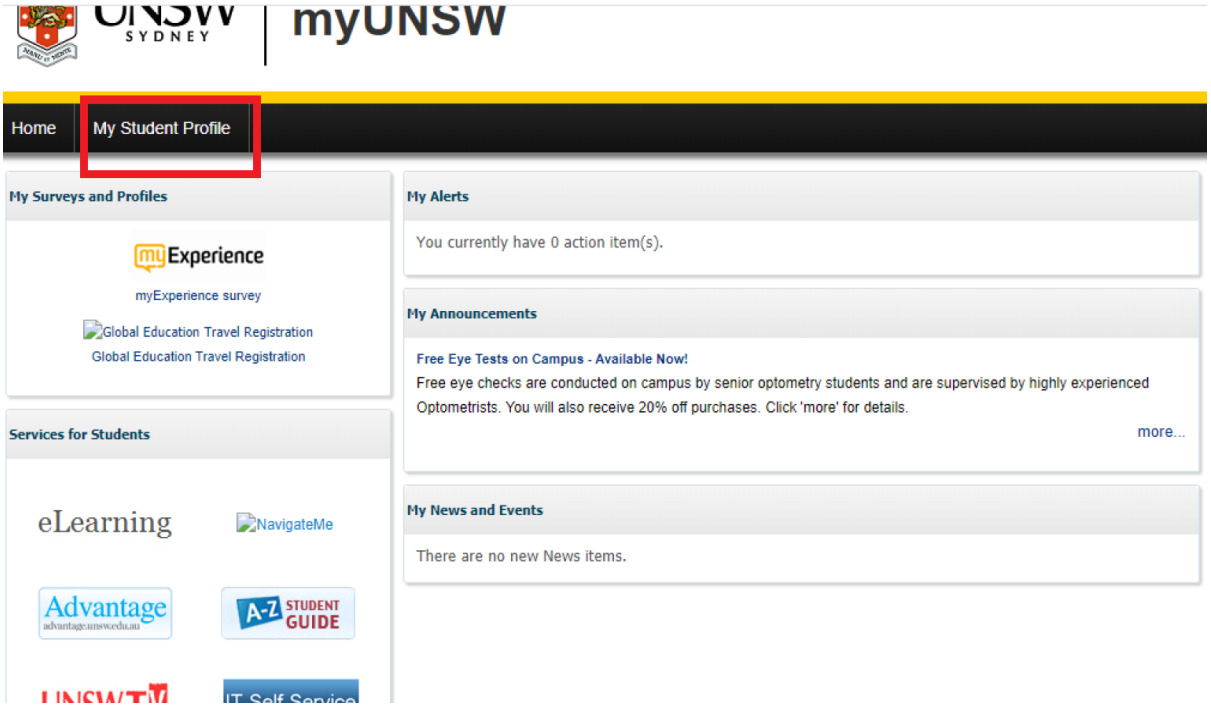
Diploma Enrolment Guide for myUNSW

Please refer to this guide to enrol.

Step 1. Login to myUNSW > Select my student profile



Step 2: Enrolment selection

From the My Student Profile tab you may select one of the following options:

1. "Update Your Enrolment" – for course enrolment

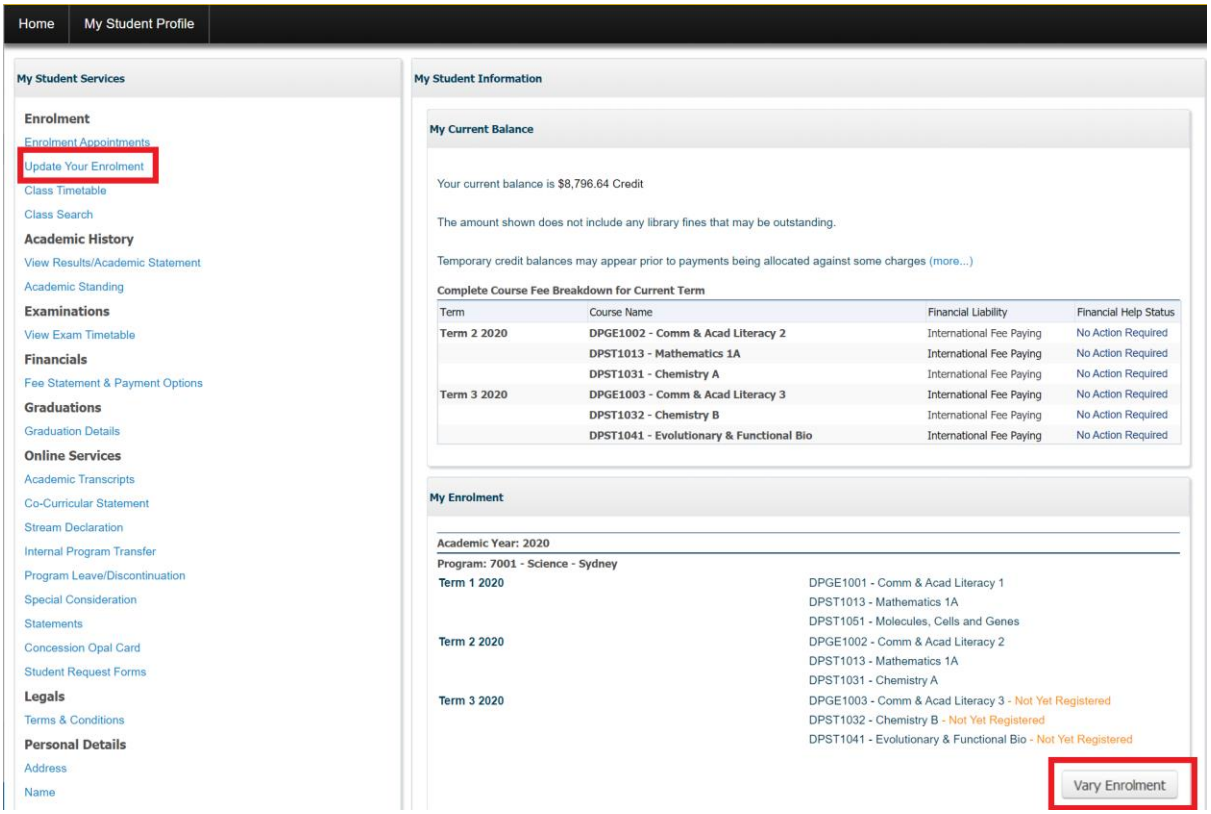
OR

2. "Vary Enrolment" – to change course enrolment (if already enroled)

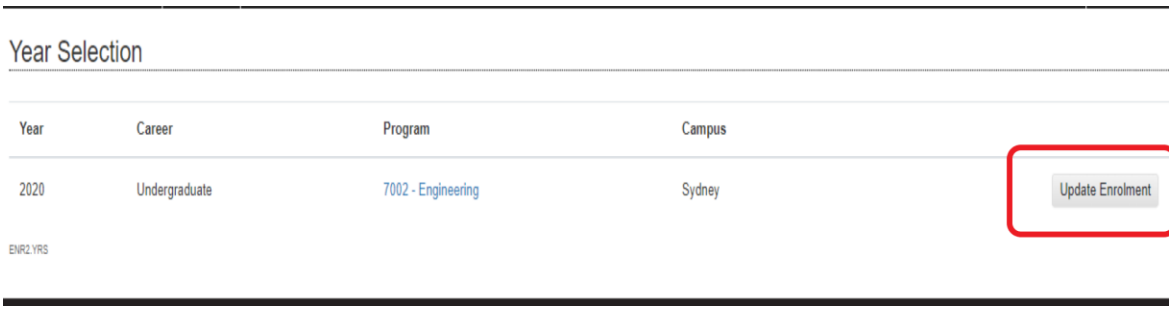
Step 3: Update Enrolment

Tip: If you select "Update Enrolment" and if it's the first time you are enrolling for the Term, you need to save/confirm the personal statistics. You only need to do this once per term.

Refer to screen shot below



After confirming all your personal details, you will be asked to select “Update Enrolment”.



Enrolment Basket

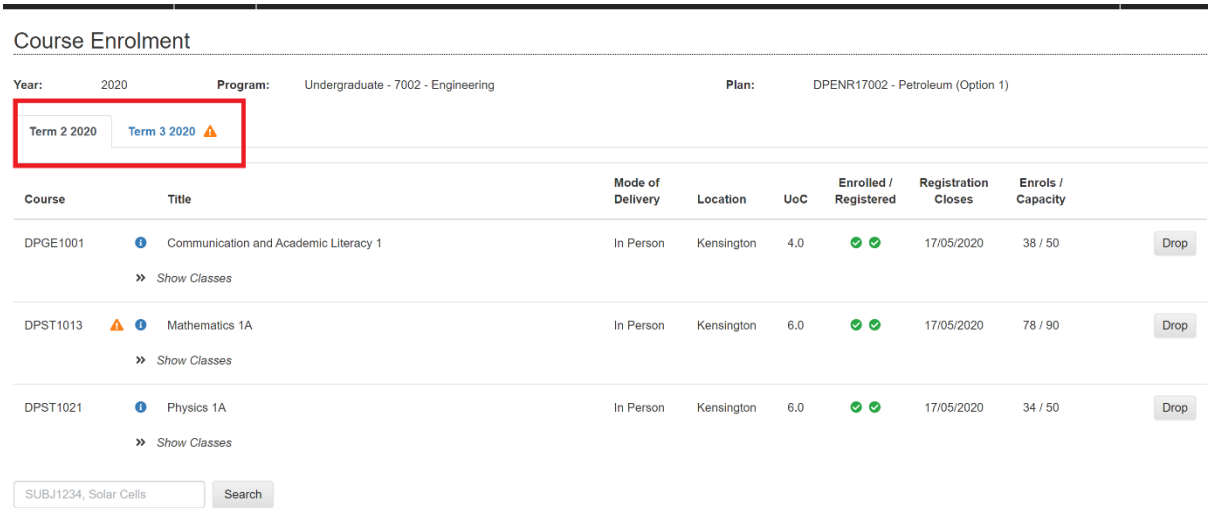
Once you select “Update Enrolment”, the course enrolment page will load an annual view of your enrolment. Please search for the course you wish to enrol in from this page.

Tip: For New Students you are required to enrol in your admit term before enrolling in subsequent terms.

