Smart Start
A COMPANION FOR NEW UNIVERSITY STUDENTS
Get a Smart Start

Everything you need to know about starting university study.
Welcome to UniSA
University of South Australia Vice Chancellor and President

You are about to start on the greatest intellectual adventure you could possibly imagine, an adventure in a wider community, an opportunity to make your life bigger and better.

This booklet has been prepared to help you navigate your first steps into university, to help you manage your time and the tasks you’re given, to focus on successful studies now, and develop what we hope will be a lifelong love of learning.

We’ve all been in your shoes at some time and we have remembered how daunting it might seem faced with the prospect of changing your life through learning. Whether you’ve just left the confines of school, or you’re branching out and seizing the opportunities education offers to your career choice, we are here to help you every step of the way.

That’s why we prepared not only this booklet but the enormous range of uni services and facilities, both virtual and real, that you can reach out to if and when you feel you need support.

I wish you all the success in the world as you begin your adventure.

Professor David Lloyd
Vice Chancellor and President

“I look forward to meeting you in your first year at UniSA. Good luck with your studies.”

Watch the VC’s address to all students: unisa.edu.au/newstudents
Inside the Smart Start companion
Making a smart start

Starting university is amazing and confusing. Universities are big and complex, and there’s so much to learn all at once. It’s important to work out where to find answers to your questions.

Smart Start at UniSA offers advice to help you prepare for success. It’s designed for you to browse through and read as you need it.

Tips for getting started:

1. **Attend orientation**
   This is the best way to learn about the University and your courses, to meet staff and to make new friends. Make it a priority to attend orientation activities. Get involved with student events and get used to your home campus.

2. **Be proactive**
   If you’re not sure how to solve a problem, start at Campus Central (on campus, online or 1300 301 703) or the New Students website. Don’t be shy to ask questions. unisa.edu.au/newstudents
Connecting at UniSA

Connect with your courses
The learning activities in each course include lectures, tutorials and assignments. They’re all designed to build knowledge and develop your professional skill base. Many courses also offer workplace experience through practicums, fieldwork or internships.

At the start of each course read the Course Outline carefully. It explains everything you need to know about the course, including:

- Course aims
- Weekly schedule
- Assignment guidelines and due dates

Prepare for classes by doing the readings and any preparation exercises so you can join in tutorial discussions. Your grades will reflect how much you’ve engaged with the course, and this means keeping up with your studies every week.

Connect with your teachers
It takes time to learn what’s expected of you in this new environment. Talk to your Course Coordinators, lecturers and tutors, making a note of their names and contact details, as well as the times they’re available for consultation. Locate the contact details for your Program Director and School office.

Connect with other students
Make friends in your courses so you can help each other throughout your studies. Share information and discuss coursework and readings with them. Attending social events and joining a club builds your friendship network (see p. 24).

Berfu Orhan Bekmez, Graduate Certificate in Project Management
CITY EAST

“We moved here from Sydney because of my husband’s work requirements. I really enjoyed the way courses were taught and the multicultural composition of classes. I think group assignments in the courses really helped to make friends.”

Berfu Orhan Bekmez, Graduate Certificate in Project Management
CITY EAST
Cracking the codes

Everything at university has a code: program codes, course codes, buildings and even rooms.

Once you understand the codes you can decipher your course timetables and find your way around. Soon you’ll start to speak in codes too. ‘See you in BH4.53 for EDUC1001. You just need to understand how the terminology works.

Program codes

Program codes have three elements: your program’s home campus (not always the campus you’ll be based at), your type of degree, and the program name.

The courses you study are part of a program, which belongs to a School, which belongs to a Division.

Building codes

All buildings at the University of South Australia have names, but are referred to by codes. Finding your classrooms and lecture theatres by code can be an adventure, and also a way to meet new people. Maps for all campuses are found on the website unisa.edu.au/campustours

Study period codes

Unlike a school year with four terms, most programs at UniSA run with two main study periods or semesters:

- The first half of the year (late February – June) is called Study Period Two (SP2)
- The second part of the year (late July – early November) is Study Period Five (SP5)

Law and some postgraduate programs operate a little differently. Check your program. A standard study period has thirteen weeks of classes, with a two week teaching break in the middle and extra weeks for exams at the end. Teaching breaks are not really holidays. While there are no classes, they coincide with busy times of the study period when lots of assignments are due.
Navigating UniSA

Navigating your courses
From your myUniSA portal, you can link to the websites for each of your courses. These sites contain your Course Outlines and links to online activities, readings and resources.

