

Where Do I Start?

Congratulations on gaining a place at Atax UNSW in 2009 for Single Course Non Award study.

ACCEPTING YOUR OFFER

Your Offer Letter shows the course(s) offered for your Single Course Non Award study in 2009. The course offered may or may not be the same level course you have applied for. Below is a key to the course code:

- ATAX00** or ATAX06** - Bachelor of Taxation (undergraduate) courses
- ATAX01** - Graduate Diploma/ Certificate in Taxation Studies (postgraduate) courses
- ATAX03** - Graduate Diploma in Advanced Taxation ,Graduate Diploma/Certificate in Taxation and Financial Planning (postgraduate courses)
- ATAX04** - Masters (postgraduate) courses

Students should ensure they complete the correct assessment set for the course offered. For example, students offered a course at the Bachelor of Taxation level (ATAX00** or ATAX06** courses) should complete the assignments set for Bachelor of Taxation and students offered a course at the Masters level (ATAX04**) should submit a Research paper. Completion of incorrect assessment for the course offered may result in failure in that component of the assessment.

If you are unsure of the assessment required for the course offered, please contact Law Student Services for clarification.

OTHER ADMINISTRATIVE THINGS TO DO AND INFORMATION FOR ATAX STUDENTS

1. ORIENTATION

All new students are invited to participate in the Orientation Week Program on Kensington Campus. The UNSW Orientation program information will be available at www.oweeek.unsw.edu.au.

However, Atax will hold its own Orientation in the major capital cities during Week 1. You will be notified the precise date, time and venue shortly. An Audio conference will be conducted for students who are not able to attend Orientation, date and time to be advised. Orientation is your opportunity to meet Atax staff and learn how Atax can help you. We look forward to seeing you there.

2. ARRANGE ACCESS TO THE ATAX WEEKLY BULLETIN

As a commencing student with Atax, you will need to subscribe to the Atax Weekly Bulletin. To subscribe to the Weekly Bulletin mailing list, send an email to majordomo@explode.unsw.edu.au containing the text "subscribe atax-bulletin" **only** in the body of the message. Do not include your email signature. A copy of the Weekly Bulletin is also available on the Atax website: www.atax.unsw.edu.au/students/ as a PDF file.

The Atax Weekly Bulletin is one of the means of communication between Atax and students. Important messages related to the administrative issues as well as other news are published in it. You should start reading the Weekly Bulletin once you have enrolled. It is prepared on Mondays and should reach students on the Tuesday morning each week.

3. MODES OF DELIVERY FOR ATAX COURSES

All students will receive a set of **Study Materials** for each course you are enrolled in and access to **My eLearning Vista** (an online learning system). **My eLearning Vista** is a web-based site to complement Atax's teaching resources – your Study Materials, feedback, discussion forums and online links are available from this site.

Students enrolled in Flexible Distance courses: Students enrolling in flexible distance courses will find the Audio Conference timetable at <http://www.atax.unsw.edu.au/students/audconf.htm>. You will also receive the Audio Conference timetable in your Study Materials. Please note the dates and times of your course Audio Conferences and make arrangements to attend.

There is also a one-day Regional Class for most courses and these are usually held in metropolitan centres during Weeks 9 of the semester.

Students enrolled in face to face mode (Sydney CBD or Intensive classes): Sydney CBD classes will commence in the week commencing 27 July 2009 (Week 2). The CBD timetable is available at <http://www.atax.unsw.edu.au/students/docs/cbd-timetable-s209.pdf>. It will also be included in your Study Materials.

Information on Intensive classes is available on Atax website at <http://www.atax.unsw.edu.au/students/cbd.htm>. Please take note of the dates and arrange to attend.

Please note students in face to face mode are required to attain 80% attendance to pass the course. Students in this mode of delivery are not required to attend Audio Conferences or Regional classes.

4. STUDY MATERIALS

Study Materials for the course(s) will be available on My e-Learning Vista as PDF files from 13 July 2009 onwards. Hard copies of the Study Materials will be despatched to you during Week 1, 20- 24 July 2009.

Your Study Materials will be posted to the Mailing address you provided on your application form.

5. TEXTBOOK LIST

The Prescribed Textbook list for all courses is available on UNSW Bookshop website: www.bookshop.unsw.edu.au. You can order your textbooks directly from the UNSW Bookshop website or print the order form and place your order via telephone: +61 2 9385 6689 or fax: +61 2 9385 6602.

