

# Diploma Enrolment Guide for myUNSW

Please refer to this Guide to enrol.

## Step 1. Login to myUNSW > Select my student profile



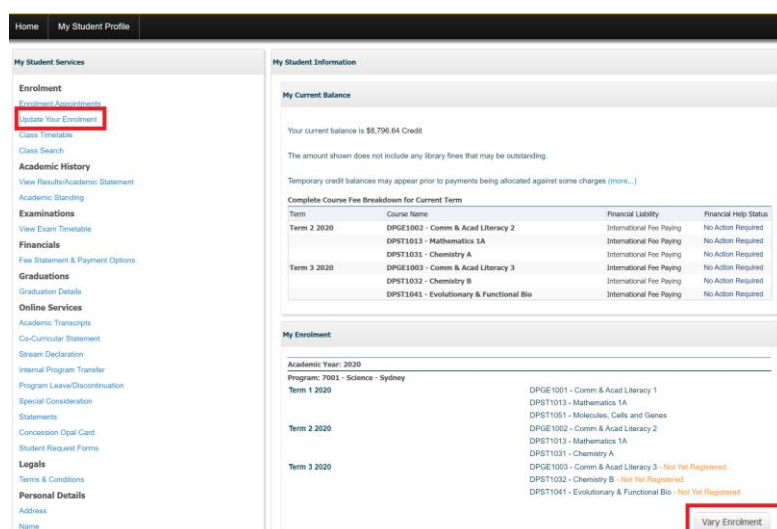
## Step 2. Enrolment selection

From the My Student Profile tab you may select one of the following options:

1. "Update Your Enrolment" - for course enrolment
- OR
2. "Vary Enrolment" - to change course enrolment (if already enrolled)

## Step 3. Update Enrolment

*Tip: If you select "Update Enrolment" and it's the first time you are enrolling for the Term, you need to save/confirm the personal statistics. You only need to do this once per term.*



After confirming all your personal details, you will be asked to select “Update Enrolment”.

#### Year Selection

Year	Career	Program	Campus	
2020	Undergraduate	7002 - Engineering	Sydney	<a href="#">Update Enrolment</a>

### Enrolment Basket

Once you select “Update Enrolment”, the course enrolment page will load an annual view of your enrolment. Please search for the course you wish to enrol in from this page.

*Tip: For New Students you are required to enrol in your admit term before enrolling in subsequent terms.*

### Step 4. Course Enrolment

*Tip: If you see an orange triangle, this indicates that enrolment for the term is not finalised.*

In the example below, the enrolment for Term 3 is not finalised. **You need to choose “Term 3 2020” to enrol for the Diploma term 3 2020.** You however will choose Term 2 2024.

#### Course Enrolment

Year:

2020

Program:

Undergraduate - 7002 - Engineering

Plan:

DPENR17002 - Petroleum (Option 1)

Term 2 2020

Term 3 2020

Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity
DPGE1001	<div> <div></div> <div>Communication and Academic Literacy 1</div> </div> <div>» Show Classes</div>	In Person	Kensington	4.0	<div> <div></div> <div></div> </div>	17/05/2020	38 / 50
DPST1013	<div> <div></div> <div>Mathematics 1A</div> </div> <div>» Show Classes</div>	In Person	Kensington	6.0	<div> <div></div> <div></div> </div>	17/05/2020	78 / 90
DPST1021	<div> <div></div> <div>Physics 1A</div> </div> <div>» Show Classes</div>	In Person	Kensington	6.0	<div> <div></div> <div></div> </div>	17/05/2020	34 / 50

#### 4.1 Select the term (Term 2 2024) that you wish to enrol in

##### 4.1.1 To view the offered Diploma courses, please select “Recommend Courses”

#### Course Enrolment

Year:	2020	Program:	Undergraduate - 7002 - Engineering	Plan:	DPENR17002 - Petroleum (Option 1)		
<div>Term 2 2020   Term 3 2020 ⚠</div>							
<b>Warning:</b> You have not enrolled for any courses in this term.							
Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity
No courses found for this term.							
<input type="text" value="SUBJ1234; Solar Cells"/>		<input type="button" value="Search"/>					
Leave blank and click Search for additional search options.							
<input type="button" value="Back to Years"/>		<input type="button" value="Recommend Courses"/>					

You will see a list of courses that are offered in each term.

