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Step 3: Login to myUniSA Student Portal
Step 4: Login to myEnrolment
Step 5: Check Enrolment Open date
Step 6: Access Enrolment Advice Information
Step 7: Plan your Timetable
Step 8: Complete Checklist
Step 9: Check for compulsory Enrolment Advice Session

Do you have to attend an Enrolment Advice Session before enrolling?

Yes
Attend Enrolment Advice Session
Step 10: Enrol (Manage my Enrolment)

No
Step 11: View & Print your Timetable
Step 12: Complete Feedback Survey
Step 13: Logoff myEnrolment

The Next Steps
Collect Student ID Card

Regularly
Login to UniSA Email Account

Regularly
Login to myUniSA Student Portal

Attend Orientation Sessions
STEP 1: RECEIVE YOUR OFFER EMAIL

**Domestic students – SATAC (Undergraduate)**

If your application has been successful you will receive a SATAC (Undergraduate) offer email advising you have been accepted into your Program. You should then login to the SATAC system (UniWeb) and provide a response.

**Domestic students – Gradstart (Postgraduate)**

If your application has been successful you will receive a Gradstart (Postgraduate) offer email advising you have been accepted into your Program.

**International students – Apply Online**

Internationals students apply via Apply Online. Once your online application is received, along with your supporting documents, an automatic response email will be sent to you confirming your application number. It will provide you with a link to check your application status online. The assessment process takes approximately four weeks and you will be notified via email once an outcome has been reached.

For further information on this process please see the [UniSA International FAQs](#).

STEP 2: RECEIVE YOUR UNISA WELCOME EMAIL

**Domestic students – SATAC (Undergraduate) & Gradstart (Postgraduate)**

You should receive your UniSA welcome email from the Director: Student and Academic Services to your personal email account within a few days of your SATAC or Gradstart offer email. The UniSA welcome email contains your Username and Password which you will need to access the University network, including myEnrolment (online enrolment system), your student email account and myUniSA (student portal).

It also contains important information and details on how to enrol. We encourage you to check your UniSA student email and myUniSA regularly as it’s our main method of communication and where you’ll receive important announcements and updates.

**International students – Apply Online**

Once you have accepted your offer you will receive an enrolment email with important information about how to enrol online. You will enrol using myEnrolment, UniSA’s online enrolment system.
STEP 3: LOGIN TO MYUNISA STUDENT PORTAL

myUniSA is your central online source of important university information, enrolment, program and course information, email and other important resources and links.

The University uses email and myUniSA as the primary method of communication. Therefore, it is essential that you check these services regularly to keep up to date with any important announcements or updates.

Get started on the UniSA Network and begin using your UniSA email.

Login to myUniSA student portal and access your UniSA email

Go to the UniSA website: www.unisa.edu.au

Click on ‘LOGIN’ link at the top right hand side of the UniSA homepage

Underneath Login, click on ‘Students’

Then click on ‘Login’ button
Enter your username and password (this is included in your welcome email from the Director: Student and Academic Services)

Access your UniSA email from myUniSA student portal

Click on 'my Email' from the top blue menu bar
Or access your email via the UniSA website

Go to the UniSA website: www.unisa.edu.au

Click on ‘LOGIN’ link at the top right hand side of the UniSA homepage

Underneath Login, click on ‘Students’

Click on ‘my Email’ from the top blue menu bar
Enter your username and password (this is included in your welcome email from the Director: Student and Academic Services)

### STEP 4: LOGIN TO MYENROLMENT

myEnrolment is UniSA’s online enrolment system. You can access myEnrolment from any computer with internet access.

Go to UniSA’s website: [www.unisa.edu.au](http://www.unisa.edu.au)

Click on ‘LOGIN’ link at the top right hand side of the UniSA homepage

Underneath Login, click on ‘Students’
Click on ‘myEnrolment’ under Essential Links.

Enter your username and password to login. This is included in your welcome email from the Director: Student and Academic Services.

Your default password

Your default password is the first four letters of your family name (the second letter must be uppercase), followed by the day and month of your date of birth (eg sMit1203). If your family name is less than four letters substitute with ‘x’. For example, if your family name is Ng and your date of birth is 17 March, your password will be nGxx1703.

To protect your privacy you must change your password from the default by logging into the myUniSA student portal and selecting ‘my Resources’.

You should now be logged into myEnrolment.
Welcome to myEnrolment

Welcome to enrolling in your Bachelor of Business (Marketing) program from 27 Jan 2016 9:00:30 AM.

What can I enrol?
2016 enrolments are now open.

2016 undergraduate continuing student enrolments will commence from Monday 23 October 2015 over four days, by Division. Postgraduate new and continuing enrolments will commence from Friday 30 October 2015. New student enrolments will commence from Wednesday 27 January 2016, over three days by Division.

Your specific enrolment open day and time will be displayed here from early October.

You can enrol any time up to the Enrol by Date for each study period. We recommend you enrol for the whole year (in study periods 2 & 3) early to secure your desired classes.

Tip! Complete your Checklist and plan your timetable before your enrolment open date.

