

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>.

Please ensure you accept your offer by the due date specified in the Enrolment for New Undergraduate Students 2009 brochure. Online acceptance and enrolment opens the day after offers are made. **If you do not accept by the dates and times outlined in the brochure, 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 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 2009

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 2009 Online Enrolment Deadline for Atax students: 12 February 2009

As the Bachelor of Taxation is a distance education program, the last day for Atax students to enrol online is usually earlier than other UNSW students. The earlier closing date is necessary to enable Atax to make arrangements for your Study Materials to be prepared and dispatched in time for the start of the semester. Study Materials for the course(s) you are enrolled in as at the Enrolment deadline above will be dispatched to you during Week 0.

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>

Late enrolment: Students enrolling after the Atax Enrolment deadline above should complete the New Student Enrolment form, available at: http://www.atax.unsw.edu.au/students/forms/New_Student_Enrolment.pdf and return it to Faculty of Law Student Services. You must complete your enrolment **before 5pm Friday 27 February 2009**. Please allow 5 days for the processing of your enrolment. Note your Study Materials will be available electronically on my e-learning Vista once you are enrolled. Hard copies of your Study Materials will be dispatched in due course.

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 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
Monday to Friday 9:00am to 17:00pm AEDST
- UNSW Enrolment Support Centre
Phone: +61 (2) 9385 1110
Email: 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 12 January to 6 March 2008
Monday to Friday 9:30am - 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. Please send your *Application for Credit Transfer* form together with certified copies of academic transcripts and course descriptions to UNSW Admissions Office (UAC), to arrive by **5pm Friday 30 January 2009 for Preliminary and Main Round offers or Friday 13 February 2009 for Late and Final Round offers**.

For information on Atax Advanced Standing/Exemption policy, visit 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, you are requested to complete the following:

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 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.

2. PAYING YOUR FEES

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** by the due date.

3. STUDY MATERIALS

Study Materials for the course(s) you are enrolled in will be despatched to you prior to 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 Week 0. The UNSW Orientation program information will be available at 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 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 my e-Learning Vista** 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. 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 published in the Weekly Bulletin and are also available on UNSW Bookshop website: www.bookshop.unsw.edu.au from February. Please 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 post during Week O.

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 **31 January**. After that date, 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). 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

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

ACCEPTANCE AND ENROLMENT CHECKLIST

- Accept/Defer/Decline the offer by the due date
- Enroll on myUNSW by the due date
- 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 **31 January**
- 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
- Contact Student Equity and Disability Unit, if applicable

UNSW Academic Calendar 2009

Semester 1 2009	2 Mar to 27 June	Semester 2 2009	20 July to 14 Nov
O-Week	25 Feb to 27 Feb	O-Week	15 Jul to 17 Jul
Week Zero	02 Mar to 08 Mar	UniPrep Activities/Week 1	20 Jul to 26 Jul
Teaching Period One (T1)	09 Mar to 05 June	Teaching Period Two (T2)	20 July to 23 Oct
Teaching Period One-A (T1A)	09 Mar to 24 Apr	Teaching Period Two-A (T2A)	27 July to 04 Sep
Mid-semester break	10 Apr to 19 Apr	Mid-semester break	05 Sep to 13 Sep
Teaching Period One-B (T1B)	27 Apr to 5 June	Teaching Period Two-B (T2B)	14 Sep to 23 Oct
Study Period (T1 only)	06 Jun to 11 Jun	Study Period (T2 only)	24 Oct to 29 Oct
Examinations* (T1 only)	12 Jun to 27 Jun	Examinations* (T2 only)	30 Oct to 14 Nov
Mid -year recess	25 Jun to 19 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

**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
CRICOS Provider Code: 00098G