



Diploma Student

Self-Enrolment Guide

UNSW College
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Kensington NSW 2033



UNSW College

Section 1.

Diploma Student

Student Enrolment Guide



Diploma Student Enrolment Guide

This enrolment guide is only for Diploma students.

Basic Information

You must have activated your student zID before you try to enrol in your subjects.

Subject selection is for the upcoming term only.

International students must enrol into a full-time study load as per Visa requirements.

Students are required to follow their Study Plan and choose the correct subjects according to their program (see below for your Study Plan). For continuing students, please refer to your program handbook and follow the study plan accordingly.

ONLY under **compassionate and compelling** circumstances, you may be eligible to enrol into a reduced study load. This means you are studying less subjects than your program Study Plan requires of you.

If you wish to apply for a reduced study load, please use the Reduced Study Load Form on the [Forms page](#) of the Current Students Website.

Diploma Students

Diploma students can only select a maximum of 19 Units of Credit (UoC) per term.

Please ensure that your **USI** is verified to meet the graduation requirements of the Diploma program.

If you are a Diploma student and need enrolment support, please email with your zID: diplomaenquiry@unswcollege.edu.au

Diploma Students – Study Plan for new students commencing in their first term

Domestic students enrolled in the UNSW College Business Diploma Program are exempt from enrolling in Communication for Academic Literacy. For alternative subject options in your first term, please refer the Study Plan in the Diploma Student Handbook.

International students enrolled in the UNSW College Business Diploma Program with an English score of IELTS 7.0+ overall (all subscores 6.0) or equivalent, are exempt from enrolling in Communication for Academic Literacy. For alternative subject options in your first term, please refer the Study Plan in the Diploma Student Handbook.

*Please note that UNSW College Business Diploma students who do not meet the above requirement and are at IELTS 6.5 (6.0 sub-scores) or equivalent will need to either:

formally agree to complete CAL 1, CAL 2 and CAL 3, or

provide a standardised test score meeting the IELTS 7.0 and 6.0 sub-score requirement to meet the requirements of their second year UNSW degree program.

All other UNSW College Diploma students with an English score of IELTS 7.0+ overall (all subscores 6.0) or equivalent, will be pre-enrolled into Communication for Academic Literacy 4 (AELC1304).

All UNSW College Diploma students who do not meet the above English requirements or equivalent will be pre-enrolled into Communication for Academic Literacy 1 (AELC1301) in the first term and will be required to also complete Communication for Academic Literacy 2 (AELC1302) and Communication for Academic Literacy 3 (AELC1303) in following terms.



Program (UNSW Specialisation)	Subject 1	Subject 2	Subject 3
Diploma of Engineering (Aerospace, Mechanical & Manufacturing, Mechanical, Photovoltaics & Solar Energy, Renewable Energy, Computer, Chemical Product, Environmental, Petroleum, Civil, Mining, Surveying, Bioinformatics, Material Science & Eng, Geoenery & Geo storage, Robotics & Mechatronic, Chemical, Biomedical, Nuclear)	MTHS1312/ MTHS1313*	PHSC1321	<p>You will be pre-enrolled in AELC1304 or AELC1301</p> <p>Note:</p> <p>Some students may be exempt from the CAL for their Diploma program*</p>
Diploma of Engineering (Telecommunication Engineering, Electrical Engineering or Quantum Engineering)	MTHS1312/ MTHS1313*	PHSC1323	
Diploma of Engineering (Software)	MTHS1312/ MTHS1313*	CPTG1391	
Diploma of Science (Physical Science) Chemistry, Materials Science, Mathematics, Statistics, Physical Oceanography, Physics and Food Science)	MTHS1312/ MTHS1313*	PHSC1321	
Diploma of Science (Life Science) (Anatomy, Biology & Biodiversity, Genetics, Marine & Coastal Science, Microbiology, Molecular & Cell Biology, Pathology, Pharmacology, Physiology)	MTHS1312	BLSC1342 or CHMS1331	
Diploma of Computer Science (All UNSW Specialisations)	MTHS1312/ MTHS1313*	CPTG1391	
Diploma of Media and Communications (All UNSW Specialisations)	MEDA1303	MEDA1302	
Diploma of Architecture (All UNSW Specialisations)	ARCT1301	ARCT1302	
Diploma of Business (All UNSW Specialisations)	BMGT1300	BMGT1340	