How to Enrol

Follow the simple steps below to enrol. First Step: My Enrolment Advice will direct you to enrolment advice specific to your program to help you plan your timetable. Second Step: Complete my Checklist is a compulsory step that will ask you to confirm or update your personal details. The Checklist only needs to be completed once per year. Once you’ve completed your Checklist you can enrol via Third Step: Manage Enrolment.

Enrolment Help (including Overrides) provides assistance and resources to help you along the way and an opportunity for you to provide feedback on your enrolment experience.

my Programs

If you believe any program information shown is incorrect, please contact Campus Central.

<table>
<thead>
<tr>
<th>Code</th>
<th>Undergraduate</th>
<th>Not Applicable</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEbus(Marketing)</td>
<td>CIBM</td>
<td>Plan</td>
<td>Status</td>
</tr>
</tbody>
</table>
STEP 5: CHECK YOUR ENROLMENT OPEN DATE

New Students

Start of Year

New student enrolments for most **Undergraduate** Programs open in late January and **Postgraduate** programs will open from mid October for the following year. The welcome email sent to your personal email account and the myEnrolment Homepage will provide your specific Program enrolment open date and time.

**Mid Year**

If enrolling at mid year, you can enrol as soon as you receive your UniSA welcome email from the Director: Student and Academic Services. It contains important information and details on how to enrol.

If there is no enrolment open date listed in blue text at the top of the myEnrolment homepage, your Program has already opened for enrolment.
Continuing Students

Continuing student enrolments usually open in October for the following year. Information about enrolment dates and times will be available on your myEnrolment Homepage closer to this time.
STEP 6: ACCESS YOUR ENROLMENT ADVICE

Enrolment Advice is Program specific information provided by your School on the courses you need to enrol in for each study period of your Degree.

Part Time & External Students

Part-time study: You can study part-time which means undertaking less than the load specified for full time status.

External mode: Includes online, distance education, industry placement or directed research. Virtual classrooms are an external mode of delivery. External mode does not normally include a face to face component, however some courses offered in external mode may require a small component of on-campus activity.

Please note: If you require further enrolment advice, please refer to the School contact details listed on the first page of the Enrolment Advice Template or contact Campus Central.

From the myEnrolment Homepage, click on ‘First Step: My Enrolment Advice’ or click ‘my Enrolment Advice’ from the top blue menu bar.

Your Enrolment Advice page will display.
Firstly click on the ‘weekly timetable planner’ link.

Note: The weekly timetable planner isn’t necessary for External Students.

Print out at least 2 copies of the blank Weekly Timetable Planner. This will assist you with planning your timetable for both study periods.

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>PROGRAM CODE</th>
<th>SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:10-10:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00-10:50am</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00-11:00am</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00-12:00am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:10-1:00pm</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00-2:00pm</td>
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<tr>
<td>2:00-3:00pm</td>
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<tr>
<td>3:00-4:00pm</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>4:00-5:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00-6:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next click on the Enrolment Advice link.
Your School's Enrolment Advice page will display.

Please note: The School's Enrolment Advice page will differ amongst the schools and may look different to the example.

Find your Program on this page and click on the appropriate year link.

2016 Enrolment Advice Forms - Marketing

These enrolment advice forms contain information regarding the courses that you are required to undertake in your program in 2016. They also contain information for external students. Where possible students should enrol in courses for the whole of the year.

- Undergraduate
- Postgraduate

If you need further enrolment assistance please contact the Business Hub (undergraduate) or Rachael Palcini (postgraduate).

Undergraduate

Continuing students please use Enrolment Advice forms below:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Year 1 (PDF 128kB)</th>
<th>Year 2 (PDF 132kB)</th>
<th>Year 3 (PDF 132kB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBBM - Bachelor of Business (Marketing)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DBMK - Bachelor of Management (Marketing)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DBMN - Bachelor of Marketing and Communication</td>
<td>Year 1 (PDF 138kB)</td>
<td>Year 2 (PDF 144kB)</td>
<td>Year 3 (PDF 138kB)</td>
</tr>
<tr>
<td>DBMT - Bachelor of Management (Marketing) / Bachelor of International Relations</td>
<td>Year 3 and 4 please contact a Student Advisor for program advice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Postgraduate

2016 School of Marketing Timetables (all offerings) internal (PDF 142kB) external (PDF 134kB)

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Study Period 1 and 3, 2016</th>
<th>Study Period 4 and 6, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>DGMK - Graduate Diploma in Marketing</td>
<td>Full Time Students (PDF 124kB)</td>
<td>Full Time Students (PDF 124kB)</td>
</tr>
<tr>
<td></td>
<td>Part Time Students (PDF 221kB)</td>
<td>Part Time Students (PDF 221kB)</td>
</tr>
<tr>
<td>DMMR - Master of Marketing</td>
<td>Full Time Students (PDF 224kB)</td>
<td>Full Time Students (PDF 224kB)</td>
</tr>
<tr>
<td></td>
<td>Part Time Students (PDF 224kB)</td>
<td>Part Time Students (PDF 224kB)</td>
</tr>
</tbody>
</table>

The Enrolment Advice Template will display.
Please note: The School’s Enrolment Advice Templates will differ amongst the schools and may look different to the example.

