

Diploma Enrolment Guide for myUNSW

Please refer to this Guide to enrol.

Step 1. Login to myUNSW > Select my student profile

		myUNSW	
Home	My Student Profile		
My Surveys	and Profiles	Hy Alerts	
	Experience	You currently have 0 action item(s).	

Step 2. Enrolment selection

From the My Student Profile tab you may select one of the following options:

1. "Update Your Enrolment" - for course enrolment

OR

2. "Vary Enrolment" - to change course enrolment (if already enrolled)

Step 3. Update Enrolment

Tip: If you select "Update Enrolment" and it's the first time you are enrolling for the Term, you need to save/confirm the personal statistics. You only need to do this once per term.

ly Student Services	My Student Information			
Enrolment	My Current Balance			
content Appointments				
Jpdate Your Enrolment	Your current holonoo	= \$8,798,64 CravB		
Jass Timetable				
lass Search	The amount shown de	oes not include any library fines that may be outstan	ding.	
Academic History				
fiew Results/Academic Statement	lemporary credit bala	nces may appear prior to payments being allocated	against some charges (more)	
kcademic Standing	Complete Course Fee	Breakdown for Current Term		
Examinations	Term	Course Name	Financial Liability	Financial Help Statu
flew Exam Timetable	Term 2 2020	DPGE1002 - Comm & Acad Literacy 2	International Fee Paying	No Action Required
inancials		DPST1013 - Mathematics 1A	International Fee Paying	No Action Required
ee Statement & Payment Options	Term 3 2020	DPST1031 - Comm & Acad Library 3	International Fee Paying	No Artion Required
Graduations	1000 2000	DPST1032 - Chemistry B	International Fee Paving	No Action Required
Sraduation Details		DPST1041 - Evolutionary & Functional Bio	International Fee Paying	No Action Required
Online Services				
cademic Transcripts				
Co-Curricular Statement	My Enrolment			
Stream Declaration				
nternal Program Transfer	Academic Year: 2020			
rogram Leave/Discontinuation	Program: 7001 - Scie	ince - Sydney		
inacial Consideration	Term 1 2020		OPGE1001 - Comm & Acad Literacy 1	
Talamata			OPST1013 - Molecules, Cells and Genes	
Contention Deal Court	Term 2 2020	r.	OPGE1002 - Comm & Acad Literacy 2	
oncession oper carb			OPST1013 - Mathematics 1A	
August request roms		1	OPST1031 - Chemistry A	
egais	Term 3 2020	1	OPGE1003 - Comm & Acad Literacy 3 - Not Yet	Registered
erms & Canditions		L	OPST1032 - Chemistry 8 - Not Yer Registered	Wet Descentered
Personal Details			Porton recommenty & relicional bio-rec	C THE PROGRAMMA

After confirming all your personal details, you will be asked to select "Update Enrolment".

Year Selection

Year	Career	Program	Campus	
2020	Undergraduate	7002 - Engineering	Sydney	Update Enrolment

Enrolment Basket

Once you select "Update Enrolment", the course enrolment page will load an annual view of your enrolment. Please search for the course you wish to enrol in from this page.

Tip: For New Students you are required to enrol in your admit term before enrolling in subsequent terms.

Step 4. Course Enrolment

Tip: If you see an orange triangle, this indicates that enrolment for the term is not finalised.

In the example below, the enrolment for Term 3 is not finalised. You need to choose "Term 1 2022" to enrol for the Diploma term starting on 17 January 2022.

Course E	nrolment							
Year: 2 Term 2 2020	020 Program: Undergraduate - 7002 - Engineering Term 3 2020		Plan:	C	PENR17002 - P	etroleum (Option '	1)	
Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity	
DPGE1001	Communication and Academic Literacy 1 Show Classes	In Person	Kensington	4.0	00	17/05/2020	38 / 50	Drop
DPST1013	Mathematics 1A Show Classes	In Person	Kensington	6.0	00	17/05/2020	78 / 90	Drop
DPST1021	 Physics 1A Show Classes 	In Person	Kensington	6.0	00	17/05/2020	34 / 50	Drop

4.1 Select the term (Term 1 2022) that you wish to enrol in

4.1.1 To view the offered Diploma courses, please select "Recommend Courses"

Course Enrolment Year: 2020 Program: Undergraduate - 7002 - Engineering Plan: DPENR17002 - Petroleum (Option 1) Term 3 2020 🛕 Term 2 2020 Warning: You have not enrolled for any courses in this term Registration Mode of Delivery Enrolled / Enrols UoC Course Title Location Closes Registered Capacity No courses found for this term SUBJ1234, Solar Cells Search Back to Years Recommend Courses

You will see a list of courses that are offered in each term.



