



**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: <a href="mailto:diplomaenquiry@unswcollege.edu.au">diplomaenquiry@unswcollege.edu.au</a>	If you are a Pre-Masters student and need support, please email with your Zid: <a href="mailto:pre-mastersenquiry@unswcollege.edu.au">pre-mastersenquiry@unswcollege.edu.au</a>

# 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.

Students in the Diploma of Science Program, who wish to do a specialisation in Mathematics or Statistics at UNSW have two Study Plan options for Term 1.

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, Bioformatics, Mechatronic, Chemical, Mat Science and Engineering)	MTHS1313	PHSC1321	You will be Pre-enrolled in either AELC1304 or AELC1301
<b>Diploma of Engineering</b> (Telecommunication Engineering, Electrical Engineering or Quantum Engineering)	MTHS1313	PHSC1323	
<b>Diploma of Engineering</b> (Software)	MTHS1313	CPTG1391	
<b>Diploma of Science</b> (Chemistry, Materials Science, Mathematics (Option 1), Physical Oceanography, Physics, Statistics (Option 1) and Food Science)	MTHS1313	PHSC1321	
<b>Diploma of Science</b> (Anatomy, Biology, Genetics, Marine Science, Mathematics (Option 2), Microbiology, Molecular & Cell Biology, Pathology, Pharmacology, Physiology, Statistics (Option 2))	MTHS1313	BLSC1341	
<b>Diploma of Computer Science</b> (All UNSW Specialisations)	MTHS1313	CPTG1391	
<b>Diploma of Business</b> (All UNSW Specialisations)	BMGT1300	BMGT1340	
<b>Diploma of Media and Communications</b> (All UNSW Specialisations)	MEDA1301	MEDA1302	
<b>Diploma of Architecture</b> (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](#)

# 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

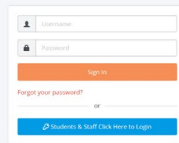
For Master of Engineering specialisations (Civil Engineering (8621), Environmental Engineering (8621) and Mining Engineering (8621)) and the Master of Engineering Science specialisation (Nuclear Engineering (8338)) students who successfully complete the Pre-Masters program will be admitted to the Masters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

Program	Subjects
<b>Pre-Masters – Engineering (with Academic English for Higher Studies)</b>	AELS1401, BMGT1402, ENGI1403, AELS1400
<b>Pre-Masters – Engineering (without Academic English for Higher Studies)</b>  <b>Who wish to study the following UNSW Specialisations:</b> 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 <b>OR</b> ENGI1406
<b>Pre-Masters – Engineering (without Academic English for Higher Studies)</b>  <b>Who wish to study the following UNSW Specialisations:</b> 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
<b>Pre-Masters - Information Technology (with Academic English for Higher Studies)</b>	AELS1401, BMGT1402, ENGI1403, AELS1400
<b>Pre-Masters - Information Technology (without Academic English for Higher Studies)</b>	AELS1401, BMGT1402, ENGI1403, CPTG1405

# Enrol in Your Classes - Use this Guide

1

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

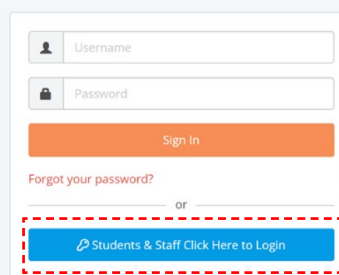


A screenshot of the UNSW College login page. It features a white background with a grey header. On the left, there are two input fields for 'Username' and 'Password', followed by an orange 'Sign In' button. Below this is a 'Forgot your password?' link and an 'or' separator. At the bottom, there is a blue button with a white icon and the text 'Students & Staff Click Here to Login'.



2

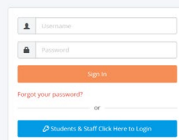
Click the **blue button**:  
"Students & Staff Click Here to Login".



A screenshot of the UNSW College login page, similar to the one in step 1. A red dashed box highlights the blue button at the bottom labeled 'Students & Staff Click Here to Login'. A large red arrow points from the right side of the page towards this button.

3

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



A screenshot of the UNSW College login page, identical to the one in step 1, showing the login form and the blue button for students and staff.



4

Select "Useful Links".

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

5

Select "Subject Enrolment Form".

**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?

# 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: [diploaenquiry@unswcollege.edu.au](mailto:diploaenquiry@unswcollege.edu.au)
- Pre-Masters: [pre-mastersenquiry@unswcollege.edu.au](mailto:pre-mastersenquiry@unswcollege.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.