<table>
<thead>
<tr>
<th>PROGRAM CODE</th>
<th>DBBM</th>
<th>YEAR LEVEL</th>
<th>CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM NAME</td>
<td>Bachelor of Business (Marketing)</td>
<td>1</td>
<td>City West</td>
</tr>
<tr>
<td>ACADEMIC PLAN</td>
<td>Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAMPUS CENTRAL</td>
<td>Campus Central City West Level 2, Jeffrey Smart Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:campuscentral.citywest@unisa.edu.au">campuscentral.citywest@unisa.edu.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1300 305 703</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCHOOL</td>
<td>Undergraduate Program Hub</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:businesshub@unisa.edu.au">businesshub@unisa.edu.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8302 7141</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DEFINITIONS:
- Subject Area and Catalogue Number: A 4-letter subject area code plus a 4-digit catalogue number make up the course code, e.g. BIDL 1038. You can search for courses by using this code.
- Class Number: A class number is a unique number used to identify individual classes held during a specified study period. You can use class numbers to enrol, starting with the class number of the enrolment class.
- Enrolment Class: An Enrolment Class is the first class you enrol in for a particular course. This can be a lecture (LEC), tutorial (TUT), workshop (WSH), practical (PRA) or external (EXT). There may be multiple enrolment classes to choose between. All other classes will be related to the enrolment class and will display once you select your enrolment class.
- Related Classes: Related classes are other components (i.e. a tutorial or practical) that make up the course. In some cases you may be automatically enrolled into a particular related class that is associated with the enrolment class you selected.
- Auto Enrol Class: In some courses, once you select the Enrolment Class, you are automatically enrolled (Auto-Enrol) in a second (related) class (e.g. by choosing a tutorial you are automatically enrolled into the lecture). You may still be required to select another related class to complete your enrolment.
- External Class: The external class number will be listed in the Classes column below. This number is the only enrolment class number you need to enter in ‘Manage my Enrolment’ when enrolling.

<table>
<thead>
<tr>
<th>First Semester (Study Period 2)</th>
<th>Subject Area</th>
<th>Catalogue Number</th>
<th>Course Name</th>
<th>Classes</th>
<th>Notes</th>
</tr>
</thead>
</table>
| MARK 1010                      | Marketing Principles: Trading and Exchange | Enrol into 1 Lecture  
Choose Class 23019 or 22673  
and  
1 Tutorial  
Please refer to class timetable for Tutorial class numbers  
OR  
Externally: 20013 | | | |
| LAWS 1018                      | Business Law | Enrol into 1 Lecture  
Choose Class 21184 or 22312  
and  
1 Tutorial  
Please refer to class timetable for Tutorial class numbers  
OR  
Externally: 24620 | | | |

The Enrolment Advice will advise which courses you need to enrol into for Study Period 2 (First Semester) and Study Period 5 (Second Semester) for your Program.

Please note: Most Undergraduate programs are taught in Study Period 2 (First Semester) and Study Period 5 (Second Semester) which are the main teaching periods. There are exceptions to this, so you should confirm which study periods to enrol in as indicated on your Enrolment Advice.
External Students

Please refer to the **External Class Number** listed or ‘class timetable’ link in the Classes column. The external class number is the only enrolment class number you need to enter in ‘Manage my Enrolment’ when enrolling.

**Note:** External Students do not need to complete a weekly timetable planner.

For each course listed under the ‘Classes’ column will be the Enrolment Class and Related Classes. Click on the ‘class timetable’ link which will display the Class Timetable.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Catalogue Number</th>
<th>Course Name</th>
<th>Classes</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARK 21010</td>
<td>Marketing Principles, Trade and Exchange</td>
<td>Enrol into 1 Lecture Choose Class 21010 or 22675 and 1 Tutorial Please refer to class timetable for Tutorial class numbers OR Externally: 20013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAWS 21184</td>
<td>Business Law</td>
<td>Enrol into 1 Lecture Choose Class 21184 or 22312 and 1 Tutorial Please refer to class timetable for Tutorial class numbers OR Externally: 24620</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Class Timetable:** Displays class dates, days and times for all the classes available for each component (e.g. Enrolment Class (Lecture) & Related Class (Tutorial)) for that course. You will need to choose a best fit class for each component to plan your timetable and record the classes (including Auto-Enrol) on your weekly timetable planner.
External Enrolment Classes are displayed at the bottom of the Class Timetable.

Once you have selected your classes (including Auto-Enrol) record them all on your Weekly Timetable Planner. Repeat for all courses as indicated on your enrolment advice for all study periods required.

Please Note: If there is no ‘class timetable’ link or class number listed on the Enrolment Advice template, please refer to the Programs at UniSA page where you can search the Course Homepage and view the Course Timetable to see the days and times the classes are available.
Click on the Courses button and in the ‘Search for’ field enter the Subject Area (e.g. MARK) and Catalogue Number (e.g. 1010) which is listed on the Enrolment Advice Template. Click on the search icon.

Course results will be displayed.

From the Course results page click on MARK 1010 link.
The Course homepage will be displayed.

Business Law (MARK 1010)

**Course homepage**

Marketing Principles: Trading and Exchange (MARK 1010)

- **Prerequisite(s)**: Nil
- **Corequisite(s)**: Nil

**Course aim**

To provide students with an understanding of marketing as the study of trading and exchange in a modern economy and acquaint them with the key activities that are involved in marketing.

