



University of
South Australia

Student and Academic Services

myEnrolment Step by Step Guide

Contents

NEW STUDENTS	3
CONTINUING STUDENTS	4
HOW TO ENROL VIDEO	4
STEP 1: ACCESS YOUR ENROLMENT ADVICE.....	5
STEP 2: PLAN YOUR TIMETABLE	14
STEP 3: COMPLETE YOUR CHECKLIST.....	15
STEP 4: CHECK FOR ANY COMPULSORY ENROLMENT ADVICE SESSIONS.....	17
STEP 5: ENROL (MANAGE MY ENROLMENT)	17
STEP 6: VIEW AND PRINT YOUR TIMETABLE.....	27
STEP 7: COMPLETE ENROLMENT FEEDBACK SURVEY.....	29
STEP 8: LOGOUT MYENROLMENT	30
THE NEXT STEPS.....	30
ENROLMENT HELP	31
UPDATE YOUR PERSONAL DETAILS	35
STUDY PERIOD KEY DATES	36
CAMPUS CENTRAL	37
IT SERVICES FOR STUDENTS	37
STUDENT SERVICES.....	37
UNISA ONLINE STUDENT SERVICES	37
PART TIME STUDENTS.....	38
EXTERNAL STUDENTS.....	38
TERMINOLOGY	38

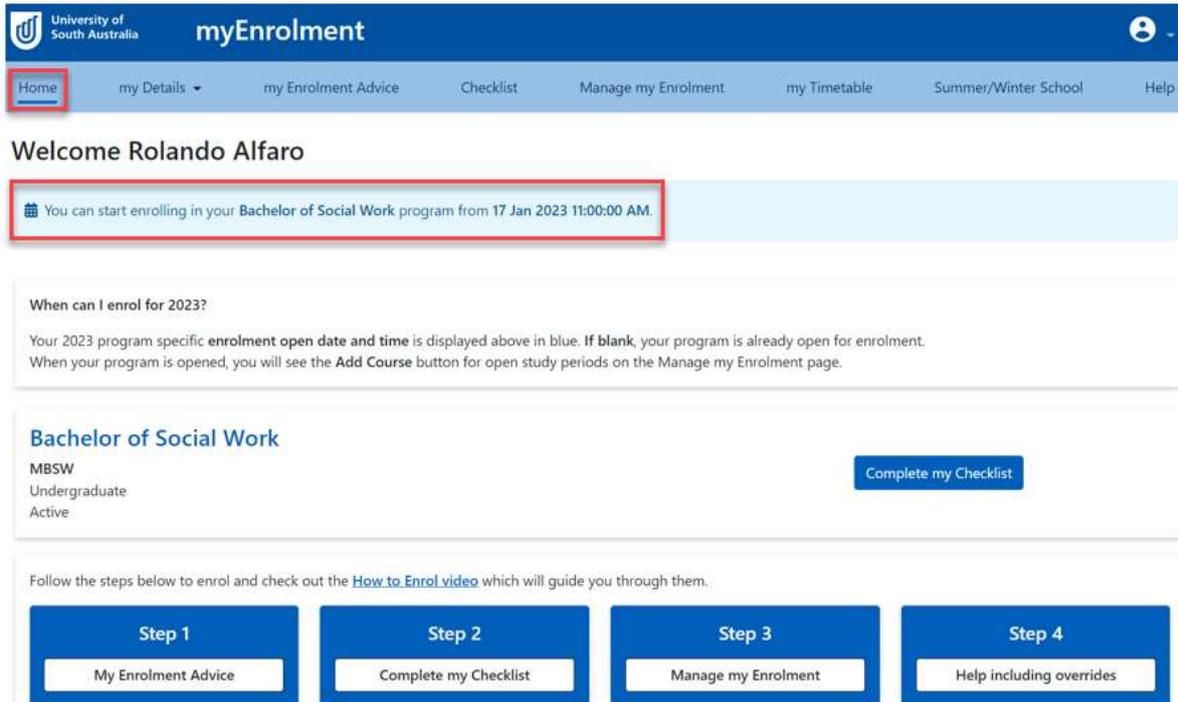
New Students

Start of Year

New student enrolments for most **Undergraduate** programs open mid-January and **Postgraduate** programs opened from early October for the following year.

The welcome email sent to your personal email account and the **myEnrolment Home page** will provide **your specific program enrolment open date and time**.

If there is no enrolment open date listed in blue text at the top of the myEnrolment Home page, your program has already opened for enrolment.



The screenshot shows the myEnrolment website interface. At the top, there is a navigation bar with the University of South Australia logo and the text "myEnrolment". Below the navigation bar, there is a menu with options: Home, my Details, my Enrolment Advice, Checklist, Manage my Enrolment, my Timetable, Summer/Winter School, and Help. The "Home" option is highlighted with a red box. Below the navigation bar, the user is greeted with "Welcome Rolando Alfaro". A blue banner contains a message: "You can start enrolling in your Bachelor of Social Work program from 17 Jan 2023 11:00:00 AM." Below this banner, there is a section titled "When can I enrol for 2023?" with a sub-heading "Your 2023 program specific enrolment open date and time is displayed above in blue. If blank, your program is already open for enrolment. When your program is opened, you will see the Add Course button for open study periods on the Manage my Enrolment page." Below this section, there is a section titled "Bachelor of Social Work" with sub-headings "MBSW", "Undergraduate", and "Active". A "Complete my Checklist" button is visible. Below this section, there is a section titled "Follow the steps below to enrol and check out the How to Enrol video which will guide you through them." Below this section, there are four steps: Step 1 (My Enrolment Advice), Step 2 (Complete my Checklist), Step 3 (Manage my Enrolment), and Step 4 (Help including overrides).

Mid Year

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

Continuing Students

Continuing student enrolments open from early October for the following year.

Information about **your specific program enrolment open date and time** will be available on your **myEnrolment Home page** closer to this time.

If there is no enrolment open date listed in blue text at the top of the myEnrolment Home page, your program has already opened for enrolment.

The screenshot shows the myEnrolment interface for a user named Rolando Alfaro. At the top, there is a navigation bar with the University of South Australia logo and the text 'myEnrolment'. Below the navigation bar, a welcome message reads 'Welcome Rolando Alfaro'. A prominent blue notification box with a calendar icon states: 'You can start enrolling in your Bachelor of Social Work program from 05 Oct 2022 7:45:00 AM.' Below this, a section titled 'When can I enrol for 2023?' explains that the enrolment open date and time is displayed in blue, and if blank, the program is already open for enrolment. The user's program details are shown as 'Bachelor of Social Work', 'MBSW Undergraduate', and 'Active', with a 'Complete my Checklist' button. At the bottom, a sequence of four steps is displayed: Step 1 (My Enrolment Advice), Step 2 (Complete my Checklist), Step 3 (Manage my Enrolment), and Step 4 (Help including overrides).

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 I: ACCESS YOUR ENROLMENT ADVICE

Enrolment Advice is program specific information provided by your Academic Unit on the courses you need to enrol in for each study period of your degree.

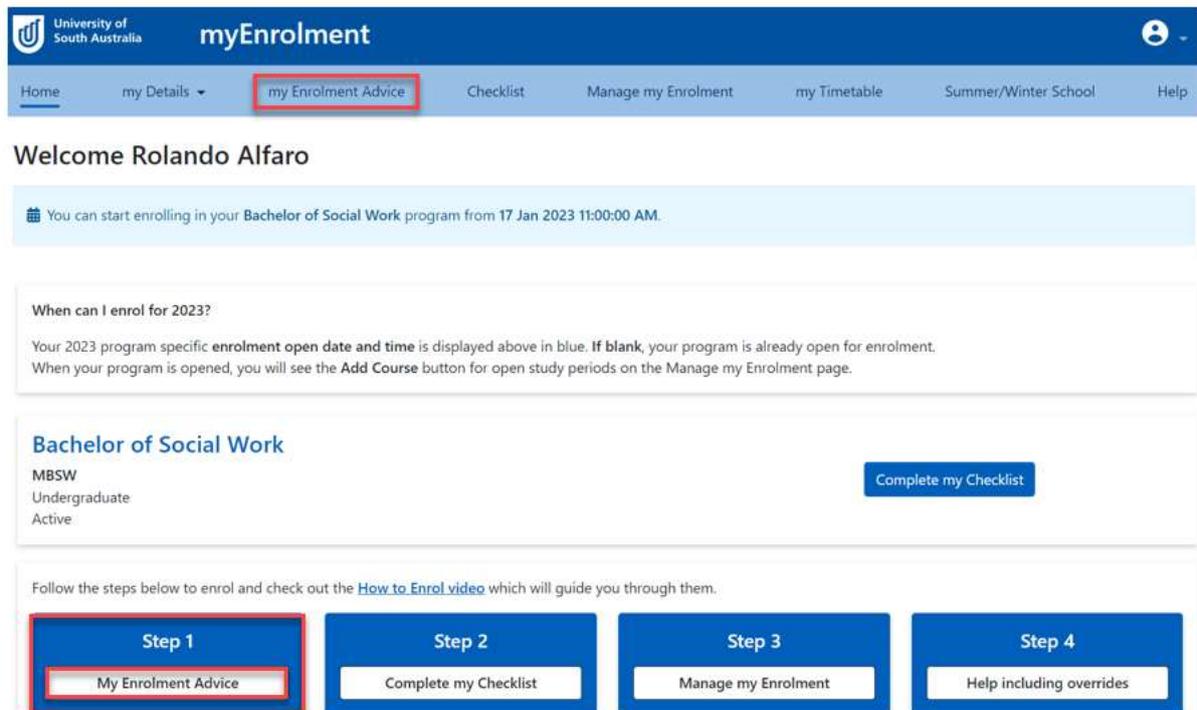
Part Time & External Students

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

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

Please note: If you require further enrolment advice, please refer to the **Academic Unit contact details listed on the first page of the Enrolment Advice Template** or contact [Campus Central](#).

