

WELCOME TO THE BACHELOR OF PRIMARY EDUCATION

We know this is an exciting time and we congratulate you on your decision to commence your career in teaching and to study at the University of Wollongong. We also know that this can be a daunting time as you navigate new surrounds and learn new terminology. In an attempt to make the enrolment process as smooth as possible we have designed this booklet for you. This booklet will help you with today's enrolment processes and also provide you with important contact details you may need throughout your degree.

Please ensure you keep this book and bring it to any meetings you might have with the Director of Academic Studies regarding your progression.

One of the most important contact details you need to know at this stage is the **Faculty of Social Sciences Student Services Centre (SSC)**. The SSC is where students can have questions answered concerning timetables, course enquiries, enrolment, tutorial enrolment, etc. The Enquiry Counter is administered by SSC staff members and is open between 8.30am - 5.00pm. When necessary, students will be directed to the appropriate academic staff member for support.

The SSC is located on the ground floor of Building 23 at the western end of the campus. To locate buildings please access the Campus Map: <http://www.uow.edu.au/about/campusmap/index.html>

If you have any questions regarding subject choice or if you encounter any problems related to your course progress, you should make an appointment to see the **Director** of your program.

Director of Academic Studies, Primary

Kim McKeen

Location: 23.117

Tel: (02) 4221 3870

Email: kmckeen@uow.edu.au

Student Services Centre

Location: 23.G21

Tel: (02) 4221 3981

Fax: (02) 4221 3892

Email: ssc@uow.edu.au



Important Dates

Orientation Day:

23 February 2016

Check website for program details:

<http://getstarted.uow.edu.au/orientation/undergrad/index.html>

First Day of Autumn session:

29 February 2016

Bookmark the UOW Key Dates page!

<http://www.uow.edu.au/student/dates/index.html>

This page will tell you when the session starts, when the Uni break is on, when your fees are due and the deadlines for enrolling and withdrawing from subjects.



What subjects am I enrolling in today?

| Autumn Session 2016 | | |
|---------------------|--|---|
| Subject Code | Subject Name | Subject Coordinator |
| EDLL101 | Language and Learning | Dr Pauline Jones 67.322 paulinej@uow.edu.au |
| EDMM101 | Mathematics Foundation | Dr Tricia Forrester 23.G21B tricia@uow.edu.au |
| EDFE101 | Education Foundations 1: Learning and Development | Dr Steven Howard 67.323 stevenh@uow.edu.au |
| EDPD101 | Professional Development 1: The Learning Environment | Dr Michelle Eady 23.G09 meady@uow.edu.au |

| Spring Session 2016 | | |
|---------------------|---|--|
| Subject Code | Subject Name | Subject Coordinator |
| EDKL102 | Language and Literacy 1: The Early Years | Dr Lisa Kervin 67.326 lkervin@uow.edu.au |
| EDKM102 | Mathematics Content and Pedagogy 1 | Dr Sahar Bokosmaty 23.G12 sahar_bokosmaty@uow.edu.au |
| EDKS102 | K-6 Science and Technology: Curriculum and Pedagogy | Dr Wendy Nielsen 23.G07 wendy_nielsen@uow.edu.au |
| EDKG102 | History and Geography in Primary Schools | Peter Andersen 23.G13 petera@uow.edu.au |