#### 4.1.2 Selecting the correct course for enrolment

In your first Term, please ensure you select the correct course codes from the following list below:

- All **Diploma in Engineering** students must select:
  - DPGE1001 - Communication & Academic Literacy 1 or (DPGE1004 by permission only)
  - DPST1013 - Mathematics 1A
  - DPST1021 - Physics 1A **or**
  - DPST1023 – Higher Physics 1A,  
You must select **DPST1023– Higher Physics 1A** if you are doing **Telecommunication Engineering**, **Electrical Engineering** or **Quantum Engineering**
- All **Diploma in Science** students specialising in Chemistry, Materials Science, Mathematics - opt 1, Physical Oceanography, Physics, Statistics-opt 1 and Food Science must select:
  - DPGE1001 - Communication & Academic Literacy 1 or (DPGE1004 by permission only)
  - DPST1013 - Mathematics 1A
  - DPST1021 - Physics 1A
- All **Diploma in Science** students specialising in Anatomy, Biology (1), Genetics, Marine Science (1), Mathematics – opt 2, Microbiology, Molecular & Cell Biology, Pathology, Pharmacology, Physiology, Statistics-opt 2 students must select:
  - DPGE1001 - Communication & Academic Literacy 1 or (DPGE1004 by permission only)
  - DPST1013 - Mathematics 1A
  - DPST1051 – Molecules, cells & Genes
- All **Diploma in Business-Commerce** students must select:
  - DPGE1001 - Communication & Academic Literacy 1 or (DPGE1004 by permission only)
  - DPBS1100 - Business Decision Making
  - DPBS1140 – Financial Management
- All **Diploma in Computer Science** students must select:
  - DPGE1001 - Communication & Academic Literacy 1 or (DPGE1004 by permission only)
  - DPST1013 - Mathematics 1A
  - DPST1091 - Introduction to Programming
  -
- All **Diploma in Media and Communication** students must select:
  - DPGE1001 - Communication & Academic Literacy 1 or (DPGE1004 by permission only)
  - DPHU1001- Media and Communication Contexts
  - DPHU1002 - Public Relations and Advertising

**To select the correct course, click the check box at the far right of the course row under the “Select Course” button.**

*Tip: You may then choose your 2024 Term 2 courses once you have started the program.*



### 4.1.3 Confirm your course selection

Please review your selection and once satisfied click on “Selected Courses” Button. This saves your course selection.

Term 3 2023

Cancel

Selected Courses

Course	Title	Career	Mode of Delivery	Campus	Location	Teaching Period	Capacity	
DPGE1002	Communication and Academic Literacy 2	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	2 / 40	<input type="checkbox"/>
DPGE1003	Communication and Academic Literacy 3	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	7 / 100	<input checked="" type="checkbox"/>
DPST1014	Mathematics 1B	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	7 / 80	<input type="checkbox"/>
DPST1022	Physics 1B	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	4 / 30	<input type="checkbox"/>
DPST1023	Higher Physics 1A	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	0 / 25	<input type="checkbox"/>
DPST1024	Higher Physics 1B	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	3 / 15	<input type="checkbox"/>
DPST1031	Chemistry A: Atoms, Molecules, and Energy	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	3 / 40	<input type="checkbox"/>
DPST1032	Chemistry B: Elements, Compounds and Life	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	2 / 60	<input type="checkbox"/>
DPST1051	Molecules, Cells and Genes	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	0 / 20	<input type="checkbox"/>
DPST1061	Design in Application of Materials in Science and Engineering	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	1 / 25	<input type="checkbox"/>
DPST1071	Introduction to Engineering Design and Innovation	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	4 / 100	<input checked="" type="checkbox"/>
DPST1072	Engineering Mechanics 1	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	3 / 58	<input checked="" type="checkbox"/>
DPST1081	Electrical and Telecommunications Engineering	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	8 / 70	<input checked="" type="checkbox"/>
DPST1091	Introduction to Programming	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	2 / 60	<input type="checkbox"/>
DPST1092	Computer Systems Fundamentals	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	0 / 40	<input type="checkbox"/>

### 4.1.3 Submitting Enrolment request

After selecting the required courses, you will be returned to the Enrolment Basket. You will now be asked to confirm your course selection is correct. Select the required courses and click “**Confirm Enrolment Request**”.

