



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.

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 (AEJC1304).

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 (AEJC1301) in the first term and will be required to also complete Communication for Academic Literacy 2 (AEJC1302) and Communication for Academic Literacy 3 (AEJC1303) 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	
Diploma of Engineering (Telecommunication Engineering, Electrical Engineering or Quantum Engineering)	MTHS1312/ MTHS1313*	PHSC1323	You will be pre-enrolled in AELC1304 or AELC1301
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	Note: Some students may be exempt from the CAL for their Diploma program*
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 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

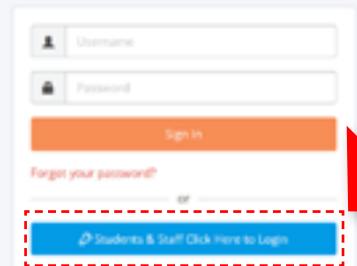
1

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

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, etc.
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
View your financials, including invoices & payments.

Profile
Manage your profile.

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

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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.
SUBJECT ENROLMENT FORM	Free and confidential appointment with a Student Wellbeing Adviser.
VOLUNTEERING	Subject enrolment form for all Diploma and Pre-Masters students.
	Want to get involved in the College community and make new friends?

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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.

- Diploma diplomaenrol@lancecollege.edu.au
- Pre-Master's pre-mastersenq@lancecollege.edu.au

Subject	Subject Name	UOC	Selected
ABLC1301	Communication and Academic Literacy 1	4.0	<input type="checkbox"/>
ABLC1302	Communication and Academic Literacy 2	1.0	<input type="checkbox"/>
ABLC1303	Communication and Academic Literacy 3	1.0	<input type="checkbox"/>
ABLC1304	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 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**.

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 enroled in the selected subject(s)!



You are logged in as z9999405@student.unsw.edu.au. Logout

Success!

You have successfully enrolled in the selected subject(s).

You can now enrol in your classes via Alocates. Navigate to the "Useful Links" section of the Student Portal and select the link for Alocates.

