

Quick Teacher Guide to enrolling in the *University Connections Program*

This guide is intended for teachers in supporting new students who have not studied with UTAS /UCP previously

Thank you for assisting us in the application process for the University Connections Program (UCP). Without your assistance we wouldn't be able to provide your students with this valuable experience.

This guide should be used alongside the student *Guide for New University Connection Program Applicants*.

You will also have a guide to assist students who are returning to study under UCP or who have registered in previous years and not continued in their study.

Why are we moving the application process online?

We are moving the application and enrolment process from paper based forms to online forms for a couple of reasons:

- *We have listened.* We have received a lot of feedback about how the process was cumbersome and time consuming. The online form will mean you do not have to collect forms and CAFs, authorise them individually and then post them back to UTAS. Once an applicant presses submit, the Enrolments team will have the data in real time and the enrolment process will begin.
- *Changes to Commonwealth Assistance Forms (CAFs).* The Federal Government has confirmed that they will not be providing us with the paper CAFs from this year. This means we need to send your students online and we felt it was timely to move the whole process online.

Why do we have a process for returning UTAS students and one for new UTAS students?

We have two processes for students who are applying for the UCP.

- (1) For students *returning to the program* (eg- those that studied UCP in 2017)
- (2) For *new students* to the program.

Creating these two processes, will allow us to recognise returning students, and avoid duplicate records or delays in enrolment or access to study materials.

What if the student doesn't know if they have studied under UCP before?

If the student isn't certain if they have studied under UCP before, but think they may have, please ask them to email us at HAPUCP.enquiries@utas.edu.au and we can confirm that for them. They will need to provide their:

- Full name, Date of Birth and Current Address

FAQs: The New UCP Application Process

The application process is relatively easy, but there may be some questions along the way and I hope I have provided you with answers you need in addition to the guide attached.

What do the students need before they start their application?

Students will need

1. The unit code they are studying under UCP (you can find the information [here](#))
2. Their TASC number
 - **some year 11 students won't have their TASC number yet, that's ok. We will ask the School/College to provide that when we request the enrolments to be approved.** This field is not mandatory and the student can progress without it.

We recommend that the student uses Google Chrome as their internet browser

How long will the application process take students?

The application process will take approximately 10 minutes and will time out after 30 mins.

What happens if the application times out?

If the application times out before the student can complete their details, please ask them to email HAPUCP.enquiries@utas.edu.au and provide us with

- Their name
- Date of birth
- School
- Unit code
- Which step they were up to when the application timed out

We will fix it this end for them.

Registering as a new student – Steps 1 through to 10

There are some questions in the application that are mandatory, but these are clearly marked for the student. The application is fairly straight forward, with just a couple of ifs that you may come across–

Explanatory Notes re some Steps:

Step 4 – Gender: At this stage the University of Tasmania only has an option for Female or Male. We are in the process of reviewing this policy but at the moment whilst we do not wish to offend anyone, these are the only options available for students and the selection is mandatory.

Step 6 – Nationality: the student will find additional information in the Appendix if they are a Permanent Resident or an International student

Step 9 - if the student has their UTAS student id please ask them to shut the application down, do not press 

Instead please complete the registration for continuing students.

Step 11 - Once the student has registered their details, they are then able to continue with their application.

If the student hasn't completed their details correctly, an error box will appear at the top of the screen and provide them with a list of sections they need to complete/amend. It looks like this –



Once they have fixed these errors, the student will be able to continue with their application.

Step 12 – Selecting their course

UCP students only enrol in XIG – Diploma of General Studies.

- If your students are using Google Chrome, the system will pre-populate this information and the students will only need to press the Next button.
- If your students are using another internet browser, they may need to browse for the course

Therefore, we recommend that your students use Google Chrome as their internet browser

Steps 13 – 15 – contact details for the students, should be self-explanatory

Step 16 – Nationality and Cultural Details – if the applicant is the holder of a Permanent Resident Visa, Permanent Humanitarian Visa or Temporary Entry Permit (International student). Please see Appendix A at the end of the student document.

Step 17 – Disability Details – some students may not wish to provide details of any disabilities, however, UTAS provide a range of services to assist students. This section is not mandatory, but could provide students with a need with support during their studies, although, they may well have this support at their School and not need this service.

