Enrolment
Step by Step Guide
New Students

Start of Year

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

Your specific enrolment open date and time will be displayed here from late September.

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.

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 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.

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

[Welcome to myEnrolment](#)

When can I enrol for 2020?

- Undergraduate continuing student enrolments will open from Tuesday 8 October 2019 over three days, by Division.
- Postgraduate continuing and new student enrolments will open from Friday 11 October 2019.
- Undergraduate new student enrolments will open from Friday 8 January 2020 over five days, by Division.

Your specific enrolment open date and time for 2020 will be displayed above in blue; if your program is already open for enrolment.

After completing your Checklists, you can go to Manage My Enrolment to enrol in your courses.

Follow the steps below to enrol and check out the **How to Enroll video** which will guide you through them.

[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.

Enrolment advice

Business and Law Student Resources

Student support

Business Student Hub

Enrolment advice

Peer assisted study sessions (PASS)

Majors, minors and electives

Student representatives

Summer and Winter School

Student life

Student mobility

Careers and Opportunities

School of Management

Students commencing study in 2020 can register for an enrolment assistance session here. Sessions will be held on 6 & 7 January 2020.

Students starting in mid-year please contact Campus Central for enrolment advice.

Undergraduate

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Year levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBBN - Bachelor of Business</td>
<td>Year 1 (PDF 228kb)</td>
</tr>
<tr>
<td>DBBN - Bachelor of Business (Information Strategy and Management)</td>
<td>Year 1 (PDF 228kb)</td>
</tr>
<tr>
<td>DBBN - Bachelor of Business (Innovation and Entrepreneurship)</td>
<td>Year 1 (PDF 228kb)</td>
</tr>
<tr>
<td>DBBN - Bachelor of Business (International Business)</td>
<td>Year 1 (PDF 228kb)</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.
# 2020 Enrolment Advice

<table>
<thead>
<tr>
<th>PROGRAM CODE</th>
<th>DNBN</th>
<th>YEAR LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM NAME</td>
<td>Bachelor of Business</td>
<td>1</td>
</tr>
<tr>
<td>ACADEMIC PLAN</td>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>CAMPUS PLAN</td>
<td>City West</td>
<td></td>
</tr>
<tr>
<td>CAMPUS CENTRAL</td>
<td>Campus Central City West</td>
<td></td>
</tr>
<tr>
<td>LEVEL 2, Jeffrey Smart Building</td>
<td><a href="mailto:ask@campuscentral.unisa.edu.au">ask@campuscentral.unisa.edu.au</a></td>
<td></td>
</tr>
<tr>
<td>1300 301 703</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCHOOL</td>
<td>School of Management</td>
<td></td>
</tr>
<tr>
<td>(Please contact the School Office if you have any other queries)</td>
<td><a href="mailto:businesshub@unisa.edu.au">businesshub@unisa.edu.au</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8302 7141</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. BIOL 1093. 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 (WOP), practical (PRM) 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.