*If you have any questions regarding your CAL enrolment, please email DiplomaEnquiry@unswcollege.edu.au



Attention new STEM students (Science*, Computer Science, Engineering)

It is compulsory for you to complete the **Skills Check** which is designed to help you decide which introductory Diploma mathematics course is most suitable for you.

**Life Science students do NOT need to take the Skills Check as they can only choose MTHS1312.*

The two options are:

1. *Fundamentals of Mathematics B (MTHS1312)*
2. *Mathematics 1A (MTHS1313)*

If you do not have the assumed knowledge for the higher-level Mathematics 1A course, you should enrol into the Fundamentals of Mathematics B course. A good foundation of mathematics will set you up for success and a better student experience in your Diploma. It will also provide you with the best opportunity to pass your courses and complete the program in the minimum amount of time.

Note that the mathematics course you select will not change the number of Units of Credit you require to complete your Diploma program, nor will it change the length of your Diploma program.

Put aside 2 hours to complete the Skills Check, even though you might only require 1 hour. Each student will have a different path and will receive a different number of questions, depending on their mathematics knowledge.

At the end of the Skills Check, you will receive a recommendation as to which mathematics course you should enrol into in your first Diploma term.

Note that:

You may use any calculator you wish.

Once you have answered a question, you CAN NOT go back to that question.

Irrespective of the recommendation you receive at the end, you can always decide to enrol into Fundamentals of Mathematics B if you think that Mathematics 1A is too advanced for you.

For Term 2 2026, the Maths Skills Check will open on 12 April 2026 11:59pm.

You can access it here: <https://moodle.telt.unsw.edu.au/course/view.php?id=95026>

The Skills Check pass key for Term 1 2026 is: **2026T2SKILLS**

Please be aware that the enrolment deadline is Friday 15 May 2026 at 5pm (AEST), and there should be no course changes after this date.

Enrol in Your Classes - Use this Guide

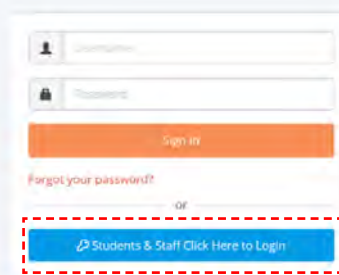
1

Click to access the [Student Portal](#).



2

Click the **blue button**:
"Students & Staff Click Here to Login".



3

Sign-in using your zID email
(<your zID>@ad.unsw.edu.au)
and password.



4

Select "Useful Links".

Welcome to the Student Portal

It is a legal requirement that your local Sydney home address, local phone number, and emergency contact information are always up to date.

To update your Sydney home address and local phone number:

1. Click on **Profile**
2. Click on **Edit**
3. Click **Add Another Address** or **Add Another Phone**
4. Enter your Sydney home address and local phone number details
5. Mark the new details as **Primary**
6. Click **Update My Details**

To update your Emergency Contact:

1. Click on **Profile**
2. Click on **Edit**
3. Select **Contacts**
4. Click **Add New Contact**
5. Fill in the fields **First Name**, **Surname**, **Phone**, **Email**
6. Select **Type: Emergency Contact**
7. Click **Save**

Useful Links
Access to sites you may find useful

Courses
View and manage your courses, including progress and attendance

Documents
Access documents made available for download

Finance \$-150.00
View your financials, including invoices & payments

Profile
Manage your profile

Learning Support
View and manage your Learning Support service, including things like extension requests

5

Select "Subject Enrolment Form".

