Enrolment
Step by Step Guide
New Students

Start of Year

New student enrolments for most **Undergraduate** programs open mid January and **Postgraduate** programs opened from early 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 early October for the following year. Information about enrolment dates and times will be available on your myEnrolment Homepage closer to this time.

How to Enrol Video

Click on the picture below to view the UniSA – How to enrol video; it includes advice for planning your timetable, completing your enrolment checklist and enrolling in your courses.
STEP 1: ACCESS YOUR ENROLMENT ADVICE

Enrolment Advice is Program specific information provided by your Academic Unit 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 Academic Unit contact details listed on the first page of the Enrolment Advice Template or contact [Campus Central](mailto:).
Firstly click on the ‘weekly timetable planner’ link.

**Note:** The weekly timetable planner isn’t necessary for External or UniSA Online 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.

![Weekly Timetable Planner](image)

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>PROGRAM CODE</th>
<th>SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC PLAN</td>
<td>YEAR LEVEL</td>
<td>STUDY PERIOD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<td>8 - 9:00am</td>
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<td>12 - 1:00pm</td>
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<td>4 - 5:00pm</td>
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<td>5 - 6:00pm</td>
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</tbody>
</table>

Next click on the **Enrolment Advice** link.

**my Program Enrolment Advice**

| Enrolment Advice | MBSS | Bachelor of Social Science |

Your Academic Unit’s **Enrolment Advice** page will display.

**Please note:** The Academic Unit’s Enrolment Advice page will differ amongst the Academic Units and may look different to the example.

Find your **Program** on this page and click on the appropriate **year** link.
The Enrolment Advice Template will display.

Please note: The Academic Unit’s Enrolment Advice Templates will differ amongst the Academic Units and may look different to the example.

<table>
<thead>
<tr>
<th>PROGRAM CODE</th>
<th>MBSS (Human Services)</th>
<th>YEAR LEVEL</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM NAME</td>
<td>Bachelor of Social Science (Human Services)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACADEMIC PLAN</td>
<td>Human Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAMPUS CENTRAL</td>
<td>Campus Central Magill Level 1 – B Block</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:campuscentral.magill@unisa.edu.au">campuscentral.magill@unisa.edu.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1300 301 703</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAMPUS</td>
<td>MAGILL</td>
<td></td>
<td></td>
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<tr>
<td>ACADEMIC UNIT</td>
<td>UniSA Justice and Society</td>
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<tr>
<td></td>
<td><a href="mailto:ltc-teacherlearning@unisa.edu.au">ltc-teacherlearning@unisa.edu.au</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Definitions:
- Subject Area and Catalogue Number: A 4-letter subject code plus a 4-digit catalogue number make up the course code, e.g. BSSS 1933. 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: 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 in 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.
### First Semester (Study Period 1, 2)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Catalogue Number</th>
<th>Course Name</th>
<th>Enrolment Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELP</td>
<td>1014</td>
<td>Human Service Provision</td>
<td>Enrol in 1 Lecture 25184 and 1 Tutorial OR External 25180</td>
<td>Refer to <a href="#">class timetable</a> for Tutorial class numbers. OR Enrol in the External class.</td>
</tr>
<tr>
<td>WELP</td>
<td>1019</td>
<td>Communication Skills in Social Work and Human Services</td>
<td>Enrol in 1 Lecture 21181 and 1 Studio OR Externally 24980</td>
<td>Refer to the <a href="#">class timetable</a> for Studio class numbers OR Enrol in the External class</td>
</tr>
<tr>
<td>SUCU</td>
<td>1003</td>
<td>The Social World</td>
<td>Enrol in the 1 Lecture 24647 and 1 Tutorial OR Externally 24938</td>
<td>Refer to <a href="#">class timetable</a> for Tutorial class numbers. OR Enrol in the External class</td>
</tr>
<tr>
<td>WELP</td>
<td>1020</td>
<td>Child Development</td>
<td>Enrol in 1 Lecture 23957 and 1 Tutorial OR Externally 25178</td>
<td>Refer to <a href="#">class timetable</a> for tutorial class numbers OR Enrol in the External class</td>
</tr>
</tbody>
</table>

