

# Where Do I Start?

Congratulations on gaining a place at UNSW. We are confident that UNSW will offer you a rewarding and stimulating period of study in an exciting academic and cultural environment.

Following are instructions on how to accept the offer and enrol for your program. Please read this leaflet carefully and follow the steps outlined.

## ACCEPTING YOUR OFFER

Students are requested to accept/defer/decline the offer online via **myUNSW** at <https://my.unsw.edu.au>. Click the 'Accept Online' icon or visit <https://my.unsw.edu.au/student/commencing/Accept.html> for more information.

UAC October round: Online acceptance opens **Thursday 29 October 2009**

Offer must be accepted by **Friday 18 December 2009**

**If you do not accept by the dates and times above, your offer will lapse.**

## ENROLLING FOR YOUR PROGRAM

### i. Preparing for Enrolment - Selecting your course(s) and Academic Advising

Select the courses you wish to study from the **Courses on Offer** list for your program, available at <http://www.atax.unsw.edu.au/students/coursesstart.htm>. You will need to **select Level 1 courses** to commence your study. You may also like to consult the Online Handbook at [www.handbook.unsw.edu.au](http://www.handbook.unsw.edu.au) for the Program outline and course descriptions.

Students requiring assistance with course choice and academic requirements should contact Faculty of Law Student Services.

### ii. How to enrol for 2010

Once you are confident about the courses you would like to enrol in, you will be requested to go to **myUNSW Enrolment Basket** to complete your enrolment. For information on how to enrol at UNSW, visit <https://my.unsw.edu.au/> or visit <http://www.atax.unsw.edu.au/students/wheredoistart.htm> for the Atax myUNSW Enrolment Guide.

#### **Semester 1 2010 Online Enrolment commences - 4 December 2010**

Students are encouraged to enrol early, Atax recommends by **11 February 2010** at the latest.

Atax needs to make necessary arrangements for your Study Materials to be prepared and dispatched in time for the start of the semester. Students enrolled by 11 February will receive their Study Materials by commencement of classes. Those students who enrol after that date will need to allow at least three weeks from the date of their enrolment for the Study Materials to arrive at their address.

Please note also: As part of the online enrolment process, all local students are required to complete the appropriate Commonwealth Government form prior to enrolment. This is a requirement of the Higher Education Support Act 2003 (HESA). For more information, visit <https://my.unsw.edu.au/student/fees/FeeHelp.html>

All Atax students are currently assigned part-time study load (two courses per semester). If you wish to study full time (four courses per semester), please email Atax at [atax@unsw.edu.au](mailto:atax@unsw.edu.au) with your request.

Students in employment will be studying part-time with a maximum of two courses or only one course per semester. Part-time students wishing to exceed their load will be required to seek permission in writing from their Program Convenor. You will not be able to enrol in more than two courses (12 Units of Credit) on **myUNSW** without approval from your Program Convenor.

If you have any queries or require assistance, please contact:

- Faculty of Law Student Services  
Phone: +61 (2) 9385 2227  
Email: [atax@unsw.edu.au](mailto:atax@unsw.edu.au)  
Monday to Friday 9:00am to 17:00pm AEDST
- UNSW Enrolment Support Centre  
Phone: +61 (2) 9385 1110  
Email: [enrol@unsw.edu.au](mailto:enrol@unsw.edu.au)  
Monday to Friday 9:30am - 17:00pm AEDST.
- Face to face assistance: UNSW Enrolment Support Centre  
Visit: Level 2, Main Library Building (Map Ref E21)  
From mid-January to 1 March 2010  
Monday to Friday 9:00am - 17:00pm. AEDST

### iii. How to Enrol if you are seeking credit for previous studies (Advanced Standing)

The *Application for Credit Transfer* form is available at <https://my.unsw.edu.au/student/commencing/Accept.html>. scroll down to **Useful Links** and click onto **Advanced Standing**. Please note you must first accept the offer online. Students in the **October Round offers** should send the *Application for Credit Transfer* form together with certified copies of academic transcripts and course descriptions by **5pm Friday 18 December 2009** to:

UNSW Admissions Office (UAC)  
The University of New South Wales  
UNSW SYDNEY NSW 2052

For information on Atax Advanced Standing/Exemption policy, visit  
[http://www.atax.unsw.edu.au/students/forms/Advanced\\_Standings\\_and\\_Exemption.pdf](http://www.atax.unsw.edu.au/students/forms/Advanced_Standings_and_Exemption.pdf)

## OTHER REQUIREMENTS AND INFORMATION FOR ATAX STUDENTS

Once you have completed the acceptance and enrolment process, you will be registered as a UNSW student. As the Bachelor of Taxation is a flexible distance program, please take note of the following enrolment requirements and information:

### 1. 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](mailto: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/](http://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.

### 2. PAYING YOUR FEES

Tuition fees and Student Contributions are charged each semester. Your Fee Statement will be available on **myUNSW**, <https://my.unsw.edu.au> approximately 2 weeks prior to the start of the semester. Students are requested to view the Fee Statement and make the payment on **myUNSW**, due at the end of Week 1.

For fees information, visit <https://my.unsw.edu.au/student/fees/FeesMainPage.html>.

### 3. STUDY MATERIALS

Study Materials for the course(s) you are enrolled in will be despatched to you in time for the start of the semester.

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

### 4. ORIENTATION

All new students are invited to participate in the **Orientation Week Program** on Kensington Campus during O-Week. The UNSW Orientation program information will soon be available at [www.oweeek.unsw.edu.au](http://www.oweeek.unsw.edu.au).

