

APPLICATION TO ENROL IN A COURSE AFTER THE CENSUS DATE



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Please note:

This form is ONLY to be used 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 Advisor 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, B Arts): _____
Family Name: _____	Other Names: _____

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 Application: (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 unable to enrol before the Census date. Additional information may be attached.

Student 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: _____	Ext: _____			

STEP THREE: Email the form to programadvice@newcastle.edu.au

Student Central locations, opening times and postal address can be found at the following link: <http://www.newcastle.edu.au/students/hubs/>

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

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PROGRAM ADVISOR RECOMMENDATION			
Recommended / Not Recommended <i>(Please circle)</i>			
COMMENTS			
Name:		Signature:	
			Date:

PROGRAM AND FACULTY LIAISON COORDINATOR RECOMMENDATION			
Recommended / Not Recommended <i>(Please circle)</i>			
COMMENTS			
Name:		Signature:	
			Date:

PRO VICE-CHANCELLOR DETERMINATION			
Recommended / Not Recommended <i>(Please circle)</i>			
COMMENTS			
Name:		Signature:	
			Date:

When complete, please return to PFLC.

ENROLMENTS (OFFICE USE ONLY)			
Enrolment processed by:		Notification by:	
			Date: