



**Diploma Student**

# **Self-Enrolment Guide**

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UNSW College  
Building L5, 223 Anzac Pde  
Kensington NSW 2033



**UNSW College**

**Section 1.**

**Diploma Student**

# **Student Enrolment Guide**

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# 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 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.

## 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](mailto: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
<b>Diploma of Engineering</b> (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 either AELC1304 or AELC1301
<b>Diploma of Engineering</b> (Telecommunication Engineering, Electrical Engineering or Quantum Engineering)	MTHS1312/ MTHS1313*	PHSC1323	
<b>Diploma of Engineering</b> (Software)	MTHS1312/ MTHS1313*	CPTG1391	
<b>Diploma of Science (Physical Science)</b> Chemistry, Materials Science, Mathematics, Statistics, Physical Oceanography, Physics and Food Science)	MTHS1312/ MTHS1313*	PHSC1321	
<b>Diploma of Science (Life Science)</b> (Anatomy, Biology & Biodiversity, Genetics, Marine & Coastal Science, Microbiology, Molecular & Cell Biology, Pathology, Pharmacology, Physiology)	MTHS1312	BLSC1341	
<b>Diploma of Computer Science</b> (All UNSW Specialisations)	MTHS1312/ MTHS1313*	CPTG1391	
<b>Diploma of Media and Communications</b> (All UNSW Specialisations)	MEDA1301	MEDA1302	
<b>Diploma of Architecture</b> (All UNSW Specialisations)	ARCT1301	ARCT1302	
<b>Diploma of Business</b> (All UNSW Specialisations)	BMGT1300	BMGT1340	



## 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 3 2025, the Skills Check will open on Wednesday 23 July.**

[You can access it here.](#)

The Skills Check pass key for Term 3 2025 is: **2025T3SKILLS**

**Please be aware that the enrolment deadline is Friday 5 September 2025, and there should be no course changes after this date.**

# Enrol in Your Classes - Use this Guide

1

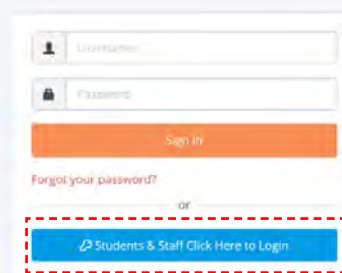
**Click** to access the [Student Portal](#).



UNSW College

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.



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Select "Useful Links".

**UNSW College** Lindsay Dias

## Welcome Lindsay Dias Student

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**

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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Select "Subject Enrolment Form".

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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.
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?



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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.**

- Diplomas: [diplomaenrolment@unsw.edu.au](mailto:diplomaenrolment@unsw.edu.au)
- Pre-Masters: [premasterenrolment@unsw.edu.au](mailto:premasterenrolment@unsw.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.

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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

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**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**

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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](#)