From the myEnrolment Home page, click on **Step I: my Enrolment Advice** or click **my Enrolment Advice** from the top blue menu bar.

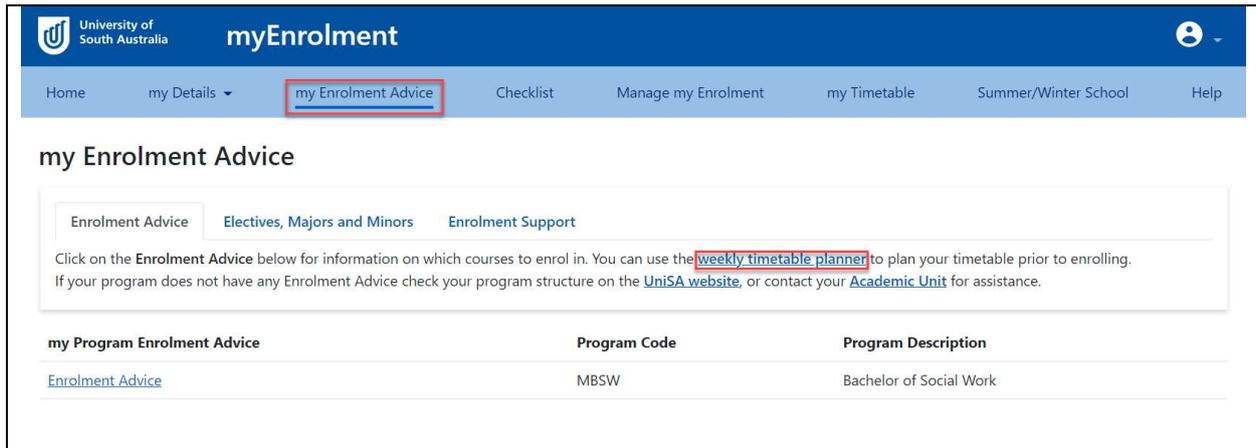


The screenshot shows the myEnrolment website interface. At the top, there is a blue navigation bar with the University of South Australia logo and the text 'myEnrolment'. Below the navigation bar, there is a horizontal menu with several items: 'Home', 'my Details', 'my Enrolment Advice' (highlighted with a red box), 'Checklist', 'Manage my Enrolment', 'my Timetable', 'Summer/Winter School', and 'Help'. Below the navigation bar, the user is greeted with 'Welcome Rolando Alfaro'. A blue banner indicates that the user can start enrolling in their Bachelor of Social Work program from 17 Jan 2023 11:00:00 AM. Below this, there is a section titled 'When can I enrol for 2023?' with explanatory text. Further down, the 'Bachelor of Social Work' program is listed with details like 'MBSW Undergraduate Active' and a 'Complete my Checklist' button. At the bottom, there is a section titled 'Follow the steps below to enrol and check out the How to Enrol video which will guide you through them.' with four steps: 'Step 1 My Enrolment Advice' (highlighted with a red box), 'Step 2 Complete my Checklist', 'Step 3 Manage my Enrolment', and 'Step 4 Help including overrides'.

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**.



University of South Australia **myEnrolment**

Home my Details **my Enrolment Advice** Checklist Manage my Enrolment my Timetable Summer/Winter School Help

my Enrolment Advice

Enrolment Advice **Electives, Majors and Minors** Enrolment Support

Click on the **Enrolment Advice** below for information on which courses to enrol in. You can use the **weekly timetable planner** to plan your timetable prior to enrolling. If your program does not have any Enrolment Advice check your program structure on the [UniSA website](#), or contact your [Academic Unit](#) for assistance.

my Program Enrolment Advice	Program Code	Program Description
Enrolment Advice	MBSW	Bachelor of Social Work

Print out at least 2 copies of the blank [Weekly Timetable Planner](#)

This will assist you with planning your timetable for both study periods.



University of South Australia

Weekly Timetable Planner

PROGRAM NAME	PROGRAM CODE	SCHOOL
ACADEMIC PLAN	YEAR LEVEL	STUDY PERIOD

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.10-9.00am					
9.10-10.00am					
10.10-11.00am					
11.10-12.00					
12.10-1.00pm					
1.10-2.00pm					
2.10-3.00pm					
3.10-4.00pm					
4.10-5.00pm					
5.10-6.00pm					

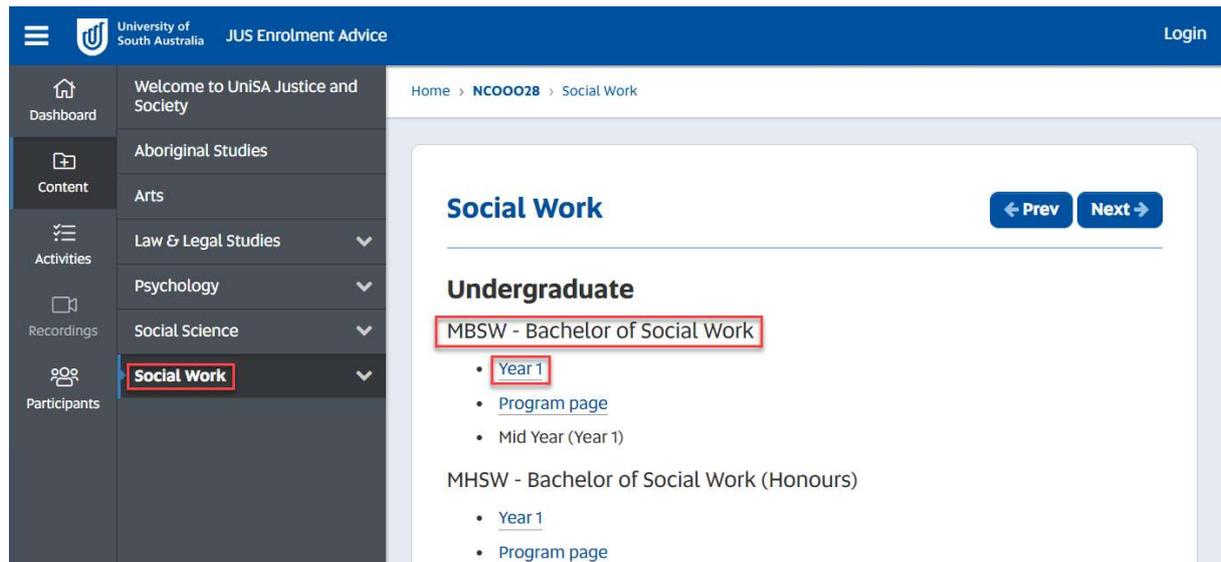
Next click on the **Enrolment Advice** link.

my Program Enrolment Advice	Program Code	Program Description
Enrolment Advice	MBSW	Bachelor of Social Work

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

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

Click on **Discipline** (e.g. Social Work), find your **program** on this page and click on the relevant **year** link.



University of South Australia | JUS Enrolment Advice | Login

Home > NCOO028 > Social Work

Social Work

← Prev Next →

Undergraduate

- MBSW - Bachelor of Social Work**
 - Year 1
 - Program page
 - Mid Year (Year 1)
- MHSW - Bachelor of Social Work (Honours)
 - Year 1
 - Program page

The **Enrolment Advice Template** will display.

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



2023 Enrolment Advice

PROGRAM CODE	MBSW	YEAR LEVEL	1
PROGRAM NAME	Bachelor of Social Work		
ACADEMIC PLAN		CAMPUS	Magill Campus
CAMPUS CENTRAL <small>(Please contact Campus Central if you need help with enrolling or have any queries about the information on this form)</small>	Campus Central Magill Level 1 – B Block ask@campuscentral.unisa.edu.au 1300 301 703	ACADEMIC UNIT <small>(Please contact the Academic Unit if you have any other queries)</small>	Justice & Society JUS-TeachingLearning@unisa.edu.au 08 8302 4262

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 1033 . You can search for courses by using this code.
Class Number	A class number is a unique number used to identify individual classes held during a specified study period. You can use class numbers to enrol, starting with the class number of the enrolment class.
Enrolment Class	An Enrolment Class is the first class you enrol in for a particular course. This can be a lecture (LEC), tutorial (TUT), workshop (WSH), practical (PRA) or external (EXT). There may be multiple enrolment classes to choose between. All other classes will be related to the enrolment class and will display once you select your enrolment class.
Related Classes	Related classes are other components (i.e. a tutorial or practical) that make up the course. In some cases, you may be automatically enrolled into a particular related class that is associated with the enrolment class you selected.
Auto Enrol Class	In some courses, once you select the Enrolment Class, you are automatically enrolled (Auto-Enrol) in a second (related) class (e.g. by choosing a tutorial you are automatically enrolled into the lecture). You may still be required to select another related class to complete your enrolment.
External Class	There is only one enrolment class number you need to enter in 'Manage my Enrolment' when enrolling.

Year 1 - First Semester (Study Period 1 and 2)				
Subject Area	Catalogue Number	Course Name	Classes	Notes
WELF	1014	Human Service Provision	Enrol into Lecture – Online and 1 Tutorial class: Please refer to class timetable for class numbers. OR External class 24475	WELF 10247 is also offered in SP1 externally (Online) – class number 10251.
WELF	1019	Communication Skills in Social Work and Human Services	Enrol into Lecture and 1 Studio class: Please refer to class timetable for class numbers OR External class 24480 – see Notes for details.	The external class has a 2-day workshop – attendance is compulsory. Whyalla and Mt Gambier students, please contact your course coordinator in Week 1 for further information.
WELF	1020	Child Development Core course which is also the first course in the Children, Families and Society MINOR	Enrol into Lecture and 1 Tutorial class: Please refer to class timetable for class numbers.	
SOCU	1003	The Social World	Enrol into Lecture and 1 Studio class: Please refer to class timetable for class numbers.	SOCU 1008 UO The Social World is also offered in SP1 and SP4 via UniSA Online.