Web Links

Name	Description
24/7 SUPPORT ON CAMPUS	Safezone.
ACADEMIC CALENDAR	Key dates and holidays during your program.
ACCOMMODATION SUPPORT	On and off campus accommodation support.
ALLOCATE+	Allocation into classes, viewing your timetable and recording your class
CAMPUS MAP	Find your way around campus!
COLLEGE POLICIES AND PROCEDURES	Policy Register with all policies and procedures.
CONTACT US / NEED HELP?	Contact us here if you have any questions.
CURRENT STUDENT WEBSITE	Key information for all enrolled students.
EVENTS & ACTIVITIES	Free weekly activities and clubs for all students to get involved.
FORGOT ZID PASSWORD	Reset your password.
IMPORTANT STUDENT CONTACTS	Contact information to help all students.
STUDENT EMAIL	Check your student email twice daily.
STUDENT FORMS	Student forms required whilst studying at UNSW College.
STUDENT ID CARD	Book an appointment for a new or replacement card.
STUDENT PROGRESS SUPPORT	Free and confidential appointment with a Student Progress Adviser.
STUDENT WELLBEING SUPPORT	Free and confidential appointment with a Student Wellbeing Adviser.
SUBJECT ENROLMENT FORM	Subject enrolment form for all Diploma and Pre-Masters students.
VOLUNTEERING	Want to get involved in the College community and make new friends?

6

Select the correct subjects for your course by clicking the box next to the subjects.

Important: Follow your Study Plan to ensure you are choosing the correct subjects.

- Diplomas: diploma.enrolment@queensland.edu.au
- Pre-Masters: pre-masters.enrolment@queensland.edu.au

Subject	Subject Name	UoC	Select
AELC1301	Communication and Academic Literacy 1	4.0	<input type="checkbox"/>
AELC1302	Communication and Academic Literacy 2	1.0	<input type="checkbox"/>
AELC1303	Communication and Academic Literacy 3	1.0	<input type="checkbox"/>
AELC1304	Communication and Academic Literacy 4	6.0	<input checked="" type="checkbox"/>
BLSC1341	Evolutionary and Functional Biology	6.0	<input type="checkbox"/>
BLSC1342	Molecules, Cells and Genes	6.0	<input checked="" type="checkbox"/>
CHMS1331	Chemistry A: Atoms, Molecules and Energy	6.0	<input checked="" type="checkbox"/>
CHMS1332	Chemistry B: Elements, Compounds and Life	6.0	<input type="checkbox"/>
MTHS1313	Mathematics 1A	6.0	<input type="checkbox"/>
MTHS1314	Mathematics 1B	6.0	<input type="checkbox"/>
MTSC1361	Design and Application of Materials in Science and Engineering	6.0	<input type="checkbox"/>
PHSC1321	Physics 1A	6.0	<input type="checkbox"/>
PHSC1322	Physics 1B	6.0	<input type="checkbox"/>
PHSC1323	Higher Physics 1A	6.0	<input type="checkbox"/>
PHSC1324	Higher Physics 1B	6.0	<input type="checkbox"/>

By selecting this checkbox you acknowledge that these are the subjects you wish to study for this term, and that you will be financially liable for these enrolments.

7

If you are returning to this form, subjects that are already selected means that you have already enrolled into these subjects. If you unselect them, you will no longer be enrolled in them.



8

To complete your subject enrolment you must agree to the terms and click **submit**.

By selecting this checkbox you acknowledge that these are the subjects you wish to study for this term, and that you will be financially liable for these enrolments.

SUBMIT

9

Red Error messages will only appear if you selected too many subjects or did not agree to the terms otherwise you will see a **Success Message**. This means you have completed your subject enrolment and can now **build your class timetable**.

If you need to change your class enrolment you can do so up until the **Close Date** (listed on the form).



ERROR



SUCCESS

10

Success! You have successfully enrolled in the selected subject(s)!



You are logged in as z9999401@adtest.unsw.edu.au. [Log out](#)

Success!

