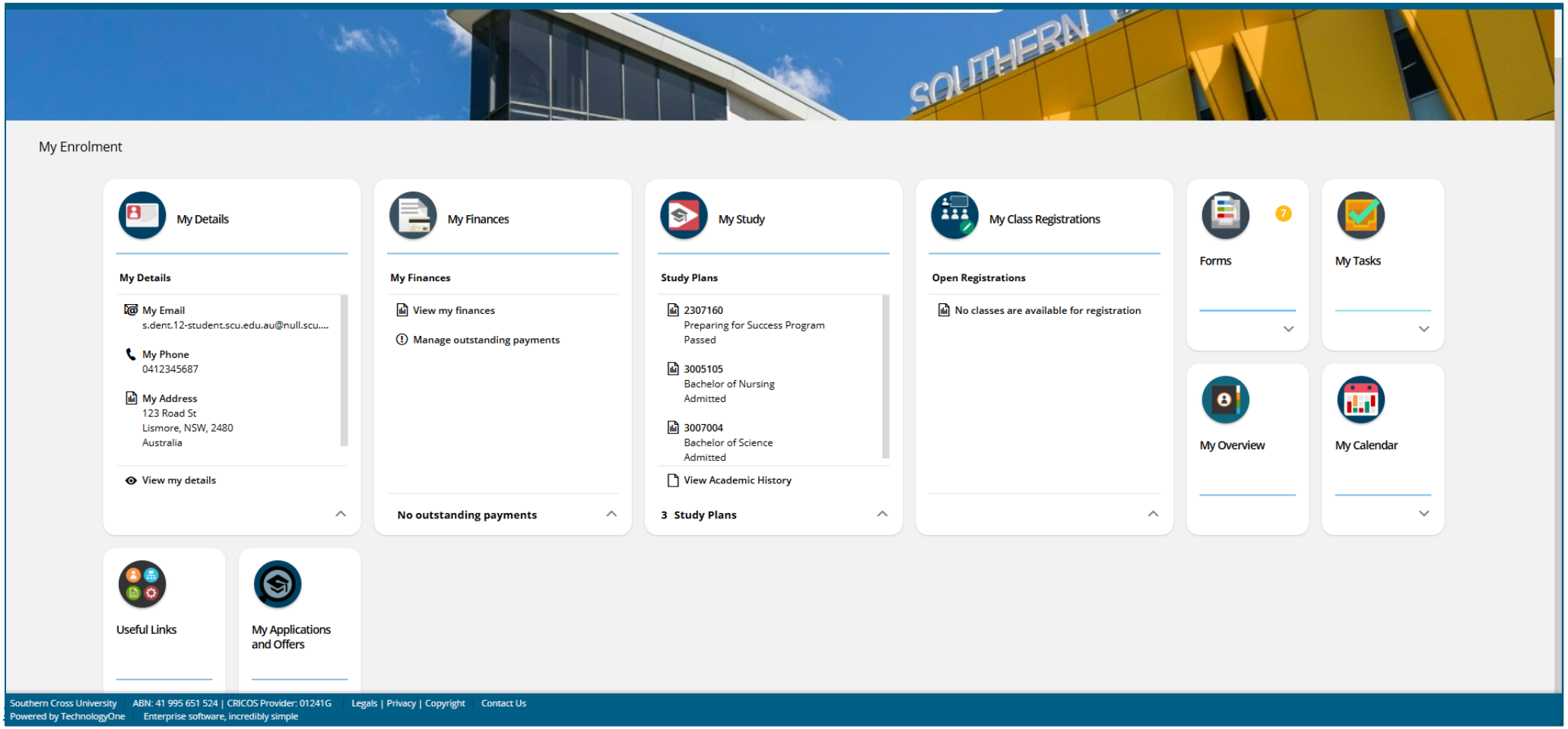
You can rearrange your tiles by clicking the arrow at the bottom of each tile and dragging them into your preferred order.

Student Administration Services

My Enrolment Overview

This overview provides a high-level guide to help you understand and navigate the **My Enrolment** portal. For step-by-step instructions, refer to the relevant *How-to Guides* and YouTube videos. Links are included throughout this document.

Your student information is organised into **tiles**, with each tile representing a key part of your enrolment journey (e.g. My Study, My Finances, My Class Registration).