However, Atax holds its Undergraduate Orientation in most major capital cities. You will be notified the precise date, time and venue in early February. An Audio Conference will be conducted for students who are not able to attend the Orientation; date and time to be advised.

Orientation is your opportunity to meet Atax staff and learn how Atax can help you. You are expected to attend the Atax Orientation as it contains vital information about how to study with Atax and also deals with essential study skills. We look forward to seeing you there.

## 5. MODES OF DELIVERY FOR ATAX PROGRAMS

### Distance flexible delivery

Students enrolling in Bachelor of Taxation will be studying the program via distance flexible delivery.

This mode of study utilises a combination of **Audio Conferences, Regional Classes and BLACKBOARD** (web-based software for online learning and teaching) in addition to a set of **Study Materials** for each course you are enrolled in. The Audio Conference timetable will be available at <http://www.atax.unsw.edu.au/students/audios/> from February 2010. A copy of the Audio Conference timetable will be included your Study Materials.

Please note the dates and times of your course audio-conferences and make arrangements to attend.

## 6. TEXTBOOK LIST

The Prescribed Textbook lists for all courses are available on UNSW Bookshop website: [www.bookshop.unsw.edu.au](http://www.bookshop.unsw.edu.au) from February. Click 'Atax Textlist' under 'Special Textlist pages'. Once available, you should print the order form from the Weekly Bulletin and place your order directly with the UNSW Bookshop (Tel: +61 2 9385 6689, Fax: +61 2 9385 6633) or order via UNSW Bookshop website.

## 7. UNSW STUDENT ID CARDS

All students will be issued with a UNSW Student ID card. You will receive your student card by Week One.

Students based in Sydney who wish to have their photo on the Student ID card will need to pick up their card from FM Assist, Matthews Building, Level 2 (entry via Matthews Pavilions, Map Ref F23) before **11 February 2010**. Students will need to bring their student number and identification: their Driver's Licence or Passport.

After 11 February, Atax will be ordering a card for you and a small fee will apply for the issuing of a second card.

## 8. INTERNET AND EMAIL

The University expects all students to have off-campus access to a standard modern computer with CD drive and Internet connectivity (for example, via a modem). All students are provided with access to a variety of electronic services including email, remote access via modem to the University network and connection to the Internet. For more information, please refer to <http://www.disconnect.unsw.edu.au/index.html>

A UniMail account is created automatically on enrolment, and is assigned a default address based on your Student ID Number (eg [z1234556@student.unsw.edu.au](mailto:z1234556@student.unsw.edu.au)). You will be required to check your email account regularly as the University will use this to communicate important information to you. For example, you will be notified about your examination results via your UNSW email address. There will be more information regarding this in the Weekly Bulletin shortly after the semester commences.

The 'IT Requirements for UNSW Students' policy is available at [http://www.its.unsw.edu.au/policies/policies\\_home.html](http://www.its.unsw.edu.au/policies/policies_home.html)

## 9. 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](mailto:seadu@unsw.edu.au)

## ACCEPTANCE AND ENROLMENT CHECKLIST

- Accept/Defer/Decline the offer by the due date
- Enrol on myUNSW early
- Send your Advanced Standing/Exemption application form by the due date
- Sydney based** students who wish to have their photo on their Student ID card must collect the Student ID card from FM Assist before **11 February 2010**
- Arrange to receive the Weekly Bulletin
- Place your textbooks order with UNSW Bookshop
- Arrange to attend Orientation
- Ensure you paid the fees by the due date at the end of Week 1
- Contact Student Equity and Disability Unit, if applicable

## UNSW Academic Calendar 2010

| Semester 1 2010             | 2 Mar to 27 June  | Semester 2 2010             | 14 July to 13 Nov |
|-----------------------------|-------------------|-----------------------------|-------------------|
| O-Week                      | 22 Feb to 26 Feb  | O-Week                      | 14 Jul to 16 Jul  |
| Week One                    | 01 Mar to 07 Mar  | Week One                    | 19 Jul to 25 Jul  |
| Teaching Period One (T1)    | 08 Mar to 05 June | Teaching Period Two (T2)    | 19 July to 23 Oct |
| Teaching Period One-A (T1A) | 08 Mar to 25 Apr  | Teaching Period Two-A (T2A) | 26 July to 05 Sep |
| Mid-semester break          | 05 Apr to 11 Apr  | Mid-semester break          | 05 Sep to 12 Sep  |
| Teaching Period One-B (T1B) | 26 Apr to 5 June  | Teaching Period Two-B (T2B) | 13 Sep to 22 Oct  |
| Study Period (T1 only)      | 05 Jun to 10 Jun  | Study Period (T2 only)      | 23 Oct to 28 Oct  |
| Examinations* (T1 only)     | 11 Jun to 26 Jun  | Examinations* (T2 only)     | 29 Oct to 13 Nov  |
| Mid-year recess             | 27 Jun to 13 July |                             |                   |

\* Examinations dates are provisional and subject to change

For full information on the UNSW Academic calendar, visit <https://my.unsw.edu.au/student/resources/AcademicCalendar.html>

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

### Faculty of Law Student Services

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](mailto:atax@unsw.edu.au)

**Faculty of Law Student Services  
Australian School of Taxation (Atax), Faculty of Law  
The University of New South Wales  
UNSW SYDNEY NSW 2052**

#### Location:

Level 2, the Law Building  
The University of New South Wales  
Building F8, Union Road  
UNSW Kensington Campus  
(Access via Gate 2 off High Street)  
Website: [www.atax.unsw.edu.au](http://www.atax.unsw.edu.au)  
CRICOS Provider Code: 00098G