

Enrolling in Courses on myUNSW

This guide explains how to add, drop and swap subjects when enrolling in a semester using the myUNSW portal .

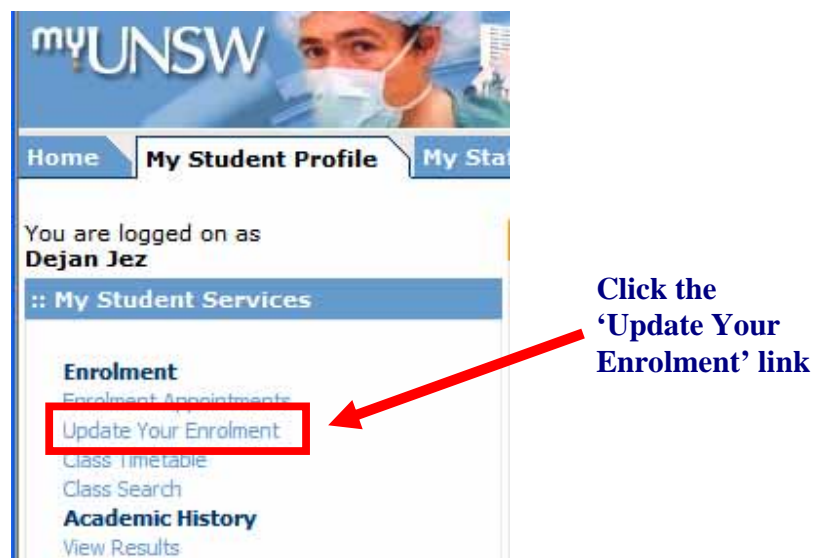
1. First, log into myUNSW (go to www.my.unsw.edu.au) by using your UNSW student number (e.g. z1234567) and your UniPASS (the password that was provided to you at enrolment)



2. Once logged in, you will be in your private myUNSW portal within the 'Home' tab by default. To enrol, you need to change into the "My Student Profile" section, so click on this tab on the top left-hand side of the page.



3. On the new page, there is a menu on the left-hand side of the screen. Click the 'Update Your Enrolment' link in the 'Enrolment' section.



- You should now be taken to a series of pages asking you to confirm your personal details – e.g. address, phone number, email address and other information. For each of these pages, ensure all the information is correct and then click the “Confirm..” button at the bottom of each page. If you need to change any information, you can do so using other buttons/links on the page, which are self-explanatory. **Note:** if you have previously updated your personal information, you will not be prompted to do this again and you’ll end up on step 5 below.
- After confirming / updating all your information, you will end up on the main enrolment page. The main feature here is a list of sessions (semesters) in which you are able to enrol by clicking the ‘Update Enrolment’ button. In this example, we’ll add subjects for Session 1, 2007. To do that, click the ‘Update Enrolment’ button corresponding to this semester in the list.


If you have a valid enrolment appointment or it is an open enrolment period you may vary your enrolment by clicking the **Update Enrolment** button for the applicable term.

If you do not have a valid enrolment appointment or it is not an open enrolment period, you will be unable to enrol or vary your enrolment at this time. Please click the **Your Enrolment Times** button on this page and check the key enrolment dates.

If you would like to view a history of your enrolment for a previous term, click the **Enrolment History** button for the term you would like to view.

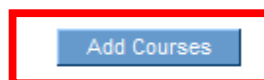
Useful Links
[UNSW Sydney Key Enrolment Dates](#)
[UNSW Asia Key Enrolment Dates](#)

Click to enroll in this semester



Career	Program	Campus	Term	
Undergraduate	3529 - Commerce/Science	KENS - Kensington Campus	Semester 1 2007	Update Enrolment
Undergraduate	3529 - Commerce/Science	KENS - Kensington Campus	Summer Semester 2007	Update Enrolment
Undergraduate	3529 - Commerce/Science	KENS - Kensington Campus	Semester 2 2006	Enrolment History
Undergraduate	3529 - Commerce/Science	KENS - Kensington Campus	Semester 1 2006	Enrolment History

- The following page (‘Course Selection’) gives you an overview of your program details, provides a summary of the actions you are able to perform, and allows you to add courses (subjects). To proceed to add courses, click on the “Add Courses” button at the bottom right-hand side of the page.