Progression Grid for Students Commencing 2016 Bachelor of Primary Education

| SESSION | | SUBJECTS | | | | |
|--|--------------|--|--|---|--|---|
| Year 1 2016 | 1 Autumn | EDPD101 Professional Development 1: The Learning Environment | EDLL101 Language and Learning | | EDFE101 Educational Foundations 1: Learning & Development | EDMM101 Mathematics Foundations |
| | 2 Spring | EDKG102 History and Geography in Primary Schools | EDKL102 Language & Literacy 1: The Early Years | | EDKS102 K-6 Science & Technology: Curriculum and Pedagogy | EDKM102 Mathematics Content & Pedagogy 1 |
| Year 2 2017 | 3 Autumn | EDLE201 Learners with Extra Support Needs | EDKL201 Language & Literacy 2: Teaching Decoding and Encoding Skills | | EDKP201 Health & Physical Education Content & Pedagogy | EDKR201 The Arts In Education (12cp Annual) |
| | 4 Spring | EDPD202 Professional Development: The Teacher as Managing Professional | One 6cp 100/200 level Spring or Summer subject chosen from the general schedule or from the Education elective scheduled OR Compulsory for Dean's Scholar students: EDER202 Dean's Scholar Project | | EDFE202 Educational Foundations 2: Cognition & Communication in the Classroom | |
| Year 3 2018 | 5 Autumn | EDPD301 Professional Development: The Teacher as Researcher | EDGL301 Teaching Gifted Learners | | EDKS301 Science and Technology: Curriculum Perspectives | EDKM301 Mathematics Content & Pedagogy 2 |
| | 6 Spring | EDLD302 Teaching Culturally and Linguistically Diverse Students | EDKL302 Language & Literacy 3: The Later Primary Years | | EDAE302 Aboriginal Education | One 6cp 200/300 level Spring or Summer subject chosen from the general schedule or from the Education elective scheduled OR Compulsory for Honours & Dean's Scholars: EDAR302 Advanced Research Methods |
| Year 4 2019 | 7 Autumn | EDPD401 Professional Development: The Teacher as Planner (6cp Aut) | EDSE401 Education for Social Equity (6cp Annual) | EDIC401 Effective Use of ICT for Teaching and Learning (6cp Aut) | EDFE401 Educational Foundations: Sociology and Cultural Studies of Education (6cp Aut) | One 6cp 100/200/300/400 level Autumn or Summer subject chosen from the general schedule or from the Education elective scheduled |
| | 8 Spring | EDPD402 Professional Development: The Teacher as Reflective Practitioner (12cp Internship Subject) | | One 6cp 200/300/400 level Spring subject chosen from the general schedule or from the Education elective scheduled | | |
| Pre-Requisite for Honours – EDAR302 | | | | | | |
| HONS Year 4 2019 | 9 Autumn | EDPD401 Professional Development: The Teacher as Planner | EDFE401 Educational Foundations: Sociology and Cultural Studies of Education | | EDRT401 Thesis (24cp Annual) | |
| | 10 Spring | EDPD402 - Professional Development: The Teacher as Reflective Practitioner (12cp Internship Subject) | | | | |
| Summer Session Electives (others may be made available – please check the Summer Session timetable) | | | | | | |
| | | EDEX303 International Teaching Project | EDTR202 Intro to Theology | | EDTR204 Sacraments and Liturgy | |

*Elective subjects can be taken from the general schedule. No more than 60cp at 100 level can be counted towards the degree.

*Theology electives: for details on the requirements for the theology electives, please read the course handbook rules at: <http://www.uow.edu.au/handbook/yr2016/ug/index.html#P>

TUTORIAL SIGN UP

Timetable: Autumn 2016

Please refer back to the below timetable link regularly as there can be changes during the first 2 weeks of session.

<http://www.uow.edu.au/student/timetables/index.html>

15th February from 7pm

Select and enrol into a tutorial for EDFE101 and EDLL101

Refer to this site for tutorial sign in information: <http://socialsciences.uow.edu.au/education/courses/UOW037401.html>

What is SOLS and why is it important?

SOLS is the University of Wollongong's Student Online Services. All enrolled students will have a SOLS account which allows you to self-manage your enrolment and personal information. This includes your fee statements, your enrolment record, your emergency contact details and many other things. Log in and have a look through the menu items; you may even see some messages from staff in your SOLS account too. The SOLS log in box is available on the Current Students website:

<http://www.uow.edu.au/student/index.html>

Log in via the Current Students homepage: <http://www.uow.edu.au/student/index.html>

SOLSMail (or SOLS Messages), is the main tool UOW will use to update you on important information, such as changes to a subject or upcoming deadlines. Your lecturers will send you emails via SOLSMail. Check it regularly so that you don't miss out on important messages.

Help with SOLS: <http://www.uow.edu.au/student/sols-help/index.html>


Forgotten your password? <http://www.uow.edu.au/its/accounts/password/index.html>

Online Tutorial Enrolments

How to Access SOLS and Enrol in Tutorial Groups

Note: Before signing up for tutorials, please have a variety of times available to choose from, as some time slots fill up very quickly and you may not receive your first preference.

To complete the following process, you will need your UOW Username and Password.



