Congratulations on gaining a place at Art and Design, UNSW. We look forward to welcoming you and offering you a rewarding, stimulating and exciting academic and cultural environment in which to pursue your studies. Please read this information carefully. The better prepared you are for enrolment, the easier the process will be.

**IMPORTANT EVENTS:**

**Art and Design Faculty and Degree Welcome Session**

The Art and Design welcome session provides vital information for study at Art and Design and in your Degree and must not be missed:

- **Tuesday 24th February - Paddington campus**
  - **Art & Design Faculty Welcome**
    - 10-12pm EG02
  - Followed by
    - **Art Theory Degree Welcome** D111

**ACCEPTANCE:**

Acceptance is a two-Part process – Part I is to accept your offer, either online or by returning the acceptance form included in your offer letter. Part II will include updating your personal details, and enrolling in your courses and choosing your class times for your timetable through the myUNSW Enrolment Basket.

A **Step-by-step guide** to accepting your offer online is available online at:

https://my.unsw.edu.au/student/commencing/AcceptINTLandPG.html

**ENROLMENT:**

**Step 1: Understand the Bachelor of Art Theory program structure**

The BArtTh is made up 144 UOC of the following:

- Five (5) core courses (30UOC)
- Eleven (11) Art Theory Major courses (66 UOC)
- Six (6) Electives (36UOC)
- Two (2) General Education courses (12UOC)  
  - **Note**: these courses must be taken outside of the COFA Faculty
Step 2. Enrolment in courses for first semester

All full-time students are to enrol in the following four (4) courses (24UOC) in their first semester:

• SAHT1101 Narratives of Modernity
• SAHT1211 Theories of the Image
• SAHT1221 Contexts for Art
• One Elective course

Standard full-time enrolment for each semester is 24 Units of Credit (UOC). International Students studying on a student visa are expected to enrol in 24 UOC per semester to allow completion of the degree within the expected duration as stated in your Confirmation of Enrolment (eCoE).

Please note that enrolment is on a semester-by-semester basis so you only need to enrol for your courses for Semester 1, 2015. A Step-by-step guide to enrolling in courses is available online at: https://student.unsw.edu.au/sites/all/files/uploads/group33/AddingCourses.pdf

Once you have added courses to your enrolment basket, click Proceed to Enrol to select your class times (if applicable) and change the status of your pending courses to ‘enrolled’. You must ensure that your courses are showing as ‘enrolled’ and not ‘pending’, or your place in the class is not confirmed.

IMPORTANT STEPS:
Create your zPass Password
Your zPass enables access to the UNSW student email service zMail, myUNSW, and to other online learning applications. Your UniPass that you set up at Step 1 will no longer give you access to myUNSW after your first enrolment session. Information on setting up your zPass is available online at: https://www.it.unsw.edu.au/students/zpass/create_zpass.html

Collect your UNSW Student ID card
Students can collect their Student ID card 24 hours following their online enrolment through myUNSW. To obtain your Student ID card please visit FM Assist (FM Assist is one of the support services for students located in the Library, Kensington campus during the Getting Started period Tuesday 27 January - Friday 6 March 2015). Please ensure that you take with you your student ID number and proof of identity such as a Passport or Australian Drivers Licence. All students should refer to the UNSW Welcome to Getting Started website: www.unsw.edu.au/gettingstarted/landing.html for further details.

Set up your UNSW Email
Details on setting up email and password set-up are available through the *UNSW Welcome to Getting Started* website: [www.unsw.edu.au/gettingstarted/landing.html](http://www.unsw.edu.au/gettingstarted/landing.html)

**Orientation Activities 23 – 27 February, 2015**

Details on the Art and Design Orientation Activities can be found at [https://www.artdesign.unsw.edu.au/current-students/enrolment/orientation](https://www.artdesign.unsw.edu.au/current-students/enrolment/orientation). For a full listing of all UNSW Orientation activities, please see: [http://www.gettingstarted.unsw.edu.au/orientation](http://www.gettingstarted.unsw.edu.au/orientation)