Year 1 - Second Semester (Study Period 5)				
Subject Area	Catalogue Number	Course Name	Class numbers	Notes
POLI	1008	Governance and Citizenship in Australia	Enrol into Lecture - Online and 1 Tutorial class: Please refer to class timetable for class numbers.	
BEHL	2009	Group Work	Enrol into Lecture and 1 Studio class: Please refer to class timetable for class numbers. OR External 54170 – see Notes for details.	This external course has a 2-day workshop - attendance is compulsory. Please see the course outline for workshop details. Whyalla and Mt Gambier students, please contact your course coordinator BEFORE THE BEGINNING OF THE STUDY PERIOD for further information.
BEHL	1005	Applied Psychology	Enrol into Lecture and 1 Practical class: Please refer to class timetable for SP2 and class timetable for SP5 for class numbers.	
WELF	2010	Working with Community	Enrol into Lecture (Online) and 1 Tutorial class: Please refer to class timetable for class numbers. OR Externally 54379 – see notes for details.	

NOTES:

1. The table above shows the full list of courses to be taken by a student undertaking a full-time load solely in this year of the program.
2. Students enrol in all courses for both study periods (Study Periods 2 & 5) at the beginning of the year.
3. Please ensure you check the course timetable to confirm the location and possible external mode offering for each course.
4. **If you have a Study Plan, please bring it to your enrolment session to assist with enrolment.**

PROGRAM NOTES:

Minor: [Children, Families and Society](#)

Electives: [UniSA Electives](#), [UniSA Online Electives](#)

EXTERNAL STUDENTS

Students studying off-campus. Administrative services for external students are located at [Campus Central](#).

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 Study Support webpage to gain valuable information regarding your studies.

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

PART TIME STUDENTS

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

(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).

If you require further enrolment advice, please refer to the **Academic Unit contact details** listed on the first page or contact [Campus Central](#).

The Enrolment Advice will advise which courses you need to enrol into for Study Period 2 (First Semester) and Study Period 5 (Second Semester) and any other study periods relevant for your program.

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

For each course, the **Enrolment Class** and **Related Classes** are listed under the **Enrolment Class or Classes** column.

Click on the **class timetable** link which will display the Class Timetable.

Year 1 - First Semester (Study Period 1 and 2)				
Subject Area	Catalogue Number	Course Name	Classes	Notes
WELF	1014	Human Service Provision	Enrol into Lecture – Online and 1 Tutorial class: Please refer to class timetable for class numbers. OR External class 24475	WELF 10247 is also offered in SP1 externally (Online) – class number 10251.
WELF	1019	Communication Skills in Social Work and Human Services	Enrol into Lecture and 1 Studio class: Please refer to class timetable for class numbers OR External class 24480 – see Notes for details.	The external class has a 2-day workshop – attendance is compulsory. Whyalla and Mt Gambier students, please contact your course coordinator in Week 1 for further information.
WELF	1020	Child Development Core course which is also the first course in the Children, Families and Society MINOR	Enrol into Lecture and 1 Tutorial class: Please refer to class timetable for class numbers.	
SOCU	1003	The Social World	Enrol into Lecture and 1 Studio class: Please refer to class timetable for class numbers.	SOCU 1008 UO The Social World is also offered in SP1 and SP4 via UniSA Online.

Class Timetable: Displays class dates, days and times for all the classes available for each component (e.g. Enrolment Class (Tutorial) & Related Class (Lecture) for that course.

Class Timetable

Course
Human Service Provision
Subject Area / Catalogue Number
WELF 1014 (Human Welfare Studies and Services)
Study Period
Study Period 2 - 2023

Study Period Key Dates

Enrol by Date 10 Mar 2023
Census Date 31 Mar 2023
Last Day Withdraw Grade 28 Apr 2023
Last Day Withdraw Fail Grade 12 May 2023



Option 1 An Option is a selection of available classes you can choose from when enrolling. You can only select classes from within the same Option.

Enrolment Class - Tutorial

Campus	Attendance	Component	Class Number	Class Size	Students Enrolled	Notes	Class Schedule						
							Start Date	End Date	Day	Start Time	End Time	Room	Instructor(s)
Magill Campus	In Person	Tutorial	23415	25	1		01 Mar 2023	05 Apr 2023	Wed	02:40PM	04:00PM	MAG/H1-08	
							26 Apr 2023	17 May 2023	Wed	02:40PM	04:00PM	MAG/H1-08	
Magill Campus	In Person	Tutorial	23416	25	0		02 Mar 2023	06 Apr 2023	Thu	01:10PM	02:30PM	MAG/H1-09	
							27 Apr 2023	18 May 2023	Thu	01:10PM	02:30PM	MAG/H1-09	
Magill Campus	In Person	Tutorial	23417	25	0		02 Mar 2023	06 Apr 2023	Thu	04:10PM	05:30PM	MAG/H1-09	
							27 Apr 2023	18 May 2023	Thu	04:10PM	05:30PM	MAG/H1-09	
Magill Campus	In Person	Tutorial	23419	25	0		01 Mar 2023	05 Apr 2023	Wed	02:40PM	04:00PM	MAG/H1-09	
							26 Apr 2023	17 May 2023	Wed	02:40PM	04:00PM	MAG/H1-09	
Magill Campus	In Person	Tutorial	23421	25	0		01 Mar 2023	05 Apr 2023	Wed	03:40PM	05:00PM	MAG/H2-10	
							26 Apr 2023	17 May 2023	Wed	03:40PM	05:00PM	MAG/H2-10	
Magill Campus	In Person	Tutorial	24036	25	0		28 Feb 2023	04 Apr 2023	Tue	04:40PM	06:00PM	MAG/H1-10	
							25 Apr 2023	16 May 2023	Tue	04:40PM	06:00PM	MAG/H1-10	
Magill Campus	In Person	Tutorial	24074	25	0		01 Mar 2023	05 Apr 2023	Wed	09:10AM	10:30AM	MAG/H1-08	
							26 Apr 2023	17 May 2023	Wed	09:10AM	10:30AM	MAG/H1-08	
Magill Campus	In Person	Tutorial	24075	25	0		02 Mar 2023	06 Apr 2023	Thu	02:40PM	04:00PM	MAG/H1-09	
							27 Apr 2023	18 May 2023	Thu	02:40PM	04:00PM	MAG/H1-09	

Related Class 1 - Lecture

Campus	Attendance	Component	Class Number	Class Size	Students Enrolled	Notes	Class Schedule						
							Start Date	End Date	Day	Start Time	End Time	Room	Instructor(s)
Magill Campus	Online	Lecture	23414	250	1		27 Feb 2023	09 Apr 2023		01:00AM	01:00AM		
							24 Apr 2023	21 May 2023		01:00AM	01:00AM		

Option 2 An Option is a selection of available classes you can choose from when enrolling. You can only select classes from within the same Option.

Enrolment Class - External

Campus	Attendance	Component	Class Number	Class Size	Students Enrolled	Notes	Class Schedule						
							Start Date	End Date	Day	Start Time	End Time	Room	Instructor(s)
Off-Site Location	Online	External	24475	50	0		13 Feb 2023	02 Jul 2023		01:00AM	01:01AM		

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 (Tutorial) and Related Class (Lecture)).

Once you have selected your classes, including all Online Lectures/Tutorials etc and Auto-Enrol classes (if applicable) record all the class numbers on your Weekly Timetable Planner.

Repeat for all courses as indicated on your enrolment advice for all study periods required.

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.

External Enrolment Classes are displayed at the bottom of the Class Timetable.

Option 2 An Option is a selection of available classes you can choose from when enrolling. You can only select classes from within the same Option.

Enrolment Class - External

Campus	Attendance	Component	Class Number	Class Size	Students Enrolled	Notes	Class Schedule						
							Start Date	End Date	Day	Start Time	End Time	Room	Instructor(s)
Off-Site Location	Online	External	24475	50	0		13 Feb 2023	02 Jul 2023		01:00AM	01:01AM		

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.

Find a career or degree

I want a career ▼
as a **enter your desired career**



Search our study areas



MBSW



Enter the **program code** (e.g. MBSW) or name of program and **click arrow** to search.

MBSW
×
➤

Everything

Degrees & Courses

People

1 - 3 of 3 results for "MBSW" Relevance ▼

Refine Clear all

Student Type —

Australian

International

Study Type —

DEGREE

Bachelor of Social Work ➤

This degree provides you with a sound knowledge of the political, behavioural and social sciences, and equips you with the skills to work in a range of fields in social work and human services. It.....

MBSW

CAMPUS
Magill

DURATION
4 years

+

Program results will be displayed.
Click on the **program title**.

The **Degree Info** page will be displayed.
E.g. Bachelor of Social Work (MBSW).
Scroll down to the **Degree structure** section.

Course name	Area and cat no.	Units	Reference
FIRST YEAR			
First Semester (Study Period 1, 2 or 3)			
Human Service Provision	WELF 1014	4.5	
Communication Skills in Social Work and Human Services	WELF 1019	4.5	
The Social World	SOCU 1003	4.5	
Please select one of the below options			
Child Development	WELF 1020	4.5	

From the **Degree structure** (Degree overview) section, click on the **Course name**.
The **Course Information** page will display.