## First Semester (Study Period 2)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Catalogue Number</th>
<th>Course Name</th>
<th>Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSS</td>
<td>1060</td>
<td>Career Development for Professionals</td>
<td>Enrol Into 1 Preparatory Class</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Choose Class 23733</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enrol Into 1 Tutorial</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Please refer to class timetable for Tutorial class numbers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Externally: 25130</td>
</tr>
<tr>
<td>Subject</td>
<td>Unit Code</td>
<td>Course Title</td>
<td>Additional Information</td>
</tr>
<tr>
<td>---------</td>
<td>-----------</td>
<td>-----------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| ACCT    | 1008      | Accounting for Business| Enrol into 1 Preparatory  
Choose Class 23927  
and 1 Lecture  
"Virtual" choose class 24991  
OR  
"In Person" choose class 23960  
and  
Enrol into 1 Tutorial  
Please refer to class timetable for Tutorial class numbers  
OR  
Externally: 24988  
MATH 1053:  
1 Lecture  
Choose class 21209 or 21210  
And  
1 Tutorial and  
1 Computer Practical  
Please see class timetable for class times for both  
OR  
Externally: 24661 |
| MATH    | 1053      | Quantitative Methods for Business| Refer to Program Notes: 2, 3 |
| BUSS    | 1057      | Business and Society:  
Or  
International Study Tour  
Or  
Elective | Enrol into 1 Preparatory  
Choose Class 21846  
and  
Enrol into 1 Lecture  
"Virtual" choose 25127  
"In Person" choose 21847  
and  
Enrol into 1 Tutorial  
Please refer to class timetable for Tutorial class numbers  
OR  
Externally: 25132  
International Study tour or Elective:  
Refer to Program Note: 5 |
| ECON    | 1008      | Principles of Economics| Enrol into 1 Preparatory  
Choose Class 24163  
and  
Enrol into 1 Lecture  
"Virtual" choose 25086  
"In Person" choose 24138  
and  
Enrol into 1 Tutorial  
Please refer to class timetable for Tutorial class numbers  
OR  
Externally: 25088 |
|         |           |                       | Refer to Program Notes: 2, 3 |
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.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Catalogue Number</th>
<th>Course Name</th>
<th>Class numbers</th>
<th>Notes</th>
</tr>
</thead>
</table>
| MARK         | 1010             | Marketing Principles: Trading and Exchange | Enrol into 1 Preparatory  
                and  
                Enrol into 1 Lecture  
                ‘Virtual’ choose 54538  
                ‘In Person’ choose 52495  
                and  
                1 Tutorial  
                Please refer to class timetable for Tutorial class numbers  
                OR  
                Externally: 54537 | Refer to Program Notes: 2,3 |
| BUSS         | 2008             | Management and Organisation        | Enrol into 1 Preparatory  
                and  
                Enrol into 1 Lecture  
                ‘Virtual’ choose 54733  
                ‘In Person’ choose 52235  
                and  
                1 Tutorial  
                Please refer to class timetable for Tutorial class numbers  
                OR  
                Externally: 54730 | Refer to Program Notes: 2,3 |

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.
**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.

### First Semester (Study Period 2)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Catalogue Number</th>
<th>Course Name</th>
<th>Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSS</td>
<td>1060</td>
<td>Career Development for Professionals</td>
<td>Enrol into 1 Preparatory&lt;br&gt;Choose Class 23733&lt;br&gt;and&lt;br&gt;Enrol into 1 Tutorial&lt;br&gt;Please refer to class timetable for Tutorial class numbers&lt;br&gt;OR&lt;br&gt;Externally: 25130</td>
</tr>
</tbody>
</table>

Class Timetable:

<table>
<thead>
<tr>
<th>Course</th>
<th>Class Timetable: Displays class dates, days and times for all the classes available for each component (e.g. Enrolment Class (Lecture) &amp; 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.</th>
<th>Study Period Key Dates</th>
<th>Class Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Enrolment Class - Preparatory</strong></td>
<td>Enrol by: Date 4 Jan 2020</td>
<td>Start Date: 24 Feb 2020&lt;br&gt;End Date: 20 Mar 2020&lt;br&gt;Day: Tue&lt;br&gt;Start Time: 10:30 AM&lt;br&gt;End Time: 1:00 PM&lt;br&gt;Room: E1038&lt;br&gt;Instructor: (0)</td>
</tr>
<tr>
<td></td>
<td><strong>Related Class - Tutorial</strong></td>
<td>Census Date: 21 Mar 2020</td>
<td>Start Date: 24 Feb 2020&lt;br&gt;End Date: 20 Mar 2020&lt;br&gt;Day: Thu&lt;br&gt;Start Time: 10:30 AM&lt;br&gt;End Time: 1:00 PM&lt;br&gt;Room: E1038&lt;br&gt;Instructor: (0)</td>
</tr>
</tbody>
</table>
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 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.
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.
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 2: 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 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 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.

