



ENROLMENTS 2019

The timetable for 2019 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, 22 January, 2019.)

PLEASE ENSURE THAT YOU HAVE RENEWED YOUR MEMBERSHIP FOR 2019 BEFORE ENROLMENTS OPEN IN NOVEMBER

ENROLMENT TIMETABLE

Wednesday, 7th November	<ul style="list-style-type: none"> November newsletter and 2019 Yearlong/Semester Course Guide e/mailed and posted on website. MyU3A updated with 2019 yearlong/semester courses.
Monday, 19th November, from 10.00am and not before – until Thursday 22nd November	2018 Registered Volunteers and Life Members can enrol in 1 course only at this stage.
Friday, 23rd November, from 10.00am and not before – until Thursday, 29th November	<ul style="list-style-type: none"> Full Members can enrol in a maximum of 2 courses. 2018 Registered Volunteers can enrol in 1 additional course Life Members can enrol in 1 additional course.
Friday, 30th November, from 10.00am and not before - ongoing	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, 19th November until Thursday, 22nd November** in which they can enrol in a maximum of one (1) yearlong/semester class. After this date, enrolments are opened up to other members.

Enrolment Restrictions

- You can only enrol in one Group 1 Language class, and one Group 2 Language class. Refer to the Foreign Language Policy printed in the 2019 Yearlong/Semester Course Guide and the policy page of our [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 Friday, 23rd November to Thursday, 29th November, 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.

Please turn over

In-Person Enrolments

In-person enrolments will be done in the U3A Office, **except for the main enrolment day of Friday, 23rd 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 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, 19th November** - voicemail received before 10.00am will **NOT** be actioned!
- **Friday, 23rd November** - you can't leave a voicemail at all
- **Friday, 30th November** - voicemail received before 10.00am will **NOT** be actioned!

Don't leave a voicemail with your enrolment requests **and also** send an email with the same requests. This is confusing for us and wastes our time!

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, 19th November, Friday, 23rd November and Friday, 30th November.
- **Any emails received before 10.00am will NOT be actioned!**

Don't leave a voicemail with your enrolment requests **and also** send an email with the same requests. This is confusing for us and wastes our time!

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

Let's Do Registrations For 2019

Enrol in these as you would any other class – online through MyU3A or via the office. Registrations for Let's Do groups for 2019 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 before 19th 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, 4th December for the Volunteers' BBQ and

Monday, 10th December – Friday, 11th January

The office will re-open on Monday, 14th January.