You have successfully enrolled in the selected subject(s).
You can now enrol in your classes via Allocate+. Navigate to the "Useful Links" section of the Student Portal and select the link for Allocate+.

[Back](#)

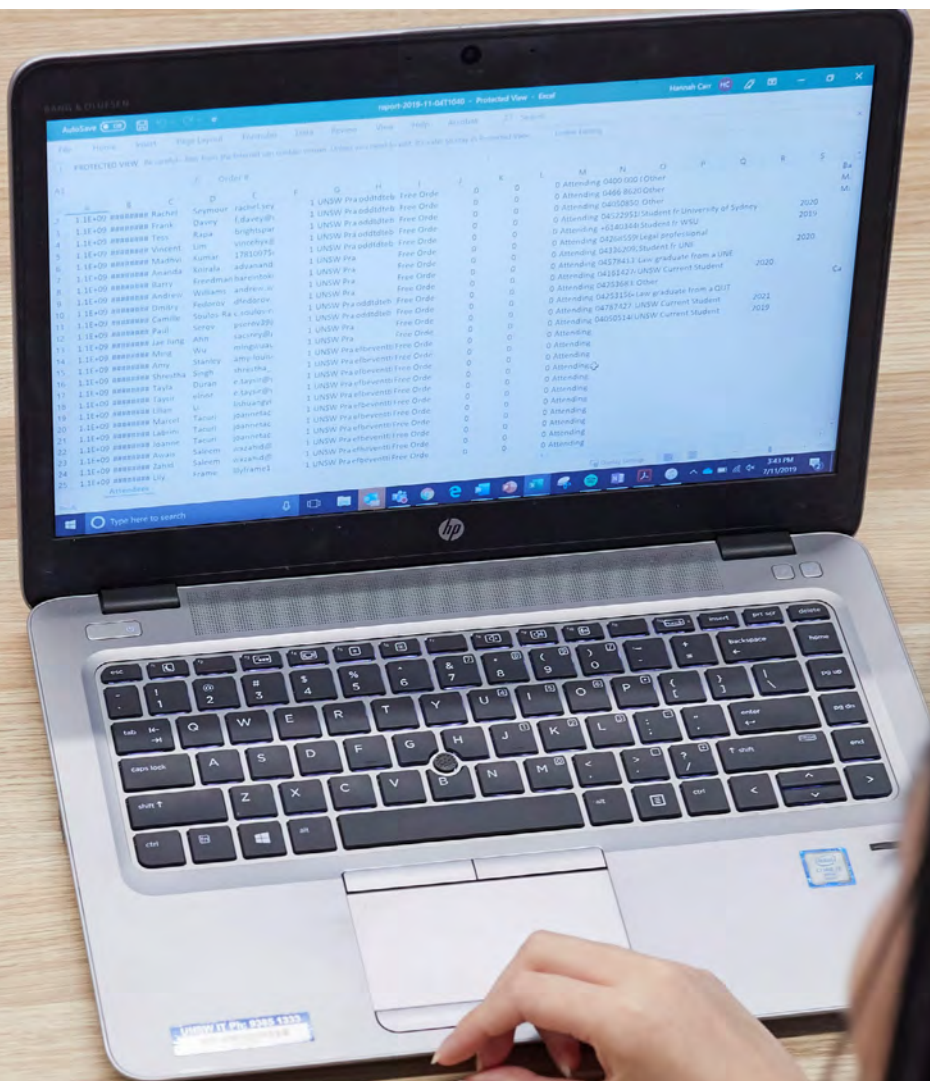
Next Steps: Build Your Timetable

Now that you have successfully enrolled in your classes, you will need to build your timetable.

Please wait for 12 - 24 hours whilst your subject selection information is processed.

