Southern Cross University

Student Administration Services – Client Services

My Study Tile – How-to Guide

For mobile specific information please refer here.

Pre-Enrolment Information

Before enrolling, please ensure you have completed any pre-enrolment tasks required of you. Such as:

- Completing Commonwealth Assistance Forms
- Submitting your Unique Student Identifier
- Completing the Academic Integrity Module
- Completing the Respect@SCU Module.

Unit Types

Before you manage your enrolment, take a moment to review this important information about unit types and levels. Understanding this will help you enrol in the correct sequence.

Unit	Description	Purpose
Core	Mandatory units that all students in a particular course must complete.	Ensure foundational knowledge and skills pertinent to the field of study.
Elective	Optional units that allow students to explore areas of personal interest or specialise within their course.	To explore interests outside the core or major, or to deepen knowledge in a specific area.
Major	A structured sequence of 8 units (usually 96 credit points) in a specific field.	To provide in-depth knowledge and skills in a chosen discipline.
Specialisation	A more intensive focus area, often more than 8 units.	Students may choose specialisations based on their career goals and interests, to prepare for further study or professional practice in a specific field.
Capstone	A final-year unit that integrates learning across the course.	Often involves projects, research, or practical applications relevant to the field, to consolidate knowledge and demonstrate achievement of course outcomes.

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Unit Levels

At **Southern Cross University (SCU)**, unit codes are structured to reflect the **level of learning**, which aligns with the **Australian Qualifications Framework (AQF)**. Here's how the **unit codes** typically match the **level of study**:

SCU unit codes usually look like this: **ABCD1001**

- **ABCD** – Subject area or discipline (e.g., EDUC for Education, LAWS for Law)
- **1st Digit** – **Level of study** (Units coded with 1 should be completed prior to units coded with 2, and so on in sequential order.)
- **Remaining Digits** – Used to uniquely identify the unit

Learning Levels by Unit Code

First Digit	Level	Description
1	Introductory (1st year UG)	Foundation units for new undergrads; broad introduction to the subject.
2	Intermediate (2nd year UG)	Builds on 100-level knowledge; more subject-specific depth.
3	Advanced (3rd year UG)	Focused and specialised study, often includes research or project work.
4+	Postgraduate / Honours	Designed for graduate diplomas, masters, or honours-level research and study.
6–9	Higher Postgraduate (e.g., PhD or research units)	Advanced research or doctoral-level units.

Example

- **BUSN1004** → Business unit, first year undergraduate
- **ACCT3002** → Accounting unit, third year undergraduate
- **EDUC6005** → Education unit, postgraduate (master's level)

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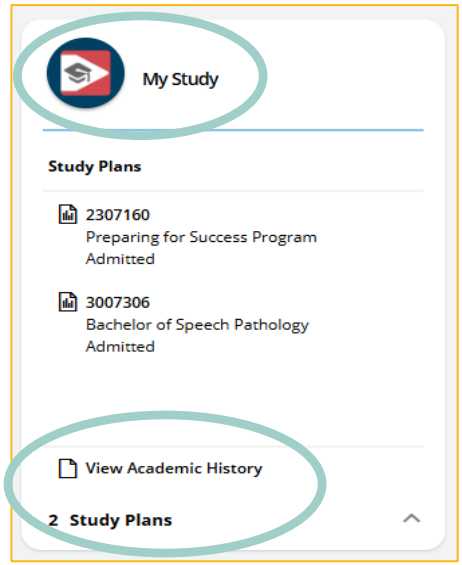
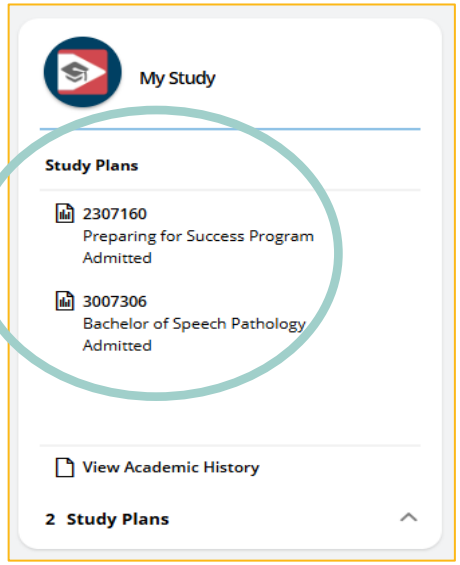
Accessing the My Study Tile

1. Log in using your SSO student credentials.
2. On the homepage, locate the **My Study tile**
    - Under **Study Plans**, click on the course you want to view or action
    - This will take you directly to the Manage My Course page.
3. If you prefer to view your Academic History first:
    - Click on **My Study** from the homepage
    - Your academic history will be displayed, listed by course.
4. To enrol in a course:
    - Select **Manage My Course** for the relevant course.



Click My Study or view Academic History to view your Academic History.



Click on the relevant course to take you directly to Manage my Course

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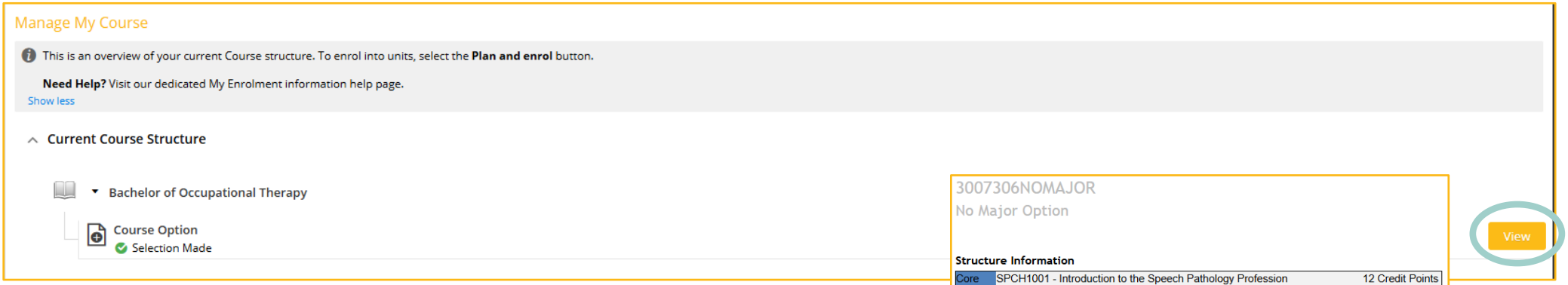
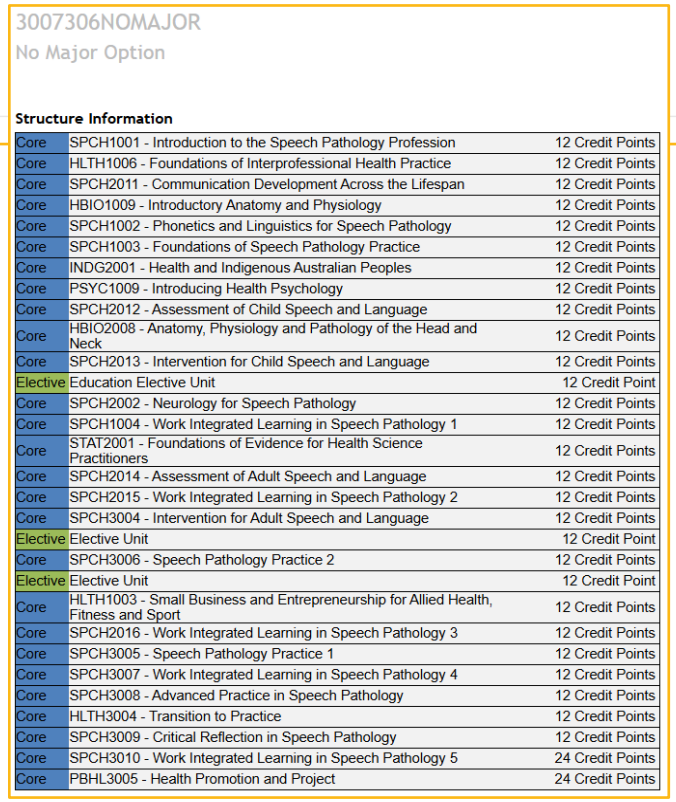
Manage My Course

