



Pre-Masters Student

Self-Enrolment Guide

UNSW College
Building L5, 223 Anzac Pde
Kensington NSW 2033



UNSW College

Section 1.

Pre-Masters Student

Student Enrolment Guide



Pre-Masters Student Enrolment Guide

This enrolment guide is only for Pre-Masters Students only.

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.

Pre-Masters Students

Pre-Masters students can only select a maximum of 18 Units of Credit (UoC) per term

If you are a Pre-Masters student and need support, please email with your zID:
pre-mastersenquiry@unswcollege.edu.au

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 (AELS1400). Students in this category are eligible for 6 UoC (1 course) or advanced standing towards their UNSW Masters degree on successful completion of the Pre-Masters program.

**Note: Students with a 6.5 IELTS score but less than 6 on Speaking will also be pre-enrolled into AELS1400.*

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. Students in this category are eligible for up to 12 UoC (2 courses) of advanced standing towards their UNSW Masters degree on successful completion of the Pre-Masters program.

Important: Other Masters Degree specialisations

For Master of Engineering (8621) specialisations (Civil Engineering, Environmental Engineering and Mining Engineering) and the Master of Engineering Science (8338) 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).

Pre-Masters Program (Engineering) with Academic English for Higher Studies

Specialisation	Subjects
Students who wish to study the following UNSW Specialisations: Master of Engineering (8621): Biomedical Engineering Master of Engineering Science (8338): Mechanical and Advanced Manufacturing Engineering	AELS1401, BMGT1402, AELS1400, ENGI1403
Students who wish to study the following UNSW Specialisations: Master of Engineering Science (8338): Nuclear Engineering; Robotics; Photovoltaics and Solar Energy; Renewable Energy	AELS1401, BMGT1402, AELS1400, CPTG1405
Students who wish to study the following UNSW Specialisations: Master of Engineering (8621): Electrical Engineering; Mechanical Engineering; Renewable Energy Engineering; Telecommunications Master of Engineering Science (8338): Biomedical Engineering; Chemical Engineering; Electrical Engineering; Energy Systems, Systems and Control; Sustainable Systems; Food Process Engineering; Telecommunications	AELS1401, BMGT1402, AELS1400, Pick 1: ENGI1403 ENGI1406
Students who wish to study the following UNSW Specialisations: Master of Engineering Science (8338): Transport Engineering	AELS1401, BMGT1402, AELS1400, Pick 1: ENGI1403 CPTG1405
Students who wish to study the following UNSW Specialisations: Master of Engineering (8621): Environmental Engineering; Civil Engineering; Mining Engineering Master of Engineering Science (8338): Civil Engineering; Environmental Engineering; Geotechnical Engineering & Engineering Geology; Project Management; Structural Engineering; Water Engineering: Catchments to Coast; Water, Wastewater and Waste Engineering; Geoenery and Geostorage Engineering; Space Systems Engineering	AELS1401, BMGT1402, AELS1400 Pick 1: ENGI1403 ENGI1406 CPTG1405

Pre-Masters Program (Engineering) without Academic English for Higher Studies

Specialisation	Subjects
Students who wish to study the following UNSW Specialisations: Master of Engineering (8621): Biomedical Engineering Master of Engineering Science (8338): Mechanical and Advanced Manufacturing Engineering	AELS1401, BMGT1402, ENGI1403 Pick 1: CPTG1405 ENGI1406
Students who wish to study the following UNSW Specialisations: Master of Engineering Science (8338): Nuclear Engineering; Robotics; Photovoltaics and Solar Energy; Renewable Energy	AELS1401, BMGT1402, CPTG1405 Pick 1: ENGI1403 ENGI1406
Students who wish to study the following UNSW Specialisations: Master of Engineering (8621): Electrical Engineering; Mechanical Engineering; Renewable Energy Engineering; Telecommunications Master of Engineering Science (8338): Biomedical Engineering; Chemical Engineering; Electrical Engineering; Energy Systems, Systems and Control; Sustainable Systems; Food Process Engineering; Telecommunications	AELS1401, BMGT1402, ENGI1403, ENGI1406
Students who wish to study the following UNSW Specialisations: Master of Engineering Science (8338): Transport Engineering	AELS1401, BMGT1402, ENGI1403, CPTG1405
Students who wish to study the following UNSW Specialisations: Master of Engineering (8621): Environmental Engineering; Civil Engineering; Mining Engineering Master of Engineering Science (8338): Civil Engineering; Environmental Engineering; Geotechnical Engineering & Engineering Geology; Project Management; Structural Engineering; Water Engineering: Catchments to Coast; Water, Wastewater and Waste Engineering; Geoenergy and Geostorage Engineering; Space Systems Engineering	AELS1401, BMGT1402 Pick 2: ENGI1403 ENGI1406 CPTG1405

