
HOW TO ENROL

Stage 1:  Graduate School of Engineering and IT – Level 3, Peter Nicol Russell Building
Complete your enrolment form and have your enrolment processed by GSE staff.

Stage 2:  Student Centre
Hand in your enrolment form and have your enrolment finalised.

Stage 3:  Your School
Once you have completed your enrolment you should see the Postgraduate Officer in your School to organise your work space, computer, building access, etc.

School of Aerospace, Mechanical and Mechatronic Engineering
Contact:  Bronwyn Sexton  T: + 61 2 9351 2338
Location:  Room S442, Level 4, Mechanical Engineering Building (J07)

Australian Centre for Field Robotics
Contact:  Lisa Hunter-Smith / Ruth Olip  T: + 61 2 9351 8143
Location:  Rose Street Building (J04) – access using telephone by main entry

School of Chemical and Biomolecular Engineering
Contact:  Glenys Eddy  T: + 61 2 9351 5019
Location:  Room 443, Level 4, Chemical Engineering Building (J01)

School of Civil Engineering
Contact:  Christine Lacey  T: +61 2 9114 0678
Location:  Room 336, Level 3, Civil Engineering Building (J05)

School of Electrical and Information Engineering
Contact:  Ping Zhang  T: +61 2 9351 7196
Location:  General Office – Room 405, Level 4, Link Building (J13)

School of Information Technologies
Contact:  Evelyn Riegler  T: +61 2 9351 4918
Location:  Ask at reception on Level 2, School of IT Building (J12)

ORIENTATION

Please register at the GSE Office to attend the Faculty Orientation for New Research Students:

Thursday 26 July 2012
4 – 5 pm
Civil Engineering Drawing Office
Level 3, Civil Engineering Building
We do hope that you will join us at the Faculty Orientation for New Research Students, as it will give you an opportunity to be formally welcomed by Professor John Patterson, Associate Dean (Research), and the School Research Directors. You will be able to meet and network with other research students and find out about the various resources available to you. Light refreshments will be available.

**IMPORTANT DATES**

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>Monday 30 July</td>
<td>INFO5993 IT Research Methods commences (compulsory unit for all students enrolled in the School of Information Technologies).</td>
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<tr>
<td>3 – 5 pm</td>
<td>SIT Lecture Theatre 123</td>
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<tr>
<td>Friday 31st August</td>
<td>Deadline for making any changes to your candidature (attendance status, suspension, etc.) for Semester 1. Any requests received after this date will only take effect from the following semester.</td>
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<td></td>
<td>Last day to withdraw without financial or academic penalty. Note: International students are subject to different cancellation fees. Please contact the International Office if in doubt: 9351 4079.</td>
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<tr>
<td>Wednesday 26 Sept</td>
<td>Research Methods Induction – attendance compulsory for all new research students to meet probation requirements</td>
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<td>Civil Engineering Drawing Office</td>
<td>Civil Engineering Building</td>
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<tr>
<td>Wednesday 7 November</td>
<td>Research Methods Workshop – attendance compulsory (except students enrolled in the School of Information Technologies).</td>
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<tr>
<td>Civil Engineering Drawing Office</td>
<td>Civil Engineering Building</td>
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**YOUR UNIKEY ACCOUNT**

As part of your enrolment you will receive your UniKey account login and password. Your UniKey gives you access to all available electronic student services, such as MyUni (to view and print enrolment details, update contact information, etc.) and access to your SydneyMail account.

Please note that official University correspondence is sent to your SydneyMail email address, so it is essential that you check this on a regular basis. Please **NOTE** your enrolment is your responsibility.