

## How to Request Enrolment in Courses

To enrol in courses you must be a current financial member. If you are not a member, or have not renewed your membership, please refer to the Membership System Help page on our website for instructions on how to “Join as a New Member” and how to “Renew your Membership.”

Each term, we have two different course enrolment periods:

- Enrolment Requests period (ER); and
- Direct Enrolments period (DE)

As was the case with our former system, the ER period occurs first and allows you to prioritise your **enrolment requests**. After this period closes, all members’ preferences will be processed by the system, and you will be advised subsequently of your **actual enrolments**.

This document guides you through the steps required to register your requests in the ER period.

<p>1. From the U3A Southern Highlands website <a href="https://sohiu3a.org.au">https://sohiu3a.org.au</a>, pass the cursor over LOGIN at the top right corner of the screen, then click Member Login</p>	
<p>2. Enter your Member number or email address and your password and click <b>SUBMIT</b>. If you have forgotten your password, click Forgot password and follow the prompts.</p>	
<p>3. Your Membership details are displayed. On the Side Menu, click Courses</p>	

4. The first screen of courses for the current term is displayed. Click on the Course name to view its details.
5. You can toggle between the next and previous course screens by clicking **>** or **<**; or between the last & first screens by clicking **>|** or **|<**.
6. You can also click **FILTER** to display the **Course Display settings** which enables you to filter and sort courses. For example you can sort by day of the week or only view selected course categories.

**Courses** HELP

2022 Term 1 (28 Jan 2022 - 8 Apr 2022)

Courses: 1-10 of 10 FILTER |< < > >|

Day of week  
Monday

Course	Start time	Dates
Cinema on Monday	12:00 PM	31 Jan 2022 - 28 Feb 2022

Day of week  
Tuesday

Course	Start time	Dates
Creating Better Photographs + Writing	2:00 PM	8 Feb 2022 - 5 Apr 2022
German Advanced	2:00 PM	1 Feb 2022 - 5 Apr 2022

Day of week  
Wednesday

Course	Start time	Dates
Australian Suppressed Books	10:00 AM	6 Apr 2022
Art in the Afternoon	2:00 PM	6 Apr 2022
Fact Finding by Courts	2:00 PM	2 Feb 2022 - 6 Apr 2022
Chess Club	2:00 PM	2 Feb 2022 - 6 Apr 2022

**Course Display Settings**

**Show Timespan**  
2022 Term 1

**Exclude**  
 Full courses  
 Closed courses

**Sort By...**  
Day of week

**... Then By**  
Start time

**Search For Keyword**

**Show Categories**

- ARTS:** Arts, crafts, music, photography
- CURRENT:** Current affairs, economics, finance, local matters, events
- GAMES:** Games, sports
- HISTORY:** History
- HUMANITY:** Humanities, philosophy, psychology, religion, sociology
- LANGUAGE:** Languages
- LIFESTYL:** Lifestyle, exercise, health, mindfulness, travel
- LITERARY:** Literature, reading, writing, cinema
- SCIENCE:** Science, technology, computers
- Other / uncategorised**

7. Click **APPLY CHANGES** to make your changes or **CANCEL** to revert to the default. You will be returned to the Courses screen.

8. Click the name of the course you are interested in, and details will be displayed.

U-MAS Courses

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SOUTHERN HIGHLANDS U3A MORE LIVING & LEARNING @U3A

Creating Better Photographs + Writing 221LRG03 8 Feb 2022 - 5 Apr 2022

German Advanced 221MED01 1 Feb 2022 - 5 Apr 2022

Cinema on Monday 221MED02 31 Jan 2022 - 28 Feb 2022

Course code 221MED02

Category ARTS: Arts, Crafts, Music, Photography

Course type Specified: Course/activity occurs on specified dates

Detail Experience an enjoyable afternoon at Empire Cinema: movie then coffee/tea at Coffee Culture. Gerard helps us choose an interesting and varied selection. Term Cost is \$28 (Combined Cinema and Coffee). MONEY MUST BE PAID AT TIME OF APPLICATION for enrolment. Members who apply but neglect to pay prior to close of enrolment will not be accepted. If you cannot attend a session, you may deputise another U3A member to attend, but money cannot be refunded.

