

# Client Services

### How to enrol into units

This is a guide to assist you with <u>enrolling</u> into units at Southern Cross University.

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

- a) <u>accept your offer</u> into your chosen course
- b) complete your <u>Commonwealth Assistance forms</u>



## First Steps

- 1. Your Course Progression\* will guide you when selecting units to enrol in.
- a) Go to <a href="https://www.scu.edu.au/courses">www.scu.edu.au/courses</a>
- 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.

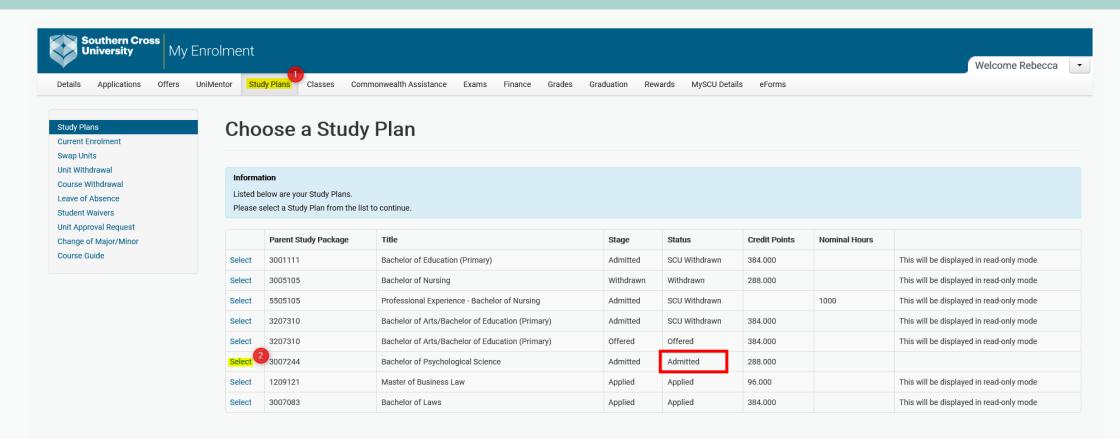
*Note:* If you are not sure which units to enrol in, you can contact Client Services.

#### 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 <u>instructions on how to reset your password</u> 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.



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- 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.

Enrol?

Don't forget to tick the box!

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.



**Expand Al** 

More Details

Planned

Planned

P 3007244 - Bachelor of Psychological Science
Admitted 2019, Session 2, Online, External