Back

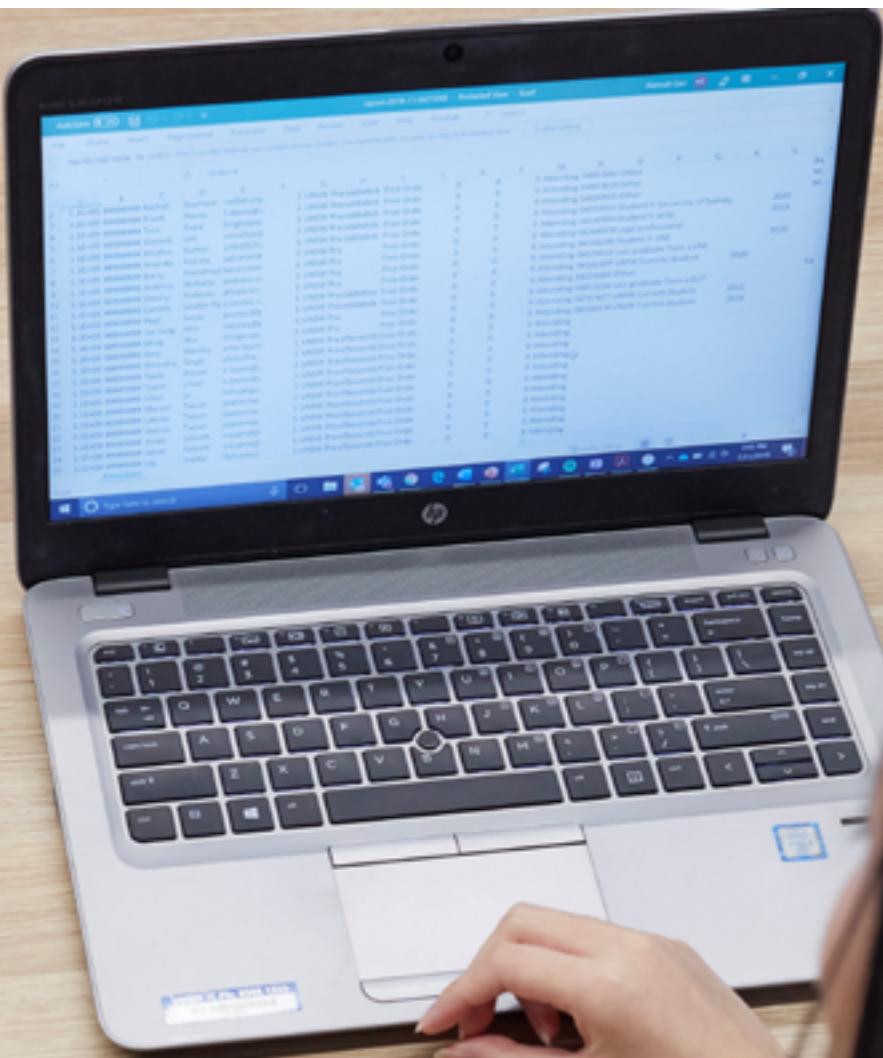
Next Steps: Build Your Timetable

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.

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

UNSW College

Home Timetable Log

Subject	Component	Status
ABLC1001	Communication and Academic Literacy 1	Allocated
► TUT (S0207)		Pending
EMCT1300	Business Decision Making	Allocated
► LEG (S0207)		Pending
► TUT (S0207)		Pending
EMCT1340	Financial Management	Allocated
► LEG (S0207)		Pending
► TUT (S0207)		Pending

This system is designed to guide you in providing the information we need to give you a clash-free personal timetable. We take into account your enrolment, the subjects attendance requirements and your personal preferences when allocating you to activities.

Please read the instructions below before starting. There are further prompts to help as you use the system.

Subscribe to your timetable

You can use this URL to subscribe from your iPhone, Google Calendar, MS Outlook, etc.

<https://unswc.nop.jor/pusapi/v1/test/calendariacal793c225-1060-1a66-8275-706ca1a30381>

Copy

The Welcome Screen

Once you have logged in you will see the following:

- Your current subject enrolments are displayed on the left-hand side 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**'.

ISWCollege

Home Register Log in

pending
Not Started
Not Started
and Academic Literacy 1
Not Started
Not Started
Not Started
Not Started

Available Works

You're not allocated.

Select	ESI-P1	Tue	11:00	AustralianSydney	18	KEN10	8-08-105	-	21hrs	30/7/15/19	Tutorial
Click	ESI-P2	Wed	09:00	AustralianSydney	18	KEN10	8-08-105	-	21hrs	31/7/15/19	Tutorial
Click	ESI-P3	Thu	14:00	AustralianSydney	18	KEN10	8-08-105	-	21hrs	05/8/15/19	Tutorial
Click	ESI-P4	Fri	09:00	AustralianSydney	18	KEN10	8-08-105	-	21hrs	26/8/15/19	Tutorial
Click	ESI-P5	Fri	14:00	AustralianSydney	18	KEN10	8-08-105	Asia (Tasay)	21hrs	30/7/15/19	Tutorial
Click	ESI-P6	Mon	14:00	AustralianSydney	18	KEN10	8-08-105	Asia (Tasay)	21hrs	30/7/15/19	Tutorial
Click	ESI-P7	Fri	09:00	AustralianSydney	18	KEN10	8-08-105	-	21hrs	05/8/15/19	Tutorial
Click	ESI-P8	Fri	14:00	AustralianSydney	18	KEN10	8-08-105	-	21hrs	26/8/15/19	Tutorial
Click	ESI-P9	Tue	10:00	AustralianSydney	18	KEN10	8-08-105	-	21hrs	30/7/15/19	Tutorial
Click	ESI-P10	Wed	11:00	AustralianSydney	18	KEN10	8-08-105	-	21hrs	31/7/15/19	Tutorial
Click	ESI-P11	Thu	14:00	AustralianSydney	18	KEN10	8-08-105	-	21hrs	05/8/15/19	Tutorial
Click	ESI-P12	Fri	14:00	AustralianSydney	18	KEN10	8-08-105	-	21hrs	26/8/15/19	Tutorial

