



# GETTING STARTED AT UNSW

School of Public Health and Community Medicine

## COMMENCING PUBLIC HEALTH, INTERNATIONAL PUBLIC HEALTH AND HEALTH MANAGEMENT POSTGRADUATE COURSEWORK STUDENTS

### Timetables

Open your browser and view Summer School timetable to select your courses

- **Summer 2012 (workshops held in Nov/Dec 2011)**

The School Summer timetable is available at:

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

This timetable provides the most recent and accurate information about the workshop. It should be consulted at all times, should you find any conflicting information on myUNSW.

*Last minute changes to the timetable may occur, so please check the website regularly. All students enrolled in the summer courses are required to attend the workshop.*

### Online Acceptance & Enrolment

Enter the myUNSW site - <http://www.my.unsw.edu.au/>

**Remember:** You must complete both Part 1 and Part 2 of your online acceptance in order to be officially enrolled as a UNSW student.

**Step One:** Log In to myUNSW - Use the UniPass (password) to accept Part 1 of the acceptance/enrolment process. You can create a UniPass through the following link: <https://idm.unsw.edu.au/idm/user/login.jsp>

**Note: UniPass is not the same as the password you created to access 'Apply Online'. UniPass is only effective for Part 1 of the acceptance/enrolment process.**

**Step Two:** Click on the My Applications tab (*blue tab on top*)

**Step Three:** Click on View Application Details – check your offer details and read important information about accepting your offer.

**Step Four:** Scroll down to the bottom of the screen and click on the 'Proceed with Offer' button.

**Step Five:** The Welcome Page of the Accept Online process opens.

Follow the information/prompts on the screen to proceed and go through the list of steps that you must take to complete the Accept Online process. Please ensure that all the boxes are ticked.

**Once you have completed the acceptance (Part 1) you may proceed to enrol (Part 2). If you have enrolled in at least one course and have logged out from myUNSW, you will need to create a zPass (<https://www.it.unsw.edu.au/students/zpass/>) to be able to log on to myUNSW again.**

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>

For enrolment instructions please refer to: <https://my.unsw.edu.au/student/commencing/EnrollingNew.html>

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. More information is available at:

<https://my.unsw.edu.au/student/fees/FeeHelp.html>

## Assistance with Enrolling

- a) Please contact your program administrator by email ([postgrad-sphcm@unsw.edu.au](mailto:postgrad-sphcm@unsw.edu.au)) or by phone on +61 2 9385 1699 (9:30 – 16:30 AEST) Monday to Friday.
- b) UNSW Student Central:
- **Phone:** +61 2 9385 1110  
*This service is available 09:00 to 17:00 (Sydney local time) Monday to Friday*
  - **Email:** [enrol@unsw.edu.au](mailto:enrol@unsw.edu.au)  
*This service is available 24/7, but responses will be limited to 09:30 to 17:00 (Sydney local time) Monday to Friday*
  - **In Person:**  
Lower Ground Floor, Chancellery Building (next to the Library lawn), Kensington campus - map C22  
*08:30 to 17:30 (Sydney local time) Monday, Tuesday, Thursday*  
*10:00 to 17:30 Wednesday*  
*08:30 to 17:00 Friday*

## Student ID Card

- Once you enrol, you can pick up your **student card** from FM Assist on Level 2, Matthews Building (entry via Matthews Pavillions – map F23) from early December. You will need to take a Photo ID along (driver's licence or passport) in order to obtain your student card.
- If you are a distance student, then contact [id.cards@unsw.edu.au](mailto:id.cards@unsw.edu.au) for your student id card.

## UniPass and zPass

- Your Unipass will give you access to the Library. Please refer to the following link for further information about the UniPass system: <https://www.it.unsw.edu.au/students/unipass/index.html>
- Your zPass will allow you to access your student email (zMail). Your zPass will also allow you to use the Web Single Sign On service (WSSO) to access myUNSW and Blackboard, with other applications to be added in the future. Please refer to the following link for further information about the zPass system: <https://www.it.unsw.edu.au/students/zpass>
- If you have any problem with your UniPass or zPass please contact the Student IT Helpdesk or refer to their website. The office is located in the Library Annexe (Level 1, Library - map E22, entrance next to Post Office). The IT Helpdesk can be contacted by phone on 02 9385 1333 or by email to [itservicecentre@unsw.edu.au](mailto:itservicecentre@unsw.edu.au). The Website address is: <https://www.it.unsw.edu.au/students>

## Student Email (zMail)

- All enrolled students are allocated a student email account (zMail). Important information is sent to student email accounts, in particular details about fees, enrolment and results.
- To set up your zMail account – see <https://www.it.unsw.edu.au/students/zmail/faq.html#SettingUpzMail>
- To access your account go to the zMail website (<https://www.zmail.unsw.edu.au/>) and logon using your username ie - 'z' followed by your student number and your password ie. your zPass.
- Please note that if you do not check your student email account regularly, it is important to arrange for your student account to forward to the account of your choice. For instructions on redirecting your email address visit [https://www.it.unsw.edu.au/students/zmail/redirect\\_external.html](https://www.it.unsw.edu.au/students/zmail/redirect_external.html)

## Fee Statements

Fee statements will be available on myUNSW from mid November, once you have enrolled. **Payment due date** is end of the first week of Summer Term (**Sunday, 27 November 2011**)

To log on to myUNSW, you will need your Student ID prefaced by a "z" (e.g. z1234567) and your zPass.

- In order to view your Fee Statement, update your enrolment, view results, and make payment, you will need to click on 'My Student Profile' as explained above.
- After entering the site, please click on Financials under 'My Student Services'.

**(Please note: FEE STATEMENTS WILL NOT BE MAILED OUT TO YOU)**

## Course Packs

- Please ensure that you obtain a copy of your course notes before your first 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 (<http://www.bookshop.unsw.edu.au>), click on 'Textbooks' on the top bar of the page, and type in the course code of your course. For example, for *PHCM9622 The Global HIV Epidemic*, type *PHCM9622*. 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/>

## Assignments

Assignments are not returned and you are expected to keep a copy for your reference. Details about assessment for individual courses are included in the course outline. More information about submission, how to prepare for assessment tasks and further resources are available at the link below:

<http://www.sphcm.med.unsw.edu.au/sphcmweb.nsf/page/AssessmentGuidelines>

**December 4, 2011 is the last day to discontinue a course without academic or financial penalty. Please check myUNSW ([www.my.unsw.edu.au](http://www.my.unsw.edu.au)) for regular updates.**