Congratulations on your offer of admission and welcome to UNSW!

To secure your place in the UPP:

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

**Part 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>21 October 2016</td>
<td>Friday 13 January 2017</td>
</tr>
<tr>
<td>11 November 2016</td>
<td>Friday 13 January 2017</td>
</tr>
<tr>
<td>9 December 2016</td>
<td>Friday 13 January 2017</td>
</tr>
<tr>
<td>5 January 2017</td>
<td>Friday 13 January 2017</td>
</tr>
<tr>
<td>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

- You will need:
  - your 9 digit UAC reference number (you can find this on your UAC letter of offer)
  - the UNSW program code for the UPP which is 6114
  - 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/](https://my.unsw.edu.au/) and use your ID and password to sign in:

![myUNSW Sign In](image1)

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

![myUNSW My Applications](image2)

- On the following screen, scroll to the bottom and click ‘Continue’
- Now choose to either ‘Accept’ or ‘Defer’ your UPP offer.
- **Defer Option** - If you’ve decided to defer your studies until 2018 and selected ‘Defer’ you don’t need to do anything further – you can log out now. You will be emailed a Confirmation of Deferment letter within the next few weeks.
After clicking ‘Accept’ you choose your UPP Stream (Humanities, Engineering, Science or Arts & Social Sciences). What you choose depends on your interests and what you wish to study after completing the program. 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 Enrolment process

Firstly, confirm your personal details and then complete the Financials and Declarations sections.

**Check your official full name on the system**

Ensure that the name on your University record exactly matches your official name on your proof of identification (e.g. driver’s 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 updated 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 home address, email address, telephone numbers and emergency contact.
Fees

Complete the Financials section - As a UPP 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

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 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 the UPP 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.

Part 2. ENROL

When to enrol

You will be able to enrol in your classes for Semester 1, 2017 from Friday 21 October 2016, and have the classes finalised no later than mid-February. We strongly suggest you enrol early to maximise your chances of getting the class times which best suit you.

Semester 1 classes

The table below outlines Semester 1 courses in which you will need to enrol:

<table>
<thead>
<tr>
<th>Stream</th>
<th>Course</th>
<th>Timeslots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>1 course REGZ9000 UOSS 1</td>
<td>Choose ONE class - Monday 6-8pm, or Tuesday 6-8pm, or Friday 12-2pm</td>
</tr>
<tr>
<td>Engineering or Business or Science</td>
<td>2 courses REGZ9000 UOSS 1</td>
<td>Choose ONE class – Tuesday 6-8pm or Friday 12-2pm</td>
</tr>
<tr>
<td></td>
<td>REGZ9070 Mathematics Skills 1</td>
<td>You will attend classes two nights a week on both Mondays and Wednesdays, from 6-9pm. Lectures- Monday AND Wednesday evening from 6-7pm Tutorials- Monday AND Wednesday evening from 7-9pm</td>
</tr>
</tbody>
</table>

*** IMPORTANT ***

Attendance at the UOSS 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 emailed to you in February.
Adding your Semester 1 course or courses

Select the 'Enrolment Basket' button in myUNSW. If you can't access your 'Enrolment Basket', check that you have completed items on your checklist in myUNSW. Or sign in through 'My Student Profile' tab at a later stage and click on 'Update your Enrolment'.

How to add classes:

- At 'Search by Catalogue' enter the course code/s you wish to enrol in. Multiple course codes can be entered (e.g. REGZ9000 and REGZ9070 if you are in the Eng, Sci or Bus Streams)
- Select the 'Sydney' campus and 'Undergraduate Career' option, and click 'search'.

- When your search returns your results, select 'Add' and 'Continue'. Teaching Period One is Semester 1.
Now select the “Proceed to Enrol” button

![Enrolled Courses Table]

**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 enrolled, click on ‘Class Timetable’ to check that your enrolment is correct. Once correct, you’ve finished enrolling and you can sign out of myUNSW.

### Part 3. ID CARD

The University issues ID cards to all students at UNSW. ID cards for students commencing in Semester 1 are normally available from mid-January.

**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
   www.gettingstarted.unsw.edu.au/id-cards

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** from the following options:

- Passport
- Australian driver licence
- NSW photo identification card.
Part 4: ATTEND UPP ORIENTATION ACTIVITIES

UNSW offers a range of support activities to assist you transition into the UPP and the university community:

⊕ **UPP Orientation**

The UPP Orientation will be held in late February. Your attendance at this event is strongly encouraged. More information including the date and time of the event will be provided in your welcome pack, which will be emailed to you in the week commencing 13 February 2017.

Orientation is a really important part of Getting Started at UNSW. It gives you an opportunity to connect with other students, teaching staff and staff from our support services on campus. It is the best way to kick start your university career, and will prove invaluable in the settling in process.

⊕ **UNSW Orientation**

The uni-wide Orientation 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 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>
| **Student Central** | Accepting your offer or enrolling in courses | **Front Desk Hours:** Mon, Tue, Thu 08:30 – 17:30  
Wed 10:00 – 17:30  
Fri 08:30 – 17:00  
**Visit:** Lower Ground Floor, Chancellery |
| | Correction of Name |  |
| **IT Services** | Student Email Password reset UniWide Wireless | **Hours:** Mon - Fri 08:00 – 20:00  
**Ph:** (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  
**Ph:** (02) 9385 2060  
**Email:** UPP@unsw.edu.au  
**Visit:** LG Floor, Nth Wing Chancellery |