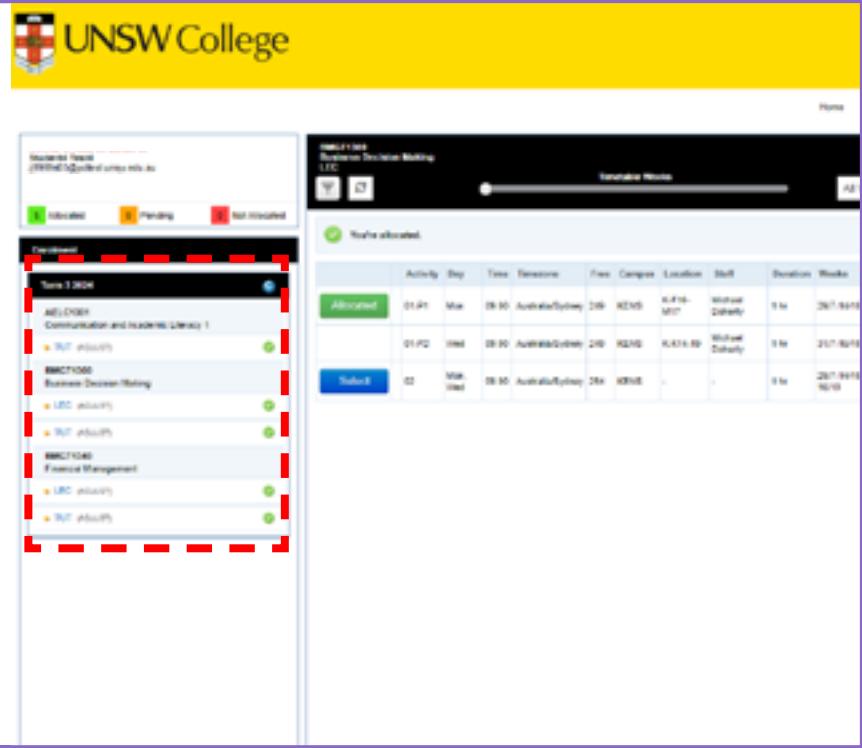
4

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

The screenshot shows the UNSW Moodle LMS interface. On the left, a sidebar displays the 'Allocated' tab, which is currently selected. The main content area shows a table of allocated activities for 'Semester 2 2020'. One row is highlighted in green, indicating a successful allocation. A modal dialog box is overlaid on the table, containing the message 'Allocation successful.' with a 'Close' button. The background table includes columns for Activity, Day, Time, Room, Campus, Location, Staff, Duration, and Weeks.

Activity	Day	Time	Room	Campus	Location	Staff	Duration	Weeks
Allocated	Mon	10:00	Auditorium	209	MBNS	KJ10-511	1hr	2017-2018
Selected	Mon	10:00	MBNS	209	MBNS	KJ10-511	1hr	2017-2018

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The screenshot shows the UNSW College website with a yellow header. On the left, a sidebar displays 'Allocated' (1), 'Pending' (0), and 'Not allocated' (0) status. The main content area shows a list of class components for 'Term 1 2014' with green checkmarks indicating they are allocated. On the right, a table lists 'Allocated' and 'Pending' activities, with a red dashed box highlighting the 'Allocated' column.