C BHS11002 - Introduction to Psychology II

C BHS20001 - Psychological Assessment

More Details Unavailable? Requisite Information

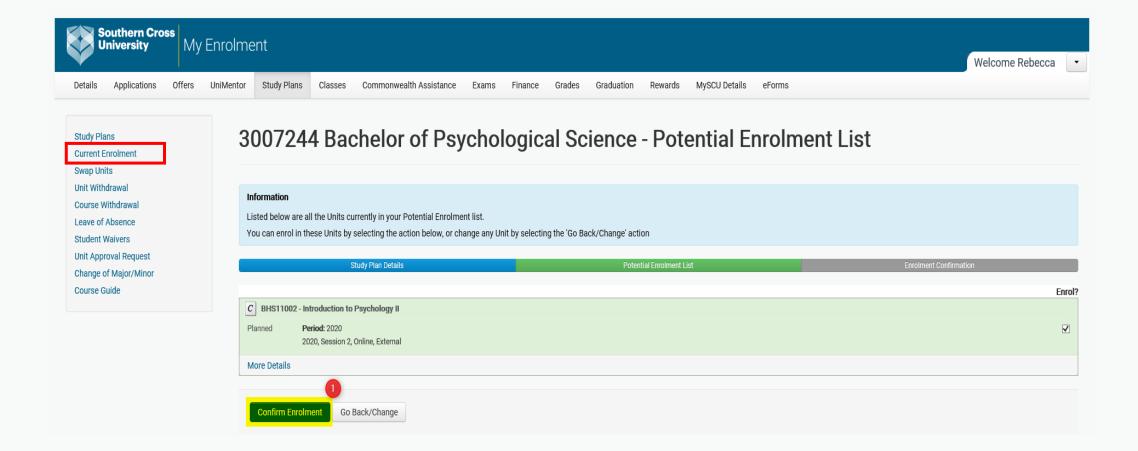
| C | BHS20007 - Learning and Memory |

2020, Session 2, Online, Extern 🗸

More Details Additional Information

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

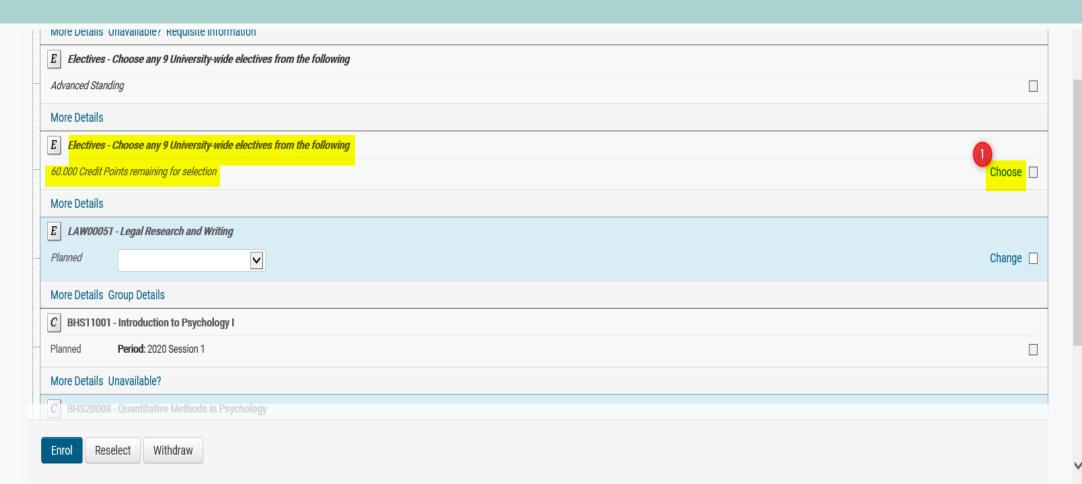
*Tip!:* From the left-hand menu choose 'Current Enrolment'. This will list the unit/s you are successfully enrolled in.



#### 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 <u>Course Progression</u> 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.

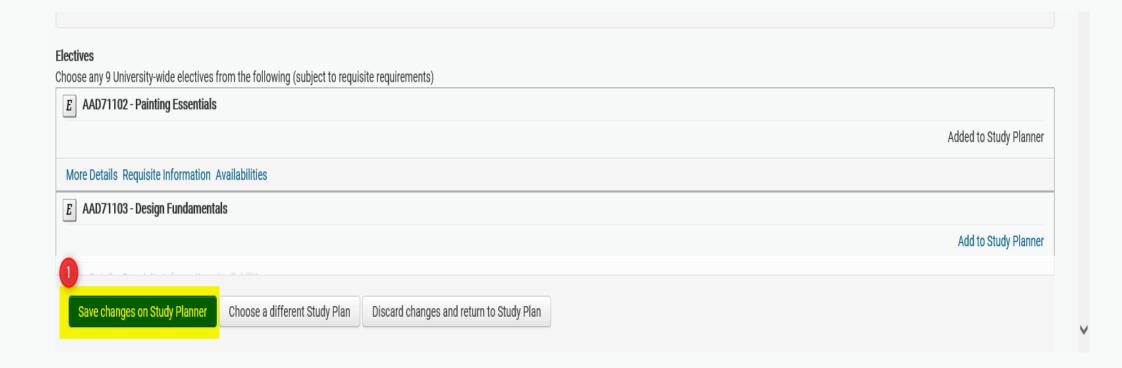


b) Decide on an Elective unit you would like to add to your enrolment. Choose 'Add to Study Planner'

*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 <u>website</u> (in the search bar).

Search and select for Electives - Choose any 9 University-wide electives from the following	
Scaron and scient for Electives on society of the following	
Extended Search Criteria	
Search	
Electives Choose any 9 University-wide electives from the following (subject to requisite requirements)	
E AAD71102 - Painting Essentials	
	Add to Study Planner
More Details Requisite Information Availabilities	
E AAD71103 - Design Fundamentals	
	Add to Study Planner
More Details Requisite Information Availabilities	
E AAD71104 - Photography and Digital Imaging	

