



**Diploma &
Pre-Masters Student**

Self-Enrolment Guide

UNSW College
Building L5, 223 Anzac Pde
Kensington NSW 2033



UNSW College

Section 1.

Diploma & Pre-Masters Student

Student Enrolment Guide



Diploma & Pre-Masters Student Enrolment Guide

This enrolment guide is only for Diploma and Pre-Masters 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 <i>compassionate and compelling</i> 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 Request form on the Current Student website / Forms page. | |
| Diploma Students | Pre-Masters Students |
| Diploma Students can only select a maximum of 19 Units of Credit (UoC) per term. | Pre-Masters students can only select a maximum of 18 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 | If you are a Pre-Masters student and need support, please email with your Zid: pre-mastersenquiry@unswcollege.edu.au |

Diploma Students – Study Plan for new students commencing in their first term

All diploma students with an English score of IELTS 7.5+ overall (with writing 7.5+ and all other subscores 7+) or equivalent, will be pre-enrolled into Communication for Academic Literacy 4 (AELC1304).

All 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 either AELC1304 or AELC1301 |
| 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/ MTHS1313* | BLSC1342 | |
| Diploma of Computer Science (All UNSW Specialisations) | MTHS1312/ MTHS1313* | CPTG1391 | |
| Diploma of Business (All UNSW Specialisations) | BMGT1300 | BMGT1340 | |
| Diploma of Media and Communications (All UNSW Specialisations) | MEDA1301 | MEDA1302 | |
| Diploma of Architecture (All UNSW Specialisations) | ARCT1301 | ARCT1302 | |

Diploma students going into their 2nd term or beyond should refer to their Study Plan in the Diploma Student Handbook located on [Current Student Website under Quick Links](#)

* MATH1312 (Fundamentals of Mathematics) and MATH1313 (Mathematics 1A) are different courses that will lead you to different study plans. You are encouraged to refer to the Handbook to understand the differences between them before making your choice.

Pre-Masters Students - Study Plan

Pre-Masters Students: Study Plan and Subject Requirements

To ensure you complete the prerequisite subjects for your UNSW Program/Specialisation, follow the Study Plan provided.

Students with an English score of IELTS 6.0 to 6.4 (or equivalent) will be pre-enrolled into Academic English for Higher Studies. Students in this category are eligible for 6 units of credit (1 course) or advanced standing towards their UNSW Masters degree on successful completion of the Pre-Masters program.

Students with an English score of IELTS 6.5+ (or equivalent) should enrol into the elective subject according to their desired UNSW Specialisation, as detailed in the Study Plans below.

Important: Other Masters Degree specialisations

For Master of Engineering specialisations (Civil Engineering (8621), Environmental Engineering (8621) and Mining Engineering (8621)) and the Master of Engineering Science specialisation (Nuclear Engineering (8338)) students who successfully complete the Pre-Masters program will be admitted to the Masters degree but will not receive recognition of prior learning (advanced standing)

| Program | Subjects |
|--|---|
| Pre-Masters – Engineering (with Academic English for Higher Studies) | AELS1401, BMGT1402, ENGI1403, AELS1400 |
| Pre-Masters – Engineering (without Academic English for Higher Studies) Who wish to study the following UNSW Specialisations: Biomedical Engineering; Civil Engineering; Environmental Engineering; Geotechnical Engineering and Engineering Geology; Project Management; Structural Engineering; Transport Engineering; Water Engineering: Catchments to Coasts; Water, Wastewater and Waste Engineering | AELS140, BMGT1402, ENGI1403, CPTG1405 OR ENGI1406 |
| Pre-Masters – Engineering (without Academic English for Higher Studies) Who wish to study the following UNSW Specialisations: Mechanical Engineering; Renewable Energy; Telecommunications; Biomedical Engineering; Chemical Engineering; Electrical Engineering; Energy Systems; Systems and Control; Space Systems Engineering; Sustainable Systems; Food Process Engineering; Mechanical and Advanced; Manufacturing Engineering; Robotics; Photovoltaics and Solar; Renewable Energy; Telecommunications | AELS1401, BMGT1402, ENGI1403, ENGI1406 |
| Pre-Masters - Information Technology (with Academic English for Higher Studies) | AELS1401, BMGT1402, ENGI1403, AELS1400 |
| Pre-Masters - Information Technology (without Academic English for Higher Studies) | AELS1401, BMGT1402, ENGI1403, CPTG1405 |

Enrol in Your Classes - Use this Guide

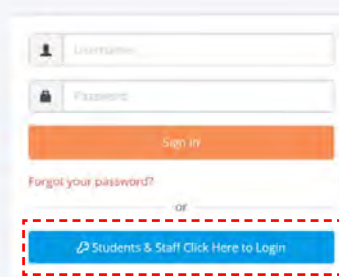
1

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".

UNSW College

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 \$-150.00
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".

UNSW College

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. |
| SUBJECT ENROLMENT FORM | 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: diplomas@unsw.edu.au
- Pre-Masters: pre-masters@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

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 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 & Pre-Masters Student

Build Your Timetable Guide



Build Your Class Timetable

This guide is for Diploma and Pre-Masters 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

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'**.

