



10 October 2011

Dear Student

Re: 2011/2012 Summer Term Enrolment Information

Web enrolments commence from 9am – Monday, 10 October 2011

We welcome you to the School of Public Health and Community Medicine and wish you every success in your studies. The following information will assist you with commencing your postgraduate study.

Please note: You must first formally **accept and confirm your offer online**. You must complete both Part I and Part II of your online acceptance in order to be enrolled at UNSW. You must do this even if you have accepted your UNSW offer through other means, e.g. by completing the Acceptance section of an offer letter. Please refer to the following link for further information on how to accept your offer online:

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

Enrolment

- All enrolment and variations to enrolment, as well as changes to contact details **are completed online through myUNSW**, the web interface to UNSW's student information system. You will need to know your Student ID and have a valid password (Unipass) to access myUNSW at www.my.unsw.edu.au.
- The **School requires all students to complete enrolment by Friday, 21st October 2011**. Courses may be cancelled if there are insufficient enrolments by 21st October.
- Enrolment in courses will not be possible once teaching has commenced.
- *Note: Students who have submitted expressions of interest and have been accepted into PHCM9783 Communicable Disease Control, will be enrolled in this course by the School.*

Timetable

- School timetable and course descriptions are available at: <http://sphcm.med.unsw.edu.au/sphcm.nsf/website/forstudents.timetables.hmph>
Please check the timetable for any changes prior to attending your workshop e.g. change of venue. You will be notified at your student email address of any changes that affect you.
- Please note that attendance at all workshops is mandatory.

Course Packs

- Please ensure that you obtain a copy of your course notes by the first day of the workshop. If you are unable to do so, please ensure that you download the course outline by following the course links from the School website (<http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/HMPHAvail>) and bring it to class.
- Complete sets (includes outline, course notes and readings) of course packs for Public Health, Health Management and International Public Health courses will be made available for purchase in printed format from the UNSW Bookshop from one week prior to the workshop. To locate course packs and textlists for individual courses, visit the Bookshop website at: (<http://www.bookshop.unsw.edu.au>) , click on 'SPHCM Textlist' on the right hand side under 'Special Textlist Pages', and type in the course code of your course. For example, for PHCM9606 Reproductive, Maternal & Child Health, type PHCM9606. If required, the Bookshop will mail course packs.
- An electronic copy of the course notes with links to some Readings will also be available in the 'Course Resource' section of the online course in **Blackboard (Bb)** (<http://telt.unsw.edu.au>).

Online Learning

- A number of courses utilise Blackboard (Bb) as an integral part of the teaching and learning in the course, requiring you to participate online. To access Blackboard, you need to be enrolled in the course, and have a valid UNSW Student ID and zPass to log in. Please allow 24-48 hours after enrolment in a course for your access to Bb to be activated.
- It is important to read the information regarding the IT Requirements for UNSW students (including guidelines and policies) available at the following link: <http://support.telt.unsw.edu.au/blackboard/>

FEE-HELP

- Domestic students who are offered a tuition fee place in a Graduate Certificate in Public Health, Health Management or International Health will be required to pay the full cost of tuition. FEE-HELP is available to commencing students who are either Australian Citizens or Australian Permanent Residents with a humanitarian visa. If you are eligible for FEE-HELP, you will be given the opportunity to apply as part as part of the online enrolment processes on myUNSW.
- If you have queries regarding Commonwealth Supported Places or FEE-HELP, please contact UNSW Student Central on + 61 2 9385 3091 or email csandfees@unsw.edu.au.

Fee Statement and Payment Options

- You will be able to access your fee statement and make payment by logging in to myUNSW at <http://www.my.unsw.edu.au/>. Click on the link to 'Fee Statement & Payment Options' under the 'My Student Profile' tab. Additional details are available at: <https://my.unsw.edu.au/student/fees/netpay/payment.html>
- The census date is 4th December 2011. This is the last date to discontinue without financial and academic penalty from U1 and U1A courses.
- Courses offered in U1 and U1A will be charged at the 2011 tuition rate (<https://my.unsw.edu.au/student/fees/ScheduleTuitionFees.html>).
- Additional information about fees payment and enrolment deadlines will be posted at the following link once details are confirmed by the Student Fees Office: <https://my.unsw.edu.au/student/academiclife/enrolment/SummerSemesterOverview.html>

Accommodation

- Students requiring accommodation information can refer to the Student Housing website - www.housing.unsw.edu.au, which lists a range of temporary accommodation options.

Parking

- Paid parking is available on campus in designated areas. Enter via Gate 11 in Botany Street Randwick. Link to campus map www.unsw.edu.au/maps/kensington3.html

Key contacts and important links

Timetable

<http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/HMPHTime>

Course Descriptions and course outlines (click on relevant course code and follow the links)

<http://www.sphcm.med.unsw.edu.au/SPHCMWeb.nsf/page/HMPHAvail>

Bookshop

<http://www.bookshop.unsw.edu.au>

UNSW IT Services (Unipass and zPass)

<http://www.it.unsw.edu.au/students/index.html>

Email: itservicecentre@unsw.edu.au

Phone: 9385 1333

Blackboard

<http://telt.unsw.edu.au/>

Updates and other important deadlines for Summer Term – from mid-October

<https://my.unsw.edu.au/student/academiclife/enrolment/SummerSemesterOverview.html>

Finally, should you have any queries about your program, please contact us either by email postgrad-sphcm@unsw.edu.au or by phone on +61 2 9385 1699.

We look forward to seeing you at Summer School.

Postgraduate Coursework Team