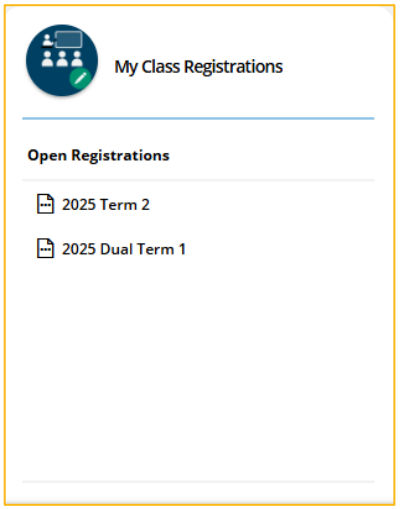
Student Administration Services

How to Use the My Class Registration Portal

This step-by-step guide helps students register, manage, and view their class schedule through the **My Class Registration** system in the My Enrolment student portal.

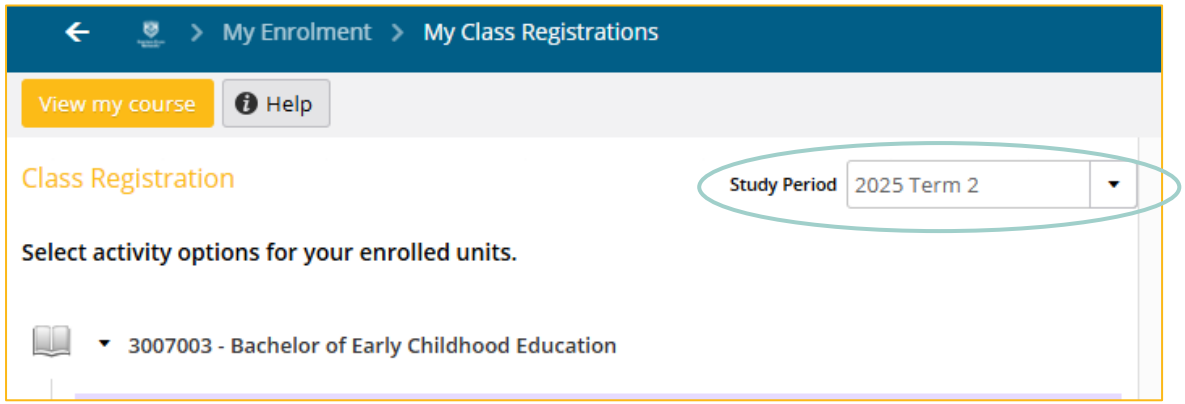
Step 1: Access the Portal

1. Log in to your **student portal** using your SSO student credentials.
2. Click on the **My Class Registrations** tile.
    - This tile shows which terms are currently open for class registration.
    - You may also access **My Calendar** for timetable overviews.



Step 2: Choose a Study Term

- Select the Term you want to register for or make changes to.
- You can only register into one Term at a time.



