UNSW Diploma Programs

Get set up

Your guide to getting started
Welcome to the UNSW family

Congratulations on enrolling in your UNSW Diploma Program.
I am delighted to welcome you into the UNSW family as you take your first steps towards a UNSW degree and your future career.
As a Diploma student, you are embarking on the equivalent of your first year of university, which will be demanding and fast paced. You will be part of a supportive learning environment to ensure you graduate with the academic and English language skills you need to thrive. You can also look forward to being part of the vibrant UNSW Global community of over 6,000 international students, from over 40 countries, who commence their studies with us each year. At UNSW you will have access to the libraries, facilities and clubs of a top 50, world-ranked university, and every step of the way, you will also benefit from the expertise of our dedicated academic teachers and support staff.
It all starts with this guide, which is designed to prepare for your orientation and ensure you are set up for success. But if you have any questions, our Student Support team at UNSW Global are all ready to assist you on your journey to UNSW Sydney – so please email us at enquiries@unswglobal.unsw.edu.au with your questions and one of our friendly team will assist you on your journey.
On behalf of all UNSW Global staff, welcome to the UNSW family and best wishes as you commence your Diploma Program at UNSW.

David West
Chief Academic Officer
UNSW Global
Steps to getting started

This guide is designed to prepare you for Orientation.

Orientation is an introduction to studying at UNSW Global. It includes resources, events and information sessions designed to prepare you to be successful from day one of your course.

The steps in this guide are compulsory. Get set up and be ready to succeed in your program.

**Step 1**
Register your Study Location & Complete your IT Starter p4

**Step 2**
Attend New Student Webinars p5

**Step 3**
Invite Parents and Caregivers to Watch Information Recording p5

**Step 4**
Log into your Online Learning Platform Moodle p6

**Step 5**
Access Orientation Course on Moodle p6

**Step 6**
Attend Orientation Day p7

**Step 7**
Attend your First Day of Classes p8

**Step 8**
Need more help? Additional Support Webinars p8

---

**Contacts**
Find the best contact for any issues you are having. p9

**Glossary**
Find the definition of words highlighted in green throughout the guide. p11

---

**Enrolled after Orientation?**
As you have missed some of the live webinars, you will have access to pre-recorded sessions and an additional support webinar. Our **support team** is here to help you into your first week of studies.
Step 1
Complete your IT Starter

Register your study location

We are delighted that you have accepted your offer to study with us. Our live teaching takes place from 10am – 6pm, Sydney time.

To ensure that you have a better student experience whilst studying at UNSW Global, Register your study location now.

You can also scan the QR code to register:

Locate your G-ID and Z-ID

Your G-ID is your UNSW Global Student ID. You can find your G-ID in the subject of your email from Admissions, that contains your Confirmation of Enrolment letter (CoE).

Your Z-ID is your UNSW Student ID, you will use this to login to your online learning platform (Moodle) and MyUNSW. You would have received your Z-ID when you accepted your offer online.

If you are unsure of your G-ID or Z-ID, contact our Student Services team: enquiries@unswglobal.unsw.edu.au

Complete your IT Starter

Your IT Starter will be available 2 weeks prior to Orientation Day.

The IT Starter will walk you through how to activate your G-ID and Z-ID and access your student email address.

Click here to complete your IT Starter.

Check your setup

- Check that you have an appropriate device to complete your program. Read the Personal Electronic Device guidelines.
- Check that you have a stable internet connection. Read the Internet Connection guide.

How to connect from China

If you are living in mainland China, you can access the China Student Access Network (CSAN). This is a virtual highway that offers a more reliable, secure and consistent internet connection. Read the CSAN guide to learn how to access this.
Step 2
Attend New Student Webinars

Helpful sessions to prepare you for success
Click on the Zoom sessions below to register.

1. **Getting set up with Students Services & IT.**
   Tuesday, 25 January 2pm – 3pm AEDT
   Join our Student Services and IT teams as they take you through everything you need to do to get set up and ready before your Orientation Day. You will have the opportunity to ask any questions you might have.

2. **Studying Online & Wellbeing.**
   Tuesday, 25 January 3pm – 4pm AEDT
   In this session a UNSW Global Student Adviser will share useful tips on looking after your physical and mental wellbeing while studying online.

Step 3
Invite Parents and Caregivers to Watch Information Recording

3. **Parent and Caregivers Information (bilingual).**
   We invite all parents and caregivers to watch this session where our Student Support Team provide an overview of important aspects of studying online with UNSW Global.

   The focus of this recording is to talk about what supports are available to all students throughout their study journey. This recording is in English and Mandarin.
Step 4
Log into your Online Learning Platform Moodle

The Friday before Orientation, you will have access to Moodle. You will need to log into Moodle using your Z-ID email address e.g. Z-ID@ad.unsw.edu.au

TIP: Take some time to have a look around Moodle.

Step 5
Access Orientation Course on Moodle

Navigate to your ‘UNSW Diploma Orientation 2022’ Course in Moodle.