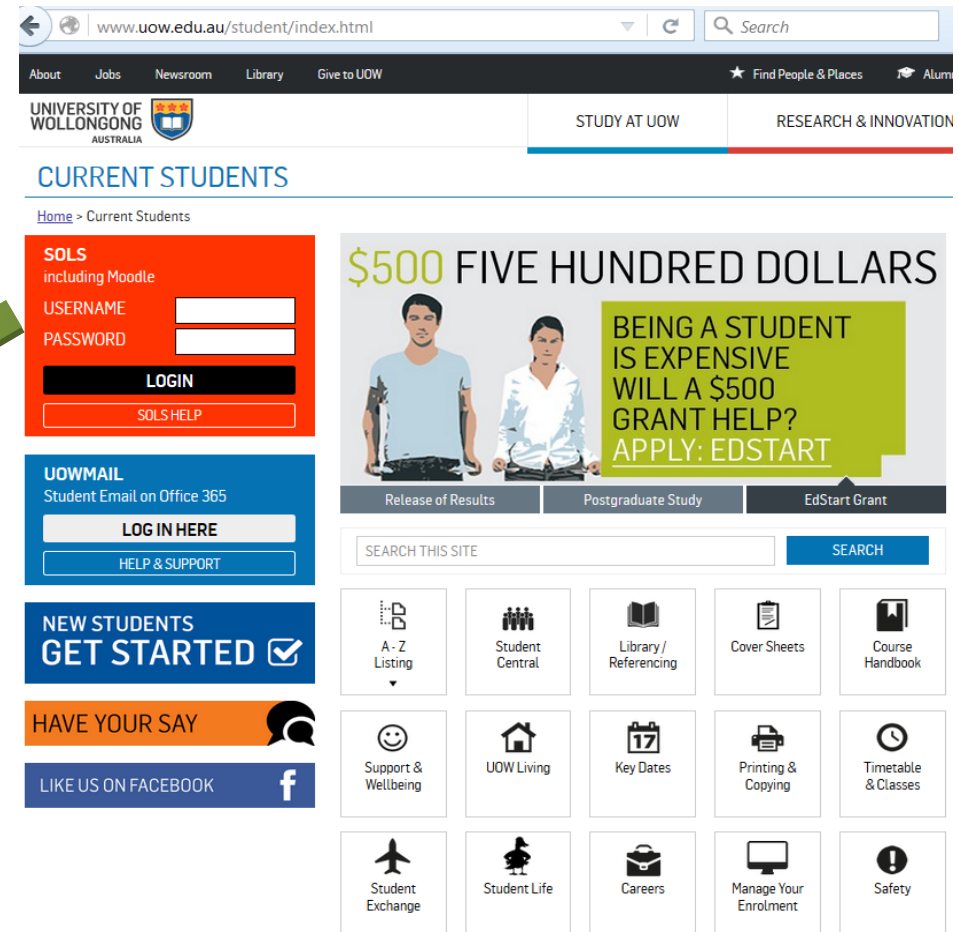
SOLS
including Moodle

USERNAME

PASSWORD

LOGIN

SOLS HELP



First step: Log on to the **Current Students** page at www.uow.edu.au/student/ (or select Current Students from the UOW homepage).

Second step: Select **SOLS** and enter your **UOW Username and Password**, then select Login. Make sure you have your password set prior to tutorial enrolment as creating a new password means you can't use the site for 20mins.

NB: By default you will be logged into SOLS at this point, however you may access your university email account by entering the same Username and Password, but selecting 'Webmail' before logging on.

Third Step: Select 'Enrolment' from the My SOLS menu and then select 'Tutorial Enrolment'. This will take you to the tutorial enrolment system.

The screenshot displays the 'MY SOLS' dashboard. On the left is a vertical navigation menu with the following items: Expand All, SOLS Home, Current Session, eLearning, eLearning Details, Assignment Results, SOLSMail History, Academic Consideration, Textbook Information, Supplementary Assessment, Student Forms, **Enrolment** (circled in red), Timetable, Fees, Personal Details and Consent, Graduation, SOLS Vote and Comments. The main content area features a row of six icons: eLearning, Assignment Results, SOLSMail History, Tutorial Enrolment, Enrolment Record, and My Timetable. Below this is a SOLSMail notification box with a message about unread messages. A dropdown menu is open under the 'Enrolment' menu item, listing: Enrolment, Tutorial Enrolment, Enrolment Record, Enrolment and Variations, Print Enrolment Record, and Major Maintenance. Two red lines originate from the 'Enrolment' menu item in the left sidebar and point to the 'Enrolment' and 'Tutorial Enrolment' options in the dropdown menu.

