



**Pre-Masters Student**

# **Self-Enrolment Guide**

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UNSW College  
Building L5, 223 Anzac Pde  
Kensington NSW 2033



**UNSW College**

**Section 1.**

**Pre-Masters Student**

# **Student Enrolment Guide**

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# Pre-Masters Student Enrolment Guide

**This enrolment guide is only for Pre-Masters Students only.**

## 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 study at least 12 Units of Credit (UoC) to be classified as a full-time student.

Students are required to follow their Study Plan and choose the correct subjects according to their program (see below for your Study Plan).

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.

## Pre-Masters Students

Pre-Masters students can only select a maximum of 18 Units of Credit (UoC) per term

If you are a Pre-Masters student and need support, please email with your zID:

[pre-mastersenquiry@unswcollege.edu.au](mailto:pre-mastersenquiry@unswcollege.edu.au)

# Pre-Masters Students – Study Plan

## Pre-Masters Students: Study Plan and Subject Requirements

To ensure you complete the prerequisite subjects for your UNSW Program/Specialisation, follow the Study Plan provided.

**Students with an English score of IELTS 6.0 (or equivalent)** will be pre-enrolled into Academic English for Higher Studies (AELS1400).

*\*Note: Students with a 6.5 IELTS score but less than 6 on Speaking will also be pre-enrolled into AELS1400.*

**Students with an English score of IELTS 6.5+ (or equivalent)** should enrol into the elective subject according to their desired UNSW Specialisation, as detailed in the study plans below. Students in this category could be eligible for 6 or 12 UoC (1 or 2 courses) of advanced standing towards their UNSW Masters degree on successful completion of the Pre-Masters program, depending [on their specialisation](#).

### Important: Other Masters Degree specialisations

For Master of Engineering (8621) specialisations (Civil Engineering, Environmental Engineering and Mining Engineering) students who successfully complete the Pre-Masters program will be admitted to the Masters degree but will not receive recognition of prior learning (advanced standing) from the Pre-Masters program.

## Pre-Masters Program (Engineering) with Academic English for Higher Studies

Specialisation	Subjects
<b>Students who wish to study the following UNSW Specialisations:</b> <b>Master of Engineering (8621):</b> Biomedical Engineering <b>Master of Engineering Science (8338):</b> Mechanical and Advanced Manufacturing Engineering	AELS1401, BMGT1402, AELS1400, ENGI1403
<b>Students who wish to study the following UNSW Specialisations:</b> <b>Master of Engineering Science (8338):</b> Nuclear Engineering; Robotics; Photovoltaics and Solar Energy; Renewable Energy	AELS1401, BMGT1402, AELS1400, CPTG1405
<b>Students who wish to study the following UNSW Specialisations:</b> <b>Master of Engineering (8621):</b> Electrical Engineering; Mechanical Engineering; Renewable Energy Engineering; Telecommunications <b>Master of Engineering Science (8338):</b> Biomedical Engineering; Chemical Engineering; Electrical Engineering; Energy Systems, Systems and Control; Sustainable Systems; Food Process Engineering; Telecommunications	AELS1401, BMGT1402, AELS1400, <b>Pick 1:</b> ENGI1403 ENGI1406
<b>Students who wish to study the following UNSW Specialisations:</b> <b>Master of Engineering Science (8338):</b> Transport Engineering	AELS1401, BMGT1402, AELS1400, <b>Pick 1:</b> ENGI1403 CPTG1405
<b>Students who wish to study the following UNSW Specialisations:</b> <b>Master of Engineering (8621):</b> Environmental Engineering; Civil Engineering; Mining Engineering <b>Master of Engineering Science (8338):</b> Civil Engineering; Environmental Engineering; Geotechnical Engineering & Engineering Geology; Project Management; Structural Engineering; Water Engineering: Catchments to Coast; Water, Wastewater and Waste Engineering; Geoenery and Geostorage Engineering; Space Systems Engineering	AELS1401, BMGT1402, AELS1400 <b>Pick 1:</b> ENGI1403 ENGI1406 CPTG1405

