



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Manual Enrolment Form

Please fill in this form if you require enrolment into a class that is full and submit it to your School Office. Postgraduate students who must enrol in an undergraduate course (1000-4000 level) must also use this form.

Enrol in your second preference for your lecture/tutorial and/or lab in case you cannot be moved.

Please continue to check if a tutorial has re-opened due to another student dropping out. Also, new tutorials may be opened.

Please note that childcare/travel/work commitments are not generally accepted as reasons for overriding a clash.

Student Name:		Student Number:	
Contact Phone:		Email:	C_____@uon.edu.au
Course Code/Name:		School:	
Campus:		Date:	

Are you enrolled into this course already? Yes / No

Requested Enrolment details:	Day/time	Class Number
Lecture:		
Tutorial:		
Lab:		
Workshop		

Reason for this request:	
Type of supporting documentation (if any) attached	

Student's signature

COURSE COORDINATOR TO COMPLETE:

Please register the above student in the following tutorial:

Day: _____ Time: _____ Room No: _____

OR

I am unable to help the student with their request

Course coordinator's name

Signature

You will be notified of the outcome by the School. If approved, you will be enrolled in your chosen times.



Show ALL courses that you have enrolled in on the grid below

Time	Mon	Tues	Wed	Thur	Fri
8-9					
9-10					
10-11					
11-12					
12-1					
1-2					
2-3					
3-4					
4-5					
5-6					
6-7					
7-8					

Please return completed form to the School you are requesting the change for:

<p>Faculty of Business & Law: Newcastle Business School Business-school@newcastle.edu.au for Callaghan enquiries ccbusiness-school@newcastle.edu.au for Ourimbah enquiries sydney-generalenquiry@newcastle.edu.au for Sydney enquiries</p> <p>Newcastle Law School Law-School@newcastle.edu.au</p> <p>Faculty of Education and Arts: School of Drama, Fine Art & Music DFAM@newcastle.edu.au</p> <p>School of Education Callaghan: eduarts-TRS@newcastle.edu.au Ourimbah: ASU-Ourimbah@newcastle.edu.au</p> <p>School of Humanities & Social Science Humanities-SocialScience@newcastle.edu.au</p> <p>Faculty of Engineering & Built Environment: School of Architecture and Built Environment</p> <p>School of Electrical Engineering & Computer Science Please hand in hard copy form to School office (EA Building, EAG08)</p> <p>School of Engineering Please hand in hard copy form to School office (ES Building, ES408)</p>	<p>Faculty of Health: School of Biomedical Sciences & Pharmacy Biomedsci-Admin@newcastle.edu.au</p> <p>School of Health Sciences SchoolHealthSciences@newcastle.edu.au</p> <p>School of Medicine & Public Health enrolments@newcastle.edu.au</p> <p>School of Nursing & Midwifery nursing-tutorial-query@newcastle.edu.au</p> <p>Faculty of Science & IT School of Design, Communication & IT science-it-SDCIT@newcastle.edu.au</p> <p>School of Environmental & Life Sciences Science-IT-SELS@newcastle.edu.au</p> <p>School of Mathematics & Physical Sciences MATH – Louise.Morgan@newcastle.edu.au STAT – Annarosa.Gualtieri@newcastle.edu.au PHYS – Cheryl.James@newcastle.edu.au</p> <p>School of Psychology psyc-admin@newcastle.edu.au</p>
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