The Online Tutorial Enrolment System

Different Devices

Depending on what device and version of SOLS you are using, some of these screens in the below examples might appear a little differently.

Log On to One Device at a Time

You can only log into SOLS from one device or computer at a time. Multiple log in's will log you out of your session.

Toggle View

If you are using a mobile device, you can click the 'Toggle Mobile / Desktop Version' to switch between a mobile friendly version of the timetable and the full version.

TOGGLE MOBILE/DESKTOP VERSION

No Tutorials?

If you see the following message when you click on your tutorial enrolment link:

"The subjects that you are enrolled in aren't currently setup to use the SMP Online tutorial system. Tutorial Enrolments generally don't open until a couple of weeks before session starts. To view tutorial information or other tutorial enrolment system links, visit the Timetable website."

It's likely that the faculty has not set up the tutorials for your subject yet, or in some rare cases, are using a different system for tutorials other than SOLS. Contact the Faculty/Department for details on class opening times.

Fourth Step: New Class Selection

1. Take note of the date and time when first enrolments open. Click here to make your selection once they are open. Talk to your Faculty/Department if your classes are not appearing, if classes are all full, or have already closed. All information can be found on the ['Timetable and Classes' page](#)

| ACCY111 - ACCOUNTING FUNDAMENTALS IN SOCIETY | | |
|--|---|---|
| Tutorial | - First group to open from 11-03-2015 19:00 | 1 |
| Workshop | - First group to open from 15-04-2015 19:00 | |

- The information here will also display the first date and time that enrolments open, and the date and time they will close.
- Use the previous button to return to the previous screen.

i The Tutorial(s) will only be available for Enrolments, Withdrawals or Transfers during the periods shown below.

| Name | First Day and Time to Enrol | Last Day and Time to Enrol |
|---|-----------------------------|----------------------------|
| Mon 15:30 2 | 11-Mar-2015 19:00 | 12-Jul-2015 19:00 |
| Tues 10:30 | 11-Mar-2015 19:00 | 12-Jul-2015 19:00 |
| AUTM-ACCY1111-T/01 | 17-Mar-2015 19:00 | 07-Jul-2015 19:00 |
| AUTM-ACCY1111-T/02 | 17-Mar-2015 19:00 | 17-May-2015 19:01 |

3

- Using the colour codes above the calendar find an available class in yellow and click it to make your selection.

| | |
|--|--|
| | Available Tutorial is available |
| | Not Available Tutorial is before first day or after last day to enrol |
| | Full Tutorial full |
| | Enrolled All current commitments |
| | Lecture All subject lecture times (information only) |

| Time/Day | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|---|---|---|--|---|
| 07:30 | | | | | |
| 08:00 | | | | | |
| 08:30 | Enrolled ⓘ Autumn - ENGG251 Tut: Tutorial 2 Weeks: | | Lecture ⓘ Spring - ACCY111 Lecture\eduStream Weeks: AllWeeks | Lecture ⓘ Spring - CHEM102 Lecture\eduStream B Weeks: AllWeeks | |
| 09:00 | | | | | |
| 09:30 | | | | | |
| 10:00 | | | | | |
| 10:30 | Enrolled ⓘ Autumn - ENGG251 Wksp: Workshop Weeks: | Full ⓘ Autumn - ACCY111 Tut: Tues 10:30 Weeks: | Enrolled ⓘ Autumn - ENGG251 Wksp: Workshop Weeks: | Lecture ⓘ Spring - CSC1124 Lecture A Weeks: AllWeeks | |
| 11:00 | | | | | |
| 11:30 | | | | | Enrolled ⓘ Autumn - ENGG251 Wksp: Workshop Weeks: |
| 12:00 | | | | | |
| 12:30 | Lecture ⓘ Spring - CHEM102 Lecture\eduStream A Weeks: AllWeeks | | 4 | Available ⓘ ⓘ Autumn - ACCY111 Tut: T/01 Weeks: | Not Available ⓘ Autumn - ACCY111 Tut: T/02 Weeks: |
| 13:00 | | | | | Lecture ⓘ Spring - CSC1110 Lecture B Weeks: AllWeeks |