Human Service Provision

COURSE LEVEL Undergraduate YEAR 2023

COURSE INFORMATION

AREA/CATALOGUE WELF 1014	COURSE ID OO6863	TIMETABLE/S First Semester (Study Period 1 & 2)
COURSE LEVEL Undergraduate	UNIT VALUE 4,5	COURSE OWNER UniSA Justice & Society
OFFERED EXTERNALLY Yes	UNIVERSITY-WIDE ELECTIVE COURSE Yes	

Note: This offering may or may not be scheduled in every study period. Please refer to the timetable for further details.

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.

Class Timetable

Course
Human Service Provision
Subject Area / Catalogue Number
WELF 1014 (Human Welfare Studies and Services)
Study Period
Study Period 2 - 2023

Study Period Key Dates

Enrol by Date	10 Mar 2023
Census Date	31 Mar 2023
Last Day Withdraw Grade	28 Apr 2023
Last Day Withdraw Fail Grade	12 May 2023

Option 1 An Option is a selection of available classes you can choose from when enrolling. You can only select classes from within the same Option.

Enrolment Class - Tutorial														
Campus	Attendance	Component	Class Number	Class Size	Students Enrolled	Notes	Class Schedule						Instructor(s)	
							Start Date	End Date	Day	Start Time	End Time	Room		
Magill Campus	In Person	Tutorial	23415	25	0		01 Mar 2023	05 Apr 2023	Wed	02:40PM	04:00PM	MAGH1-08		
							26 Apr 2023	17 May 2023	Wed	02:40PM	04:00PM	MAGH1-08		
Magill Campus	In Person	Tutorial	23416	25	0		Start Date	End Date	Day	Start Time	End Time	Room	Instructor(s)	
							02 Mar 2023	06 Apr 2023	Thu	01:10PM	02:30PM	MAGH1-09		
							27 Apr 2023	18 May 2023	Thu	01:10PM	02:30PM	MAGH1-09		
Magill Campus	In Person	Tutorial	23417	25	0		Start Date	End Date	Day	Start Time	End Time	Room	Instructor(s)	
							02 Mar 2023	06 Apr 2023	Thu	04:10PM	05:30PM	MAGH1-09		
							27 Apr 2023	18 May 2023	Thu	04:10PM	05:30PM	MAGH1-09		
Magill Campus	In Person	Tutorial	23419	25	0		Start Date	End Date	Day	Start Time	End Time	Room	Instructor(s)	
							01 Mar 2023	05 Apr 2023	Wed	02:40PM	04:00PM	MAGH1-09		
							26 Apr 2023	17 May 2023	Wed	02:40PM	04:00PM	MAGH1-09		
Magill Campus	In Person	Tutorial	23421	25	0		Start Date	End Date	Day	Start Time	End Time	Room	Instructor(s)	
							01 Mar 2023	05 Apr 2023	Wed	03:40PM	05:00PM	MAGH2-10		
Magill Campus	In Person	Tutorial	24036	25	0		Start Date	End Date	Day	Start Time	End Time	Room	Instructor(s)	
							28 Feb 2023	04 Apr 2023	Tue	04:40PM	06:00PM	MAGH1-10		
Magill Campus	In Person	Tutorial	24074	25	0		Start Date	End Date	Day	Start Time	End Time	Room	Instructor(s)	
							01 Mar 2023	05 Apr 2023	Wed	09:10AM	10:30AM	MAGH1-08		
Magill Campus	In Person	Tutorial	24075	25	0		Start Date	End Date	Day	Start Time	End Time	Room	Instructor(s)	
							26 Apr 2023	17 May 2023	Wed	09:10AM	10:30AM	MAGH1-08		
							02 Mar 2023	06 Apr 2023	Thu	02:40PM	04:00PM	MAGH1-09		
							27 Apr 2023	18 May 2023	Thu	02:40PM	04:00PM	MAGH1-09		

Related Class 1 - Lecture														
Campus	Attendance	Component	Class Number	Class Size	Students Enrolled	Notes	Class Schedule						Instructor(s)	
							Start Date	End Date	Day	Start Time	End Time	Room		
Magill Campus	Online	Lecture	23414	250	0		27 Feb 2023	09 Apr 2023		01:00AM	01:00AM			
							24 Apr 2023	21 May 2023		01:00AM	01:00AM			

Option 2 An Option is a selection of available classes you can choose from when enrolling. You can only select classes from within the same Option.

Enrolment Class - External														
Campus	Attendance	Component	Class Number	Class Size	Students Enrolled	Notes	Class Schedule						Instructor(s)	
							Start Date	End Date	Day	Start Time	End Time	Room		
Off-Site Location	Online	External	24475	50	0		13 Feb 2023	02 Jul 2023		01:00AM	01:01AM			

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 (Tutorial) and Related Class (Lecture)).
Record all the class numbers including all Online Lectures/Tutorials etc and Auto-Enrol classes (if applicable) on your Weekly Timetable Planner.

13 | Page

STEP 2: PLAN YOUR TIMETABLE

UniSA Online and External Students will not need to complete this step, please proceed to Step 3.

On your blank printed **Weekly Timetable Planners** record your class preferences for all courses for each study period required.

Record all the Enrolment and Related class numbers (including all Online Lectures/Tutorials etc and 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 is not required for UniSA Online and External students.



University of South Australia

Weekly Timetable Planner

Remember to record the **Subject Area & Catalogue Number** for each course; you'll need these when you add a course in myEnrolment.

PROGRAM NAME	Bachelor of Social Work	PROGRAM CODE	MBSW	STUDY PERIOD	2
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.10 - 9.00am	WELF 1014 (Lecture - Online) Enrolment Class 24584				
9.10 - 10.00am	WELF 1020 (Lecture - Online) Related Class 23439 9.10-10am				
10.10 - 11.00am					
11.10 - 12.00		WELF 1019 (Studio) Enrolment Class 23235 11:10am-1pm			
12.10 - 1.00pm		WELF 1019 (Studio) Enrolment Class 23235 11:10am-1pm			
1.10 - 2.00pm		SOCU 1003 (Tutorial) Enrolment Class 23454 1.10-2pm			
2.10 - 3.00pm					SOCU 1003 (Lecture) Related Class 23452 2:10-3pm
3.10 - 4.00pm			WELF 1014 (Tutorial) Related Class 23204 3:10-4:30pm	WELF 1019 (Lecture - Online Recorded) Related Class 20953 3:10-4pm	
4.10 - 5.00pm			WELF 1020 (Tutorial) Enrolment Class 23442 4:40-6pm		
5.10 - 6.00pm			WELF 1020 (Tutorial) Enrolment Class 23442 4:40-6pm		
6.10 - 7.00pm					
7.10 - 8.00pm					
8.10 - 9.00pm					

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 Home page, click on **Step 2: Complete my Checklist** or click **Checklist** from the top blue menu bar.

Complete all Checklist steps.

The screenshot shows the myEnrolment interface for a user named Rolando Alfaro. The top navigation bar includes links for Home, my Details, my Enrolment Advice, Checklist (highlighted with a red box), Manage my Enrolment, my Timetable, Summer/Winter School, and Help. Below the navigation, a welcome message is displayed. A notification states that enrollment for the Bachelor of Social Work program begins on 17 Jan 2023 at 11:00:00 AM. A section titled 'When can I enrol for 2023?' provides information about the 2023 program specific enrolment open date and time. Below this, the 'Bachelor of Social Work' program details are shown, including a 'Complete my Checklist' button. At the bottom, a sequence of four steps is displayed: Step 1 (My Enrolment Advice), Step 2 (Complete my Checklist, highlighted with a red box), Step 3 (Manage my Enrolment), and Step 4 (Help including overrides).

my Checklist

Please follow these steps to complete your Checklist

Before you can enrol you must complete this Checklist to ensure the University has your current personal details. You will only need to complete the Checklist once per year.

The Checklist must be completed in sequence beginning at **Step 1**. As you complete each task, the status will change from **Not Completed** to **Completed** . You must complete all the steps before enrolling.

The [How to Enrol videos](#) contain a section related to completing your Checklist, if you need assistance.

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

Once you complete your Checklist you are ready to enrol.

Proceed to Manage my Enrolment.

Checklist complete

You have completed your checklist successfully. Please proceed to **Manage my Enrolment**.

If you need to access or update your personal details, please go to [my Details](#).

Proceed to
Manage my Enrolment

Please note: You may still need to wait until your enrolment open date (as specified in blue text on your myEnrolment Home page) or until your Enrolment Advice Session, if your Academic Unit is offering one.

If there is no enrolment open date listed in blue text at the top of your myEnrolment Home page, your program has already opened for enrolment.

STEP 4: CHECK FOR ANY COMPULSORY ENROLMENT ADVICE SESSIONS

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

Enrolment Advice Sessions are scheduled for some UniSA programs for new students commencing in Study Period 2 and 5. Check your Enrolment Advice information which is listed at the top of your Enrolment Advice Template and/or your Academic Unit's Enrolment Advice page to see if your program has an Enrolment Advice Session. If you are commencing in a different study period, please contact your [Academic Unit](#) for information.

If your Enrolment open date has arrived and you don't have any compulsory Enrolment Advice Sessions to attend before enrolling, you are now ready to enrol.

