Diploma Student

Self-Enrolment Guide

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

Diploma Students – Study Plan for <u>new</u> students commencing in their <u>first</u> 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, Geoenergy & Geo storage, Robotics & Mechatronic, Chemical)	MTHS1312/MTHS1313*	PHSC1321	You will be pre-enrolled in **AELC1304** or **AELC1301** **Note:** Some students may be exempt from the CAL for their Diploma program*
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	
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.

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 length of your Diploma or Bachelor program, nor will it change the number of Units of Credit you require to complete these programs.

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.
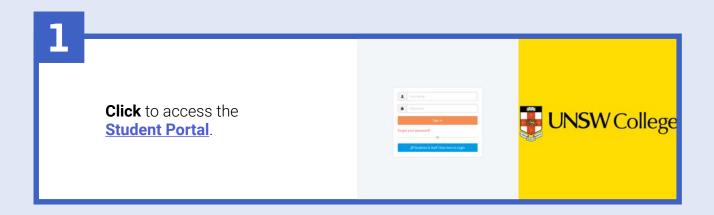
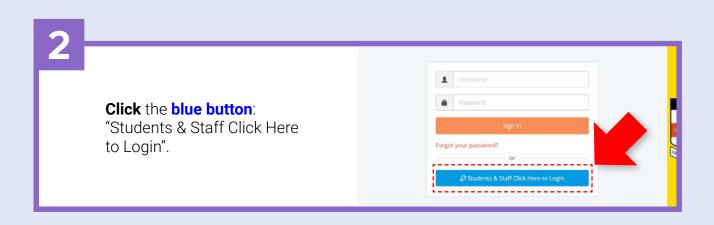**For Term 1 2026, the Maths Skills Check has now opened.**

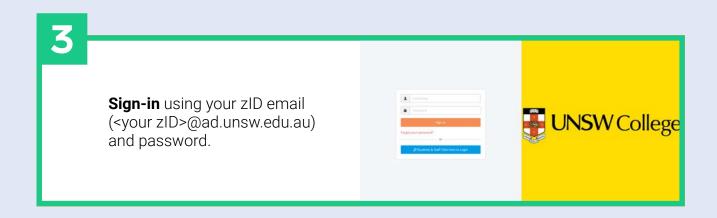You can access it here: https://moodle.telt.unsw.edu.au/course/view.php?id=95026

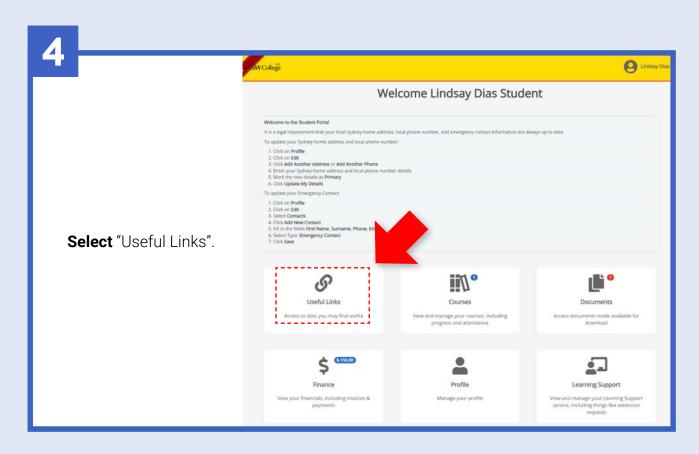The Skills Check pass key for Term 1 2026 is: **2026T1SKILLS**

Please be aware that the enrolment deadline is Friday 23 January 2026 at 5pm (AEDT), and there should be no course changes after this date.
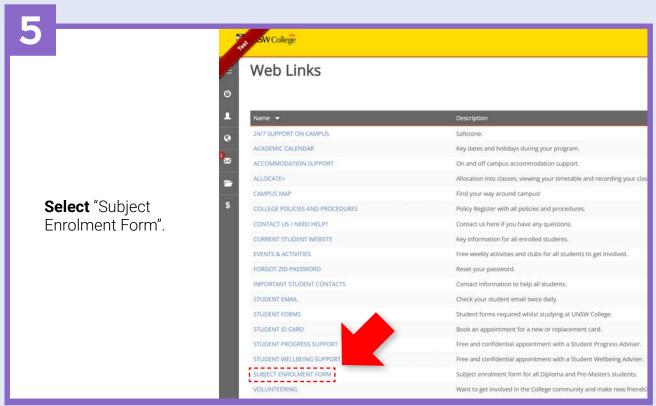
Enrol in Your Classes - Use this Guide

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".

5

Select "Subject Enrolment Form".

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.

7

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

8

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

10

Success! You have succesfully enroled in the selected subject(s)!

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.

After 12 - 24 hours, you can build your timetable in Allocate+.
Use Section 2 in the following pages to build your timetable.

