1 – 2 weeks before you enrol

- Familiarise yourself with the process so you know how to enrol yourself
- Any questions about your Academic Progression? Contact AGSM Experience to talk you through your options BEFORE enrolments open
- Check that you have no barriers to enrolment in myUNSW – e.g. Fee-Blocks etc.
- Review course offerings and class times and dates in the Session Schedule, found on the Timetables and Key Dates page

Hot Tips

- AGSM Session 2, 2018 = UNSW Semester 1 = Teaching Period MG2
- Check the Key Dates to bookmark enrolment opening dates and times. Enrol asap to secure your place
- Note that 100% attendance is required in all intensive and residential courses. Minimum 80% attendance is required for weekly courses. Weekend workshops for weekly classes are included in attendance. If you cannot meet the attendance requirement, do not enrol in that class
- If you are trying to enrol and ‘Consent is required to enrol’ shows, this usually means that the class is either not yet open for enrolment or it may be full. Email AGSM Experience immediately to reserve a place on the waitlist for your preferred class. Being on a waitlist doesn’t guarantee a place in your preferred class, mode, time or location, so please ensure you have 2nd and 3rd preferences to enrol into
- Make sure you know what class you’re enrolling in – see the Section ID in Step 10 (page 5 of this document) and check the class schedule on the Timetables and Key Dates page

Step-by-step enrolment instructions

There are 12 steps to enrol. Complete all steps in order and double-check your enrolment once completed and before session commences:

1. ‘Sign on’ to my.unsw.edu.au with your username (Student zID) and password

If you’ve forgotten your zID or password, please contact UNSW IT on + 61 2 9385 1333 to reset it well in advance of Enrolments opening
2. Click on your ‘My Student Profile’ tab

3. Select ‘Update Your Enrolment’ option under the ‘My Student Services’ menu.

   **Note:** You may be asked to confirm your personal details before enrolling. Please check that all the information is current.

4. Using the guide below, select ‘Update Enrolment’ for the relevant UNSW Semester/AGSM Session.

<table>
<thead>
<tr>
<th>AGSM Session</th>
<th>UNSW Semester (in myUNSW)</th>
<th>Teaching Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGSM Session 1</td>
<td>UNSW Summer Semester</td>
<td>MG1</td>
</tr>
<tr>
<td>AGSM Session 2</td>
<td>UNSW Semester 1</td>
<td>MG2</td>
</tr>
<tr>
<td>AGSM Session 3</td>
<td>UNSW Semester 2</td>
<td>MG3</td>
</tr>
</tbody>
</table>

5. Click on ‘Add Courses’

   - **Career:** Postgraduate
   - **Program:** Your program details
   - **Plan:** Your degree name
   - **Term:** Semester you’re enrolling in
   - **Campus:** KENS – Sydney

   No enrolled courses found for this term
6. Search by Catalogue

To search for AGSM Program courses:

Search by Catalogue

- **Multiple Course(s)**
- **Subject Area**
  - MNGT - Management
- **Catalogue #**
- **Course Title**
- **Faculty**
- **Campus** (All Sydney)
- **Career** (All Postgraduate)
- **Teaching Period** (Management Teaching Period MG1)

**Subject Area Course Codes:**
- **FACE TO FACE:** ‘MNGT – Management’
- **ONLINE & GCCM:** ‘MBAX – Management’
- **SOCIAL IMPACT:** ‘COMM – Commerce’

7. Your course options will appear as per the list below. **Tick the box** to ‘Add’ your course and then click ‘Continue’.

**Session 1** → ‘Management Teaching Period MG1’
**Session 2** → ‘Management Teaching Period MG2’
**Session 3** → ‘Management Teaching Period MG3’

Your selected courses will appear as ‘Pending’ – you are **not enrolled yet**.
8. Click on ‘Proceed to Enrol’

9. Click on ‘Add Classes’ to select a class

Keep going – you’re not enrolled yet!
10. Classes will be displayed as per the screenshot below. Take note of the section you are enrolling in as this refers to the class location. AGSM venues are as follows:

<table>
<thead>
<tr>
<th>Venue</th>
<th>'Section'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sydney CBD</td>
<td>CBD</td>
</tr>
<tr>
<td>Sydney Kensington</td>
<td>INT</td>
</tr>
<tr>
<td>Canberra</td>
<td>CAN</td>
</tr>
<tr>
<td>Melbourne</td>
<td>MEL</td>
</tr>
<tr>
<td>Perth</td>
<td>PTH</td>
</tr>
<tr>
<td>Online – MBAX</td>
<td>WEB</td>
</tr>
</tbody>
</table>

Students enrolling in **MBAX-coded courses** will usually only see a **WEB** class option for core courses with **MNGT-coded equivalents** (enrol in the MNGT-coded course for face-to-face classes).

**Click the selection circle in the ‘Add’ column. Once selected, click ‘Continue’**

11. Click on ‘Enrol’. Check for class clashes and see if this affects your enrolment in any way.

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**One more step… you’re almost done!**
12. Your course should now appear under ‘Enrolled Classes’.

If ‘Consent required to enrol in this class’ appears, email AGSM Experience to request to go on the waitlist. Include your Student ID and the section ID of the class you would like to be waitlisted for, and then enroll in a backup option to avoid missing out.

If it appears under ‘Pending’, you have not enrolled.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Class</th>
<th>Day/Time/Weeks</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled Classes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAN6275 Managing People and Organisations</td>
<td>LEC 1335</td>
<td>Tue 6:00pm - 7:30pm (1-13)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat 9:00am - 5:00pm (6,10)</td>
<td></td>
</tr>
</tbody>
</table>

Troubleshooting

- First, check that you have selected the right ‘UNSW Semester’. This is the most common issue:

<table>
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<tr>
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<td>UNSW Semester 2</td>
<td>MG3</td>
</tr>
</tbody>
</table>

- If you can see the class but it states ‘Consent Required’ when you try to enrol, this usually means the class is full and a waitlist is in place. It might indicate there are places available however this often is incorrect due to the waitlist process.

  What to do: Email your request to go on the waitlist and include your Name, zID, the course name and class ID (i.e. the section ID, or specify all class details such as Wednesdays 6pm in CBD etc)

If these tips don’t assist with your issue, email or call the Student Experience Team:

Phone: +61 2 9931 9400
Email: studentexperience@agsm.edu.au