Course Leader Rick Eng

Course Leader 2 None

Venue Bowral Empire Cinema  
327 Bong Bong Street  
Bowral 2576

Timetable Monthly: Once per month  
Day: Monday, 12:00 PM - 2:30 PM  
Dates: 31 Jan 2022 - 28 Feb 2022  
Next date: 28 Feb 2022

Availability Accepting new enrolment preferences? Yes  
Capacity: 12

Full fee \$28.00

**ADD TO PREFERENCES** CLOSE

9. To request enrolment in the course click **ADD TO PREFERENCES**. This will open your list of preferences.

10. The Enrolment Preferences screen is displayed showing the course you just added. Click **CLOSE** to return to the Courses screen. Click **CLEAR PREFERENCES** if you have chosen the course in error.

### Enrolment Preferences

Preference	Code	Name	Fee
1	221MED02	Cinema on Monday	\$28.00

**CLOSE** **CLEAR PREFERENCES**

11. The Courses screen now displays:

- 1 PREFERENCE in the Preferences box
- Course in a Preferred Status
- a **DELETE PREFERENCE** option

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Creating Better Photographs + Writing 221LRG03 8 Feb 2022 - 5 Apr 2022

German Advanced 221MED01 1 Feb 2022 - 5 Apr 2022

Cinema on Monday **P Preferred** 221MED02 31 Jan 2022 - 28 Feb 2022

Course code 221MED02

Category ARTS: Arts, Crafts, Music, Photography

Course type Specified: Course/activity occurs on specified dates

Detail Experience an enjoyable afternoon at Empire Cinema: movie then coffee/tea at Coffee Culture. Gerard helps us choose an interesting and varied selection. Term Cost is \$28 (Combined Cinema and Coffee). MONEY MUST BE PAID AT TIME OF APPLICATION for enrolment. Members who apply but neglect to pay prior to close of enrolment will not be accepted. If you cannot attend a session, you may deputise another U3A member to attend, but money cannot be refunded.

Course Leader Rick Eng

Course Leader 2 None

Venue Bowral Empire Cinema  
327 Bong Bong Street  
Bowral 2576

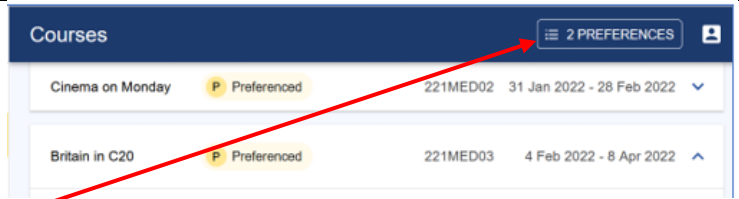
Timetable Monthly: Once per month  
Day: Monday, 12:00 PM - 2:30 PM  
Dates: 31 Jan 2022 - 28 Feb 2022  
Next date: 28 Feb 2022

Availability Accepting new enrolment preferences? Yes  
Capacity: 12

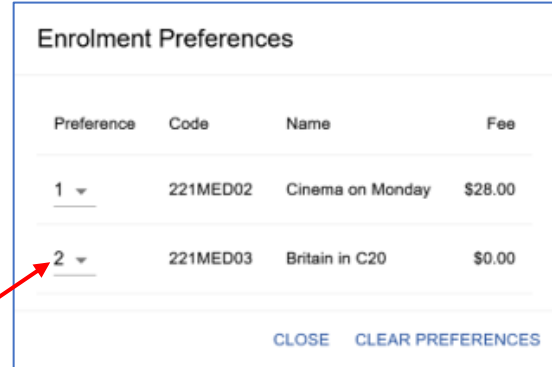
Full fee \$28.00

**DELETE PREFERENCE** **CLOSE**

12. Click on any other course you want to add to your preferences and follow steps 9 to 11 for each course. Each time you add a course to your preferences, the number in the Preferences box will be increased by 1. Once you have selected all your courses click the Preferences box.