4.1.2 Selecting the correct course for enrolment

In your first Term, please ensure you select the correct course codes from the following list below:

- All **Diploma in Engineering** students must select:
 - DPGE1001 Communication & Academic Literacy 1
 - DPST1013 Mathematics 1A
 - DPST1021 Physics 1A or
 - DPST1023 Higher Physics 1A, You must select DPST1023– Higher Physics 1A if you are doing Telecommunication Engineering, Electrical Engineering or Quantum Engineering
- All <u>Diploma in Science</u> students specialising in Chemistry, Materials Science, Mathematics opt 1, Physical Oceanography, Physics, Statistics-opt 1 and Food Science must select:
 - DPGE1001 Communication & Academic Literacy 1
 - DPST1013 Mathematics 1A
 - DPST1021 Physics 1A
- All <u>Diploma in Science</u> students specialising in Anatomy, Biology (1),Genetics, Marine Science (1), Mathematics – opt 2, Microbiology, Molecular & Cell Biology, Pathology, Pharmacology, Physiology, Statistics-opt 2 students must select:
 - DPGE1001 Communication & Academic Literacy 1
 - DPST1013 Mathematics 1A
 - DPST1051 Molecules, Cells & Genes
- All **Diploma in Business-Commerce** students must select:
 - DPGE1001 Communication & Academic Literacy 1
 - DPBS1100 Business Decision Making
 - DPBS1140 Financial Management
- All Diploma in Computer Science students must select:
 - DPGE1001 Communication & Academic Literacy 1
 - DPST1013 Mathematics 1A
 - DPST1091 Introduction to Programming

To select the correct course, click the check box at the far right of the course row under the "Select Course" button.

Tip: You may then choose your Term 2 and Term 3 courses once you have started the program.

4.1.3 Confirm your course selection

Please review your selection and once satisfied click on "Selected Courses" Button. This saves your course selection.

Terms	Tom 3 2020							
Cancel							Sei	ct Courses
Course	Title	Career	Mode of Delivery	Campus	Location	Teaching Period	Capacity	_
DPGE1002	Communication and Academic Literacy 2	Undergraduate	In Person	Sydney	Kansington	UNSIV Global Diploma 3	2/40	0
DPGE1003	Communication and Academic Literacy 3	Undergraduate	In Person	Sydney	Kensington	UNSIV Global Diploma 3	77100	•
DPST1014	Mathematics 1B	Undergreduate	In Person	Sydney	Kansington	UNSIV Global Diploma 3	7/80	0
DPST1022	Physics 1B	Undergraduate	In Person	Sydney	Kansington	UNSIV Global Diploma 3	4/30	0
DPST1023	Higher Physics 1A	Undergraduate	In Person	Sydney	Kensington	UNSIV Global Diploma 3	0/25	0
DPST1024	Higher Physics 18	Undergraduate	In Person	Sydney	Kansington	UNSIV Global Diploma 3	3/15	0
DPST1031	Chemistry A: Mons, Molecules, and Energy	Undergraduate	In Person	Sydney	Kensington	UNSIV Global Diploma 3	3/40	0
DPST1032	Chemistry B: Elements, Compounds and Life	Undergraduate	In Person	Sydney	Kensington	UNSIV Global Diploma 3	2/69	0
DPST1051	Molecules, Cells and Genes	Undergraduate	In Person	Sydney	Kensington	UNSIV Global Diploma 3	0/20	0
DPST1061	Design in Application of Materials in Science and Engineering	Undergraduate	In Person	Sydney	Kensington	UNSIV Global Diploma 3	1/25	0
DPST1071	Introduction to Engineering Design and Innovation	Undergraduate	In Person	Sydney	Kansington	UNSIV Global Diploma 3	47100	•
DPST1072	Engineering Mechanics 1	Undergraduate	In Person	Sydney	Kensington	UNSIV Global Diploma 3	3/58	
DPST1081	Electrical and Telecommunications Engineering	Undergraduate	In Person	Bydney	Kansington	UNDIV Cicbal Diploma 3	8170	•
DPST1091	Introduction to Programming	Undergraduate	In Person	Sydney	Kensington	UNDIV Global Diploma 3	2/60	
DP5T1092	Computer Systems Fundamentals	Undergraduate	In Person	Dydney	Kensington	UNSIV Global Diploma 3	8740	•