# Pre-Masters Program (Engineering) without Academic English for Higher Studies

Specialisation	Subjects
<p><b>Students who wish to study the following UNSW Specialisations:</b></p> <p><b>Master of Engineering (8621):</b> Biomedical Engineering</p> <p><b>Master of Engineering Science (8338):</b> Mechanical and Advanced Manufacturing Engineering</p>	<p>AELS1401, BMGT1402, ENGI1403</p> <p><b>Pick 1:</b> CPTG1405 ENGI1406</p>
<p><b>Students who wish to study the following UNSW Specialisations:</b></p> <p><b>Master of Engineering Science (8338):</b> Nuclear Engineering; Robotics; Photovoltaics and Solar Energy; Renewable Energy</p>	<p>AELS1401, BMGT1402, CPTG1405</p> <p><b>Pick 1:</b> ENGI1403 ENGI1406</p>
<p><b>Students who wish to study the following UNSW Specialisations:</b></p> <p><b>Master of Engineering (8621):</b> Electrical Engineering; Mechanical Engineering; Renewable Energy Engineering; Telecommunications</p> <p><b>Master of Engineering Science (8338):</b> Biomedical Engineering; Chemical Engineering; Electrical Engineering; Energy Systems, Systems and Control; Sustainable Systems; Food Process Engineering; Telecommunications</p>	<p>AELS1401, BMGT1402, ENGI1403, ENGI1406</p>
<p><b>Students who wish to study the following UNSW Specialisations:</b></p> <p><b>Master of Engineering Science (8338):</b> Transport Engineering</p>	<p>AELS1401, BMGT1402, ENGI1403, CPTG1405</p>
<p><b>Students who wish to study the following UNSW Specialisations:</b></p> <p><b>Master of Engineering (8621):</b> Environmental Engineering; Civil Engineering; Mining Engineering</p> <p><b>Master of Engineering Science (8338):</b> Civil Engineering; Environmental Engineering; Geotechnical Engineering &amp; Engineering Geology; Project Management; Structural Engineering; Water Engineering: Catchments to Coast; Water, Wastewater and Waste Engineering; Geoenergy and Geostorage Engineering; Space Systems Engineering</p>	<p>AELS1401, BMGT1402</p> <p><b>Pick 2:</b> ENGI1403 ENGI1406 CPTG1405</p>

## Pre-Masters Program (IT)

Program	Subjects
<p><b>Pre-Masters – Information Technology (8543)</b> <b>(with Academic English for Higher Studies)</b></p>	<p>AELS1401, BMGT1402, AELS1400, CPTG1405</p>
<p><b>Pre-Masters – Information Technology (8543)</b> <b>(without Academic English for Higher Studies)</b></p>	<p>AELS1401, BMGT1402, CPTG1404, CPTG1405</p>

# Pre-Masters Program (Arts and Design/Media)

Program	Subjects
<p><b>Pre-Masters – Arts and Design (with Academic English for Higher Studies)</b>  <b>For students wishing to study:</b> Master of Design (9313); Master of Curating and Cultural Leadership (9318); Master of Animation and Visual Effects (9319); Master of Simulation and Immersive Technologies (9323)</p>	AELS1401, BMGT1402, AELS1400, ARDN1401
<p><b>Pre-Masters – Arts and Design (without Academic English for Higher Studies)</b>  <b>For students wishing to study:</b> Master of Design (9313); Master of Curating and Cultural Leadership (9318); Master of Animation and Visual Effects (9319); Master of Simulation and Immersive Technologies (9323)</p>	AELS1401, BMGT1402, ARDN1401, ARDN1402
<p><b>Pre-Masters – Media (with Academic English for Higher Studies)</b>  <b>For students wishing to study:</b> Master of Public Relations and Advertising (8281); Master of Journalism and Communications (8232); Master of Public Relations and Advertising/Master of Design (8234)</p>	AELS1401, BMGT1402, AELS1400, MEDA1401
<p><b>Pre-Masters – Media (without Academic English for Higher Studies)</b>  <b>For students wishing to study:</b> Master of Public Relations and Advertising (8281); Master of Journalism and Communications (8232); Master of Public Relations and Advertising/Master of Design (8234)</p>	AELS1401, BMGT1402, MEDA1401, MEDA1402

# Enrol in Your Classes - Use this Guide

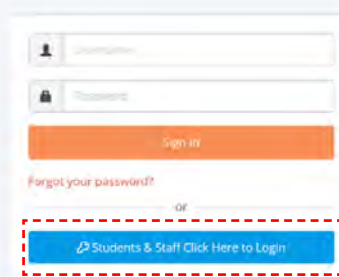
1

**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.
<b>SUBJECT ENROLMENT FORM</b>	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: [diplo@mcquillan.edu.au](mailto:diplo@mcquillan.edu.au)
- Pre-Masters: [pre-masters@mcquillan.edu.au](mailto:pre-masters@mcquillan.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+.

