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1. Welcome

Firstly, welcome to The School of Electrical Engineering and Telecommunications, or as you will come to know it, EE&T. We hope you have an enjoyable learning experience here, and we wish you all the best in your studies.

Commencing a degree can be an overwhelming undertaking. This booklet has been designed to help you find answers to some commonly asked questions. Please also pay close attention to the School Policies and Procedures booklet as well as to the School website.

2. Important Dates 2006

<table>
<thead>
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<th>Event</th>
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<tbody>
<tr>
<td>12 December 2005</td>
<td>Enrolment commences for new and continuing students</td>
</tr>
<tr>
<td>16 February 2006</td>
<td>Advanced standing students advising session, Room EE214, 10:00am - 1:00pm</td>
</tr>
<tr>
<td>20 - 24 February</td>
<td>O week</td>
</tr>
<tr>
<td>24 February</td>
<td>Last day to enrol without penalty</td>
</tr>
<tr>
<td>27 February</td>
<td>Week 1 of Session 1 begins</td>
</tr>
<tr>
<td>10 March</td>
<td>Friday of WEEK 2 - last day to ADD Session 1 courses.</td>
</tr>
<tr>
<td>31 March</td>
<td>HECS Census Date for Session 1 - last day to finalise HECS/PELS arrangements. Last day to DROP/WITHDRAW from your program for Session 1 without financial penalty.</td>
</tr>
<tr>
<td>14 – 23 April</td>
<td>Mid session recess</td>
</tr>
<tr>
<td>28 April</td>
<td>Last day to DROP Session 1 courses without academic penalty.</td>
</tr>
<tr>
<td>16 June to 4 July</td>
<td>Examinations</td>
</tr>
<tr>
<td>5 July to 23 July</td>
<td>Mid year recess</td>
</tr>
<tr>
<td>19 July</td>
<td>O week</td>
</tr>
<tr>
<td>24 July</td>
<td>Session 2 commences</td>
</tr>
<tr>
<td>4 August</td>
<td>Last day to ADD Session 2 courses</td>
</tr>
<tr>
<td>31 August</td>
<td>HECS census date Session 2</td>
</tr>
<tr>
<td>15 September</td>
<td>Last day to DROP Session 2 courses without academic penalty.</td>
</tr>
<tr>
<td>23 September to 1 October</td>
<td>Mid session recess</td>
</tr>
<tr>
<td>4 November to 9 November</td>
<td>Study period</td>
</tr>
<tr>
<td>10 – 28 November</td>
<td>Examinations</td>
</tr>
</tbody>
</table>

See https://my.unsw.edu.au/student/resources/KeyDates.html for an online list of key dates
3. Who’s Who in the School Office

The School Office is open Monday to Friday between 09:00 and 17:00 and closed for lunch between 12:30 and 13:30. Occasionally the Office needs to close for School meetings or other such events, which require the attendance of all staff. Email is always answered and an answering machine will take your messages outside of standard hours.

**EE&T School Office**  
Room G1  
Ground Floor, Electrical Engineering Building  
**Phone:** (02) 9385 4000  
**Fax:** (02) 9385 5993  
**Email:** eet@unsw.edu.au  
**Url:** http://www.eet.unsw.edu.au/

The School Office can help with all student enquiries.

**Head of School**  
A/Prof Tim Hesketh

**Director of Academic Studies**  
A/Prof E. Ambikairajah  
Undergraduate student academic consultation by appointment. Please consult the School Office to make an appointment

**WHO TO SEE FOR UNDERGRADUATE HELP**

<table>
<thead>
<tr>
<th>School Office Manager</th>
<th>School Office Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gladys Fong</td>
<td>Timetabling; lecture room bookings; examination coordination; enrolment issues; results administration; graduation; WAM calculation; casual academics and laboratory demonstrators coordination; general enquiries; program advice</td>
</tr>
<tr>
<td>Jiong (Andrew) An</td>
<td>Undergraduate and postgraduate admission, enrolment and progression; fix enrolment error; 4th Year thesis timetabling; multimedia; sale of printed lecture notes; WebCT; general enquiries</td>
</tr>
<tr>
<td>Sonia Romei</td>
<td>Undergraduate and postgraduate admission, enrolment and progression, petty cash claims, appointments with A/Prof Kwok, general School enquiries</td>
</tr>
<tr>
<td>Nelly Widjaya</td>
<td>Undergraduate re-enrolment; fix enrolment error; 4th Year thesis; sale of printed lecture notes; general enquiries</td>
</tr>
<tr>
<td>Sairuban Jeganathan</td>
<td>School websites; multimedia; WebCT; databases</td>
</tr>
</tbody>
</table>

**UNSW STUDENT SERVICES**

There are many people who can help you at UNSW if you run into difficulties: their contact details can be found in the **UNSW Student Guide** - copies are available from Student Central.
A list of contacts appears on the School website under Information for Current Students and is reproduced in the School Policies and Procedures booklet.