Step 18 – Here we ask the student to review the application part of their submission, before they move onto the Enrolment part of their application

Step 19 – Level of Family Education/ Background– UTAS is required to collect this data for the Federal Government, students are not obliged to provide this information and may select ‘Don’t know’ from the drop down box, or press next to proceed with their application

Steps 20 - 24 - Requirements – the student now completes details regarding their TASC ID, School or College and Unit Selection. **If the student doesn’t have their TASC ID, they can continue with the application and we will confirm it at the Enrolment Approval stage.**

The screenshot displays the 'Make An Application' interface for 'Application ID 207'. The top navigation bar includes a home icon, a menu icon, an 'Enterprise search' box, the title 'Make An Application', and a user profile icon labeled 'Ucp Demo'. Below the navigation bar, the application progress is shown as a vertical list of steps: Step 1 (Selected Courses), Step 2 (Applicant Details), Step 3 (Educational Background), Step 4 (Requirements), and Step 5 (Review and Submit). Step 4 is highlighted with a blue bar and a green checkmark. The 'Requirements' section is titled 'Requirements' and contains a message: 'Select 'Respond' to answer each requirement marked as 'Mandatory''. Below this, there is a search bar with a magnifying glass icon and the text '3 records'. The requirements are listed as follows: 'TASC ID' (Optional), 'Current School or College' (Mandatory), and 'Unit Selection' (Mandatory). Each requirement has a 'Respond' button with a '20' score indicator.

They just need to press the respond button and complete the required fields and press save.

Step 25 – Review and submit – the student will receive a review screen with their details and it will look like this –

If the student is happy with the information provided then they can press the submit button.

Application Acknowledgement

Once the student has submitted their application, an acknowledgement will be sent to the email address they have provided. This email will provide them with important information about completing their eCAF (Commonwealth Assistance Form) and Parental Permission Slips. You will find supporting information to that process should you need it.

The screenshot shows a web application interface for 'Make An Application'. At the top, there is a navigation bar with a home icon, a menu icon, an 'Enterprise search' input field, the title 'Make An Application', and a user profile 'Ucp Demo' with a notification badge showing '25'. Below the navigation bar, the main content area is titled 'Application ID 207' and includes the instruction 'Your application is ready to submit. Review all the steps then select Submit'. On the left side, there is a vertical list of five steps, each with a green checkmark: Step 1 (Selected Courses), Step 2 (Applicant Details), Step 3 (Educational Background), Step 4 (Requirements), and Step 5 (Review and Submit). The main content area displays the 'Application Summary' for '439184 - Ms Ucp Demo'. It includes the text 'Your application is ready to submit.' and a table of application details: Application ID 207, Submitted 01-Feb-2018, Australian | 02-Feb-2002 (16), and youremail@email.com. Below this, there is a section for 'Application Details' listing 'X1G (2) - Diploma of General Studies' for '2018 Semester 1, Hobart'.

A word on parental permission slips –

For some courses, students are required to attend UTAS for workshops, lessons or tutorials. For this reason and all of the legal ramifications of an underage student being on campus, we need to ensure they have provided us with a Parental Permission slip.

What units require a parental permission slip?

The units that require a parental permission slip are –

- HEF103 Introductory French
- HEG103 Introductory German
- HMC103 Introductory Chinese
- HMJ103 Introductory Japanese
- HIR102 Politics and Law
- KMA007 Essential Algebra Skills

When is a permission slip not required?

If a student is studying one of the units listed above and has turned 18, they are not required to provide a parental permission slip.

Timelines

The timelines for applications for full year units or Semester 1 units are below –

19 th February – mid March	Visits to Schools by UTAS staff
Applications close	23 rd March
Enrolment details sent to School for approvals	w/c 26 th March
Approved enrolments returned from Schools	9 th April
Student Cards sent to Schools	27 th April

The School approval process –

We will need to know who is authorised to approve the student enrolments on behalf of the School or College. This may be you, or it may be another person from the College. We would really appreciate it, if you could confirm these details for us via email.

Please email : HAPUCP.enquiries@utas.edu.au and provide us with

- Your name
- Your School/College name
- The unit you teach (TASC unit + UTAS unit)
- The name of the person who we need to send your student enrolment approval spreadsheet to
- And their email address

When we send the spreadsheet for approval –

As well as sending the enrolment spreadsheet for School/College approval, we will ask you (or the School/College representative) to provide us with

- A signed and dated enrolment spreadsheet (scanned or pdf'd)
- Scanned copies of the parental permission slips from the students
- Copies of school photos from the students so we can provide them with student card. We will send these directly to the School/College contact for distribution.

And finally, support for you -

We cannot thank you enough for assisting us in the application and enrolment process. Particularly this year as we change the process from paper based forms to online. We understand that there will be hiccups and you may need immediate assistance, this is a new process after all.

If you require assistance from us, you can email –

HAPUCP.enquiries@utas.edu.au

Dae.admin@utas.edu.au