UNSW Prep (17 – 19)

Acceptance and Enrolment Guide
2018

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 December 2017</td>
<td>12 January 2018</td>
</tr>
<tr>
<td>12 January 2018</td>
<td>26 January 2018</td>
</tr>
<tr>
<td>31 January 2018</td>
<td>16 February 2018</td>
</tr>
<tr>
<td>8 February 2018</td>
<td>16 February 2018</td>
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<tr>
<td>15 February 2018</td>
<td>16 February 2018</td>
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</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 UNSW PREP 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’ve decided to defer your studies until 2019 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 UNSW Prep 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 2018 (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

**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 SSAF 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 2018

**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.

Part 2. ENROL

When to enrol

Your enrolment needs to be finalised no later than mid-February 2018, but we strongly suggest you enrol early to maximise your chances of getting the class which best suits you.

Semester 1 classes

The classes you need to enrol in will be based on the stream you have chosen to study in UNSW Prep. The table below outlines Semester 1 courses that you will need to enrol in, dependent on your stream:

<table>
<thead>
<tr>
<th>Arts &amp; Social Sciences</th>
<th>Business</th>
<th>Engineering</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGZ9075 Academic Skills 1</td>
<td>REGZ9075 Academic Skills 1</td>
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<td>REGZ9075 Academic Skills 1</td>
</tr>
<tr>
<td>REGZ9077 Social Science Skills 1</td>
<td>REGZ9070 Maths Skills 1</td>
<td>REGZ9070 Maths Skills 1</td>
<td>Either REGZ9070 Maths Skills 1 OR Another approved course as directed by the Faculty of Science. Please refer to stream details link on page 7.</td>
</tr>
<tr>
<td>Arts &amp; Social Sciences Gateway course. Please refer to stream details link on page 7.</td>
<td>MGMT 1001 Managing Organisations &amp; People</td>
<td>COMP1000 Introduction to World Wide Web, Spreadsheets and Databases</td>
<td>Either REGZ9070 Mathematics Skills 1 OR Another approved course as directed by the Faculty of Science. Please refer to stream details link on page 7.</td>
</tr>
</tbody>
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*** 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 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’.

Adding your classes

1. Click on ‘Add Courses’ on the bottom right of the screen

2. At ‘Search by Catalogue’ enter the course code/s you wish to enrol in. Multiple course codes can be entered (e.g. REGZ9075 and REGZ9070 if you are in the Eng, Sci or Bus Streams)

3. Select the ‘Sydney’ campus and ‘Undergraduate Career’ option, and click ‘search’. You do not need to use other fields if course code is known.

4. Click on the box on the right-hand side to ‘Add’ the course.

5. Click on ‘Add Courses’ (and repeat steps 2, 3 & 4) for each course you wish to enrol in.

6. When you are ready to enrol in each course, click on ‘Proceed to Enrol’.
7. Click on ‘Add Classes’ to create your timetable.

8. Select the days/times for each component of each course by clicking on the ‘Add’ circles on the right-hand side.

9. Once you have selected your class days/times, click on ‘Enrol’ (for each course).

10. You may then click on ‘View Class Timetable’ to see your final timetable.

Once correct, you’ve finished enrolling and you can sign out of myUNSW.

Stream Details

The following links provide more details about each stream. Please refer to the relevant link for more information about gateway electives.

Arts & Social Sciences:

Science:

Business:

Engineering:
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 and Residency check
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’s licence
- NSW photo identification card

Please note that students will also be required to confirm their residency status when collecting their ID cards, and so must bring appropriate documentation for this along with photo identification. This means the following documents are required for **BOTH** the student ID card to be released and residency check to be completed:

- Passport, or
- Australian driver’s licence and Australian birth certificate/citizenship certificate, or
- NSW photo identification card and Australian birth certificate/citizenship certificate
Part 4: ATTEND UNSW PREP ORIENTATION ACTIVITIES

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

⊕ **UNSW Prep Orientation**

The UNSW Prep 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 12 February 2018.

Orientation is a very 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 19 February - Friday 23 February 2018. 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>
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| **Student Central**  | Accepting your offer or enrolling in courses  
Correction of Personal Details | **Front Desk Hours:** Mon, Tue, Thu  08:30 – 17:30  
Wed  10:00 – 17:30  
Fri  08:30 – 17:00  
**Email:** enrol@unsw.edu.au  
**Phone Hours** Mon, Tue, Thu, Fri  09:00 – 17:00  
Wed  10:00 – 17:00  
**Ph:** (02) 9385 8500  
**Visit:** Lower Ground Floor, Chancellery |
| 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:** UNSWprep@unsw.edu.au  
**Visit:** LG 13, Nth Wing Chancellery |