

Client Services

How to enrol into units

This is a guide to assist you with [enrolling](#) into units at Southern Cross University.

Before you can enrol into units, please note that you must first:

- a) [accept your offer](#) into your chosen course
- b) complete your [Commonwealth Assistance forms](#)



First Steps

1. Your Course Progression* will guide you when selecting units to enrol in.

- a) Go to www.scu.edu.au/courses
- b) Type in your course name and click on your course.
- c) Select the 'Course Structure' tab and then select 'Course Progression'.
- d) Choose the progression option for your commencement. NB: If your course does not show the specific Course Progression, please select the units as per their availability
- e) Make a note of the specified units for enrolment — these are the ones you will choose.

Tip! You can click the link for each unit to find information about the unit content — very handy when choosing electives.


Note: If you are not sure which units to enrol in, you can contact [Client Services](#).

About your password:

- Your Student ID and password were sent to your personal email address when you applied for your course.
- Your Student ID is an 8-digit number that is unique to you as a student at Southern Cross University – it will not change.
- Your password is automatically generated, and you will be prompted to change this when you first log in to My Enrolment. This new password will be the one you always use from now on to access SCU systems.
- Technology Services have [instructions on how to reset your password](#) in their knowledge base.

Study Plans

2. Open and log in to [My Enrolment](#) using your student ID and password.
3. Navigate to the Study Plans tab. Click 'Select' the course that has an 'Admitted' status.

**Southern Cross University**

My Enrolment

Welcome Rebecca ▾

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Choose a Study Plan

Information
Listed below are your Study Plans.
Please select a Study Plan from the list to continue.

	Parent Study Package	Title	Stage	Status	Credit Points	Nominal Hours	
Select	3001111	Bachelor of Education (Primary)	Admitted	SCU Withdrawn	384.000		This will be displayed in read-only mode
Select	3005105	Bachelor of Nursing	Withdrawn	Withdrawn	288.000		This will be displayed in read-only mode
Select	5505105	Professional Experience - Bachelor of Nursing	Admitted	SCU Withdrawn		1000	This will be displayed in read-only mode
Select	3207310	Bachelor of Arts/Bachelor of Education (Primary)	Admitted	SCU Withdrawn	384.000		This will be displayed in read-only mode
Select	3207310	Bachelor of Arts/Bachelor of Education (Primary)	Offered	Offered	384.000		This will be displayed in read-only mode
Select	3007244	Bachelor of Psychological Science	Admitted	Admitted	288.000		
Select	1209121	Master of Business Law	Applied	Applied	96.000		This will be displayed in read-only mode
Select	3007083	Bachelor of Laws	Applied	Applied	384.000		This will be displayed in read-only mode

4. a) Choose the location and availability you wish to study using the drop-down options.
- b) Tick the checkbox on the right-hand side of the screen, next to the unit/s you are selecting.
- c) Click 'Enrol' at the bottom of the screen.

Tip! If you select *Expand All* at the top of your study plan it will show any hidden units on your study plan.

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3007244 Bachelor of Psychological Science - Study Plan Details

Study Plan Details

Potential Enrolment List

Enrolment Confirmation

When choosing which unit to enrol in you should consult your course progression.

1. Use the link below to view your course structure and course progression.
2. Select the year you commenced your course unless you have been advised otherwise.

Link to additional information: <https://www.scu.edu.au/course?course=3007244>

Enrol in component study packages for

There are 5 components available for enrolment.

☒ Expand All ☐ Collapse All

3007244 - Bachelor of Psychological Science		Enrol?
Admitted	2019, Session 2, Online, External	<input type="checkbox"/>
More Details Additional Information		
<input checked="" type="checkbox"/> BHS11002 - Introduction to Psychology II	Planned 2020, Session 2, Online, Extern	<input checked="" type="checkbox"/>
More Details		
<input checked="" type="checkbox"/> BHS20001 - Psychological Assessment	Planned	<input type="checkbox"/>
More Details Unavailable? Requisite Information		
<input checked="" type="checkbox"/> BHS20007 - Learning and Memory	Planned	<input type="checkbox"/>

Don't forget to tick the box!