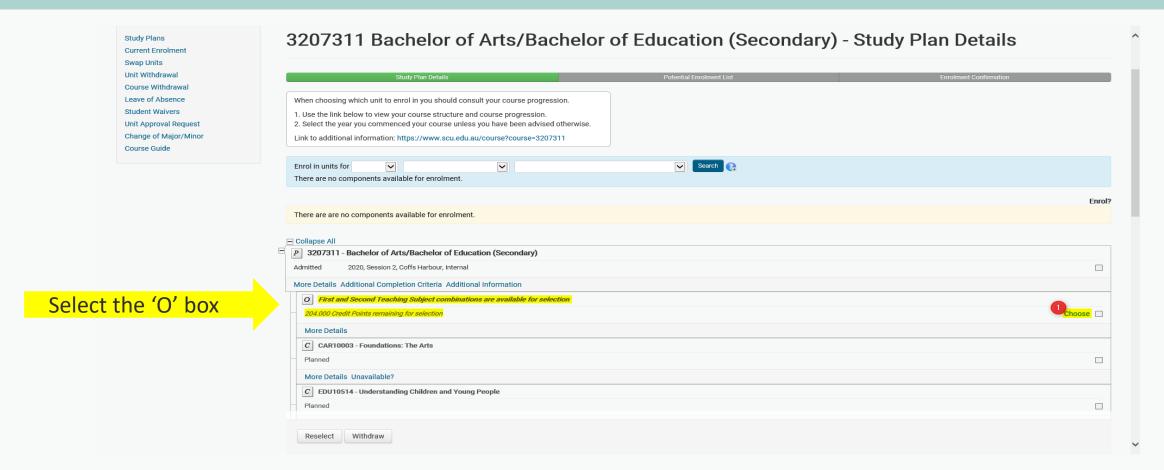
c) Click 'Save Changes on Study Planner' at the bottom of the screen. The Elective will now appear on your study plan, and you will be able to enrol



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

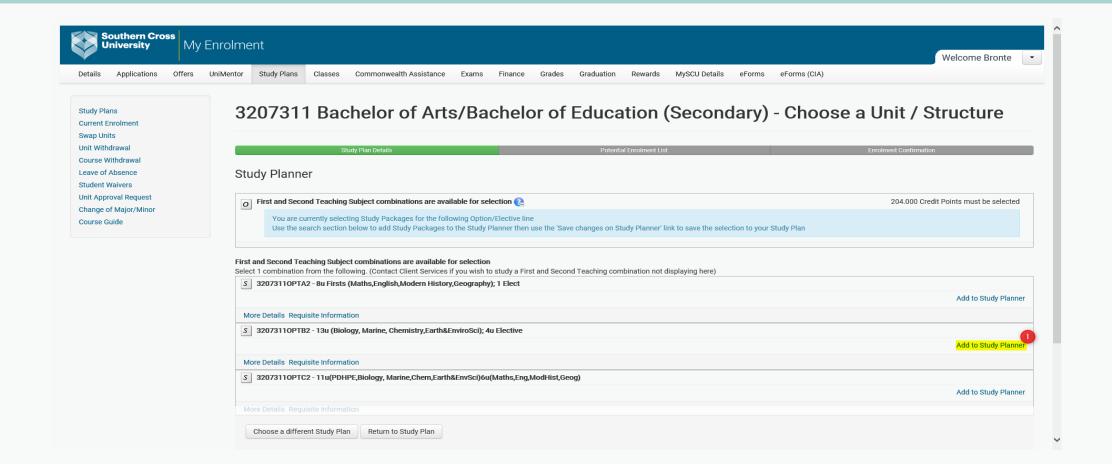
Note: Not all courses require a Major to be added to your study plan. Refer to your <u>Course Progression</u> if you are unsure.

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.

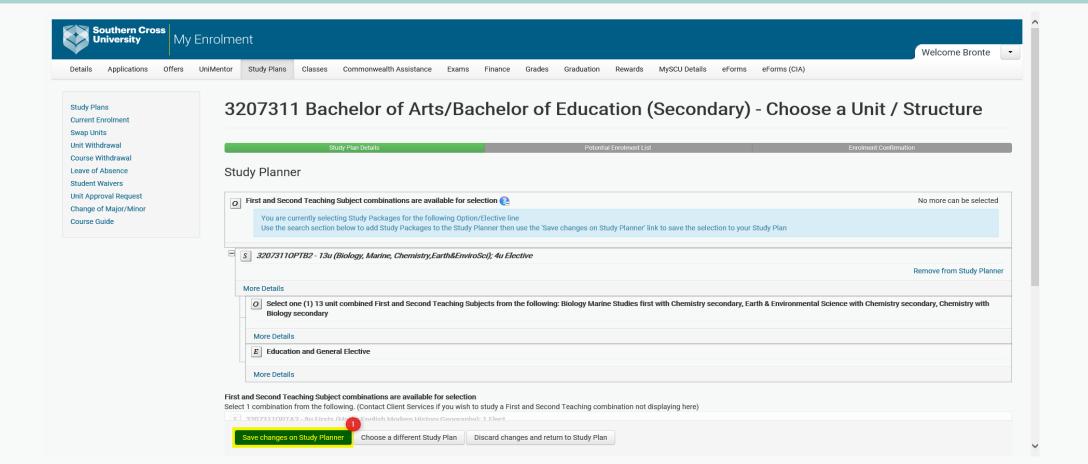


b) Decide on the Major study area you would like to add to your enrolment. Choose 'Add to Study Planner'.