### Checklist Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Confirm your personal details</td>
<td>Not completed</td>
</tr>
<tr>
<td>2</td>
<td>Confirm your address details</td>
<td>Not completed</td>
</tr>
<tr>
<td>3</td>
<td>Confirm your telephone numbers</td>
<td>Not completed</td>
</tr>
<tr>
<td>4</td>
<td>Confirm your emergency contact details</td>
<td>Not completed</td>
</tr>
<tr>
<td>5</td>
<td>Confirm your residency details</td>
<td>Not completed</td>
</tr>
<tr>
<td>6</td>
<td>Confirm your prior education details</td>
<td>Not completed</td>
</tr>
<tr>
<td>7</td>
<td>Confirm your disability and medical</td>
<td>Not completed</td>
</tr>
<tr>
<td>8</td>
<td>Confirm your information is complete and correct</td>
<td>Not completed</td>
</tr>
<tr>
<td>9</td>
<td>Confirm your expected program completion date</td>
<td>Not completed</td>
</tr>
<tr>
<td>10</td>
<td>Complete or update your online Commonwealth Assistance Form (CAF) for your program(s)</td>
<td>Not completed</td>
</tr>
<tr>
<td>11</td>
<td>Confirm your Commonwealth Supported Cohort detail</td>
<td>Not completed</td>
</tr>
<tr>
<td>12</td>
<td>Complete a Request for SA-HELP Assistance form</td>
<td>Not completed</td>
</tr>
</tbody>
</table>

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 Assistance Session, if your School is offering one.
STEP 4: 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 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.

- Undergraduate continuing students' enrolments will open from Tuesday 8 October 2019 over three days, by Division.
- Postgraduate continuing and new student enrolments will open from Friday 11 October 2019.
- Undergraduate new student enrolments will open from Friday 3 January 2020 over five days, by Division.

Your specific enrolment open date and time for 2020 will be displayed above in blue. If blank your program is already open for enrolment.

After completing your Checklist, you can go to Manage My Enrolment to enrol in your courses.

Follow the steps below to enrol and check out the How to Enrol video which will guide you through them.

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.
## Career Development for Professionals - BUS5100 - Undergraduate

### Option 1 - City West

#### Enrolment Class - Prep

<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>Prep</td>
<td>23735</td>
<td>408</td>
<td>147</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- This is an online preparatory component for all students to undertake during Week 1.
- Students will be required to access the online preparatory module during week 1 of the course to prepare for week 2 classes.

<table>
<thead>
<tr>
<th>Start date</th>
<th>End date</th>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Feb 2020</td>
<td>28 Feb 2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Related 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>
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<tr>
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<tr>
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<td>Tutorial</td>
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</table>

<table>
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<tr>
<th>Start date</th>
<th>End date</th>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
<th>Room</th>
</tr>
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<tbody>
<tr>
<td>03 Mar 2020</td>
<td>07 Apr 2020</td>
<td>Tues</td>
<td>4:30 PM</td>
<td>6:00 PM</td>
<td>CW5/K6-09</td>
</tr>
<tr>
<td>28 Apr 2020</td>
<td>19 May 2020</td>
<td>Tues</td>
<td>4:00 PM</td>
<td>6:00 PM</td>
<td>CW5/K6-09</td>
</tr>
<tr>
<td>05 Mar 2020</td>
<td>09 Apr 2020</td>
<td>Thurs</td>
<td>2:00 PM</td>
<td>4:00 PM</td>
<td>CW5/K6-13</td>
</tr>
<tr>
<td>30 Apr 2020</td>
<td>25 May 2020</td>
<td>Thurs</td>
<td>2:00 PM</td>
<td>4:00 PM</td>
<td>CW5/K6-13</td>
</tr>
<tr>
<td>04 Mar 2020</td>
<td>08 Apr 2020</td>
<td>Wed</td>
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<td>11:00 AM</td>
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<td>Wed</td>
<td>9:30 AM</td>
<td>11:00 AM</td>
<td>CW5/K6-29</td>
</tr>
<tr>
<td>03 Mar 2020</td>
<td>07 Apr 2020</td>
<td>Tues</td>
<td>2:30 PM</td>
<td>4:00 PM</td>
<td>CW5/K6-09</td>
</tr>
<tr>
<td>28 Apr 2020</td>
<td>19 May 2020</td>
<td>Tues</td>
<td>2:30 PM</td>
<td>4:00 PM</td>
<td>CW5/K6-09</td>
</tr>
<tr>
<td>02 Mar 2020</td>
<td>06 Apr 2020</td>
<td>Mon</td>
<td>5:30 PM</td>
<td>5:00 PM</td>
<td>CW5/K6-09</td>
</tr>
<tr>
<td>27 Apr 2020</td>
<td>28 May 2020</td>
<td>Mon</td>
<td>5:30 PM</td>
<td>5:00 PM</td>
<td>CW5/K6-09</td>
</tr>
<tr>
<td>04 Mar 2020</td>
<td>08 Apr 2020</td>
<td>Wed</td>
<td>9:30 AM</td>
<td>13:00 AM</td>
<td>CW5/K6-09</td>
</tr>
<tr>
<td>29 Apr 2020</td>
<td>20 May 2020</td>
<td>Wed</td>
<td>9:30 AM</td>
<td>13:00 AM</td>
<td>CW5/K6-09</td>
</tr>
<tr>
<td>05 Mar 2020</td>
<td>09 Apr 2020</td>
<td>Thurs</td>
<td>2:30 PM</td>
<td>4:00 PM</td>
<td>CW5/K6-09</td>
</tr>
</tbody>
</table>
Select your Enrolment Class and then Select Related classes (if applicable). Once selected all classes, click on the Confirm Selected Classes button.