Section 2.
Diploma Student

Build Your Timetable Guide

Build Your Class Timetable
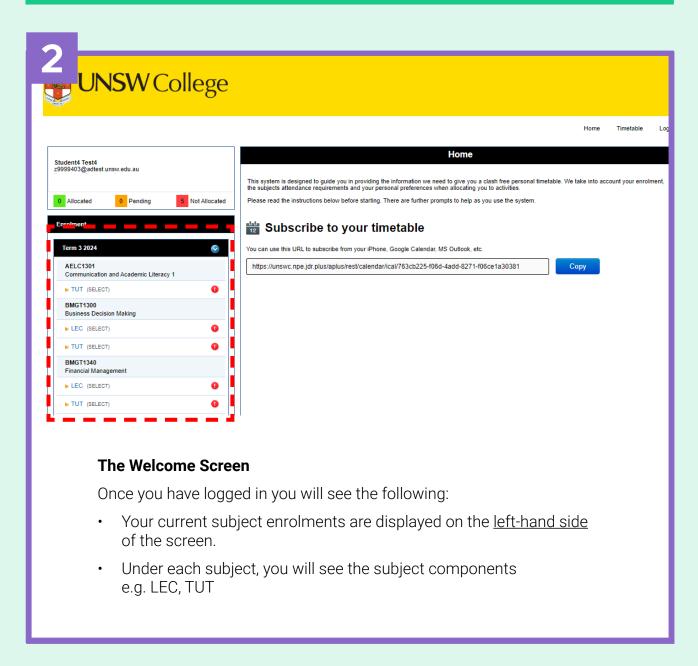
This guide is for Diploma students only.

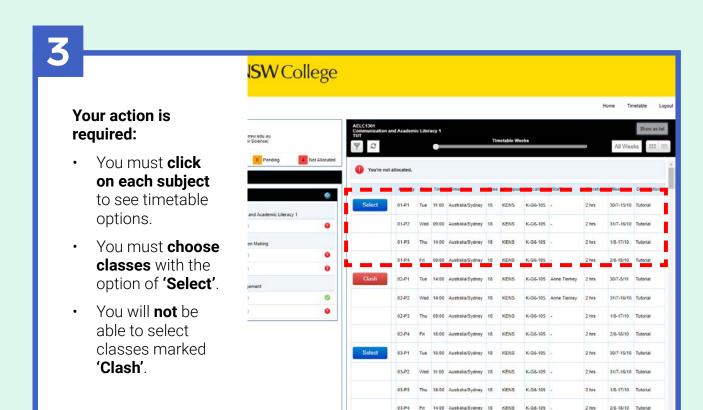**Follow these steps _after_ you have completed and submitted your Enrolment Form.**

If you have not completed your Enrolment Form, you will not be able to build a timetable yet.
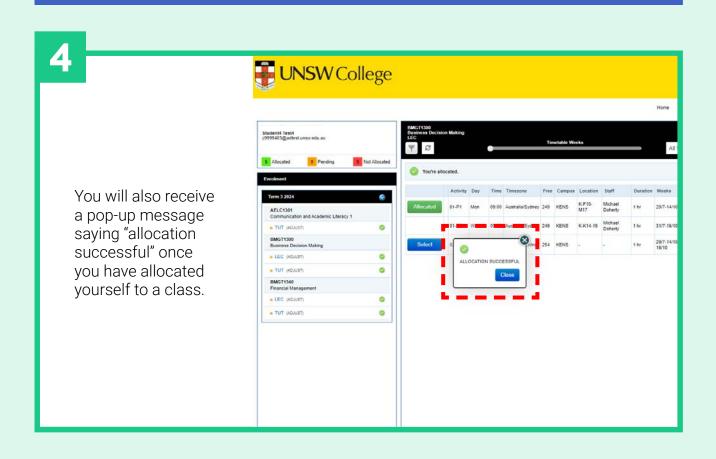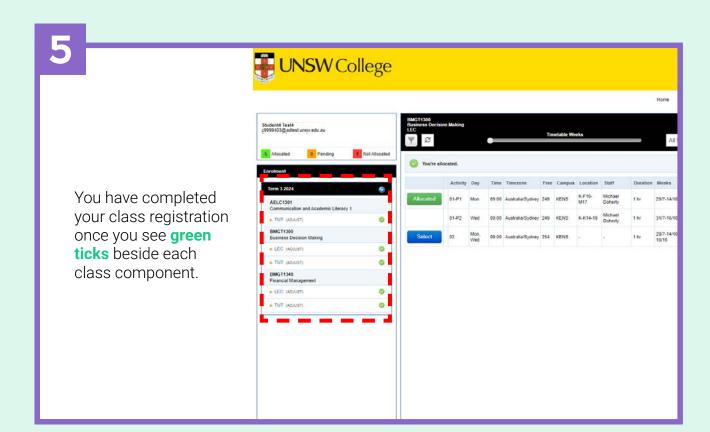
Build Your Class Timetable - Use this Guide

1

Step 1. Login to Allocate+

You may need to input your user name: ZID@ad.unsw.edu.au and ZID password.