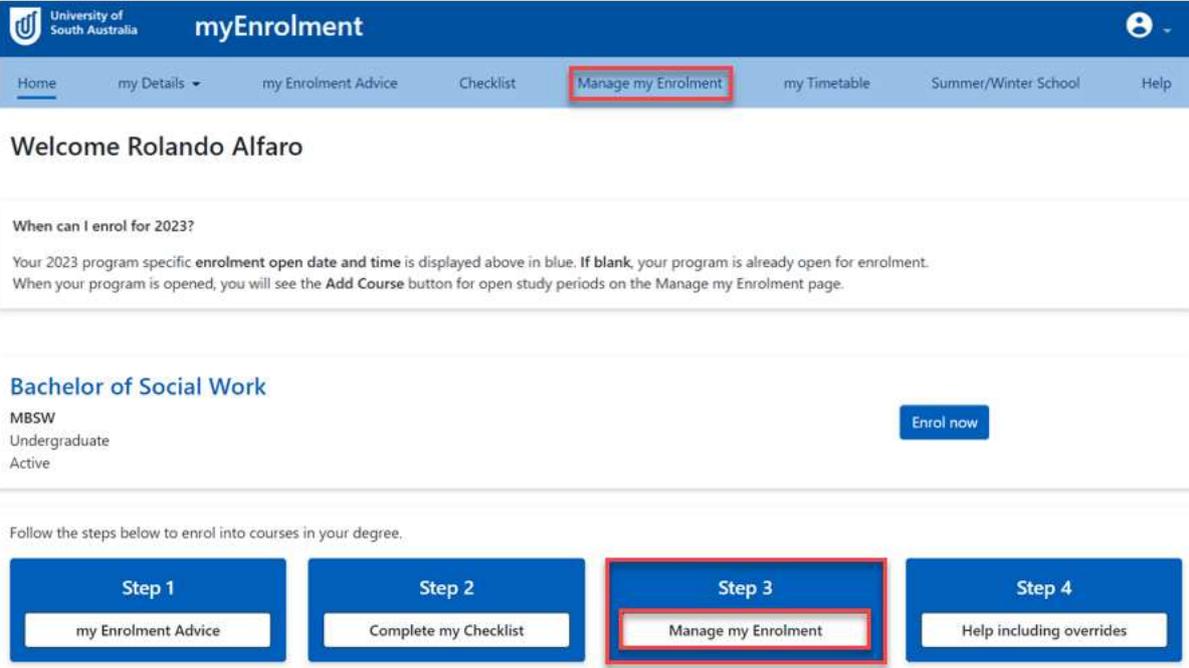
STEP 5: ENROL (Manage my Enrolment)

You are now ready to enrol!

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

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

From the myEnrolment Home page, click on **Step 3: Manage my Enrolment** or click **Manage my Enrolment** from the top blue menu bar.



University of South Australia myEnrolment

Home my Details my Enrolment Advice Checklist **Manage my Enrolment** my Timetable Summer/Winter School Help

Welcome Rolando Alfaro

When can I enrol for 2023?

Your 2023 program specific enrolment open date and time is displayed above in blue. If blank, your program is already open for enrolment. When your program is opened, you will see the **Add Course** button for open study periods on the Manage my Enrolment page.

Bachelor of Social Work
MBSW
Undergraduate
Active [Enrol now](#)

Follow the steps below to enrol into courses in your degree.

Step 1 my Enrolment Advice Step 2 Complete my Checklist **Step 3 Manage my Enrolment** Step 4 Help including overrides

Enrolment Summary page will open.

myEnrolment

[Home](#) [my Details](#) [my Enrolment Advice](#) [Checklist](#) [Manage my Enrolment](#) [my Timetable](#) [Summer/Winter School](#)

Enrolment summary

Select the relevant **Study Period**, then click the **Add course** button.
 If unsure, please check [my Enrolment Advice](#) tab for details on the courses you need to enrol into.

Study Period 2 - 2023

Program MBSW - BSocialWork (Undergraduate)

Add course

Course	Title	Class Number	Component	Notes
You currently have no enrolments for this program in the selected study period				

Study Period 2 - 2023 Add/Drop Dates

<u>Enrol By Date</u>	<u>Census Date</u>	<u>Withdraw Date (W)</u>	<u>Withdraw Fail Date (WF)</u>
10 Mar 2023	31 Mar 2023	28 Apr 2023	12 May 2023

Enrolment Open Times
Study Periods
Add Course
Drop Course
Enrolment Feedback
Enrolment Overrides

Enrolments Open Times

Your 2023 program specific **enrolment open date and time** is displayed below your Program name when you select 2023 Study Periods.
 When your program is opened, you will see the **Add Course** button for open study periods.

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.

University of South Australia myEnrolment

Home my Details my Enrolment Advice Checklist Manage my Enrolment my Timetable Summer/Winter School Help

Add Course

Search for a course for you to enrol into as part of your degree, then scroll down to view your search results.
To change Study Period return to **Manage my Enrolment** via the menu above or click **Change**.

Course Search

Study Period 2 - 2023 Change

Level
Undergraduate

Search by any combination of:

Class Number

Subject Area

Catalogue Number

Search Cancel

Select your **Level** (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.

Add Course

Search for a course for you to enrol into as part of your degree, then scroll down to view your search results.
To change Study Period return to **Manage my Enrolment** via the menu above or click **Change**.

Course Search

Study Period 2 - 2023 Change

Level
Undergraduate

Search by any combination of:

Class Number

Subject Area
WELF (Human Welfare St. & Services)

Catalogue Number

Search Cancel

The **Class Timetable** will display.

Course Search

Study Period 2 - 2023 Key Dates

Enrol By Date	Census Date	Withdraw Date (W)	Withdraw Fail Date (WF)
10 Mar 2023	31 Mar 2023	28 Apr 2023	12 May 2023

Human Service Provision
WELF 1014
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** at the bottom of the page.

[View my Timetable](#)

- + Option 1 **Magill**
- + Option 2 **External**
- + Option 3 **Whyalla**
- + Option 4 **Mt Gambier**

Choose one **Option**, then select your **Enrolment Class**.

If there are **Related Classes** select one class of each type (e.g. Lecture, Tutorial, Practical, Workshop etc).

Once selected all classes, click on the **Confirm Selected Classes** button at the bottom of the page.

The screenshot shows the 'myEnrolment' interface for the University of South Australia. At the top, there is a navigation bar with links for Home, my Details, my Enrolment Advice, Checklist, Manage my Enrolment (active), my Timetable, Summer/Winter School, and Help. Below this is a 'Course Search' section. A 'Study Period 2 - 2023 Key Dates' table is displayed:

Enrol By Date	Census Date	Withdraw Date (W)	Withdraw Fail Date (WF)
10 Mar 2023	31 Mar 2023	28 Apr 2023	12 May 2023

Below the key dates, the course 'Human Service Provision' (WELF 1014, Undergraduate) is shown. A warning icon indicates: '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 at the bottom of the page.' A link to 'View my Timetable' is also present.

The 'Option 1' section for 'Magill' is expanded, showing two class selection options:

Enrolment Class - Lecture

Attendance	Component	Class Number	Class Size	Students Enrolled
<input checked="" type="radio"/> On Line	Lecture	20003	270	0

Dates: 13 Feb 2023 - 02 Jul 2023
Times: 1:00 AM - 1:01 AM

Related Class - Tutorial

Attendance	Component	Class Number	Class Size	Students Enrolled
<input checked="" type="radio"/> In Person	Tutorial	20012	25	0

Dates: Tuesday 01 Mar 2023 - 05 Apr 2023
Times: 10:10 AM - 11:30 AM
Room: MAG/H2-05

Attendance	Component	Class Number	Class Size	Students Enrolled
<input type="radio"/> In Person	Tutorial	20013	25	0

Dates: Tuesday 27 Feb 2023 - 05 Apr 2023
Times: 9:10 AM - 10:30 AM
Room: MAG/H2-09

Dates: Tuesday 25 Apr 2023 - 18 May 2023
Times: 9:10 AM - 10:30 AM
Room: MAG/H2-09

At the bottom of the interface, there are two buttons: 'Confirm Selected Classes' (highlighted with a red box) and 'Clear Selected Classes'.

The **Enrol in Classes** confirmation page will display.

Check all classes, then scroll down and click **Enrol in Classes** to confirm your enrolment.

Human Service Provision

WELF 1014
Study Period 2 - 2023

Please check your class(es), then scroll down and click **Enrol in Classes** to confirm your enrolment. Click **Cancel** to change your selection.

Attendance	Component	Class Number	Class Size	Students Enrolled
<input checked="" type="radio"/> On Line	External	20002	85	0

Dates: 13 Feb 2023 - 02 Jul 2023

Enrol in Classes

Once enrolled into your classes, you will receive the following message: **'You have successfully enrolled in the following classes.'**

A green **Enrolled** box is displayed next to the class.

Please note: If you have successfully enrolled, but there is no green Enrolled box displayed, this is because there's no day or room attached to the class (e.g. Online).

To enrol in your other courses click **Enrol in more Courses** or click **Return to Enrolment Summary** to view your enrolments.

You have successfully enrolled in the following classes.

Human Service Provision

WELF 1014
Study Period 2 - 2023

Please check your class(es), then scroll down and click **Enrol in Classes** to confirm your enrolment. Click **Cancel** to change your selection.

Attendance	Component	Class Number	Class Size	Students Enrolled
<input checked="" type="radio"/> On Line	Lecture	20003	270	1

Dates: 13 Feb 2023 - 02 Jul 2023

Times: 1:00 AM - 1:01 AM

Enrolled <input type="radio"/> In Person	Tutorial	20012	25	1
-------------------------------------------------	----------	-------	----	---

Dates: Tuesday 01 Mar 2023 - 05 Apr 2023

Times: 10:10 AM - 11:30 AM

Room: MAG/H2-05

Dates: Tuesday 25 Apr 2023 - 18 May 2023

Times: 10:10 AM - 11:30 AM

Room: MAG/H2-05

Enrol in more Courses

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

Select Study Period 5 (Second Semester) or the next 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.

Repeat for all relevant study periods.

External and UniSA Online Students

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

Choose the **External Option** and select an **Enrolment Class - External**, click the **Confirm Selected Classes** button at the bottom of the page.