6. UNSW STUDENT ID CARDS

All students will be issued with a UNSW Student ID card. Your Student ID card will be sent to you shortly and you should receive it prior to start of the semester.

7. ACCESS TO myUNSW: UNIPASS

UniPass is the UNSW Universal Password System, for secure access to UNSW Online Services including myUNSW, My eLearning Vista, zMail, University Wide Network and many other services. Your UniPass allows you access to UNSW website learning resources, enrolment details and assessment results.

In order to obtain your personal UniPass please contact the UNSW IT Service Desk on 02 9385 1333. Please advise IT Servicedesk that you are a distance education student and quote your student number. Once you received your UniPass, you will need to activate your student account by agreeing to the Conditions of Use. You will be able to do this at <https://wombos.unsw.edu.au/agreement/index.shtml>. For more information on activating your student account, visit <http://www.disconnect.unsw.edu.au/student/getstart/acthomez.htm>.

8. INTERNET AND zMAIL

The University expects all students to have off-campus access to a standard modern computer with CD drive and Internet connectivity. The 'IT Requirements for UNSW Students' policy is available from the IT at UNSW website. (http://www.it.unsw.edu.au/policies/policies_home.html).

A UNSW email account (**zMail**) is created for you automatically on enrolment.

Logging in to zMail: You can log into your zMail account at: www.zmail.unsw.edu.au. The first time you log in to zMail, go to www.zmail.unsw.edu.au and click on **The First Time Logging In?** and follow the instructions.

You will need your Student ID & Unipass to log into your zMail.

Before using the electronic services of UNSW like zMail, you will need to activate your student account by agreeing to the rules and the conditions of use of UNSW's electronic services – see <https://idm.unsw.edu.au/idm/user/newUser/validateNewUser.jsp>.

The default official student email address is based on your UNSW Student ID e.g. z1234567@student.unsw.edu.au. You can add a new email alias (eg firstname.lastname@unsw.edu.au) by logging in to the UNSW identity management website (<https://idm.unsw.edu.au>) and following the instructions.

You are required to check your zMail account regularly. The University will convey important information to you, via official student email address e.g. results notification, enrolment and timetable changes, vital administrative or teaching material not provided any other way.

Forwarding zMail account: You can elect to forward your zMail to another preferred email account (work/personal email account). If you opt to forward your zMail, it your responsibility to ensure that the nominated email address is current and valid. To forward your university email address to an alternate account, log in to the UNSW identity management website (<https://idm.unsw.edu.au>) and following the instructions.

Where to get help: The UNSW IT Service Centre provides support for students and staff experiencing problems with zMail. zMail support is available by visiting the IT Service Centre (level 1 at the back of the Library Building next to The Post Office), phoning 9385 1333 or emailing servicedesk@unsw.edu.au during opening hours

Related link: <http://www.it.unsw.edu.au/students/zmail/index.html>

10. PAYING YOUR FEES

Students are requested to view their Fee Statement on **myUNSW**, <https://my.unsw.edu.au>. The Fee Statement is now available and there are three payment options available via myUNSW: BPay, Online credit card and Australia Post (print payment slip).

11. STUDENT WITH DISABILITY

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 and library assistance. For more information, visit the UNSW Student Equity and Disability Unit website at <http://www.studentequity.unsw.edu.au>. Please note you will need to be registered for Disability Services. If you wish to discuss your support needs, please contact the Student Equity and Disability Unit on +61 2 9385 4734 or email seadu@unsw.edu.au

CHECKLIST

- Accept your offer
- Arrange to attend Orientation
- Arrange to receive the Weekly Bulletin
- Place your textbooks order with UNSW Bookshop
- Arrange to attend your Sydney CBD/Intensive class (Face to face students)
- Activate your UNSW student account upon receipt of your UniPass
- Ensure you paid the fees by due date.
- Contact Equity and Disability Unit, if applicable

KEY DATES

O-Week Activities	13 Jul– 17 Jul 2009
Semester 2	20 Jul – 5 Sep 2009
	13 Sep – 23 Oct 2009
Mid-semester recess	5 Sep – 13 Sep 2009
Study period	24 Oct – 29 Oct 2009
Examinations	30 Oct – 14 Nov 2009

Congratulations on your offer and Atax wishes you success in your studies.

Law Student Centre

Office hours: 9.00am to 5:00pm (Sydney time), Monday to Friday.

Tel: +61 2 9385 2227

Fax: +61 2 9385 9515

Email: atax@unsw.edu.au

Law Student Services

Faculty of Law

The University of New South Wales

UNSW SYDNEY NSW 2052

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