# 7

**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).

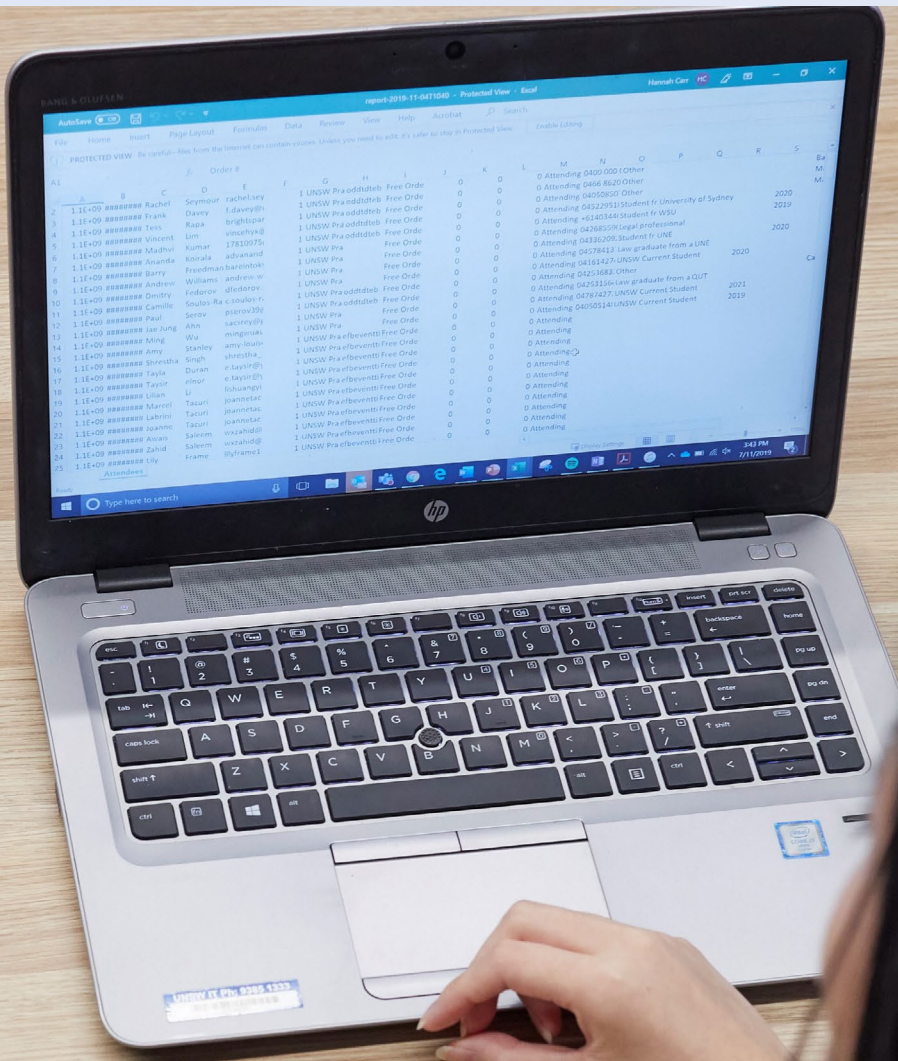
You can now enrol in your classes via Allocate+. Navigate to the "Useful Links" section of the Student Portal and select the link for Allocate+.

[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](mailto: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

### 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 enrolment interface. On the left, a sidebar lists subjects under 'Enrolment'. The main area displays a message: "You're not allocated." Below this is a timetable grid for 'AELC1301 Communication and Academic Literacy 1 TUTORIAL'. The grid has columns for Activity, Day, Time, Timezone, Free, Campus, Location, Staff, Duration, Weeks, and Distribution. Rows 01-P1 to 01-P4 are highlighted with a red dashed border and have a 'Clash' button. Rows 02-P1 to 02-P4 and 03-P1 to 03-P4 have a 'Select' button. A 'Clash' button is also visible for row 02-P1.

### 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 College enrolment interface. On the left, a sidebar lists subjects under 'Enrolment'. The main area displays a message: "You're allocated." Below this is a timetable grid for 'BMGT1300 Business Decision Making LECTURE'. The grid has columns for Activity, Day, Time, Timezone, Free, Campus, Location, Staff, Duration, and Weeks. Row 01-P1 is highlighted with a green 'Allocated' button. A red dashed box highlights a pop-up message that says "ALLOCATION SUCCESSFUL" with a 'Close' button.