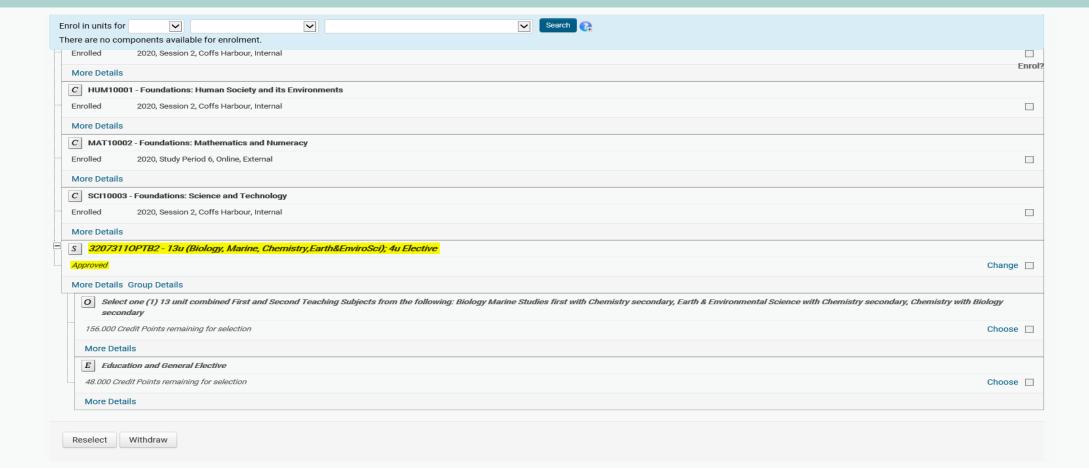
*Tip!* You can find your <u>Course Progression</u> on our website to find out further information about the Major options offered within your course.



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



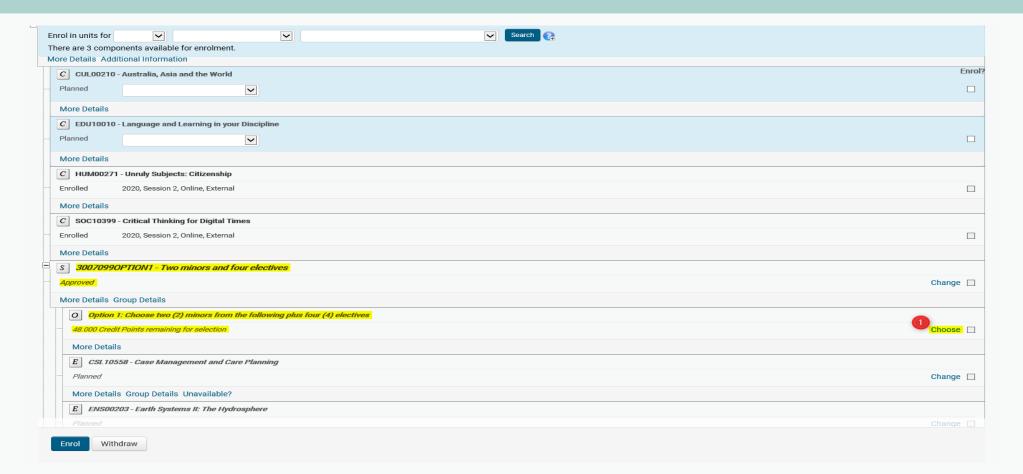
d) Go to the 'Study Plans' screen, select 'Expand All'. The Major, when successfully added to your study plan, will be displayed.



