



ENROLMENTS 2020

The timetable for 2020 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, 21 January, 2020.)

PLEASE ENSURE THAT YOU HAVE RENEWED YOUR MEMBERSHIP FOR 2020 BEFORE ENROLMENTS OPEN IN NOVEMBER

ENROLMENT TIMETABLE

Wednesday, 6th November	<ul style="list-style-type: none"> November newsletter and 2020 Yearlong/Semester Course Guide e/mailed and posted on website. MyU3A updated with 2020 yearlong/semester courses.
Monday, 18th November, from 10.00am and not before – until Wednesday 20th November	2019 Registered Core Volunteers and Life Members can enrol in 1 course only at this stage.
Thursday, 21st November, from 10.00am and not before – until Wednesday, 27th November	<ul style="list-style-type: none"> Full Members can enrol in a maximum of 2 courses. 2019 Registered Core Volunteers can enrol in 1 additional course Life Members can enrol in 1 additional course.
Thursday 28th 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.

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 2020 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.
- You can only enrol in one History of the World class *(Note: 2 classes offered in 2020)*
- You can only enrol in one Philosophy the Basics class *(Note: 2 classes offered in 2020)*
- You can only enrol in one Talking About Secrets class *(Note: 2 classes offered in 2020)*
- You can only enrol in one New Economy class *(Note: 2 classes offered in 2020)*
- You can only enrol in one Wine Appreciation class *(Note: 2 classes offered in 2020)*

Priority Enrolments: Volunteers & Life Members

Life Members, and members who have volunteered this year in a **core position and** who are registered on our volunteer database, have a priority enrolment period of four (4) days from **10.00am on Monday, 18th November until Wednesday, 20th 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.

Class Count

During the initial restricted enrolment period, ie from Thursday, 21st November to Wednesday, 27th 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 group registrations.

In-Person Enrolments

In-person enrolments will be done in the U3A Office, **except for the main enrolment day of Thursday, 21st 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, 18th November** - voicemail received before 10.00am will **NOT** be actioned!
- **Thursday, 21st November - you can't leave a voicemail at all**
- **Thursday, 28th 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, 18th November, Thursday, 21st November and Thursday, 28th 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 2020

Enrol in these as you would any other class – online through MyU3A or via the office. Registrations for Let's Do groups for 2020 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 18th 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, 3rd December** for the Volunteers' BBQ and be closed for the period **Monday, 9th December – Friday, 10th January**
The office will re-open on Monday, 13th January.