




## Step 1 - Course Enrolment

From 2 October 2018 students will enrol in the courses they intend to undertake for the following year\*.

We would advise you to enrol in all of your courses for all available Terms (including Summer if you intend to study in this period). If you are anticipating completing your degree before the end of the enrolment year you may still be eligible for full-time student status in individual Terms. For more information see [Full-time status](#) and [Course offering](#) and [FAQs about annual enrolment](#) in 2019.

To Course Enrol follow these steps:

1. Go to [Update Your Enrolment in myUNSW](#) (sign on required).

 [Video guide 1/4: Logging in, enrolment appointments, open course](#)

2. Select the Update Enrolment button for the relevant program.

Please note: You now select a Year rather than a Term/Semester for enrolment. If you are a continuing student your historical enrolment will also be available for review.

Prerequisite Rules: You must enrol in the correct sequence of courses to satisfy pre-requisite rules. If you attempt to enrol into a course before enrolling into pre-requisite courses you will receive an error message.

**Year Selection**

If you have a valid enrolment appointment or it is an open enrolment period you may vary your enrolment by clicking the **Update Enrolment** button for the applicable year.

If you do not have a valid enrolment appointment or it is not an open enrolment period, you will be unable to enrol or vary your enrolment at this time. Please click the **View Appointments** button on this page and [check the key enrolment dates](#).

If you would like to view a history of your enrolment for a previous year, click the **Enrolment History** button for the year you would like to view.

**Useful Links**  
[Enrolment Main Page](#)

Career	Program	Campus	Year	
Undergraduate	3707 - Engineering (Honours)	KENS - Sydney	2019	<a href="#">Update Enrolment</a>

ENR41

3. Search for the course you wish to enrol in, within the Term you intend to enrol.



## Video guide 2/4: Course Search

Course Enrolment

2019 Academic Year

Program: 3707 - Engineering (Honours)

Term 1 2019 Plan: Engineering Flexible Course Enrolment: Open Class Registration: Closed

Course	Description	Mode of Delivery	Location	UoC	Enrolled	Registered	Capacity	Enrol?
No courses found for this term								

eng 1234 Search

Term 2 2019 Plan: Engineering Flexible Course Enrolment: Open Class Registration: Open

Course	Description	Mode of Delivery	Location	UoC	Enrolled	Registered	Capacity
You must enrol in Term 1 2019 before enrolling in this term							

Term 3 2019 Plan: Engineering Flexible Course Enrolment: Open Class Registration: Closed

Course	Description	Mode of Delivery	Location	UoC	Enrolled	Registered	Capacity	Enrol?
You must enrol in Term 1 2019 before enrolling in this term								

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**TIP: There are several ways a student can search for a course**

- No criteria entered and click search – takes the student to the Course Search page
- Enter the subject area and click search – returns a result of all matching subject area courses
- Complete search by entering exact subject area and catalogue number – if the result is an exact match it will load straight into your enrolment basket, otherwise you will be directed to a list of matching course offerings to select from.

**4. Select the course you wish to enrol in**, by clicking the tick box under the **Add** column and click **Continue** as shown below

**Note:** Multiple courses can be selected e.g. Course ENGG1000 and ENGG1811 could be both selected to course enrol below.

Search results displays mode of delivery and location for each course. This information can assist you in deciding which course to take e.g. in person, distance etc.

### Course Search

The following courses have been returned as a result of your search. You can view a description of a course by clicking on the course title. This will take you to the UNSW Handbook.

To add a course or multiple courses to your enrolment basket, check the relevant Add box/es and then click the Continue button.

#### Search Results

Course	Title	Career	Mode of Delivery	Campus	Location	Teaching Period	Add
ENGG1000	Introduction to Engineering Design and Innovation	Undergraduate	In Person	Sydney	Kensington	Teaching Period One	<input checked="" type="checkbox"/>
ENGG1811	Computing for Engineers	Undergraduate	In Person	Sydney	Kensington	Teaching Period One	<input type="checkbox"/>

Cancel Search Again Continue

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**5. Add more courses to the term you are enrolling in**, by repeating steps 3. & 4., in the Enrolment Basket or continue to go through the process into other terms (optional).