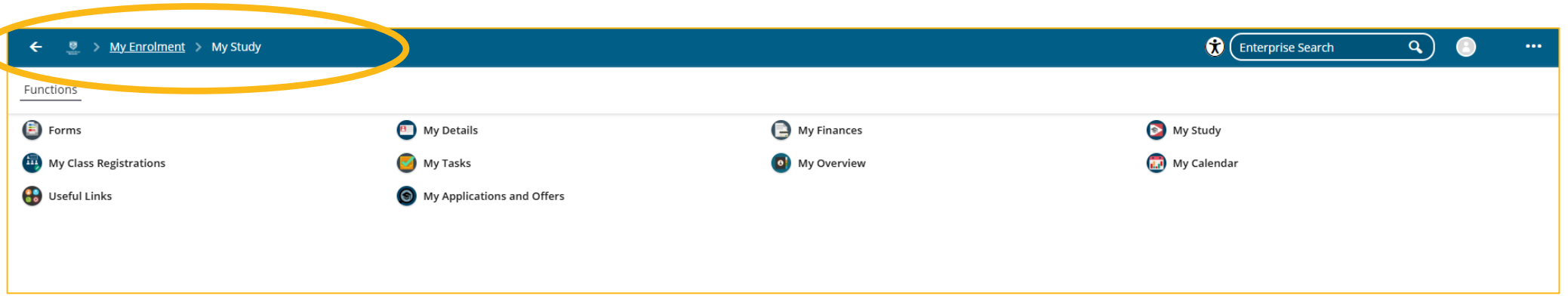


Quick Navigation Tip

From anywhere in the portal:

- Use the **breadcrumb bar** at the top (e.g., My Enrolment) to **hover and navigate** directly to other tiles such as **My Details**, **My Study**, or **Forms**.

This helps you quickly jump between sections without needing to go back to the homepage.



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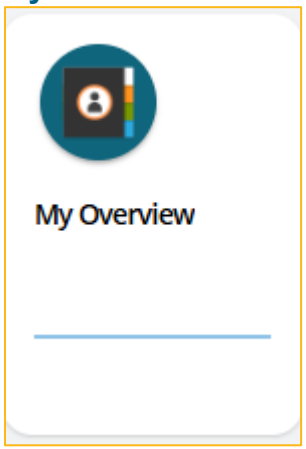
My Overview



The **My Overview** tile provides a snapshot of your key student information at Southern Cross University. It gives you quick access to the following summaries:

Student Summary
A high-level view of your personal and academic details.

Course Summary
A list of your enrolled courses and their current status.

Student Information
Your personal information on file (e.g. contact details, ID).

Coursework Summary
A more detailed breakdown of your course enrolments.

Research Summary *(if applicable)*
Information relevant to research students.

Financial Summary
- Overview of current and overdue fees
- Status of your completed Government Assistance forms.

Forms Summary
A list of student forms you've submitted through the portal.

Completion Summary
Records of any completed award courses.

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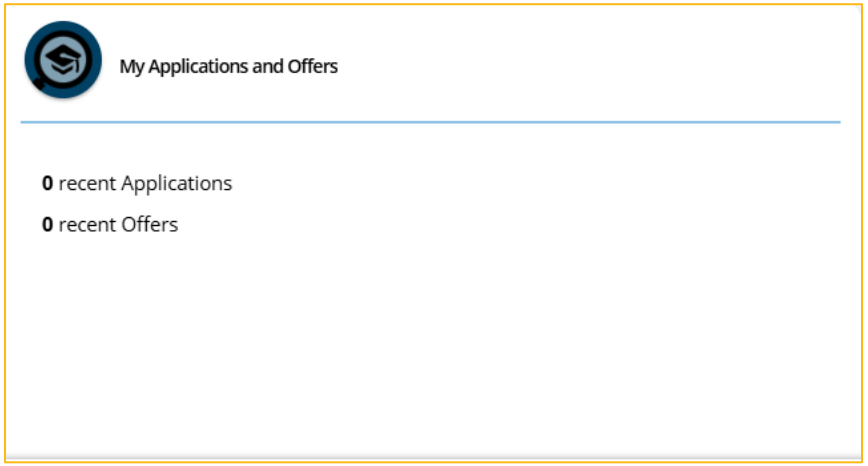
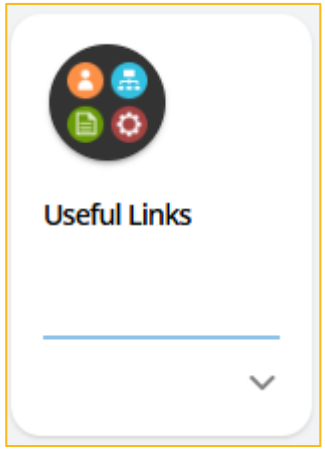
My Applications and Offers

Here you can view your applications and offers and apply for course transfers within Southern Cross University.

This includes all statuses:

- Applied
- Qualified
- Qualified with Conditions
- Admitted
- Withdrawn.