LOGIN

2
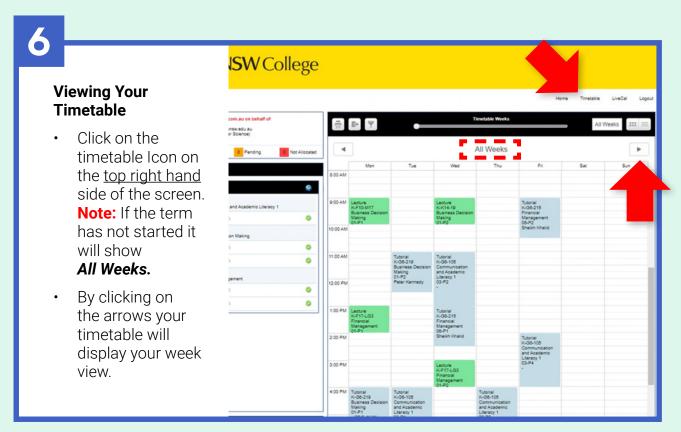

The Welcome Screen

Once you have logged in you will see the following:

- Your current subject enrolments are displayed on the <u>left-hand side</u> of the screen.

- Under each subject, you will see the subject components e.g. LEC, TUT

3

Your action is required:

- You must **click on each subject** to see timetable options.

- You must **choose classes** with the option of **'Select'**.

- You will **not** be able to select classes marked **'Clash'**.

4

You will also receive a pop-up message saying "allocation successful" once you have allocated yourself to a class.

5

You have completed your class registration once you see **green ticks** beside each class component.

6

Viewing Your Timetable

- Click on the timetable Icon on the <u>top right hand</u> side of the screen. **Note:** If the term has not started it will show *All Weeks.*

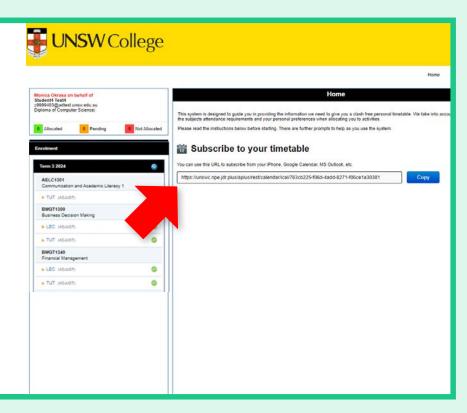- By clicking on the arrows your timetable will display your week view.

7

Subscribing to Your Timetable

For convenience, you can sync your timetable to your personal calendar.
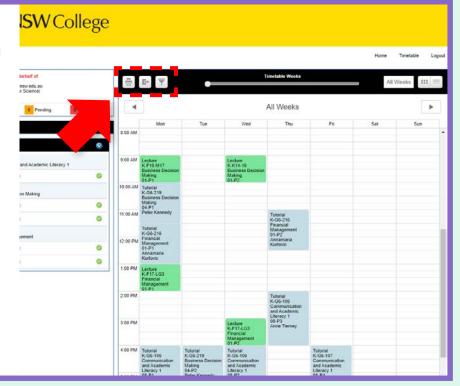
Copy the URL on your home screen below.

8

Downloading/Printing Your Timetable

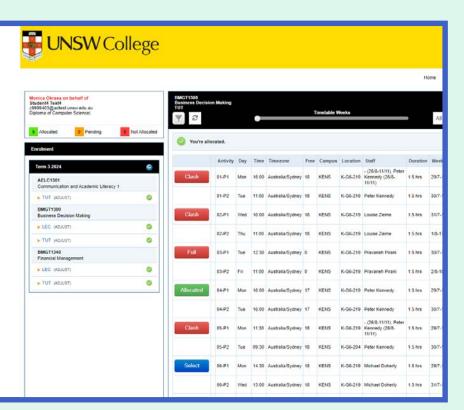There is also the option of downloading and printing your timetable.

Note: There may be changes to your classes and rooms across the weeks so we recommend that you sync it to your personal calendar to ensure any changes are reflected.

9

Swapping Classes

If you wish to swap classes, you will need to click on the drop down of the class component you wish to swap.

Note: You will not be able to select any classes that display *Full* or *Clash*. The only class you will be able to swap, will have the *Select* option.

10

Success! You have successfully completed building your timetable.

Need Help?

If you are unable to find a clash free timetable for your first term, please contact:

Diploma:
diplomaenquiry@ unswcollege.edu.au

SUCCESS