5. Confirm your selection with the Enrol Now button.

| TUTORIAL INFORMATION | | | |
|----------------------|---|----------|------------|
| Name | AUTM-ACCY111-T/01 | | |
| Enrolment Period | From: 17-Mar-2015 19:00 To: 07-Jul-2015 19:00 | | |
| Maximum Places | 44 | | |
| Available Places | 36 | | |
| Description | Not first week | | |
| Location | Frequency | Day | Start Time |
| 21-115 | Weekly | Thu | 12:30 |
| 5 | ENROL NOW | PREVIOUS | |

Withdrawing from a Tutorial

If you wish to withdraw from a tutorial completely (probably very rare!) follow the steps below:

1. Select the class you wish to withdraw from.

| ACCY111 - ACCOUNTING FUNDAMENTALS IN SOCIETY | |
|---|---|
| Tutorial(enrolled - view details, transfer or withdraw) | 1 |
| Workshop | - First group to open from 15-04-2015 19:00 |

2. Click the 'Withdraw' button.

| TUTORIAL INFORMATION | | | | |
|----------------------|---|----------|------------|----------|
| Name | AUTM-ACCY111-T/01 | | | |
| Enrolment Period | From: 17-Mar-2015 19:00 To: 07-Jul-2015 19:00 | | | |
| Maximum Places | 44 | | | |
| Available Places | 35 | | | |
| Description | Not first week | | | |
| Location | Frequency | Day | Start Time | End Time |
| 21-115 | Weekly | Thu | 12:30 | 14:30 |
| 2 | WITHDRAW | TRANSFER | PREVIOUS | |

3. Confirm your withdrawal.

4. Your withdrawal is confirmed on the next screen.

TUTORIAL INFORMATION

| | |
|------------------|---|
| Name | AUTM-ACCY111-T/01 |
| Enrolment Period | From: 17-Mar-2015 19:00 To: 07-Jul-2015 19:00 |
| Maximum Places | 44 |
| Available Places | 35 |
| Description | Not first week |

| Location | Frequency | Day | Start Time | End Time |
|----------|-----------|-----|------------|----------|
| 21-115 | Weekly | Thu | 12:30 | 14:30 |

3 **CONFIRM WITHDRAWAL** PREVIOUS

✔ You have successfully Withdrawn from your Tutorial 4

TUTORIAL/PRACTICAL ENROLMENT

Enrolling via this system does not guarantee a position in the group as the final allocation is determined by the Faculty. **If you withdraw from a SUBJECT, you will automatically be withdrawn from any Group subject.** Timetable information on this page is only for the groups that appear on this page. Click on the Subject Timetable link on the SOLS main menu to view full timetable

SHOW MY TIMETABLE

| ACCY111 - ACCOUNTING FUNDAMENTALS IN SOCIETY | |
|--|---|
| Tutorial | - First group to open from 11-03-2015 19:00 ⓘ |
| Workshop | - First group to open from 15-04-2015 19:00 ⓘ |

Enrolment Record

UOW Email

UOW Email accounts are provided for every student of the University. Email account login, help and support is available at this website: <http://www.uow.edu.au/its/uowmail/index.html>

Your email address will be your username plus @uowmail.edu.au (e.g. xxx111@uowmail.edu.au). You can log into the UOW email system to configure your account. If you prefer to access a work or home email account you can set your UOW account to forward all emails. **It is important to check your UOW emails regularly – this is where your lecturers will send your marks, feedback, etc.**

UOW passwords are provided during enrolment (your first password will be random). This password will allow you access to SOLS, your elearning site, the library and your UOW email account. The next time you log in you should update this password to something memorable, and set up a challenge so that if you do forget the password it can be easily re-set. To manage your password (re-set or retrieve a forgotten password) please use this website: <http://www.uow.edu.au/its/services/UOW001624.html>

Log in via the Current Students homepage, underneath the SOLS login box: <http://www.uow.edu.au/student/index.html>

The screenshot shows the 'CURRENT STUDENTS' homepage. At the top, there is a navigation bar with 'Home > Current Students'. Below this, there are two main login sections. On the left, there is a red box for 'SOLS including Moodle' with fields for 'USERNAME' and 'PASSWORD', a 'LOGIN' button, and a 'SOLS HELP' link. On the right, there is a blue box for 'UOWMAIL Student Email on Office 365' with a 'LOG IN HERE' button and a 'HELP & SUPPORT' link. Below these sections, there are three smaller boxes: 'Watches in Exams', 'Gender Equality Forum', and 'Celebrating Success'. At the bottom, there is a search bar with the text 'SEARCH THIS SITE' and a 'SEARCH' button.