Selecting your major or specialisation

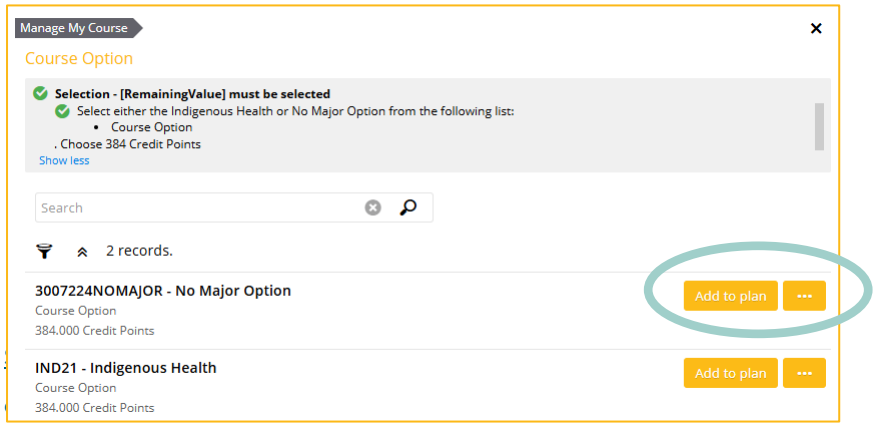
In this section, you'll first need to select your major or specialisation if it's part of your course. If your course doesn't include one, simply continue to the next section, **'Selecting your units for Enrolment.'**





Core	SPCH1001 - Introduction to the Speech Pathology Profession	12 Credit Points
Core	HLTH1006 - Foundations of Interprofessional Health Practice	12 Credit Points
Core	SPCH2011 - Communication Development Across the Lifespan	12 Credit Points
Core	HBIO1009 - Introductory Anatomy and Physiology	12 Credit Points
Core	SPCH1002 - Phonetics and Linguistics for Speech Pathology	12 Credit Points
Core	SPCH1003 - Foundations of Speech Pathology Practice	12 Credit Points
Core	INDG2001 - Health and Indigenous Australian Peoples	12 Credit Points
Core	PSYC1009 - Introducing Health Psychology	12 Credit Points
Core	SPCH2012 - Assessment of Child Speech and Language	12 Credit Points
Core	HBIO2008 - Anatomy, Physiology and Pathology of the Head and Neck	12 Credit Points
Core	SPCH2013 - Intervention for Child Speech and Language	12 Credit Points
Elective	Education Elective Unit	12 Credit Point
Core	SPCH2002 - Neurology for Speech Pathology	12 Credit Points
Core	SPCH1004 - Work Integrated Learning in Speech Pathology 1	12 Credit Points
Core	STAT2001 - Foundations of Evidence for Health Science Practitioners	12 Credit Points
Core	SPCH2014 - Assessment of Adult Speech and Language	12 Credit Points
Core	SPCH2015 - Work Integrated Learning in Speech Pathology 2	12 Credit Points
Core	SPCH3004 - Intervention for Adult Speech and Language	12 Credit Points
Elective	Elective Unit	12 Credit Point
Core	SPCH3006 - Speech Pathology Practice 2	12 Credit Points
Elective	Elective Unit	12 Credit Point
Core	HLTH1003 - Small Business and Entrepreneurship for Allied Health, Fitness and Sport	12 Credit Points
Core	SPCH2016 - Work Integrated Learning in Speech Pathology 3	12 Credit Points
Core	SPCH3005 - Speech Pathology Practice 1	12 Credit Points
Core	SPCH3007 - Work Integrated Learning in Speech Pathology 4	12 Credit Points
Core	SPCH3008 - Advanced Practice in Speech Pathology	12 Credit Points
Core	HLTH3004 - Transition to Practice	12 Credit Points
Core	SPCH3009 - Critical Reflection in Speech Pathology	12 Credit Points
Core	SPCH3010 - Work Integrated Learning in Speech Pathology 5	24 Credit Points
Core	PBHL3005 - Health Promotion and Project	24 Credit Points

1. Click on **View** next to the course option line where the selection needs to be made.
2. All majors and/or specialisations associated with your degree will be visible.
3. Click on the ellipses to view the structure information of that specialisation or major.
4. Click **Add to Plan** once you have made your choice.
5. Your course structure is now expanded with compulsory units.



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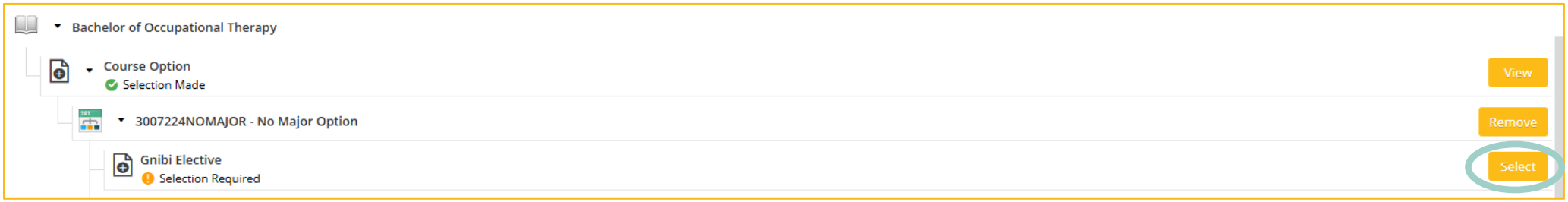
Add Elective/Option Units

