



2020 Enrolment Advice

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PROGRAM CODE	DDBU	YEAR LEVEL	1 COMMENCING MAR 2020
PROGRAM NAME	Diploma in Business		
ACADEMIC PLAN	N/A	CAMPUS	City West
CAMPUS CENTRAL (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 askcampuscentral@unisa.edu.au 1300 301 703	SCHOOL (Please contact the School Office if you have any other queries)	UniSA College college@unisa.edu.au 8302 7407

DEFINITIONS:

Subject Area and
Catalogue Number
Class Number

A 4-letter subject area code plus a 4-digit catalogue number make up the course code, e.g. **EDUC 1075**. You can search for courses by using this code.

Enrolment Class

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.

Related Classes

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.

Auto Enrol 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.

External 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.

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) – Enrol in the following COMPULSORY courses				
Subject Area	Catalogue Number	Course Name	Classes	Notes
EDUC	1075	University Studies	Enrol into 1 Lecture 23501 or 23502 (in person) OR 25217 (online) and 1 Tutorial . Please refer to class timetable for Tutorial class numbers. External: 25218	
EDUC	21	Preparation for Tertiary Studies A		Students are required to enrol in Preparation for Tertiary Studies in both Study Periods of the first year. This course does not count towards your part-time/full-time status.
ECON	1009	Introductory Economics and Finance	Enrol into Lecture 23808 and 1 Tutorial Please refer to class timetable for Tutorial class numbers. External: 25087	You will automatically enrolled into the associated lecture.
Literacy Course 1 – Please refer to your literacy diagnostic results for your recommended literacy course				
LANG	46	English Language Studies	Enrol into Lecture 22375 and 1 Workshop . Please refer to class timetable for Workshop class numbers.	Refer to your literacy enrolment planning tool outcome for your recommended course. If you have not completed an enrolment planning tool please email college@unisa.edu.au
OR				
COMM	1068	Communication for Academic Purposes	Enrol into Lecture 22333 (in person) or 25210 (online) and 1 Tutorial . Please refer to class timetable for Tutorial class numbers. External: 25211	
OR				
LANG	1002	Critical Thinking: Media and Academia	Enrol into 1 Lecture 22357 (in Person) or 25230 (online) and 1 Tutorial . Please refer to class timetable for Tutorial class numbers. External: 25231	
Electives				
		Elective 1		Please refer to the online enrolment study plans specific to your future degree here

Second Semester (Study Period 5)				
Subject Area	Catalogue Number	Course Name	Classes	Notes
Literacy Course 2 – Please refer to your literacy diagnostic results for your recommended literacy course				
COMM	1068	Communication for Academic Purposes	Enrol into 1 Lecture 52015 (in Person) or 54843 (online) and 1 Tutorial. Please refer to class timetable for Tutorial class numbers. External: 54851	Refer to your literacy enrolment planning tool outcome for your recommended course. If you have not completed an enrolment planning tool please email college@unisa.edu.au
OR				
LANG	1002	Critical Thinking: Media and Academia	Enrol into Lecture 52035 (in person) or 54869 (online) and 1 Tutorial. Please refer to class timetable for Tutorial class numbers. External: 54868	
Enrol into the following compulsory courses:				
BUSS	1061	Business Fundamentals	Enrol into Lecture (in person) 52007 or 54760 (online) and 1 Tutorial. Please refer to class timetable for Tutorial class numbers. External: 54732	
MATH	1072	Introductory Quantitative Skills	Enrol into Lecture 53320 and 1 Tutorial. Please refer to class timetable for Tutorial class numbers. External: 54873	
EDUC	22	Preparation for Tertiary Studies B		Students are required to enrol in Preparation for Tertiary Studies in both Study Periods of the first year. This course does not count towards your part-time/full-time status.
		Elective 2		Please refer to the online enrolment study plans specific to your future degree here

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:

You must successfully complete the 8 required courses in 1st year before you can proceed to the second year of your Diploma. This may result in a gap in your studies if you complete mid-year.

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 **School contact details** listed on the first page or contact [Campus Central](#).