Quick Guide to enrolling in the

University Connections Program

This guide is intended for students who have studied at UTAS previously wishing to apply to study UCP in 2019 using our new application system

Before You Begin

Before you begin your application please ensure you have the following information:

1. Details of the unit you will be undertaking as part of UCP. More information about the UCP units are available at [http://www.utas.edu.au/schools-engagement/ucp](http://www.utas.edu.au/schools-engagement/ucp)

2. Your UTAS Student ID – we provided this to you when you studied with us previously (You will be able to submit your application without your ID Number, we can confirm those details at enrolment stage)

We recommend you use Google Chrome as your internet browser

The Enrolment process -

1. Select the ‘I am a returning student’ button on the [UCP webpage](http://www.utas.edu.au/schools-engagement/ucp)

2. You will be diverted to the Enrolments page at UTAS. If you have not already selected your units for study, you will be able to review the units by clicking on the Schools Engagement link
3. **Fill in your personal details**

   **Please complete the following:**

   **First name**: Tricia

   **Surname**: Student

   **Student ID number**: 123456

   **Date of birth**: 26 Jan 2000

   **Email address**: tricia.student@utas.edu.au

   **Contact number**: 0362123456

4. **Select the units you wish to study this year**
5. **Is there a limit to the number of UCP units that you can study?**
   There is no limit to the number of UCP units you can study. However, we advise you to discuss the selection of units with your teachers and parents/carers before committing to additional study.

6. **Select**
7. **Confirm that you are happy with the information that you have provided**

If you would like to make changes to your information, select the button and make your desired changes.

8. **Once you are happy with the information you have provided, select**

Your application process has now completed, your enrolment instructions will be forwarded to the Enrolments team for processing
Next Steps?

Once we have enrolled you in your chosen units, we will confirm with you via email and provide you with information on any additional information we may require.

If you have any questions about your application please contact us

Please email us at HAPUCP.enquiries@utas.edu.au and provide the below information:

Name
Date of Birth
School
Unit Code and Title

Important Information

Please be aware that at the end of the teaching period for your units of study, we will release your results to your School or College for their evaluation of the Program.