Instructions for Enrolling in Timetable Groups  
Bachelor of Bachelor of Pre-Medicine, Science and Health  
AUTUMN 2016

Step 1: Enrol into Autumn Subjects


Step 2: Select a Timetable Group

2.1 Select your preferred Timetable Group option (see attached). Please look closely at the options to see which one suits your personal circumstances noting that you cannot mix-n-match between groups. It is suggested that before continuing that you have identified at least three (3) preferences so that you can make your enrolment into Timetable Groups process easier.

Step 3: Complete the Timetable Group Request Form

3.1 Enrolment into a Timetable Group will be facilitated through the submission of ‘Timetable Groups Request Form – Bachelor of Pre-Medicine, Science and Health’ by Mon 15th February. This form is available below and requires you to indicate your preference order. This form can either be left at or emailed to:

StudentHub 41  
E: smah-students@uow.edu.au  
Main Foyer of Building 41

**You will be automatically enrolled into a Timetable Group if you have not done so by Orientation Week**

Step 4. Need to change your Timetable Group?

Generally changes are not easily made but where genuine difficult circumstances exist, staff will do everything they can to accommodate a change. If you wish to request a change of groups, you will need to complete the ‘Timetable Group Change Request Form AUT 16’ that is available at [http://smah.uow.edu.au/current-students/index.html](http://smah.uow.edu.au/current-students/index.html) from February. No email requests will be considered. This form needs to be received by Wed 24th Feb 2016.

Step 5. Getting Help

If you experience any problems please refer to more details on how to enrol in tutorial groups that can be located at: [http://www.uow.edu.au/student/tps/UOW008150.html](http://www.uow.edu.au/student/tps/UOW008150.html)

If you continue to need assistance you can email StudentHub 41 at smah-students@uow.edu.au. You will need to be patient in waiting for a reply as it can often take 2-3 days for a response due to very high volumes of emails at the beginning of a session.

Please do not resend emails to this address or to other staff members as this only causes confusion and slows the process down due to double-handling of enquiries.
Timetable Groups Request Form – BPreMedSciHlth–AUT 16

BPreMedSciHlth Timetable Request Forms are to be submitted to smah-students@uow.edu.au no later than Mon 15th February 2016.

Late forms will not be considered as after this date students will be allocated to a timetable group.

Changes after this can only be made through the Timetable Group Request forms.

Full Name: 

Student Number & Email: # @uowmail.edu.au

Preferred Timetable Group

Preference 1: 
Preference 2: 
Preference 3: 
Preference 4: 

Signature: 

Date: / /2016

You will be notified of the outcome of your request via automatic SOLSmail upon being placed in your group.

Please contact StudentHub 41 if you need any assistance with this form.

StudentHub 41
E: smah-students@uow.edu.au
P: (02) 4221 3492
Main Foyer of Building 41