**Course content**

This course introduces students to the role and contribution of marketing to organisations and enterprises today. Marketing and marketing people are used in, and by, most types of organisations both big and small; for example, commercial, government, educational, artistic and social. The course will cover the main concepts and principles that underlie marketing thinking and practice. It will require students to understand these and also find out how they are applied in a range of enterprises.

**Teaching method**

- **Internal, City West**
  - **Lecture**: 1.5 hours x 13 weeks
  - **Tutorial**: 1.5 hours x 13 weeks

The Course homepage will display the **Teaching method** which are all the **Components** you need to enrol into (e.g. Lecture and Tutorial) for that course.

On the top right hand side of the page located under **Course snapshot** you will find link(s) to the **Course Timetable** for the appropriate study period.
Click on the relevant study period link. The **Class Timetable** will display.

### Class Timetable

<table>
<thead>
<tr>
<th>Course</th>
<th>Enrolment Step by Step Guide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Area / Catalogue Number</td>
<td>344MX 1070 (Sales and Marketing)</td>
</tr>
<tr>
<td>Study Period</td>
<td>Study Period 2 – 2016</td>
</tr>
</tbody>
</table>

**Study Period Key Dates**

- Enrol by Date: 11 March 2016
- Census Date: 31 March 2016
- Last Day Withdraw Grade: 26 April 2016
- Last Day Withdraw Fail Grade: 13 May 2016

#### Class Timetable was last refreshed on 28/10/2015 5:22PM

**Class Timetable**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Attendance</th>
<th>Component</th>
<th>Class Number</th>
<th>Class Size</th>
<th>Students Enrolled</th>
<th>Notes</th>
<th>Class Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>City West Campus</td>
<td>In Person</td>
<td>Lecture</td>
<td>21019</td>
<td>260</td>
<td>43</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City West Campus</td>
<td>In Person</td>
<td>Lecture</td>
<td>22073</td>
<td>260</td>
<td>36</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Related Class 1 – Tutorial**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Attendance</th>
<th>Component</th>
<th>Class Number</th>
<th>Class Size</th>
<th>Students Enrolled</th>
<th>Notes</th>
<th>Class Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>City West Campus</td>
<td>In Person</td>
<td>Tutorial</td>
<td>20415</td>
<td>20</td>
<td>23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City West Campus</td>
<td>In Person</td>
<td>Tutorial</td>
<td>20416</td>
<td>20</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Look at the days and times the classes are offered and choose a class to best suit your needs.

You will need to choose a class for each component. (E.g. Enrolment Class (Lecture) and Related Class (Tutorial)). These class numbers including Auto-Enrol classes, are to be recorded on your weekly timetable planner.

**STEP 7: PLAN YOUR TIMETABLE**

On your blank printed Weekly Timetable Planners record your class preferences for all courses for each study period required. Record the Enrolment and Related class numbers (including Auto-Enrol classes), the class numbers are displayed on the Class Timetable. This will make the step of enrolling much simpler.

You should plan your timetable for both Study Period 2 (First Semester) and 5 (Second Semester). There are exceptions to this, so you should confirm which study periods are required as indicated on your Enrolment Advice.

Refer to the example of how to fill in your **Weekly Timetable Planner**.

**Note:** Weekly Timetable Planner not required for External students.
STEP 8: COMPLETE YOUR CHECKLIST

Before you can enrol you must complete the myEnrolment Checklist which is a series of questions to confirm your personal details and fee payment choices.

From the myEnrolment Homepage, click on ‘Second Step: Complete my Checklist’ or click ‘Checklist’ from the top blue menu bar.

Complete all Checklist steps.
Once you complete your Checklist you are ready to enrol.

**Please note:** You may still need to wait until your Enrolment open date (as specified on your myEnrolment Homepage) or until your Enrolment Advice Session, if your School is offering one.

**STEP 9: CHECK FOR ANY COMPULSORY ENROLMENT ADVICE SESSIONS**

Some Schools have a compulsory **Enrolment Advice Session** you must attend before being able to enrol.

Enrolment Advice Sessions are scheduled for some UniSA programs for new students commencing in Study Period 2 and 5. Check your Enrolment Advice information which is listed at the top of your Enrolment Advice Template and/or your School’s Enrolment Advice page to see if your Program has an Enrolment Advice Session. If you are commencing in a different study period please contact your [School Office](mailto:school.office@unisa.edu.au) for information.

If your Enrolment open date has arrived and you don’t have any compulsory Enrolment Advice Sessions to attend before enrolling, you are now ready to enrol.
STEP 10: ENROL (MANAGE MY ENROLMENT)

You are now ready to enrol!

Hopefully you’ve already planned your timetable and familiar with the classes you wish to enrol into. If you haven’t completed your weekly timetable planner, please refer to your Enrolment Advice for your program.

Most Undergraduate programs are taught in **Study Period 2 (First Semester)** and **Study Period 5 (Second Semester)** which are the main teaching periods. There are exceptions to this, so you should confirm which study periods to enrol in as indicated on your Enrolment Advice.