1. To add an elective or option unit to your plan, click on **Select** next to the elective unit line



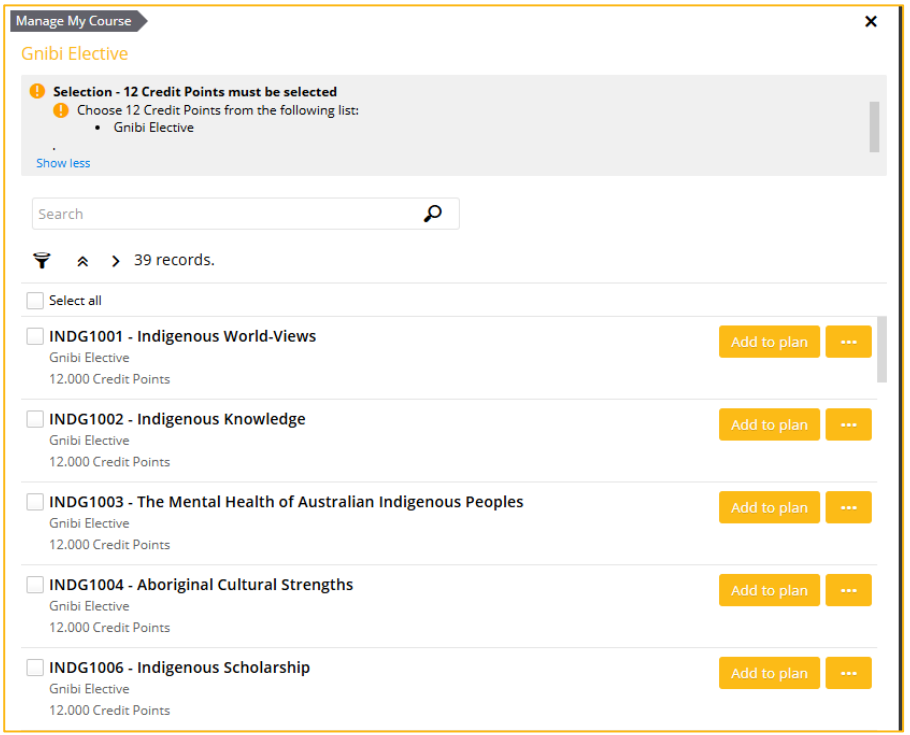
2. You will be presented with a list of units.

3. Click on the ellipses to view more information, including unit availability, credit points and requisites.

4. Once you have picked a unit you want to study, click **Add to plan.**

5. You are now ready to schedule your units into the relevant Terms (according to your course progression) and enrol in your units.

Scheduling and enrolling is completed via the **Plan and Enrol** page.



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Icons

In **Manage My Course** there are icons to help visualise the status of your units:

Your **Course Progression** will determine how you enrol. It is important that you follow this to ensure you meet the course requirements. To view your specific course requirements, search for your course in the **Student Handbook**

Failure to follow the correct course progression could lead to delays in completing your degree or enrolling in advanced units that you're not adequately prepared for. Ensure you adhere to the recommended sequence to stay on track and succeed in your studies.

Symbol meanings:

Orange exclamation: Unit selection required:

This is for elective or option units where you need to make a selection and add to your plan before you can enrol.

Blue exclamation: Unscheduled unit or not yet enrolled:

This includes all compulsory core, major or specialisation units, OR elective units you have added to your plan, but have not yet enrolled or completed.

Green tick: Unit is currently enrolled:

It will advise the unit type and what year and term you are enrolled in.

Black tick: This unit is complete:

- **Passed unit:** A *passed unit* means you have completed the unit at Southern Cross University and have achieved a passing grade.
- **Credited unit:** A *credited unit* means you've been awarded credit towards your current course for prior learning, from another course at Southern Cross University.
- **Exempt unit:** An *exempted unit* means you have received Recognition for Prior learning through another institution and are not required to complete that unit with Southern Cross University.

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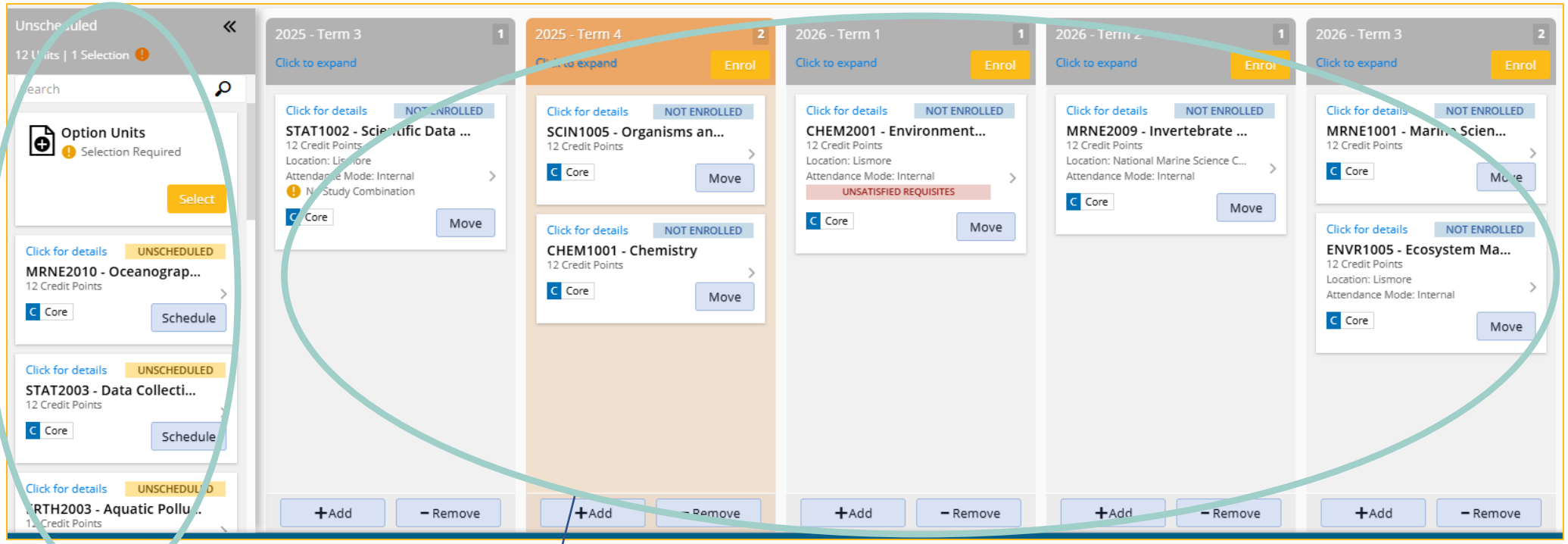
Plan and Enrol Overview

Within plan and enrol, it's important to understand how your units are displayed. Units may appear as scheduled, unscheduled, or a mix of both. This section will guide you on how to schedule your units into the correct study periods, enrol in them, and access further support if needed.



Unscheduled Units
Units listed on the left-hand side column have not yet been scheduled into relevant Terms.