Course Enrolment

2019 Academic Year

Program: 3707 - Engineering (Honours)

Term 1 2019 Plan: Engineering Flexible Course Enrolment: Open Class Registration: Closed

Course	Description	Mode of Delivery	Location	UoC	Enrolled	Registered	Capacity	Enrol?
ENGG1000	Introduction to Engineering Design and Innovation	In Person	Kensington	6.0	○	○	0 / 1442	☐ <input type="button" value="Remove"/>

SUBJ 1234 Search

Term 2 2019 Plan: Engineering Flexible Course Enrolment: Open Class Registration: Open

Course	Description	Mode of Delivery	Location	UoC	Enrolled	Registered	Capacity
You must enrol in Term 1 2019 before enrolling in this term							

Term 3 2019 Plan: Engineering Flexible Course Enrolment: Open Class Registration: Closed

Course	Description	Mode of Delivery	Location	UoC	Enrolled	Registered	Capacity	Enrol?
You must enrol in Term 1 2019 before enrolling in this term								

In the example above, notice that a course has been added to the Enrolment Basket only for Term 1, 2019 as noted by the (amber) Enrolled and Registered status indicators. At this point you are not enrolled in any courses.

## KEY

- **Course:** Course code
- **Description:** Course name
- **Mode of delivery:** In person, intensive, online
- **Location:** Which campus or location teaching will take place
- **UoC:** Units of credit (UoC) that will go towards your degree completion
- **Enrolled status:** Refers to course enrolment. Orange x = Not course enrolled. Green tick = Course enrolled.
- **Registered:** Refers to class registration. Orange x = Not class registered. Green tick = Class registered. (Please note, this will never be Green at the course enrolment stage)
- **Capacity:** Indicates places taken out of the total capacity for that course. Example: 6/90 means six students have already enrolled in the course, and 84 spaces remain. Please note that this doesn't give you an indication of how quickly the course is filling up.
- **Enrol?:** At this point the Course is only in your Enrolment Basket. You can load as many courses as you like at this point. You are not enrolled and putting a course into the Basket does not guarantee you an enrolment. If you wish to confirm your place in this course do not hesitate. Tick the Enrol flag and submit your Enrolment Request (see Step 9). Please note you will not be able to submit your enrolment request without ticking this.

6. Once you have added **all** the courses you wish to enrol in and they appear in the Enrolment Basket select the **Submit Enrolment Request** button.

**Note:** At this point you may **Swap** or **Drop** courses, by selecting the **Swap** or **Drop** button.

 [Video guide 3/4: Submitting an Enrolment Request](#)

 [Video guide 4/4: Swap and dropping a course, Adding new course enrolments](#)

2019 Academic Year  
Program: 3707 - Engineering (Honours)

Term 1 2019 Plan: Engineering Flexible

Course	Description	Mode of Delivery	Location	UoC	Enrolled	Registered	Capacity	Course Enrolment: Open?	Class Registration: Closed
ART1010	The Life of Words	In Person	Kensington	6.0			14 / 280	Enrol?	<input type="button" value="Swap"/> <input type="button" value="Drop"/>
ENGG1811	Computing for Engineers	In Person	Kensington	6.0			1 / 640		<input type="button" value="Swap"/> <input type="button" value="Drop"/>

Submit Enrolment Request

Term 2 2019 Plan: Engineering Flexible

Course	Description	Mode of Delivery	Location	UoC	Enrolled	Registered	Capacity	Course Enrolment: Open?	Class Registration: Closed
ART1121	The Life of Performance	In Person	Kensington	6.0			6 / 122		<input type="button" value="Swap"/> <input type="button" value="Drop"/>
ENGG1400	Engineering Infrastructure Systems	In Person	Kensington	6.0			1 / 471		<input type="button" value="Swap"/> <input type="button" value="Drop"/>

Submit Enrolment Request

Term 3 2019 Plan: Engineering Flexible

Course	Description	Mode of Delivery	Location	UoC	Enrolled	Registered	Capacity	Course Enrolment: Open?	Class Registration: Closed
CHEM1011	Chemistry A: Atoms, Molecules and Energy	In Person	Kensington	6.0			4 / 45		<input type="button" value="Swap"/>

Submit Enrolment Request

The example above, indicates that the Course Enrolment period is open for all three terms, however Class Registration is still closed. You will need to complete this step when the class registration period is open.

## 7. You have successfully course enrolled.

**IMPORTANT:** This is only the first step in your enrolment process. You must take note of your Class Registration enrolment appointment times to complete your enrolment as each Term opens for Class Registration.

## See next

### Step 2 - Class Registration

No criteria entered and click search – takes the student to the Course Search page

### Step 1 - Course Enrolment

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<https://student.unsw.edu.au/enrol/annual/course>