

GUIDE TO ENROLMENT FOR CANDIDATES COMMENCING IN SEMESTER 1 2010



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 1 March 2010/ Monday 26 July 2010). 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 don't have these, contact the Office of Graduate Studies.
3. **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** 'Add a class' on the left side of the screen. (This is the appropriate link for enrolling in your research program)
5. **Choose** Semester 1 2010 from the 'select term' box.
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** the 'proceed' and 'next' 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.
11. **Return** to the myHub HOME page.
12. **Choose** Semester 2 2010 from the 'select term' box
13. **PRESS** 'CHANGE' – this is a VITAL step.
14. **Press** the search button.
15. **Proceed** as you did for semester 1 however you won't be asked about a start date.

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 492 16537.*
- *For TECHNICAL queries contact 492 17000*
- *Feedback is welcome: research@newcastle.edu.au*