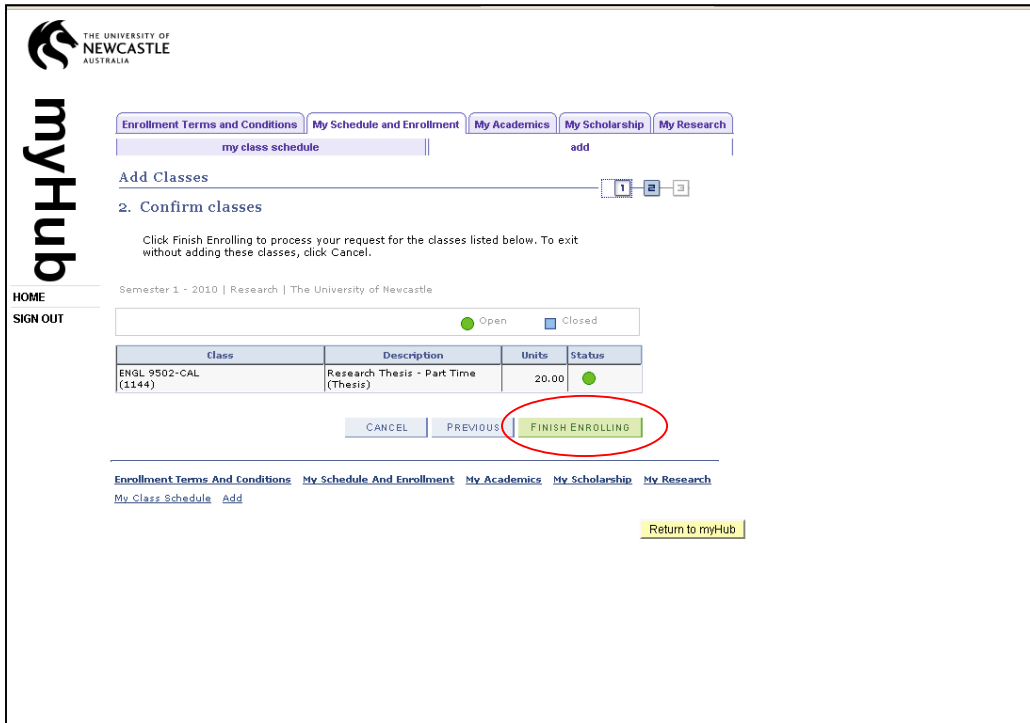
e) Click on 'Complete your enrolment'

The screenshot shows the myHub interface for 'Add Classes'. The user is in the 'my class schedule' section. A green notification box states: 'ENGL 9502 has been added to your Shopping Cart.' Below this, the 'Semester 1 - 2010 Shopping Cart' table is visible:

Delete	Class	Units	Status
	<a href="#">ENGL 9502-CAL (3144)</a>	20.00	

Below the table, the 'COMPLETE YOUR ENROLLMENT' button is circled in red. At the bottom of the page, there is a 'Return to myHub' button.

## f) Click on 'Finish Enrolling'



The screenshot displays the myHub interface for The University of Newcastle. The page is titled "Add Classes" and shows a table of classes to be enrolled in. The "FINISH ENROLLING" button is highlighted with a red circle.

**myHub**

Enrollment Terms and Conditions | My Schedule and Enrollment | My Academics | My Scholarship | My Research

my class schedule | add

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Semester 1 - 2010 | Research | The University of Newcastle

HOME  
SIGN OUT

Open Closed

Class	Description	Units	Status
ENGL 9502-CAL (1144)	Research Thesis - Part Time (Thesis)	20.00	Open

CANCEL PREVIOUS **FINISH ENROLLING**

Enrollment Terms And Conditions | My Schedule And Enrollment | My Academics | My Scholarship | My Research

My Class Schedule | Add

Return to myHub

- You will receive a warning to remind you to enrol in all semesters (i.e. Semester 1 & 2. **Enrol for the whole year. Any changes that are necessary throughout the year will be made by UON GR**

The screenshot shows the myHub interface for The University of Newcastle Australia. The page title is "my class schedule" with an "add" button. Below it, there are navigation links "Add Classes" and "3. View results". A message states: "View the following status report for enrollment confirmations and errors:". The page is for "Semester 2 - 2009 | Research | The University of Newcastle".

Navigation links: HOME, SIGN OUT

Message summary: ✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
HUBS 9501	<b>Message:</b> You have not received an offer of enrolment. You may need to repeat the enrolment process. If you are not permitted to enrol, please seek advice from the Graduate Research Office.	

A Microsoft Internet Explorer warning dialog box is overlaid on the table, containing a yellow warning icon and the text: "Please be reminded that you must enrol in all semesters. (30987,280)". An "OK" button is at the bottom of the dialog.

Page footer: [My Class Schedule](#) [Add](#)

## Repeat for Semester 2

- Repeat from Step 2, however this time at b) select Semester 2.
- Once you have enrolled successfully for both semesters you will be able to see your enrolment details from the myHub home page.

The screenshot shows the myHub interface for The University of Newcastle. The main content area is titled 'my Enrollments' and contains a table with two rows, both for 'Semester 2 - 2010' and 'MNGT 9501 - Research Thesis - Full Time'. A red circle highlights the 'Semester 2 - 2010' column. Below the table is a section titled 'Not Studying for a Term?' with instructions and a note: 'Note: All enrolments MUST be DROPPED for the period that you are applying for leave, prior to applying.' To the right of the main content are several sidebar sections: 'Holds' (No Holds), 'To Do List' (No To Do's), 'Enrollment and Timetable' (with links for Class, Exam, and Enrollment Guides), 'Student Services' (with links for Online Registration System, Special Circumstances, and Scholarships), and 'Other Services' (with links for Online Services, Online Forms, and My Computer Accounts). The left sidebar includes the myHub logo, 'HOME', and 'SIGN OUT'.



THANK YOU



[www.newcastle.edu.au](http://www.newcastle.edu.au)

# CONGRATULATIONS

you've successfully re-enrolled!

If you would like to discuss your enrolment further or you have any comments or issues to raise please contact UON Graduate Research on (02) 4921 6537 or send us an email at:

[Graduate-Research@newcastle.edu.au](mailto:Graduate-Research@newcastle.edu.au).

