



Diploma Enrolment Guide for myUNSW

Please refer to this Guide to enrol.

Step 1. Login to myUNSW > Select my student profile



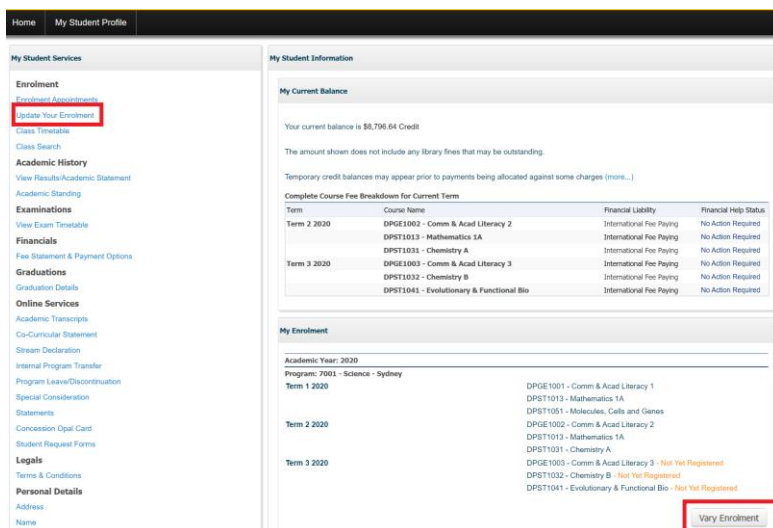
Step 2. Enrolment selection

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

[Update Enrolment](#)

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	Communication and Academic Literacy 1	In Person	Kensington	4.0	✔✔	17/05/2020	38 / 50	Drop
» Show Classes								
DPST1013	Mathematics 1A	In Person	Kensington	6.0	✔✔	17/05/2020	78 / 90	Drop
» Show Classes								
DPST1021	Physics 1A	In Person	Kensington	6.0	✔✔	17/05/2020	34 / 50	Drop
» Show Classes								

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)

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
No courses found for this term.							

SUBJ1234, Solar Cells

Leave blank and click Search for additional search options.

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: Term 3 2020

Cancel Selected Courses

Course	Title	Course	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"/>
DPST1081	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	8 / 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?	Remove
DPGE1003	Communication and Academic Literacy 3	In Person	Kensington	1.0	▲ ▲	06/09/2020	7 / 100	<input checked="" type="checkbox"/>	Remove
DPST1071	Introduction to Engineering Design and Innovation	In Person	Kensington	6.0	▲ ▲	06/09/2020	4 / 100	<input checked="" type="checkbox"/>	Remove
DPST1072	Engineering Mechanics 1	In Person	Kensington	6.0	▲ ▲	06/09/2020	3 / 58	<input checked="" type="checkbox"/>	Remove
DPST1081	Electrical and Telecommunications Engineering	In Person	Kensington	6.0	▲ ▲	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 Mohamad Alahmad (5315896) Log Out

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 Submit Enrolment Request

UNSW CHS

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.

Enrolment Results

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

Back to Courses

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.**

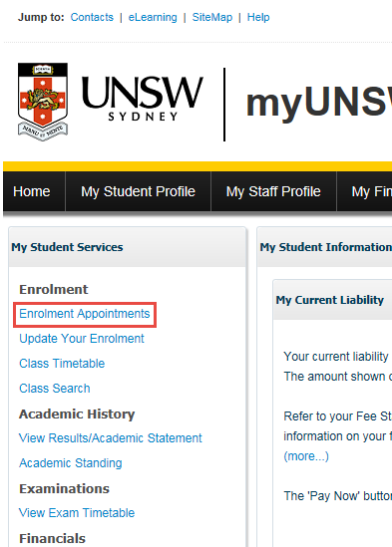
At this point, you can swap or drop courses in which you are enrolled.