*Tip: This is the opportunity you have to remove any errors.*

Course Enrolment

Year: 2020 Program: Undergraduate - 7002 - Engineering Plan: DPENR17002 - Petroleum (Option 1)

Term 2 2020 Term 3 2020

Warning: You have not enrolled for any courses in this term.

Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity	Select?	
DPGE1003	Communication and Academic Literacy 3	In Person	Kensington	1.0	0 / 40	06/09/2020	7 / 100	<input checked="" type="checkbox"/>	Remove
DPST1071	Introduction to Engineering Design and Innovation	In Person	Kensington	6.0	0 / 100	06/09/2020	4 / 100	<input checked="" type="checkbox"/>	Remove
DPST1072	Engineering Mechanics 1	In Person	Kensington	6.0	0 / 58	06/09/2020	3 / 58	<input checked="" type="checkbox"/>	Remove
DPST1081	Electrical and Telecommunications Engineering	In Person	Kensington	6.0	0 / 70	06/09/2020	8 / 70	<input checked="" type="checkbox"/>	Remove

SUBJ1234, Solar Cells Search

Lower blank and click Search for additional search options.

Back to Years Recommend Courses

UNSW CHS

Confirm Enrolment Request

### 4.1.4 Please confirm your enrolment by clicking “Submit Enrolment Request” again.

This is the final confirmation that course selection is correct.

Return to Main Menu	Help	Moham A Alahmad (5315896)	Log Out
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Confirm Enrolment Request

Enrol in	DPGE1003 - Communication and Academic Literacy 3, In Person, Kensington Undergraduate - 7002 - Engineering
Enrol in	DPST1071 - Introduction to Engineering Design and Innovation, In Person, Kensington Undergraduate - 7002 - Engineering
Enrol in	DPST1072 - Engineering Mechanics 1, In Person, Kensington Undergraduate - 7002 - Engineering
Enrol in	DPST1081 - Electrical and Telecommunications Engineering, In Person, Kensington Undergraduate - 7002 - Engineering

Back

UNSW CHS

Submit Enrolment Request

### Step 5. Success

After submitting the Enrolment Request, if “success” appears, this means your enrolment application has been successful and you are enrolled in the courses.

Return to Main Menu		Help	Mohamd Alahmad (5315896)	Log Out
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Enrolment Results	
Enrol in	DPGE1003 - Communication and Academic Literacy 3, In Person, Kensington Undergraduate - 7002 - Engineering
Enrol in	DPST1071 - Introduction to Engineering Design and Innovation, In Person, Kensington Undergraduate - 7002 - Engineering
Enrol in	DPST1072 - Engineering Mechanics 1, In Person, Kensington Undergraduate - 7002 - Engineering
Enrol in	DPST1081 - Electrical and Telecommunications Engineering, In Person, Kensington Undergraduate - 7002 - Engineering

Back to Courses
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Success

Success

Success

Success

## Step 6. Back to Courses, Swap, Add or Drop courses

After selecting “Back to Courses” you can see that the Enrolled status is now a green tick while the Registered status remains grey. **Please check Class Registration - Step 7 to enrol in specific classes.**

At this point, you can swap or drop courses in which you are enrolled.


### 6.1 You are encouraged to not use the “Swap” Function.

If you need to change your enrolment (because of an error), you should drop a course by clicking “**Drop**” and then clicking “**Recommended Courses**” and go through the process again to add the recommended course for your specialisation according to step 4.1.2.

If **you just want to add** a course, you can click “**Recommended Courses**” and go through the process again to add a course according to step 4.1.2.

