Congratulations on gaining a place at UNSW! Please read this carefully: the better prepared you are for enrolment, the easier the process will be.

Checklist of things to do:
1. Accept your Offer
2. Complete your Enrolment
3. Collect an ID Card
4. Get connected via IT
5. Attend Orientation
6. Arrange your Fees

ACCEPTING YOUR OFFER

When to accept
Accepting your offer correctly and within the specified time is very important, regardless of when you complete your enrolment. You must accept your offer as follows:
- **Summer Semester**
  - October/November offers
  - Friday 14 November 2014
- **Semester One**
  - October/November offers
  - Friday 19 December 2014
  - December/January/February offers
  - Friday 20 February 2015
- **Semester Two**
  - All Offers
  - Friday 17 July 2015

If you do not accept by the dates and times above your offer may lapse.

How to accept
You must accept your offer online. For information on how to accept your offer to UNSW please refer to: www.gettingstarted.unsw.edu.au

Need Help?
If you are unsure about your options, need advice or experience any difficulties with accepting your offer please call +61 (2) 9385 1110 or email enrol@unsw.edu.au

DEFERRING YOUR OFFER

You may defer your offer for up to 12 months. Please note that the Master of Teaching (Secondary) cannot be commenced in Semester 2.

How to defer
For more information on how to defer your offer go to www.gettingstarted.unsw.edu.au. You must defer your offer online during the Acceptance process. The University will email you confirmation of your deferment approximately one week after you submit your deferment request.

Your deferment will lapse if you enrol in any other university program while on deferment.

HOW TO ENROL @ UNSW

Students enrol online; you do not have to come to UNSW in person to enrol. For detailed information on how to enrol at UNSW please refer to www.gettingstarted.unsw.edu.au

GETTING STARTED

Getting Started is a service offered to students to help them with enrolment and settling in to UNSW. The following assistance is provided:
- Information and advice about accepting offers, enrolment, myUNSW, timetable and other more complex enrolment issues
- Advice about accessing UNSW’s IT services including wireless access, passwords, zPass, UniPass, Web Services and FM Assist
- Access to web pages and content to support online enrolment and activities held in the Getting Started period
- Provision of ID cards, room access and travel concessions

Information about the Getting Started service can be found at www.gettingstarted.unsw.edu.au

Enrolment Timetable and Commencement of Classes

**Master of Teaching (Secondary)**
Online enrolment will be open when you receive your offer and closes 5pm Friday 27 February 2015. Classes commence on Monday 2 March 2015.

**Juris Doctor**
Semester 1 2015 - Online enrolment will be open when you receive your offer and closes 5pm Friday 20 February 2015. Introducing Law and Justice classes (compulsory for all JD students) start the week commencing Monday 23 February 2015 (O’Week).

Semester 2 2015 - Online enrolment will open in late April and closes 5pm Friday 17 July 2015.
Introducing Law and Justice classes (compulsory for all JD students) start the week commencing Monday 20 July 2015 (O’Week).

All Public Health and Community Medicine programs
Summer Term – Online enrolment will be open when you receive your offer and closes 5pm Friday 14 November 2014. Some courses have workshops which commence on Monday 17 November 2014.

Semester 1 – Online enrolment will be open from when you receive your offer and closes 5pm Friday 20 February 2015. Some courses have workshops which commence on Monday 23 February 2015 (O’Week).

Semester 2 2015 - Online enrolment will open in late April and closes 5pm Friday 17 July 2015.

Enrolment Advice
Assistance with course choice and other academic requirements will be provided as follows:

Master of Teaching (Secondary)
Please go to the following link for a welcome to the School of Education, which includes information on enrolment http://education.arts.unsw.edu.au/students/get-welcome. For general enrolment advice you can contact the School of Education, Ph: +61 2 9385 1977, email: education@unsw.edu.au

Juris Doctor
Intensive classes for new students start the week commencing Monday 23 February 2015 for S1 and Monday 20 July for S2. See Law School timetables for details. For information on enrolment in JD courses see www.law.unsw.edu.au/current-students/my-academic-life/enrolment/new-jd. For general enrolment advice you can contact the Faculty of Law, Ph: +61 2 9385 2264, email: law@unsw.edu.au

Public Health and Community Medicine programs
Some courses have workshops which commence from Monday 17 November for Summer Term commences Monday 23 February for Semester 1 commences and Monday 20 July for Semester 2 commences.