The screenshot shows the 'myEnrolment' portal for the University of South Australia. The navigation bar includes 'Home', 'my Details', 'my Enrolment Advice', 'Checklist', 'Manage my Enrolment' (active), 'my Timetable', 'Summer/Winter School', and 'Help'. A 'Course Search' button is visible. Below, the 'Study Period 2 - 2023 Key Dates' table is shown:

Enrol By Date	Census Date	Withdraw Date (W)	Withdraw Fail Date (WF)
10 Mar 2023	31 Mar 2023	28 Apr 2023	12 May 2023

The 'Human Service Provision' section (WELF 1014 Undergraduate) includes instructions to choose an option and select an enrolment class. Two options are listed: 'Option 1 Magill' and 'Option 2 External'. The 'External' option is selected, leading to an 'Enrolment Class - External' table:

Attendance	Component	Class Number	Class Size	Students Enrolled
<input checked="" type="radio"/> On Line	External	20002	85	0

Dates: 13 Feb 2023 - 02 Jul 2023. At the bottom, there are 'Confirm Selected Classes' and 'Clear Selected Classes' buttons.

The **Enrol in Classes** confirmation page will display.

Check the class, then scroll down and click **Enrol in Classes** to confirm your enrolment.

The screenshot shows the 'Enrol in Classes' confirmation page for the 'Human Service Provision' course (WELF 1014, Study Period 2 - 2023). It includes instructions to check the class and click 'Enrol in Classes'. The class selection table is identical to the previous screenshot:

Attendance	Component	Class Number	Class Size	Students Enrolled
<input checked="" type="radio"/> On Line	External	20002	85	0

Dates: 13 Feb 2023 - 02 Jul 2023. At the bottom, there are 'Enrol in Classes' and 'Cancel' buttons.

Once enrolled into your classes, you will receive the following message: **‘You have successfully enrolled in the following classes.’**

Please note: If you have successfully enrolled, but there is no green Enrolled box displayed, this is because there’s no day or room attached to the class (e.g. Online).

To enrol in your other courses click **Enrol in more Courses** or click **Return to Enrolment Summary** to view your enrolments.

You have successfully enrolled in the following classes.

Human Service Provision

WELF 1014

Study Period 2 - 2023

⚠ Please check your class(es), then scroll down and click **Enrol in Classes** to confirm your enrolment.

Click **Cancel** to change your selection.

Attendance	Component	Class Number	Class Size	Students Enrolled
On Line	External	20002	85	1

Dates: 13 Feb 2023 - 02 Jul 2023

[Enrol in more Courses](#)

[Return to Enrolment Summary](#)

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

Select Study Period 5 (Second Semester) or the next 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.

Repeat for all relevant study periods.

Check Your Summary of Enrolments

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

Click on the drop down arrow and select the **Study Period** you want to view.



The screenshot shows the top navigation bar of the 'myEnrolment' system. It includes the University of South Australia logo, the text 'myEnrolment', and a user profile icon. Below the header is a horizontal menu with the following items: Home, my Details (with a dropdown arrow), my Enrolment Advice, Checklist, Manage my Enrolment (underlined), my Timetable, Summer/Winter School, and Help.

Enrolment summary

Select the relevant **Study Period**, then click the **Add course** button.

If unsure, please check [my Enrolment Advice](#) tab for details on the courses you need to enrol into.

Study Period 2 - 2023

University of South Australia
myEnrolment
👤

[Home](#)
[my Details](#)
[my Enrolment Advice](#)
[Checklist](#)
[Manage my Enrolment](#)
[my Timetable](#)
[Summer/Winter School](#)
[Help](#)

Enrolment summary

Select the relevant **Study Period**, then click the **Add course** button.
 If unsure, please check [my Enrolment Advice](#) tab for details on the courses you need to enrol into.

Study Period 2 - 2023
▼

Program MBSW - BSocialWork (Undergraduate)

Add course

Course	Title	Class Number	Component	Notes
<input type="checkbox"/> SOCU 1003	The Social World	20003	Tutorial	
		20004	Lecture	
<input type="checkbox"/> WELF 1014	Human Service Provision	20005	Lecture	
		20006	Tutorial	

Drop selected courses

Study Period 2 - 2023 Add/Drop Dates

Enrol By Date	Census Date	Withdraw Date (W)	Withdraw Fail Date (WF)
10 Mar 2023	31 Mar 2023	28 Apr 2023	12 May 2023

Enrolment Open Times
Study Periods
Add Course
Drop Course
Enrolment Feedback
Enrolment Overrides

Enrolments Open Times

Your 2023 program specific enrolment open date and time is displayed below your Program name when you select 2023 Study Periods.
 When your program is opened, you will see the **Add Course** button for open study periods.

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** red button.


myEnrolment 

[Home](#) [my Details](#) [my Enrolment Advice](#) [Checklist](#) [Manage my Enrolment](#) [my Timetable](#) [Summer/Winter School](#) [Help](#)

Enrolment summary

Select the relevant **Study Period**, then click the **Add course** button.
If unsure, please check [my Enrolment Advice](#) tab for details on the courses you need to enrol into.

Study Period 2 - 2023

Program MBSW - BSocialWork (Undergraduate)

Add course

Course	Title	Class Number	Component	Notes
<input checked="" type="checkbox"/> SOCU 1003	The Social World	20003	Tutorial	
		20004	Lecture	
<input type="checkbox"/> WELF 1014	Human Service Provision	20005	Lecture	
		20006	Tutorial	

Drop selected courses

Study Period 2 - 2023 Add/Drop Dates

Enrol By Date	Census Date	Withdraw Date (W)	Withdraw Fail Date (WF)
10 Mar 2023	31 Mar 2023	28 Apr 2023	12 May 2023

[Enrolment Open Times](#) [Study Periods](#) [Add Course](#) [Drop Course](#) [Enrolment Feedback](#) [Enrolment Overrides](#)

Enrolments Open Times

Your 2023 program specific **enrolment open date and time** is displayed below your Program name when you select 2023 Study Periods.
When your program is opened, you will see the **Add Course** button for open study periods.

The **Confirm Drop** confirmation page will display.

Read the important information, check all courses then click **Confirm Drop** red button to drop your course/s.

You are about to drop the following course(s).

- ⚠ You cannot re-enrol in a class online after the **Enrol By Date**.
- ⚠ Courses dropped after **Census Date** will incur full course fees and a **Grade of W** or **WF** depending on the drop date.

Confirm Drop
Cancel

Course	Course Title	Class Number	Type
SOCU 1003	The Social World	20003	Tutorial
SOCU 1003	The Social World	20004	Lecture

If the drop is successful, you will receive the following message: **You have successfully dropped Courses from your enrolment.**

The course will be removed from the enrolment summary.

The screenshot shows the 'myEnrolment' interface for the University of South Australia. The top navigation bar includes 'Home', 'my Details', 'my Enrolment Advice', 'Checklist', 'Manage my Enrolment' (active), 'my Timetable', 'Summer/Winter School', and 'Help'. The main content area is titled 'Enrolment summary' and features a green notification box stating 'You have successfully dropped Courses from your enrolment.' Below this, instructions advise selecting a 'Study Period' and clicking 'Add course'. A dropdown menu shows 'Study Period 2 - 2023'. The program is identified as 'Program MBSW - BSocialWork (Undergraduate)'. A table lists enrolled courses:

Course	Title	Class Number	Component	Notes
<input type="checkbox"/> WELF 1014	Human Service Provision	20005	Lecture	
		20006	Tutorial	

Below the table is a 'Drop selected courses' button. Further down, 'Study Period 2 - 2023 Add/Drop Dates' are listed in a table:

Enrol By Date	Census Date	Withdraw Date (W)	Withdraw Fail Date (WF)
10 Mar 2023	31 Mar 2023	28 Apr 2023	12 May 2023

At the bottom, there are tabs for 'Enrolment Open Times', 'Study Periods', 'Add Course', 'Drop Course', 'Enrolment Feedback', and 'Enrolment Overrides'. The 'Enrolments Open Times' section provides information about the 2023 program-specific enrolment open date and time.

STEP 6:VIEW AND PRINT YOUR TIMETABLE

This step is not active for UniSA Online Students – my Timetable pillar will not display. Students can view their enrolment summary from Manage my Enrolment, please proceed to Step 7.

Click on **my Timetable** from the top blue menu bar.

Click on the drop down arrow and 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.

myEnrolment

Home my Details my Enrolment Advice Checklist Manage my Enrolment **my Timetable** Summer/Winter School Help

my Timetable

[View as List](#)

External enrolments are not displayed on the Calendar view. Click 'View as List' to see external enrolments.

Only displays classes scheduled in the selected week. Use arrows to scroll through and check for any variation to your schedule.

Study Period 5 - 2023

- [View Add/Drop dates for this study period](#)
- [Sync to my Calendar](#)
- [Print Timetable](#)

Navigation: << 24 Jul 2023 Go >>

Time	Monday 24 Jul 2023	Tuesday 25 Jul 2023	Wednesday 26 Jul 2023	Thursday 27 Jul 2023	Friday 28 Jul 2023	Saturday 29 Jul 2023	Sunday 30 Jul 2023
9:00 AM		Sustainable Urban Design ARCH 5013 SP5 Lecture (Class 51682) City West, Dr Alpana Sivam					
9:30 AM							
10:00 AM			Research Practices (Creative) CREA 5001 SP5 Seminar (Class 50416) City West, CWE/K5-11, CWE/K5-12 Dr Katica Pedisic	Advanced Architectural Design Studio (Construction) ARCH 4008 SP5 Studio (Class 50415) City West, CWE/K5-11, CWE/K5-12 Mr Stephen Ward			
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM		Sustainable Urban Design ARCH 5013 SP5 Tutorial (Class 50782) City West, CWE/RR4-12 Dr Alpana Sivam					
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							

To print select the **Print Timetable** link.