### Career Development for Professionals - BUSS 1060 - Undergraduate

Choose one option below and select your Enrolment Class. If there are Related Classes you will need to select one class of each type (e.g. Lecture, Tutorial, Practical etc). Then click Confirm Selected Classes.

**Option 1: City West**

<table>
<thead>
<tr>
<th>Enrolment Class</th>
<th>Price</th>
<th>Schedule</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prop 23733</td>
<td>In Person</td>
<td>24 Feb 2020 - 28 Feb 2020</td>
<td>Students will be required to access the online resources anytime during week 0 for this course to prepare for week 1 classes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Related Class</th>
<th>Tutorial</th>
<th>Schedule</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial 23735</td>
<td>In Person</td>
<td>03 Mar 2020 - 07 Apr 2020</td>
<td>CWE/3H-05</td>
</tr>
<tr>
<td>Tutorial 23736</td>
<td>In Person</td>
<td>05 May 2020 - 02 Apr 2020</td>
<td>CWS/9H-33</td>
</tr>
<tr>
<td>Tutorial 23737</td>
<td>In Person</td>
<td>10 Apr 2020 - 21 May 2020</td>
<td>CWS/9H-33</td>
</tr>
</tbody>
</table>

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.
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 6: 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 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/

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.

Overrides

Enrolment Help

Enrolment Help

Enrolment Step by Step Guide

myEnrolment Error Messages

Terminology

Overrides

Useful links

- Enrolment Support – Includes times for on campus drop-in Enrolment support.
- Ask Campus Central – FAQs and further support.
- How to Enrol video – a brief introduction to enrolling in your courses.
- How do I get a student ID card?

Contacts

- Campus Central - general enrolment support, myEnrolment queries or course and program queries.
- IT Services for students - all technical support including login, username and password problems, as well as print and Internet quotas.

Feedback

Your feedback is important to us.

To provide us with feedback on your enrolment experience we run a comprehensive student survey over our peak enrolment months, the 2020 Student Enrolment Survey is now available for your feedback.

Outside of these peak enrolment periods please contact Campus Central with any feedback or comments.

Thank you.

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 Enroll in Classes to confirm your enrollment. Click Cancel to change your selection or cancel.

**Time Clash Declaration**

This class has a time clash with one of your existing enrollments. 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 is 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 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.

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Enrolment Step by Step Guide
Last updated: 19 December 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.

You must provide both a Home and Mail address.

**Mail Address:** You are required to provide a current mailing address. If you are attending classes on campus, this must be a South Australian address. Domestic students only – this may be the same as your 'Home' address.

**Home Address:** You are required to provide a current 'home' address. International students (holding a student visa or temporary resident visa) - this must be a current residential address in your home country.

**Billing Address:** If your invoice is to be paid by a third party, for example your employer, sponsor or parent, please also provide a 'billing' address. Your invoice will be available via myEnrolment and addressed to the third party. You are responsible for providing the invoice to the third party and ensuring your fees are paid in full by the due date.

**Term Address:** You need to provide a 'term' address only if your ‘mailing’ address is not your physical location during the study period. Domestic students only – this may be the same as your ‘Home’ address.

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**.

**Terms and Conditions:**

- Addresses
- Telephone Numbers
- Emergency Contacts
- Residence
- Prior Education
- Disability and Medical
- Academic Program Completion
- Tax File Number
- CAF
- SSAF CAF
- Commonwealth Supported Cohort

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**

**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 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.

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**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/

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 (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.

### 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.