For timetable information please see www.sphcm.med.unsw.edu.au/current-students/graduate-enrolment. For general enrolment advice you can contact the School of Public Health and Community Medicine, Ph: +61 2 9385 1699 or +61 2 9385 2507, email: postgrad-sphcm@unsw.edu.au

Credit Transfer (Advanced Standing)
If you are seeking credit for previous studies you should accept your offer as outlined in ‘Accepting your Offer’. You should then complete an ‘Application for Credit Transfer’ to arrive by 5pm Friday 30 January 2015 for S1 commences and Friday 3 July for S2 commences. Applications received after these dates may not be processed in time for Semester commencement. You should also contact your Faculty or School office (see ‘Enrolment Advice’).
The application form and further information can be found at www.credittransfer.unsw.edu.au

ARRANGING FEES
Student Contribution charges (CSP Offers)
Students enrolled in a Commonwealth Supported Place (CSP) pay a Student Contribution towards the cost of their studies. You will be required to declare during online enrolment how you will pay your student contribution (ie. upfront or apply for HECS-HELP if eligible and pay later). To apply for HECS-HELP you must provide your Tax File Number. See the Australian Government website www.studystat.gov.au for further information.

Students enrolled in a Commonwealth Supported Place (CSP) are also required to pay the Student Services Amenities Fee (SSAF). This is a contribution towards services and amenities for the whole student population and is charged in Semester 1 and Semester 2. The SSAF can be deferred via SA-HELP. For details please see student.unsw.edu.au/sa-help

Tuition Fees (FEE Offers)
Students enrolled in a FEE place pay for the entire cost of their studies. Eligible students may apply for a FEE-HELP loan from the Australian Government to cover all or part of their Tuition Fees and can repay this loan through the taxation system when their income reaches the stipulated level. See the Australian Government website www.studyassistance.gov.au for further information.

Fee Statements and Payment Options
Student Contributions and Tuition Fees are charged each semester. Fee statements are normally produced in mid February for Semester 1 and mid July for Semester 2. To view your fee statement and make payment arrangements you MUST access your online Fee Statement via https://my.unsw.edu.au. The fee statement links through to three payment options: BPAY, Online credit card and Australia Post (print payment slip).

SPECIAL GOVERNMENT POLICIES
Education courses
The NSW Department of Education and Training has special requirements and policies of which students enrolling in education programs should be aware. The requirements relate to:

• professional experience placements which must be undertaken as part of your program and
• procedures for employment after you have completed the program

Before commencing Professional Experience, students are required to attend the compulsory Child Protection and Legal Issues lecture and sign off a form as evidence. It is also a requirement that a Prohibited Decleration form be signed by the student. Prior to employment with the NSW Department of Education and Training, teachers are required to undergo a police records check. Further details can be obtained from the School of Education.

STUDENTS WITH DISABILITIES
UNSW has a policy of equal opportunity in education and seeks wherever possible to ensure maximum participation of students with disabilities. A range of assistance is offered, including examination support, specialised equipment, educational support, parking provisions and library assistance. If you have a disability or medical condition please make contact with an Equity Officer (Disability) on telephone (02) 9385 4734 prior to or immediately following enrolment to discuss your support needs.

UNSW GETTING STARTED ORIENTATION
Kensington campus
S1 2015 Monday 23 – Friday 27 February 2015
S2 2015 Wednesday 22 - Friday 24 July 2015

All new students are invited to participate in the O Week program in addition to their Faculty Welcome. Prior to the start of the academic year, O Week at UNSW introduces new students to university life and provides the best possible start to their university experience. UNSW hosts a variety of workshops and sessions designed to assist students with the transition to university and develop essential skills for study and self-management. Many sessions are specifically for postgraduate coursework students.

Yellow Shirt student volunteers of the student organisation Arc@UNSW, will be on hand to answer questions about the University, conduct campus tours following each Faculty Welcome and organise social events. Student clubs and societies set up stalls on the main walkway during the day and there will be entertainment held into the evening across the week.

Visit www.gettingstarted.unsw.edu.au for information.