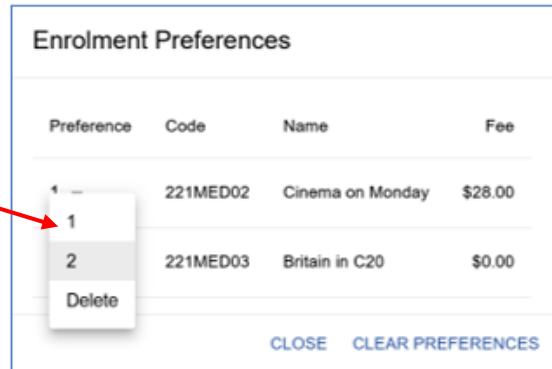


13. By default the courses are presented in the order you added them. If you are happy with the order, simply click **CLOSE** and go to step 15.



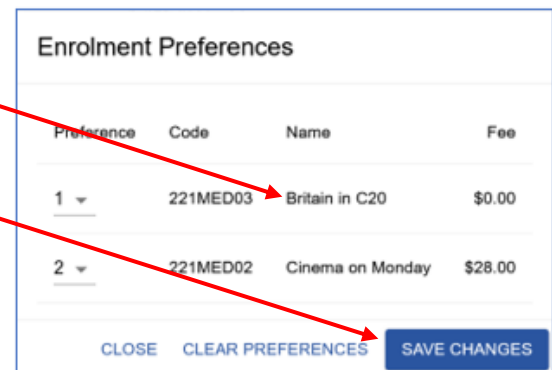
However you do have the opportunity to change the order of your preferences if you wish.

For example, to change preference 2 to 1, click on the number 2 and select 1 from the pop-up box.

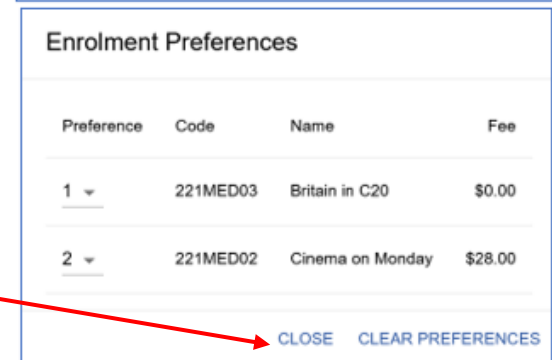


Preference 2 has now become preference 1.

After you have made any change, the **SAVE CHANGES** button appears. Ensure you click this button once you have finished making all changes to your preferences. If you want to clear all your preferences, click **CLEAR PREFERENCES**.



14. Click **CLOSE**.



15. You will be returned to the Courses screen with your Preferred Courses displayed with this icon:



**PLEASE NOTE:**

If you have requested enrolment in a fee-paying course like Cinema, you will not be able to make the payment until you are accepted into the course. If the course is included on the email you receive after the ER period closes, please follow the steps to pay [here](#).

These fee-paying courses will be closed to enrolments when the ER period closes. This will assist us in receiving member payments prior to pre-paying the venue.

Course	Course code	Dates
Understanding Strokes	221DAY01	8 Apr 2022
News in Review	221DAY02	8 Apr 2022
Mindfulness and Mindful Meditation	221DAY03	8 Apr 2022
Art in the Afternoon	221DAY04	6 Apr 2022
Australian Suppressed Books	221DAY05	6 Apr 2022
Climate Change, Society & Geopolitic	221LRG01	3 Feb 2022 - 7 Apr 2022
Fact Finding by Courts	221LRG02	2 Feb 2022 - 6 Apr 2022
Creating Better Photographs + Writing	221LRG03	8 Feb 2022 - 5 Apr 2022
German Advanced	221MED01	1 Feb 2022 - 5 Apr 2022
Cinema on Monday	221MED02	31 Jan 2022 - 28 Feb 2022
Britain in C20	221MED03	4 Feb 2022 - 8 Apr 2022
Chess Club	221SML01	2 Feb 2022 - 6 Apr 2022
Family History	221SML02	3 Feb 2022 - 7 Apr 2022
German for Beginners	221SML03	1 Feb 2022 - 5 Apr 2022

16. Click Logout on the side menu to exit the system.