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

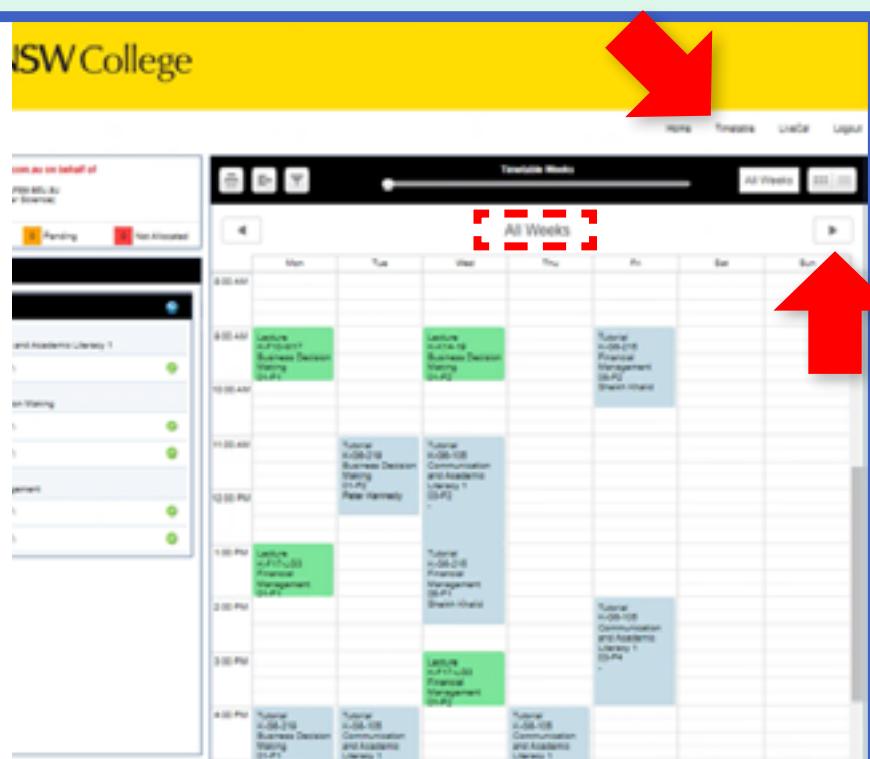
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Viewing Your Timetable

- Click on the timetable icon on the top right hand side of the screen.

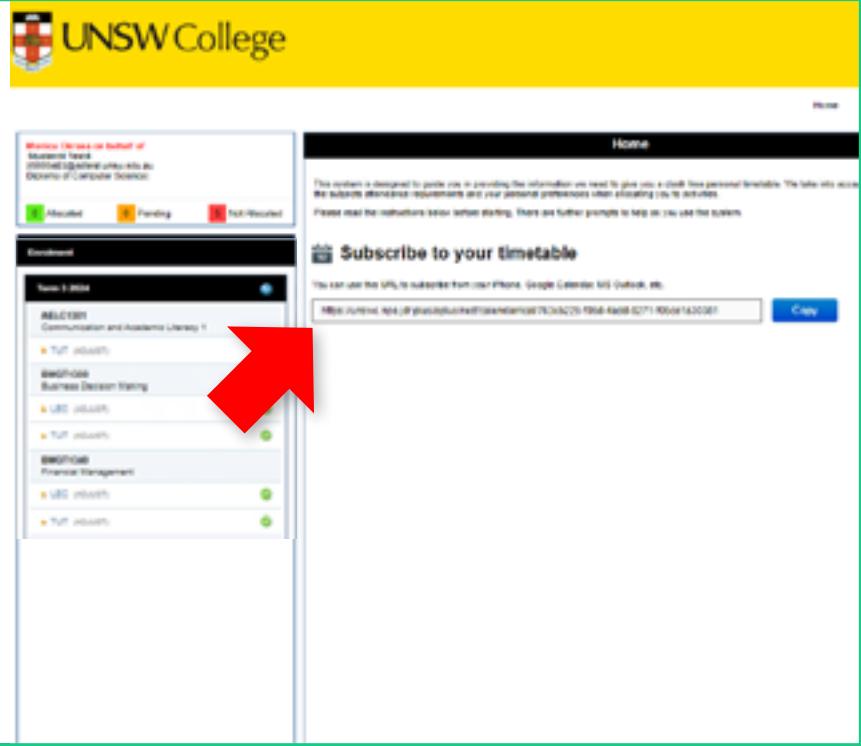
Note: If the term has not started it will show **All Weeks**.

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



The screenshot shows the UNSW College website with a yellow header. A red arrow points to the 'Timetable' icon in the top right. The main content area displays a weekly timetable for 'All Weeks' with a red dashed box highlighting the 'All Weeks' button. The timetable shows various lectures and tutorials for different subjects across the days of the week.

