



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 (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	<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	
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 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

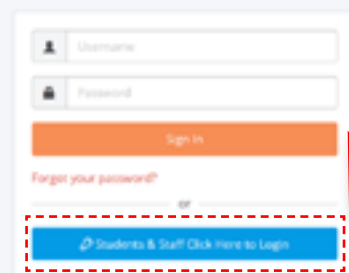
Click to access the [Student Portal](#).

A screenshot of the Student Portal login interface. It features a white login box with fields for 'Username' and 'Password', an orange 'Sign In' button, a 'Forgot your password?' link, and a blue button at the bottom labeled 'Students & Staff Click Here to Login'.

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2

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

A screenshot of the Student Portal login interface, similar to the one in step 1. A red dashed rectangle highlights the blue button at the bottom labeled 'Students & Staff Click Here to Login'. A large red arrow points from the right towards this button.

3

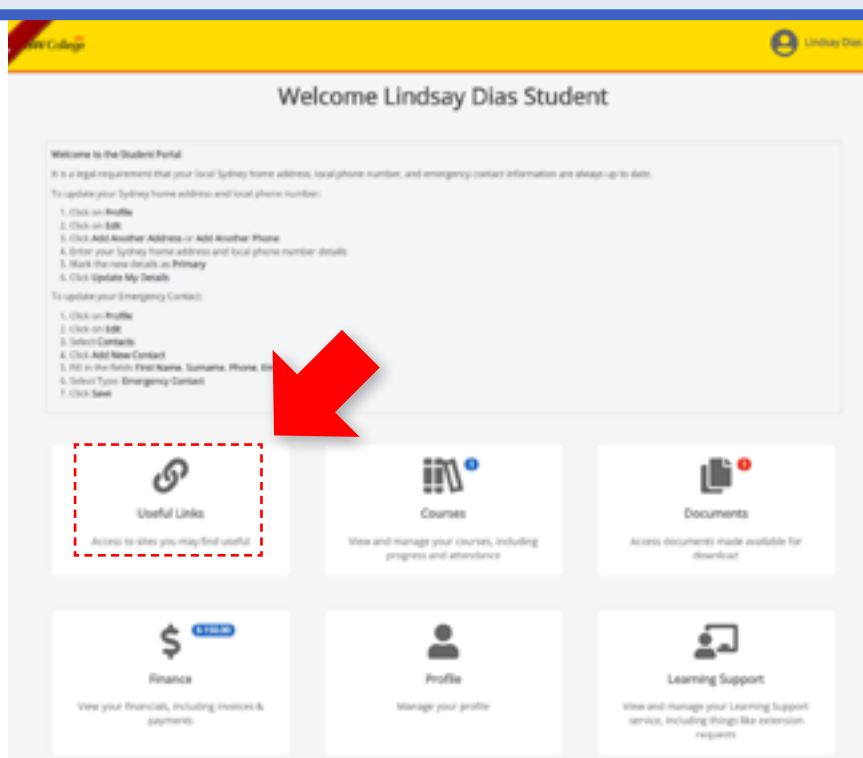
Sign-in using your zID email
(<your zID>@ad.unsw.edu.au)
and password.

A screenshot of the Student Portal login interface, identical to the one in step 1, showing the login fields and buttons.

