Enrolment
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**ENROLMENT PROCESS FLOWCHART**

**Step 1:** Receive Offer Email

**Step 2:** Receive UniSA Welcome Email

**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

- **No**
  - **Step 10:** Enrol (Manage my Enrolment)

**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 – Study Link**

Internationals students apply via Apply Online. Once we have received your online application, 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.

Applications will be finalised in 1-4 weeks from the date we receive the application and all required supporting documentation. Applications for credit or that need external consultation may take longer.

Once a decision has been reached, we will email you, or your authorised representative, with the outcome of your application.

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

**Domestic students – UniSA Online (Undergraduate)**

After your application has been received and assessed you will receive a UniSA Online (Undergraduate) email advising you to complete the UniSelect Test. It will be used in conjunction with your work experience as an alternative entry pathway into UniSA Online degrees.

**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.
Domestic students – UniSA Online (Undergraduate)

You should receive your UniSA welcome email from the Academic Director: UniSA Online to your personal email account within a few days of your acceptance into your online program. The UniSA welcome email contains your Username and Password which you will need to access the University network, including myEnrolment (online enrolment system) and your student email account.

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.

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 ‘Log in to Student Portal (myUniSA)’ 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.

**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

2019 Undergraduate continuing student enrolments will open from Monday 8 October 2018 over four days, by Division.
Postgraduate continuing and new student enrolments will open from Friday 12 October 2018.
Undergraduate new student enrolments will open from Wednesday 16 – Monday 21 January 2019 over four days, by Division.

Follow the simple steps below to enrol.

- First Step: My Enrolment Advice directs you to enrolment advice specific to your program to help you plan your timetable.
- Second Step: Complete my Checklist requires you to confirm or update your personal details.
- Third Step: Manage my Enrolment once you’ve completed your Checklist you can then enrol into your courses.

STEP 5: CHECK YOUR ENROLMENT OPEN DATE

New Students

Start of Year

New student enrolments for most Undergraduate Programs open mid 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 mid October for the following year. Information about enrolment dates and times will be available on your myEnrolment Homepage closer to this time.
Welcome to myEnrolment

When can I enrol?
2014 Undergraduate continuing student enrolments will commence from Monday 20 October 2014 ever four days, by Division. Postgraduate new and continuing student enrolments will commence from Friday 17 October 2014. Undergraduate new student enrolments will commence from Monday 19 January 2015 ever four days, by Division.

Your specific enrolment open day and time is displayed above in blue. If there is no date displayed above it means your program is already closed for enrolment. You can enrol anytime from when your enrolments open, until the Enrol by Date for each study period. We recommend you enrol for the whole year (6 study periods 2E, 2O) 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 assist you to 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 my Enrolment. To drop enrolments go to Manage my 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 Program

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Career</th>
<th>Plan</th>
<th>Status</th>
<th>Estimated Completion of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCommerce</td>
<td>DBCC</td>
<td>Undergraduate</td>
<td>Not Applicable</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>
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 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.
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.

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.
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 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 ‘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.

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 With The Best** 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.

Enter the **Program Code** (eg. DBBN) or name of program and **click arrow** to search.
Program results will be displayed. 
Click on the **Program title**.

The **Degree Info** page will be displayed. 
E.g. **Bachelor Business (DBBN)**. 
Scroll down to the **Degree structure** section.

### Degree structure

<table>
<thead>
<tr>
<th>Course name</th>
<th>Area and cat no.</th>
<th>Units</th>
<th>Reference</th>
</tr>
</thead>
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<tr>
<td><strong>FIRST YEAR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Semester (Study Period 1, 2 or 3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Business Law</strong></td>
<td>LAWS 1011</td>
<td>6.5</td>
<td>Note(s): 2.3</td>
</tr>
<tr>
<td>Accounting for Business</td>
<td>ACCT 1001</td>
<td>6.5</td>
<td>Note(s): 2.3</td>
</tr>
<tr>
<td>Business and Society</td>
<td>BLSS 1057</td>
<td>6.5</td>
<td>Note(s): 2.3</td>
</tr>
<tr>
<td>or International Study Tour</td>
<td></td>
<td>6.5</td>
<td>Note(s): 5</td>
</tr>
<tr>
<td>Principles of Economics</td>
<td>ECON 1008</td>
<td>6.5</td>
<td>Note(s): 2.3</td>
</tr>
</tbody>
</table>
From the **Degree structure** (Degree overview) section, click on the **Course name**.
The **Course Information** page will display.

