Congratulations on gaining a place at UNSW Art & Design. 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.

This enrolment pack includes information for all commencing:

- Master of Design (9313) students
- Graduate Diploma in Design (5306) students
- Graduate Certificate in Design (7306) students

IMPORTANT EVENTS:

Art & Design Faculty Welcome
The Art & Design welcome session provides vital information and must not be missed. This session will include a welcome to new students by the Dean, an overview of Student Services & Support, and an opportunity for Postgraduate students to meet their Program Authorities.

Art & Design Postgraduate Welcome
4.30-5.30pm Tuesday 24th February
EG02, E Block Paddington campus

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:
http://www.gettingstarted.unsw.edu.au/accept-or-defer-your-offer

ENROLMENT:

Step 1: Understand the program structure
The Master of Design is made up 96 UOC of the following:
- Nine (9) core courses (60 UOC)
- Six (6) Design Studio courses (36 UOC)

The Graduate Diploma in Design is made up 48 UOC of the following:
- Four (4) core courses (24 UOC)
• Four (4) Design Studio courses (24 UOC)

The Graduate Certificate in Design is made up 24 UOC of the following:
• Two (2) core courses (12 UOC)
• Two (2) Design Studio courses (12 UOC)

The full program structure is included for you later in this document.

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:
• SDES9204 Insights, Processes & Communication
• COFA9113 Communication Skills for Creative Disciplines
• 2 x Design studio courses

Enrolment is completed through myUNSW (my.unsw.edu.au)
Please refer to the UNSW Enrolment website for assistance in navigating the online resources:
https://my.unsw.edu.au/student/academiclife/enrolment

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, 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://my.unsw.edu.au/student/academiclife/enrolment/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.

If you are having difficulty enrolling online please contact the UNSW Enrolment Support Centre on Phone: +61 2 9385 1110

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](http://www.unsw.edu.au/gettingstarted/landing.html) for further details.

**Orientation Activities 23rd -27th February 2015**
Details on the Art & 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)

**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)

**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)

**FURTHER INFORMATION**
For further information please contact the Art & Design Student Centre in DG01, Paddington Campus, or on Phone: +61 2 8936 0684 or email artdesign@unsw.edu.au
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<tr>
<th>Session 1</th>
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<th>Session 2</th>
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<th>Session 3</th>
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<th>Session 4</th>
<th>uoc</th>
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<tbody>
<tr>
<td>SDES9204 Insights, Processes &amp; Communication</td>
<td>6</td>
<td>SDES9210 Critical Approaches to Practice</td>
<td>6</td>
<td>SDES9211 Culture &amp; Identity</td>
<td>6</td>
<td>SDES9212 Studio Project</td>
<td>12</td>
</tr>
<tr>
<td>COFA9113 Communication Skills for Creative Disciplines</td>
<td>6</td>
<td>COFA9114 Research Foundations in Art &amp; Design</td>
<td>6</td>
<td>SDES9352 Imperatives for a Sustainable Future</td>
<td>6</td>
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<tr>
<td>Choose course from available Studio Specialisations</td>
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<td>Choose advanced course from available Studio Specialisations</td>
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**UoC**

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**Entry with unrelated Pass degree, or no degree but Recognition of Prior Learning (RPL)**

**Entry with related Pass degree (WAM >65), or Graduate Certificate**

**Entry with related Honours degree, related Pass degree + RPL, or Graduate Diploma**
Design studio specialisations available in S1 2015:

EXPERIENCE DESIGN
SDES9300 TRANSFORMING THE EVERYDAY: DOMESTIC FUTURES

INTERACTION DESIGN & USER EXPERIENCE
SDES9311 INTERACTION DESIGN: HUMAN-COMPUTER INTERACTIONS

VISUALISATION & VISUAL EFFECTS
SDES9320 EXPLORING 3D VISUALISATION

GRAPHICS COMMUNICATION
SDES6740 INTRO TO GRAPHICS MEDIA
SDES6741 CONTEMPORARY TYPOGRAPHY
COFA0901 GRAPHICS AND CONTEMPORARY SOCIETY

FUTURE MAKING
COFA9211 NEW TECHNOLOGIES, TRADITIONAL TECHNIQUES: HYBRID CRAFTING

Course descriptions are available on the UNSW Online HANDBOOK: www.handbook.unsw.edu.au/
Timetable information is available on the UNSW Class TIMETABLE: www.timetable.unsw.edu.au
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>Semester</td>
<td>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</td>
</tr>
<tr>
<td>Program</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>Dual Award</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>Studio Stream</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>Course</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>Unit of Credit (UOC)</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>Core Course</td>
<td>A core course is a course that all students are required to complete as part of their program requirements</td>
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<tr>
<td>Elective</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>Prescribed Elective</td>
<td>A course where the program specifies that a student must select electives from a specified list of courses.</td>
</tr>
<tr>
<td>General Education</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>Course Authority</td>
<td>This is the course coordinator or lecturer.</td>
</tr>
<tr>
<td>Program Authority</td>
<td>This is the coordinator or your Program/Degree</td>
</tr>
<tr>
<td>WAM</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>Pre-requisite</td>
<td>A pre-requisite is a requirement (usually specific course or knowledge) that you require before you can enrol in a course.</td>
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</tbody>
</table>
UNSW provides comprehensive online services to assist students in administrating 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 manager 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](http://https://login.microsoftonline.com)
You can access your UNSW student email account (zMail) at [https://login.microsoftonline.com](http://https://login.microsoftonline.com) using your Microsoft ID (eg: 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
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.
Key Dates 2015
Enrolment Pack Semester 1 2015

Semester 1 (T1)
Monday 23 to Friday 27 February
Monday 2 March
Sunday 8 March
**Tuesday 31 March**
Friday 3 to Sunday 12 April
Friday 5 June
Monday 29 June

**Orientation Week**
Semester 1 Teaching commences
Last day to change enrolment/timetable via myUNSW
**Last day to drop S1 course/s without financial penalty**
Mid–semester break
Last day of teaching for all courses in Semester 1
Last day for Semester 1 exams/assessment

Semester 2 (T2)
Monday 27 July
Sunday 2 August
**Monday 31 August**
Saturday 26 September to Monday 5 October
Friday 30 October
Monday 24 November

Semester 2 Teaching commences
Last day to change enrolment/timetable via myUNSW
**Last day to drop S2 course/s without financial penalty**
Mid–semester break
Last day of teaching for all courses in Semester 2
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)