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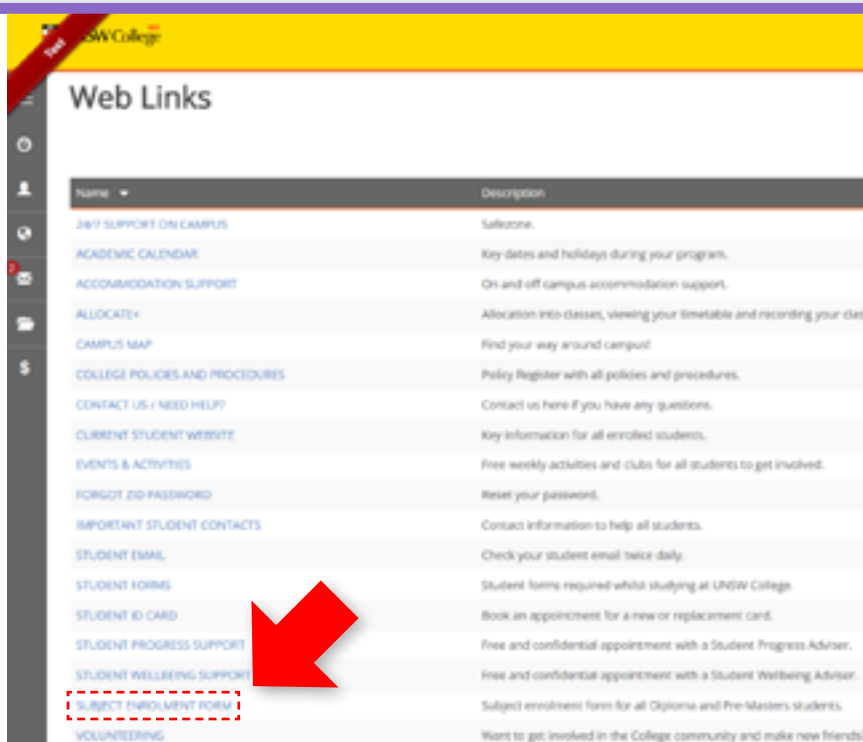
4

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.

- **Diplomas:** diplomaenrolment@jcuonline.edu.au
- **Pre-Masters:** pre-mastersenrolment@jcuonline.edu.au

Subject	Subject Name	Unit	Select
ABLC1301	Communication and Academic Literacy 1	4.0	<input type="radio"/>
ABLC1302	Communication and Academic Literacy 2	1.0	<input type="radio"/>
ABLC1303	Communication and Academic Literacy 3	1.0	<input type="radio"/>
ABLC1304	Communication and Academic Literacy 4	6.0	<input checked="" type="radio"/>
BLSC1341	Evolutionary and Functional Biology	6.0	<input type="radio"/>
BLSC1342	Molecules, Cells and Genes	6.0	<input checked="" type="radio"/>
CHM11131	Chemistry A: Atoms, Molecules and Energy	6.0	<input checked="" type="radio"/>
CHM11132	Chemistry B: Elements, Compounds and Life	6.0	<input type="radio"/>
MTH11313	Mathematics 1A	6.0	<input type="radio"/>
MTH11314	Mathematics 1B	6.0	<input type="radio"/>
MTSC1361	Design and Application of Materials in Science and Engineering	6.0	<input type="radio"/>
PHSC1321	Physics 1A	6.0	<input type="radio"/>
PHSC1322	Physics 1B	6.0	<input type="radio"/>
PHSC1323	Higher Physics 1A	6.0	<input type="radio"/>
PHSC1324	Higher Physics 1B	6.0	<input type="radio"/>



☐ 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.

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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: 2999401@student.unsw.edu.au | Logout

Success!

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

You can now enrol in your classes via Allocate. Navigate to the 'Study/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.

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

Student's Details
Z99994031@adtest.unsw.edu.au

Allocated Pending Not Allocated

Term 1 2024

- ARLC1001
Communication and Academic Literacy 1
 - TUT (SELECT)
- BMGT1300
Business Decision Making
 - LEC (SELECT)
 - TUT (SELECT)
- BMGT1340
Financial Management
 - LEC (SELECT)
 - TUT (SELECT)

Home

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, iCal Outlook, etc.

<https://unswc.npe.gy.plsplus/test/calendar/cal?SJC0225-9060-0000-0275-09001a30381> [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'.