### Second Semester (Study Period 3)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Catalogue Number</th>
<th>Course Name</th>
<th>Enrolment Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLI</td>
<td>1008</td>
<td>Governance and Citizenship in Australia</td>
<td>Enrol in 1 Lecture 54895 and 1 Tutorial OR Externally 54898</td>
<td>Refer to <a href="#">class timetable</a> for class numbers. OR Enrol in the External class. Important notes: If you have successfully completed POLI 1019 - UO Politics &amp; Citizenship in Australia, you do not need to do this course. There is a 1-day non-compulsory Masterclass for external students. Please check the Learnonline site at the beginning of the Study Period for further information.</td>
</tr>
<tr>
<td>BEHL</td>
<td>2009</td>
<td>Group Work</td>
<td>Enrol in 1 Lecture 53241 and 1 Studio OR Externally 54900</td>
<td>Refer to the Please refer to <a href="#">class timetable</a> for class numbers. This external course has 3 days compulsory attendance. Please see the course outline for workshop details.</td>
</tr>
<tr>
<td>BEHL</td>
<td>1005</td>
<td>Applied Psychology</td>
<td>Enrol in 1 Lecture 50475 and 1 Practical OR Externally 54902</td>
<td>Refer to <a href="#">class timetable</a> for Practical class numbers OR Enrol in the External class. Important note: If you have successfully completed or are currently enrolled in BEHL 1047 UO Psychology Concepts, please do not enrol in this course.</td>
</tr>
<tr>
<td>WELF</td>
<td>2010</td>
<td>Working with Community</td>
<td>Enrol in 1 Lecture 54928 and 1 Tutorial OR Externally 54904</td>
<td>Refer to <a href="#">class timetable</a> for Tutorial class numbers. OR Enrol in the External class. Note the Lecture is online.</td>
</tr>
</tbody>
</table>

[Learnonline](#): Refer to the Learnonline site for further information.

[Class timetable](#): Refer to the class timetable for details.

[Step by Step Guide](#): Refer to the Step by Step Guide for further information.
The Enrolment Advice will advise which courses you need to enrol into for Study Period 2 (First Semester) and Study Period 5 (Second Semester) and any other study periods relevant 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 click on the ‘**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 ‘Enrolment Class’ or ‘Classes’ column will be the Enrolment Class and Related Classes.

Click on the ‘**class timetable**’ link which will display the Class Timetable.
### 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, if applicable) on your weekly timetable planner.
**External Enrolment Classes** are displayed at the bottom of the Class Timetable.

<table>
<thead>
<tr>
<th>Component</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>
<th>Room</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>On-Line</td>
<td>301BB</td>
<td>10</td>
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<td>External</td>
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</tbody>
</table>

Once you have selected your classes (including Auto-Enrol, if applicable) 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 **Study** page where you can search for your program, view the Degree structure, click on the Course name hyperlink and then view the Course Timetable to see the days and times the classes are available.

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**Find a career or degree**

I want a career as a [enter your desired career]

OR

**Search our study areas**

[MBSS]

Enter the **Program Code** (eg. MBSS) or name of program and click arrow to search.

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**MBSS**

1 - 2 of 2 results for "MBSS"

- Bachelor of Social Science (Human Services)

This degree provides you with a sound knowledge of the political, behavioural and social sciences, and equips you with the skills needed for professional practice in the human services field as an,...

MBSS

Program results will be displayed. Click on the **Program title**.
The Degree Info page will be displayed.

E.g. Bachelor of Social Science (Human Services) (MBSS).

Scroll down to the Degree structure section.

From the Degree structure (Degree overview) section, click on the Course name.

The Course Information page will display.
Located under **Timetable/s** you will find link(s) to the **Course Timetable/s** for the appropriate study period. Click on the relevant study period link. The **Class Timetable** will display.

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**STEP 2: PLAN YOUR TIMETABLE**

*UniSA Online Students will not need to complete this step, please proceed to Step 3*

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, if applicable), 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.

### Weekly Timetable Planner

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td>8:10-9:00am</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:10-10:00am</td>
<td>LAWS 1010 (Lecture)</td>
<td></td>
<td>ULIS 1007 (Lecture)</td>
<td>LAWS 1010 (Lecture)</td>
<td></td>
</tr>
<tr>
<td>10:10-11:00am</td>
<td>LAWS 1010 (Lecture)</td>
<td>ULIS 1007 (Lecture)</td>
<td>ULIS 1007 (Lecture)</td>
<td>ULIS 1007 (Lecture)</td>
<td></td>
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<tr>
<td>11:00-12:00</td>
<td>ULIS 1007 (Lecture)</td>
<td>ULIS 1007 (Lecture)</td>
<td>ULIS 1007 (Lecture)</td>
<td>ULIS 1007 (Lecture)</td>
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<td>12:10-1:00PM</td>
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<td>ULIS 1007 (Lecture)</td>
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<td>1:10-2:00PM</td>
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</table>

**STEP 3: 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 in blue text on your myEnrolment ‘Home’ page) or until your Enrolment Advice Session, if your Academic Unit is offering one.