Navigating the online environment
Once you have enrolled, you can access UniSA's online environment. The Online@UniSA module provides useful information about this online environment, including myUniSA and your student email. Start investigating at unisa.edu.au/onlineunisa

Communicating by email
Most communication outside of class is by email. Here are some tips for emailing teaching staff:

- Check to see if myUniSA or your Course Outline can answer your question first
- Write a clear subject line
- Identify yourself, including your student ID and course (it’s worthwhile creating an email signature)
- Be polite
- Write in complete sentences and keep the message concise

Useful tips:
1. Login early
The sooner you login, the sooner your learning begins.

2. Explore
Your course sites provide links to support services you’ll need during your studies, including the Library. Consult these services when you need them.

3. Read the course schedule
Here your Course Coordinator has outlined the structure of activities for the study period. To successfully complete each course, follow the schedule of tasks – including readings, attendance, activities, and submission of assignments – outlined in your course materials.

Facilities
The University offers a range of computer-related services:

- Computer pools
- Wi-Fi on campus
- Printing services and internet credit
- IT Helpdesk for support at unisa.edu.au/ithelp

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How do I learn?

To learn successfully you need to use opportunities to explore, understand and apply ideas presented in your coursework. The faster you get used to this style of learning, the more successful you will become. Here’s a quick guide:

**Lectures**
- Provide an introduction to course content in a structured way
- Include interactions with the lecturer and other students to keep you engaged and motivated

**Recorded lectures**
- Allow flexible access to course content when you are unable to attend on campus
- Are useful to revisit when revising for assignments or exams

**Required readings**
- Elaborate on the lecture content
- Introduce key theorists and theories in the field of study
- Provide the basis of tutorial discussion and supporting material for assignments

**Tutorials/Seminars/Workshops**
- Are often compulsory (you must attend a certain number to pass)
- Provide the opportunity for you to ask questions and discuss course content

**Practical classes/Studio sessions**
- Are compulsory (you must attend a certain number to pass)
- Offer the opportunity to ask questions and apply course content

**Professional placements/work experience**
- Allow you to apply your learning in a professional setting under supervision

**Online discussions**
- Give you an opportunity to raise questions and explore ideas in your own time

**Staff consultations**
- Offer the opportunity to access advice tailored to your learning needs

**Peer assisted study sessions/informal study groups**
- Give you an opportunity to raise questions and explore ideas with peers
- Provide insight into others’ questions and learning
Using the Library

University study requires you to learn about and reference experts in your field.

The Library’s services and resources will help you find information to complete assessment activities. The Library Catalogue puts knowledge at your fingertips, with access to 300 million books and journals. Many are available online 24 hours a day, 7 days a week.

When researching assignments, try the following:

- **Subject guides** – Pathways to assist you in beginning research for your assignment
- **Databases** – Quality journal articles and resources to support your assignments
- **Workshops** – Tailored to your latest assignment
- **Online resources** – How to guides and videos on using databases effectively.
- **Need help?** Ask the Library.

There are libraries located on five campuses, City East, City West, Magill, Mawson Lakes, and Whyalla. If you’re studying at Mt Gambier, studying externally or living remotely, you may be eligible for the Off Campus Library Service [unisa.edu.au/externallibrary](http://unisa.edu.au/externallibrary).

Start researching now at [library.unisa.edu.au](http://library.unisa.edu.au)
Assessment

Assessment tasks are where you demonstrate that you’ve understood the course content and can apply the information and ideas you’ve learned.

Each course has a set number of assignments (often 3–4), with some courses also including weekly activities like quizzes and others exams at the end of the study period.

Assignment workload is low at the start of each study period when you’re being introduced to new content. The workload and assessment values increase, with small assignments initially and large assignments or exams at the end of the study period.