Step 4: Course Enrolment

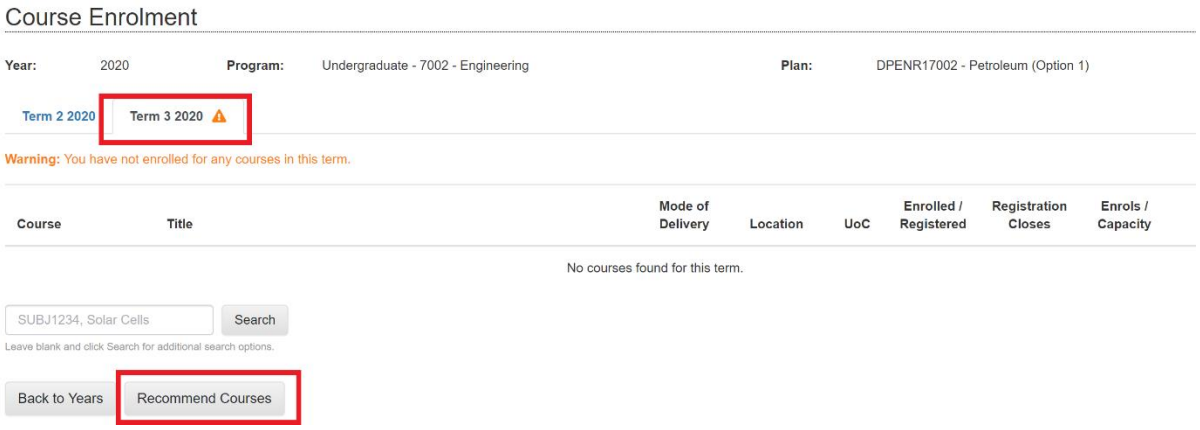
Tip: If you see an orange triangle, this indicates that enrolment for the term is not finalised.

In the example below, the enrolment for Term 3 is not finalised. **You need to choose “Term 2 2021” to enrol for the Diploma term starting on 10 May 2021.**



4.1 Select the term (Term 2 2021) that you wish to enrol in

4.1.1 To view the offered Diploma courses, please select "Recommend Courses"



You will see a list of courses that are offered in each term.

4.1.2 Selecting the correct course for enrolment

In Term 1, please ensure you select the correct course codes from the following list below:

- All Diploma in Engineering students must select:
  - DPGE1001 – Communication & Academic Literacy 1 or (DPGE1004 by permission only)
  - DST1012/DPST1013 – Fundamentals of Mathematics B/Mathematics 1A
  - DPST1021 – Physics 1A **or**
  - DPST1023 – Higher Physics 1A. You must select **DPST1023 – Higher Physics 1A** if you are doing **Telecommunication** Engineering, **Electrical** Engineering or **Quantum** Engineering.
  - Software engineering (must select DPST1091 instead of DPST1021).
- All Diploma in Science students specialising in Chemistry, Materials Science, Mathematics - opt 1, Physical Oceanography, Physics, Statistics-opt 1 and Food Science must select:
  - DPGE1001 – Communication & Academic Literacy 1 or (DPGE1004 by permission only)
  - DST1012/DPST1013 – Fundamentals of Mathematics B/Mathematics 1A
  - DPST1021 - Physics 1A
- All Diploma in Science students specialising in Anatomy, Biology (1), Genetics, Marine Science (1), Mathematics – opt 2, Microbiology, Molecular & Cell Biology, Pathology, Pharmacology, Physiology, Statistics-opt 2 students must select:
  - DPGE1001 – Communication & Academic Literacy 1 or (DPGE1004 by permission only)
  - DST1012/DPST1013 – Fundamentals of Mathematics B/Mathematics 1A
  - DPST1051 – Evolutionary and Functional Biology

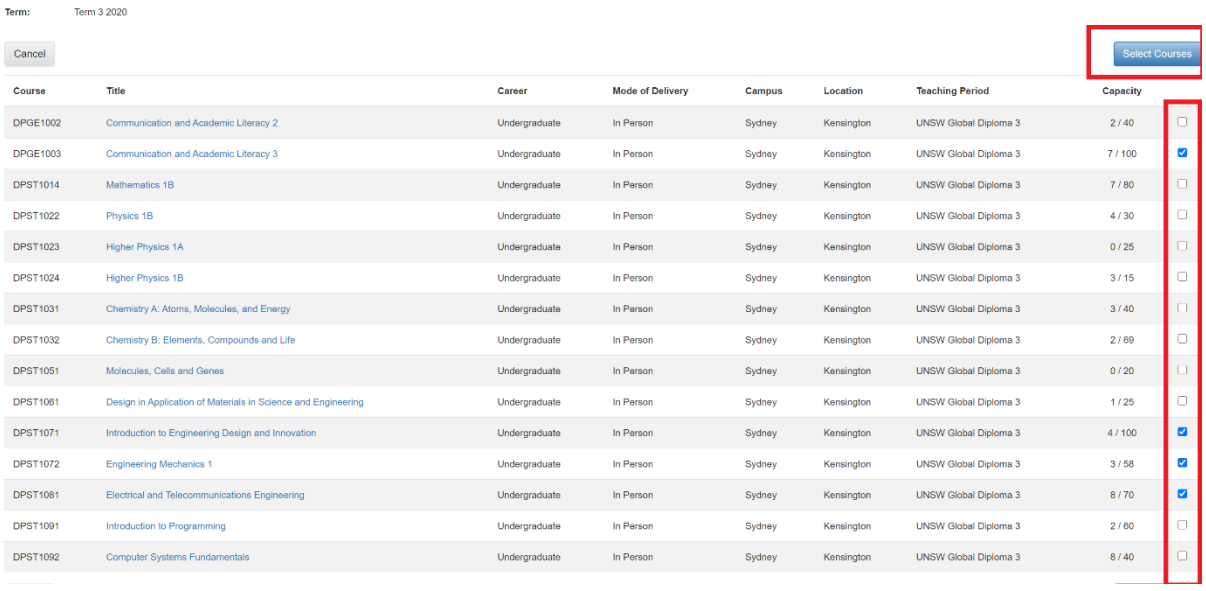
- All **Diploma in Business (Commerce)** students must select:
  - DPGE1001 – Communication & Academic Literacy 1 or (DPGE1004 by permission only)
  - DPBS1100 – Business Decision Making
  - DPBS1140 – Financial Management
- All **Diploma in Computer Science** students must select:
  - DPGE1001 – Communication & Academic Literacy 1 or (DPGE1004 by permission only)
  - DST1012/DPST1013 – Fundamentals of Mathematics B/Mathematics 1A
  - DPST1091 – Introduction to Programming
- All **Diploma in Media and Communication** students must select:
  - DPGE1001 – Communication & Academic Literacy 1 or (DPGE1004 by permission only)
  - DPHU1001 – Media and Communication Contexts
  - DPHU1002 – Public Relations and Advertising Foundations
- All **Diploma in Architecture** students must select:
  - DPGE1001 – Communication & Academic Literacy 1 or (DPGE1004 by permission only)
  - DPDE1002 – Communication in the Built Environment
  - DPDE1001 – Practical Design Studio 1