Scheduled
Units shown in the Term columns have been pre-scheduled for you. Check your course progression to confirm they align correctly

Unscheduled and Scheduled
If you have both scheduled and unscheduled units (as shown above), use the **Plan a Study Period** button to schedule any unscheduled units.

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Full-Time Enrolment
- Enrol in: 2 units per term (4 terms/year)
- Total: 8 units per year
- Based on 6-week terms in the Southern Cross Model

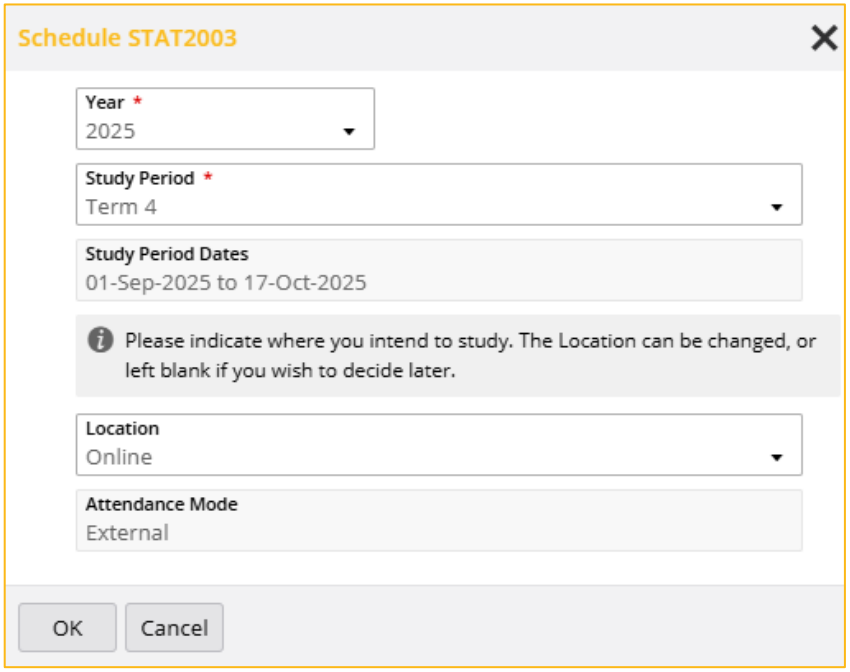
Part-Time Enrolment
- Enrol in 1 unit per term
- Total: 4 units per year
- Ideal for students balancing other commitments

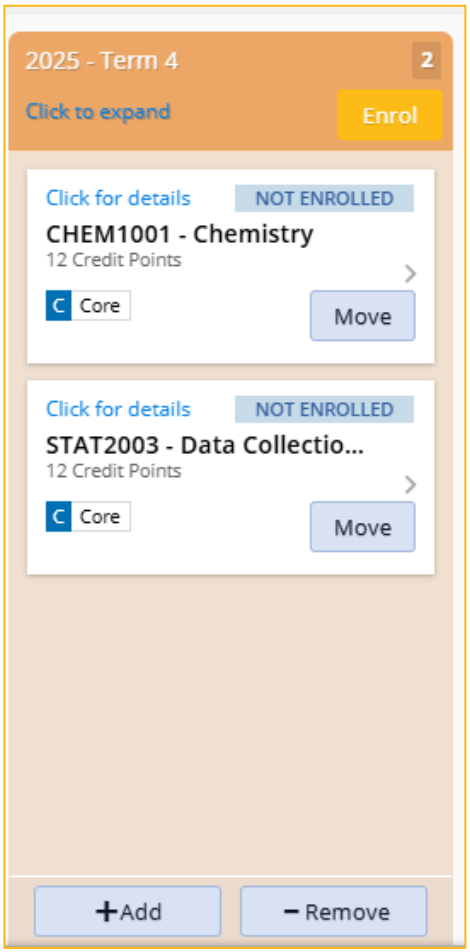
Plan and Enrol – Scheduling Unscheduled Units

Scheduling units into the relevant Term columns can be completed in a few ways. Before you start, ensure you have your **course progression** or **personalised study plan** (if provided by Client Services) ready to refer to.

Schedule Button

1. Next to the unit in the unscheduled column, click the **Schedule** button.
2. Choose the correct **Year**, **Study Period**, **Location**, and **Attendance Mode**.
3. Once you've added the necessary units, click **OK** to save your changes.
4. Your unit has now been scheduled. You will see the unit you have scheduled sitting in the relevant Term column.





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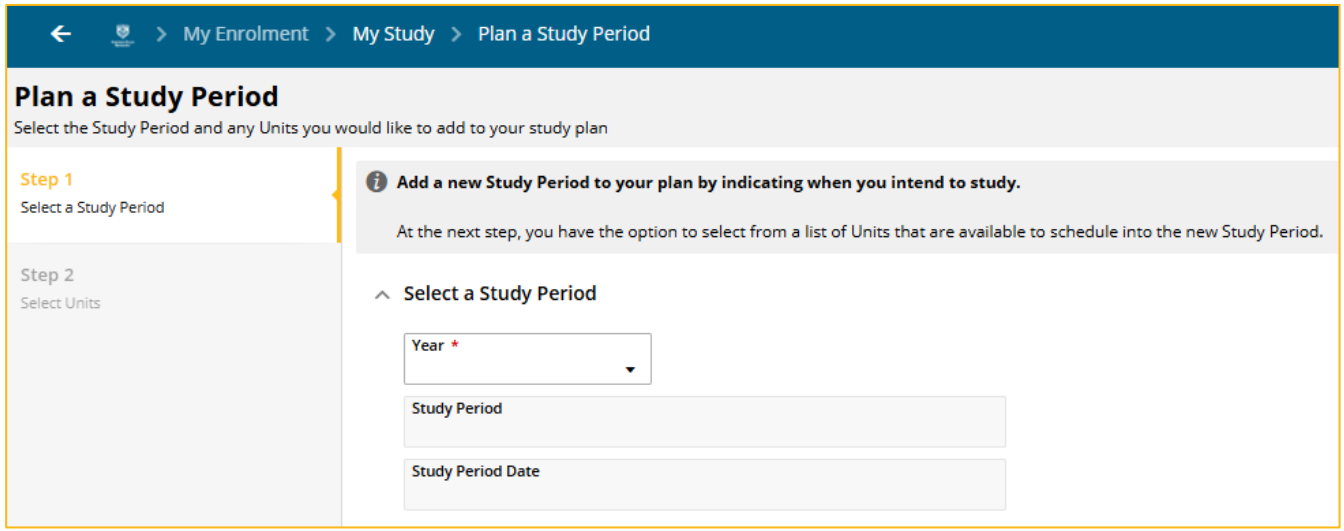
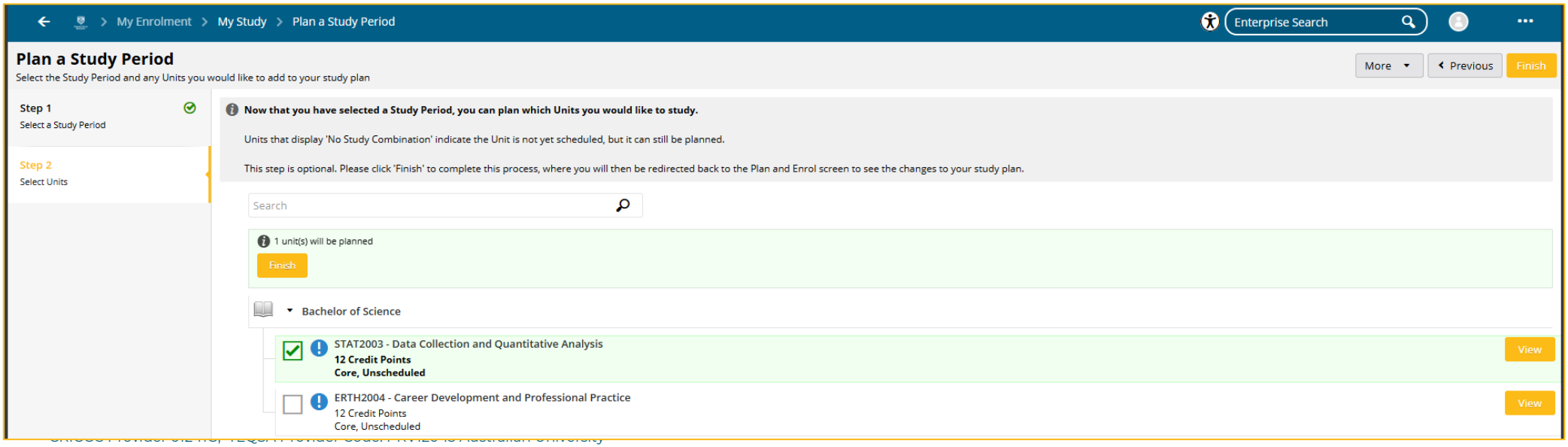
Plan a Study Period

