



## ENROLMENTS 2018

The timetable for 2018 Yearlong/Semester courses is shown below, together with important information that you need to know for about enrolments. **Please read this information carefully.** (Term 1 short courses come online on Tuesday, 23rd January, following publication of the January newsletter.)

**PLEASE ENSURE THAT YOU HAVE RENEWED YOUR MEMBERSHIP FOR 2018 BEFORE ENROLMENTS OPEN ON 20<sup>TH</sup> NOVEMBER**

### ENROLMENT TIMETABLE

<b>Wednesday, 8th November</b>	<ul style="list-style-type: none"> <li>November newsletter and 2018 Yearlong/Semester Course Guide e/mailed and posted on website.</li> <li>MyU3A updated with 2018 yearlong/semester courses.</li> </ul>
<b>Monday, 20th November, from 10.00am and not before – until Thursday 23<sup>rd</sup> November</b>	2017 Registered Volunteers and Life Members can enrol in 1 course only at this stage.
<b>Friday, 24th November, from 10.00am and not before – until Tuesday, 5<sup>th</sup> December</b>	<ul style="list-style-type: none"> <li>Full Members can enrol in a maximum of 2 courses.</li> <li>2017 Registered Volunteers can enrol in 1 additional course</li> <li>Life Members can enrol in 1 additional course.</li> </ul>
<b>Wednesday, 6th December, from 10.00am and not before - ongoing</b>	All members, including Associate Members can enrol in additional courses, subject to vacancies and enrolment rules.

#### Enrolling through MyU3A

If you haven't used MyU3A for enrolments before, our office volunteers would be happy to show you how easy it is. Drop in to the office over the next month during office hours. And of course, there are instructions on the MyU3A website, or you can download them – [CLICK HERE](#).

#### MyU3A Logins and Passwords

If you can't find or remember your password, you can request it on the Member Login page of the [MyU3A site](#) by clicking the "Forgot Password/ID" button.

#### Priority Enrolments: Volunteers & Life Members

Life Members, and members who have actively volunteered this year **and** who are registered on our volunteer database, have a priority enrolment period of four (4) days from **10.00am on Monday, 20th November until Thursday, 23rd November** in which they can enrol in a maximum of one (1) yearlong/semester class. After this date, enrolments are opened up to full members.

#### Enrolment Restrictions

- Language Policy restrictions – refer to 2018 Yearlong/Semester Course Guide and [Website](#).
- You can only enrol in one Yoga class.
- You can only enrol in one Mahjong class.
- You can only enrol in one Writing class

#### Class Count

During the initial restricted enrolment period, ie from 24th November to 5th December, you can enrol in a maximum of 2 classes.

**What counts:** Classes in which you have successfully enrolled; classes for which you have been put on a waitlist pending tutor approval (ie mostly languages but some other classes also), and classes that are full and you have been waitlisted.

**What doesn't count:** Let's Do registrations.

#### In-Person Enrolments

In-person enrolments will be done in the U3A Office, **except for the main enrolment day of Friday, 24th November, where they will be held in the Enrolment Centre, Room 2.2, Level 2, Greek Cultural Centre** If you are coming in to enrol on that day, **you should**

**Please turn over**

**go to the Enrolment Centre first**, where you will be allocated a queue number.

***n.b. The building does not open until 9.00am***

### Phone Enrolments

Whilst we are happy to take phone enrolments (provided that you have renewed your membership prior to doing so), bear in mind that it may take you some time to get through to us. You can enrol by phone **from 10.00am** on any enrolment day.

### Voicemail

- **Monday, 20th November** - voicemail received before 10.00am will **NOT** be actioned!
- **Friday, 24th November - you can't leave a voicemail at all**
- **Wednesday, 6th December** - voicemail received before 10.00am will **NOT** be actioned!

Please do not use multiple channels as this is confusing for us and wastes our time, ie don't leave a voicemail with your enrolment requests **and also** send an email with the same requests.

We will endeavour to reply to all voicemails with the outcome of your request.

### Email Enrolments

Whilst we are happy to take email enrolments (provided that you have renewed your membership prior to doing so), bear in mind that it takes us a little longer to process these.

- You can enrol by email **from 10.00am** on any of the main enrolment days: Monday, 20th

November, Friday, 24th November and Wednesday, 6th December.

- **Any emails received before 10.00am will NOT be actioned!**

Please do not use multiple channels as this is confusing for us and wastes our time, ie don't send an email with your enrolment requests **and also** leave a voicemail with the same requests.

We will endeavour to reply to all emails with the outcome of your request.

### Let's Do Registrations For 2018

Enrol in these as you would any other class – online through MyU3A or via the office. Registrations for Let's Do groups for 2018 do **not** count as part of your class quota. You must register each year so that LD co-ordinators have up-to-date lists of current members.

### What you can do to help us

1. Renew your membership by 20th November.
2. Read this advice carefully and adhere to our instructions.
3. If you are not enrolling via MyU3A, know **the exact name**, as published in the Guide, of the course/s that you want to enrol in.

### Office Closures during Holiday Period

**The office will close on Tuesday, 5th December for the Volunteers' BBQ, and from Monday, 11th December to Friday, 12th January, 2018.**