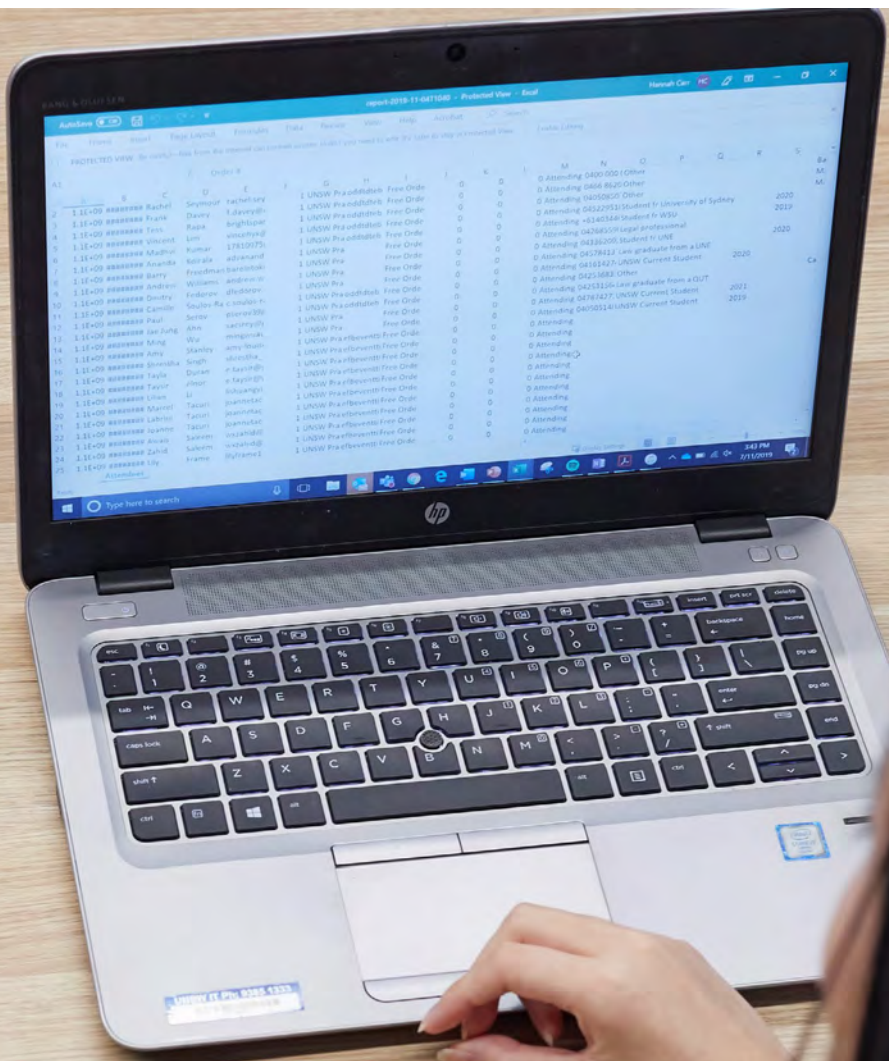
# Next Steps: Build Your Timetable

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.**

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**

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## 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](mailto:ZID@ad.unsw.edu.au) and ZID password.

LOGIN

2



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Home Timetable Log

Student4 Test4  
z9999403@adtest.unsw.edu.au

0 Allocated 0 Pending 5 Not Allocated

**Enrolment**

Term 3 2024

AELC1301 Communication and Academic Literacy 1	TUT (SELECT)	1
BMGT1300 Business Decision Making	LEC (SELECT)	1
	TUT (SELECT)	1
BMGT1340 Financial Management	LEC (SELECT)	1
	TUT (SELECT)	1

### 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, MS Outlook, etc.

<https://unswc.npe.jdr.plus/aplus/rest/calendar/ical/763cb225-f06d-4add-8271-f06ce1a30381>

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

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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'**.

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Home Timetable Logout

AELC1301 Communication and Academic Literacy 1 TUT

Timetable Weeks

All Weeks 121

You're not allocated.

Activity	Day	Time	Timezone	Free	Campus	Location	Staff	Duration	Weeks	Details
01-P1	Tue	11:00	Australia/Sydney	18	KENS	K-G6-105	-	2 hrs	30/7-15/10	Tutorial
01-P2	Wed	09:00	Australia/Sydney	18	KENS	K-G6-105	-	2 hrs	31/7-16/10	Tutorial
01-P3	Thu	14:00	Australia/Sydney	18	KENS	K-G6-105	-	2 hrs	1/8-17/10	Tutorial
01-P4	Fri	09:00	Australia/Sydney	18	KENS	K-G6-105	-	2 hrs	2/8-18/10	Tutorial
02-P1	Tue	14:00	Australia/Sydney	18	KENS	K-G6-105	Anne Tierney	2 hrs	30/7-5/11	Tutorial
02-P2	Wed	14:00	Australia/Sydney	18	KENS	K-G6-105	Anne Tierney	2 hrs	31/7-16/10	Tutorial
02-P3	Thu	09:00	Australia/Sydney	18	KENS	K-G6-105	-	2 hrs	1/8-17/10	Tutorial
02-P4	Fri	16:00	Australia/Sydney	18	KENS	K-G6-105	-	2 hrs	2/8-18/10	Tutorial
03-P1	Tue	16:00	Australia/Sydney	18	KENS	K-G6-105	-	2 hrs	30/7-15/10	Tutorial
03-P2	Wed	11:00	Australia/Sydney	18	KENS	K-G6-105	-	2 hrs	31/7-16/10	Tutorial
03-P3	Thu	16:00	Australia/Sydney	18	KENS	K-G6-105	-	2 hrs	1/8-17/10	Tutorial
03-P4	Fri	14:00	Australia/Sydney	18	KENS	K-G6-105	-	2 hrs	2/8-18/10	Tutorial
04-P1	Mon	09:00	Australia/Sydney	18	KENS	K-G6-105	-	2 hrs	26/7-14/10	Tutorial

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

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Home

BMGT1300 Business Decision Making LEC

Timetable Weeks

All

You're allocated.