Different assignments for different courses are often due around the same time. This means a student enrolled in three or four courses may have three or four assignments due close together. The best way to manage this is prioritising and managing your workload from the beginning, and trying to get into some good study habits (see Time Management, p. 12).

Uni Workload Overview

Workload increases at a MODERATE RATE.
One assignment per course.
Some assignments share due dates.

WEEKS 1–5

Workload increases to a MEDIUM RATE.
One assignment per course.
Assignments increase in size and value.
Some assignments share due dates.

WEEKS 6–7
+ two week teaching break

Workload increases to a MAXIMUM RATE.
One assignment per course.
Assignments increase in size and value.
Some assignments or exams on same day.

WEEKS 8–13
+ Swot Vac + Exams
If you are worried about your studies, seek support before you are overwhelmed (see p. 17).

Teaching staff expect written assignments to:
- Analyse the set topic
- Develop a relevant and comprehensive response
- Follow any special guidelines
- Demonstrate use of expert sources
- Apply the required structure (essay, report, case study)
- Be easy to understand (use plain, grammatically correct English)
- Use the recommended referencing style
- Be submitted on time

There are many different types of assignments at UniSA
These range from written assignments like essays and practical reports to group presentations. Each assignment has its own specific format and rules. In addition to carefully reading assignment requirements, you can find out more about these different assignment types online at unisa.edu.au/l3

It’s essential to learn how to properly research and reference in your assignments
Referencing is a requirement for almost all university assessment tasks. Showing the sources used to develop your opinions teaches you to respect others’ work. This prepares you for professional life. There are resources, workshops and advisers to help you learn the rules at unisa.edu.au/l3

Extensions may be available
Extensions are available only if you’re unwell or have exceptional reasons for lateness. A formal application with supporting documents like medical certificates may be needed. See your Course Outlines for more information.

Disappointing grades?
It is common for new students to receive lower grades than expected
Try not to be too disheartened. Review the feedback carefully so you can learn from it and improve your results in future assignments. In some situations, it’s possible to resubmit assignments but there are rules governing this. See unisa.edu.au/policiesmanual

Nikita Charlton,
Bachelor of Social Work
WHYALLA

“[University] has taught me to question things and to stand up for what I believe in. I have learnt to be critical and that it is ok to be critical. It wasn’t easy, but it was challenging in a good way. I feel inspired to go on with further study. I want to make a difference.”
Time management

How you use your time is largely up to you but to be successful and reach your goals you will need to manage your time effectively.

A full time university workload is like a full time job and other commitments must be fitted around the time you spend in class (course contact hours) and on completing weekly tasks, reading and assignment work (independent study time). Effective time management is essential to success. unisa.edu.au/creatingbalance

Full-time Study: Hours per Week

12–26 HOURS
Class Contact Time

40 HOURS

14–28 HOURS
Independent Study

Family
Keep in touch and plan quality time

Friends
Balancing your study with relaxation time & having fun is important

Rest
Best to get 7–9 hours sleep a night

Part-time job
Most students work part-time while studying. A manageable workload is needed

Exercise
Keeping fit will increase your concentration
Time management tips:

1. **Collect or download a Study Planner** from the UniSA website unisa.edu.au/studyplanners and enter all assignment, due dates, weightings (% value), and word counts. Post it in a public place where you and others at home can see it.

2. **Use a weekly planner** to map out all weekly obligations including classes, paid work, sport, family time, travel, and housework. Schedule in time available for independent study.

3. **Set aside study time** at hours when you’re most alert.

4. **Write down weekly goals** in your Student Diary and tick them off when completed.

5. **Talk about your study schedule** with friends and family so they understand your commitments.

6. **If your schedule does not look manageable,** review your other commitments or consider a lighter study load before the Census date (March 31 for SP2, August 31 for SP5).

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“**My lifestyle is completely different [since starting uni]. I still have time to do the same things I always have, however now I need to prioritise. Your best friend at uni is the ability to adhere to time management.”**

**Ben Van Loggem,** Bachelor of Architectural Studies

CITY WEST
10 Steps to success
Activities to make the best start at UniSA

1. Log into myUniSA
   unisa.edu.au/myunisa

2. Attend orientation

3. Explore course websites

4. Plan your time
Set up a study space

Check your email

Attend all scheduled classes

Get to know other students

Explore the Library

Go for it!
What else do you need

**Q** I don’t know if I can afford to study but I don’t want to leave. What financial help is available?

**A** Most UniSA students work at least part time to help cover living expenses and costs associated with study, like books, equipment, clothing, stationery, and transport.