To confirm the correct course, select the check box at the far right of the course row under the "Select Course" button.

Tip: You may then choose your Term 2 and Term 3 courses once you have started the program.

4.1.3 Confirm your course selection

Please review your selection and once satisfied click on "Selected Courses" Button. This saves your course selection.



Term: Term 3 2020

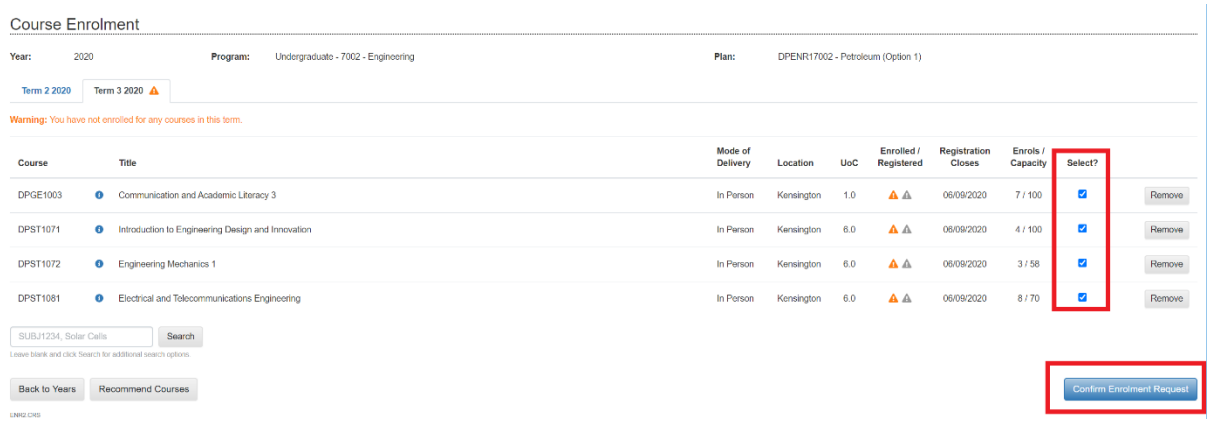
Cancel | Select Courses

Course	Title	Career	Mode of Delivery	Campus	Location	Teaching Period	Capacity	
DPGE1002	Communication and Academic Literacy 2	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	2 / 40	☐
DPGE1003	Communication and Academic Literacy 3	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	7 / 100	☑
DPST1014	Mathematics 1B	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	7 / 80	☐
DPST1022	Physics 1B	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	4 / 30	☐
DPST1023	Higher Physics 1A	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	0 / 25	☐
DPST1024	Higher Physics 1B	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	3 / 15	☐
DPST1031	Chemistry A: Atoms, Molecules, and Energy	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	3 / 40	☐
DPST1032	Chemistry B: Elements, Compounds and Life	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	2 / 69	☐
DPST1051	Molecules, Cells and Genes	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	0 / 20	☐
DPST1061	Design in Application of Materials in Science and Engineering	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	1 / 25	☐
DPST1071	Introduction to Engineering Design and Innovation	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	4 / 100	☑
DPST1072	Engineering Mechanics 1	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	3 / 58	☑
DPST1081	Electrical and Telecommunications Engineering	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	8 / 70	☑
DPST1091	Introduction to Programming	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	2 / 60	☐
DPST1092	Computer Systems Fundamentals	Undergraduate	In Person	Sydney	Kensington	UNSW Global Diploma 3	8 / 40	☐

4.1.3 Submitting Enrolment request

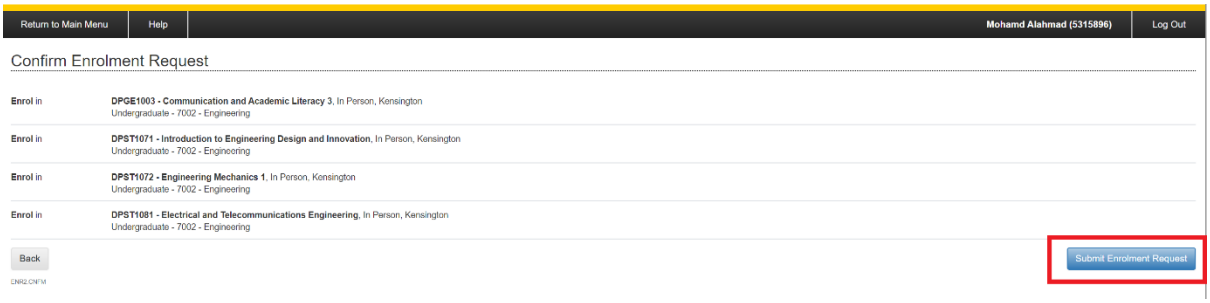
After selecting the required courses, you will be returned to the Enrolment Basket. You will now be asked to confirm your course selection is correct.

Tip: This is the opportunity you have to remove any errors.