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

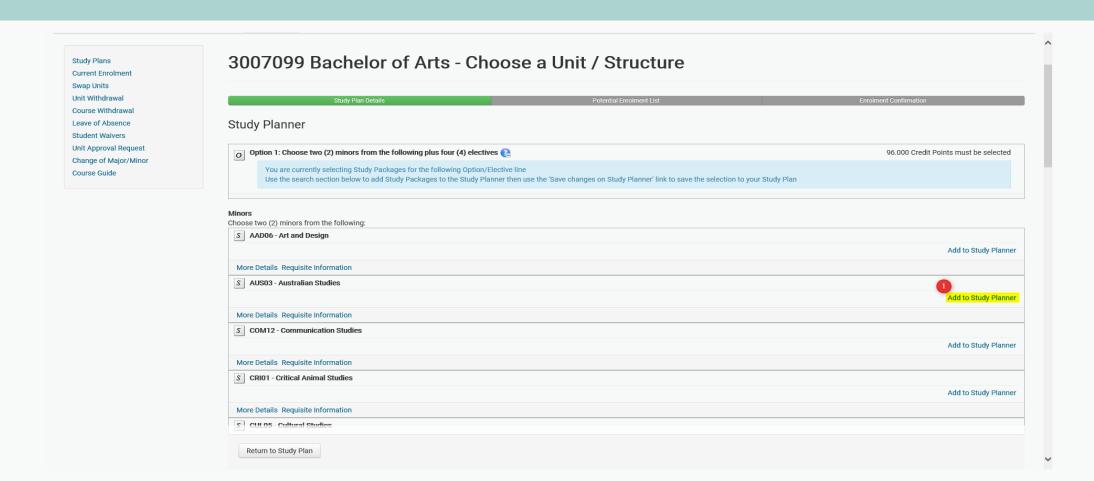
Note: Not all courses require a Minor to be added to your study plan. Refer to your <u>Course Progression</u> if you are unsure.

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.

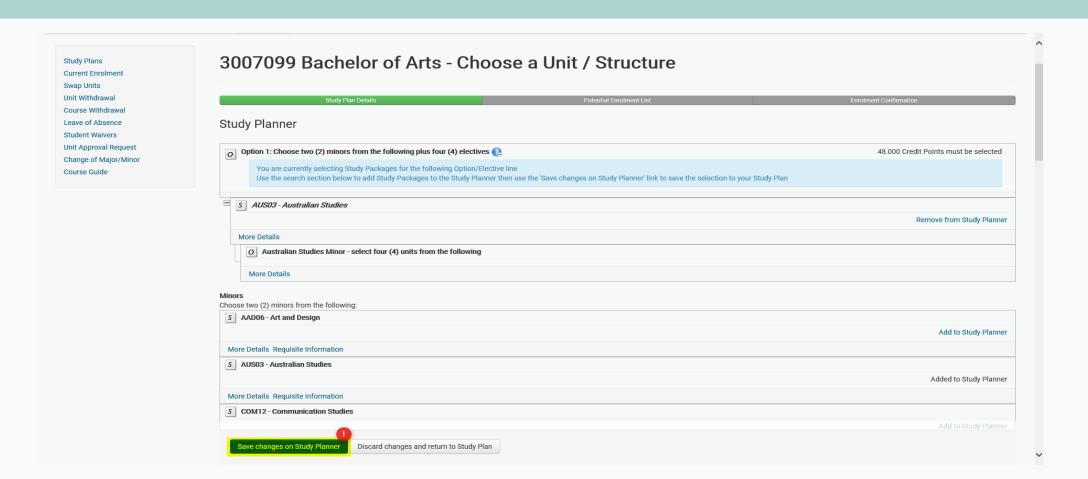


b) Decide on the Minor you wish to add to your study plan. Choose 'Add to Study Plan'.

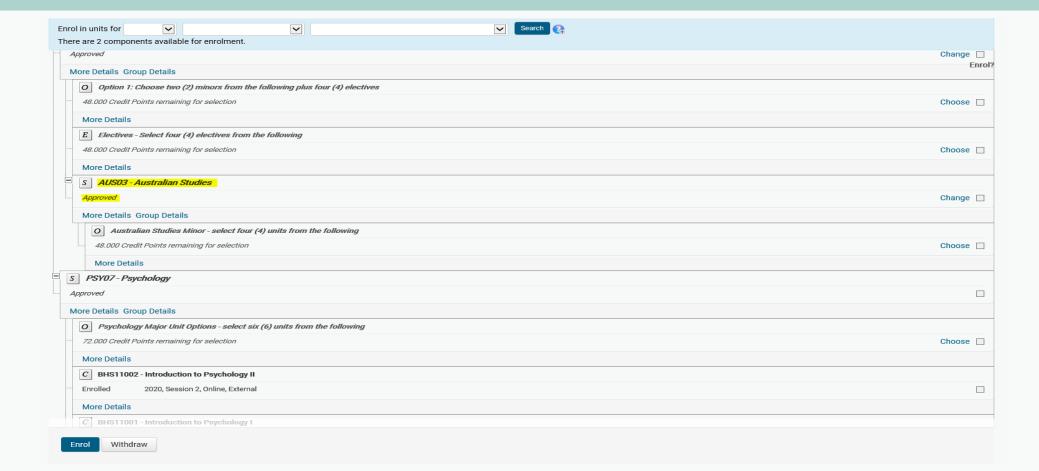
*Tip!* You can find your <u>Course Progression</u> on our website to find out further information about the Minor options offered within your course.