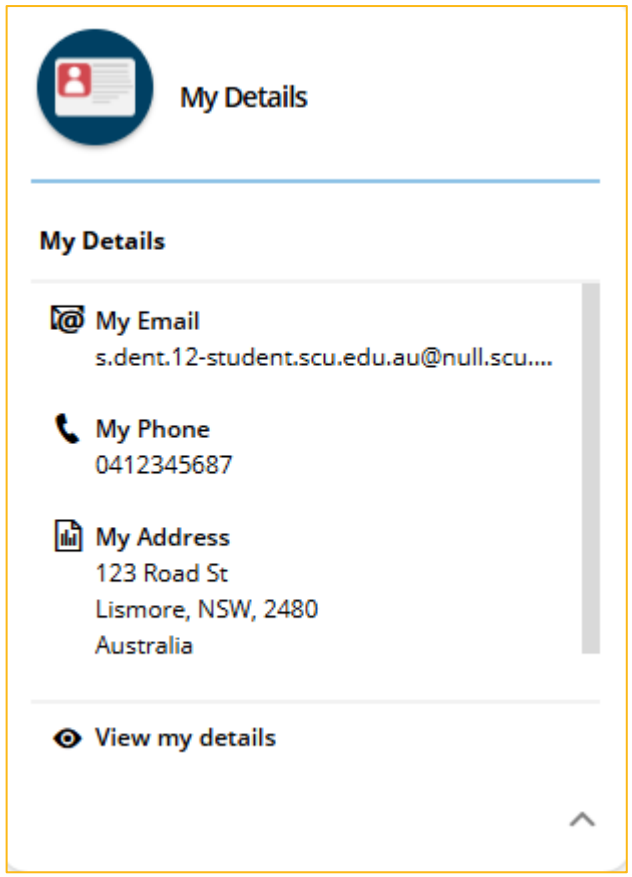
Useful Links

Useful Links will provide you with links to helpful information you will access along your student journey.

Including:

- Course Progressions
- Getting Started at SCU
- My SCU
- SCU Mates
- Current Students Webpage
- Student Email.

My Details



What will I see in My Details?

Summary
Displays your core personal details, including:
- Full name
- Date of birth (DOB)
- Nationality and cultural background
- Disability status
- Visa information (if applicable).

Contacts
This lists your current contact information:
- Residential and mailing addresses
- Email address
- Phone number(s).

Educational Background
Shows the academic history you provided during your application to Southern Cross University.

Sanctions
If any sanctions apply to your student record (e.g. holds or blocks), they will be displayed here.

Rewards, Scholarships or Prizes
Details of any scholarships, rewards, or academic prizes you have received.

Communication
A record of any self-service reports generated either by you or Southern Cross University.

Forms
Quick access to commonly used student forms. (You can also access these through the Forms tile.)

Policies
Direct links to Southern Cross University's Policy Library for easy reference.

Student Requests
No action needed here—this section is used for internal system links only.

Go to the My Details Tile How to Guide for more information

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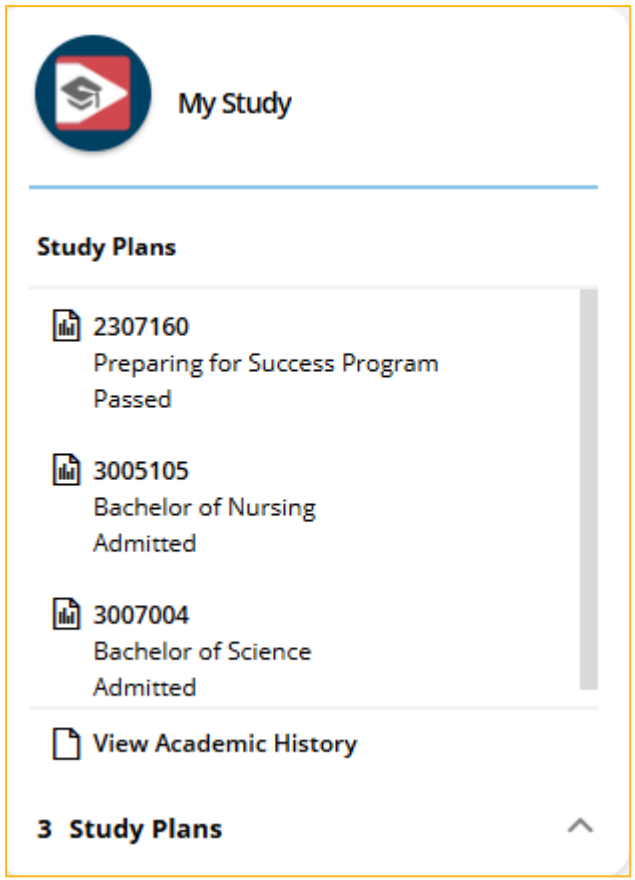
My Study



My Study Overview

The **My Study** tile is your go-to place for managing everything related to your course structure and enrolment. It gives you a clear overview of your course, helps you plan your study across each term, and allows you to enrol in your units.