Pre-Masters Program (IT)

Program	Subjects
Pre-Masters – Information Technology (8543) (with Academic English for Higher Studies)	AELS1401, BMGT1402, AELS1400, ENGI1403 or CPTG1405
Pre-Masters – Information Technology (8543) (without Academic English for Higher Studies)	AELS1401, BMGT1402, ENGI1403, CPTG1405

Pre-Masters Program

(Arts and Design/Media)

Program	Subjects
Pre-Masters – Arts and Design (with Academic English for Higher Studies) For students wishing to study: Master of Design (9313); Master of Curating and Cultural Leadership (9318); Master of Animation and Visual Effects (9319); Master of Simulation and Immersive Technologies (9323)	AELS1401, BMGT1402, AELS1400, ARDN1401
Pre-Masters – Arts and Design (without Academic English for Higher Studies) For students wishing to study: Master of Design (9313); Master of Curating and Cultural Leadership (9318); Master of Animation and Visual Effects (9319); Master of Simulation and Immersive Technologies (9323)	AELS1401, BMGT1402, ARDN1401, ARDN1402
Pre-Masters – Media (with Academic English for Higher Studies) For students wishing to study: Master of Public Relations and Advertising (8281); Master of Journalism and Communications (8232); Master of Public Relations and Advertising/Master of Design (8234)	AELS1401, BMGT1402, AELS1400, MEDA1401
Pre-Masters – Media (without Academic English for Higher Studies) For students wishing to study: Master of Public Relations and Advertising (8281); Master of Journalism and Communications (8232); Master of Public Relations and Advertising/Master of Design (8234)	AELS1401, BMGT1402, MEDA1401, MEDA1402

Enrol in Your Classes - Use this Guide

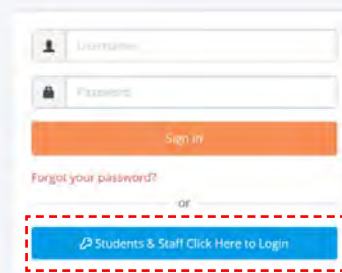
1

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@unimelb.edu.au
- Pre-Masters: pre-masters@unimelb.edu.au

Subject	Subject Name	UoC	Select
AELC1301	Communication and Academic Literacy 1	4.0	
AELC1302	Communication and Academic Literacy 2	1.0	
AELC1303	Communication and Academic Literacy 3	1.0	
AELC1304	Communication and Academic Literacy 4	6.0	<input checked="" type="checkbox"/>
BLSC1341	Evolutionary and Functional Biology	6.0	
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	
MTHS1313	Mathematics 1A	6.0	
MTHS1314	Mathematics 1B	6.0	
MTSC1361	Design and Application of Materials in Science and Engineering	6.0	
PHSC1321	Physics 1A	6.0	
PHSC1322	Physics 1B	6.0	
PHSC1323	Higher Physics 1A	6.0	
PHSC1324	Higher Physics 1B	6.0	

☐ 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](#)