Important to note:

- **For new students only:** After submitting your enrolment, you will be able to build your own timetable in Allocate+ within 24 hours.
- Please allocate your timetable by the Friday of your enrolment week. If you do not, the system will automatically generate a timetable for you. You can still make changes to your timetable until the end of Week 1, subject to availability in your preferred classes.
- **Maths Skills Check:** A Maths Skills Check is required to determine the correct MATHS course for enrolment. This applies to all students enrolled in the **Diploma of Physical Science, Diploma of Computer Science, and Diploma of Engineering.**
- Please refer to **the College email for instructions** on how to complete the Maths Skills Check.



Section 2.

Diploma Student

Build Your Timetable Guide



Build Your Class Timetable

This guide is for Diploma students only.

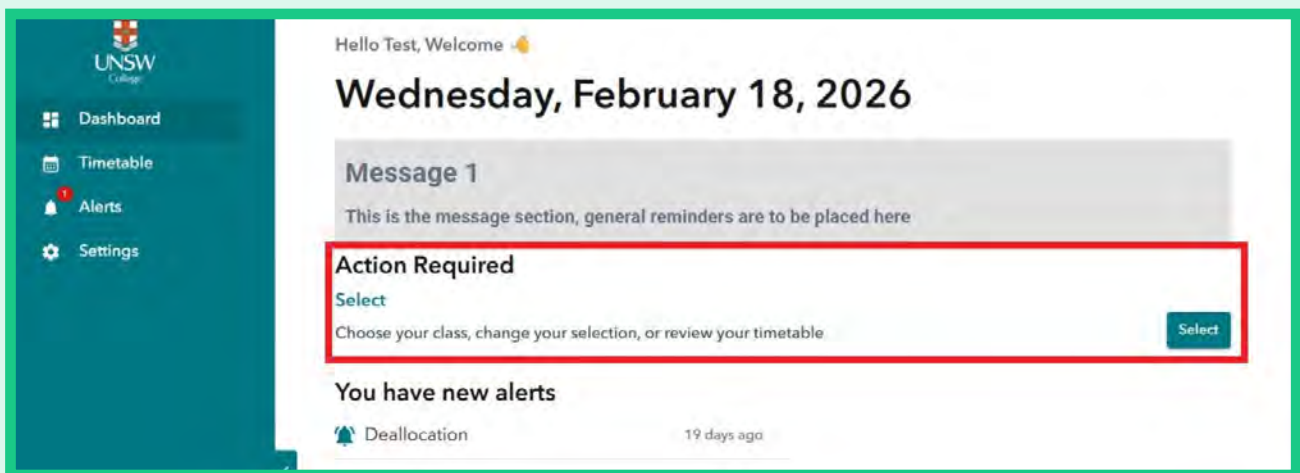
Follow these steps after you have completed and submitted your Enrolment Form.

If you have not completed your Enrolment Form, you will not be able to build a timetable yet.

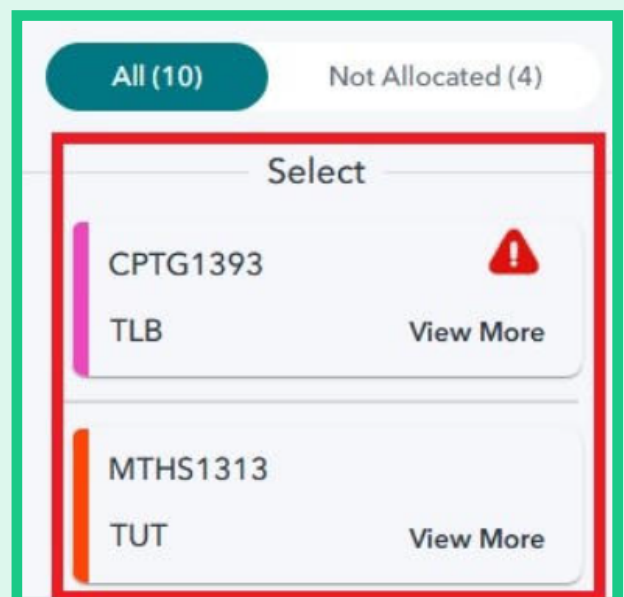
Build Your Class Timetable - How Do I Choose My Classes in Allocate Plus?