ACCESSING YOUR SUBJECT MATERIALS

The platform used to support all subjects in Education is called Moodle. You need to be formally enrolled in the subject, in the correct session, to be able to access the Moodle site for the subject.

Steps for accessing the subject material:

1. From University Home page: <http://www.uow.edu.au> go to *Current Students* ('duck' link in top black banner).
2. On the Current Students page, use the red SOLS (Student On-Line Services) link on the right-hand-side of the page. Enter your UOW username and password in the login fields.
3. Your SOLS homepage is displayed. Click on the *eLearning* link from the top on the main menu list (left-hand-side).
4. Your subjects for this year will be displayed in a list.
5. Click on the required subject to open the Moodle eLearning site. All other subjects you are enrolled in will be available on the left-hand navigation column.
6. Download the subject outline and read.

LIBRARY

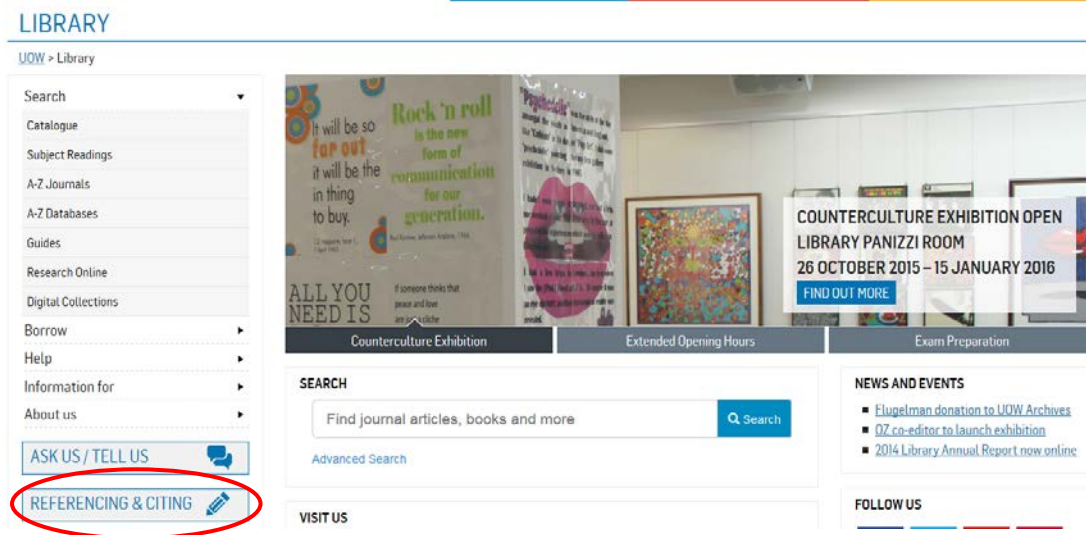
The UOW library offers many services to students. Students also benefit from a number of services including reciprocal borrowing arrangements with other libraries across Australia and off-shore services for those outside Australia. Information about library services is available here: <http://www.library.uow.edu.au/students/index.html>.

Take some time to investigate and browse the library website too – it will help you when it comes time to research and write your assessment tasks. The library site includes a guide to referencing and citing when writing academic papers.

Accessing the readings or articles mentioned in your subject outline

Access the UOW Library catalogue <http://www.library.uow.edu.au/index.html> and type in your subject code to bring up a list of online resources for your subject.

Email ereading@uow.edu.au if you have trouble accessing the material on the library 'Subject Readings' site.



START SMART

This interactive introduction to the library is vital to all students – whether you are new to the university or coming back to tertiary study after some time in the workforce, StartSmart will advise you how to access the academic material you need to engage in the subject. See how much you know about using the UOW library by taking the StartSmart course.