1. Use the **Plan a Study Period** wizard located at the top of the **Plan and Enrol** screen
2. Enter the year and study period for each unit that is not yet scheduled.
3. Click **Next.**
4. Units that are available in the Term you have selected will be displayed.
5. **Tick** the checkbox on the unit/s you want to schedule for that Term.
6. Click **Finish.**
7. Continue until you have no units left in the unscheduled column.





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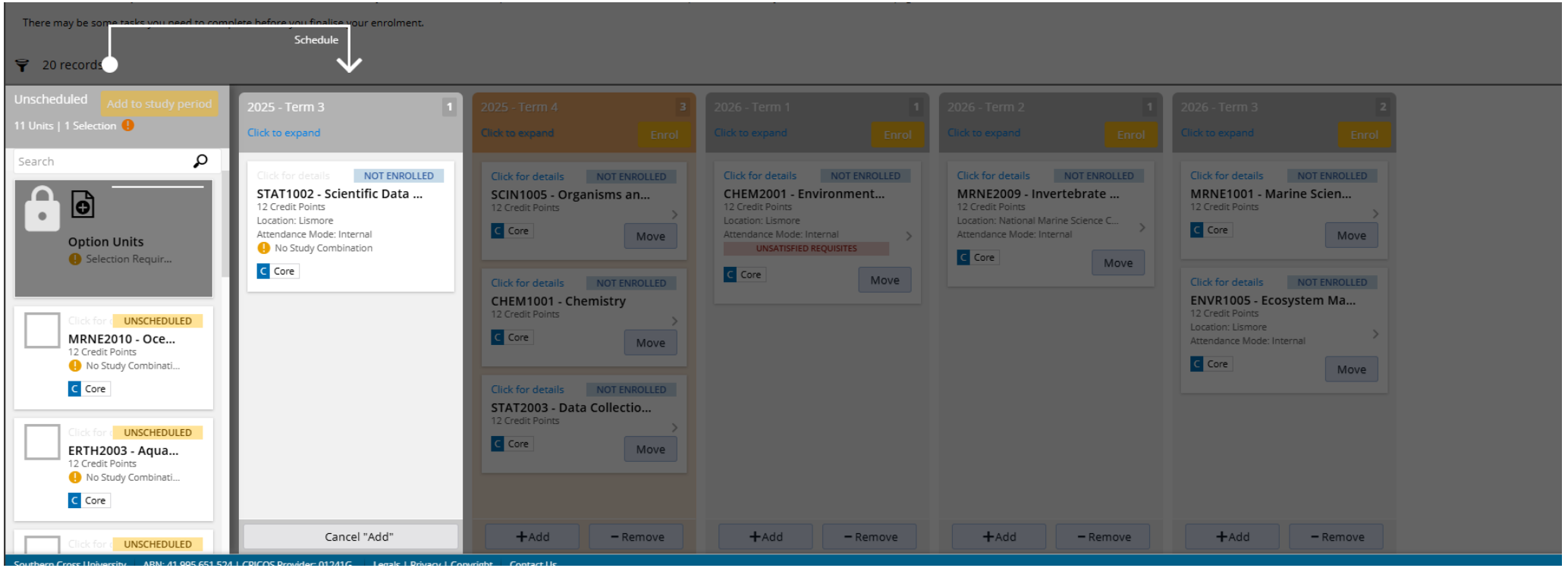
Add and Remove Buttons

At the bottom of each **Term column**, click **Add** to add units to that Term or **Remove** to remove units.

- Click **"Add"** to include more units, or
- Click **"Remove"** to take units out if needed.

You can only add units from the unscheduled column.
You can only remove units to the unscheduled column.