This tile is divided into several key functions to support your student journey:

Manage My Course

Here, you can:

- View the structure of your course, including core units, majors, specialisations, and electives
- Select or change your major or specialisation (if your course allows it)
- Add elective or option units based on your course requirements
- Check unit details such as prerequisites, credit points, and availability.

Plan and Enrol

Once you've reviewed or updated your course structure, this section helps you:

- Schedule any unscheduled units into the correct study periods
- Choose terms using either drag-and-drop or the move button
- Enrol in your scheduled units
- Adjust your enrolment if needed (e.g., withdraw or reschedule units, where appropriate).

Track Your Progress

Units are marked with helpful icons so you can easily track their status:

- **Green tick** – Enrolled
- **Black tick** – Completed (passed, credited, or exempt)
- **Orange/blue exclamations** – Action needed (e.g., unit not scheduled or elective not yet selected).

Go to the My Study Tile How to Guide and Video for more information

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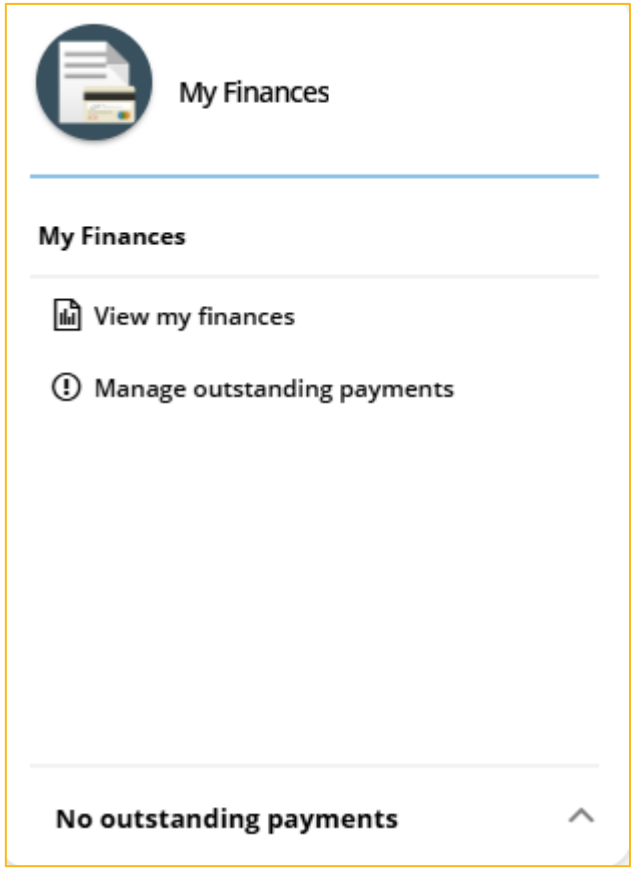
My Finances



My Finances Overview

The **My Finances** tile allows you to manage your student fees and financial information in one convenient location.

It provides visibility over your outstanding payments, transactions, available fee forms, and preferred payment details. Whether you're checking your balance, applying for a refund, or setting up your bank details for scholarship payments, this tile makes managing your finances simple and secure.

Transactions

- View all account activity, including open and closed transactions
- See total amount payable, due dates, and payment status
- Breakdown of deferrable (e.g. HECS-HELP) and non-deferrable debts
- Track what you've paid and what remains for each teaching period

Forms

- Submit key fee-related forms directly within the portal:
  - **Remission or Refund of Fees**
  - **Student Loan Form**
  - **Fee-Free Uni Ready Assistance Forms**
- Each form includes a guided submission process.

Preferred Payment Method

- Add your bank account details to receive payments from Southern Cross University (e.g. scholarships or refunds)
- Choose from local or international banking formats (BSB, IBAN, SWIFT, etc.)
- Your details are only used for approved payment purposes.

