UNSW Law
Reserved Places Enrolment Policy

Law Reserved Places

UNSW Law reserves a small number of places, usually 2-3 in each class (core and elective) during Enrolment for Semester 1 and 2 each year. There are 2 types of Reserved Places: Students Services Places and Incoming Exchange Places.

Student Services Places (SSP) are released at the discretion of the Student Services Team Leads to the following students on a first come, first served basis:

- Final semester/year students for whom it is the last opportunity to enrol in an elective as it is their final opportunity to do so before they complete their degree;
- Final semester/year students who must do a core course as it is their final opportunity to do so before they complete their degree;
- Students who have transferred from another university and wish to take core courses out of sequence. You will only be considered if it is not possible for you to enrol in an alternative core course (excluding prescribed electives) due to pre-requisites;
- Students who have completed a non-Law exchange and wish to take core courses out of sequence. You will only be considered if it is not possible for you to enrol in an alternative core course (excluding prescribed electives) due to pre-requisites;
- Students who have been on Program Leave and wish to take core courses out of sequence. You will only be considered if it is not possible for you to enrol in an alternative core course (excluding prescribed electives) due to pre-requisites;
- Students in certain programs (e.g. 4707) where the Progression plans state that they have to take some core courses out of sequence compared to the standard offerings for LLB students;
- Students registered with Disability Services (previously known as SEADU) who need to be enrolled in certain class times because of a medical condition;
- Students on Academic Standing less than Good who have been advised by their Academic Advisor to enrol in School Consent courses;
- Scientia students and JD students awarded the Juris Doctor Scholarship for Academic Excellence who need to be enrolled in certain classes because of other university commitments;
- Students in the Elite Athletes Program and/or who are awarded Sport Scholarships and need to avoid certain class times because of training and other compulsory requirements related to the EAP;
Students wanting to be enrolled in a Student Services Place will need to submit their request via the online **Student Services Place Request Form** in the advertised SSP period. Applications with missing or incorrect information including the lack of relevant supporting documentation will be automatically declined.

**Documentation**

To be considered for SSP you must upload as a single pdf a copy of your current Academic Statement AND

- Final semester/year students and students who have transferred from another university with approved credit transfer require a Progression Check and a Study Plan for future semesters. Please expect delays and allow up to a 5 day turnaround time for Progression Checks during the enrolment period.

- Students who have done non-law exchange require a Study Plan for future semesters.

- Students who have been on Program Leave require proof of approved Program Leave plus a study plan for future semesters.

- Students in a dual Law program where the structure requires you to take some core courses out of sync with other UG Law students (e.g. 4707) require Progression Plan for your program from the Law Enrolment website

- Students registered with Disability Services – your Letter of Support. This must make clear the necessity for you to enrol at certain times due to your medical condition.

- Students on Academic Standing less than “Good” require email confirmation from your Academic Advisor confirming the need for you to enrol in a School-consent course

- Scientia students and JD Academic Excellence scholarship holders require verification of your scholarship status

- Elite Athlete and/or Sport Scholarship holders require verification from the UNSW EAP Office. This must make clear the necessity for you to enrol at certain times due to your training or other compulsory EAP commitments

**Other SSP information**

If not allocated to the above cohorts, SSP are released to all students from Open Enrolment. These important dates are sent to all students in the Enrolment Email and placed on the **Enrolment website** for re-enrolling students.

Please note:

- Student Services Places are not available to penultimate year students wanting to enrol in electives or to students who are trying to change their classes so they only need to attend campus on particular days each week;

- We would like to be able to accommodate students' work commitments; however, this is not possible as most of our students work and/or have other commitments. Students who have paid or unpaid work and/or other commitments are expected to plan around their class attendance and other assessment requirements;

- We do not reserve any places in Summer Term courses.

**Incoming Exchange Places**

Student Services also reserves places (usually 2-3 places) in all elective courses for incoming Exchange students. These places, if not taken by Exchange students, will be released to all students on Monday of Orientation Week for that semester. This information is sent to all students in the Enrolment email and a reminder will be sent just before Orientation Week.