



**Southern Cross
University**

How to register into classes

Client Services





Southern Cross
University

Class Registration

You have two options to complete your class registration:

1. *Generating a Clash Free Timetable, or*
2. *Manually Registering into Classes.*

By selecting *Generate a Clash Free Timetable*, you will be able to generate a clash free timetable in My Enrolment. The system will automatically allocate classes to ensure there are no clashes.

If you do not wish to generate a clash free timetable, you can *Manually Register into Classes* yourself.

1. Open and login to [My Enrolment](#) using your student ID and password.
2. Navigate to the classes tab, located on the top selection bar.

Details Applications Offers SCU Mates Study Plans **Classes** Commonwealth Assistance Finance Grades Graduation Rewards MySCU Details eForms eForms (CiA)

Student Timetable > My Timetable

Class Registration
Summer Term, Term 1, Term 2, Dual Term 1, Dual Term 2 and Tri Term 1 2024- Class registration is expected to open progressively on Tuesday 14th November 2023 at 9.00am AEDT.
Refer to the web timetable at www.scu.edu.au/current-students/enrolling/class-timetables/ to identify your preferred classes before registering.

Internet Explorer Format or Display Issues
If information does not display correctly in your internet browser please turn on **Compatibility Mode** on your browser. This issue will only affect IE10, and does not exist in Firefox or Chrome browsers.

Course for Week Starting

There are 7 activities from 2 units available for class registration.

Unit	Study Requirements	Registration Status	<input type="button" value="Expand All"/>
<input type="checkbox"/> MATH1002 Foundations of Mathematics and Numeracy: Numbers that Count	One 2-Hours Workshop, One 2-Hours Tutorial	 No Classes Registered	<input type="button" value="Register"/>
<input type="checkbox"/> WRIT1001 Introduction to Written Texts	One 1-Hours Workshop, One 2-Hours Tutorial	 No Classes Registered	<input type="button" value="Register"/>

The information under each unit advises how many classes you need to choose for each activity. For example, for unit MATH1002 you would need to select one tutorial and one workshop.

There are 7 activities from 2 units available for class registration.

Unit	Study Requirements	Registration Status	+ Expand All
 MATH1002 Foundations of Mathematics and Numeracy: Numbers that Count	One 2-Hours Workshop, One 2-Hours Tutorial	 No Classes Registered	<input type="button" value="Register"/>
Workshop	No class selected yet. You need to select one.		
Tutorial	No class selected yet. You need to select one.		
 WRIT1001 Introduction to Written Texts	One 1-Hours Workshop, One 2-Hours Tutorial	 No Classes Registered	<input type="button" value="Register"/>
Workshop	No class selected yet. You need to select one.		
Tutorial	No class selected yet. You need to select one.		



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Generating a Clash Free Timetable

1. Click on [Generate and Register into clash free classes](#)

If a clash free timetable is unable to be generated for any reason, you will not be registered into activities and will need to register manually. An error message will display.

Note: If any activity for a unit is closed for class registration you will not be able to generate a clash free timetable.



2. Confirmation will be displayed under the banner at the top of the page, upon successful completion of a clash free timetable.

Note: *Once you are registered into all available activities a green “Traffic light” will be displayed.*

Information
Your timetable has been successfully updated.

Course for 2024 Term 2 Week Starting Refresh

There are no classes from any units available for class registration.

Unit	Study Requirements	Registration Status	
+ MATH1002	Foundations of Mathematics and Numeracy: Numbers that Count One 2-Hours Workshop, One 2-Hours Tutorial	● All Classes Registered	Change
+ WRIT1001	Introduction to Written Texts One 1-Hours Workshop, One 2-Hours Tutorial	● All Classes Registered	Change

Print My Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8 am					
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm				MATH1002 Tutorial (1) 02-May to 12-Jun: Gold Coast B 429	WRIT1001 Tutorial (1) 03-May to 13-Jun: Gold Coast C 415
3 pm	WRIT1001 Workshop (1)				
4 pm					
5 pm					
6 pm		MATH1002 Workshop (1) 30-Apr to 10-Jun: Gold Coast			
7 pm					
8 pm					



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Manually Registering into Classes

If you do not wish to or are unable to generate a clash free timetable you must manually register into classes.

