

2010 Postgraduate Pre-Enrolment Guide

PRE-ENROL THROUGH MyUNI -
http://www.usyd.edu.au/current_students/

BY 13 NOVEMBER, 2009

Step 1: Information Guides

Information guides are available from: <http://www.arch.usyd.edu.au/CS/preenrol.shtml>

- 2010 Postgraduate Pre-enrolment Guide
- 2010 Postgraduate Tables and Unit Descriptions - Architecture, Design and Planning
- Forms as required

The Student Administration Centre notice board carries 2010 unit and timetable information. If you have any questions, contact the SAC.

Step 2: Select your units

Use the guides to select your units of study for the WHOLE of 2010, or as much as you need to finish your degree.

Step 3: Lodge your pre-enrolment

- Continuing in the same course at the same level? - Pre-enrol through MyUni.
Go to http://www.usyd.edu.au/current_students login to MyUni, click on MyAdmin and select Pre-enrolment
- **Upgrading?** - submit an 'Application to Upgrade/Transfer' form to the Student Administration Centre
- **Transferring to a different stream?** - submit an 'Application to Upgrade/Transfer' form to the Student Administration Centre
Go to http://www.arch.usyd.edu.au/documents/CS/forms/PG_Upgrade_Form.pdf

Step 4: Check your pre-enrolment in Late January

Your pre-enrolment becomes an enrolment in January, 2010.

MAKE SURE YOU TELL THE STUDENT ADMINISTRATION CENTRE IF YOU DECIDE NOT TO RETURN TO UNIVERSITY IN 2010.

BY PRE-ENROLLING YOU ARE ENTERING INTO A CONTRACT - YOU WILL BECOME LIABLE FOR HECS/ FEES IN MARCH 2010 BASED ON YOUR PRE-ENROLMENT.

YOUR ENROLMENT IS YOUR RESPONSIBILITY! We will try to help you but we only know what you tell us.

Frequently asked questions

What is pre-enrolment?

Pre-Enrolment is the time for you to select the units of study you want to take next year in your current course. By pre-enrolling now you will save having to attend long enrolment queues in February, and you get first preference for units that fill up quickly.

Your pre-enrolment selection will be assessed in early January 2010 and, if approved, you will be enrolled for 2010 and will not have to attend the University to enrol in-person.

If your pre-enrolment choices are not approved you will be required to enrol in-person early in 2010. Advice concerning in-person enrolment will be mailed to you in mid to late January 2010.

What if I expect to GRADUATE at the end of 2009?

- Do not pre-enroll!
- Congratulations. You will receive a letter from us in late October advising that we expect you to graduate at the end of the year. If you do not, and you think you will qualify to graduate at the end of this year, please come and see us immediately in the Student Administration Centre.
- Once exams are completed and results are returned, you will receive a letter from us confirming your successful completion and providing more graduation information. This letter will be in January. Remember to make sure we have your correct mailing address - change it on MyUni.
- Graduation Invitation Packages will be sent to you 2-3 weeks prior to your ceremony - the ceremony will be held in April 2010.
- For more information see <http://www.usyd.edu.au/studentcentre/grads/index.shtml>



I need DEPARTMENTAL PERMISSION for one or more of my units - what do I do?

- Complete as much of your pre-enrolment through MyUni as you can.
- From the information guide web site, download a paper-pre-enrolment form. (<http://www.arch.usyd.edu.au/CS/preenrol.shtml>)
- Complete a Special Permission form, or if it is an independent study unit, complete a Independent Study form, seek the signature of the relevant teaching or supervising academic, staple to your pre-enrolment form and submit it to the Student Administration Centre. We will pre-enrol you in the unit.
- Check MyUni to make sure we have done it right!

What if I change my mind about the units of study I have chosen?

You can vary your pre-enrolment on-line up to 13 November. It is advised that you choose your subjects carefully now.

You can also vary your enrolment at any time between mid February and the Census date: 31st March 2010. After that you will pay for all units enrolled.

How do I get timetable information?

Draft timetable information is available in the Faculty web site: <http://www.arch.usyd.edu.au/CS/postgrad/timetables.shtml>

How many credit points should I take each semester?

The minimum full-time enrolment for a local student is 18 credit points per semester. The minimum full-time enrolment for an international student is 24 credit points unless there is a compelling reason to reduce this. A normal full-time load of 24 credit points per semester will allow you to complete your course in the minimum standard time.

What is the maximum number of credit points I can take each semester?

You may not take more than 30 credit points in one semester.

Where do I find the full requirements of the degree and unit choices for second year?

The *Faculty of Architecture, Design and Planning Handbook* is the place where all the rules for the completion of your degree are kept (see Chapter 19 Postgraduate coursework regulations). The handbook also contains important tables of units of study and unit of study descriptions relevant to your degree.

The 2009 handbook is available online at www.usyd.edu.au/handbooks; for sale at the Student Centre, Jane Foss Russell building; for sale through the handbooks website; or to browse in any University library. This information is part of the Handbook.

The 2010 Handbook will be available shortly.

Who can I ask for help with my pre-enrolment?

If you need help to change your enrolment or advice on any matter relating to your enrolment you should contact the Faculty of Architecture, Design and Planning Student Administration Centre. We can refer you to an academic staff member if we cannot help you.

Phone: +61 2 9351 3248

Fax: + 61 2 9036 9532

Email: sac@arch.usyd.edu.au

The SAC counter hours for in person enquiries are:

Monday and Wednesday: 10am–4pm (closed 12.30pm–1.30pm)

Tuesday and Thursday: 10am–6pm (closed 2pm–4pm)

Friday: 10am–12noon

During non-teaching periods the counter hours are:

Monday and Thursday: 10am–4pm (closed 12.30pm–1.30pm)

Friday: 10am–12noon

CLASSES COMMENCE 1 MARCH, 2010