5. Review your selection and click *Confirm Enrolment*.

Tip!: From the left-hand menu choose 'Current Enrolment'. This will list the unit/s you are successfully enrolled in.

The screenshot shows the Southern Cross University 'My Enrolment' interface. The top navigation bar includes the university logo, 'My Enrolment' text, and a user welcome message 'Welcome Rebecca'. Below this is a horizontal menu with various options: Details, Applications, Offers, UniMentor, Study Plans, Classes, Commonwealth Assistance, Exams, Finance, Grades, Graduation, Rewards, MySCU Details, and eForms. On the left side, a vertical sidebar menu lists options: Study Plans, Current Enrolment (highlighted with a red box), Swap Units, Unit Withdrawal, Course Withdrawal, Leave of Absence, Student Waivers, Unit Approval Request, Change of Major/Minor, and Course Guide. The main content area is titled '3007244 Bachelor of Psychological Science - Potential Enrolment List'. It features an 'Information' box stating that the listed units are currently in the Potential Enrolment list and that users can enrol by selecting an action or change a unit. Below this is a progress bar with three stages: 'Study Plan Details' (blue), 'Potential Enrolment List' (green), and 'Enrolment Confirmation' (grey). The 'Potential Enrolment List' stage is active. The table below lists units available for enrolment. The first unit is 'BHS11002 - Introduction to Psychology II', which is 'Planned' for 'Period: 2020' (2020, Session 2, Online, External). It has a 'More Details' link and an 'Enrol?' checkbox that is checked. At the bottom, there are two buttons: 'Confirm Enrolment' (highlighted with a yellow box and a red circle with the number 1) and 'Go Back/Change'.

Southern Cross University | My Enrolment Welcome Rebecca

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3007244 Bachelor of Psychological Science - Potential Enrolment List

Information
Listed below are all the Units currently in your Potential Enrolment list.
You can enrol in these Units by selecting the action below, or change any Unit by selecting the 'Go Back/Change' action

Study Plan Details Potential Enrolment List Enrolment Confirmation

		Enrol?
C BHS11002 - Introduction to Psychology II		
Planned	Period: 2020 2020, Session 2, Online, External	<input checked="" type="checkbox"/>
More Details		

1 Confirm Enrolment Go Back/Change

6. How to add an Elective unit to your study plan.

Note: Not all courses require electives to be added to your study plan. Refer to your [Course Progression](#) if you are unsure.

- a) From the *Study Plans* tab, you can view the Elective units available for your course by navigating to the Elective line in your study plan. Tick the 'Choose' box at the far-right-hand side to display the Elective units.

More Details Unavailable? Requisite Information	
E Electives - Choose any 9 University-wide electives from the following	
Advanced Standing	<input type="checkbox"/>
More Details	
E Electives - Choose any 9 University-wide electives from the following	
60.000 Credit Points remaining for selection	1 Choose <input type="checkbox"/>
More Details	
E LAW00051 - Legal Research and Writing	
Planned <input type="text" value=""/>	Change <input type="checkbox"/>
More Details Group Details	
C BHS11001 - Introduction to Psychology I	
Planned Period: 2020 Session 1	<input type="checkbox"/>
More Details Unavailable?	
C BHS20008 - Quantitative Methods in Psychology	

EnrolReselectWithdraw

b) Decide on an Elective unit you would like to add to your enrolment. Choose ‘Add to Study Planner’

Tip! To find information about the unit before you make a selection, go to your Course Structure tab, scroll to Schedule of Units and click on the unit name/s. You can also search the unit codes on our [website](#) (in the search bar).