1. To register for classes you need to select the unit first by clicking on register or change.

Unit	Study Requirements	Registration Status	Expand All
MATH1002 Foundations of Mathematics and Numeracy: Numbers that Count	One 2-Hours Workshop, One 2-Hours Tutorial	All Classes Registered	Change
Workshop	Registered Class 1 From Tuesday 30-Apr to 10-Jun Frequency Weekly Time: 6:00 pm-8:00 pm Location: Gold Coast		
Tutorial	Registered Class 1 From Thursday 02-May to 12-Jun Frequency Weekly Time: 2:00 pm-4:00 pm Location: Gold Coast B 429		
WRIT1001 Introduction to Written Texts	One 1-Hours Workshop, One 2-Hours Tutorial	No Classes Registered	Register

2. Hover over a class that you would like to register in. It will change colour and a + sign will appear. Click on the + to select the class. Details will update under the unit information at the top.

3. Select Save

Unit | Study Requirements | Registration Status | [+ Expand All](#)

Please perform class registration in the timetable below.
Once you are happy with your selection, please finalise the changes by clicking the 'Save' button.

WRIT1001 Introduction to Written Texts | One 1-Hours Workshop, One 2-Hours Tutorial | **No Classes Registered**

Workshop | No classes registered. You need to select [this class](#).

Tutorial | **Unsaved** Pending Register | **Class 1**
From Friday 03-May to 13-Jun Frequency Weekly Time: 2:00 pm-4:00 pm Location: Gold Coast C 415

[Save](#) [Cancel](#) [Hide Full Classes](#) [Print](#) **My Timetable**

	Monday	Tuesday	Wednesday	Thursday	Friday
8 am					
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm				MATH1002 Tutorial (1) 02-May to 12-Jun: Gold Coast B 429	Tutorial (1) + 03-May to 13-Jun: Gold Coast C 415
3 pm	Workshop (1) 29-Apr to 09-Jun: Gold Coast				

4. A confirmation message indicates that your timetable has been updated.
5. Class registration for this unit has now been completed, confirmed by the green traffic light.

Information
Your timetable has been successfully updated.

Course for Week Starting

There are no classes from any units available for class registration.

Unit	Study Requirements	Registration Status	<input type="button" value="Expand All"/>
<input type="checkbox"/> MATH1002 Foundations of Mathematics and Numeracy: Numbers that Count	One 2-Hours Workshop, One 2-Hours Tutorial	All Classes Registered	<input type="button" value="Change"/>
<input type="checkbox"/> WRIT1001 Introduction to Written Texts	One 1-Hours Workshop, One 2-Hours Tutorial	All Classes Registered	<input type="button" value="Change"/>
<input type="checkbox"/> Workshop Registered Class 1 From Monday 29-Apr to 09-Jun Frequency Weekly Time: 3:00 pm-4:00 pm Location: Gold Coast			
<input type="checkbox"/> Tutorial Registered Class 1 From Friday 03-May to 13-Jun Frequency Weekly Time: 2:00 pm-4:00 pm Location: Gold Coast C 415			

6. To register into other activities for the unit select the change button. This will expand the information for the unit again.

7. Select a tutorial and Save.

The screenshot displays a registration interface for unit WRIT1001. At the top, the unit name 'WRIT1001 Introduction to Written Texts' is shown with a 'Change' button. Below, the 'Workshop' is marked as 'Registered' with a green checkmark, and the 'Tutorial' section indicates 'No class selected yet. You need to select one.' A yellow banner instructs the user to perform class registration in the timetable below and to click 'Save'.