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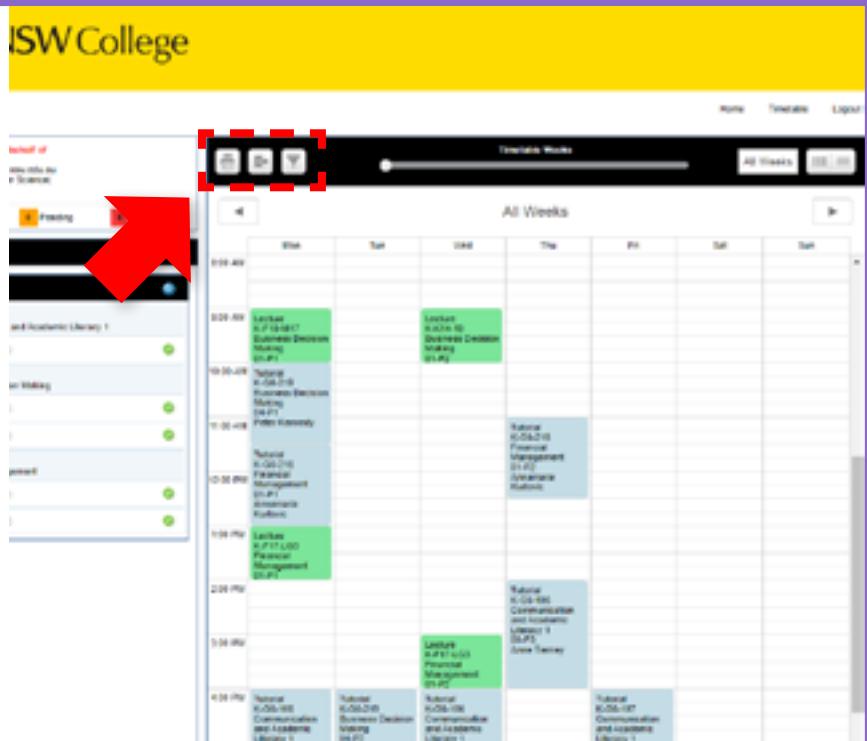


Subscribing to Your Timetable

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.

Activity	Day	Room	Location	Staff	Duration	Week			
Clash	01-F1	Mon	10:00 Australia/Sydney	10	KEN05	X-04-219	Peter Kennedy (2016-17/18)	1:15hrs	2017
Clash	01-F2	Tue	11:00 Australia/Sydney	10	KEN05	X-04-219	Peter Kennedy	1:15hrs	2017
Clash	02-F1	Wed	10:00 Australia/Sydney	10	KEN05	X-04-219	Lester Dene	1:15hrs	2017
Clash	02-F2	Thu	11:00 Australia/Sydney	10	KEN05	X-04-219	Lester Dene	1:15hrs	2017
Full	03-F1	Tue	13:00 Australia/Sydney	8	KEN05	X-04-219	Pearson/Pearson	1:15hrs	2017
Full	03-F2	Thu	14:00 Australia/Sydney	8	KEN05	X-04-219	Pearson/Pearson	1:15hrs	2017
Allocated	04-F1	Mon	10:00 Australia/Sydney	17	KEN05	X-04-219	Peter Kennedy	1:15hrs	2017
Allocated	04-F2	Tue	11:00 Australia/Sydney	17	KEN05	X-04-219	Peter Kennedy	1:15hrs	2017
Clash	05-F1	Mon	10:00 Australia/Sydney	10	KEN05	X-04-219	Peter Kennedy (2016-17/18)	1:15hrs	2017
Clash	05-F2	Tue	11:00 Australia/Sydney	10	KEN05	X-04-219	Peter Kennedy	1:15hrs	2017
Select	06-F1	Mon	11:00 Australia/Sydney	10	KEN05	X-04-219	Michael Doherty	1:15hrs	2017
Select	06-F2	Wed	13:00 Australia/Sydney	10	KEN05	X-04-219	Michael Doherty	1:15hrs	2017

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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