Review your online Orientation material and complete the required steps. You must complete these steps before your first day of classes.
Step 6
Attend Orientation Day

Friday, 28 January 2022

Check your personal email on the morning of Orientation Day. All required links will be included in the email sent by UNSW Global at approximately 8am AEDT.

If you have not received the email please contact Student Services.

Attend live webinars
Attend the compulsory live webinars, meet your academic team and peers and learn about your program.

1. Meet and greet
   12pm – 1pm AEDT
   Meet your Teachers, Student Services and Support teams and understand more about studying at UNSW Global. Your teachers will explain your course and what academic support is available to you. Learn more about wellbeing and social activities at UNSW Global and ask any questions.

2. Learning at UNSW Diploma Business
   3pm – 4pm AEDT
   This session introduces you to UNSW and provides you with essential information about learning online, and the structure of the program.

3. Learning at UNSW Diploma STEM
   3pm – 4pm AEDT
   This session introduces you to UNSW and provides you with essential information about learning online, and the structure of the program.

4. Fun and Activities for Everyone
   4pm – 5pm AEDT
   Get to know your new classmates and make some new friends at our Ice Breaker session! You will get to meet the Student Activities & Engagement team and your new classmates over some fun games.
   TIP: This is a fantastic opportunity to make new friends.

Timetables
Once we have enrolled and registered you in your courses, you will be able to view your class via Class Registration in myUNSW, simply click ‘view timetable’.
Remember to check your timetable every week as some weeks might have different activities for a course.

Under 18 Students
The Student Support team is here for you throughout your journey at UNSW Global.
For more information about the different supports available, visit the ‘Students Under 18 Information’ section on your ‘UNSW Diploma Orientation 2022’ course in Moodle.
If you have any other questions, please contact our friendly Student Support team.
Step 7
Attend your First Day of Classes

Monday, 31 January 2022

- Log into Moodle using your Z-ID.
- Go to Student Consultations Course.
- Read Daily Announcements.
- Check in before your first class.
- Return to Moodle Dashboard.
- Go to your Diploma Course.
- Attend your first class.

Please note that all classes will be held online from Monday 31 January to Friday 11 February. Face-to-Face classes for Diploma Programs will commence on Monday 14 February 2022 for selected classes only.

Step 8
Need more help?
Additional Support Webinars

Live support sessions (optional)
In your first week of classes, take part in a range of support webinars to ensure that you are set up for success. You will receive more information by email.

- **Monday, 31 January 2022 (3pm - 4pm AEDT)**
  Virtual Support Session through Zoom
  In this session you can meet one-on-one with our support team. Ask Student Services, timetabling or IT any question you might have.

- **Friday, 4 February 2022 (2pm - 3pm AEDT)**
  This is an optional session where you can join any time within the hour and consult with Student Services or IT on any issues you have experienced during your first week.
We're here to help.

<table>
<thead>
<tr>
<th>For issues about...</th>
<th>UNSW Global contact</th>
<th>Please include...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Systems access and troubleshooting:</strong></td>
<td>IT Helpdesk&lt;br&gt;<a href="mailto:helpdesk@unswglobal.unsw.edu.au">helpdesk@unswglobal.unsw.edu.au</a></td>
<td>1. Full name&lt;br&gt;2. G-ID&lt;br&gt;3. Screenshot of the issue</td>
</tr>
<tr>
<td>• Moodle&lt;br&gt;• Zoom&lt;br&gt;• Student Portal</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accessing UNSW platforms</strong></td>
<td>UNSW IT&lt;br&gt;myit.unsw.edu.au/contact-us</td>
<td>1. Full name&lt;br&gt;2. Z-ID&lt;br&gt;3. Screenshot of the issue</td>
</tr>
<tr>
<td><strong>Diploma enrolment or timetable enquiries</strong></td>
<td><a href="mailto:diplomaenquiry@unswglobal.unsw.edu.au">diplomaenquiry@unswglobal.unsw.edu.au</a></td>
<td></td>
</tr>
<tr>
<td><strong>General and orientation enquiries</strong></td>
<td><a href="mailto:enquiries@unswglobal.unsw.edu.au">enquiries@unswglobal.unsw.edu.au</a>&lt;br&gt;Phone: +61 2 8936 2222&lt;br&gt;(Monday - Friday, 9:30am - 5:00pm AEST)</td>
<td>1. Full name&lt;br&gt;2. Z-ID&lt;br&gt;3. Screenshot of the issue</td>
</tr>
<tr>
<td><strong>Accommodation</strong></td>
<td><a href="mailto:accommodation@unswglobal.unsw.edu.au">accommodation@unswglobal.unsw.edu.au</a></td>
<td></td>
</tr>
<tr>
<td><strong>Under 18 students</strong></td>
<td><a href="mailto:under18@unswglobal.unsw.edu.au">under18@unswglobal.unsw.edu.au</a></td>
<td></td>
</tr>
<tr>
<td><strong>Current students:</strong></td>
<td></td>
<td>1. Full name&lt;br&gt;2. G-ID</td>
</tr>
<tr>
<td>• Adjusting to life at UNSW Global (home sickness, cultural, social and academic adjustment)&lt;br&gt;• General study skills&lt;br&gt;• Personal and family issues&lt;br&gt;• Financial difficulties&lt;br&gt;• Enrolment changes while studying&lt;br&gt;• Understanding UNSW Global policies and procedures&lt;br&gt;• Support if you are experiencing distress&lt;br&gt;• Advice about services available and where to get help&lt;br&gt;• Requesting education adjustments if you need additional support for your studies</td>
<td>Student Support - request an appointment through Moodle or email&lt;br&gt;<a href="mailto:Student.support@unswglobal.unsw.edu.au">Student.support@unswglobal.unsw.edu.au</a></td>
<td></td>
</tr>
</tbody>
</table>
# Important Student Contacts