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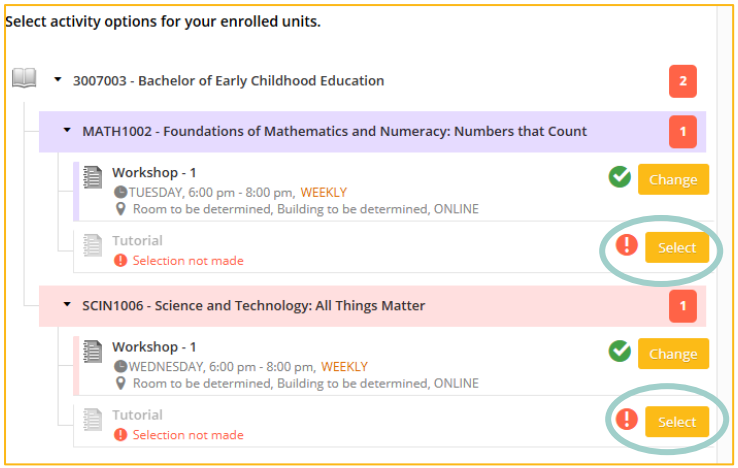
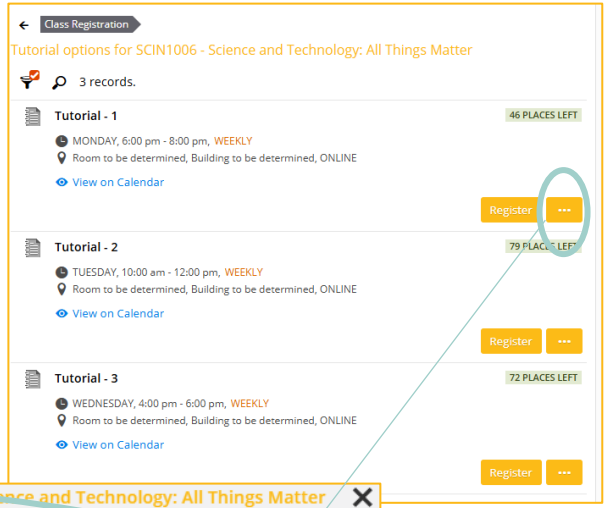
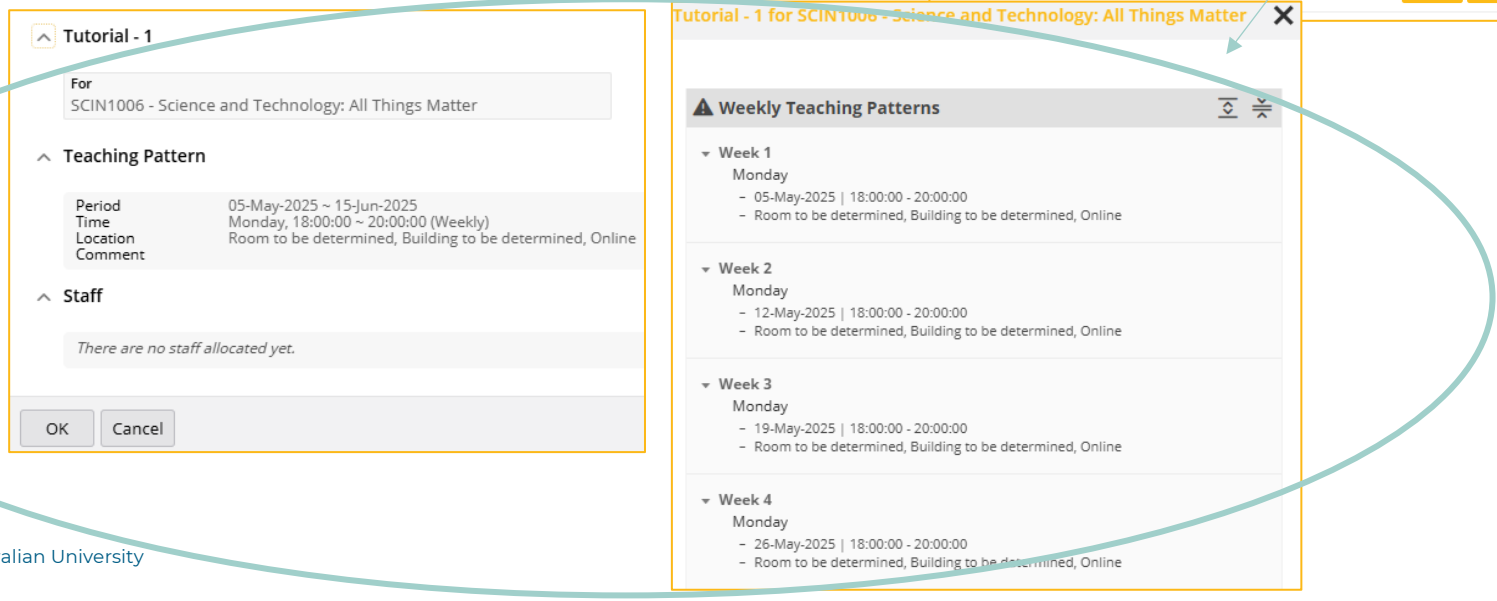
Step 3: Register for Classes

1. Click **Select** on a unit where no selection has been made.



2. You will be shown a list of classes (tutorials, workshops, labs).
3. Check the details of each class:
   a. Location
   b. Time
   c. Day
   d. Occurrence
   e. Places left.
4. You can click on the ellipses for more information, including:
   - Teaching pattern details (e.g., special dates, breaks, holidays)
   - Comments
   - Staff.
5. When you have chosen your class time, click **Register.**