- Check the Scholarships website to find out more about what’s offered for local low income students to offset the costs of study. [unisa.edu.au/scholarship](http://unisa.edu.au/scholarship)
- The Money Matters online workshop will help you calculate your personal budget. [unisa.edu.au/moneymatters](http://unisa.edu.au/moneymatters)

**Q** Is it important to read, write and speak English well?

**A** There are extensive reading, writing and speaking requirements at university, and possible work placements where you will need to speak to clients and colleagues. Look for opportunities to learn more English on and off campus, enquire about community-based language learning opportunities, and use resources like the English language growth resource at [elg.edu.au](http://elg.edu.au)

**Q** What do I do if I have a health condition or disability that may affect my study?

**A** Many students manage a disability, health, mental health or diagnosed learning difficulty while studying. Make an appointment with a Disability Adviser for confidential advice and support in negotiating an access plan, alternative exam arrangements, and equipment loans. [unisa.edu.au/disability](http://unisa.edu.au/disability)

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- The Money Matters online workshop will help you calculate your personal budget. [unisa.edu.au/moneymatters](http://unisa.edu.au/moneymatters)

**Q** How can I sort out accommodation problems?

**A** If you’ve moved away from home for study, it can take a while to find the right accommodation. Visit the Accommodation Services website to explore your options and rights as a tenant. [unisa.edu.au/accommodation](http://unisa.edu.au/accommodation)

**Q** Where can I get some career advice?

**A** UniSA’s Careers Service is available to all students as well as graduates for 12 months after graduation. Explore career prospects, pathways and opportunities in person, online, via social media, and through their 3D Virtual World. [unisa.edu.au/careers](http://unisa.edu.au/careers)

**Q** How do I make contact with others sharing my religious faith?

**A** The independent student association, USASA, offers a range of clubs where you can meet students who share your faith, be it Christian, Buddhist or Islamic; visit [usasa.sa.edu.au](http://usasa.sa.edu.au) for details.

There are Prayer Rooms on each campus for Muslim students to fulfil their daily practices. A multi-faith Chaplaincy offers free and confidential pastoral care. [unisa.edu.au/religiousneeds](http://unisa.edu.au/religiousneeds)
to know?

What if personal matters prevent me from studying?

If personal issues and circumstances beyond your control are affecting your studies, Counsellors are available to help you identify the issues that may require support. Counselling services are free and confidential. unisa.edu.au/counsellingservices

Will teachers look at drafts of my work or help me improve my writing?

Teaching staff give feedback on submitted assignments, but not drafts. If you’ve previously had and need this sort of support, enquire about options through the L3 Language, Literacies and Learning team. They offer workshops on reading, writing and editing, self-help resources and limited individual appointments. unisa.edu.au/languagelearning

I have a child. Are there childcare services?

Flexible childcare options are available at recommended centres near UniSA campuses. Full-time, part-time or casual care for babies, toddlers, and preschool aged children, as well as after school care and early education pre-school care is provided close by. Enquire at Campus Central on each campus.

Are campuses safe?

Security officers are present on all campuses and on metropolitan sites 24 hours a day. Find out where they’re located and make a note of Security phones located around campus. Call 1800 500 911

How can parents, partners and friends help?

It’s great when people close to you are supportive. Help them learn about what you’re experiencing and how they can help by showing them the Parents, Partners and Friends Guide. unisa.edu.au/parents

What if I think I’ve been treated unfairly by staff?

Where possible, discuss your concerns with the individual. If this does not resolve the issue, you also have the right to free and confidential support and advice provided by USASA’s Student Advocacy Service. Student Advocates are experienced, understand the system, and know how to best represent you. usasa.sa.edu.au

I have a lot of questions. Where can I get answers?