4.1.3 Submitting Enrolment request

After selecting the required courses, you will be returned to the Enrolment Basket. You will now be asked to confirm your course selection is correct. Select the required courses and click **"Confirm Enrolment Request".**

Tip: This is the opportunity you have to remove any errors.

Course	Enrolr	nent								
Year:	2020	Program: Undergraduate - 7002 - Engineering	Plan:	DPENR1700	2 - Petrok	eum (Option 1)				
Term 2 20	20 Terr	m 3 2020 🛕								
Warning: You	i have not ei	nrolled for any courses in this term.								
Course		Trtie	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity	Select?	
DPGE1003	0	Communication and Academic Literacy 3	In Person	Kensington	1.0		06/09/2020	7 / 100		Remove
DPST1071	0	Introduction to Engineering Design and Innovation	In Person	Kensington	6.0		06/09/2020	47100		Remove
DPST1072	0	Engineering Mechanics 1	In Person	Kensington	6.0	▲ ▲	06/09/2020	3 / 58		Remove
DPST1081	0	Electrical and Telecommunications Engineering	In Person	Kensington	6.0	A A	06/09/2020	8/70		Remove
SUBJ1234, Leave blank and	Solar Cells	Search rabitions (search option.								
Back to Ye	ars Re	command Courses						[Confirm I	Enrolment Request
ENR2.URB										

4.1.4 Please confirm your enrolment by clicking "Submit Enrolment Request" again.

This is the final confirmation that course selection is correct.

Step 5. Success

After submitting the Enrolment Request, if "success" appears, this means your enrolment application has been successful and you are enrolled in the courses.

Return to Main M	Venu Help	Mohamd Alahmad (5315	896) Log Out
Enrolment	Results		
Enrol in	DPGE1003 - Communie Undergraduate - 7002 -	ication and Academic Literacy 3, In Person, Kensington Engineering	Success
Enrol in	DPST1071 - Introductio Undergraduate - 7002 -	on to Engineering Design and Innovation, In Person, Kensington Engineering	Success
Enrol in	DPST1072 - Engineerir Undergraduate - 7002 -	ng Machanica 1, In Person, Kensington Engineering	Success
Enrol in	DPST1081 - Electrical a Undergraduate - 7002 -	and Telecommunications Engineering. In Person, Kensington Engineering	Success
Back to Courses			

Step 6. Back to Courses, Swap, Add or Drop courses

After selecting "Back to Courses" you can see that the Enrolled status is now a green tick while the Registered status remains grey. **Please check Class Registration - Step 7 to enrol in specific classes**.

At this point, you can swap or drop courses in which you are enrolled.



6.1 You are encouraged to not use the "Swap" Function.

If you need to change your enrolment (because of an error), you should drop a course by clicking **"Drop"** and then clicking **"Recommended Courses"** and go through the process again to add the recommended course for your specialisation according to step 4.1.2.

If **you just want to add** a course, you can click **"Recommended Courses"** and go through the process again to add a course according to step 4.1.2.

Step 7. Class Registration (Timetable)



Please check Enrolment Appointments from your myUNSW Student Profile to see when you will be able to do Class Registration.

For Term 1 2022, you will be able to register in your classes from **Thursday, 2 December 2021- 9am (AEST)**. (Please ignore the Diploma Term Start dates in this Page).

You can check the timetable for all Diploma courses here -<u>http://timetable.unsw.edu.au/2022/subjectSearch.html</u> (Please check GD1 timetable for Term 1 2022).

