Enrol in your courses in myUNSW
Step-by-step guide to Annual Enrolment

Annual Enrolment is a two-step process:

1. Course enrolment
2. Class registration

**Note:** The following instructions use examples of the class enrolment and class registration for Terms 1 and 2.

We would advise you to enrol in all of your courses for the three terms in 2019. If you are anticipating completing your degree before the end of 2019, you may still be eligible for full-time student status in individual terms.

For more information about full-time status in 2019, please click here.

For 2019 course offering information, click here.

To Course Enrol follow the steps below:

1. Sign on to my.unsw.edu.au

2. Click on your My Student Profile

3. Select Update Your Enrolment under the My Student Profile tab
4. Select the **Update Enrolment** button for the relevant program

Please note: The new course enrolment page will give you an annual view of your enrolment.

Prerequisite Rules: You can enrol in the terms in any order. However, if your selected courses have pre-requisite rules, these will need to be met in a sequential order, in order for the system to accept your course enrolment.

5. Search for the course you wish to enrol in, in the corresponding term section e.g. term 1, term 2 and term 3, as indicated below

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**TIP:** There are several ways a student can search for a course

a) Enter the subject area and click search – returns a result of all matching subject area courses

b) No criteria entered and click search – takes the student to the Course Search page

c) Complete search by entering exact subject area and catalogue number – returns either the exact result if applicable, or if there are multiple options then a page will be displayed to select from.
6. Select the course you wish to enrol in, by clicking the tick box under the Add column and click Continue as shown below
   Note: Multiple courses can be selected e.g. Course ENGG1000 and ENGG1811 could be both selected to course enrol below.

   CALL OUT: Search results displays mode of delivery and location for each course. This information can assist you in deciding which course to take e.g. in person, distance etc.

7. Add more courses to the term you are enrolling in, by repeating steps 5 & 6, in the Enrolment Basket or continue to go through the process into other terms (optional)

   CALL OUT: In the example above, notice that a course has been added to Term 1 2019

KEY:
Course: Course code
Description: Course name
Mode of delivery: In person, intensive, online
Location: Which campus or location teaching will take place
UoC: Units of credit (UoC) that will go towards your degree completion
Enrolled status: Refers to course enrolment. Orange x = Not course enrolled. Green tick = Course enrolled.
Registered: Refers to class registration. Orange x = Not class registered. Green tick = Class registered. (Please note, this will never be Green at the course enrolment stage)
Capacity: Indicates places taken out of the total capacity for that course. Example: 6/90 means six students have already enrolled in the course, and 84 spaces remain. Please note that this doesn’t give you an indication of how quickly the course is filling up.
Enrol?: At this point the Course is only in your Enrolment Basket. You can load as many courses as you like at this point. You are not enrolled and putting a course into the Basket does not guarantee you an enrolment. If you wish to confirm your place in this course do not hesitate. Tick the Enrol flag and submit your Enrolment Request (see Step 9). Please note you will not be able to submit your enrolment request without ticking this.
8. Once you have added **all** the courses you wish to enrol in and they appear in the Enrolment Basket select the **Submit Enrolment Request** button.  
**Note:** At this point you may **Swap** or **Drop** courses, by selecting the **Swap** or **Drop** button.

9. You have successfully course enrolled.

**CALL OUT:** The example above, indicates that the Course Enrolment period is open for Term 1, however Class Registration is still closed. If this is the occurs when you are enrolling, you will need to complete this step when the class registration period is open.

Continue reading for a step-by-step guide to class register.
To Class Register follow the steps below

Class registration can only be completed when the Class registration period is open. It occurs on a term by term basis. During Class Registration you will choose your registration classes and register for them.

**Note:** Once the Class Registration period is open a student can enrol and register in a single action per term

The example below shows that class registration is open for term 1 and term 2, but not for term 3.

The following instructions demonstrate the class registration steps as if the student was class registering for term 2.

1. Click the **Register for Classes** button for the term you wish to class register for

2. Click **Register for ALL Classes**, alternatively you can class register one by one by clicking on the **Register** buttons for each course (as shown below)
3. You have now completed the annual enrolment process for a term. 
*Note:* In the example below the Term 3 button Submit Enrolment Request will change to Register for classes when Class Registration opens.

4. You successfully completed the Annual Enrolment process.