From the myEnrolment Homepage, click on ‘**Third Step: Manage my Enrolment**’ or click ‘**Manage my Enrolment**’ from the top blue menu bar.

---

Enrolment Summary page will open.

Select **Study Period 2 (First Semester)** or the **Study Period** as indicated on your Enrolment Advice.

Select ‘Add course’ button to start.
Add Course page will open.

Select your Career and course Subject Area and Catalogue Number, then click ‘Search’. Or search only by Class Number. These details are located on your Enrolment Advice document.

The Class Timetable will display.
Select your **Enrolment Class** and then Select **Related classes** (if applicable). Once selected all classes.
click on the **Confirm Selected Classes button.**
If your enrolment is successful you will get the following message.

**✓ You have successfully enrolled in the following classes.**

Repeat for all of the other courses for that Study Period as listed on your Enrolment Advice.

Select **Study Period 5 (Second Semester)** or the study period as indicated on your Enrolment Advice and enrol in all your classes for all courses for that study period as listed on your Enrolment Advice.

**External Students**

You only need to select an External Enrolment Class, no related classes are required.

Once selected the external class, click on the Confirm Selected Classes button.
Repeat for all of the other courses for that Study Period as listed on your Enrolment Advice. Select Study Period 5 (Second Semester) or the study period as indicated on your Enrolment Advice and enrol in all your classes for all courses for that study period as listed on your Enrolment Advice.

Check your summary of enrolments

Go to the main Manage my Enrolment page to view a list of courses that you have enrolled in.

Select the Study Period that you want to view.

A list of your enrolments for that study period will display.

Drop Courses

To drop a course, select the relevant study period from the Manage my Enrolment page.

Select the course/s you want to drop, then select the 'Drop selected courses' button and follow the prompts.
If the drop is successful you will get the following message.

✔ You have successfully dropped Courses from your enrolment.

STEP 11: VIEW AND PRINT YOUR TIMETABLE

Click on ‘my Timetable’ from the blue menu bar.

Select the relevant Study Period for a visual display of your courses on a weekly grid.
To print select the Print Timetable link.

Print Timetable

Then select File > Print.

External Students

External classes will not display on the Calendar view. Click the ‘View as List’ link to see a list of your enrolments for the selected study period, including external classes.

STEP 12: COMPLETE FEEDBACK SURVEY

Once you have finished enrolling please take five minutes to provide your feedback on the enrolment process. Your feedback is important and helps us to continually improve our enrolment processes.

Select ‘Enrolment Help’ from the top blue menu bar, or ‘Enrolment Help’ from the myEnrolment Homepage.
The Student Feedback Survey is only available over peak enrolment periods (from October – March each year).
STEP 13: LOGOFF MYENROLMENT

To finish your myEnrolment session, click the Logoff button from the blue menu bar.

Congratulations! You have completed the enrolment process. All the best with your studies with UniSA!
THE NEXT STEPS

Collect Student ID card

New students: Once you have fully enrolled into your first year of study, after a 30 minute delay you can go to any Campus Central office and have your card issued. Your photo is taken and the card is produced in around one minute. However, you should expect queues at Campus Central offices over the busy periods. You can get your student ID card any time from enrolling up until the start of classes.

If you are an external student please view the following website for information on your student ID card:

Attend Orientation

Orientation usually occurs late February before teaching starts. At Orientation you’ll receive important information about your program of study, get to know your campus and the student services available to support your study, and meet the other students you will be studying with.

Check for any Orientation Sessions you should attend. Details of Orientation is available from the New Students website http://w3.unisa.edu.au/newstudents/orientation/default.asp

ENROLMENT HELP

For assistance enrolling refer to the Enrolment Help page.

myEnrolment Error Messages

For a comprehensive list of common error messages received in myEnrolment, see the myEnrolment Error Messages document.

Overrides (Full Class and Career/Permission/Requisites/Unit Load)

If you need to apply for a Full Class or other override type to enrol into a class that isn’t available for you via myEnrolment, see the Overrides page in myEnrolment. Select Enrolment Help then Overrides.

All overrides are lodged via an online form available in myEnrolment. They should only be lodged when there are no other class options available. Lodging an override does not guarantee entry into that class and may take a couple of days to be approved or declined, especially over busy enrolment periods.

Time Clash Override

You can elect to enrol yourself in a class that has a time clash with your existing timetable. You can do this via myEnrolment but will be asked to agree to two statements (that you are aware of the clash and can meet the attendance requirements for each class) before you will be able to process the enrolment.

Notice the clashing class is still available for selection in the screenshot below.
If you select the clashing class, you will be asked to agree to the following statements before proceeding.