7.1 Select Classes

Course	Enrol	lment															
Year:	2021		Program:	Undergraduate - 700	3 - Computer Science			Plan:	DPENX17003	I - Comput	er Science						
Term 1 20	21 Te	ierm 2 2021 🛕 Term 3 202	21														
Warning: Yo	u have not	registered for any classes in this	s term.														
Course		Title							Moo Deli	de of livery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity		
DPST1014	6	Mathematics 1B							Mult	timodal	Kensington	6.0	•	16/05/2021	24/71	Swap	Drop
DPST1021	0	Physics 1A		(Mult	itimodal	Kensington	6.0	•	16/05/2021	4 / 100	Swap	Drop
SUBJ1234 Leave blank and	, Solar Cell I click Search	Is Search iter additional search options.															
Back to Y	ears F	Recommend Courses Sel	lect Classes	r													
(1		Click 'S	elect	Classe	s'.		Select	Clas	ses								



7.2 Choose Class Times

er Classes	🗹 Mon	-lue	Wed	🗹 Thu	🗹 Fri			Show Registered C	ourses	
	Befre 1pm		🗹 1pm to 6pm		After 6pm			Show Full Classes		
T1014 X	Show Weeks									
EC 4225 (Mo4p,Tu11a,Th9 UT 4230 (Mo11a,We2p)	0 8am	Mon		Tue		Wed		Thu	Fri	
UT 4229 (Mo9a Th9a)	6 9am 9:00-11:00	18	4262				9:80 - 10:00 DPST1014 - LEC	4:	225	
UT 4231 (Mo2p,We11a)	OMD 112		10.00 - 11.00		4259 10:03 - 11:00		EksEngG22		258	
JT 4232 (Tu9a,We9a)	0 IUam		DPST1021 - LEI OMB 150	c	DPST1021 - WE Mat 306	К	DPST1021 - TUT Block 106			
II 4233 (Tu11a, Tu2p)	11am 11.00 12.00	л	4230 11.00 - 12.00 DPS I 1014 - LEG	c	4225				_	
T 4220 (ThTta,Ft2p)	Block G4		ElecEngG22							
T 4226 (Fr9a)	12pm				1208 - 100 DPST1014 - OT Electroc22		6731		12:00 - 110 DPST1014 - LEC ElecEnaG22	
H 4234 (We12p)	0 1pm				Chica Ingent				CARLENCE .	
1021 🛠	2pm 200-300	~	4259 2:00 - 3:00	~	4259 2.00 - 3.30		4230			
B 4262 (Mo9a)	6 OMB 150		OMB 150	u	Block G4					
3 4264 (Mo11a)	3pm								-	
3 4260 (Fr11a)	4.00 - 5.00		4225		4.00 - 5.00		4208			
T 4261 (Mo9a,Th12p)	B DPST1014 - L ElecEngG22				Block 106	T				
1 4269 (Mo9a,We4p)	5pm								-	
4263 (Mo108,Mo118)	0									
									I	Select
					I				Ľ	Select
2 Cho ofall Norr	ose a class I the course mally this n • Lec • Tut • Ser	time for es you are neans: ture orial ninar/Lab	each cc enrolle	ompone ed in. er		PST1014 ¥ LEC 4225 (Mo4p,Tu11a; TUT 4230 (Mo11a,We2p TUT 4230 (Mo9a Tb3a) TUT 4231 (Mo2p,We11a f you are er Component first as it wi component	nrolled in s, choose ll automa	a course e the "TU" atically se	with 4 I [°] componen lect the "LEC	t "

Tip: You can also click <u>"Auto Timetable"</u> (see below) which will create a Clash free timetable for all the courses you have enrolled in. If it gives an error, you need to choose different courses as there is no clash free timetable combination for the courses you have selected.