Search and select for Electives - Choose any 9 University-wide electives from the following

[Extended Search Criteria](#)

Search

Electives

Choose any 9 University-wide electives from the following (subject to requisite requirements)

<div><div>E</div><div>AAD71102 - Painting Essentials</div></div>	<div>1</div> <div>Add to Study Planner</div>
<div>More Details Requisite Information Availabilities</div>	
<div><div>E</div><div>AAD71103 - Design Fundamentals</div></div>	<div>Add to Study Planner</div>
<div>More Details Requisite Information Availabilities</div>	
<div><div>E</div><div>AAD71104 - Photography and Digital Imaging</div></div>	

c) Click ‘Save Changes on Study Planner’ at the bottom of the screen. The Elective will now appear on your study plan, and you will be able to enrol

Electives

Choose any 9 University-wide electives from the following (subject to requisite requirements)

<div><div>E</div><div>AAD71102 - Painting Essentials</div></div>	Added to Study Planner
<div>More Details Requisite Information Availabilities</div>	
<div><div>E</div><div>AAD71103 - Design Fundamentals</div></div>	Add to Study Planner
<div><div>1</div><div><div>Save changes on Study Planner</div><div>Choose a different Study Plan</div><div>Discard changes and return to Study Plan</div></div></div>	

7. How to add a Major to your study plan.

Note: Not all courses require a Major to be added to your study plan. Refer to your [Course Progression](#) if you are unsure.

a) From the 'Study Plans' tab you can view the Major study areas available to you by navigating to the Major line in your study plan. Tick the 'Choose' box at the far-right-hand side to display the Major study areas available.


3207311 Bachelor of Arts/Bachelor of Education (Secondary) - Study Plan Details

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Study Plan Details	Potential Enrolment List	Enrolment Confirmation																														
<p>When choosing which unit to enrol in you should consult your course progression.</p> <ol style="list-style-type: none"> Use the link below to view your course structure and course progression. Select the year you commenced your course unless you have been advised otherwise. <p>Link to additional information: https://www.scu.edu.au/course?course=3207311</p>																																
<p>Enrol in units for <input type="text"/> <input type="text"/> <input type="text"/> <button style="background-color: #0056b3; color: white; padding: 2px 5px;">Search</button> ?</p> <p>There are no components available for enrolment.</p>																																
<p>There are no components available for enrolment.</p>																																
<div style="float: right;">Enrol?</div> <p>Collapse All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">P</td> <td style="width: 85%;">3207311 - Bachelor of Arts/Bachelor of Education (Secondary)</td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td>Admitted 2020, Session 2, Coffs Harbour, Internal</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td></td> <td> More Details Additional Completion Criteria Additional Information </td> <td></td> </tr> <tr> <td align="center">O</td> <td> <i>First and Second Teaching Subject combinations are available for selection</i> <i>204,000 Credit Points remaining for selection</i> </td> <td align="right"> 1 Choose <input type="checkbox"/> </td> </tr> <tr> <td></td> <td> More Details </td> <td></td> </tr> <tr> <td align="center">C</td> <td>CAR10003 - Foundations: The Arts</td> <td></td> </tr> <tr> <td></td> <td>Planned</td> <td align="right"><input type="checkbox"/></td> </tr> <tr> <td></td> <td>More Details Unavailable?</td> <td></td> </tr> <tr> <td align="center">C</td> <td>EDU10514 - Understanding Children and Young People</td> <td></td> </tr> <tr> <td></td> <td>Planned</td> <td align="right"><input type="checkbox"/></td> </tr> </table> <div style="margin-top: 10px;"> <input type="button" value="Reselect"/> <input type="button" value="Withdraw"/> </div>			P	3207311 - Bachelor of Arts/Bachelor of Education (Secondary)			Admitted 2020, Session 2, Coffs Harbour, Internal	<input type="checkbox"/>		More Details Additional Completion Criteria Additional Information		O	<i>First and Second Teaching Subject combinations are available for selection</i> <i>204,000 Credit Points remaining for selection</i>	1 Choose <input type="checkbox"/>		More Details		C	CAR10003 - Foundations: The Arts			Planned	<input type="checkbox"/>		More Details Unavailable?		C	EDU10514 - Understanding Children and Young People			Planned	<input type="checkbox"/>
P	3207311 - Bachelor of Arts/Bachelor of Education (Secondary)																															
	Admitted 2020, Session 2, Coffs Harbour, Internal	<input type="checkbox"/>																														
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	More Details																															
C	CAR10003 - Foundations: The Arts																															
	Planned	<input type="checkbox"/>																														
	More Details Unavailable?																															
C	EDU10514 - Understanding Children and Young People																															
	Planned	<input type="checkbox"/>																														

b) Decide on the Major study area you would like to add to your enrolment. Choose 'Add to Study Planner'.