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)



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 **Monday 22nd April 2024.**

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	Swap	Drop
DPST1014	Mathematics 1B	Multimodal	Kensington	6.0	0 / 423	16/05/2021	24 / 71	Swap	Drop
DPST1021	Physice 1A	Multimodal	Kensington	6.0	0 / 423	16/05/2021	4 / 100	Swap	Drop

Search: SUBJ1234, Solar Cells

Buttons: Back to Years, Recommend Courses, **Select Classes**

1 Click 'Select Classes'.

Select Classes

7.2 Choose Class Times

Class Registration

Term: Term 2 2021

Filter Classes: Mon Tue Wed Thu Fri Sat Sun

Time: Before 1pm 1pm to 6pm After 6pm

Show Registered Courses Show Full Classes

Show Weeks

	Mon	Tue	Wed	Thu	Fri
8am					
9am	DPST1021 - LAB OMD 112				DPST1014 - LEC ElectEng02
10am		DPST1021 - 1 FFC OMB 150	DPST1021 - WRK Mtl 306		DPST1021 - TUT Block 106
11am	DPST1014 - TUJ Block 04	DPST1021 - LEC ElectEng02			
12pm			DPST1014 - OTH ElectEng02		DPST1014 - LEC ElectEng02
1pm					
2pm	DPST1021 - LEC OMD 150	DPST1021 - LEC OMD 150		DPST1014 - TUT Block 04	
3pm					
4pm	DPST1021 - LEC ElectEng02		DPST1021 - TUT Block 106		
5pm					

Buttons: Cancel, Edit User Events, Auto Timetable

2 (points to class list)

3 (points to Select Classes button)

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

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

3 Click 'Select Classes'.

Select Classes

*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

7.2 Select Courses in the Enrolment Basket

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

7.3 Submit Request

Confirm Enrolment Request

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

[Back](#)
enrol.html

6

[Submit Enrolment Request](#)

6

Click 'Submit Enrolment Request'.

[Submit Enrolment Request](#)

Enrolment Results

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

[Success](#)

[Success](#)

✓

Success! You have fully enrolled for your selected 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	Swap	Drop
DPST1014	Mathematics 1B Show Classes	Multimodal	Kensington	6.0	● ●	16/05/2021	24 / 71	Swap	Drop
DPST1021	Physics 1A Show Classes	Multimodal	Kensington	6.0	● ●	16/05/2021	4 / 100	Swap	Drop

SUBJ1234, Solar Cells [Search](#)
Leave blank and click Search for additional search options.

[Back to Years](#) [View Timetable](#) [Recommend Courses](#) [Select Classes](#)

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i

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

Enrolled / Registered	R
0	● ●
0	● ●

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 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.**

Confirm Enrolment Request

Enrol in **DPST1014 - Mathematics 1B, In Person, Kensington Undergraduate - 7002 - Engineering**

DPST1014 is full - do you want to join the waitlist? More info...

Join waitlist

CLASS TIMETABLE

Term: Term 2 2021 Show Timetable

Show Calendar: Aug 30 - Sep 5, 2021

Time	Mon	Tue	Wed	Thu	Fri
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: ADMINJN6555 - FNDD-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	Communication and Academic Literacy 2	Multimodal	Kensington	1.0	7002	100 / 100	05/09/2021	16 / 100	Swap	Drop
DPST1014	Mathematics 1B	Multimodal	Kensington	6.0	7002	8 / 90	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	1:00 pm - 2:00 pm	Mr B Marjanovic	1	1 / 90
	8713	Tutorial	T17A	Online	Kensington	Tuesday	4:00 pm - 5:00 pm	Mr B Marjanovic	1	1 / 18
	8713	Tutorial	T17A	Online	Kensington	Thursday	12:00 pm - 1:00 pm	Dr E Lobo	1	1 / 18
	8714	Other	H17A	Online	Kensington	Friday	1:00 pm - 2:00 pm	Dr E Lobo	1	1 / 90
	8714	Other	H17A	Online	Kensington	Tuesday	5:00 pm - 6:30 pm	Mr D Garden	1	1 / 18
	8714	Other	H17A	Online	Kensington	Wednesday	12:00 pm - 1:30 pm	Mr D Garden	1	1 / 18
	8714	Other	H17A	Online	Kensington	Thursday	5:00 pm - 6:00 pm	Dr E Lobo	1	1 / 90