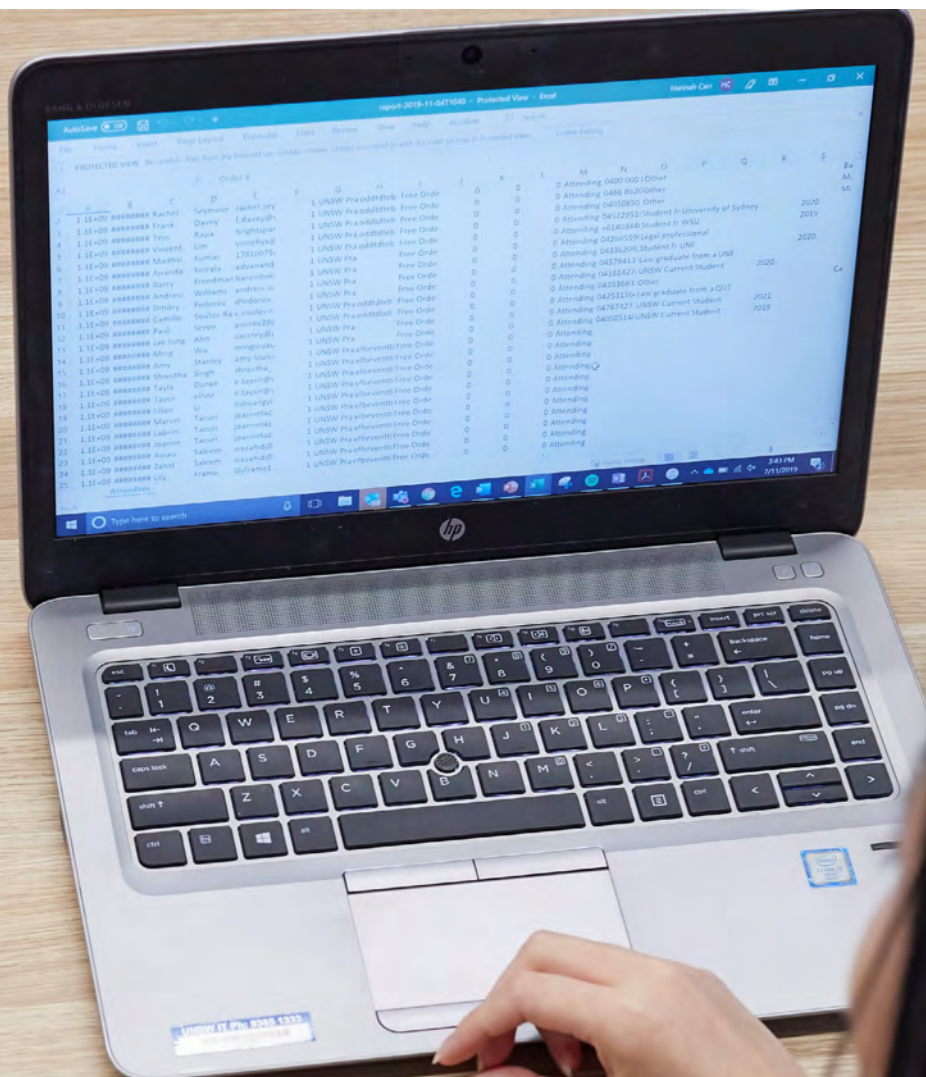
[Back](#)

# 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.**

**Pre-Masters Student**

# **Build Your Timetable Guide**

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## Build Your Class Timetable