7. You will now be taken to the 'Catalogue Search' page which allows you to select the courses in which to enrol. Here are some notes:

- The quickest way to enrol is using the "Multiple Course(s)" field. Simply enter all your course codes (e.g. ATAX0001) - separated by commas - and then click the "Search" button. You will of course need to find the course codes first – either by using the 'Class Search' facility in myUNSW, by using the UNSW Handbook or UNSW Timetable.
- An alternate way to find your subjects is to select the subject area (e.g. ACCT, ATAX etc) from the drop-down box, and then enter the catalogue number (e.g. 0001 for the ATAX0001 course) in the corresponding field. You can also search by course title as the picture below shows.
- 'Faculty' is an optional field and can help you narrow your search, but can be left blank. ATAX courses are Faculty of Law.
- Make sure you select the correct campus using the 2 select buttons for that option. For Atax, only "intensive" 5-day courses are offered on Kensington Campus – for all other Atax courses (and as a general rule) you should ensure the "All" button is highlighted for the Campus option.
- Career is 'Undergraduate' unless you are taking specific postgrad subjects.
- The session should be selected (in this case 'Session One') from the list.

Once you've filled in and selected all the required information, click the "Search" button to find courses.

The screenshot shows a search form titled "Search by Catalogue for Semester 1 2007" with a link for "Search by Program/Plan". The form includes several fields: "Multiple Course(s)", "Subject Area" (with a dropdown menu), "Catalogue #", "Course Title", "Faculty", "Campus", "Career", and "Session".

Annotations with red arrows and boxes highlight key instructions:

- A red arrow points to the "Multiple Course(s)" input field with the text: **The fastest way to enrol is to list your course codes in this box**
- A red circle highlights the "All" radio button under the "Campus" section, with an arrow pointing to the text: **Atax students should ensure they have 'All' ticked**
- A red arrow points to the "All" radio button under the "Career" section, with the text: **Ensure you choose a session from this list**
- A red arrow points to the "Search" button at the bottom right, with the text: **Click 'Search' when you're done**

8. Once you click 'Search' for a particular course code(s), if the course is found you will be taken to a new page that allows you to add the course to your list for the semester. If no courses are found or if you are not satisfied with the search result, click 'Search Again' to return to the course search facility and repeat the procedure outlined in step 7 above. If you are satisfied with the search results, to add the courses, tick the boxes next to the course names in the 'Add' column and then click the 'Continue' button. **Note:** ensure you have met any prerequisite or corequisite criteria for the courses in which you are enrolling – you may have trouble later on if you have violated these requisite rules.

Search Results				
Course	Title	Campus	Session	Add
ACCT2522	Management Accounting: Process Improvement and Innovation	Kensington Campus	Session One	<input checked="" type="checkbox"/>
ACCT3610	Financial Statement Analysis	Kensington Campus	Session One	<input checked="" type="checkbox"/>
FINS2624	Portfolio Management	Kensington Campus	Session One	<input type="checkbox"/>

Make sure you tick the boxes before clicking 'Continue' to add the courses

Search Again Continue

9. You will now be back on the main course selection page (recall step 6), except this time the page will show a list of courses you have added for the semester. You can add more courses using the "Add Courses" button (repeating steps 7-8) or remove the individual courses using the "Remove" button. This information is now saved in your myUNSW profile – so if you wish you can log out (link on top right-hand corner of the page), and return later to complete your enrolment (to return simply repeat steps 1-5). **Important: at this stage you are still not enrolled.** To do that, click the "Proceed to Enrol" button.

Course	Title	Session	Status	Action
Enrolled Courses				
No enrolled courses found for this term.				
Click to remove a course from the list				
Pending Courses - To enrol, click "Proceed to Enrol".				
ACCT2522	Management Accounting: Process Improvement and Innovation	Session One	Pending	Remove
ACCT3610	Financial Statement Analysis	Session One	Pending	Remove
FINS2624	Portfolio Management	Session One	Pending	Remove

Click to add more courses or to enrol

Add Courses Proceed to Enrol

10. On the next page you'll be able to add and drop classes (lectures, tutes, labs etc) for each subject. Click on the "Add Classes" button at the bottom to schedule component of the course to begin.

