

Welcome to the University of Wollongong in Dubai

**UNIVERSITY OF
WOLLONGONG
IN DUBAI**



Getting Started

Steps to accept your offer and enrol:

1. Check offer letter for '**conditions**' – clear these at Student Recruitment
2. Complete **Attachment A** of Offer Letter
3. Complete **Enrolment Worksheet** if:
 - a) You know which subjects you are taking (this information is available from the Registrar's Department or Faculty office); **OR**
 - b) Speak with your Program Director
 - c) Pay your tuition fees at the Cashier's office (Block 15, ground floor).
 - d) If you've paid your fees – go to Step 4



4. Visit the Registrar's Department with the following:

- a) Enrolment worksheet
- b) Receipt for tuition fees
 - Staff will assist you with enrolling;
 - You will receive a username and password
 - Photo ID will be taken
 - Goody bag with relevant information will be given to you

5. See timetable for room numbers

6. Attend class and tutorials (tutorials - undergraduate students)



STUDENT SYSTEMS: SOLS & MyUOWD

- [SOLS](#): (based in Australia)
 - Students enrol and withdraw from subjects
 - academics post results / end of session grades
 - keep personal details up-to-date
 - add emergency contact number/s



STUDENT SYSTEMS: SOLS & MyUOWD

- [MyUOWD](#) (based in Dubai)
 - Subject outlines and information from academics
 - Noticeboard
 - Calendar of events
 - Policies
 - Forms – online and hard copy
 - Academic Calendar



SUBJECT & TUTORIAL ENROLMENT

- All students will use SOLS to enrol in subjects
- Undergraduate students will **also** use Student Allocator to enrol in tutorials and/or labs
- Enrolment in tutorials is separate from subject enrolment
- Tutorials commence in Week 2 of Autumn and Spring and in Week 1 of Summer semester

Click [here](#) to watch the video on how to enrol in subjects and tutorials



STARTSMART

- StartSmart introduces students to the UOWD academic environment
- StartSmart is compulsory for new undergraduate (also recommended for postgraduate) students
- Must be completed online by the end of first session to access results
- To pass StartSmart, must achieve 100% in each 3 sections
- Recommended that the quiz be completed within the first 3 weeks of session



ACADEMIC ASSISTANCE

UNDERGRADUATE

SASS Workshops

Effective Use of the Library

Academic Writing

Academic Research

Avoiding Plagiarism

PEER Tutoring



ACADEMIC ASSISTANCE

POSTGRADUATE

Academic Writing Workshop

For more details and to register,

Visit on [MyUOWD](#)



POST ENROLMENT CONDITIONS (PEC)

- PEC's generally have to be met in your first semester of study, for example:
 - English language requirements
 - Undergraduate academic achievement
 - Completing GFC subjects
- Follow instructions as outlined in your Offer of Admission
- In some cases, enrolment will be cancelled if conditions are not met.



KEY POLICIES

- **Minimum Rate of Progress (MRP):** students must meet academic requirements each semester
- **Attendance:** undergraduate students must attend a minimum of 75% of tutorials
- **Leave of Absence:** must be applied for if you decide to take a break from studies (except Summer which is optional)
- **Fees:** due dates for payment, transfer and refunds are available in the Academic Calendar and Fees Policy
- **Visa:** students on a University-sponsored visa, must adhere to enrolment criteria
- **Privacy:** personal information is secure



STUDENT SERVICES

- [Library](#): Block 14, Open Sunday to Saturday – closed Friday
- [SSD](#): Block 5
 - Sports, clubs, societies
 - Medical, counselling
 - Games rooms, lounge
 - Career Development Centre
 - Student Representative Council
 - Residences
- [Transport](#): shuttle bus, residence pick-up/drop-off



Student Services

- ITTS (Information Technology and Telecommunications Services): Block 5
 - Computers
 - Printing
 - Wifi
- Finance: Block 15
 - Tuition can be paid at any UAE Exchange branch
 - Payment plans available
 - Deadlines apply
- [Office of Planning and Performance:](#)
 - Ongoing feedback and student surveys



FURTHER HELP

- Registrar's Department: Block 15, Ground Floor
- ITTS: Block 5; 1st Floor
- Library: Block 14, 1st Floor
- Finance: Block 15, Ground Floor
- Faculty Offices: Block 15, 3rd Floor
 - Business and
 - Engineering and Information Sciences