**Developing a Play Curriculum - EDUC 1014 - Undergraduate**

Choose one option below and select your Enrolment Class. Based on the course you may also need to select Related Classes. Once you have

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Magill</th>
</tr>
</thead>
</table>

**Enrolment Class - Tutorial**

<table>
<thead>
<tr>
<th>Select</th>
<th>Attendance</th>
<th>Component</th>
<th>Class Number</th>
<th>Class Size</th>
<th>Students Enrolled</th>
<th>Notes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In Person</td>
<td>Tutorial</td>
<td>21514</td>
<td>30</td>
<td>3</td>
<td></td>
<td>Start date</td>
</tr>
<tr>
<td></td>
<td>In Person</td>
<td>Tutorial</td>
<td>23190</td>
<td>30</td>
<td>4</td>
<td></td>
<td>Start date</td>
</tr>
<tr>
<td></td>
<td>In Person</td>
<td>Tutorial</td>
<td>23659</td>
<td>30</td>
<td>2</td>
<td></td>
<td>Start date</td>
</tr>
<tr>
<td></td>
<td>In Person</td>
<td>Tutorial</td>
<td>23660</td>
<td>30</td>
<td>1</td>
<td></td>
<td>Start date</td>
</tr>
</tbody>
</table>

**Automatic Enrolment - Lecture**

<table>
<thead>
<tr>
<th>Select</th>
<th>Attendance</th>
<th>Component</th>
<th>Class Number</th>
<th>Class Size</th>
<th>Students Enrolled</th>
<th>Notes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto-enrol</td>
<td>On Line</td>
<td>Lecture</td>
<td>24725</td>
<td>180</td>
<td>14</td>
<td>Start date</td>
<td>End date</td>
</tr>
</tbody>
</table>

**Time Clash Declaration**

This class has a time clash with one of your existing enrolments. If you believe you can meet the required minimum attendance for both classes you may proceed with this enrolment.

I understand that:
- I am enrolling in a class that has a time clash with one of my existing classes.
- It is my responsibility to ensure that I meet the attendance and participation requirements for each course.

If you believe that there is a timetabling error and the courses should not be clashing, please notify Campus Central.

For further information about overrides select **Overrides** from the **Enrolment Help** page.
No Add Course button (prior enrolment open date)

If your enrolment open date/time hasn’t opened yet, you will be blocked from enrolling until the specified date and time. The message in the orange band (below) will specify your enrolment date/time.
UPDATE YOUR PERSONAL DETAILS

You can update your personal details at any time via myEnrolment. Login to myEnrolment and select my Details from the toolbar.

The following page will display.

Select the relevant link from the left hand side menu, to take you directly to the appropriate page.

Sections

- Addresses
- Telephone Numbers
- Emergency Contacts
- Residency
- Prior Education
- Disability and medical
- Academic Program Completion
- Tax File Number
- USASA Membership
- CAF
- SSAF CAF
- Commonwealth Supported Cohort

Check and update your details as required, then select Save.
### TERMINOLOGY

**Auto-enrol class**

In some courses, once you select the enrolment class, you are automatically enrolled (auto-enrol) in a second class (e.g. by choosing a tutorial you are automatically enrolled into the lecture). You may still be required to select a related class to complete your enrolment.

**Career**

The term ‘career’ relates to your program level, that is, whether you are enrolled in an undergraduate program, or postgraduate program.

**Census Date**

The date within each study period by which a student’s enrolment must be finalised for a course and applicable fees and charges are incurred. It is the last day on which a student can withdraw from a course and have it deleted from their academic record.

**Checklist**

The myEnrolment Checklist is a series of questions you will be asked to complete once per year before you can enrol. This ensures that the University keeps your personal details up to date.

**Class**

Each individual component of a course is a class, with each class identified by a unique class number. A component (e.g. lecture, tutorial, etc) may have multiple classes available for enrolment.

**Class number**

A class number is a unique number used to identify individual classes held during a specified study period. You can use class numbers to enrol, starting with the class number of the enrolment class.

**Component**

Components are the types of classes that make up a course (e.g. lecture, tutorial, workshop, practical etc.)

**Computer Practical**

A computer practical takes place in a computer pool, and may consist of a brief presentation by the lecturer or tutor followed by students completing exercises on computer. Computer practicals provide opportunities for interaction and discussion with the lecturer or tutor and fellow students.

**Core Course**

A compulsory course within an academic program or specialisation designed to provide essential skills, knowledge and understanding in the field of study.

**Corequisite**

A course which must be taken at the same time as another course in a particular study area. Corequisites are listed on the course home page.

**Course**

At UniSA, a course is the basic component of an academic program. A course is identified by a course name (e.g. Chemistry 101) and a subject area and catalogue number (e.g. CHEM 1007). Courses are usually 4.5 units. A full-time student will usually enrol in four courses per half year of study.