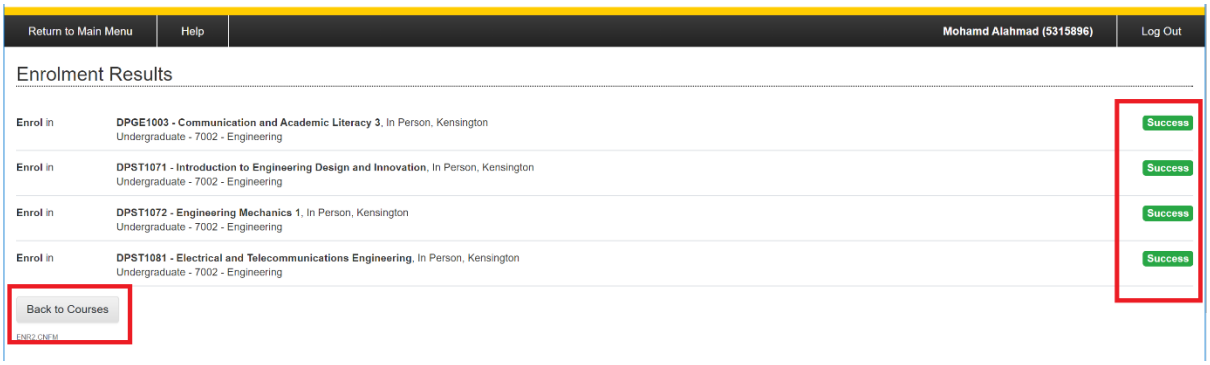
4.1.4 Please confirm your enrolment by clicking “Submit Enrolment Request” again.

This is the final confirmation that course selection is correct.



Step 5: Success

After submitting the enrolment request, if “Success” appears, this means your enrolment application has been successful and you are enrolled in the courses.



Step 6: Back to Courses, Swap, Add or Drop courses

After selecting “Back to Courses” you can see that the Enrolled status is now a green tick while the Registered status remains grey. **Please check Class Registration - Step 7 to enrol in specific classes**.

At this point, you can swap or drop courses in which you are enrolled.

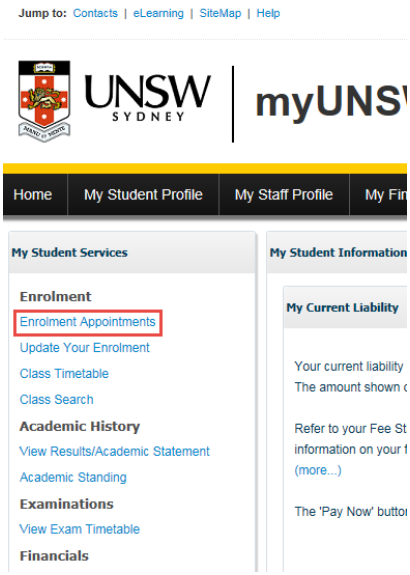
6.1 You are encouraged not to use the "Swap" Function.

If you need to change your enrolment (because of an error), you should **drop** a course by clicking **"Drop"** and then clicking **"Recommended Courses"** and go through the process again to add the recommended course for your specialisation according to step **4.1.2.**

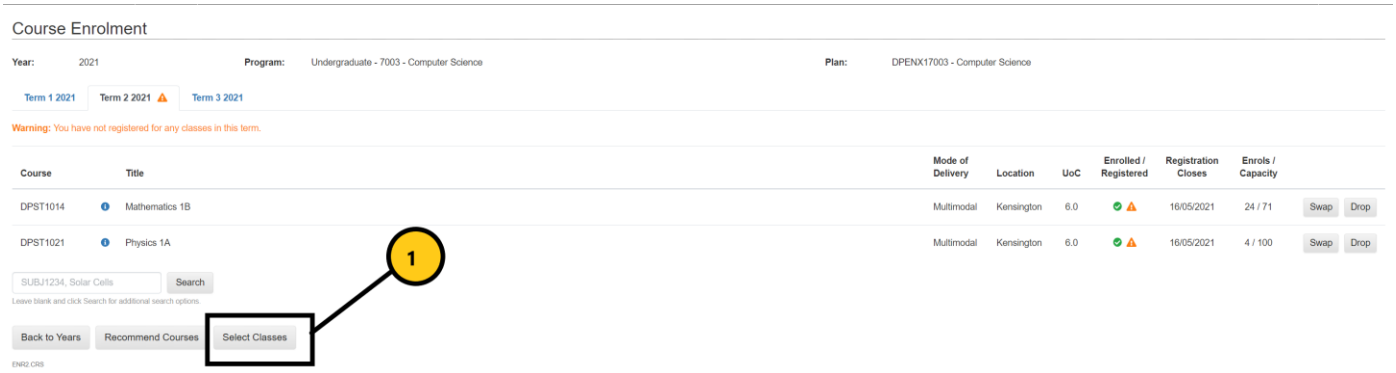
If **you just want to add** a course, you can click **"Recommended Courses"** and go through the process again to add a course according to step **4.1.2.**

Step 7. Class Registration (Timetable):

Please check Enrolment Appointments from your myUNSW Student Profile to see when you will be able to do Class Registration. For Term 1 2025, you will be able to register in your classes from **Monday 9 December 2024 from 9am** *(Please ignore the Diploma Term Start dates in this page)*.