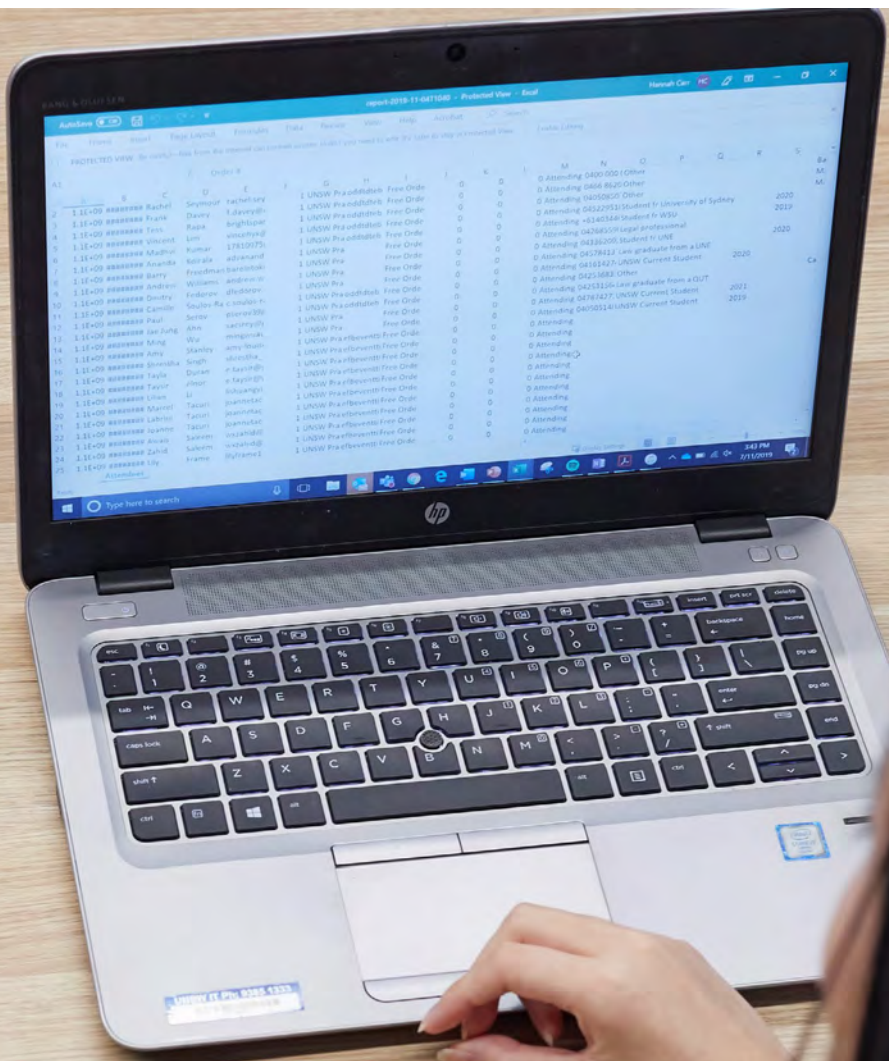
Next Steps: Build Your Timetable

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.

Pre-Masters Student

Build Your Timetable Guide



Build Your Class Timetable

This guide is for 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 self-enrolment system. On the left, a sidebar lists subjects: AELC1301 (Communication and Academic Literacy 1), BMGT11300 (Business Decision Making), and BMGT1340 (Financial Management). The main area displays a table of available classes for AELC1301. The table has columns for Activity, Day, Time, Timezone, Free, Campus, Location, Staff, Duration, and Weeks. A red dashed box highlights the 'Select' button for a class, while a red 'Clash' button is also visible.

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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. On the left, a sidebar lists subjects: AELC1301 (Communication and Academic Literacy 1), BMGT11300 (Business Decision Making), and BMGT1340 (Financial Management). The main area displays a table of available classes for BMGT11300. The table has columns for Activity, Day, Time, Timezone, Free, Campus, Location, Staff, Duration, and Weeks. A red dashed box highlights the 'Allocation Successful' pop-up message.

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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 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, displaying a timetable with activities, days, times, and locations.

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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 corner. Another red arrow points to the 'All Weeks' button in the top right corner of the timetable view. The timetable itself displays a grid of classes for the week, with columns for days of the week and rows for time slots. A red dashed box highlights the 'All Weeks' button.

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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 user profile for 'Monica Okessa' and a list of enrolled courses for Term 3 2024: AELC1301, BIMOT1300, BIMOT1340, and their respective lecture and tutorial sessions. On the right, the 'Home' page has a section titled 'Subscribe to your timetable' with a text box containing a long URL and a 'Copy' button. A red arrow points from the course list 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 'Timetable Weeks' section of the UNSW College website. It features a calendar grid with days of the week (Mon-Sun) and time slots (8:00 AM to 4:00 PM). Various classes are scheduled, such as 'Lecture K-F10-S17 Business Decision Making' and 'Tutorial K-G6-216 Financial Management'. In the top left corner of the timetable area, there are icons for 'Print' and 'Download' (represented by a cloud with a download arrow), which are highlighted by a red dashed box and a red arrow. The top navigation bar includes 'Home', 'Timetable', and 'Logout' links.

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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 interface. On the left, a sidebar lists classes for Term 3, 2024. The main area displays a timetable for BMGT1300 Business Decision Making. The timetable shows various activities with status indicators: Clash (red), Full (red), Allocated (green), and Select (blue). The 'Select' option is highlighted for the 06-P1 class.

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	10:00	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:

Pre-Masters Program:

pre-mastersenquiry@unswcollege.edu.au



SUCCESS