Tip! You can find your [Course Progression](#) on our website to find out further information about the Major options offered within your course.

 **Southern Cross University** | My Enrolment

Welcome Bronte

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3207311 Bachelor of Arts/Bachelor of Education (Secondary) - Choose a Unit / Structure

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O

First and Second Teaching Subject combinations are available for selection ?

204,000 Credit Points must be selected

You are currently selecting Study Packages for the following Option/Elective line
Use the search section below to add Study Packages to the Study Planner then use the 'Save changes on Study Planner' link to save the selection to your Study Plan

First and Second Teaching Subject combinations are available for selection


Select 1 combination from the following. (Contact Client Services if you wish to study a First and Second Teaching combination not displaying here)

<div>S</div>	3207311OPTA2 - 8u Firsts (Maths,English,Modern History,Geography); 1 Elect	Add to Study Planner
<div>More Details Requisite Information</div>		
<div>S</div>	3207311OPTB2 - 13u (Biology, Marine, Chemistry,Earth&EnviroSci); 4u Elective	Add to Study Planner
<div>More Details Requisite Information</div>		
<div>S</div>	3207311OPTC2 - 11u(PDHPE,Biology, Marine,Chem,Earth&EnvSci)6u(Maths,Eng,ModHist,Geog)	Add to Study Planner
<div>More Details Requisite Information</div>		

Choose a different Study Plan

Return to Study Plan

c) Click select 'Save Changes to Study Planner' at the bottom of the screen.

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3207311 Bachelor of Arts/Bachelor of Education (Secondary) - Choose a Unit / Structure

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☐ First and Second Teaching Subject combinations are available for selection 

No more can be selected

You are currently selecting Study Packages for the following Option/Elective line
Use the search section below to add Study Packages to the Study Planner then use the 'Save changes on Study Planner' link to save the selection to your Study Plan

☒ **3207311OPTB2 - 13u (Biology, Marine, Chemistry,Earth&EnviroSci); 4u Elective**

Remove from Study Planner

More Details

☐ Select one (1) 13 unit combined First and Second Teaching Subjects from the following: Biology Marine Studies first with Chemistry secondary, Earth & Environmental Science with Chemistry secondary, Chemistry with Biology secondary

More Details

☐ Education and General Elective

More Details

First and Second Teaching Subject combinations are available for selection
Select 1 combination from the following. (Contact Client Services if you wish to study a First and Second Teaching combination not displaying here)

3207311OPTA2 - 8u Firsts (Maths, English, Modern History, Geography); 1 Elect

Save changes on Study Planner

Choose a different Study Plan

Discard changes and return to Study Plan

d) Go to the 'Study Plans' screen, select 'Expand All'. The Major, when successfully added to your study plan, will be displayed.

Enrol in units for

Search

?

There are no components available for enrolment.

Enrolled	2020, Session 2, Coffs Harbour, Internal	<input type="checkbox"/>
More Details		Enrol?
<input type="checkbox"/>	HUM10001 - Foundations: Human Society and its Environments	
Enrolled	2020, Session 2, Coffs Harbour, Internal	<input type="checkbox"/>
More Details		
<input type="checkbox"/>	MAT10002 - Foundations: Mathematics and Numeracy	
Enrolled	2020, Study Period 6, Online, External	<input type="checkbox"/>
More Details		
<input type="checkbox"/>	SCI10003 - Foundations: Science and Technology	
Enrolled	2020, Session 2, Coffs Harbour, Internal	<input type="checkbox"/>
More Details		
<input type="checkbox"/>	32073110PTB2 - 13u (Biology, Marine, Chemistry,Earth&EnviroSci); 4u Elective	
Approved		Change <input type="checkbox"/>
More Details Group Details		
<input type="checkbox"/>	Select one (1) 13 unit combined First and Second Teaching Subjects from the following: Biology Marine Studies first with Chemistry secondary, Earth & Environmental Science with Chemistry secondary, Chemistry with Biology secondary	
156.000 Credit Points remaining for selection		Choose <input type="checkbox"/>
More Details		
<input type="checkbox"/>	Education and General Elective	
48.000 Credit Points remaining for selection		Choose <input type="checkbox"/>
More Details		

Reselect

Withdraw

8. How to add a Minor to your study plan.

Note: Not all courses require a Minor to be added to your study plan. Refer to your [Course Progression](#) if you are unsure.

a) From the Study Plans tab you can view the Minor study areas available to you by navigating to the Minor line in your study plan. Tick the Choose box at the far-right-hand side to display the Major study areas available.