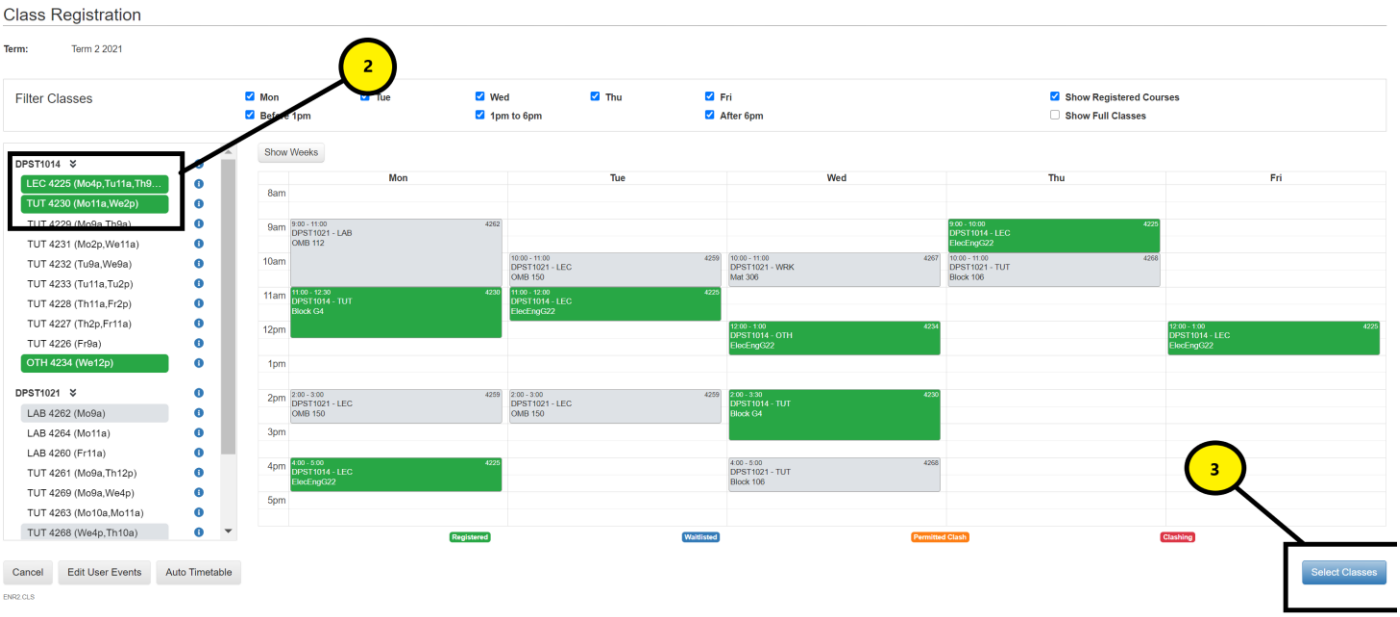


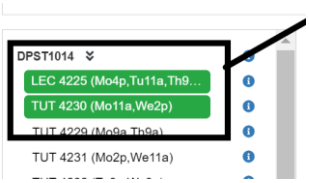
7.1 Select Classes



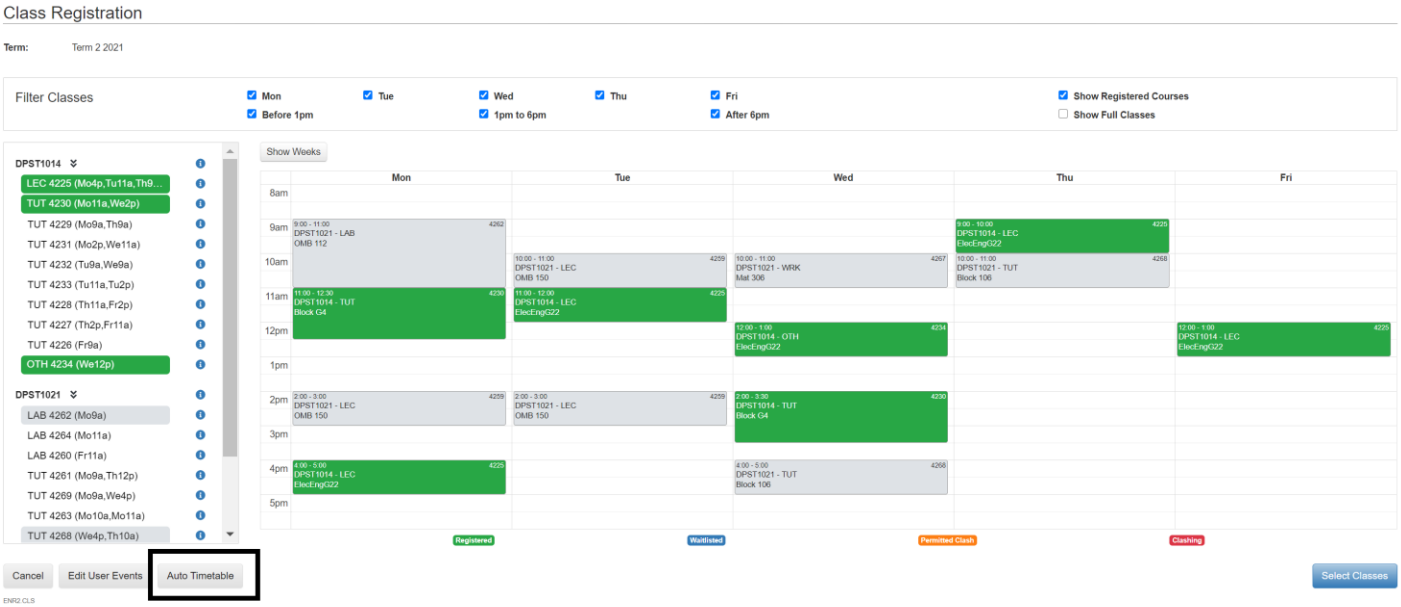
Step	Detail	Image
1	Click 'Select Classes'.	