**This guide is for Pre-Masters students only.**

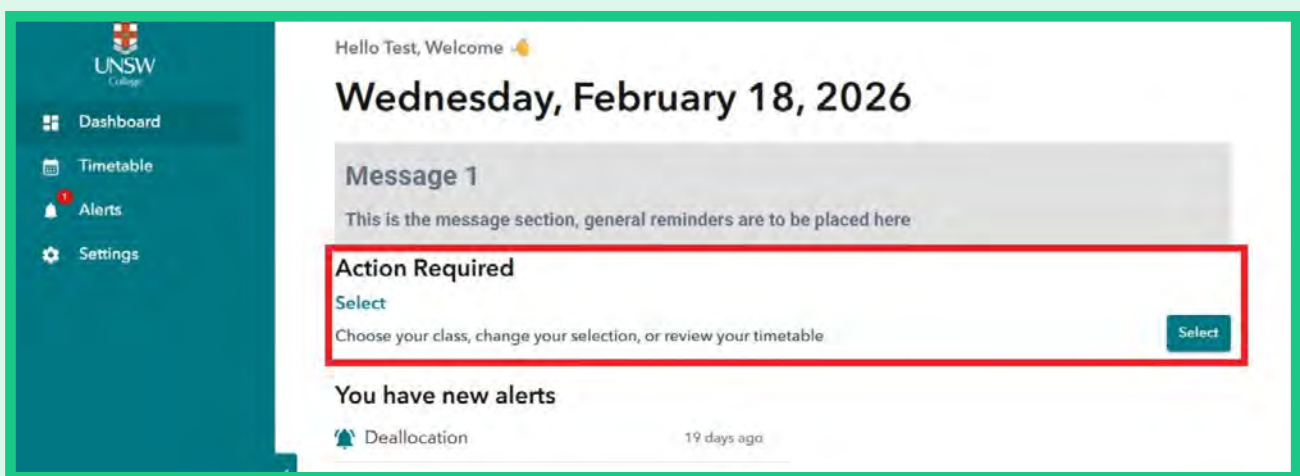
**Follow these steps after you have completed and submitted your Enrolment Form.**

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

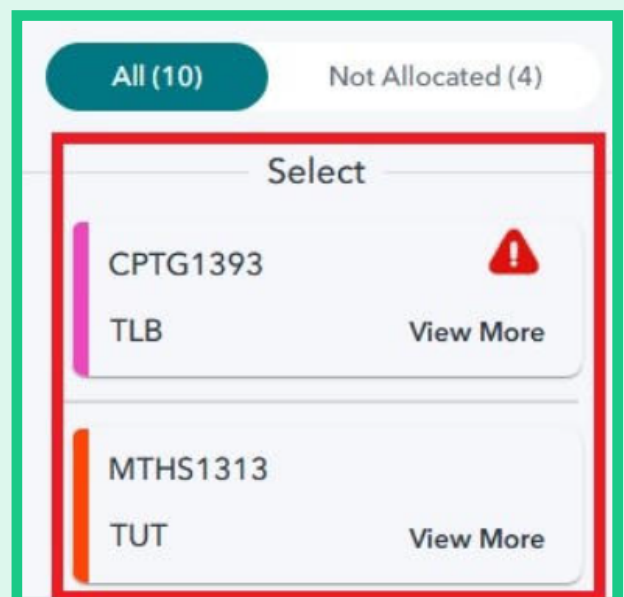
# Build Your Class Timetable - How Do I Choose My Classes in Allocate Plus?

**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



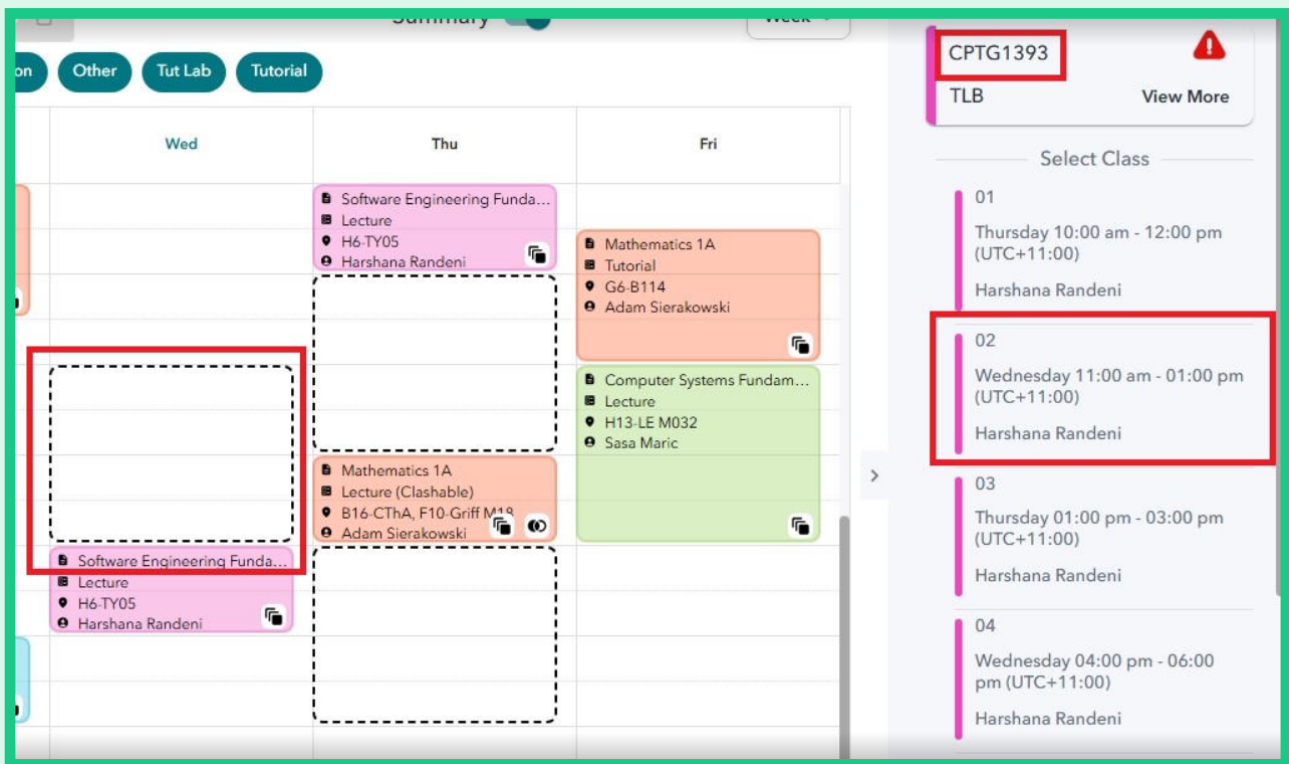
3. Once you click the Select button, you will be redirected to your timetable page
4. In the timetable page, go to your Action Panel section
5. You will see some subjects under the "Select" section. If subjects are in this section, it means you can choose your preferred schedule for those subjects.