The screenshot shows the UNSW College self-enrolment system. On the left, a sidebar lists subjects under 'Communication and Academic Library 1'. The main area displays a timetable for 'ABLCH001'. A red dashed box highlights the 'Select' button for a specific class. A 'Clash' button is also visible, indicating that some classes are unavailable due to conflicts.

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

The screenshot shows the UNSW College self-enrolment system after a successful allocation. A pop-up message with a green checkmark and the text 'Allocation successful' is displayed. A red dashed box highlights the 'Close' button for this message. The background shows the same timetable grid as in the previous screenshot.

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

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Home

Student Space
(Withholding student info)

Allocated Pending Not Allocated

Enrollment

Term 1 2024

ABLC1001
Communication and Academic Literacy 1
• TUT (phs/Ph)

BMCT1006
Business Decision-Making
• LEC (phs/Ph)
• TUT (phs/Ph)

BMCT1006
Financial Management
• LEC (phs/Ph)
• TUT (phs/Ph)

Business Decision-Making
LEC

Timetable Weeks

Not allocated.

Activity	Day	Time	Semesters	Fee	Campus	Location	Staff	Duration	Weeks	
Allocated	01.P1	Mon	08:30	Australia/Sydney	249	KENB	KENB-107	Michael Doherty	1 hr	26/7-30/7
	01.P2	Wed	08:30	Australia/Sydney	249	KENB	KENB-107	Michael Doherty	1 hr	21/7-24/7
Subopt	02	Mon	08:30	Australia/Sydney	254	KENB	-	-	0 hr	28/7-30/7

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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.

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Home Timetable LMS Login

with you on behalf of
PDR 8510, Au
in (Sydney)

Pending Not Allocated

and Academic Literacy 1

on Writing

ment

Timetable Weeks

All Weeks

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00-9:00							
9:00-10:00	Lecture 01.P1-01.P2 Business Decision-Making (01.P1)		Lecture 01.P1-01.P2 Business Decision-Making (01.P2)		Tutorial 01.P1-01.P2 Financial Management (01.P2)		
10:00-11:00		Tutorial 01.P1-01.P2 Business Decision-Making (01.P1)	Tutorial 01.P1-01.P2 Communication and Academic Literacy 1 (01.P1)				
11:00-12:00							
12:00-1:00	Lecture 01.P1-01.P2 Financial Management (01.P1)		Tutorial 01.P1-01.P2 Financial Management (01.P1)				
1:00-2:00							
2:00-3:00							
3:00-4:00			Lecture 01.P1-01.P2 Financial Management (01.P2)		Tutorial 01.P1-01.P2 Communication and Academic Literacy 1 (01.P1)		
4:00-5:00	Tutorial 01.P1-01.P2 Business Decision-Making (01.P1)	Tutorial 01.P1-01.P2 Communication and Academic Literacy 1 (01.P1)		Tutorial 01.P1-01.P2 Communication and Academic Literacy 1 (01.P1)			

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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.

The screenshot shows the UNSW College website. On the left, there's a sidebar with a 'Timetable' section. On the right, the 'Home' page has a 'Subscribe to your timetable' section. It includes a text box with a long URL and a 'Copy' button. A red arrow points from the 'Timetable' section in the sidebar to the URL field.

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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.

The screenshot shows the UNSW College website with the timetable view. At the top of the timetable, there are icons for 'Download' and 'Print'. A red arrow points to these icons. The timetable itself is a grid showing classes and rooms for different days of the week.

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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.

The screenshot shows the UNSW College timetable system. On the left, a sidebar lists available classes for Term 1, 2024, including BUSC1001, BUSC1002, BUSC1003, and BUSC1004. The main area displays a timetable grid with columns for Activity, Day, Time, Classroom, Fee, Campus, Location, Staff, Duration, and Week. The grid shows various class slots with status indicators: 'Clash' (red), 'Full' (red), 'Allocated' (green), and 'Select' (blue). A 'You're allocated' message is visible at the top of the grid.

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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