5

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

Student4 Test4  
:9999403@adtest.unsw.edu.au

5 Allocated 0 Pending 0 Not Allocated

**Enrolment**

Term 3 2024

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

BMGT1300 Business Decision Making LEC

Timetable Weeks

✓ You're allocated.

Activity	Day	Time	Timezone	Free	Campus	Location	Staff	Duration	Weeks	
Allocated	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
Select	02	Mon, Wed	09:00	Australia/Sydney	254	KENS	-	-	1 hr	29/7-14/10 16/10

6

### 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.

Home Timetable LiveCall Logout

com.au on behalf of  
msw.edu.au  
r Sciences

0 Pending 0 Not Allocated

and Academic Literacy 1 ✓

on Making ✓

ement ✓

Timetable Weeks

All Weeks

All Weeks

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00 AM							
9:00 AM	Lecture K-F10-M17 Business Decision Making 01-P1		Lecture K-K14-19 Business Decision Making 01-P2		Tutorial K-G5-215 Financial Management 05-P2 Sheikh Khalid		
10:00 AM							
11:00 AM		Tutorial K-G5-219 Business Decision Making 01-P2 Peter Kennedy	Tutorial K-G5-105 Communication and Academic Literacy 1 03-P2				
12:00 PM							
1:00 PM	Lecture K-F17-LG3 Financial Management 01-P1		Tutorial K-G5-215 Financial Management 05-P1 Sheikh Khalid				
2:00 PM					Tutorial K-G5-105 Communication and Academic Literacy 1 03-P4		
3:00 PM			Lecture K-F17-LG3 Financial Management 01-P2				
4:00 PM	Tutorial K-G5-219 Business Decision Making 01-P1	Tutorial K-G5-105 Communication and Academic Literacy 1 03-P2		Tutorial K-G5-105 Communication and Academic Literacy 1 03-P2			

# 7

## Subscribing to Your Timetable

For convenience, you can sync your timetable to your personal calendar.

Copy the URL on your home screen below.

UNSW College

Home

Morica Okrasa on behalf of  
Students Test4  
z9999403@adtest.unsw.edu.au  
Diploma of Computer Science

0 Allocated 0 Pending 5 Not Allocated

Enrollment

Term 3 2024

AELC1301  
Communication and Academic Literacy 1

TUT (ADJUST)

BIMGT1300  
Business Decision Making

LEC (ADJUST)

TUT (ADJUST)

BIMGT1340  
Financial Management

LEC (ADJUST)

TUT (ADJUST)

Home

This system is designed to guide you in providing the information we need to give you a class free personal timetable. We take into account 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/763cb225-1060-4add-8271-f06ce1a30381> Copy

# 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.

UNSW College

Home Timetable Logout

behalf of  
rsw.edu.au  
r Science)

0 Pending 0

and Academic Literacy 1

on Making

ement

Timetable Weeks

All Weeks

All Weeks

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00 AM							
9:00 AM	Lecture K-F10-M17 Business Decision Making 01-P1		Lecture K-K14-19 Business Decision Making 01-P2				
10:00 AM	Tutorial K-G6-219 Business Decision Making 04-P1						
11:00 AM	Peter Kennedy			Tutorial K-G6-216 Financial Management 01-P2 Annamaria Kurtovic			
12:00 PM	Tutorial K-G6-216 Financial Management 01-P1 Annamaria Kurtovic						
1:00 PM	Lecture K-F17-LG3 Financial Management 01-P1						
2:00 PM				Tutorial K-G6-106 Communication and Academic Literacy 1 08-P3			
3:00 PM			Lecture K-F17-LG3 Financial Management 01-P2				
4:00 PM	Tutorial K-G6-106 Communication and Academic Literacy 1 08-P1	Tutorial K-G6-219 Business Decision Making 04-P2 Peter Kennedy	Tutorial K-G6-106 Communication and Academic Literacy 1 08-P2			Tutorial K-G6-107 Communication and Academic Literacy 1 08-P4	



# 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.

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 BMGT1340. Each class has a dropdown menu with options like LEC (ADJUST), TUT (ADJUST), and TUT (ADJUST). On the right, a timetable grid shows the allocation of classes to specific days, times, and locations. The grid includes columns for Activity, Day, Time, Timezone, Free, Campus, Location, Staff, Duration, and Week. The grid shows various class allocations, some marked as 'Clash', 'Full', or 'Allocated'. A 'Select' button is visible for the 06-P1 class.

# 10

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)

### Pre-Masters Program:

[pre-mastersenquiry@unswcollege.edu.au](mailto:pre-mastersenquiry@unswcollege.edu.au)



**SUCCESS**