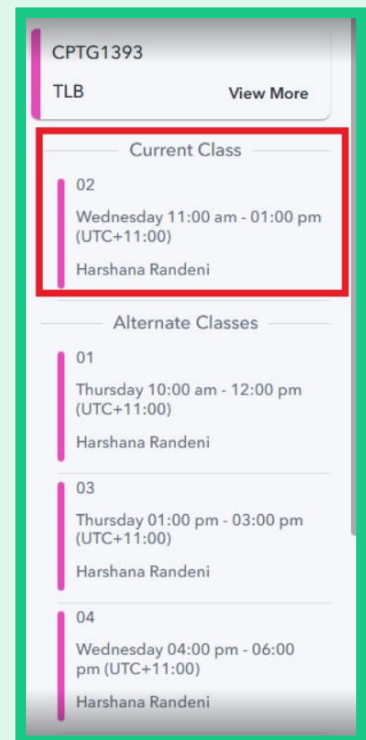
6. There are 2 ways you can select your classes

**a. Clicking on the Subject Name:**

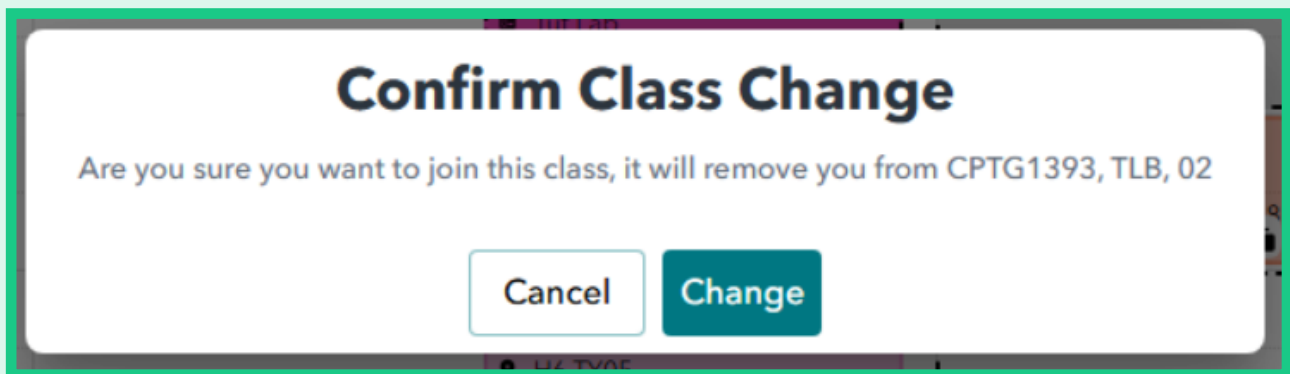
- i. If you click the subject name, you will see a "Select Class" section appear under the subject
- ii. In this section, you will see the different class schedules that you can choose.
- iii. Once you choose one, you will see one of the boxes in broken line be shaded out for a more visual idea on what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



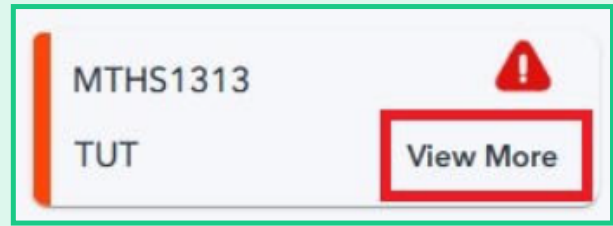
- v. If you want to change classes, simply click on one of the alternate classes and a prompt will appear asking you to confirm the change.