**Business Law**

**COURSE LEVEL** Undergraduate  
**YEAR** 2019

**COURSE INFORMATION**

- **AREA/CATALOGUE**  
  - LAW 101B
- **COURSE LEVEL** Undergraduate
- **OFFERED EXTERNALLY** Yes
- **UNIVERSITY-WIDE ELECTIVE COURSE** Yes

**TIMETABLES**

- **First Semester**  
  - (Study Period 7)
- **Second Semester**  
  - (Study Period 6)

**Future Student Enquiry**  
**Current UnitA Student Enquiry**

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.
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 if applicable, are to be recorded on your weekly timetable planner.

**STEP 7: PLAN YOUR TIMETABLE**

*UniSA Online Students will not need to complete this step, please proceed to Step 8.*

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.
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.
Welcome to myEnrolment

2019 Undergraduate continuing student enrolments will open from Monday 8 October 2018 over four days, by Division.
Postgraduate continuing and new student enrolments will open from Friday 12 October 2018.
Undergraduate new student enrolments will open from Wednesday 16 – Monday 21 January 2019 over four days, by Division.

Follow the steps below to enrol.

- **First Step: My Enrolment Advice** directs you to enrolment advice specific to your program to help you plan your timetable.
- **Second Step: Complete my Checklist** requires you to confirm or update your personal details.
- **Third Step: Manage my Enrolment** once you’ve completed your Checklist you can then enrol into your courses.

### my Programs

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Career</th>
<th>Plan</th>
<th>Status</th>
<th>Estimated Completion of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>DBBN</td>
<td>Undergraduate</td>
<td>Not Applicable</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

### Checklist

**Overview**

**Summary**

**Navigating through Checklist**

Click on each step to progress through the Checklist. Steps must be completed in order.

**Checklist Steps**

- **Personal Details**
  - Addresses
  - Telephone Numbers
  - Emergency Contacts
  - Residency
  - Prior Education
  - Disability and medical
- **Enrolment - Personal Details**
  - Certification Statement
  - Academic Program Completion
  - CAF
  - Commonwealth Supported Cohort
  - SSAF CAF

**Checklist Steps**

- **Step 1**: Confirm your personal details and USASA membership
- **Step 2**: Confirm your address details
- **Step 3**: Confirm your telephone numbers
- **Step 4**: Confirm your emergency contact details
- **Step 5**: Confirm your residency details
- **Step 6**: Confirm your prior education details
- **Step 7**: Confirm your disability and medical
- **Step 8**: Confirm your information is complete and correct
- **Step 9**: Confirm your expected program completion date
- **Step 10**: Complete or update your online Commonwealth Assistance Form (CAF) for your program(s)
- **Step 11**: Confirm your Commonwealth Supported Cohort detail
- **Step 12**: Complete a Request for SA-HELP Assistance form

**Status**

- Not completed
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 School 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 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 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 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.

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

This step is not active for UniSA Online Students, please proceed to Step 12.

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 classes 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.

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 – February each year).
**STEP 13: LOGOFF MYENROLMENT**

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

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**Congratulations!** You have completed the enrolment process. All the best with your studies with UniSA!

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**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/)

**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.

**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 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 timetable error and that the courses should not be clashing, please notify the [Enrolment Services](https://www.adelaide.edu.au/enrolmentservices/).

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.

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**Enrolment Step by Step Guide**  
Last updated: 18 January 2019  
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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
- Addresses
- Telephone Numbers
- Emergency Contacts
- Residency
- Prior Education
- Disability and Medical
- Academic Program Completion
- Tax File Number
- USASA Membership
- CAF
- SSADF CAF
- Commonwealth Supported Cohort

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.

### Distance Education
Study undertaken externally. Some external courses include an internal component.

### Enrol by date
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.

### Enrolment
The process by which persons who have been admitted to a University program formally register to undertake one or more courses within their program.

### Enrolment Advice
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.

### Enrolment class
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.

### External mode
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.
**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.

http://i.unisa.edu.au/campus-central/Contact-Us/

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.


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 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 External Students webpage to gain valuable information regarding your studies.

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

External Students

At UniSA you can study courses in either internal (on-campus) or external (off-campus) modes. When you enrol in a course as an external student, you are not required to attend lectures or tutorials for that course on campus, and you carry out the bulk of your study online. Some students study their whole degree externally, while others choose to study a mix of internally and externally (this is called multi-mode).

The main benefits of studying externally are that it is flexible and convenient. You can:
- study from wherever you choose at times convenient to you.
- work through course content at your own pace.
- access teaching, administrative, social and technical support.
- communicate with other students through online discussion boards.
- fit study around your work, family, home and social commitments.

To succeed in external study, it's good to be:
- motivated
- organised
- able to work independently and prioritise tasks.

You will also need to be able to create a suitable study environment for yourself with internet access.

To help you study externally, have a look at the following resources:
- Understanding external study
- Prepare
- Stay on track.
- Stay motivated
- FAQs about external study.

UniSA is also launching new 100% Online Degrees from January 2018. Click here for more information.