



2025 Enrolment Advice – UniSA College

PROGRAM CODE	DUUS	YEAR LEVEL	1 COMMENCING MARCH 2025
PROGRAM NAME	Undergraduate Certificate in University Studies (Business)		
ACADEMIC PLAN	BUS-DUUS	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 ask@campuscentral.unisa.edu.au 1300 301 703	ACADEMIC UNIT (Please contact the Academic Unit if you have any other queries)	UniSA College (Education Futures) college@unisa.edu.au 8302 7407

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.

First Semester (Study Period 2)				
Subject Area	Catalogue Number	Course Name	Classes	Notes
LANG	1068	Critical Thinking: Media and Academia	Enrol into 1 Tutorial Please refer to class timetable for all class numbers OR External	
		Electives Elective 1, 2 & 3		Enrol in 3 electives recommended for your preferred pathway.

MATH	1083	Data Literacy: Foundations for Success	<p>Enrol into 1 Lecture</p> <p>and</p> <p>1 Tutorial</p> <p>Please refer to class timetable for all class numbers</p> <p>OR</p> <p>External</p>	
ECON	1012	Introductory Economics and Personal Finance	<p>Enrol into 1 Lecture</p> <p>and</p> <p>1 Tutorial</p> <p>Please refer to class timetable for all class numbers</p> <p>OR</p> <p>External</p>	
BUSS	1075	Communication for Professional Practice	<p>Enrol into 1 Lecture</p> <p>and</p> <p>1 Tutorial</p> <p>Please refer to class timetable for all class numbers</p> <p>OR</p> <p>External</p>	

PROGRAM & COURSE NOTES:

Please refer to the Program page [Undergraduate Certificate in University Studies \(Business\)](#) for Program and Course notes.

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 use during your enrolment.

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 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.

It is strongly recommended that you visit the Academic Learning 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](#).