Campus Central is your first point of contact for all program enquiries, queries about enrolment, ID cards, exams, finances and fees, scholarships, and lots more. Ask in person, by phone or online at unisa.edu.au/campuscentral

Expert advice is on hand from a range of student support services including counselling, disability advice, language and learning advice, career services and international student advice. Search online for contact advice and self-help resources. unisa.edu.au/ltu
Living and studying away from home?

Are you

Transferring into a program?

An International student?

An elite athlete or performing artist?

An Indigenous student?

An external or online student?
Living and studying away from home?

If you’ve moved away from home to study, life can be exciting and challenging as you settle into your new home and study environment. Making new friends and finding essential services in your new community will be a high priority.

An International student?

Starting university in a new country is exciting, but you may also be anxious about living and studying in a new place. Make the most of your time in Australia – study hard, but also explore your new country and make new friends. If you have any questions or concerns, meet with an International Student Officer.

unisa.edu.au/internationalstudentsupport

An Indigenous student?

If you’re an Aboriginal or Torres Strait Islander student starting your program, you may be living away from home and feeling a bit isolated. Explore the dedicated services for Indigenous students as soon as you can. It’s really important to make some friends and explore all available information about your program and services so you can enjoy your university experience.

unisa.edu.au/indigenous

Transferring into a program from TAFE, VET, SAIBT or another institution?

Students transferring into a program after first year are often surprised how different UniSA is from their previous place of study. Course coordinators may assume you have the same experience (e.g. writing assignments, referencing) as other students. Talk to staff and other students and fill in any gaps in your knowledge through exploring online learning resources at unisa.edu.au/l3

Saleh Abdulaziz
Al Nefaie,
Bachelor of Engineering
MAWSON LAKES

“The most important aspect to consider when moving (from overseas) is to research thoroughly to see if the culture and lifestyle will suit your needs. This is important because you need to be comfortable in your surroundings in order to be productive in your studies and daily life.”

unisa.edu.au/indigenous
An external or online student?

At UniSA you can study at a campus (internally) or off campus (externally). When you’re enrolled in a course externally, you don’t attend lectures or tutorials on campus, and most of your study is done online. Some local students complete their whole degrees externally, while others do some courses internally and others externally to suit their lifestyle.

External study has many benefits. It’s flexible, you can study from home, and you can fit study around other commitments. It’s especially suitable for those who work full-time, live far from campus, have young children or carer responsibilities, or have a disability, mobility or health condition.

However, external study can be challenging if you’re not comfortable using computers, learn best through face-to-face teaching, or don’t have good time management skills.

If you are an international student, consult your campus International Student Officer about your enrolment options as some restrictions apply.

An elite athlete or performing artist?

If you are an elite athlete or performing artist with external pressures impacting your study, register for and explore the package of support available at UniSA. unisa.edu.au/elite
Top tips for students living away from home:

1. Organise convenient and suitable accommodation as soon as possible.
2. Make sure you understand lease arrangements.
3. Make local friends for local knowledge and to learn everyday sayings.
4. Attend everything.
5. Start assessments early and complete all assignments.
6. Contact your family often.
7. Ask questions early and often: use expert services.

Top tips for external students:

1. Get started early
   Login to myUniSA, explore your course websites, and read all the available resources. unisa.edu.au/external
2. Get acquainted
   Keep in touch with staff and other students to maintain course knowledge and avoid isolation.
3. Set up study space
   Create a private space at home for study, ensure your laptop/PC is up to date, and discuss study needs with those at home.
4. Stay organised
   Create a weekly study schedule and calendar of due dates.
5. Stay on top
   Keep up to date and meet each deadline; let key staff know if your situation changes.
Second thoughts?

University is a gateway to an exciting future and an opportunity to realise your dreams, but having second thoughts about starting uni is not unusual.

It happens when:

- First impressions of the program don’t fit with your expectations
- The first few weeks are overwhelming
- You get disappointing results for assignments
- Increased lifestyle demands make study difficult
- Personal or medical matters affect study
- You don’t feel connected.
If you decide the program you’re enrolled in isn’t right for you, or are having trouble managing the workload, before you think about dropping out:

- Seek expert advice from a range of sources, e.g. Campus Central, your Program Director, a Careers Adviser or Counsellor.
- Discuss the program with senior students. First impressions can be misleading.
- Consider:
  - Exploring other study or employment options
  - Applying for leave from the program (protecting your place)
  - Formally withdrawing from one or more courses to make your workload lighter
- Find out about timelines for action and Census dates.