**FURTHER INFORMATION**

For further information please contact the Art and Design Student Centre in DG01, Paddington Campus, or on Phone: +61 2 8936 0684 or email artdesign@unsw.edu.au

**Student Development International (SDI)**

UNSW Student Development International provide a fantastic range of services and programs to all international students enrolled at UNSW, including Arrival sessions, a Peer Mentor program, Orientation workshops, and enrichment programs – just to name a few. Please check the SDI website for details: [http://www.internationalstudent.unsw.edu.au/index.html](http://www.internationalstudent.unsw.edu.au/index.html)

**Education Services for Overseas Students (ESOS) Act - International Students**

As an overseas student on a student visa please ensure you are aware of your Student Responsibilities and Rights as outlined online at: [https://my.unsw.edu.au/student/resources/ESOSstudent.html](https://my.unsw.edu.au/student/resources/ESOSstudent.html)
<table>
<thead>
<tr>
<th>MAJOR</th>
<th>Semester 1</th>
<th>UOC</th>
<th>Semester 2</th>
<th>UOC</th>
<th>Semester 1</th>
<th>UOC</th>
<th>Semester 2</th>
<th>UOC</th>
<th>Semester 1</th>
<th>UOC</th>
<th>Semester 2</th>
<th>UOC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SAHT1211 Theories of the Image</td>
<td>6</td>
<td>SAHT1212 Theories of Art History &amp; Culture</td>
<td>6</td>
<td>Art Theory Major</td>
<td>6</td>
<td>Art Theory Major</td>
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<td>Art Theory Major</td>
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<td>Art Theory Major</td>
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<tr>
<td></td>
<td>SAHT1221 Contexts for Art</td>
<td>6</td>
<td>Art Theory Major</td>
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<tr>
<td>OPEN ELECTIVES</td>
<td>Elective</td>
<td>6</td>
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<tr>
<td>GENERAL EDUCATION</td>
<td>General Education</td>
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<td>General Education</td>
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</table>

**PROGRAM STRUCTURE: 4803 BACHELOR OF ART THEORY**

<table>
<thead>
<tr>
<th>STAGE 1</th>
<th>STAGE 2</th>
<th>STAGE 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>144 Units of Credit</td>
<td>48</td>
<td>48</td>
</tr>
</tbody>
</table>

* An Art Theory Major course is any course that begins with the prefix SAHT

* Any course at UNSW that is not offered by Art & Design can be considered to meet the General Education component of an Art & Design program. This includes language courses and electives offered by other faculties in which Art & Design students are permitted to enrol.
<table>
<thead>
<tr>
<th><strong>Semester</strong></th>
<th>The Academic year is broken up into two main semesters – Semester 1 (February to June) and Semester 2 (July to November). Summer semester runs November to January, which is an optional semester for students for enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program</strong></td>
<td>Your program is your degree / qualification /award, made up of a structured sequence of core, major stream and elective courses. Some Programs are also Dual Awards</td>
</tr>
<tr>
<td><strong>Dual Award</strong></td>
<td>The concurrent study of two different programs leading to two awards. An example is the Bachelor of Fine Arts/Bachelor of Arts program</td>
</tr>
<tr>
<td><strong>Studio Stream</strong></td>
<td>Your studio stream is your chosen major/specialisation. In COFA Studio degrees, students choose two studio streams to follow. In some programs, students can choose to study a double studio stream in the one studio area, instead of two separate streams</td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td>A course is a subject, which usually runs for the duration of the Semester. COFA courses may include a combination of studio classes, lectures, tutorials, lab computer classes, field trips, or professional placements</td>
</tr>
<tr>
<td><strong>Unit of Credit (UOC)</strong></td>
<td>All courses have a unit of credit to indicate their weighting. Most courses are 6UOC, with some COFA courses 12UOC, 18UOC or even 24UOC. All Programs will have a UOC requirement for students to meet to graduate</td>
</tr>
<tr>
<td><strong>Core Course</strong></td>
<td>A core course is a course that all students are required to complete as part of their program requirements</td>
</tr>
<tr>
<td><strong>Elective</strong></td>
<td>An elective is a course that students can choose to take either within the COFA Faculty or from another UNSW Faculty</td>
</tr>
<tr>
<td><strong>Prescribed Elective</strong></td>
<td>A course where the program specifies that a student must select electives from a specified list of courses.</td>
</tr>
<tr>
<td><strong>General Education</strong></td>
<td>All undergraduate degree students are required to complete some courses from outside their Faculty. This contributes to the breadth of learning requirement in programs (not applicable to dual award students).</td>
</tr>
<tr>
<td><strong>Course Authority</strong></td>
<td>This is the course coordinator or lecturer.</td>
</tr>
<tr>
<td><strong>Program Authority</strong></td>
<td>This is the coordinator or your Program/Degree</td>
</tr>
<tr>
<td><strong>WAM</strong></td>
<td>A Weighted Average Mark (WAM) is the average mark in the units of study completed by a student, weighted according to the credit point value and academic level of the particular unit.</td>
</tr>
<tr>
<td><strong>Pre-requisite</strong></td>
<td>A pre-requisite is a requirement (usually specific course or knowledge) that you require before you can enrol in a course.</td>
</tr>
</tbody>
</table>
UNSW provides comprehensive online services to assist students in administering their candidature. The following web resources will help you to plan and complete your enrolment online:

