

<u>Question</u>	<u>Answer</u>	<u>Contact</u>
What are Study Periods?	Study Periods are terms of study. There are 7 Study Periods in a year. Undergraduate periods: SP2 & SP5 are the main teaching period SP1 & SP7 are Summer School SP4 is Winter School Postgraduate periods have 4 main teaching periods: SP1, SP3, SP4, SP6	
How do I enrol?	You can enrol online through MyEnrolment , if you have any troubles with enrolling, please contact Campus Central in the first instance.	Campus Central (08) 8302 0511 Campuscentral.citywest@unisa.edu.au
How do I know what to enrol in?	Enrolment advice templates are available from the School of Management website. If you are still unsure, please contact the Undergraduate Student Advisor for the School of Management.	Undergraduate Student Advisor
Where can I go to get help with my enrolment?	Campus Central is the first point of call for assistance. E-buddies are available on-campus to guide students through the enrolment process during peak periods of enrolment.	Campus Central (08) 8302 0511 Campuscentral.citywest@unisa.edu.au
What happens if the class I want to enrol in is full?	If a course you need to enrol in is full, you can request a class override by completing the online form. Please take note of which School the course belongs to as requests for overrides will automatically be forwarded to that School, if you enter the wrong School it can take longer for the request to be processed. Not all requests can be met, due to OHS regulations staff are not permitted to override classes past the room capacity	Undergraduate Student Advisor
How do I drop courses?	Dropping a course before the census date can be done through MyEnrolment . If you are dropping a course after the census date, you will need to fill in an Add/Drop form and you will incur the full fees for the course.	Campus Central (08) 8302 0511 Campuscentral.citywest@unisa.edu.au
What are majors and minors?	A major consists of 8 related courses and a minor of 4 related courses in a specific discipline area. A major or minor sequence is used in place of electives.	
How do I enrol in a minor or major?	The major and minors are electives, you can enrol online as per usual.	
What are electives?	Electives are courses in addition to the Division core, major sequence and BUGE course within your program. You are required to study 5-7 electives depending on your program	
What electives can I choose from?	Electives should be taken from the Division of Business, i.e., from within	Undergraduate Student Advisor in the first

	the School of Management, School of Commerce, School of Marketing, and School of Law. You should consult your Program Director if you wish to take electives from outside the Division.	instance. Program Director
Where can I find a list of electives available?	An easy way to search for the electives is looking at the course homepage: http://www.unisanet.unisa.edu.au/courses/ , you can search courses by the schools. Ensure the electives you select are from the undergraduate listing.	
What is a BUGE course?	A (Broadening Under Graduate Education) BUGE course is a compulsory part of your program. It's any course that is outside of the Division of Business.	
How many courses do I have left to do for my degree?	Students can come and speak to the Undergraduate Student Advisor , who will check their records and fill in a sequencing form.	Undergraduate Student Advisor
Where do I get my official grade transcript?	Students will receive an official grade transcript at the end of their study. If you require one before you finish, you will need to pay \$25 at Campus Central for an official transcript. The alternative is a free record of study (unofficial transcript) online from the 'myStudies' page through myUniSA	Campus Central (08) 8302 0511 Campuscentral.citywest@unisa.edu.au
Difference between an undergraduate and postgraduate student?	You are an undergraduate student if you have not previously studied at a tertiary level and are studying for a Bachelor degree. You are a postgraduate student if you have studied previously and are studying for a graduate certificate, graduate diploma or a masters program.	
What is cross-institutional study?	Cross-institutional study is studying courses at a different university. Current UniSA students are required to complete this form when they want to study a course cross-institutionally while non-UniSA students complete this form .	Undergraduate Student Advisor in the first instance.
What is a double degree?	A double degree is doing two programs, which leads to getting two transcripts. This involves adding an extra year onto your current single degree. Click here for more information.	
What is the difference between a double degree and a double major?	A double degree is doing two programs, which leads to getting two transcripts. This will take an extra year to complete. A double major is using your elective courses to complete a second major sequence, which you will get one transcript.	

How do I transfer into a double degree?	If you would like to transfer from a single degree to a double degree, you will need to speak to the Program Director. Complete the Internal Transfer form and lodge it at Campus Central for processing.	Program Director
How do I transfer from a Bachelor of Management into another single degree?	If you would like to transfer from a Bachelor of Management into another single degree, complete the Internal Transfer form and lodge it at Campus Central for processing.	
If I decide I need a break from study, can this be arranged?	Students are entitled to a total of 1 year of leave during study. If you are a first year student, you would need to have completed a full study load (at least 3 courses) in one study period. Students will need to fill in a Leave of Absence or Withdrawal from Program form. This form is for Australian Citizens, Permanent Residents or Temporary Residents not on a student visa ONLY. International Students studying in Australia complete this form .	Undergraduate Student Advisor
What is the difference between studying internally and externally?	Internal students study on-campus, which includes going to lectures and tutorials. External students study off-campus. It may require students to participate in online discussions and to submit assignments through AssignIT. The exams will be setup by Flexible Learning Centre, and students can either sit the exams at Wayville Showground with the internal students or at an external location arranged by the Flexible Learning Centre for rural or interstate students.	
How many hours should I study a week?	On average there are 3 contact hours per course per week, in addition, students must do 3 hours individual study per 1 contact hour. This is a guide and you should check with your lecturer/tutor for each individual course	
Is it acceptable to use second-hand textbooks and previous editions of a set text?	You will need to check with your Course Coordinator before using previous editions of a set text in the even that there may be changes	
How do I extend my VISA?	Students need to bring in a Confirmation of Enrolment (CoE) form to the Undergraduate Student Advisor , who will check their records and determine how many courses are remaining that the student must complete. Once a date has been determined, the Associate Head of School will sign the form which students can collect and lodge at Campus Central.	Undergraduate Student Advisor