If there is no Enrolment open date listed in blue text at the top of your myEnrolment ‘Home’ page, your program has already opened for enrolment.
STEP 4: CHECK FOR ANY COMPULSORY ENROLMENT ADVICE SESSIONS

Some Academic Units 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 Academic Unit’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 Academic Unit 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 5: 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 and UniSA Online Students

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

Once selected the external class, 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.

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.

Study Period: Study Period 2 - 2021 (2110)
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 6: VIEW AND PRINT YOUR TIMETABLE

This step is not active for UniSA Online Students, please proceed to Step 7

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.

Please Note: Only displays courses scheduled in the selected week. Use arrows to scroll through and check for any variation to your schedule.
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 7: 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 – February each year).
STEP 8: 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

Once you have fully enrolled into your first year of study, after a 30 minute delay, you can go to myID to upload a picture and order an ID card to collect at a nominated campus (or have posted out to you if you are an external student).

You can collect your student ID card any time from receiving approval that your image has been approved.

When you collect your UniSA Student ID from Campus Central

- you will need Photo ID, and
- you should expect queues at Campus Central offices over the busy periods.

Contact Campus Central if you have any questions about ID cards. If you have any difficulties you may attend any Campus Central office (map) and have the card issued on the spot.

Use of student ID cards are covered by the University’s terms and conditions.
**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://i.unisa.edu.au/students/newstudents/start/](http://i.unisa.edu.au/students/newstudents/start/)

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**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/Career/Permission/Requirement Group (program)/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.

**Business Law**

**Subject Area / Catalogue Number:** LAWS 1018  
**Study Period:** Study Period 2 - 2019

Click **Enrol in Classes** to confirm your enrolment. Click **Cancel** to change your selection or cancel.

**Time Clash Declaration**

This class has a time clash with one of your existing enrolments. If you have checked with your School that you can meet the required minimum attendance for both classes you may proceed with this enrolment. It is not recommended that you enrol in clashing classes when there is a regular [ie weekly] clash.

First year students should seek assistance from their School before enrolling in a time clash.

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 that the course 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.

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

Sections

- Student Identity
- Addresses
- Telephone Numbers
- Emergency Contacts
- Residency
- Prior Education
- Disability and medical
- Academic Program Completion
- Tax File Number
- CAF
- SSAF CAF

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.

Key dates

http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/

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.

<table>
<thead>
<tr>
<th>Census Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withdrawal-Fail Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
</tr>
</tbody>
</table>

**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.

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**CONTACTS**

**Campus Central**

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


Phone: 1300 301 703

**IT Services for Students**

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

[https://i.unisa.edu.au/askit/students/](https://i.unisa.edu.au/askit/students/)

Local: 8302 5000

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

Resources and services for students.


# UniSA Online

Resources and services for students.

http://online.unisa.edu.au/

## 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:

https://i.unisa.edu.au/students/student-support-services/study-support/

*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.

## 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 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.

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

https://i.unisa.edu.au/students/student-support-services/study-support/external-students/
## 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.

<table>
<thead>
<tr>
<th><strong>Component</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Components are the types of classes that make up a course (e.g. lecture, tutorial, workshop, practical etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Computer Practical</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Core Course</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A compulsory course within an academic program or specialisation designed to provide essential skills, knowledge and understanding in the field of study.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Corequisite</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Course</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Directed Study</strong></th>
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</thead>
<tbody>
<tr>
<td>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.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Distance Education</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Study undertaken externally. Some external courses include an internal component.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Enrol by date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Enrolment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Enrolment Advice</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Advice is information provided by your Academic Unit 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>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Enrolment class</strong></th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>External mode</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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Enrolment Step by Step Guide
Last updated: 5 January 2021
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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.

External Students
Students studying off-campus. Administrative services for external students are located at Campus Central.

Fieldwork
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.

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.

Full-time student
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.

Lecture
A lecture is a formal presentation by an academic staff member, usually to a large number of students. Opportunities for discussion are generally limited.

Online
A course delivered externally where all communication and access to/distribution of learning resources occurs electronically, usually via the internet.

Override
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.

Part-time student
A part-time student is a student undertaking less than the load specified for full-time status.

Plan
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.

Practical
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.

Prerequisite
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.
### Program
A program is an approved combination of courses undertaken at university to obtain a degree, certificate or diploma.

### Program Code
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).

### Related class
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.

### Seminar
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.

### 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 Semester.

**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.