



## 2020 Mid-Year Enrolment Advice

Please email [college@unisa.edu.au](mailto:college@unisa.edu.au) if you require enrolment assistance.

<b>PROGRAM CODE</b>	DDBU	<b>YEAR LEVEL</b>	<b>1 - Continuing</b>
<b>PROGRAM NAME</b>	Diploma in Business		
<b>ACADEMIC PLAN</b>	N/A	<b>CAMPUS</b>	City West
<b>CAMPUS CENTRAL</b> (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 <a href="mailto:askcampuscentral@unisa.edu.au">askcampuscentral@unisa.edu.au</a>  1300 301 703	<b>SCHOOL</b> (Please contact the School Office if you have any other queries)	UniSA College <a href="mailto:college@unisa.edu.au">college@unisa.edu.au</a>  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.

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

## 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 1<sup>st</sup> 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](#).