7.2 Select Courses in the Enrolment Basket

Term 1 2021 Warning: You hav	Term 2 202	Term 3 2021 for any classes in this torm.							j)		4	
Course	Title			Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity	Select?		
DPST1014	Mather Show C	unatics 18 Jasses		Multimodal	Kensington	6.0	⊘ ▲	16/05/2021	24/71		Swap Drop	
DPST1021	 Physi Show C 	os 1A		Multimodal	Kensington	6.0	⊘ ▲	16/05/2021	4/100		Swap Drop	
SUBJ1234, Sola	ar Cells Search for additions	Search					5					
Back to Years	Recomme	nd Courses Select Classes							—	Confirm	Enrolment Request	
4)	Tick the box to select your course.	Select?									
5)	Click 'Confirm Enrolment Request'.	Confirm Enroln	nent Reques	t							1
(j))	You can see the status of your	Registered									
		class and whether you have finished enrolling.	A	These T when yo	riangl ou sub	les v mit	vill b the r	ecomo registr	e Gre atior	en ti า	cks	
			Δ									
			4									

7.3 Submit Request

Confirm Enrolment Request Course DPST1014 - Mathematics 1B, Multimodal, Kensington Undergraduate - 7003 - Computer Science Lecture Tutorial Other Mon 4:00 pm,Tue 11:00 am,Thu 9:00 am,Fri 12:00 pm Mon 11:00 am,Wed 2:00 pm Wed 12:00 pm Register for 4225 4230 4234 DPST1021 - Physics 1A, Multimodal, Kensington Undergraduate - 7003 - Computer Science Lecture Laboratory Tutorial Industrial Work Experience 6 Course Mon 2:00 pm,Tue 10:00 am,Tue 2:00 pm Mon 9:00 am Wed 4:00 pm,Thu 10:00 am Tue 3:00 pm Register for 4259 4262 4268 4265 Back ENR2 CNPM Click 'Submit Enrolment 6 Submit Enrolment Request Request'. Enrolment Results Course DPST1014 - Mathematics 1B, Multimodal, Kensington Undergraduate - 7003 - Computer Science Success Mon 4:00 pm,Tue 11:00 am,Thu 9:00 am,Fri 12:00 pm Mon 11:00 am,Wed 2:00 pm Wed 12:00 pm Lecture Tutorial Other Register for 4225 4230 4234 Course DPST1021 - Physics 1A, Multimodal, Kensington Undergraduate - 7003 - Computer Science Mon 2:00 pm,Tue 10:00 am,Tue 2:00 pm Mon 9:00 am Register for Lecture Laboratory 4259 4262 Success! You have fully enrolled for \checkmark Success yourselected courses and classes.



7.4 Updated enrolment basket

Course E	Inrolment														
Year:	2021	Program:	Undergraduate - 7003 - Computer Science				Plan:	DPENX17003 - Comp	uter Science						
Term 1 2021	Term 2 2021	Term 3 2021										-			
Course	Title							Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity		
DPST1014	 Mathem Show Class 	natics 1B sses						Multimodal	Kensington	6.0	• •	16/05/2021	24/71	Swap	Drop
DPST1021	 Physics Show Class 	1A sses						Multimodal	Kensington	6.0	• •	16/05/2021	4 / 100	Swap	Drop
SUBJ1234, So Leave blank and ctcl	blar Cells k Search for additional se	Search eptons.													
Back to Years	s View Timeta	ble Recommend Courses	Select Classes												
(j)	You can s class and finished e	ee the status of y whether you hav nrolling.	rour e	С 0	Enrolled / Registered	R								

Important Notes for Students

- a) You will be given access to Moodle after your orientation. Please follow the study plan in your handbook (Diploma Hub on Moodle) to choose your courses for the next terms. Please refer to step 4.1.2 to choose the correct courses for this term according to your specialisation. If you are not sure about your specialisation, please email us at DiplomaEnquiry@unswglobal.unsw.edu.au as soon as possible and we will be able to help you.
- b) Please check your specialisation and your stream to enrol in the correct courses. Choosing an incorrect course could mean that this course will not count towards your Diploma. If you choose courses that vary from the courses listed in step 4.1.2, you may not be able to enrol in Term 1 2022
- c) If a course is full, you can still enrol by joining the waitlist. We will review your request and update it in myUNSW. If we can't enrol you in that course we will let you know to choose an alternative course.

Confirm	n Enrolment Request
Enrol in	DPST1014 - Mathematics 1B, In Person, Kensington Undergraduate - 7002 - Engineering
	DPST1014 is full - do you want to join the waitlist? More info
	🗹 Join waitlist

d) You will be able to view your timetable by clicking on "Class timetable" (see below) after you have completed class registration for all courses. Please check your timetable every week as some weeks might have more or less activities for a course.