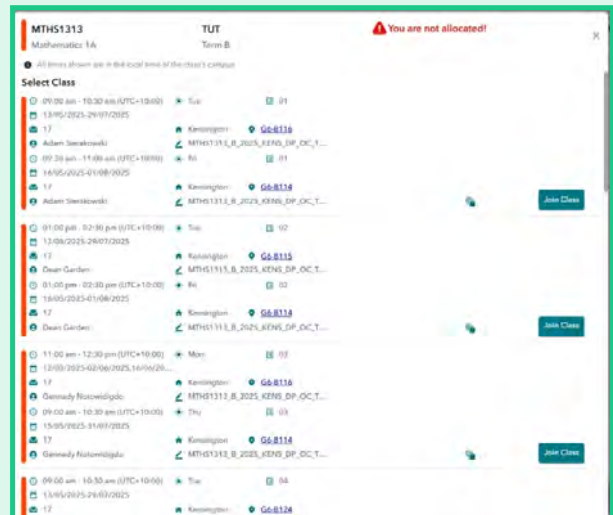
- vi. After you confirm, that will change your current class.

**b. Clicking on the 'View More' link**

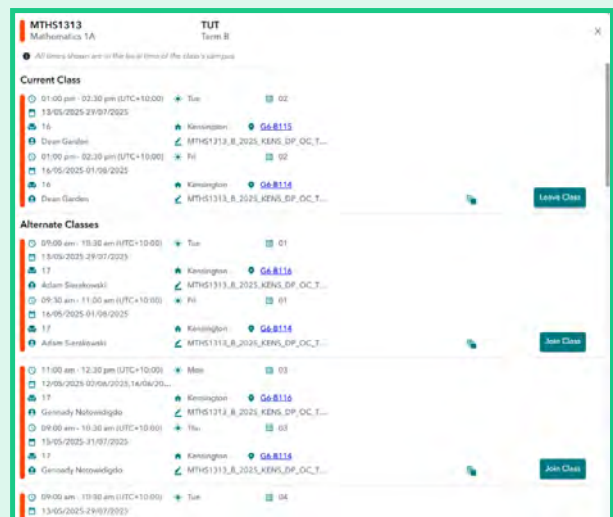
i. If you click on the 'View More' link in the subject a pop-up box will appear



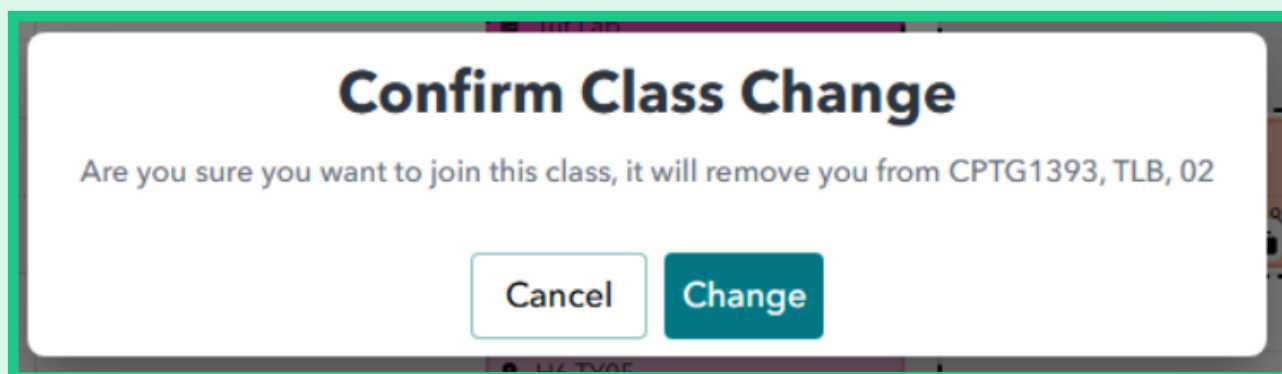
ii. In the pop-up box, you will see all available classes to choose from > Click Join Class for the class you prefer



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.