Enrol in units for		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Help"/>
There are 3 components available for enrolment.						
More Details Additional Information						
<input type="checkbox"/>	CUL00210 - Australia, Asia and the World					Enrol?
	Planned	<input type="text"/>				<input type="checkbox"/>
More Details						
<input type="checkbox"/>	EDU10010 - Language and Learning in your Discipline					Enrol?
	Planned	<input type="text"/>				<input type="checkbox"/>
More Details						
<input type="checkbox"/>	HUM00271 - Unruly Subjects: Citizenship					Enrol?
	Enrolled	2020, Session 2, Online, External				<input type="checkbox"/>
More Details						
<input type="checkbox"/>	SOC10399 - Critical Thinking for Digital Times					Enrol?
	Enrolled	2020, Session 2, Online, External				<input type="checkbox"/>
More Details						
<input type="checkbox"/>	30070990PTION1 - Two minors and four electives					Enrol?
	Approved					<input type="checkbox"/>
More Details Group Details						
<input type="checkbox"/>	Option 1: Choose two (2) minors from the following plus four (4) electives					Enrol?
	48,000 Credit Points remaining for selection					<input type="checkbox"/>
More Details						
<input type="checkbox"/>	CSL10558 - Case Management and Care Planning					Enrol?
	Planned					<input type="checkbox"/>
More Details Group Details Unavailable?						
<input type="checkbox"/>	ENS00203 - Earth Systems II: The Hydrosphere					Enrol?
	Planned					<input type="checkbox"/>
More Details Group Details Unavailable?						
<input type="button" value="Enrol"/> <input type="button" value="Withdraw"/>						

b) Decide on the Minor you wish to add to your study plan. Choose 'Add to Study Plan'.

Tip! You can find your [Course Progression](#) on our website to find out further information about the Minor options offered within your course.

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3007099 Bachelor of Arts - Choose a Unit / Structure

Study Plan Details

Potential Enrolment List

Enrolment Confirmation

Study Planner

Option 1: Choose two (2) minors from the following plus four (4) electives

96.000 Credit Points must be selected

You are currently selecting Study Packages for the following Option/Elective line
Use the search section below to add Study Packages to the Study Planner then use the 'Save changes on Study Planner' link to save the selection to your Study Plan

Minors

Choose two (2) minors from the following:

<div><div>S</div><div>AAD06 - Art and Design</div></div>	<div>Add to Study Planner</div>
<div>More Details Requisite Information</div>	
<div><div>S</div><div>AUS03 - Australian Studies</div></div>	<div><div>1</div><div>Add to Study Planner</div></div>
<div>More Details Requisite Information</div>	
<div><div>S</div><div>COM12 - Communication Studies</div></div>	<div>Add to Study Planner</div>
<div>More Details Requisite Information</div>	
<div><div>S</div><div>CRI01 - Critical Animal Studies</div></div>	<div>Add to Study Planner</div>
<div>More Details Requisite Information</div>	
<div><div>S</div><div>CUL05 - Cultural Studies</div></div>	

Return to Study Plan

c) Click 'Save Changes to Study Planner' at the bottom of the screen.

