



## 2019 Enrolment Advice

**No Program Enrolment Advice Session will be held for 2019.**

<b>PROGRAM CODE</b>	DCBB	<b>YEAR LEVEL</b>	<b>1</b>
<b>PROGRAM NAME</b>	Graduate Certificate in Business		
<b>ACADEMIC PLAN</b>	Standard	<b>CAMPUS</b>	City West
<b>CAMPUS CENTRAL</b> <small>(Please contact Campus Central if you need help with enrolling or have any queries about the information on this form)</small>	Campus Central City West Level 2, Jeffrey Smart Building <a href="mailto:campuscentral.citywest@unisa.edu.au">campuscentral.citywest@unisa.edu.au</a> 1300 301 703	<b>SCHOOL</b> <small>(Please contact the School Office if you have any other queries)</small>	Business School Hub <a href="mailto:businesshub@unisa.edu.au">businesshub@unisa.edu.au</a> (08) 8302 7141

### 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. **ACCT 5011**. 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.

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

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)				
Subject Area	Catalogue Number	Course Name	Classes	Notes
ACCT	5011	<a href="#">Accounting for Management M</a>	<p><b><i>Internal</i></b>  <b>Enrol into Preparatory Class – Class No. 24005</b>  <b>Enrol into 1 Seminar</b>  Please refer to the <a href="#">Class Timetable</a> for details  OR  <b><i>External</i></b> - Class No. 20216</p>	Prerequisites: Nil Preparatory Class: online component for all students to undertake during week 0
MARK	5025	<a href="#">Marketing Management</a>	<p><b><i>Internal</i></b>  <b>Enrol into Preparatory Class – Class No. 24508</b>  <b>Enrol into 1 Seminar</b></p> <ul style="list-style-type: none"> <li>• Class No. 23660</li> <li>• Class No. 23661</li> </ul> Please refer to the <a href="#">Class Timetable</a> for details OR <b><i>External</i></b> - Class No. 24968	Prerequisites: Nil Preparatory Class: online component for all students to undertake during week 0
BUSS	5300	<a href="#">Global Business Environment</a>	<p><b><i>Internal</i></b>  <b>Enrol into Preparatory Class – Class No. 24404</b>  <b>Enrol into Seminar – Class No. 23427</b>  Please refer to the <a href="#">Class Timetable</a> for details  OR  <b><i>External</i></b> - Class No. 24870</p>	Prerequisites: Nil Preparatory Class: online component for all students to undertake during week 0

ECON	5020	<a href="#">Economic Principles for Business</a>  <b>or Elective</b>	<p><b><i>Internal</i></b></p> <p><b>Enrol into Preparatory Class</b> – Class No. 22432</p> <p><b>Enrol into 1 Workshop</b></p> <ul style="list-style-type: none"> <li>• Class No. 23603</li> <li>• Class No. 23605</li> </ul> <p>Please refer to the <a href="#">Class Timetable</a> for details</p> <p>OR</p> <p><b><i>External</i></b> - Class No. 24896</p>	<p>Prerequisites: Nil</p> <p>Preparatory Class: online component for all students to undertake during week 0</p>
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#### 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.

#### PROGRAM NOTES:

Please visit the online program structure for up to date timetabling information: [DCBB](#)

1. Students may also wish to vary their study plan outside of the prescribed program structure. For a non-standard, personalised study plan please contact the [Business Student Hub](#).
2. Please note timetables and course availability may change without warning. Ensure that you always check the timetable link for all up to date information. If you are enrolled in a course and the School needs to close it, you will be contacted accordingly.

## 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 Help webpage to gain valuable information regarding your studies.

<https://lo.unisa.edu.au/course/view.php?id=4074>

## 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](#).