If you are uncertain whom to contact, the friendly people at the School Office should be able to answer most of your questions, but if not they will refer you to the appropriate person or department.

4. Enrolment and MyUNSW

For information on your program and the courses in which you should enrol, you should consult the School website http://www.eet.unsw.edu.au/programs/programs.html or the UNSW online handbook http://www.handbook.unsw.edu.au/

If in doubt, please contact the School Office for assistance.

MyUNSW is available to all current UNSW students and can be accessed when you have obtained a student number and Uni Pass.

The web address is: https://my.unsw.edu.au/

MyUNSW can be used for any of the following:

- Viewing updated news from UNSW
- Adding and dropping courses.
- Updating addresses and other contact details.
- Viewing current enrolment & fees statements.
- Viewing results each session.
- Viewing current enrolment for each session.
- Paying your fees
- Viewing programs and courses
- Viewing timetables
- Checking key dates

Varying your enrolment

Every course has lectures, most have tutorials and some have labs. Usually lectures are run at fixed times and these times cannot be changed. Most labs and tutorials are offered more than once a week, and you can change these in your timetable if you would prefer a different day and/or time; however, we don’t recommend this as you would have been given a timetable that has no clashes, and changes may cause other problems.

If an error occurs while changing your timetable on MyUNSW, please follow the links on MyUNSW for explanations on commonly encountered errors, or contact the Enrolment Support Centre.

If you are still unable to resolve the problem, please email to us at eet@unsw.edu.au and we will try our best to solve your problem.
What to do if you receive the following error messages on MyUNSW:

<table>
<thead>
<tr>
<th>Error message</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time scheduling conflict, student not enrolled in class</td>
<td>Fill out the “Application for Special Permission to Enrol” form and hand it in at the School Office. The form is available on the School website via Current Students &gt; Forms at: <a href="http://scoff.ee.unsw.edu.au/document/liveclock/enrolment.pdf">http://scoff.ee.unsw.edu.au/document/liveclock/enrolment.pdf</a></td>
</tr>
<tr>
<td>Maximum term student load exceeded</td>
<td>Consult the School Office</td>
</tr>
<tr>
<td>Unable to process drop, hold on student's record</td>
<td>Consult UNSW Student Central</td>
</tr>
<tr>
<td>Hold on student's record, add not processed</td>
<td></td>
</tr>
<tr>
<td>Invalid access to enrolment transaction</td>
<td></td>
</tr>
</tbody>
</table>

Odd and Even classes

The School of EE&T runs most, but not all, of its labs and tutorials in odd and even weeks. This means that when you are enrolled into a lab or a tutorial, you may have been enrolled into an odd or even class. Odd weeks are weeks 1, 3, 5, etc of session, and even weeks are 2, 4, 6, etc of session. If you are enrolled in an odd week lab, for example, you will only have to go to labs in the odd weeks.

General Education Requirements

Students undertaking a degree in Electrical Engineering or Telecommunications are required to study a number of General Education courses. There are some guidelines and restrictions regarding which General Education courses you can take. These restrictions can be found on the School Office website under General Education Requirements: http://scoff.ee.unsw.edu.au/document/general4.pdf

For a list of General Education courses available at UNSW, please consult the online handbook at http://www.handbook.unsw.edu.au/.

Students enrolled in combined programs leading to the award of two undergraduate degrees are not required to take General Education courses.

Enrolment Support Centre

**Telephone:** 9385 1110  
**Email:** enrol@unsw.edu.au

If you need help enrolling you can contact or visit the Enrolment Support Centre on Level 2 of the Library. The Centre will be in operation from Monday, 12 December 2005 until Friday, 24 February 2006.

Opening hours: Monday to Friday 09:30 - 17:00.

The Centre will support face-to-face, telephone and email enquiries in relation to admissions, acceptance of offer and enrolment - including UNIPASS and HERI matters, but excluding academic advice (i.e. should I enrol in course A or course B type matters).

UNSW Student Central

**Phone:** (02) 9385 3093  
**Email:** studentcentral@unsw.edu.au (please include your student number in all correspondence)  
**Web:** https://my.unsw.edu.au

Can help with: student recruitment, student administration in regard to enrolments, academic progression and records, program transfers and deferrals, visa extensions and medical insurance for
international students, and for other student services such as counselling, careers and employment, the health service and scholarships.