7.2 Choose Class Times

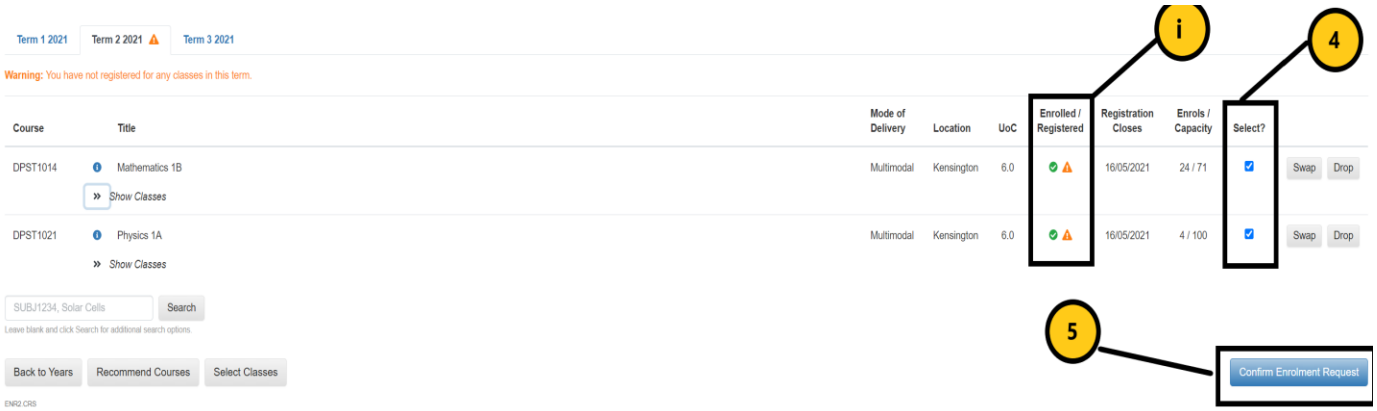


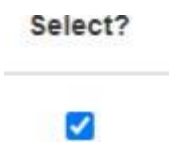
Step	Detail	Image
2	Choose a class time for each component of all the courses you are enrolled in. Normally this means: • Lecture • Tutorial • Seminar/Lab or Other	 - ***If you are enrolled in a course with 4 Components, choose the "TUT" component first as it will automatically select the "LEC" component***
3	Click 'Select Classes'.	

*Tip: You can also click **"Auto Timetable"** (see below) which will create a Clash free timetable for all the courses you have enrolled in. If it gives an error, you need to choose different courses as there is no clash free timetable combination for the courses you have selected.*



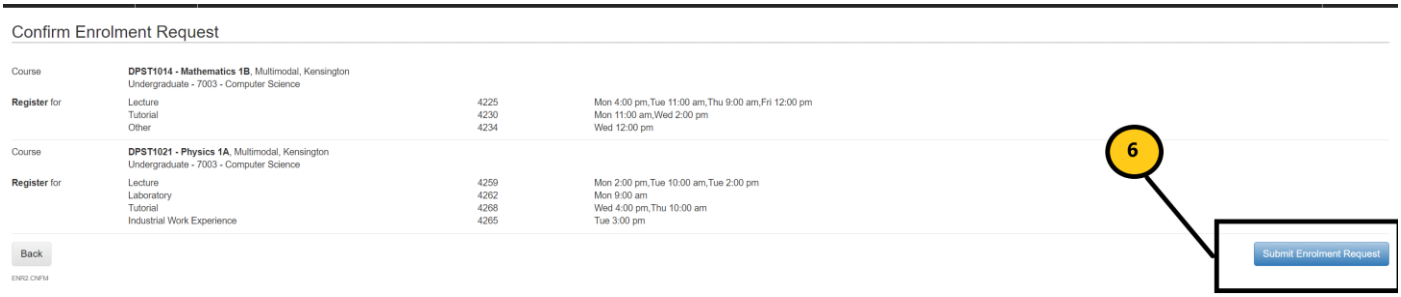
7.2 Select Courses in the Enrolment Basket



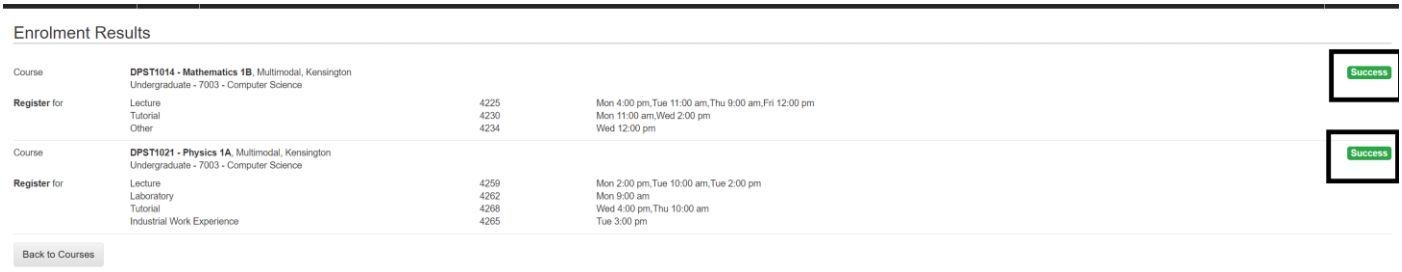
Step	Detail	Image
4	Tick the box to select your course.	
5	Click 'Confirm Enrolment Request'.	