## Step 7. Class Registration (Timetable)

Jump to: [Contacts](#) | [eLearning](#) | [SiteMap](#) | [Help](#)

 **UNSW SYDNEY** | **myUNSW**

Home | My Student Profile | My Staff Profile | My Financials

**My Student Services**

- Enrolment
  - Enrolment Appointments**
  - Update Your Enrolment
  - Class Timetable
  - Class Search
- Academic History
  - View Results/Academic Statement
  - Academic Standing
- Examinations
  - View Exam Timetable
- Financials

**My Student Information**

**My Current Liability**

Your current liability  
The amount shown c

Refer to your Fee St  
information on your f  
(more...)

The 'Pay Now' button

Please check Enrolment Appointments from your myUNSW Student Profile to see when you will be able to do Class Registration.

For Term 2 2024, you will be able to register in your classes from **Thursday 11<sup>th</sup> April 2024 – 4pm (AEST)**

You can check the timetable for all Diploma courses and delivery mode here - <http://timetable.unsw.edu.au/2022/subjectSearch.html>

7.1 Select Classes

Course Enrolment

Year:2021

Program:Undergraduate - 7003 - Computer Science

Plan:DPENX17003 - Computer Science

Term 1 2021

Term 2 2021

Term 3 2021

Warning: You have not registered for any classes in this term.

Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity		
DPST1014	Mathematics 1B	Multimodal	Kensington	6.0	<div><div></div><div></div></div>	16/05/2021	24 / 71	Swap	Drop
DPST1021	Physics 1A	Multimodal	Kensington	6.0	<div><div></div><div></div></div>	16/05/2021	4 / 100	Swap	Drop

SUBJ1234, Solar Cells

Search

Leave blank and click Search for additional search options.

Back to Years

Recommend Courses

Select Classes

ENR2.019

1

Click 'Select Classes'.

Select Classes

7.2 Choose Class Times

Class Registration

Term:Term 2 2021

Filter Classes

Mon

Tue

Wed

Thu

Fri

8am-11pm

1pm to 6pm

After 6pm

Show Registered Courses

Show Full Classes

DPST1014

LEC 4225 (Mo4p,Tu11a,Th9a...)

TUT 4230 (Mo11a,We2p)

TUT 4229 (Mo9a,Th9a)

TUT 4231 (Mo2p,We11a)

TUT 4232 (Tu9a,We9a)

TUT 4233 (Tu11a,Tu2p)

TUT 4228 (Th11a,Fr2p)

TUT 4227 (Th2p,Fr11a)

TUT 4226 (Fr9a)

OTH 4234 (We12p)

DPST1021

LAB 4262 (Mo9a)

LAB 4264 (Mo11a)

LAB 4260 (Fr11a)

TUT 4261 (Mo9a,Th12p)

TUT 4269 (Mo9a,We4p)

TUT 4263 (Mo10a,Mo11a)

TUT 4268 (We4p,Th10a)

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

Mon

Tue

Wed

Thu

Fri

Registered

Waitlisted

Permitted Clash

Clashing

Cancel

Edit User Events

Auto Timetable

ENR2.019

2

Choose a class time for each component of all the courses you are enrolled in.

Normally this means:

- Lecture or Workshop
- Tutorial
- Seminar/Lab or Other

3

Click 'Select Classes'.

Select Classes

DPST1014

LEC 4225 (Mo4p,Tu11a,Th9a...)


TUT 4230 (Mo11a,We2p)

TUT 4229 (Mo9a,Th9a)

TUT 4231 (Mo2p,We11a)

If you are enrolled in a course with 4 Components, choose the "TUT" component first as it will automatically select the "LEC" component

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UNSW College

*Tip: You can also click **"Auto Timetable"** (see below) which will create a Clash free timetable for all the courses you have enrolled in. If it gives an error, you need to choose different courses as there is no clash free timetable combination for the courses you have selected.*

## Class Registration

Term: Term 2 2021

Filter Classes

☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri  
☒ Before 1pm ☒ 1pm to 6pm ☒ After 6pm