		Class Limetable	9					
	NSW	Term 3 2021		 Show Timetable 				
· · · ·		Show Cherview	Mon	Тие	Aug 30 - Sep 3, 2021 Wod	Thu	Fri	. < >.
Home My Student Profile		forn						
		Sern						
My Student Services	My Student Inform	10srn		120 127 0 M	00 - 11:30 V39 -1-10 1011 1041 - 11.11 Ming	1000-1100 Wei-H-0 Heref Hort - 107 Online	10:00-12:00 (94%)1071-111C (9/00)	¥3x-1-10
Enrolment		Ham	1605 - 600 CAPST 1681 - LLC Ontine	Alta -1-12				-
Enrolment Appointments	My Current Balar	12pm		125 129 010	00 - 100 - 100 ST10 H - 101 Hite	1200-190 Wei-I-O DESTIGNA-LINC Online		
Update Your Enrolment		1pm 100 200 DPSTI051 - LEC Units	Wei, P. 5, 1 B, 6 58				1 00 / 200 CPSTICK - LEC Ontra	WAX: 1.50
Class Timetable	Your current ba	2pm	200-400 CREATION - LEC	Alte -1-12 2.90 D2 D3	0.300 KB4.440 SETION - LEC			
Class Search	The amount sho	3pm			1.4 MI (01.1 MI) 1971071 (01.1			
Academic History	Temporary cred	4pm (000 - 600 ppom(002 - 11/1	Wei, 2-1, 13, 3-16 (10), 610 CP/0710014 - LPC	AL 112 10	619 0 - 0 00			
Academic Standing	Complete Cours	tom	Of low	Air: 1.12		NCO KINI SANA SINI		
Examinations	Term		Orles	la de la dela de la dela dela dela dela		Orane Orane		
View Exam Timetable	Term 2 2021		Envilled		Permitted Clark	Clashing		

- e) If you want to change your classes; you need to go through Step 7 again and select the classes you would like to register for. If you don't choose classes for all components for a course, or have a RED clash (NOT permitted clash- two classes at the same time; ORANGE clash is permitted); you will not be able to register for that course. <u>STEM courses are allowed to have a</u> <u>Lecture clash (Lecture and any other activity/component at the same time)</u>
- f) You can check your class group numbers from your Enrolment Basket by clicking the dropdown arrows. Your Moodle page will be updated after 24-48 hours of successful class registration.

Course Enroiment																			
Year:	2021 Programs:			Non-Award - 6555 - Foundation Studies Undergraduate - 7002 - Engineering				Plans:			ADMNJN65 DPENO170	55 - FNDN-Arts, 02 - Civil	d						
Term 1 202	1	Term	2 2021	Term	3 2021														
Course		Title					Mode of Delivery		Location	UoC	Program	Enrolled / Registered	Registration Closes	Enrols / Capacity					
DPGE1002		0 >> \$	Communication and Academic Literacy 2 Show Classes							Multimodal		Kensington	1.0	7002	00	05/09/2021	16 / 100	Swap	Drop
DPST1014		0	Mathematics 1B		J.				Multimo	ultimodal Kensing		6.0	7002	05/09/202		8 / 90	Swap	Drop	
	× Class		s Component		nent	Section	Mode of Delivery	Location	Day			Time		Instructor		Registered	Capacity		
			8713	0	Lecture		A	Online	Kensingt	on	Monday Tuesday Thursday Friday Tuesday Wednesday		1:00 4:00 12:00 1:00	i pm - 2:00 pm i pm - 5:00 pm 0 pm - 1:00 pm i pm - 2:00 pm	Mr B Marjanovic Mr B Marjanovic Dr E Lobo Dr E Lobo		۰	1/90	
			<mark>8719</mark>	0	Tutorial		T17A	Online	Kensingt	on			5:00 pm - 6:30 pm 12:00 pm - 1:30 pm		Mr D Garden Mr D Garden		۲	1 / 18	
			8714	0	Other		H17A	Online	Kensington Th		Thur	Thursday 5:00		5:00 pm - 6:00 pm		Dr E Lobo		1/90	