Contact Campus Central for more information: on campus, online or 1300 301 703
Student exchange and international opportunities

Exchanges and voluntary opportunities provide a chance to explore new places, meet new people, and study or work elsewhere.

unisa.edu.au/globalopportunities

Student clubs

Meet like-minded people with similar interests and hobbies by joining a student club or starting your own.

usasa.sa.edu.au/clubs

Sports clubs

Do you play a sport? Exercise your body and your mind by joining one of UniSA’s sporting clubs or representing UniSA in the university games.

unisasport.edu.au

Student experience: your adventure

Make the most of your university experience: meet people, make friends, have fun, study together, explore the world. Uni experiences and networks give you much more than a degree:

unisa.edu.au/studentexperience

Campus Events and Opportunities

Join UniSA’s vibrant student experience through campus events like UniBazaar and Brekky Bar. Apply for a grant to stage your own event.
Social networking
Join UniSA’s Facebook and Twitter feeds. As well as keeping up to date with news and events, it’s a great way to make contact with people studying in similar programs or circumstances.

Student Association
UniSA Student Association is an organisation run by students for students. It provides a VOICE for student opinions, ADVICE around policies and procedures and PLAY through a range of clubs and uni-wide competitions and events.
unisa.edu.au/usasa

Enhance your Career Prospects
Take advantage of the range of opportunities for improving your employment through the Career Development Tool
unisa.edu.au/careers
Or take part in the Experience Leadership Program:
unisa.edu.au/leadership

Global Experience
The Global Experience program offers a range of extra-curricular activities to enhance your UniSA experience, familiarity with people from other cultures and future career prospects. Join the program to be part of a supportive community of likeminded students where you can develop leadership skills and a portfolio of valuable experiences.
unisa.edu.au/globalopportunities
## The differences between High School and University

<table>
<thead>
<tr>
<th>Enrolment</th>
<th>High School</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents/guardians</td>
<td>enrol students.</td>
<td>You manage your own enrolment.</td>
</tr>
</tbody>
</table>

| Identity           | Many staff and other students know you by name. | You must make yourself known to students and staff in your courses. |

| Mode of study      | Mainly face-to-face at school. | Options to study on campus, online or externally. |

| Classes            | Classes are small.             | Class sizes vary from small to large, actual to virtual. |

| Attendance         | Most students are minors and school attendance is compulsory. | Attending your classes is important: make it a priority. |

| Assessment /Learning | Teachers direct learning, providing prompts and reminders. | Assessment information is provided at the beginning of the course; learning is self-directed. |

| Referencing        | Students learn the elements of referencing their research resources. | Detailed referencing is required. Copying information is treated as plagiarism and attracts penalties. |
# High School and University

## High School
- **Exams**: Infrequent and mainly limited to senior years.
- **Deadlines**: Teachers may allow extra time on assignments.
- **Communication**: Infrequent and mainly limited to senior years. Communication is sent to parents/guardians.
- **Academic Year**: Four school terms with breaks for holidays. School hours are regular and predictable.
- **Jobs**: Some students have part-time jobs.
- **Costs**: School costs are predictable and payable within a certain timeframe.

## University
- **Exams**: Are a key assessment activity at the end of each study period in some programs.
- **Deadlines**: Formal extensions are available on application, only on medical and compassionate grounds.
- **Results/Issue Resolution**: Student communication, including grades, is treated as confidential and communicated only to the student.
- **Academic Year**: Generally two main study periods, with study breaks, and summer or winter elective course options. Each student’s timetable varies depending on the course.
- **Jobs**: Most students work, and must balance study and work.
- **Costs**: Costs vary across programs. Additional costs can include student fees, books, uniforms and specialised equipment.
Smart Start!
Now you’re READY.
Just Remember:

Be organised!
Time management is essential to success.

Focus on your goals.

UniSA will support you with your studies.

Your future is waiting for you.
Go for it!