☒ Show Registered Courses  
☐ Show Full Classes

DPST1014

LEC 4225 (MoAp,Tu11a,Th9)  
 TUT 4230 (Mo11a,We2p)  
 TUT 4229 (Mo9a,Th9a)  
 TUT 4231 (Mo2p,We11a)  
 TUT 4232 (Tu9a,We9a)  
 TUT 4233 (Tu11a,Tu2p)  
 TUT 4228 (Th11a,Fr2p)  
 TUT 4227 (Th2p,Fr11a)  
 TUT 4228 (Fr9a)  
 OTH 4234 (We12p)

DPST1021

LAB 4282 (Mo9a)  
 LAB 4284 (Mo11a)  
 LAB 4280 (Fr11a)  
 TUT 4281 (Mo9a,Th12p)  
 TUT 4209 (Mo9a,We4p)  
 TUT 4283 (Mo10a,Mo11a)  
 TUT 4288 (We4p,Th10a)

Cancel Edit User Events **Auto Timetable** Select Classes

## 7.2 Select Courses in the Enrolment Basket

Term 1 2021 Term 2 2021 Term 3 2021

Warning: You have not registered for any classes in this term.




Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity	Select?	Swap	Drop
DPST1014	Mathematics 1B	Multimodal	Kensington	6.0	0 / 71	16/05/2021	24 / 71	<input checked="" type="checkbox"/>	Swap	Drop
DPST1021	Physics 1A	Multimodal	Kensington	6.0	0 / 100	16/05/2021	4 / 100	<input checked="" type="checkbox"/>	Swap	Drop

SUBJ1234, Solar Cells Search

Learn more and click Search for additional search options.

Back to Years Recommend Courses Select Classes

Confirm Enrolment Request

4	Tick the box to select your course.	Select? <input checked="" type="checkbox"/>
5	Click 'Confirm Enrolment Request'.	Confirm Enrolment Request
i	You can see the status of your class and whether you have finished enrolling.	Registered    These Triangles will become Green ticks when you submit the registration

7.3 Submit Request

Confirm Enrolment Request

Course	DPST1014 - Mathematics 1B, Multimodal, Kensington Undergraduate - 7003 - Computer Science		
Register for	Lecture 4225 Tutorial 4230 Other 4234	Mon 4:00 pm,Tue 11:00 am,Thu 9:00 am,Fri 12:00 pm Mon 11:00 am,Wed 2:00 pm Wed 12:00 pm	
Course	DPST1021 - Physics 1A, Multimodal, Kensington Undergraduate - 7003 - Computer Science		
Register for	Lecture 4259 Laboratory 4262 Tutorial 4268 Industrial Work Experience 4265	Mon 2:00 pm,Tue 10:00 am,Tue 2:00 pm Mon 9:00 am Wed 4:00 pm,Thu 10:00 am Tue 3:00 pm	

Back

Submit Enrolment Request

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Click 'Submit Enrolment Request'.

Submit Enrolment Request

Enrolment Results

Course	DPST1014 - Mathematics 1B, Multimodal, Kensington Undergraduate - 7003 - Computer Science			Success
Register for	Lecture 4225 Tutorial 4230 Other 4234	Mon 4:00 pm,Tue 11:00 am,Thu 9:00 am,Fri 12:00 pm Mon 11:00 am,Wed 2:00 pm Wed 12:00 pm		
Course	DPST1021 - Physics 1A, Multimodal, Kensington Undergraduate - 7003 - Computer Science			Success
Register for	Lecture 4259 Laboratory 4262	Mon 2:00 pm,Tue 10:00 am,Tue 2:00 pm Mon 9:00 am		

Success! You have fully enrolled for yourselected courses and classes.

Success

7.4 Updated enrolment basket

Course Enrolment

Year: 2021    Program: Undergraduate - 7003 - Computer Science    Plan: DPENX17003 - Computer Science

Term 1 2021    Term 2 2021    Term 3 2021

Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity		
DPST1014	Mathematics 1B	Multimodal	Kensington	6.0		16/05/2021	24 / 71	Swap	Drop
» Show Classes									
DPST1021	Physics 1A	Multimodal	Kensington	6.0		16/05/2021	4 / 100	Swap	Drop
» Show Classes									

SUBJ1234, Solar Cells

Search

Leave blank and click Search for additional search options.

Back to Years

View Timetable

Recommend Courses

Select Classes

You can see the status of your class and whether you have finished enrolling.