NOTE: Selecting classes in Allocate Plus is only applicable for Diploma and Pre-Master Programs

1. Login to your Allocate Plus account
2. Once you login to your account, you will see the "Action Required" option with the Select button > Click the Select button



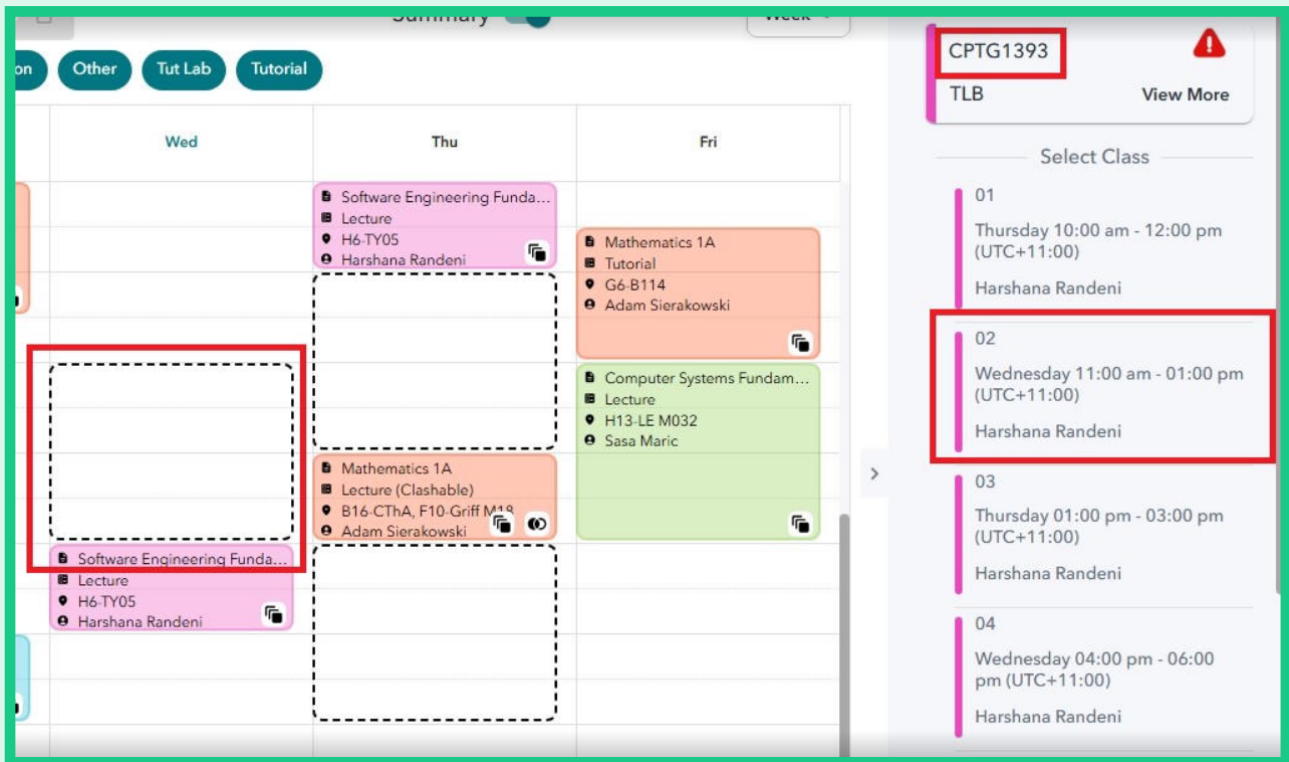
3. Once you click the Select button, you will be redirected to your timetable page
4. In the timetable page, go to your Action Pane section
5. You will see some subjects under the "Select" section. If subjects are in this section, it means you can choose your preferred schedule for those subjects.