The screenshot shows the UNSW College enrolment system interface. The top navigation bar includes 'Home', 'Timetable', and 'Logout'. The main content area is titled 'AELC1301 Communication and Academic Literacy 1 TUTOR'. A sidebar on the left shows a list of subjects with status indicators: 'Pending' (orange) and 'Not Allocated' (red). The main timetable grid displays various classes with columns for Activity, Day, Time, Timezone, Free, Campus, Location, Staff, Duration, and Weeks. A red dashed box highlights the 'Select' button for class 01-P1 and the 'Clash' button for class 02-P1. A message at the top of the grid says 'You're not allocated.'

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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 enrolment system interface. The top navigation bar includes 'Home'. The main content area is titled 'BMGT1300 Business Decision Making LEC'. A sidebar on the left shows a list of subjects with status indicators: 'Allocated' (green), 'Pending' (orange), and 'Not Allocated' (red). The main timetable grid displays various classes with columns for Activity, Day, Time, Timezone, Free, Campus, Location, Staff, Duration, and Weeks. A red dashed box highlights the 'Select' button for class 01-P1 and a pop-up message that says 'ALLOCATION SUCCESSFUL' with a 'Close' button.

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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 interface. On the left, a list of classes for Term 3 2024 is shown, 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 class is shown, including a table of activities for Week 01 and Week 02.

| 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 |
| 02 | Mon-Wed | 08:00 | Australia/Sydney | 254 | KENS | - | - | 1 hr | 29/7-14/10 16/10 |

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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 interface. A red arrow points to the 'Timetable' icon in the top right navigation bar. Another red arrow points to the 'All Weeks' icon in the top right of the timetable view. A third red arrow points to the right navigation arrow in the timetable view. The timetable shows a weekly view of classes from 8:00 AM to 4:00 PM, with various activities like Lectures and Tutorials scheduled 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.

The screenshot shows the UNSW College enrolment portal. On the left, a list of classes for Term 3 2024 is displayed, including AELC1301, BIMOT1300, and BIMOT1340. A red arrow points to the 'Subscribe to your timetable' section on the right, which contains a text input field with a URL and a 'Copy' button.

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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 interface. A red box highlights the download and print icons in the top left corner of the timetable grid. The grid displays a weekly schedule for 'All Weeks' with various classes and timeslots.

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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 interface. On the left, under 'Enrolment', there is a list of classes for Term 3 2024:

- AELC1301 Communication and Academic Literacy 1 (TUT (ADJUST) with a green checkmark)
- BMG11300 Business Decision Making (LEC (ADJUST) with a green checkmark)
- BMG11340 Financial Management (LEC (ADJUST) with a green checkmark)
- BMG11340 Financial Management (TUT (ADJUST) with a green checkmark)

On the right, the 'TimeTable Weeks' view shows a grid of activities with status indicators:

| Activity | Day | Time | Timezone | Free | Campus | Location | Staff | Duration | Week |
|----------|-----|-------|------------------|------|--------|----------|---|----------|-------|
| 01-P1 | Mon | 16:00 | Australia/Sydney | 18 | KENS | K-G6-219 | -(26/8-11/11), Peter Kennedy (26/8-11/11) | 1.5 hrs | 29/7- |
| 01-P2 | Tue | 11:00 | Australia/Sydney | 18 | KENS | K-G6-219 | Peter Kennedy | 1.5 hrs | 30/7- |
| 02-P1 | Wed | 10:00 | Australia/Sydney | 18 | KENS | K-G6-219 | Louise Zieme | 1.5 hrs | 31/7- |
| 02-P2 | Thu | 11:00 | Australia/Sydney | 18 | KENS | K-G6-219 | Louise Zieme | 1.5 hrs | 1/8-1 |
| 03-P1 | Tue | 12:30 | Australia/Sydney | 0 | KENS | K-G6-219 | Pravaneh Pirani | 1.5 hrs | 30/7- |
| 03-P2 | Fri | 11:00 | Australia/Sydney | 0 | KENS | K-G6-219 | Pravaneh Pirani | 1.5 hrs | 2/8-1 |
| 04-P1 | Mon | 10:00 | Australia/Sydney | 17 | KENS | K-G6-219 | Peter Kennedy | 1.5 hrs | 29/7- |
| 04-P2 | Tue | 16:00 | Australia/Sydney | 17 | KENS | K-G6-219 | Peter Kennedy | 1.5 hrs | 30/7- |
| 05-P1 | Mon | 11:30 | Australia/Sydney | 18 | KENS | K-G6-219 | -(26/8-11/11), Peter Kennedy (26/8-11/11) | 1.5 hrs | 29/7- |
| 05-P2 | Tue | 09:30 | Australia/Sydney | 18 | KENS | K-G6-204 | Peter Kennedy | 1.5 hrs | 30/7- |
| 06-P1 | Mon | 14:30 | Australia/Sydney | 18 | KENS | K-G6-219 | Michael Doherty | 1.5 hrs | 29/7- |
| 06-P2 | Wed | 13:00 | Australia/Sydney | 18 | KENS | K-G6-219 | Michael Doherty | 1.5 hrs | 31/7- |

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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

Pre-Masters Program:
pre-mastersenquiry@unswcollege.edu.au



SUCCESS