<http://www.uow.edu.au/student/services/fye/resources/startsmart/index.html>

START SMART

[Home](#) > [Current Students](#) > [Support & Wellbeing](#) > [First Year](#) > [Resources](#) > Start Smart

RELATED LINKS

- [Learning & Teaching](#)
- [Research](#)
- [Faculties & Schools](#)
- [Library](#)
- [Services & Facilities](#)
- [News](#)
- [Events @ UOW](#)



MAKE A GOOD START TO FINDING INFORMATION RESOURCES AT THE UOW LIBRARY

[FIND OUT MORE](#)

STARTSMART – ESSENTIAL ACADEMIC INFORMATION SKILLS

- StartSmart introduces you to the UOW academic environment
- To pass StartSmart, work through each section and get 100% in all 3 quizzes
- StartSmart is compulsory for new undergraduates (also recommended for postgraduates)
- We recommend you complete StartSmart within your first 3 weeks of study, but you can visit it at any time

DO STARTSMART

[LOG IN TO MOODLE](#)

Log into Moodle with your UOW username and password and click the StartSmart link in the My Library menu

NEED HELP?

Contact us: startsmart.enquiries@uow.edu.au

UOW Services Supporting Students

We know that work, family commitments and personal circumstances can sometimes impact on study. Education students can access help and support through the UOW Student Support and Wellbeing services, and through our dedicated Student Support Advisors (SSAs). SSAs provide liaison, support and referral to students to help them manage these commitments and circumstances without negatively impacting their degree.

Faculty of Social Sciences Student Support Advisors are:

Kerry Banks

Bld 23.G20 Wollongong Campus
(02) 4221 4529
Mon, Tues, Thurs, Fri
kerryb@uow.edu.au

Laura de Vet

Blg 15.241 Wollongong Campus
(02) 4221 4529 Wed, (02) 4221 5297 (Thurs, Fri)
Wed, Thurs, Fri
lauradv@uow.edu.au

There are a number of UOW services that you may wish to investigate: <http://www.uow.edu.au/student/services/index.html>

Counselling, Legal and Financial Services
Disability Services
Learning Development and Study Support
International Student Programs

The University of Wollongong offers a comprehensive range of services to all enrolled students, international and local. Some services are intended to provide academic support, while others offer a range of support.

<http://www.uow.edu.au/student/services/index.html>



CONSENT FORM

The University of Wollongong has been requested to supply data for all intending teacher education graduates to the Board of Studies, Teaching and Educational Standards (BOSTES), the accrediting body for the teaching profession in NSW. The BOSTES will use this information to issue prospective teachers with a Statement of Eligibility for Accreditation to Teach.

The information requested by the BOSTES is as listed below:

| To be completed by ALL STUDENTS | |
|---|--|
| Full name: | |
| Student number: | |
| Degree: | |
| This section is to only be completed by students enrolled in the Master of Teaching SECONDARY. Please list the Methods you are undertaking. | |
| Method 1: | |
| Method 2: | |
| Method 3: (Science - if applicable) | |

At the completion of my degree, I give permission for the University of Wollongong and its School of Education to disclose my:

- Full name (first/middle/last);
- Date of birth;
- Course name and code;
- Program type (undergraduate or graduate);
- Commencement date;
- Anticipated completion date;
- Teaching specialisation; and
- Bachelor degree title and institution (applies to Master of Teaching students only),

to the Board of Studies for the purpose of accreditation as a teacher in NSW.

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

Procedure to Apply for a Working with Children Check for 1st Year Students

IMPORTANT INFORMATION

A Working with Children Check (WWCC) is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct. The result of a WWCC is either a clearance to work with children for five years, or a bar against working with children. Students undertaking Professional Experience must apply for a WWCC and clearance is to be obtained prior to going out on Professional Experience. Read the following flowchart carefully and ensure that you fill in the online Application **as soon as possible**. If you already have a WWCC number, go to Step 3.

On Orientation Day, you are required to provide a copy of your letter from the Office of the Children's Guardian confirming your WWCC number. On the letter, write your Name, Student No., Date of Birth and Program. At the designated 'break out' session for your program, drop a copy of your letter into the appropriately marked containers that have been positioned for you.