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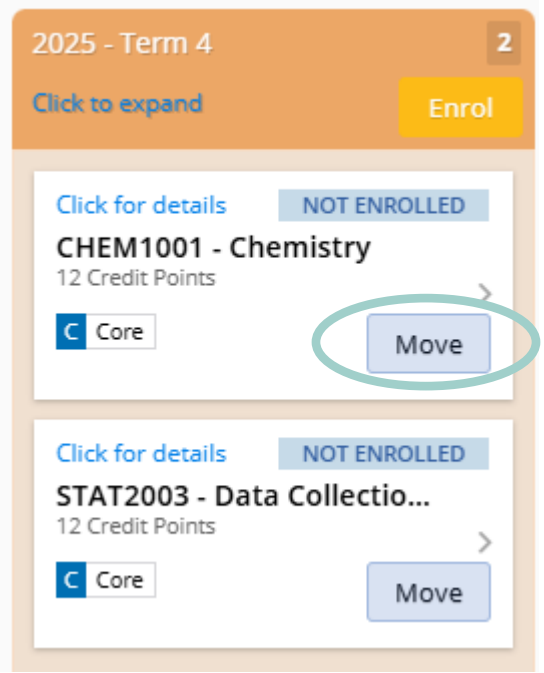
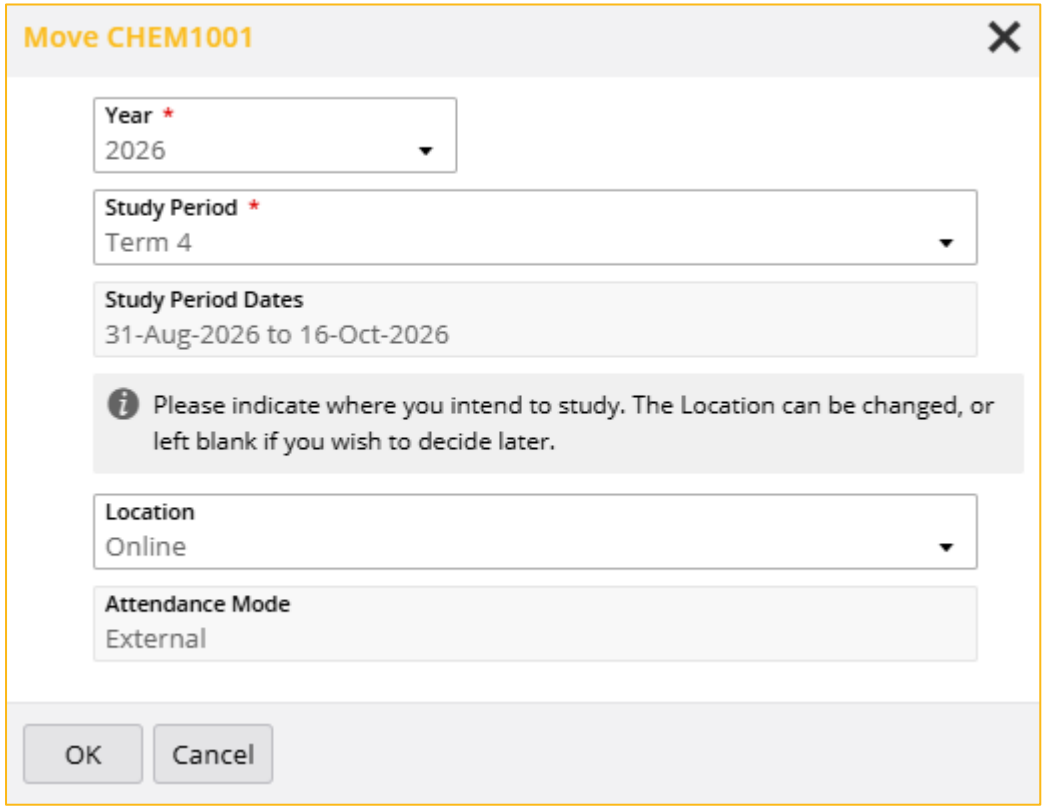
Move Button

Once a unit is scheduled, you can move it to another Term column using the Move button.

1. Click on **Move** next to the unit you want to move.
2. Choose the correct **Year**, **Study Period**, **Location**, and **Attendance Mode**.
3. Click **OK.**





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Plan and Enrol – Enrolling

Now that your units are scheduled, let's get enrolled!

Full-Time Enrolment

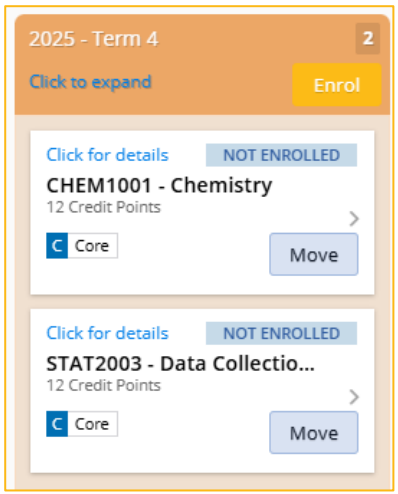
Full-time students typically enrol in two (2) units per term, across four (4) terms each year, for a total of eight (8) units annually. Each term lasts six (6) weeks under the Southern Cross Model, offering an intensive but focused learning experience. This study load is ideal for students looking to complete their course as efficiently as possible.

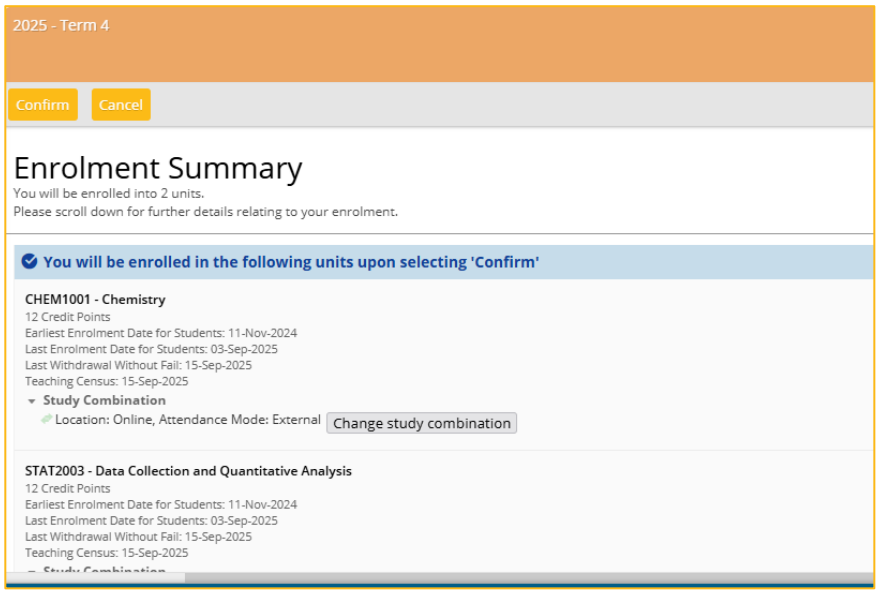
Part-Time Enrolment

Part-time students usually enrol in one (1) unit per term, completing four (4) units per year. This flexible option suits those balancing study with work, family, or other commitments. The six-week terms provide structure while allowing students to progress at a manageable pace.

At the top of each **Term column** is an **Enrol** button.

1. Click the **Enrol** button
2. Review the **Enrolment Summary** for each unit. If the study combination is not correct, you can change it here.
3. Please take note of the important dates.
4. Once you have reviewed, click **Confirm.**
5. You will receive an information message confirming you have successfully saved your plan.
6. Your **Term column** will now be green, and each unit will have an **Enrolled** status next to it.
7. Repeat until you have enrolled in all units for the year.