[Print Timetable](#)

You can synch your timetable to your Office 365, Google or Outlook calendar by selecting **Synch to my Calendar**.

[Synch to my Calendar](#)

External Students

External classes will not display on the Calendar view.

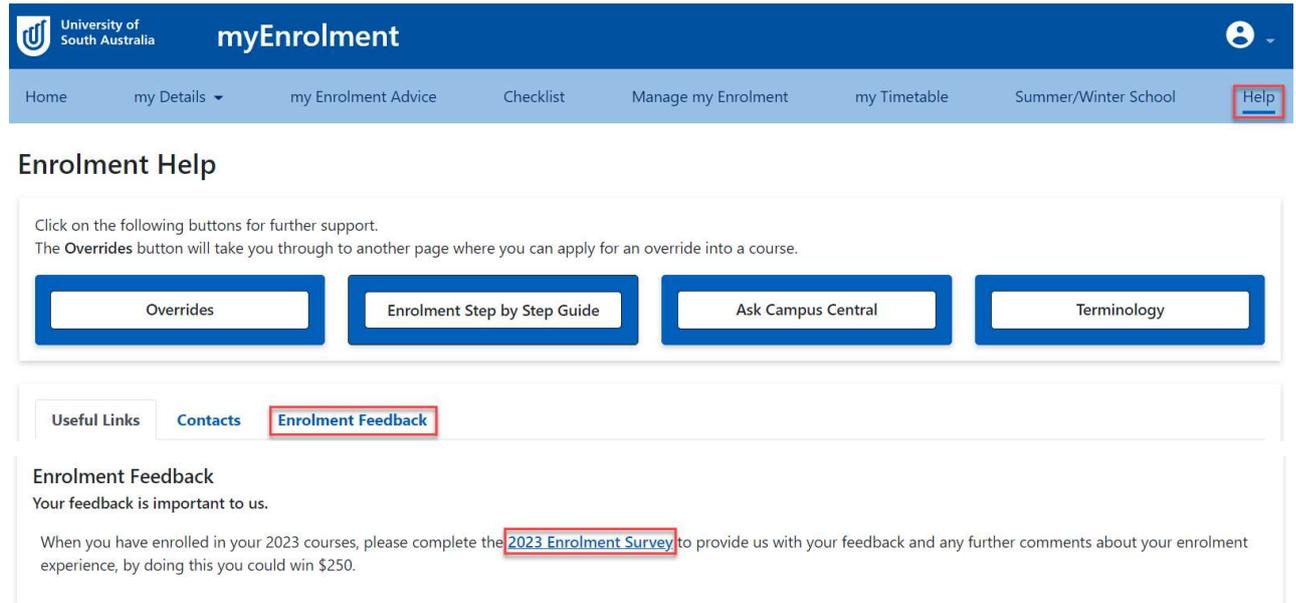
Click the **View as List** link to see a list of your enrolment for the selected study period, including external classes.

STEP 7: COMPLETE ENROLMENT 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 **Help** from the top blue menu bar or **Step 4: Help including overrides** from the myEnrolment Home page. Click on the **Enrolment Feedback** tab and click the **2023 Enrolment Survey** link to access the survey.

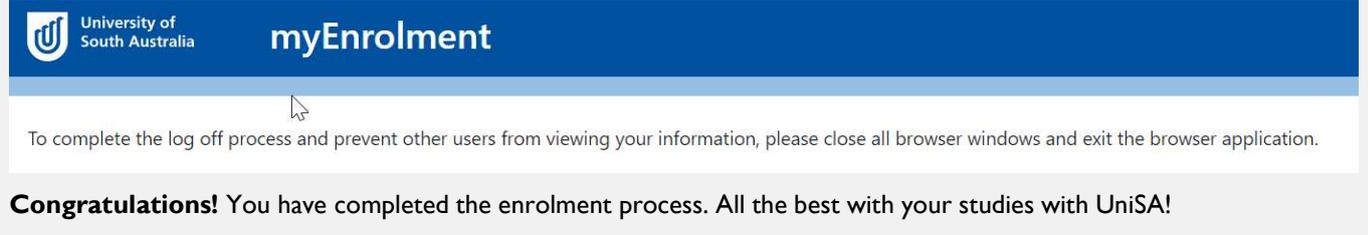
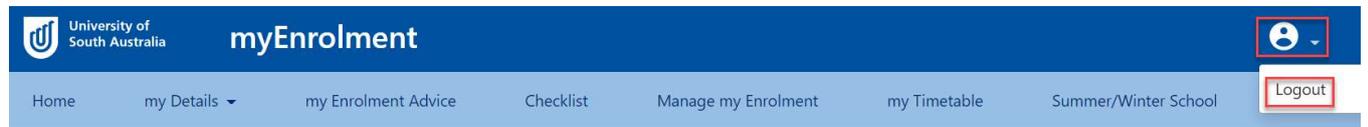
The Student Enrolment Feedback Survey is only available over peak enrolment periods (from October – February each year).



The screenshot shows the myEnrolment website interface. At the top is a blue navigation bar with the University of South Australia logo and the text 'myEnrolment'. Below this is a secondary navigation bar with links: Home, my Details, my Enrolment Advice, Checklist, Manage my Enrolment, my Timetable, Summer/Winter School, and Help (highlighted with a red box). The main content area is titled 'Enrolment Help' and contains a text block: 'Click on the following buttons for further support. The Overrides button will take you through to another page where you can apply for an override into a course.' Below this text are four buttons: Overrides, Enrolment Step by Step Guide, Ask Campus Central, and Terminology. Further down, there is a 'Useful Links' section with three tabs: Useful Links, Contacts, and Enrolment Feedback (highlighted with a red box). Under the 'Enrolment Feedback' tab, the text reads: 'Your feedback is important to us. When you have enrolled in your 2023 courses, please complete the 2023 Enrolment Survey to provide us with your feedback and any further comments about your enrolment experience, by doing this you could win \$250.' The link '2023 Enrolment Survey' is highlighted with a red box.

STEP 8: LOGOUT MYENROLMENT

To finish your myEnrolment session, click **Logout** from the drop down arrow located in the top right of the blue banner.



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 NewStudents website <http://i.unisa.edu.au/students/newstudents/start/>

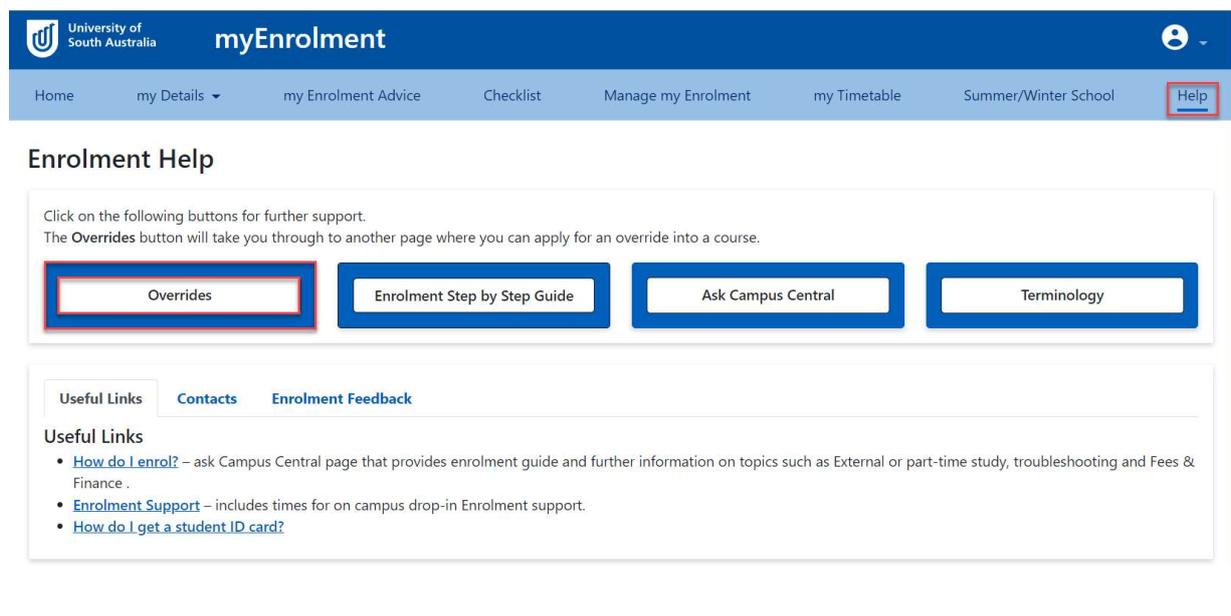
ENROLMENT HELP

For assistance enrolling refer to the **Help** page.

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 **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.



University of South Australia myEnrolment

Home my Details my Enrolment Advice Checklist Manage my Enrolment my Timetable Summer/Winter School **Help**

Enrolment Help

Click on the following buttons for further support.
The **Overrides** button will take you through to another page where you can apply for an override into a course.

Overrides Enrolment Step by Step Guide Ask Campus Central Terminology

Useful Links **Contacts** Enrolment Feedback

Useful Links

- [How do I enrol?](#) – ask Campus Central page that provides enrolment guide and further information on topics such as External or part-time study, troubleshooting and Fees & Finance .
- [Enrolment Support](#) – includes times for on campus drop-in Enrolment support.
- [How do I get a student ID card?](#)

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.