The 'My Timetable' section features a grid with days of the week as columns and time slots from 8 am to 8 pm as rows. A 'Legend' icon is on the left. The grid shows the following activities:

- Workshop (1):** 29-Apr to 09-Jun, Gold Coast (3:00 pm-4:00 pm)
- MATH1002 Workshop (1):** 30-Apr to 10-Jun, Gold Coast (6:00 pm-7:00 pm)
- MATH1002 Tutorial (1):** 02-May to 12-Jun, Gold Coast B 429 (2:00 pm-3:00 pm)
- Tutorial (1):** 03-May to 13-Jun, Gold Coast C 415 (2:00 pm-3:00 pm)

Buttons for 'Save', 'Cancel', 'Hide Full Classes', and 'Print' are located above the timetable grid.

Unit	Study Requirements	Registration Status	Expand All
MATH1002 Foundations of Mathematics and Numeracy: Numbers that Count	One 2-Hours Workshop, One 2-Hours Tutorial	 All Classes Registered	Change
Workshop	 Registered Class 1 From Tuesday 30-Apr to 10-Jun Frequency Weekly Time: 6:00 pm-8:00 pm Location: Gold Coast		
Tutorial	  Registered Class 1 From Thursday 02-May to 12-Jun Frequency Weekly Time: 2:00 pm-4:00 pm Location: Gold Coast B 429		
WRIT1001 Introduction to Written Texts	One 1-Hours Workshop, One 2-Hours Tutorial	 All Classes Registered	Change
Workshop	 Registered Class 1 From Monday 29-Apr to 09-Jun Frequency Weekly Time: 3:00 pm-4:00 pm Location: Gold Coast		
Tutorial	 Registered Class 1 From Friday 03-May to 13-Jun Frequency Weekly Time: 2:00 pm-4:00 pm Location: Gold Coast C 415		

	Monday	Tuesday	Wednesday	Thursday	Friday
8 am					
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3 pm	WRIT1001  Workshop (1) 29-Apr to 09-Jun Gold Coast				
4 pm					
5 pm					
6 pm		MATH1002  Workshop (1) 30-Apr to 10-Jun Gold Coast			
7 pm					
8 pm					

8. Continue to register into all activities until the green traffic light displays for all units.

Ensure you save after each registration. This enables no clashing of saved registered classes when selecting other activities.



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Frequently Asked Questions (FAQ)

Waitlisting in classes in My Enrolment

- You may not be able to register into a class for an activity as some or all classes may be full. Full classes occur when the class has reached its maximum size or a School has decided to reserve some places to ensure an even spread of students amongst all classes.

There are some conditions for waitlisting:

- You can waitlist in their preferred class only when ALL classes are full.
- You cannot waitlist into a class if they you already registered into another class.
- If you are waitlisted, please make sure you check back regularly before the session commences to ensure you are correctly registered.

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Frequently Asked Questions (FAQ) Continued...

Printing your timetable

- You can print your timetable. Select a timetable for a specific week or a series of weeks. The timetable does not indicate the weeks that classes are run.
- Click print on the Student Timetable: My Timetable page. It can be found above the timetable grid.





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Information about our partner institutions

- For Students studying at Coomera Campus, timetables and class registration will be managed by Coomera campus. Please contact scu.goldcoast@tafeqld.edu.au for any enquiries.



**Southern Cross
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Client Services

Phone: 1800 SC HELP (1800 72 4357 option 3)

Email: enquiry@scu.edu.au

Gold Coast

Shared Services Hub – A Block
Southern Cross Drive
Bilinga
QLD 4225

Lismore

Student Centre – X Block
Military Road
East Lismore
NSW 2480

Coffs Harbour

Shared Services Hub – M Block
Hogbin Drive
Coffs Harbour
NSW 2450

Connect with us [#southerncrossuniversity](https://www.southerncrossuniversity.edu.au)



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