Course	Title	Class	Day/Time	Weeks	Action
Enrolled Classes					
No enrolled courses found for this term.					
Pending Classes - Click "Details" to see further info. Click "Enrol" once classes have been selected.					
ACCT2522	Management Accounting: Process Improvement and Innovation	LEC TUT			Please Add Class Please Add Class
FINS2624	Portfolio Management	LEC TUT			Please Add Class Please Add Class
ACCT3610	Financial Statement Analysis	LEC			Please Add Class

These courses have both lectures and tutorials

Click to add course components (lectures etc)

This course only has a lecture

View Class Timetable Auto Timetable Add Classes

11. Now you will be able to enrol into classes for all individual course components. First, look over each course component's class times and decide which classes you wish to attend. Then, to enrol in a class, simply 'tick' the small circular button next to it. You **must** do this *for each course component* – e.g. lecture, tutorial, laboratory etc. Once you're finished click the "Continue" button at the bottom right hand-side of the screen.

Search Results							
ACCT2522 - Management Accounting: Process Improvement and Innovation							
Requirements: Please select a class for each class component specified below.							
Class #	Section	Day/Time	Campus	Mode	Session	Status	Add
Lecture							
2268	B	Wed 9:00 am -11:00 am (Weekly) Wed 9:00 am -11:00 am (Weekly)	KENS	In Person	S1	Open	Details <input checked="" type="radio"/>
2267	A	Mon 3:00 pm -5:00 pm (Weekly) Mon 3:00 pm -5:00 pm (Weekly)	KENS	In Person	S1	Open	Details <input type="radio"/>
2269	C	Wed 6:00 pm -8:00 pm (Weekly) Wed 6:00 pm -8:00 pm (Weekly)	KENS	In Person	S1	Open	Details <input type="radio"/>
Tutorial							
2276	M09A	Mon 9:00 am -10:00 am (Weekly) Mon 9:00 am -10:00 am (Weekly)	KENS	In Person	S1	Open	Details <input type="radio"/>
2292	M09B	Mon 9:00 am -10:00 am (Weekly) Mon 9:00 am -10:00 am (Weekly)	KENS	In Person	S1	Open	Details <input checked="" type="radio"/>
2277	M10A	Mon 10:00 am -11:00 am (Weekly) Mon 10:00 am -11:00 am (Weekly)	KENS	In Person	S1	Open	Details <input type="radio"/>

12. You will once again be taken back to the 'Class Selection' page showing an overview of your selected classes. If you are satisfied with the classes and class times you have selected, click the "Enrol in ALL courses" button at the bottom right-hand side. If you are not satisfied with a particular class time, click the small 'trash-can' button to remove that class, then click the 'Add Classes' button to choose a new one when the page reloads.

Note: once you complete this step, you will *not* be able to delete the individual class components (e.g. tutorials/lectures) on this page. Instead of the "Enrol" option, the options "Drop" – to drop the course, or "Swap" – to swap the course for another, will appear. These options can then be used to change enrolled class times if you wish to change them after enrolling in a course.

Course	Title	Class	Day/Time	Weeks	Action
Enrolled Classes					
No enrolled courses found for this term.					
Click to remove / deselect this class (you will have to select another)					
Pending Classes - Click "Details" to see further info. Click "Enrol" once classes have been selected.					
ACCT2522	Management Accounting: Process Improvement and Innovation	LEC	2268	Wed 9:00 am -11:00 am	1-6,7-14 <input checked="" type="checkbox"/> Details Enrol
		TUT	2277	Mon 10:00 am -11:00 am	2-6,7-14 <input type="checkbox"/> Details
FINS2624	Portfolio Management	LEC	3725	Tue 11:00 am -1:00 pm	8-14,1-6,7 <input type="checkbox"/> Details Enrol
		TUT	3726	Tue 1:00 pm -2:00 pm	2-6,7-14 <input type="checkbox"/> Details
ACCT3610	Financial Statement Analysis	LEC	6481	Tue 3:00 pm -6:00 pm	1-6,7-14 <input type="checkbox"/> Details Enrol