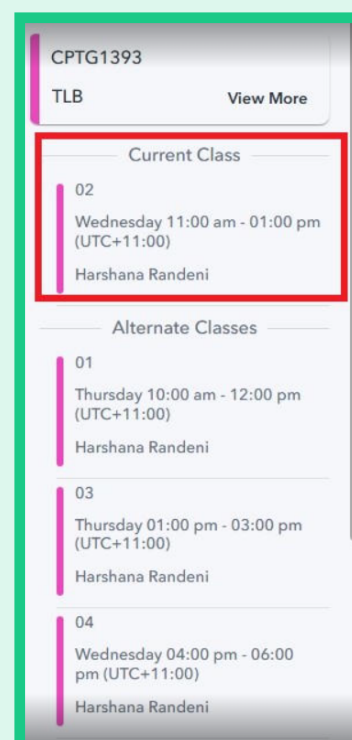
6. There are 2 ways you can select your classes

a. Clicking on the Subject Name:

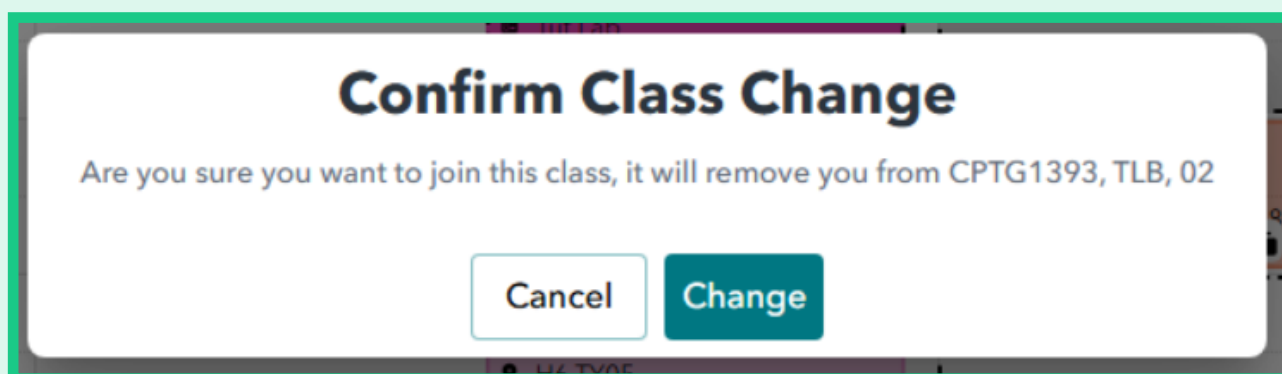
- i. If you click the subject name, you will see a "Select Class" section appear under the subject
- ii. In this section, you will see the different class schedules that you can choose.
- iii. Once you choose one, you will see one of the boxes in broken line be shaded out for a more visual idea on what time that subject is in the timetable.



- iv. After clicking, you will see your chosen class be placed under “Current Class” and the others will be under “Alternate Classes”



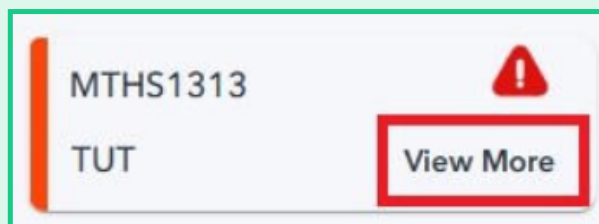
- v. If you want to change classes, simply click on one of the alternate classes and a prompt will appear asking you to confirm the change.



