Congratulations on your offer of admission and welcome to UNSW!

To secure your place in the UNSW Prep Program:

Step 1: Accept or defer your offer
Step 2: Enrol - signing up for the course or courses you will study in Semester 1
Step 3: Get your ID Card
Step 4: Attend Orientation activities

**Step 1: ACCEPT OR DEFER YOUR OFFER**

You will need to accept or defer your offer by the following deadline:

<table>
<thead>
<tr>
<th>Offer Made</th>
<th>Deadline for acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 18 January 2017</td>
<td>Friday 27 January 2017</td>
</tr>
<tr>
<td>February 2017</td>
<td>Friday 17 February 2017</td>
</tr>
</tbody>
</table>

**Getting your ID and password**

To accept or defer your offer you will use the myUNSW portal using your ID and password. To set up your password, go to the UNSW Identity Manager (IDM) website: [https://idm.unsw.edu.au/idm/user/newUser/validateNewUser.jsp](https://idm.unsw.edu.au/idm/user/newUser/validateNewUser.jsp)

- You will need:
  - your 9 digit UAC reference number (you can find this on your UAC letter of offer)
  - the UNSW program code for UNSW Prep which is 6115
  - your date of birth
When you ‘Submit’ at the bottom of this screen you will be prompted to create a password. Once your password is confirmed, you will be provided with your UNSW ID which looks similar to this – z1234567.

Keep both your ID and password somewhere safe – you will need them to sign in to myUNSW and other online functions.

Need Help? Please contact the IT Service Centre on (02) 9385 1333.

Part I of myUNSW Accept Offer/Enrolment process

Go to https://my.unsw.edu.au/ and use your ID and password to sign in:

Once you have signed in go to the ‘My Applications’ tab and select ‘Proceed with Offer’.

- On the following screen, scroll to the bottom and click ‘Continue’
- Now choose to either ‘Accept’ or ‘Defer’ your UNSW Prep offer
- Defer Option – If you decide to defer your studies until 2018 and select ‘Defer’ you don’t need to do anything further – you can log out now. You will be emailed a Confirmation or Deferment letter within the next few weeks.
Follow the prompts on the screen to complete Part I of your acceptance.

Need Help? If you would like help with accepting or deferring your offer you can contact the Enrolment Support Centre (ESC) on +61 2 9385 1110 or enrol@unsw.edu.au

Part II of myUNSW Accept Offer/Enrolment process
Firstly, confirm your personal details and complete the Financials and Declarations sections.

🔍 Check your official full name on the system
Ensure your name on your university record exactly matches your official name on your proof of identification (e.g. drivers licence; passport). You will not be able to obtain a student ID card if your middle name is missing, as your name in the system must match your full legal name.

To have your university record update to your official name you will need to complete the ‘Correction or Change of Personal Details’ form. You will need to bring the form in person with your official identification to Student Central or Getting Started in the Library in January (F21 on UNSW Campus Map). Enrolling in your courses online is still possible whilst you organise to update your official name.
Confirm all other personal details
Don't forget to check/enter other personal details such as home address, email address, telephone numbers and emergency contact.

Fees
- **Complete the Financials section** - As a UNSW Prep student you are not charged tuition fees.
- **Student Services and Amenities fees (SSAF)** – The SSAF allows you to access all the services for students at UNSW. You have to pay the SSAF in both **Semester 1 (due 31 March)** and **Semester 2 (due 31 August)**. For further information please visit: [https://student.unsw.edu.au/ssaf](https://student.unsw.edu.au/ssaf)
- **SA-HELP** - At the ‘Request for SA-HELP’ step you have the option to apply for SA-HELP. SA-HELP is a loan from the Australian Government which allows you to defer payment of this fee if you are unable to pay it upfront. You will need to provide your Tax File Number when requesting SA-HELP. You can choose to apply for SA-HELP now, or at a later stage. Just keep in mind that if you do wish to apply for SA-HELP for Semester 1, your request needs to be submitted no later than 31 March 2017.

Read all policies before declaration
The next step involves the Student Declaration. You must read all the policies and tick the corresponding boxes before finalising your acceptance.

Confirmation of your acceptance
You will not be able to enrol into courses for UNSW Prep until your acceptance has been confirmed. Once you have completed the declaration section and set your password, all items on the left side of the screen should be ticked and you will be eligible to enrol in classes.

Step 2: ENROL

When to enrol
Your enrolment needs to be finalised no later than mid-February 2017, but we strongly suggest you enrol early to maximise your chances of getting the class which best suits you.

Semester 1 classes
Depending on which stream of UNSW Prep you will be studying, you have set classes that you need to enrol in. The table below outlines Semester 1 courses that you will need to enrol in, dependent on your stream.
### *** IMPORTANT ***

Attendance at the Academic Skills 1 lecture in Week 1 is **compulsory**. At this lecture you will find out more information about your upcoming tutorials. Put the date and time in your diary when you enrol – details of the location will be mailed to you in February.