5. E-mail and the Internet

Students are provided with a Unimail account as part of their enrolment at UNSW. Your Unimail address is “z” + your student ID (e.g. z1234567@student.unsw.edu.au).

The University uses email as the major means of communication with students. Within the School of EE&T, office staff and academics use it frequently to send important information in relation to your study. **It is therefore in your best interest to activate your University email account as soon as you are enrolled.** You may redirect your Unimail account to another account that you use regularly.

**You can access your Unimail account at:**
http://www.disconnect.unsw.edu.au/student/unimail/unimail1.htm

If you experience difficulty, please contact Dis><Connect:
**Phone:** 02 9385 1777  
**E-mail:** disconnect@unsw.edu.au  
**Web site:** http://www.disconnect.unsw.edu.au/

**Student Computing Lab**
The Student Computing Laboratory (SCL) in the School of EE&T has been established to support general computing needs and is available to all EE&T undergraduate and postgraduate students. It is located on the Ground Floor in Room G16 in the Electrical Engineering Building. The SCL is open Monday to Friday from 8:30am to 9:30pm.

To access the lab, swipe your student card through the swipe card reader. If your card does not operate, please see the Security Office at e-Spot in the Red Centre (Map reference H13).

**Printing Facility**
The School of EE&T provides its students with the access to an HP LaserJet 5SiMX. The laser printer is located in the Student Computing Laboratory (SCL) in Room G16 of the Electrical Engineering Building. To use the laser printer, you must first obtain a Unix account. For information on how to apply for an account go to the web site below:

Unix account: http://computing.ee.unsw.edu.au/unix_shell.htm

Printing is charged at 10¢ per page with minimum purchase of $10 for 100 pages. Please pay the required fee at School Office. Once you have done that, show the receipt to the System Administrator in Room 339 or G14, to have your account credited.

**Internet Services**
The School also provides Internet services for students to connect from home. The cost of this service is $30 for 60 hours. You will need a Unix account to use this facility. Please note, the Unix account is not required to complete any subjects offered by School of EE&T.

Please be sure to read the terms and conditions of use surrounding the use of your Unimail account and the Internet at UNSW. You will find comprehensive information on various sections of the UNSW website. Links to these are included on the School website. Follow the links: Current Students > Information for Current Students > Computing Resources. There is also information in the School Policies and Procedures booklet.
6. Where’s my lecture room?

A lot of students have difficulty finding their first lecture on Monday morning on the first day of session. Here are some pointers to help you find yours.

If you printed your timetable from NSS online you will see the location displayed like this, for example:

K-G17-G3

K = Kensington Campus
G17 = is the map reference
G3 = the room number

Therefore this class would be held in the Electrical Engineering Building on the Ground Floor in room G3.


7. International Student Visa Regulations

For International Students Only

International students are granted a student visa to cover the duration of their study program as specified in the eCoE (Electronic Confirmation of Enrolment) issued by the University.

Student visas are granted subject to a number of conditions. Failure to comply with a condition of your visa may result in cancellation of the visa. If your student visa is cancelled, you are required to leave Australia.

You are strongly advised to read and understand the conditions of your visa. These visa conditions are represented by a 4-digit code on your student visa (e.g. 8202, 8501, 8533, 8206, 8101). For a list of the explanations of your visa conditions, please refer to the information booklet under your visa subclass on the Department of Immigration Multicultural and Indigenous Affairs website (http://www.immi.gov.au/).

It is your responsibility to ensure that you satisfy the requirements of these visa conditions.
8. Other useful Information

**Policies and Procedures booklet**

The information contained in this booklet is also available online on the School website and various UNSW sites as well as in other UNSW publications. The EE&T booklet is an attempt to consolidate the information and lists of websites to assist you in finding what you need to know.

Please ensure you read and retain your copy

**Useful Web Sites**

**EE&T**: http://www.eet.unsw.edu.au/

**EE&T School Office**: http://scoff.ee.unsw.edu.au/

Please note that in Session 1 of 2006 the School website will undergo a complete overhaul and will have a new look. The School Office website will be incorporated into the overall site.

**CSE** (Computer Science & Engineering): http://www.cse.unsw.edu.au/

**Physics**: http://www.phys.unsw.edu.au/COURSES/courses.html

**Maths**: http://www.maths.unsw.edu.au/

**Useful guide to almost everything you need to know at UNSW**: https://my.unsw.edu.au/student/atoz/ABC.html