Key
Class Clash
Permitted Clash

Click to enrol in all courses (you can only do this if you have selected all class components for each course in the list)

[View Class Timetable](#)
[Enrol in ALL courses](#)

13. After clicking on “Enrol in ALL courses”, you should officially be enrolled in all the courses you selected. If you have time clashes with any of your classes, the system will warn you and you will need to juggle your times around before the enrolment process can be completed. If you have enrolled successfully, you will be able to view your semester timetable by clicking on “Class Timetable” on the left-hand menu on your main My Student Profile page in myUNSW.

We now consider swapping and dropping courses.

Varying Your Enrolment – Dropping & Swapping Courses

14. To vary your enrolment, click the ‘Vary Enrolment’ button on the main My Student Profile page in myUNSW. This will take you back to the ‘Update Your Enrolment’ page, where you have to select the semester in which you are enrolling (see steps 3 – 5 above)

You are logged on as **Dejan Jez**

:: My Student Services

CATEI
Course and Teaching
Evaluation &
Improvement Process

Enrolment
Enrolment Appointments
Update Your Enrolment
Class Timetable
Class Search

Academic History
View Results
Academic Statement
Academic Standing

Examinations
View Exam Timetable

:: My Student Information

My Current Liability

You currently do not have an outstanding liability.
The amount shown does not include any library fines that may be outstanding.

My Enrolment

Academic Year: 2007

Program: 3529 - Commerce/Science - Kensington Campus

Session One

ACCT2522 - Management Accounting:
ACCT3610 - Financial Statement Analysis
FINS2624 - Portfolio Mgmt
FINS2643 - Wealth Management

Vary Enrolment

Click to access the ‘Term Selection’ page (Update Your Enrolment)

15. Once you select the semester (in this example we’re using Semester 1 2007), you will be presented with a summary of your course enrolment, with options to drop or swap individual courses as shown in the picture below.

Course	Title	Session	Status	Action
Enrolled Courses				
ACCT2522	Management Accounting: Process Improvement and Innovation	Session One	Enrolled	Drop Swap
ACCT3610	Financial Statement Analysis	Session One	Enrolled	Drop Swap
FINS2624	Portfolio Management	Session One	Enrolled	Drop Swap
FINS2643	Wealth Management	Session One	Enrolled	Drop Swap
			Add Courses	View Timetable

16. You may now perform the following actions (refer to the image in step 15 above):

- Dropping a course:

Click the 'Drop' button next to the course that you want to un-enrol from. You will be prompted to confirm you want to drop the course. Dropping the course will remove it from the list of enrolled courses.

- Swapping a course:

'Swap' has two purposes: it can be used either to swap the entire course for another one (in case you change your mind about what course you want to before semester begins); or it can be used to change the individual class component times (e.g. tutorials) you previously selected (see steps 10-11).

In either case, proceed by clicking the 'Swap' button next to the course of interest. You will then be prompted to confirm you want to swap courses. If you select 'Yes', on the following page you will be back on the course search facility once more (see step 7 above for image and details). The remainder of the procedure involves simply specifying which course you are swapping to and then selecting the class times for the individual components of the course (e.g. tutorials, lectures, labs etc). See steps 7, 11, 12 etc. if you're not sure what to do.

→ If you wish to swap one course for a *completely different one* (e.g. FINS2624 for FINS3616), simply put 'FINS3616' in the search facility and complete the rest of the steps. Once you're done FINS3616 will appear on your enrolled course list instead of FINS2624.

→ Alternatively, if you want to change some of your class times (e.g. you want to change your enrolled tutorial), you must enter the same course name into the course search facility as the one you're already enrolled in - i.e. in effect you're swapping to the course you're already enrolled in. For example, to change a tute time in ACCT2522 (which you're already enrolled in), click 'Swap' next to ACCT2522, and enter "ACCT2522" (without the quotes) into the course search facility. On one of the following screens you will have the option to select your class component times as in step 11. Select the desired class times here. Once you complete the swap, your timetable will change to reflect the new class component times you have selected.

END