<table>
<thead>
<tr>
<th>Arts &amp; Social Sciences</th>
<th>Business</th>
<th>Engineering</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGZ9075</td>
<td>REGZ9075</td>
<td>REGZ9075</td>
<td>REGZ9075</td>
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<tr>
<td>Academic Skills 1</td>
<td>Academic Skills 1</td>
<td>Academic Skills 1</td>
<td>Academic Skills 1</td>
</tr>
<tr>
<td>REGZ9077</td>
<td>REGZ9070</td>
<td>REGZ9070</td>
<td>Either REGZ9070</td>
</tr>
<tr>
<td>Social Science Skills 1</td>
<td>Maths Skills 1</td>
<td>Maths Skills 1</td>
<td>Maths Skills 1</td>
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<td></td>
<td></td>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Another approved course as directed by the Faculty of Science.</td>
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<td></td>
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<td>More info on website.</td>
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**Arts & Social Sciences Gateway course from list below**

<table>
<thead>
<tr>
<th>Arts &amp; Social Sciences Gateway Courses</th>
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<tbody>
<tr>
<td>ARTS1010 The Life of Words</td>
</tr>
<tr>
<td>ARTS1030 Forms of Writing: Literature, Genre, Culture</td>
</tr>
<tr>
<td>ARTS1060 Introduction to Film Studies</td>
</tr>
<tr>
<td>ARTS1240 Environment and Society</td>
</tr>
<tr>
<td>ARTS1090 Media, Culture and Everyday Life</td>
</tr>
<tr>
<td>ARTS1210 Concepts of Asia</td>
</tr>
<tr>
<td>EDST1108 Indigenous Perspectives in Education</td>
</tr>
<tr>
<td>SRAP1000 Policy &amp; Society</td>
</tr>
<tr>
<td>ARTS1780 Concepts of Europe</td>
</tr>
<tr>
<td>ARTS1810 Introduction to International Relations</td>
</tr>
<tr>
<td>ARTS1270 Global History</td>
</tr>
<tr>
<td>ARTS1840 Australian Politics in Global perspective</td>
</tr>
<tr>
<td>ARTS1870 Rethinking the Social</td>
</tr>
<tr>
<td>EDST1104 Social Perspectives in Education</td>
</tr>
<tr>
<td>CRIM1010 Criminology: An Introduction</td>
</tr>
</tbody>
</table>

**Adding your Semester 1 course or courses**

Select the 'Enrolment Basket' in myUNSW.

**Note:** If you cannot access your ‘Enrolment Basket’, check that you have completed the items on your checklist in myUNSW, OR, sign in at a later stage through ‘My Student Profile’ tab and clicking on ‘Update your Enrolment’.
How to add classes:

- At the Catalogue Search step you will need to enter the course code/s you wish to enrol in. You can enter multiple course codes in this field (e.g. REGZ9075 and REGZ9070 if you are in the Engineering, Science or Business Streams). Please ensure that you separate the multiple courses you enter in the box with a comma.
- Select ‘All’ for campus and ‘All’ for career, and click ‘search’.

When your search returns your results, select ‘Add’ and ‘Continue’. Teaching Period One is Semester 1.

Select the "Proceed to enrol" button
Adding your classes

At the next step you will have the option to choose which class time/s you wish to enrol in. Select the “Add Classes” button to do this.

- Once you have selected your preferred class time/s click the ‘Continue’ button.
- You should then confirm your selection by clicking the ‘Enrol’ button
- When you have enrolled you can click on “Class Timetable” to check. Once correct, you’ve finished enrolling and you can sign out of myUNSW.

Step 3: ID CARD

The university issues ID cards to all students at UNSW. ID cards for students commencing in Semester 1 will be available 24hrs after your enrolment process is complete.

What is a UNSW student ID card used for?

Your ID Card must be carried with you at all times as evidence of your right to be on campus. ID cards are also used for electronic building swipe access and library borrowing.

Getting your ID Card

You can choose to:

a) Upload your own photo and register for your ID card online at www.gettingstarted.unsw.edu.au/id-cards, OR
b) Have your photo taken at the ID card service area in the library.

To collect an ID card requested online or obtain an ID card in person you will need to bring with you to the library your UNSW ID (e.g. z1234567) and one form of VALID photo identification: Passport; Australian Drivers Licence; NSW photo identification card

Orientation Week (Monday 20 Feb – Friday 24 Feb, 2017) is the busiest time of year so if possible, it is a good idea to get your ID card beforehand.
Step 4: ATTEND ORIENTATION ACTIVITIES

UNSW PREP Orientation
UNSW Prep Orientation will be on Monday 20 February 2016, 10.00am – 2.00pm.

Orientation is a really important part of Getting Started at UNSW. It gives you an opportunity to meet other students, academics and staff from our support services on campus.

It is the best way to kick start your time at UNSW, and will prove invaluable in the settling in process. More information on the event will be provided in your welcome pack, which will be emailed to you by the week commencing 13 February 2017.

In addition to the UNSW Prep Orientation, there is a uni-wide orientation that will take place from Monday 20 February - Friday 24 February 2017. To find out more and lock in your attendance at a range of activities visit http://www.gettingstarted.unsw.edu.au/orientation

NEED HELP?

<table>
<thead>
<tr>
<th>Support Service</th>
<th>Issue/s</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| Getting Started - co-located services to assist commencing students from Monday 23 Jan – Friday 3 March | Student ID cards enrollment and IT support in Semester 1, 2017 | Hours: Mon - Fri 10:00 – 16:00  
Email: gettingstarted@unsw.edu  
Visit: Library, Level 2 (ground floor) |
| Student Central          | Accepting your offer or enrolling in courses  
Correction of Name                                                                 | Hours: Mon, Tue, Thu 08:30 – 17:30  
Wed 10:00 – 17:30  
Fri 08:30 – 17:00  
Phone: (02) 9385 8500  
Email: enrol@unsw.edu.au  
Visit: Lower Ground Floor, Chancellery |
| IT Services              | Student Email                                                                 | Hours: Mon - Fri 08:00 – 20:00  
Phone: (02) 9385 1333  
Email: ITServiceCentre@unsw.edu.au  
Visit: Ground Floor, Library Annexe |
| The Learning Centre      | Program or Course information                                                                 | Hours: Mon - Thu 09:00 – 17:00  
Fri 09:00 – 14:30  
Phone: (02) 9385 2060  
Email: UNSWprep@unsw.edu.au  
Visit: Lower Ground Floor, North Wing Chancellery |