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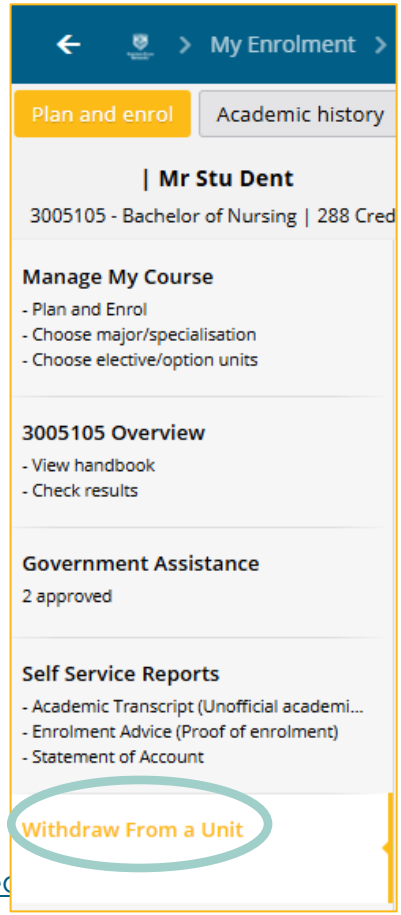
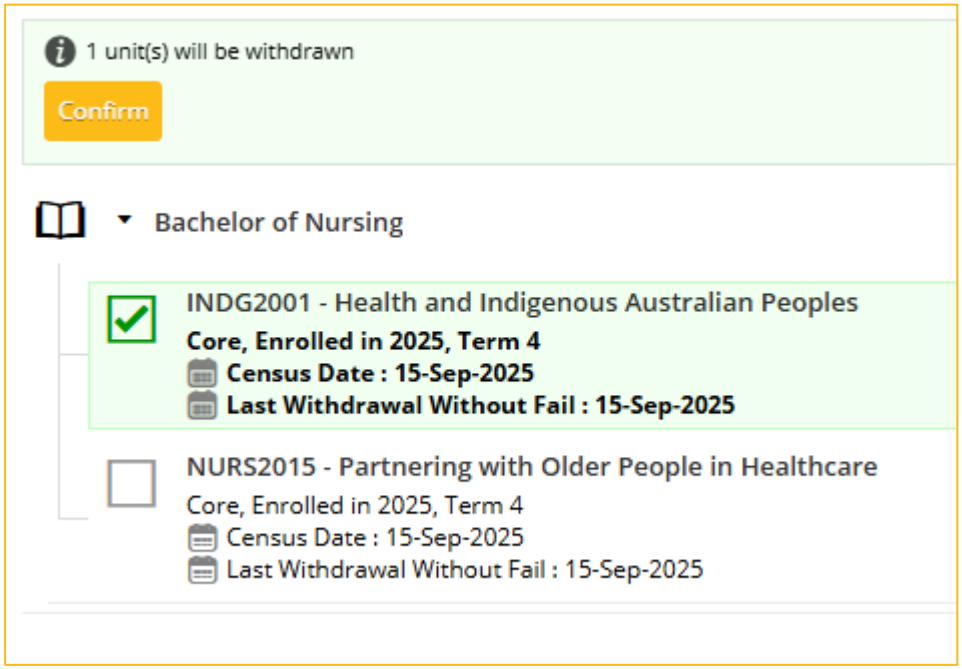
Making Changes

If you need to make a change to your enrolled units, you will first need to withdraw.
IMPORTANT NOTE: It is extremely important that you do not withdraw after the final date to self-withdraw or census date for the enrolled unit. If these dates have passed and you need to make changes, please contact Client Services for advice.

1. To withdraw, go to the **My Study Tile.**
2. Select **Manage My Course**.
3. **Withdraw from Unit** on the left-hand side menu.



4. A list of your currently enrolled units will appear.
5. Units that can **no longer be withdrawn from** will be shown at the top, along with a message explaining why.
6. Tick the box next to the unit(s) you want to withdraw from.
7. Click **Confirm** to proceed.
8. Select a reason from the dropdown menu.
9. Click **OK** to complete the process.
10. Confirmation message - You'll see a message confirming that your withdrawal was successful.
11. Return to your **Plan and Enrol** page to re-enrol.



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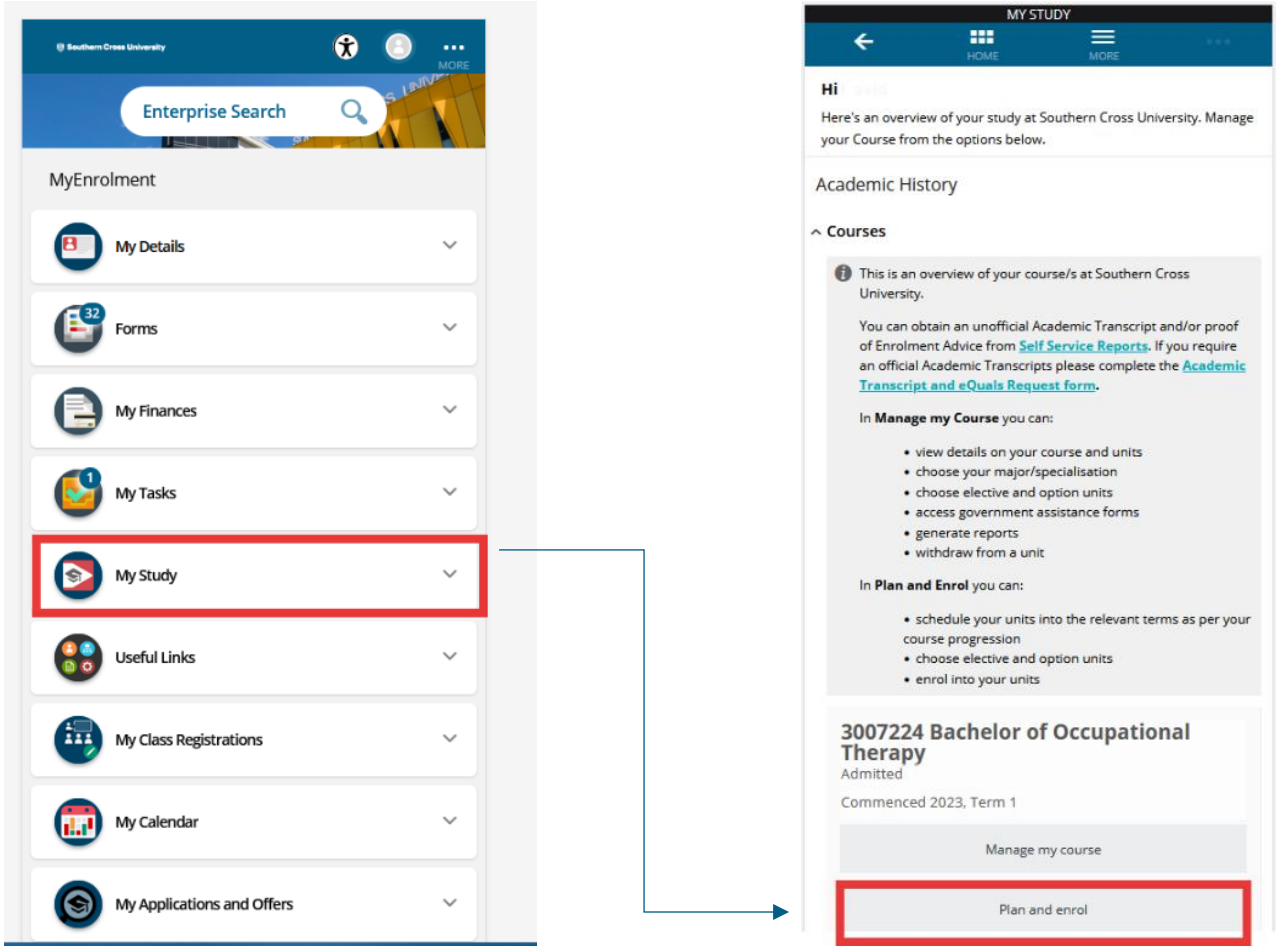
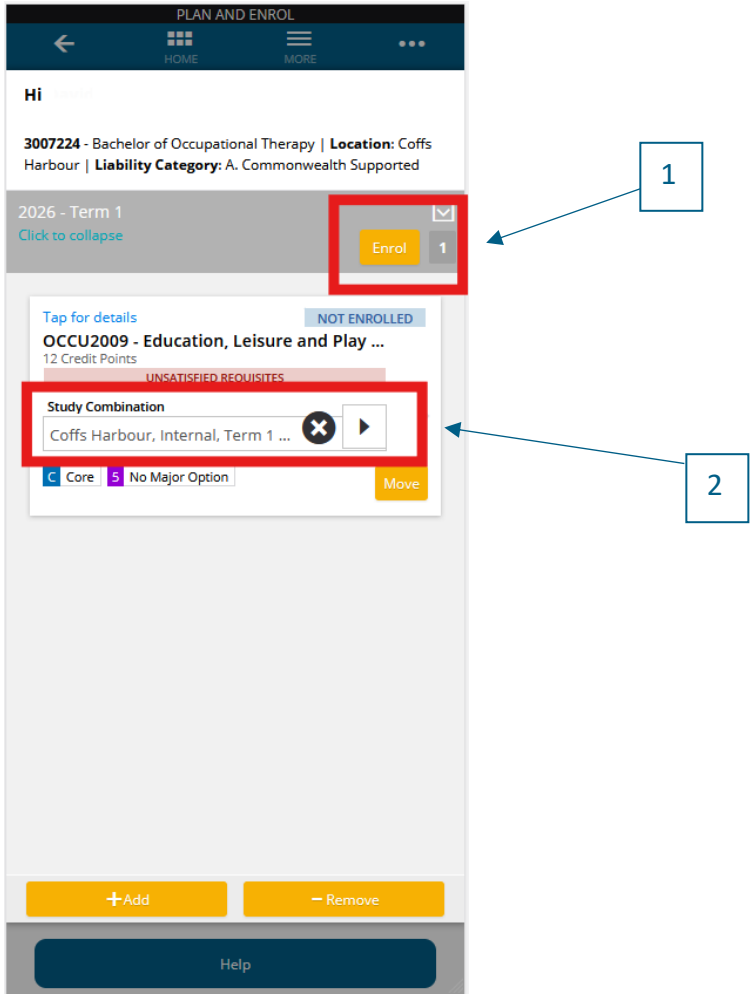
How to enrol using your mobile device

