

# 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>
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](#)



Apply for the University Connections Program Here

I am a new UCP student >

If you are a new student, e.g. you have **never** studied at the University of Tasmania before, please click on this tab - this will take you to the relevant form. Please proceed with filling out this form and submitting as per the instructions.

I am a returning student >

If you are a returning student, e.g. you **have** studied at the University of Tasmania before within the UCP or other programs, please click on this tab. Please proceed with filling out a new [eCAF form \(PDF 354KB\)](#) which will recognise your existing student profile without having to reapply for 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

## ENROLMENTS

# Enrol in University Connections Program (UCP)

[UTAS Home](#) > [Enrolments](#) > [Forms & Files](#) > Enrol in University Connections Program (UCP)

## University Connections Program (UCP)

Before you begin your enrolment process, please ensure that you know the 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>. We will email you if your unit requires a parental permission form.

### 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

#### Units to Study\*

- >  HMA104 Asian Studies (Full year unit)
- >  HEF103 Introductory French (Full year unit)
- >  HEG103 Introductory German (Full year unit)
- >  HMC103 Introductory Chinese (Full year unit)
- >  HMJ103 Introductory Japanese (Full year unit)
- >  HIR102 Politics & Law (Full year unit)
- >  FCE107 Music Project 1 (Full year unit)
- >  FCE202 Music Project 2 (Full year unit)
- >  FCJ110 Music Technology Project 1 (Full year unit)
- >  FCJ111 Music Technology Project 2 (Full year unit)
- >  FCP113 Foundation Practical Study (Full year unit)
- >  FCP120 Advanced Practical Study (Full year unit)
- >  FSF104 Object Design (Full year unit)
- >  FSS101 Expanded Practice (Full year unit)
- >  BFA113 Accounting and Financial Decision Making (Available Semester 2 only)
- >  BMA114 Sports & Recreation Management (Full year unit)
- >  XAS101 A Practical Introduction to Temperate Marine Biology (Available Semester 1 & 2)
- >  KMA007 Essential Algebra Skills (Available Semester 2 only)

**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.

Next Page

**6. Select**

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

Please confirm the following details are correct:

- › First name: Tricia
- › Surname: Student
- › Student ID number: 123456
- › Date of birth: 26-01-2000
- › Contact number: 0362123456
- › Email address: tricia.student@utas.edu.au
- › Units to study: HEF103 Introductory French (Full year unit), HIR102 Politics & Law (Full year unit)

[Previous Page](#)

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**

[Submit](#)

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](mailto: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.