**UniPass**

When you log into myUNSW to accept your offer from UNSW, you will be prompted to create a UniPass. This UniPass will allow you to access myUNSW until you have accepted your offer and enrolled. Once your acceptance has been confirmed and you have enrolled in at least one class, you must create a **zPass** (see below) and use that for all further access to myUNSW.

[www.my.unsw.edu.au](http://www.my.unsw.edu.au)

You can enrol, pay your fees, check your timetable, and update your personal details through your student profile on myUNSW. Once you have completed your acceptance and initial enrolment, you log in using your student ID number with a ‘z’ in front, and your zpass.

[www.handbook.unsw.edu.au](http://www.handbook.unsw.edu.au)

You can view your programs rules, structure and requirements through the online handbook at the address above. You can also view course descriptions and download the course outline.

[www.timetable.unsw.edu.au](http://www.timetable.unsw.edu.au)

The timetable website gives you quick access to timetable information. Please note this information is refreshed overnight, so any changes will not be reflected until the following day.

**zPass**

zPass is the password that you use to log into many UNSW services, including my.unsw. To set this up, go to the UNSW Identity Manager web site: [www.idm.unsw.edu.au](http://www.idm.unsw.edu.au) and log in using your student ID number with a ‘z’ in front, and your UniPass. Click the button ‘Change zPass’ and you will be able to set up your zPass.

[www.idm.unsw.edu.au](http://www.idm.unsw.edu.au)

The Identity Manager website allows you to manage your UniPass and zPass passwords, and your UNSW email account attributes. The IDM website allows you to also change/update your passwords, and also to set or change your email alias.

[https://login.microsoftonline.com](https://login.microsoftonline.com)

You can access your UNSW student email account (zMail) at [https://login.microsoftonline.com](https://login.microsoftonline.com) using your Microsoft ID (eg: [z1234567@zmail.unsw.edu.au](mailto:z1234567@zmail.unsw.edu.au)) and Microsoft ID Password. All official University correspondence will be sent to your student email address. It’s essential that you check it regularly.

Your email address: **z_____@student.unsw.edu.au**

Your Student Number
**Key Dates 2015**

**Enrolment Pack Semester 1 2015**

### Semester 1 (T1)

- **Monday 23 to Friday 27 February**: Orientation Week
- **Monday 2 March**: Semester 1 Teaching commences
- **Sunday 8 March**: Last day to change enrolment/timetable via myUNSW
- **Tuesday 31 March**: Last day to drop S1 course/s without financial penalty
- **Friday 3 to Sunday 12 April**: Mid-semester break
- **Friday 5 June**: Last day of teaching for all courses in Semester 1
- **Monday 29 June**: Last day for Semester 1 exams/assessment