Enrolled / Registered

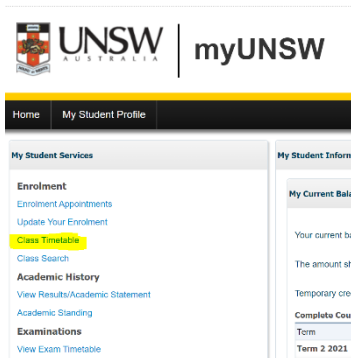
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## Important Notes for Students

- You will be given access to Moodle *after* your orientation. Please follow the study plan in your handbook (**Diploma Hub on Moodle**) to choose your courses for the **next terms**. Please refer to **step 4.1.2** to choose the correct courses for this term according to your specialisation. If you are not sure about your specialisation, please email us at [DiplomaEnquiry@unswcollege.edu.au](mailto:DiplomaEnquiry@unswcollege.edu.au) as soon as possible and we will be able to help you.
- Please check your specialisation and your stream to enrol in the correct courses. Choosing an incorrect course could mean that this course will not count towards your Diploma. If you choose courses that vary from the courses listed in **step 4.1.2**, you may not be able to enrol in Term 1 2024.
- If a course is full, you can still enrol by joining the waitlist. We will review your request and update it in myUNSW. If we can't enrol you in that course we will let you know to choose an alternative course.
- You will be able to view your timetable by clicking on "Class timetable" (see below) after you have completed class registration for all courses. **Please check your timetable every week as some weeks might have more or less activities for a course.**



CLASS TIMETABLE

Term 2 2021

Show Timetable

Show Calendar

Aug 30 - Sep 5, 2021

Time	Mon	Tue	Wed	Thu	Fri
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					

- If you want to change your classes; you need to go through Step 7 again and select the classes you would like to register for. If you don't choose classes for all components for a course, or have a **RED** clash (NOT permitted clash- two classes at the same time; **ORANGE** clash is permitted); you will not be able to register for that course. **STEM courses are allowed to have a Lecture clash (Lecture and any other activity/component at the same time)**
- You can check your class group numbers and class delivery mode from your Enrolment Basket by clicking the drop-down arrows. **Your Moodle page will be updated after 24-48 hours of successful class registration.**

Course Enrolment

Year: 2021

Programs:

Non-Award - 6555 - Foundation Studies  
Undergraduate - 7002 - Engineering

Plans:

ADMINJ6555 - FNDN-Arts, Soc Sci & Intl Stud  
DPEN017002 - Civil

Term 1 2021

Term 2 2021

Term 3 2021

Course	Title	Mode of Delivery	Location	UoC	Program	Enrolled / Registered	Registration Closes	Enrols / Capacity	Swap	Drop
DPGE1002	<div> <div></div> <div>Communication and Academic Literacy 2</div> <div>Show Classes</div> </div>	Multimodal	Kensington	1.0	7002	<div> <div></div> <div></div> </div>	05/09/2021	16 / 100	Swap	Drop
DPST1014	<div> <div></div> <div>Mathematics 1B</div> <div></div> </div>	Multimodal	Kensington	6.0	7002	<div> <div></div> <div></div> </div>	05/09/2021	8 / 90	Swap	Drop
	Class	Component	Section	Mode of Delivery	Location	Day	Time	Instructor	Registered	Capacity
	8713	Lecture	A	Online	Kensington	Monday Tuesday Thursday Friday	1:00 pm - 2:00 pm 4:00 pm - 5:00 pm 12:00 pm - 1:00 pm 1:00 pm - 2:00 pm	Mr B Marjanovic Mr B Marjanovic Dr E Lobo Dr E Lobo	<div> <div></div> </div>	1 / 90
	8719	Tutorial	T17A	Online	Kensington	Tuesday Wednesday	5:00 pm - 6:30 pm 12:00 pm - 1:30 pm	Mr D Garden Mr D Garden	<div> <div></div> </div>	1 / 18
	8714	Other	H17A	Online	Kensington	Thursday	5:00 pm - 6:00 pm	Dr E Lobo	<div> <div></div> </div>	1 / 90



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