Activity	Day	Time	Timezone	Free	Campus	Location	Staff	Duration	Weeks
01-P1	Mon	09:00	Australia/Sydney	249	KENS	K-F10-M17	Michael Doherty	1 hr	29/7-14/10
01-P2	Wed	09:00	Australia/Sydney	249	KENS	K-K14-19	Michael Doherty	1 hr	31/7-16/10
01-P3	Fri	09:00	Australia/Sydney	254	KENS	-	-	1 hr	29/7-14/10 16/10

ALLOCATION SUCCESSFUL

Close



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

The screenshot shows the UNSW College enrolment system. On the left, a list of classes for Term 3 2024 is displayed, including AELC1301, BMGT1300, and DMGT1340. Each class has a green tick icon next to it, indicating successful registration. On the right, a detailed view of the BMGT1300 Business Decision Making LEC is shown, including a timetable with activities like 01-P1, 01-P2, and 02, each with a duration of 1 hour.

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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 timetable system. A red arrow points to the 'All Weeks' button in the top right corner of the timetable view. Another red arrow points to the week navigation arrows (left and right) in the top right corner of the timetable view. The timetable itself displays a grid of classes for the week, including lectures and tutorials for various subjects like Business Decision Making, Financial Management, and Communication and Academic Literacy.



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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 enrolment system interface. On the left, there's a sidebar with 'Enrolment' and 'Term 3 2024' sections. The main area shows a list of courses: AELC1301, BIMOT1300, BIMOT1340, and their respective lecturers. On the right, there's a 'Home' section with a 'Subscribe to your timetable' button. Below this button, a URL is displayed: <https://unswc.npe.jdr.plus/api/rest/calendar/763cb225-9060-4add-8271-00ca1a30381>. A red arrow points to this URL field, and a 'Copy' button is next to it.

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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 timetable system interface. On the left, there's a sidebar with 'Enrolment' and 'Term 3 2024' sections. The main area shows a 'Timetable Weeks' section with a calendar view. A red arrow points to the 'Download' and 'Print' icons in the top left corner of the timetable view. The timetable itself shows a grid of classes for the week, with columns for days (Mon-Sun) and rows for times (8:00 AM to 4:00 PM). Classes are color-coded: green for lectures and blue for tutorials.

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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 enrolment system. On the left, a sidebar lists classes for Term 3 2024: AELC1301 (Communication and Academic Literacy 1), BMGT1300 (Business Decision Making), and BMGT1340 (Financial Management). Each class has a dropdown menu for session selection (e.g., T1, T2, T3, T4, T5, T6, T7, T8, T9, T10, T11, T12, T13, T14, T15, T16, T17, T18, T19, T20, T21, T22, T23, T24, T25, T26, T27, T28, T29, T30, T31, T32, T33, T34, T35, T36, T37, T38, T39, T40, T41, T42, T43, T44, T45, T46, T47, T48, T49, T50, T51, T52, T53, T54, T55, T56, T57, T58, T59, T60, T61, T62, T63, T64, T65, T66, T67, T68, T69, T70, T71, T72, T73, T74, T75, T76, T77, T78, T79, T80, T81, T82, T83, T84, T85, T86, T87, T88, T89, T90, T91, T92, T93, T94, T95, T96, T97, T98, T99, T100). The main area shows a timetable for BMGT1300 Business Decision Making T1. The timetable is a table with columns: Activity, Day, Time, Timezone, Free, Campus, Location, Staff, Duration, and Week. The rows show the schedule for the class, with some cells marked as 'Clash', 'Full', or 'Allocated'. A 'Select' button is visible at the bottom of the timetable.

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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](mailto:diplomaenquiry@unswcollege.edu.au)



# SUCCESS