Go to the My Finances How to Guide for more information

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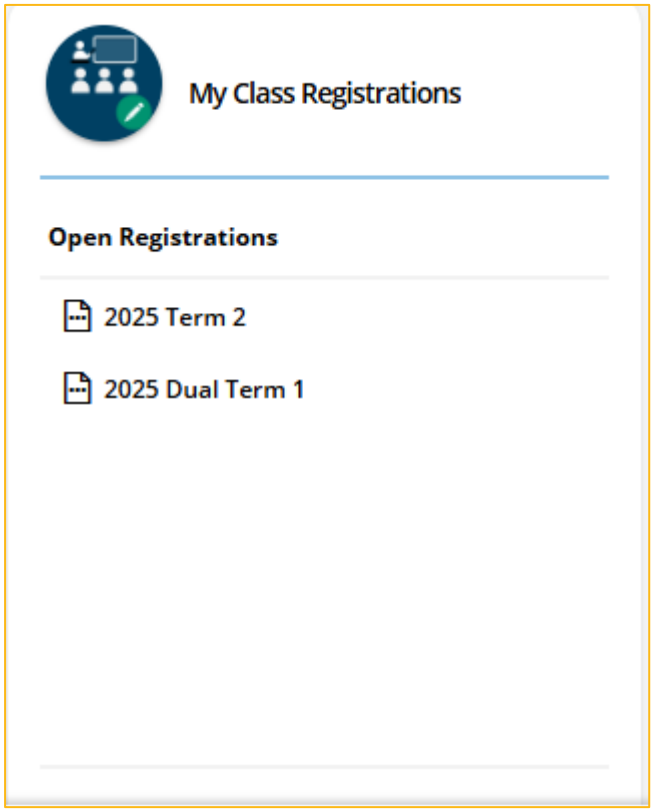
My Class Registration



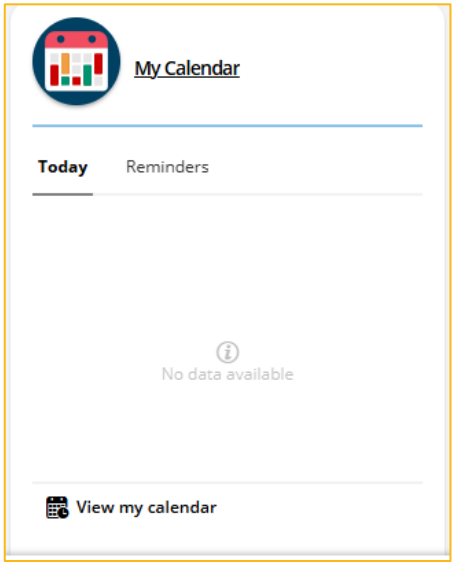
Class Registration Overview

The **My Class Registration** tile allows you to select and manage your class times, such as tutorials, workshops, or labs, after enrolling in your units. It helps you build a personalised timetable that suits your schedule and study mode.

Key Features:

- **Choose a Study Term:** Select the term you want to register for (one term at a time).
- **Register for Classes:** View and select available class times for each unit.
- **Swap or Deregister:** Make changes to your class selections if needed.
- **View Your Timetable:** Once registered, your schedule will appear in the **My Calendar** tile, with times adjusted based on your location.

Go to the My Class Registration How to Guide for more information



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Terminology	Definition	Where You'll Encounter It
Tile	White rectangular buttons on the homepage that group related functions for easy access.	My Enrolment Home page
Manage my course (screen)	This screen shows the structures within your course and enables you to add units, majors or specialisations to your study plan.	My Study > Manage my Course
My Applications and Offers (tile)	Submit and view your course applications to Southern Cross University.	My Enrolment Home page
My Calendar (Tile)	Overview of your calendar. This will include upcoming classes you have registered for.	My Enrolment Home page
My Class Registrations (tile)	Register in classes for your enrolled units.	My Enrolment Home page
My Details (tile)	View your personal details, contact information, education history, outstanding sanctions, and access relevant forms and policy links. Some fields can be edited directly.	My Enrolment Home page
My Finances (tile)	Summary of your finances, transactions, government assistance forms and outstanding debt.	My Enrolment Home page
My Overview (tile)	Displays an overview of your academic progress, financial information, research summary (if applicable), forms and completion summary	My Enrolment Home page
My Tasks	A list of mandatory actions that must be completed. It often highlights missing information that may prevent the submission of requests or the use of specific features in My Enrolment	Within the My Enrolment portal particularly when actions are pending or information is incomplete.
Plan and Enrol	Use this screen to assign planned units to a specific study period. You'll be able to enrol once scheduling is complete.	My Study > Course
Schedule (button)	Schedule a unit into a Term.	My Study > Course> Plan and Enrol
Unscheduled	The unit has not been scheduled into a Term.	My Study > Course> Plan and Enrol
View Academic History	This is an overview of your course/s at Southern Cross University. Including all unit attempts.	My Study > View Academic History

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