Annual Course Enrolment

What is Course Enrolment?

Course Enrolment is the first step in selecting the courses (subjects) that will you be taking at UNSW next year. Class Registration is the second step.

Near the end of each year, you can select your courses for the following year, that is, select courses for Summer Term (optional), Term 1, Term 2 and Term 3.

If you start your program or return from leave during the year (during Term 2 or 3), you will only select courses for the remaining term(s) in the year.

When you enrol in courses, you are selecting the courses that you intend on taking and reserving a spot for when Class Registration (selecting your class times) becomes available.

When can I Course Enrol?

That depends on whether you are starting a new program (a new degree) or are continuing a program

If you are starting a new program, you can Course Enrol once you have accepted Part II of your offer. For Term 1 2020, Part II of Offer Acceptance opens from 21 October 2019.

If you are continuing a program, you will be allocated a specific day and time for Course Enrolment. This is known as a Course Enrolment appointment.

Your Course Enrolment appointment is specific to you. Instructions on how to access your appointment will be emailed to you, so make sure you monitor your UNSW student email.

You can also watch our quick instructional video on finding your Course Enrolment appointment. Course Enrolment appointments.mp4

If you can't see your Course Enrolment appointment, contact the The Nucleus: Student Hub for help.

Add a course
Once enrolment has started, you can update your enrolment at any time on myUNSW until the enrolment deadline. See enrolment dates for add and drop deadlines.

1. Access your enrolment basket in myUNSW

a) Login to the Update Enrolment section on myUNSW.

b) Select your program for the upcoming year from the list and click Update Enrolment.

The Course Enrolment page displays.
If you can't see your program details for the upcoming year, please contact The Nucleus: Student Hub for help.

If you are a continuing student and can see your program details for the upcoming year but can't click Update Enrolment, check your Course Enrolment appointment time.

If you are a new student and can see your program details but can't click Update Enrolment, make sure you have completed Part I and Part II of Offer Acceptance.

2. Choose your courses
a) If you know the name or code for the course you want to enrol in, enter the details into the search field and click **Search**. Alternatively, click the **Search** button to bring up the **Course Search** page.

Tips for choosing courses
Use the **UNSW Handbook** to search for courses and detailed course information.

Use the **Class Search in myUNSW** to search for courses.

If you are a new student, check your personalised offer page for course selection advice for the first term. A link to your personalised offer page should be in your email, but if you can’t find it, contact **The Nucleus: Student Hub**.

b) Select the course(s) you want by ticking the box, then click **Select Courses** at the top or bottom of the page.

Your selected courses will display in your enrolment basket.

Green ticks will not display under **Enrolled / Registered** as you have not yet completed Course Enrolment or Class Registration.
3. Confirm your course enrolment

a) Select your course(s) by ticking the Select? box.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Mode of Delivery</th>
<th>Location</th>
<th>UoC</th>
<th>Enrolled / Registered</th>
<th>Registration CLOSES</th>
<th>Enrols / Capacity</th>
<th>Select?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS1011</td>
<td>Inventing the Self: Creative Writing in the Digital Age</td>
<td>In Person</td>
<td>Kensington</td>
<td>6.0</td>
<td>✔️</td>
<td>23/02/2020</td>
<td>5 / 35</td>
<td>✔️</td>
</tr>
</tbody>
</table>

b) Click Submit Enrolment Request and click through the confirmation windows to confirm your course enrolment.

Your enrolled courses will display in your enrolment basket. A green tick displays under Enrolled / Registered to confirm you have course enrolled.

If you receive an error when trying to Course Enrol, check that you are not trying to enrol in:

- too many courses—the maximum UOC per Term is 18 (12 in Summer)
- an incorrect term order—you must enrol in at least one course in Term 1 before enrolling in Term 2 and at least one course in Term 2 before enrolling in Term 3
- co-requisite courses in different terms—these can only be enrolled in for the same term.
- pre-requisite courses in the same term—prerequisites are courses or conditions that must be fulfilled before attempting a higher level course.
Before contacting The Nucleus Student Hub for help, consult the UNSW Handbook for the conditions of enrolment for your course, or look at common Enrolment Error Messages.

Continue on to Step 2 - Class Registration

Swap a course

After enrolling, you may want to swap a course you have chosen. (See Swapping waitlists if you want to swap to a full course where waitlisting is available.)

1. Access your enrolment basket in myUNSW

   a) Login to the Update Enrolment section on myUNSW.

   b) Select your program for the year from the list and click Update Enrolment.

   The Course Enrolment page displays the courses you are enrolled in.
2. Swap courses

a) Click the **Swap** button alongside the course you are currently enrolled in.
b) Use the *Search Course* page to find the course you want to swap into.

![Course Enrolment](image)

**Course Enrolment**

- **Year**: 2020
- **Program**: Undergraduate - 3707 - Engineering (Honours)
- **Plan**: MECN4AH07 - Mechanical Engineering

**Warning**: You have not enrolled for any courses in this term.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td></td>
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</table>

No courses found for this term.

- **Search**
- **Back to Years**

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c) Once you’ve located the course you want to swap into and selected it, the *Course Enrolment* page will display the
course you are enrolled in and the course you want to swap into. Select the enrolled course to be swapped and click **Submit Enrolment Request**, then click through the confirmation windows to confirm the swap.

Your newly enrolled course will display in your enrolment basket.

You will not lose your spot in your enrolled course until you confirm your swap enrolment request.

### Drop a course

**Deadlines**

There are several deadlines you need to be aware of when considering dropping a course. Please **consider these deadlines** before you change your enrolment.

You can drop a course without financial and academic penalty up until the **census date**.

**International students**

It is a condition of your student visa that you be enrolled in 48 units of credit (UOC) in a year and at least 12 UOC in a term. If there are reasons why you cannot study 48 UOC in a year or 12 UOC a term, you will need to **apply to reduce your study load**.

1. **Access your enrolment basket in myUNSW**

   a) Login to the **Update Enrolment section on myUNSW**.

   b) Select your program for the year from the list and click **Update Enrolment**.

   The **Course Enrolment** page displays the courses you are enrolled in.
2. Choose the course you want to drop

a) Click Drop on the enrolled course you want to drop.
b) Click through the confirmation windows to confirm the drop.
You cannot drop your last course in a term. If you intend to return to study later, you need to apply for **Program Leave**. If you do not intend to return to study, you need to apply for **Program Discontinuation**.