Select the **Clash** class as it's still available for selection and all other related classes, then click **Confirm Selected Classes** button at the bottom of the page.

myEnrolment
👤

Home
my Details ▾
my Enrolment Advice
Checklist
Manage my Enrolment
my Timetable
Summer/Winter School
Help

[+ Course Search](#)

Study Period 2 - 2023 Key Dates

Enrol By Date	Census Date	Withdraw Date (W)	Withdraw Fail Date (WF)
10 Mar 2023	31 Mar 2023	28 Apr 2023	12 May 2023

The Social World
 SOCU 1003
 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** at the bottom of the page.

[📅 View my Timetable](#)

Option 1 Magill

Enrolment Class - Tutorial

Attendance	Component	Class Number	Class Size	Students Enrolled
<input checked="" type="radio"/> Clash In Person	Tutorial	20027	24	0

Dates: Tuesday 28 Feb 2023 - 04 Apr 2023
 Times: 10:00 AM - 11:00 AM
 Room: MAG/H2-03

Dates: Tuesday 25 Apr 2023 - 06 Jun 2023
 Times: 1:10 PM - 2:00 PM
 Room: MAG/H2-03

Related Class - Lecture

Attendance	Component	Class Number	Class Size	Students Enrolled
<input checked="" type="radio"/> On Line	Lecture	20025	360	0

Dates: Friday 03 Mar 2023 - 07 Apr 2023
 Times: 2:10 PM - 3:00 PM

Dates: Friday 28 Apr 2023 - 09 Jun 2023
 Times: 2:10 PM - 3:00 PM

Confirm Selected Classes
Clear Selected Classes

The **Time Clash Declaration** page will display.

Check your classes, **click the two declaration boxes** and then scroll down and click **Enrol in Classes** to confirm your enrolment.

The Social World

SOCU 1003

Study Period 2 - 2023

⚠ Please check your class(es), then scroll down and click **Enrol in Classes** to confirm your enrolment. Click **Cancel** to change your selection.

Time Clash Declaration

This class has a time clash with one of your existing enrolments. If you have [checked with your Academic Unit](#) 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 Academic Unit before enrolling in a time clash.

I understand that:

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

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

Attendance	Component	Class Number	Class Size	Students Enrolled
<input checked="" type="radio"/> Clash In Person	Tutorial	20027	24	0
Dates: Tuesday 28 Feb 2023 - 04 Apr 2023 Times: 10:00 AM - 11:00 AM Room: MAG/H2-03				
Dates: Tuesday 25 Apr 2023 - 06 Jun 2023 Times: 1:10 PM - 2:00 PM Room: MAG/H2-03				
<input type="radio"/> On Line	Lecture	20025	360	0
Dates: Friday 03 Mar 2023 - 07 Apr 2023 Times: 2:10 PM - 3:00 PM				
Dates: Friday 28 Apr 2023 - 09 Jun 2023 Times: 2:10 PM - 3:00 PM				

Enrol in Classes

Cancel

For further information about overrides select **Overrides** from the **Help** page.

No Add Course Button (prior enrolment open date)

If your enrolment open date/time hasn't opened, you will be blocked from enrolling until the specified date and time.

The message below your program will specify your enrolment time/date.

myEnrolment

Home
my Details ▾
my Enrolment Advice
Checklist
Manage my Enrolment
my Timetable
Summer/Winter School
Help

Enrolment summary

Select the relevant **Study Period**, then click the **Add course** button.
 If unsure, please check [my Enrolment Advice](#) tab for details on the courses you need to enrol into.

Study Period 2 - 2023
▾

Program MBSW - BSocialWork (Undergraduate)

⚠ This program will open for enrolment from 11:00 AM, 17 Jan 2023

Course	Title	Class Number	Component	Notes
You currently have no enrolments for this program in the selected study period				

Study Period 2 - 2023 Add/Drop Dates

Enrol By Date	Census Date	Withdraw Date (W)	Withdraw Fail Date (WF)
10 Mar 2023	31 Mar 2023	28 Apr 2023	12 May 2023

Enrolment Open Times
Study Periods
Add Course
Drop Course
Enrolment Feedback
Enrolment Overrides

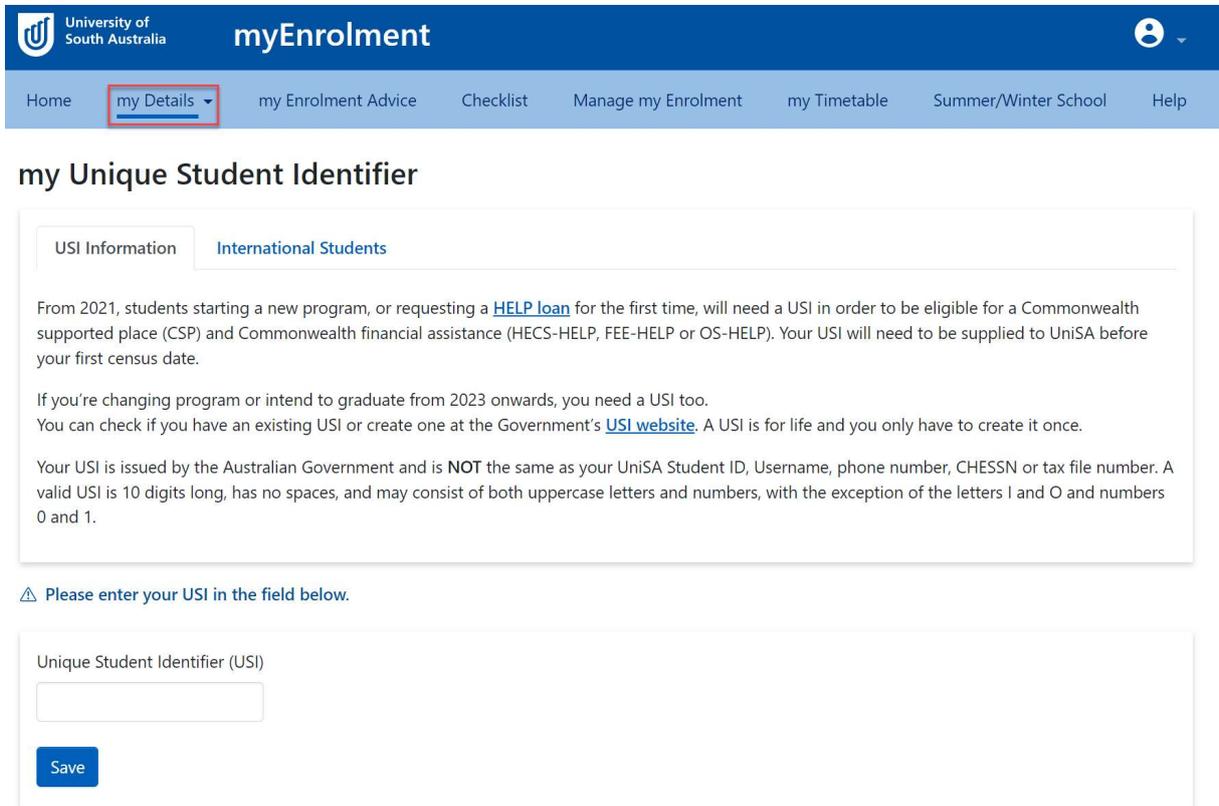
Enrolments Open Times

Your 2023 program specific **enrolment open date and time** is displayed below your Program name when you select 2023 Study Periods.
 When your program is opened, you will see the **Add Course** button for open study periods.

UPDATE YOUR PERSONAL DETAILS

You can update your personal details via **myDetails** from the top blue menu bar.

The **my Details** page will display.



USI Information International Students

From 2021, students starting a new program, or requesting a [HELP loan](#) for the first time, will need a USI in order to be eligible for a Commonwealth supported place (CSP) and Commonwealth financial assistance (HECS-HELP, FEE-HELP or OS-HELP). Your USI will need to be supplied to UniSA before your first census date.

If you're changing program or intend to graduate from 2023 onwards, you need a USI too.
You can check if you have an existing USI or create one at the Government's [USI website](#). A USI is for life and you only have to create it once.

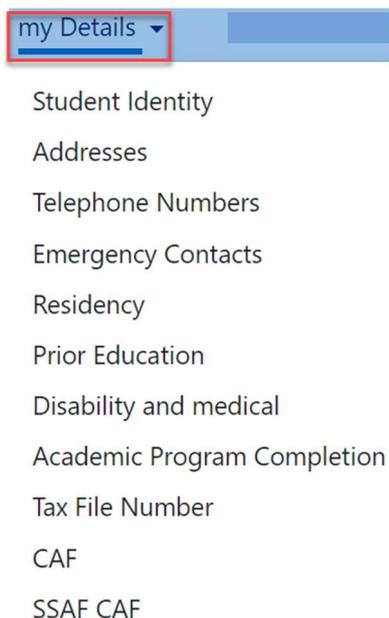
Your USI is issued by the Australian Government and is **NOT** the same as your UniSA Student ID, Username, phone number, CHESSN or tax file number. A valid USI is 10 digits long, has no spaces, and may consist of both uppercase letters and numbers, with the exception of the letters I and O and numbers 0 and 1.

 Please enter your USI in the field below.

Unique Student Identifier (USI)

Save

Click on the **my Details drop down arrow**, then click the relevant title from the menu to take you directly to the appropriate page. Check and update your details and save as required.



my Details ▾

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

STUDY PERIOD KEY DATES

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

Key Dates

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

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.

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 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.

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).

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.

<https://i.unisa.edu.au/askit/students/>

Local: 8302 5000

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

Student Services

Resources and services for students.

<https://study.unisa.edu.au/>

UniSA Online Student Services

Resources and services for students.

<https://online.unisa.edu.au/current-students/student-services/>

PART TIME STUDENTS

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

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/>

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

<https://my.unisa.edu.au/Student/myEnrolment/EnrolmentHelp/Terminology.aspx>