**Directed Study**

A directed study is a course in which a student works under the direction of an academic on a subject area relevant to their program, and in which they have a particular interest.
<table>
<thead>
<tr>
<th>Distance Education</th>
<th>Study undertaken externally. Some external courses include an internal component.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrol by date</td>
<td>The enrol by date is the last date you can enrol online via myEnrolment. Enrolments after this date, and up to the census date, will need to be approved by the Course Coordinator and processed by Campus Central.</td>
</tr>
<tr>
<td>Enrolment</td>
<td>The process by which persons who have been admitted to a University program formally register to undertake one or more courses within their program.</td>
</tr>
<tr>
<td>Enrolment Advice</td>
<td>Enrolment Advice is information provided by your School about which courses to enrol in for each study period of your program (degree). Your program’s specific Enrolment Advice is available via the ‘my Enrolment Advice’ page in myEnrolment.</td>
</tr>
<tr>
<td>Enrolment class</td>
<td>An enrolment class is the first class you enrol in for a particular course. There may be multiple enrolment classes if the course is offered in an alternative mode or on a different campus. All other components will be related to the enrolment class and will display once you select your enrolment class.</td>
</tr>
<tr>
<td>External mode</td>
<td>External mode includes online, distance education, industry placement or directed research. Virtual classrooms are an external mode of delivery. External mode does not normally include a face to face component, however some courses offered in external mode may require a small component of on-campus activity.</td>
</tr>
<tr>
<td>External Students</td>
<td>Students studying off-campus. Administrative services for external students are located at Campus Central.</td>
</tr>
<tr>
<td>Fieldwork</td>
<td>Fieldwork is completed in an organisation or environment outside the University. The focus is on linking what is learnt in class with what is seen, collected, and tested in the field. Aims of fieldwork may include observing principles learnt in class, applying acquired knowledge in real life situations and collecting information to be used in class.</td>
</tr>
<tr>
<td>Full-time load</td>
<td>The standard annual full-time load is 36 units or 1.0 EFTSL (Equivalent Full-Time Student Load). A student undertaking at least 75% of a full-time load for the academic year will be full-time for that year. A student who is undertaking at least 75% of a full-time load, for either the first half or second half of the year, will be full-time for that half year.</td>
</tr>
<tr>
<td>Full-time student</td>
<td>A full-time student is undertaking at least 75% of a full-time load in an academic program. If a student is undertaking at least 75% of a full-time load for either the first half or second half of the year, they will be full-time for that half year. The normal annual full-time load is 36 units.</td>
</tr>
<tr>
<td>Lecture</td>
<td>A lecture is a formal presentation by an academic staff member, usually to a large number of students. Opportunities for discussion are generally limited.</td>
</tr>
<tr>
<td><strong>Online</strong></td>
<td>A course delivered externally where all communication and access to/distribution of learning resources occurs electronically, usually via the internet.</td>
</tr>
<tr>
<td><strong>Override</strong></td>
<td>A request to enrol in a course/class that is not available via the myEnrolment system. The class might be full, clash with your other enrolments or may be restricted to students in a particular program or career.</td>
</tr>
<tr>
<td><strong>Part-time student</strong></td>
<td>A part-time student is a student undertaking less than the load specified for full-time status.</td>
</tr>
<tr>
<td><strong>Plan</strong></td>
<td>An academic plan is the area of specialisation within an academic program. For example, Applied Geology within the Bachelor of Applied Science, or International Business within a Bachelor of Business.</td>
</tr>
<tr>
<td><strong>Practical</strong></td>
<td>A practical is a learning opportunity which involves a brief presentation by the lecturer or tutor followed by students participating in various exercises or experiments. Practicals provide opportunities for interaction and discussion.</td>
</tr>
<tr>
<td><strong>Prerequisite</strong></td>
<td>A course or group of courses which must be successfully completed prior to undertaking a more advanced course. Prerequisites are listed on the course home page.</td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td>A program is an approved combination of courses undertaken at university to obtain a degree, certificate or diploma.</td>
</tr>
<tr>
<td><strong>Program Code</strong></td>
<td>A four digit alpha code used to identify an academic program on the University's record system, e.g. MBAR. The first letter represents the campus (Magill), the second letter represents the program level (Bachelor) and the last two letters are an abbreviation of the program name (Arts).</td>
</tr>
<tr>
<td><strong>Related class</strong></td>
<td>Related classes are other components (ie a tutorial or practical) that make up the course. In some cases you may be automatically enrolled into a particular related class that is associated with the enrolment class you selected.</td>
</tr>
<tr>
<td><strong>Seminar</strong></td>
<td>A seminar consists of a small group of students and usually runs for 1-3 hours. A seminar may include a presentation by the lecturer or tutor, or by a group of students. Students are expected to prepare for and participate actively in seminars by giving a paper, answering questions or discussing subject matter in small groups.</td>
</tr>
</tbody>
</table>
| **Study period** | The term 'Study Period' is equivalent to 'Term' and 'Semester'. A study period is the period of time during which all aspects of a course occur, including reading, preparation, induction and orientation, contact hours (or teaching period) and assessment. It does not necessarily include any supplementary or deferred assessment, which may be scheduled outside of the study period. **First Semester** is Study Periods 1, 2 and 3. Study period 2 is the main study period for First Semester. **Second Semester** is Study Periods 4, 5 and 6. Study period 5 is the main study period for Second
**Winter School** sits in the Second Semester (usually study period 4).

**Study Period 7** is referred to as Summer Term.

### Subject area and catalogue number

The subject area and catalogue number is a four letter code plus a number (1-4 digits in length), which identifies an individual course, e.g. BIOL 1033.

### Tax File Number

A Tax File Number (TFN) is a unique number issued to you by the Australian Taxation Office. It works much the same as an ID number. You will need to have a TFN if you intend to apply for Commonwealth assistance (HECS-HELP or FEE-HELP), and also if you wish to work in paid employment. Please see the Teaching and Learning website for a range of other frequently asked questions on TFN’s, including how to apply.

