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|  | **2015**  **Enrolment Advice** |

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| **PROGRAM NAME** | Graduate Certificate in Business Administration Graduate Diploma in Business Administration  Master of Business Administration | PROGRAM CODE | | DCMA  DGMA  DMMA | SCHOOL CODE | | BUSINESS SCHOOL |
| **ACADEMIC PLAN** | PART TIME | YEAR LEVEL | | 1 | CAMPUS | | CITY WEST |
| **CAMPUS CENTRAL OFFICE**  (Please contact Campus Central if you need help with enrolling or have any queries about the information on this form) | Campus Central City West  Level 2, Jeffrey Smart Building | EMAIL | [campuscentral.citywest@unisa.edu.au](mailto:campuscentral.citywest@unisa.edu.au) | | | PHONE | **8302 0511** |
| **SCHOOL**  (Please contact the School Office if you have any other queries) | Business School | EMAIL | [mbaunisa@unisa.edu.au](mailto:mbaunisa@unisa.edu.au) | | | PHONE | **8302 9086** |

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| **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)to name a few examples. There may be multiple enrolment classes to choose between. All other components 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). The class number will be listed in the Auto-Enrol column below. 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 External Class column below or click on the ‘Refer to timetable’ link. This number is the only enrolment class number you need to enter in ‘Manage my Enrolment’ when enrolling. |

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| **Study Period** | Subject Area | **Catalogue Number** | Course | **Internal Class Number** | **Online Class Number** | Notes |
| **SP1** | BUSS | 5244 | Contemporary Management Skills OR  (all students commencing in this study period are expected to undertake this course) | 10166 | 10218 | [Refer to Class Timetable](http://timetable.unisa.edu.au/public/timetable/ClassTimetable.aspx?CourseId=100400&TermCode=1505) for dates, time and room location. |
| BUSS | 5247 | Accounting for Decision Making | 10140 | 10219 | [Refer to Class Timetable](http://timetable.unisa.edu.au/public/timetable/ClassTimetable.aspx?CourseId=100403&TermCode=1505) for dates, time and room location. |
| **SP3** | BUSS | 5244 | Contemporary Management Skills OR  (all students commencing in this study period are expected to undertake this course) | 30188 | 30199 | [Refer to Class Timetable](http://timetable.unisa.edu.au/public/timetable/ClassTimetable.aspx?CourseId=100400&TermCode=1512) for dates, time and room location. |
| BUSS | 5389 | Leadership and Change Management OR | 30131 | 30200 | [Refer to Class Timetable](http://timetable.unisa.edu.au/public/timetable/ClassTimetable.aspx?CourseId=151100&TermCode=1512) for dates, time and room location. |
| BUSS | 5245 | Creative and Accountable Marketing | 30166 | 30201 | [Refer to Class Timetable](http://timetable.unisa.edu.au/public/timetable/ClassTimetable.aspx?CourseId=100401&TermCode=1512) for dates, time and room location. |

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| **Study Period** | Subject Area | **Catalogue Number** | Course | **Internal Class Number** | **Online Class Number** | Notes |
| **SP4** | BUSS | 5244 | Contemporary Management Skills OR  (all students commencing in this study period are expected to undertake this course) | 40039 | 40335 | [Refer to Class Timetable](http://timetable.unisa.edu.au/public/timetable/ClassTimetable.aspx?CourseId=100400&TermCode=1514) for dates, time and room location. |
| BUSS | 5247 | Accounting for Decision Making | 40260 | 40336 | [Refer to Class Timetable](http://timetable.unisa.edu.au/public/timetable/ClassTimetable.aspx?CourseId=100403&TermCode=1514) for dates, time and room location. |
| **SP6** | BUSS | 5244 | Contemporary Management Skills OR  (all students commencing in this study period are expected to undertake this course) | 60058 | 60223 | [Refer to Class Timetable](http://timetable.unisa.edu.au/public/timetable/ClassTimetable.aspx?CourseId=100400&TermCode=1525) for dates, time and room location. |
| BUSS | 5389 | Leadership and Change Management OR | 60040 | 60224 | [Refer to Class Timetable](http://timetable.unisa.edu.au/public/timetable/ClassTimetable.aspx?CourseId=151100&TermCode=1525) for dates, time and room location. |
| BUSS | 5245 | Creative and Accountable Marketing | 60171 | 60225 | [Refer to Class Timetable](http://timetable.unisa.edu.au/public/timetable/ClassTimetable.aspx?CourseId=100401&TermCode=1525) for dates, time and room location. |

**NOTES:**

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| 1. | The table above shows the full list of courses to be taken by a student undertaking a part-time load solely in this year of the program. |
| 2. | Students can enrol in the courses above for the study periods 1, 3, 4 & 6. |

**EXTERNAL STUDENTS**

Students studying off-campus. Administrative services for external students are located at [**Campus Central**](http://w3.unisa.edu.au/campuscentral/default.asp)**.**

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

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

<http://www.unisa.edu.au/Study-at-UniSA/New-students/Studying-externally/>

**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 **School contact details** listed on the first page or contact [**Campus Central**](http://w3.unisa.edu.au/campuscentral/default.asp)**.**

**INTERNATIONAL STUDENTS**

**Please note:** Only International students who have received credit will receive a personalised study plan, please contact the International Office on 8302 0114 or via email [international.office@unisa.edu.au](mailto:international.office@unisa.edu.au) regarding your personalised study plan which will assist you with enrolling.

**Please ensure you bring your study plan to your enrolment session to assist with enrolment.**