Quick Guide to enrolling in the 
*University Connections Program*

This guide is intended for students who have studied a UCP unit previously and are wishing to apply again

**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)

   ![Apply for the University Connections Program Here](image)

   *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
3. Fill in your personal details

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

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)

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.