If you are in the process of obtaining your TFN, or you do not have your TFN with you, you can still continue to enrol. If you wish to access HECS-HELP or FEE-HELP you must return to myEnrolment to enter your TFN before the census date. If you are eligible for HECS-HELP or FEE-HELP and do not pay your student contribution amount or provide your TFN by the census date, your enrolment will be cancelled.

### Tutorial

A tutorial is a class of between 5-30 students in which students discuss key topics, concepts and ideas with their tutors. Tutorials are closely linked to assessment and often involve small group discussions and group work. All students are expected to prepare for tutorials and participate actively in class discussions. Tutorials often complement lectures and generally run for 1-2 hours.

### Withdrawal date

The withdrawal date follows the census date, and is the last day on which you can withdraw from a course and have it recorded as ‘withdrawn’ (W) on your academic record. The full cost of tuition fees and student contribution amounts are charged for all withdrawals made after the census date, including up to and after the withdrawal date. A ‘W’ grade does not contribute towards the calculation of your grade point average (GPA).

### Withdrawal-fail date

The withdrawal-fail date follows the withdrawal date, and is the last day on which you can withdraw from a course and have it recorded as ‘withdrawn-fail’ (WF) on your academic record. The full cost of tuition fees and student contribution amounts are charged for all withdrawals made after the census date, including up to and after the withdrawal-fail date. A ‘WF’ notation contributes a grade point of 1.5 towards the calculation of your grade point average (GPA).

### Workshop

A workshop usually involves a short introduction in which a specific problem is identified and presented to students by the lecturer or tutor. This is followed by discussion and activities in which students work collaboratively to investigate, analyse and formulate a solution to the problem. Outcomes may be presented by groups or by individual students at the completion of the workshop.

Please follow this link [HERE](#) to view the full Glossary of University Terms for UniSA.
**STUDY PERIOD KEY DATES**

Each course taught at UniSA has four critical dates you should be aware of. It is your responsibility to manage your enrolments and be aware of all relevant dates.

<table>
<thead>
<tr>
<th>Key dates</th>
</tr>
</thead>
</table>

**Enrol by Date** (sometimes referred to as Student Add Deadline)

The Enrol by Date is the last date you can enrol online via myEnrolment. Enrolments after this date, and up to the census date, will need to be approved by the Course Coordinator and processed by Campus Central.

**Census Date**

The Census Date is a key date within each study period. Enrolment in your courses and the financial obligations for those courses, must be finalised by the Census Date. It is the last day on which a student can withdraw from a course and have it deleted from your academic record without being liable for the course fees or receiving a grade.

**Withdrawal Date**

The withdrawal date follows the census date, and is the last day on which you can withdraw from a course and have it recorded as ‘withdrawn’ (W) on your academic record. The full cost of tuition fees and student contribution amounts are charged for all withdrawals made after the census date, including up to and after the withdrawal date. A ‘W’ grade does not contribute towards the calculation of a student's grade point average (GPA).

**Withdrawal-Fail Date**

The withdrawal-fail date follows the withdrawal date, and is the last day on which a you can withdraw from a course and have it recorded as ‘withdrawn-fail’ (WF) on your academic record. The full cost of tuition fees and student contribution amounts are charged for all withdrawals made after the census date, including up to and after the withdrawal-fail date. A “WF” notation contributes a grade point of 1.5 towards the calculation of a student's grade point average (GPA).

**Note:** Critical dates that fall on a public holiday or weekend will remain in effect and will not be altered to a different date. Online transactions completed on those days (withdrawals and/or payments) will take effect from the actual date on which they were made. For more information see the Enrolment Policy.
## CONTACTS

### Campus Central
For general enrolment support, myEnrolment queries, fee queries or course and program queries.


Phone: 1300 301 703

### IT Help Desk
For all technical support including login, username and password problems, as well as print and internet quotas.


Local: 8302 5000

Interstate and country: 1300 558 654 for the cost of a local call

### Learning and Teaching Unit
Resources and services for students.

EXTERNAL STUDENTS

**External mode** includes online, distance education, industry placement or directed research. Virtual classrooms are deemed to be an external mode of delivery. External model does not normally include a face to face component, however some courses offered in external mode may require a small component of on-campus activity.

It is strongly recommended that you visit the Studying Externally webpage to gain valuable information regarding your studies.


The links on the left hand side of the page, ‘Prepare’, ‘Stay on track’, ‘Stay motivated’ and ‘FAQs about external study’ are particularly helpful for students studying externally.
PART TIME STUDENTS

You can study part-time which means undertaking less than the load specified for full time status*.

Managing your time and workload can be challenging for all students at times, especially if you have not studied at university before or are juggling competing demands. Regardless of whether you are studying part time or full time, internally or externally, managing your time effectively is important to your overall success as a student. Please visit the following website for more information; http://w3.unisa.edu.au/counsellingservices/balance/workload.asp

*Full-time load
The standard annual full-time load is 36 units or 1.0 EFTSL (Equivalent Full-Time Student Load). A student undertaking at least 75% of a full-time load for the academic year will be full-time for that year. A student who is undertaking at least 75% of a full-time load, for either the first half or second half of the year, will be full-time for that half year.