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



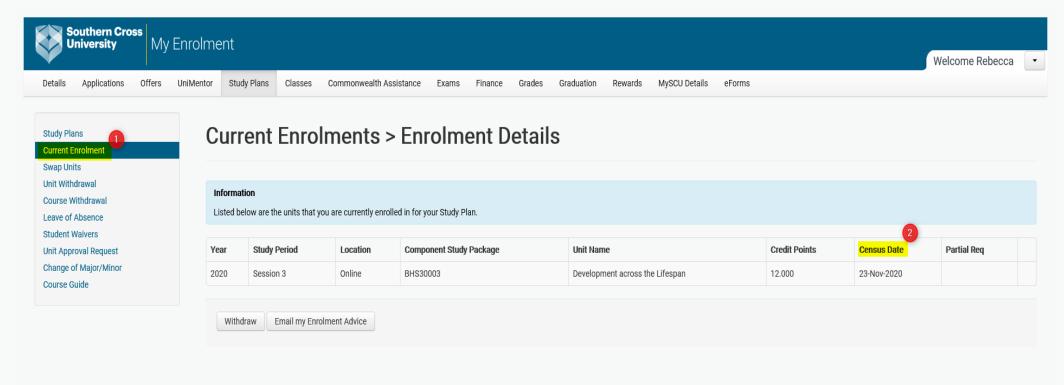
d) Go to Study Plans screen, select Expand All. The Minor, when successfully added to your study plan, will be displayed.



#### TIP! Double check!

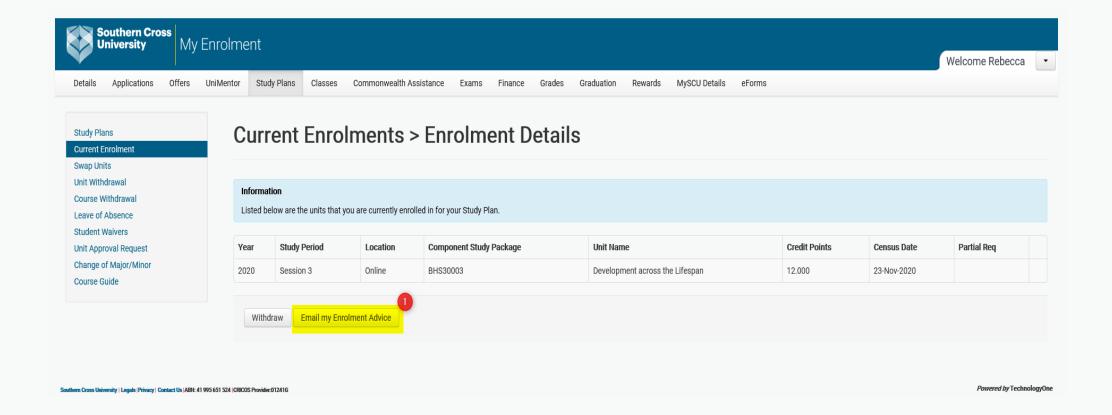
9. Go to the Study Plans tab. Select Current Enrolment from the left-hand menu to check the units you have enrolled in.

Note the <u>Census Date</u> \*\*.



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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.



#### 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 <u>Class Registration</u> opens for the upcoming teaching period. You will be notified by email when this happens.
- You can log in to your <u>Blackboard learning site</u> 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 <u>Key Dates</u> for the current year.
- If you do not follow your Course Progression, it may result in extending the course duration. You can contact the <u>Client Services</u> team to discuss the best path for you.

#### Important notes...

- \*The <u>Course Progression</u> 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 <u>Client Services</u> team to discuss the best path for you.
- \*\* The <u>Census Date</u> 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.



# **Client Services**

# Having trouble?

# Contact us!



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



