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 for the next year.

Near the end of each year, you will be able to select your courses for the following year. That means selecting courses for Summer Term (optional), Term 1, Term 2 and Term 3.

You can change your selected courses at any point, up to the enrolment deadline for each Term.

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.

Remember! Course Enrolment is only the first step in enrolling, you are selecting the courses that you intend on taking and are 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

Starting a new program lets you 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.

Continuing a program means you will be allocated a specific day and time. This is known as a Course Enrolment Appointment.

Your Course Enrolment Appointment will be specific to you and is generated based on multiple factors. Instructions to access your Course Enrolment 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

Please note: If you can't see your Course Enrolment Appointment, please contact the The Nucleus: Student Hub for help.
Selecting Courses

1. Logon to myUNSW

   a) Logon to the **Update Enrolment section on myUNSW**.
   
   b) Select your Program for the upcoming year from the list and click Update Enrolment:

   ![Year Selection Table]

   c) You should be at your Enrolment Basket for the upcoming year:

   ![Enrolment Basket]

   **Please note:** If you can't see your program details for the upcoming year, please contact **The Nucleus: Student Hub** for help.

   If you can see your program details for the upcoming year but can't click Update Enrolment, please check your Course Enrolment Appointment time.

   For new students, make sure you have completed Part I and Part II of Offer Acceptance.

2. Choose your courses

   a) Use the search bar to find courses by name or code for your selected Term. You can also use the advanced search by clicking on the highlighted Search button:
Tips for choosing courses:
You can use the **UNSW Handbook** to search for courses and detailed course information.

You can also use the **Class Search in myUNSW** to search for courses.

**Please note:** New students can check their personalised offer page for course selection advice for their 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).
c) You should then see your selected course(s) in your Enrolment Basket:
### 3. Confirm your Course Enrolment

**a) Select your course(s):**

<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>
</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>
</tr>
</tbody>
</table>

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

- **In Person**  
  - Kensington  
  - 6.0  
  - ▲ ▲  
  - 23/02/2020  
  - 5 / 35  
  - [Submit Enrolment Request]

**c) You should now see your enrolled courses in your Enrolment Basket:**
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)
- 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 - These can only be enrolled in for sequential Terms.

Please note: Before contacting The Nucleus Student Hub for help, have a look at 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

Swapping Courses

1. Logon to myUNSW
   a) Logon to the Update Enrolment section on myUNSW.
   b) After choosing your Program for the upcoming year, you should see your enrolled courses in your Enrolment Basket:

2. Choose course to swap to
   a) Click Swap on your enrolled course:
b) Search for your new course using the ‘Choose your Courses’ instructions in the ‘Selecting your Courses’ section on this page.

Course Enrolment


Term: Summer Term 2020  Term 1 2020  Term 2 2020  Term 3 2020

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

No courses found for this term.

Search

c) Select the course in your Enrolment Basket and click Submit Enrolment Request, then click through the confirmation windows to confirm the swap:
d) You should then see your new enrolled course in your Enrolment Basket:

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

Dropping Courses

1. Logon to myUNSW
   a) Logon to the Update Enrolment section on myUNSW.
b) You should see your enrolled courses in your Enrolment Basket:

2. Choose course to drop

a) Click Drop on your enrolled course:

b) Click through the confirmation windows to confirm the drop:

Please note: You cannot drop your last course in a Term (if it is your only course in that Term). You will need to apply for official Program Leave.