### Semester 2 (T2)

- **Monday 27 July**: Semester 2 Teaching commences
- **Sunday 2 August**: Last day to change enrolment/timetable via myUNSW
- **Monday 31 August**: Last day to drop S2 course/s without financial penalty
- **Saturday 26 September to Monday 5 October**: Mid-semester break
- **Friday 30 October**: Last day of teaching for all courses in Semester 2
- **Monday 24 November**: Last day for Semester 2 exams/assessment

**FOR MORE INFORMATION AND OTHER KEY DATES, PLEASE SEE:**

[https://student.unsw.edu.au/dates](https://student.unsw.edu.au/dates)
All tuition, activity fees and student contributions are payable on a per semester basis, and unless otherwise specified, are due at the end of the first week of semester.

**Payment Dates and Deadlines**
For standard academic semesters (i.e. Semester 1 and Semester 2), the official University due date is generally the end of the first week of semester, unless specified otherwise on your statement. View the payment due dates on your fee statement or the Census and Payment Due Dates page: https://my.unsw.edu.au/student/fees/CensusDates.html

Students who do not pay all fees owing by the due date may have their enrolment cancelled. However, financial liability for these courses will be retained unless the courses are dropped prior to the relevant census date. In the event that a student whose enrolment has been cancelled is subsequently permitted to be reinstated, a penalty of $250 is payable together with all outstanding fees.

**Accessing your Fee Statement in myUNSW**
Fee Statement and payment options are available online in myUNSW usually 2 weeks before the Teaching Period starts. You need the details on your Fee Statement for whichever payment method you choose:
1. Login to myUNSW: my.unsw.edu.au
2. Go to My Student Profile channel > Financials > Fee Statement and Payment Options
3. On the ‘Select Fee Statement’ page click on View Details for current semester
4. On the ‘Fee Statement’ page click on Payment Options
5. On the ‘Statement Information page’ scroll down and tick the box to acknowledge and consent to the Terms and Conditions, then click on Payment Options
6. On the ‘Methods Of Payment’ page select your payment method.

Note: Fees can also be paid through ANZ eGate without logging into myUNSW, e.g. if someone other than the student is making the payment.

If you have problems accessing your Fee Statement contact the Student Financials Team via email at: csandfees@unsw.edu.au, or Tel: 9385 8500.

**Payment methods**
- Paying at Australia Post: Payment by Cash, cheque, credit card (Visa, Mastercard or American Express only) or EFTPOS are accepted at any branch of Australia Post.
- Paying by Bpay (online or by phone): Log into or call your bank, credit union or building society to make an online or phone payment from your cheque, savings or credit card account (Visa, Mastercard or American Express only).
- Paying online via ANZ eGate (with or without myUNSW login): Payment by credit card through secure payment gateway, either with or without myUNSW login (Visa, Mastercard or American Express only).
- If you are an international student and want to pay your tuition fees from a bank account in your home country you can do so through Western Union in one of 60 different currencies. Neither UNSW nor Western Union charge any transaction fees for the bank-to-bank transfer and the conversion rate from your local currency to Australian dollars is guaranteed not to change for 72 hours from the time you commit to making the payment. You will need your Student Customer Reference Number to start this process. This is the 8-digit number on your fee statement, above the bar code. If you don’t have access to a fee statement, generate your Customer Reference Number here using your student identification number. Once you have your Customer Reference Number, open the Western Union bank transfer form here. PLEASE NOTE: payments made through Western Union can take up to 72 hours to be processed into your UNSW account.
Got questions about Uni life? Not sure who to ask? Want to get a head-start on making new friends and getting involved?

Beginning your first year at university can be both exciting and challenging. For lots of students the first couple of weeks are stressful – new people, new experiences, new expectations and demands. Uni life expects students to be self-reliant and self-motivated.

Art & Design’s Peer Mentoring Program can help you with the transition to University life and can provide opportunities for you to link up with both new and current students.

We invite all new undergraduate students to participate in the Peer Mentoring Program. Peer Mentors are all current Art &Design students, whose experience and mentor training means they can provide guidance and support for commencing students.

Register for the program at: http://goo.gl/dLSsmF