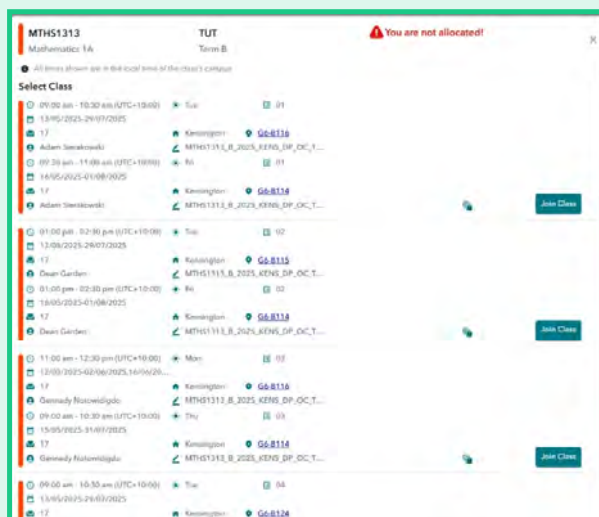
- vi. After you confirm, that will change your current class.

b. Clicking on the 'View More' link

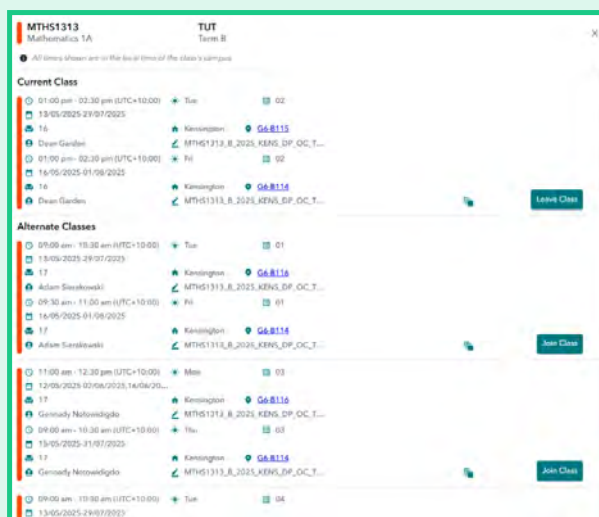
i. If you click on the 'View More' link in the subject a pop-up box will appear



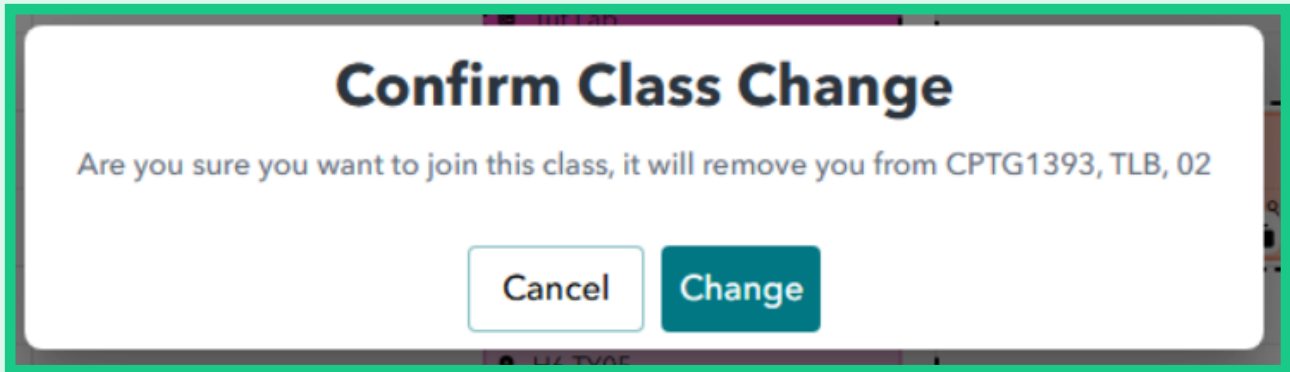
ii. In the pop-up box, you will see all available classes to choose from > Click Join Class for the class you prefer



iii. The class you have joined in will now appear under 'Current Class' while the others will appear under 'Alternate Classes'



- iv. To change the class, simply click 'Join Class' for any of the other classes under the Alternate Classes section and a prompt will appear asking you to confirm the change.



- v. You can also click on "Leave Class" but make sure you join another class.