## For students who are currently in Sydney, Australia

<table>
<thead>
<tr>
<th>Name of service</th>
<th>Contact details</th>
<th>When to use this service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police, Fire and Ambulance</td>
<td>000</td>
<td>For an emergency.</td>
</tr>
<tr>
<td>UNSW Campus security (24/7)</td>
<td>+61 2 9385 6666</td>
<td>For urgent assistance on campus or to report an incident.</td>
</tr>
<tr>
<td>UNSW Health Service</td>
<td>+61 2 9385 5425</td>
<td>To book an appointment to see a doctor or have any health concerns/questions.</td>
</tr>
<tr>
<td>UNSW Psychology and Wellness</td>
<td>+61 2 93855418</td>
<td>For psychological support, if needed.</td>
</tr>
<tr>
<td>UNSW After Hours Mental Health Student Support Line</td>
<td>1300 787 026</td>
<td>For support when UNSW Health and Counselling Services are closed. This service operates 5pm–9am and 24hrs on weekends, public holidays, and university shutdown periods.</td>
</tr>
<tr>
<td>NSW Mental Health Line (24/7)</td>
<td>1800 011 511</td>
<td>For you or someone you know who requires urgent mental health assistance and advice.</td>
</tr>
<tr>
<td>Medibank Student Support Line (24/7)</td>
<td>1800 887 283</td>
<td>For urgent assistance in any area of student life such as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Health assistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Counselling services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Living in Australia support</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Interpreter service</td>
</tr>
<tr>
<td>National Home Doctor Service</td>
<td>13 SICK (13 7425)</td>
<td>For requesting a doctor to visit you in your house. Booking lines are open from 6pm weekdays, 12pm (noon) on Saturdays and all-day Sunday and public holidays.</td>
</tr>
<tr>
<td>Kingsford Legal Centre</td>
<td>+61 2 9385 9566</td>
<td>For seeking legal advice (free service).</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:legal@unsw.edu.au">legal@unsw.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>Redfern Legal Centre</td>
<td>+61 2 9698 7277</td>
<td>For seeking legal advice (free service).</td>
</tr>
</tbody>
</table>

## For students who are currently outside Australia

<table>
<thead>
<tr>
<th>Name of service</th>
<th>Contact details</th>
<th>When to use this service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medibank Student Support Line (24/7)</td>
<td>+61 2 8905 8387</td>
<td>For urgent assistance in any area of student life such as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Health Assistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Counselling services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Living in Australia support</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Interpreter service</td>
</tr>
</tbody>
</table>
AEDT
Australian Eastern Daylight Time equals UTC + 11. This is the time zone in Sydney, Australia over the summer months and ends at 2am on the first Sunday in April every year.

AEST
Australian Eastern Standard Time equals UTC + 10. This is the time zone in Sydney, Australia over the winter months and ends at 2am on the first Sunday in October every year.

NOTE: All classes are scheduled based on Sydney's time zone, if you're studying from overseas remember to convert to your country's time zone.

Blackboard Collaborate
Blackboard Collaborate is a virtual classroom system instructors can use to host live chat sessions. You, your peers and the instructor can interact in these sessions via voice, chat, video and other features such as screen sharing or interactive whiteboard.

CoE
Confirmation of Enrolment. This is your official letter of enrolment from our admissions team. Use this to locate your G-ID and enrolment details.

G-ID
This is your UNSW Global Identification Number. You will use this to view your timetable and the Student Portal.

Microsoft Teams
Every enrolled student at UNSW has free access to most programs in this suite, including Microsoft Teams.

Microsoft Teams enables you to call, direct message (online chat), have video conferences, schedule and have online meetings, share documents and collaborate.

Moodle
Your learning platform. You will be using this to access your course materials, online classes and exams.

MyUNSW
Your guide to UNSW services and resources. This is where you will see your timetable.

my.unsw.edu.au

Student Email Address
Your student email address is your Z-ID@unsw.edu.au (eg. z1234567@unsw.edu.au).

Z-ID
This is your UNSW Identification Number. You will use this to login to Moodle, myUNSW and your student email account.

Zoom
A video conferencing software. You will use this for your tutorials, webinars and online examinations.