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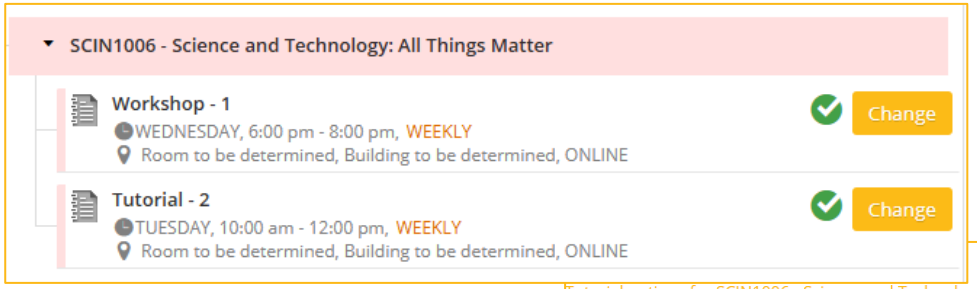
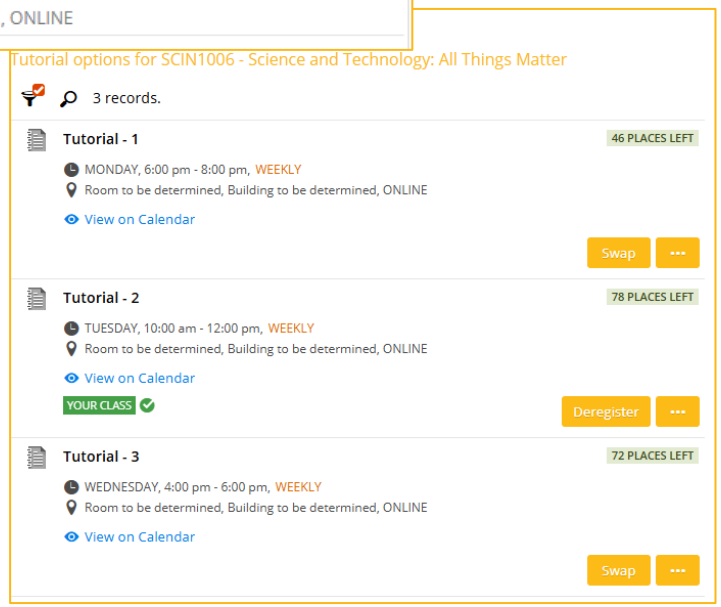
Step 4: Swap or Deregister from a Class



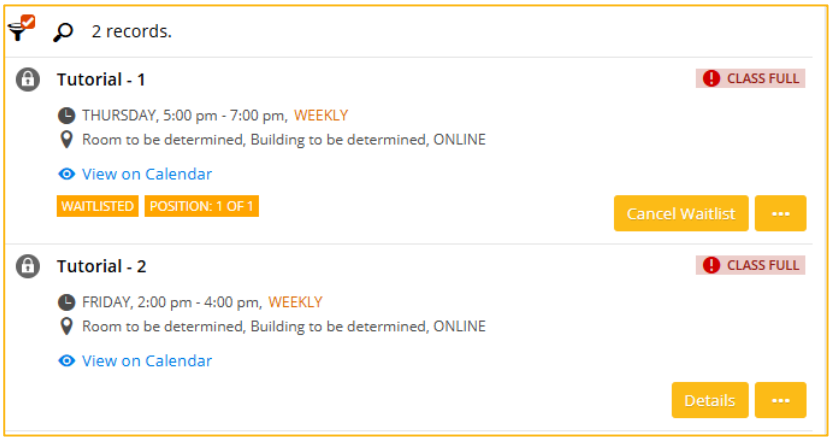
If a class time doesn't suit:

1. Click **Change** next to the relevant class.
2. Click **Deregister** if you wish to remove your registration.
3. Click **Swap** to change to another class time.
4. You can make changes multiple times until you are satisfied, **as long as spots are available**.



What to look out for:

- Class capacity – places left in that class 26 PLACES LEFT
- Classes that are full show a red (**!**) and cannot be selected CLASS FULL
- Classes that cause a timetable clash with another class will display a timetable clash warning TIMETABLE CLASH



Waitlisting

Waitlisting is available, but only when all classes are full. If there are classes at other times available, you will not have the ability to waitlist.

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Step 5: View Your Timetable

1. After registration, go to the **My Calendar** tile.
2. Your weekly schedule will appear:
    - All registered classes
    - Class locations (e.g., “Building 204A” or “Online”)
    - Start times and dates.

Understanding Time Zones:

- Time zones are automatically adjusted based on your location.
- Residentials are run at campus local time.
- Classes for Students enrolled Online are scheduled at NSW (AEDT/AEST) Time.
- Classes for Students enrolled on-campus, e.g., Gold Coast, are scheduled at local campus time
- On-campus units which have a component of Online teaching, for example, a Workshop, are scheduled at NSW (AEDT) Time. If your Workshop is scheduled at 5pm–6pm AEDT, it will be 4pm–5pm Qld AEST.
- The above will only apply during Daylight Savings.

Common Issues and Tips

- **Online classes:** May display as "Room to be determined". Check **Blackboard** for more instructions.
- **Swapping after start date:**
    - You can action this in My Enrolment if class registration remains open and there is space.
    - If you cannot action in My Enrolment, swapping classes will need to be discussed with your Tutor/UA.
- **Waitlisting:** Is only available once all classes are full. If there are classes available at another time, you cannot waitlist.
- **Mobile use:** Some navigation (like the back button) may behave differently on mobile vs desktop.

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