ⓘ	You can see the status of your class and whether you have finished enrolling.	*These Triangles will become Green ticks when you SUBMIT the registration*

7.3 Submit Request

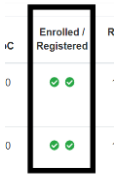


Step	Detail	Image
6	Click 'Submit Enrolment Request'.	



✓	Success! You have fully enrolled for your selected courses and classes.	Success

7.4 Updated enrolment basket

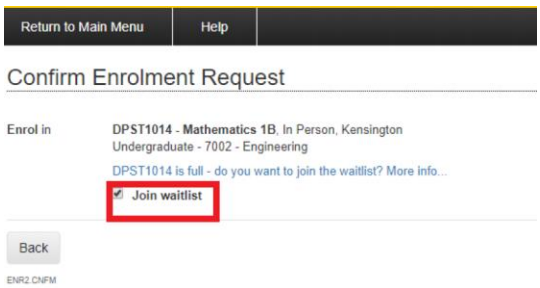
Step	Detail	Image
ⓘ	You can see the status of your class and whether you have finished enrolling.	

Important Notes for Students:

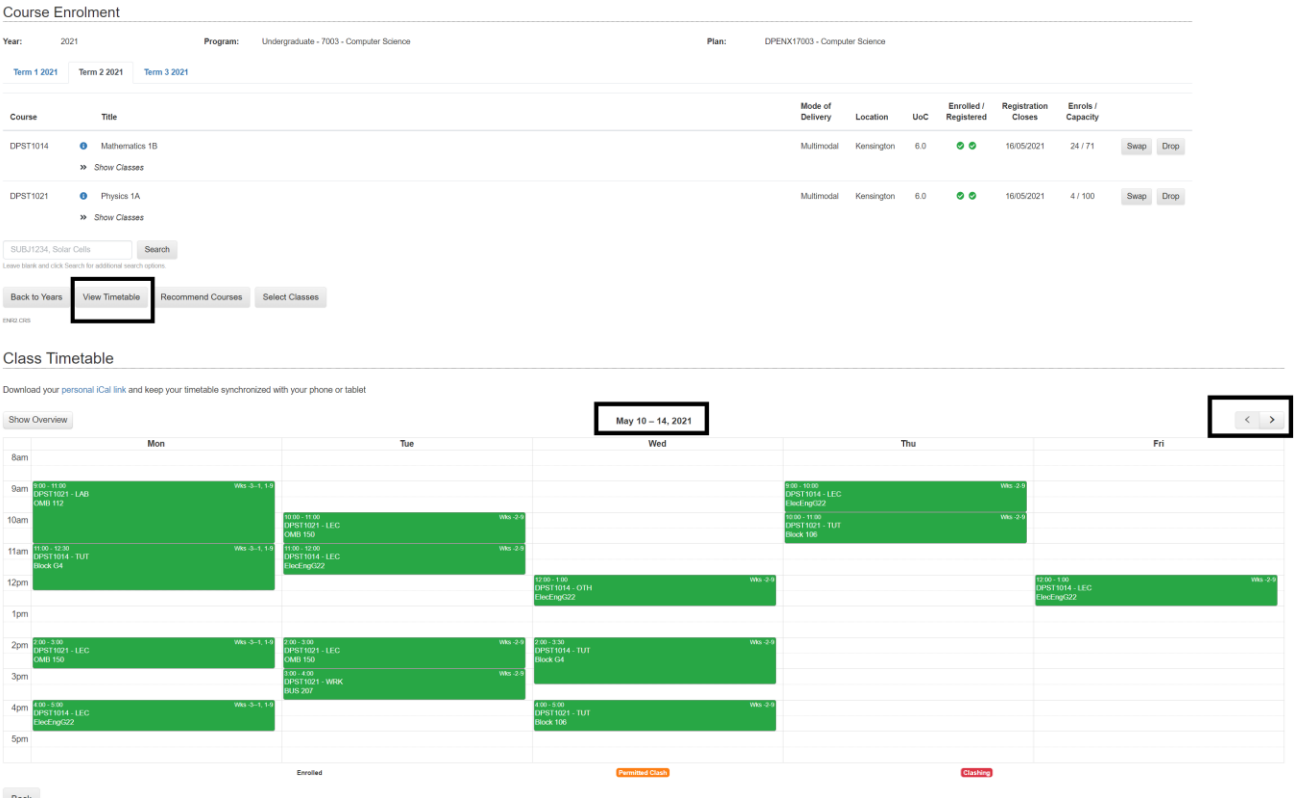
a) You will be given access to Moodle *after* your Orientation. Please follow the study plan in your handbook (**Diploma Hub on Moodle)** to choose your courses for the **next terms.** Please refer to **step 4.1.2** to choose the correct courses for this term according to your specialisation. If you are not sure about your specialisation, please email us at DiplomaEnquiry@unswcollege.edu.au as soon as possible and we will be able to help you.

b) Please check your specialisation and your stream to enrol in the correct courses. Choosing an incorrect course could mean that this course will not count towards your Diploma. **If you choose courses that vary from the courses listed in step 4.1.2, you may not be able to enrol in Term 1 2025.**

c) If a course is full, you can still enrol by joining the waitlist. We will review your request and update it in myUNSW. If we can't enrol you in that course we will let you know to choose an alternative course.



d) You will be able to view your timetable by clicking on “View Timetable” (see below) after you have completed class registration for all courses. **Please check your timetable every week as some weeks might have more or less activities for a course.**



e) If you want to change your classes; you need to go through Step 7 again and select the classes you would like to register for. If you don’t choose classes for all components for a course or have a clash (two classes at a same time- the timetable will show clash in Red); you will not be able to register for that course.