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3007099 Bachelor of Arts - Choose a Unit / Structure

Study Plan Details	Potential Enrolment List	Enrolment Confirmation
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Study Planner

Option 1: Choose two (2) minors from the following plus four (4) electives 48.000 Credit Points must be selected

You are currently selecting Study Packages for the following Option/Elective line
 Use the search section below to add Study Packages to the Study Planner then use the 'Save changes on Study Planner' link to save the selection to your Study Plan

S AUS03 - Australian Studies
Remove from Study Planner

[More Details](#)

O Australian Studies Minor - select four (4) units from the following

[More Details](#)

Minors
Choose two (2) minors from the following:

S AAD06 - Art and Design	Add to Study Planner
More Details Requisite Information	
S AUS03 - Australian Studies	Added to Study Planner
More Details Requisite Information	
S COM12 - Communication Studies	Add to Study Planner

Save changes on Study Planner

Discard changes and return to Study Plan

d) Go to Study Plans screen, select Expand All. The Minor, when successfully added to your study plan, will be displayed.

Enrol in units for

Search

There are 2 components available for enrolment.

Approved

Change

More Details

Group Details

O

Option 1: Choose two (2) minors from the following plus four (4) electives

48.000 Credit Points remaining for selection

Choose

More Details

E

Electives - Select four (4) electives from the following

48.000 Credit Points remaining for selection

Choose

More Details

S

AUS03 - Australian Studies

Approved

Change

More Details

Group Details

O

Australian Studies Minor - select four (4) units from the following

48.000 Credit Points remaining for selection

Choose

More Details

S

PSY07 - Psychology

Approved

More Details

Group Details

O

Psychology Major Unit Options - select six (6) units from the following

72.000 Credit Points remaining for selection

Choose

More Details

C

BHS11002 - Introduction to Psychology II

Enrolled

2020, Session 2, Online, External

More Details

C

BHS11001 - Introduction to Psychology I


Enrol

Withdraw

TIP! Double check!

9. Go to the Study Plans tab. Select Current Enrolment from the left-hand menu to check the units you have enrolled in.

Note the Census Date **.

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Current Enrolments > Enrolment Details


Information
Listed below are the units that you are currently enrolled in for your Study Plan.

Year	Study Period	Location	Component Study Package	Unit Name	Credit Points	Census Date	Partial Req	
2020	Session 3	Online	BHS30003	Development across the Lifespan	12.000	23-Nov-2020		

Withdraw

Email my Enrolment Advice

10. You can generate a Proof of Enrolment for your records, or Centrelink requirements. Go to Study Plans, choose Current Enrolment from the left hand menu. Select Email my Enrolment Advice. This will be sent directly to your student email account.



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Listed below are the units that you are currently enrolled in for your Study Plan.

Year	Study Period	Location	Component Study Package	Unit Name	Credit Points	Census Date	Partial Req	
2020	Session 3	Online	BHS30003	Development across the Lifespan	12.000	23-Nov-2020		

Withdraw

Email my Enrolment Advice

Southern Cross University | Legals | Privacy | Contact Us | ABRT: 41 995 651 524 | CRICOS Provider: 012416

Powered by TechnologyOne

What happens after enrolment?

- After you enrol in units your Southern Cross University access accounts will be created overnight.
- Your Southern Cross University email account is one of the systems that are set up and it will be used for all correspondence. You will need to check this regularly.
- You can find your username and student email in the *MySCU Details* tab in My Enrolment. Your username will allow you to log in to all Southern Cross University systems.
- You will be able to register into your classes once [Class Registration](#) opens for the upcoming teaching period. You will be notified by email when this happens.
- You can log in to your [Blackboard learning site](#) a few weeks prior to the classes starting to find more unit information and prepare for classes.
- It is recommended that you become familiar with the [Key Dates](#) for the current year.
- If you do not follow your Course Progression, it may result in extending the course duration. You can contact the [Client Services](#) team to discuss the best path for you.

Important notes...

*The [Course Progression](#) is a suggested enrolment pattern. If you follow the suggested enrolment pattern you will complete the foundation units before you complete the advanced units and you will not run in to any requisite knowledge issues or timetable problems. If you are unable to follow your Course Progression, we recommend you contact the [Client Services](#) team to discuss the best path for you.

** The [Census Date](#) is the date on which a student's enrolment is taken to be finalised. If you are enrolled after Census Date you will be financially liable for tuition fees. If you've deferred your fees to the government via one of the HELP schemes, Census Date is when your enrolment is reported to the government. Key Domestic and International dates may differ.

Having trouble?

Contact us!



scu.edu.au/current-students/student-administration/



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