Here you will find instructions for applying to change your enrolment when you cannot use myUNSW to do so. This may be:

- When online enrolment via myUNSW has closed (usually the end of Week 1).
- Where school consent is required.
- Where myUNSW has not recognised that you have completed the pre-requisites for that course.

**Guidelines**

**Adding courses**

- The **deadline** for adding courses is the end of the first week of the teaching period in which the course is offered.
- After the deadline you must use this form to apply to add courses (proof of previous attendance may be required).
- You must submit your online request for late enrolment, no later than 12 noon (Midday) on Friday of week 2.
- Please note that approval to enrol late, will only be approved in **exceptional** circumstances.

**Dropping courses**

- Courses can be dropped online via myUNSW without financial penalty up until the **census date** of the relevant teaching period.
- If you drop a course after the relevant census date you will retain a HECS and/or fee liability for that course.
- You can drop courses without academic failure up until Sunday of Week 6 of standard term and up until the census date for most other teaching periods.
- If both the census date and the withdraw without penalty date have passed and you want to drop a course, you may be able to use the **Fee Remission (Special Circumstances)** process.

**Applying**

You must submit your request for late enrolment, no later than 12 noon (Midday) on Friday of week 2.

Submit a **Late Enrolment Request Web Form**.

**Attention Student Visa Holders**

International Student Visa Holders are required to maintain enrolment in at least 48 Units of Credit each year. To comply with visa conditions, at least 36 Units of Credit must be on-campus, classroom face-to-face contact courses. Please note eLearning is not considered face-to-face contact.