1. Log in using your SSO student credentials
2. On the homepage, locate the MyStudy Tile and then select Plan and Enrol

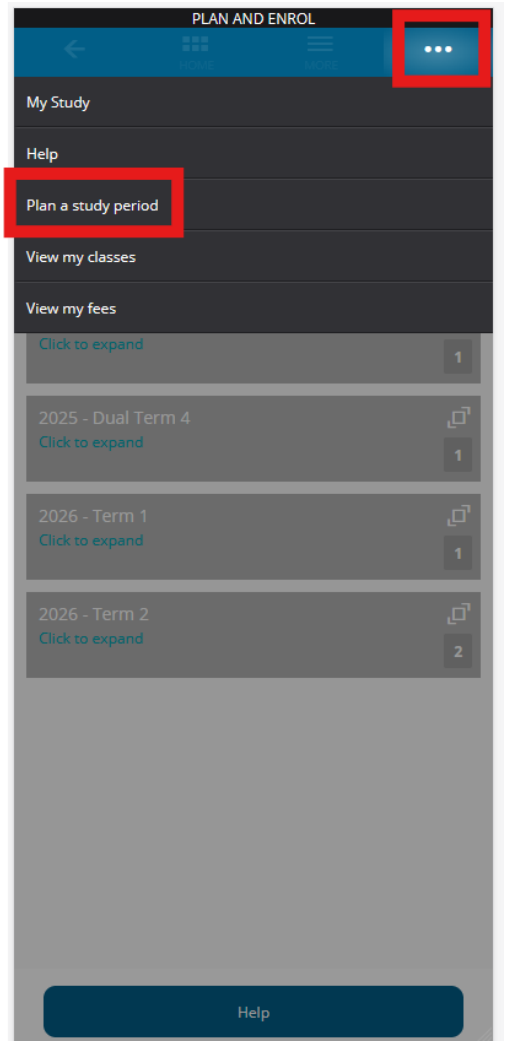


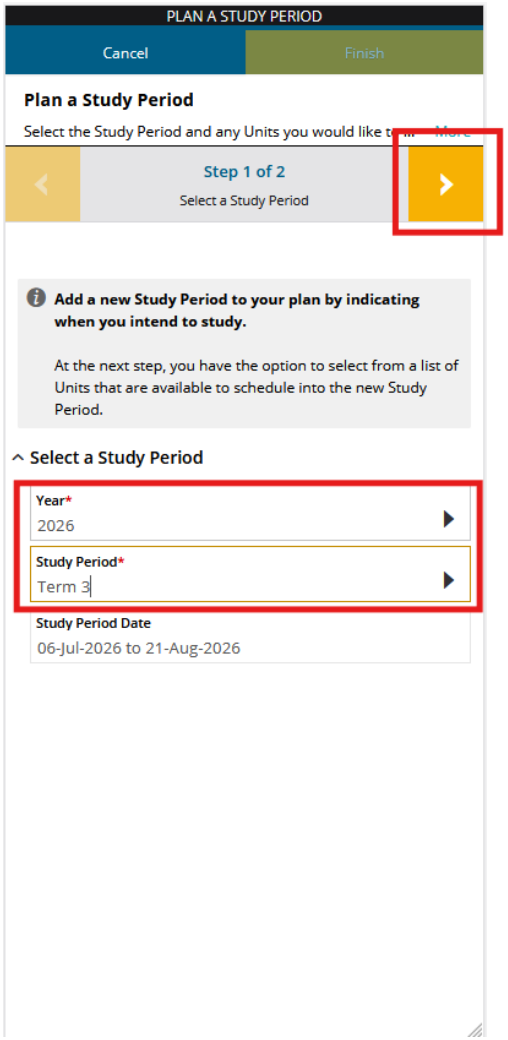
3. If there are **no study periods displayed** when the page refreshes or you are **unable to see the study period you were wanting to enrol into**, please jump to step 4.

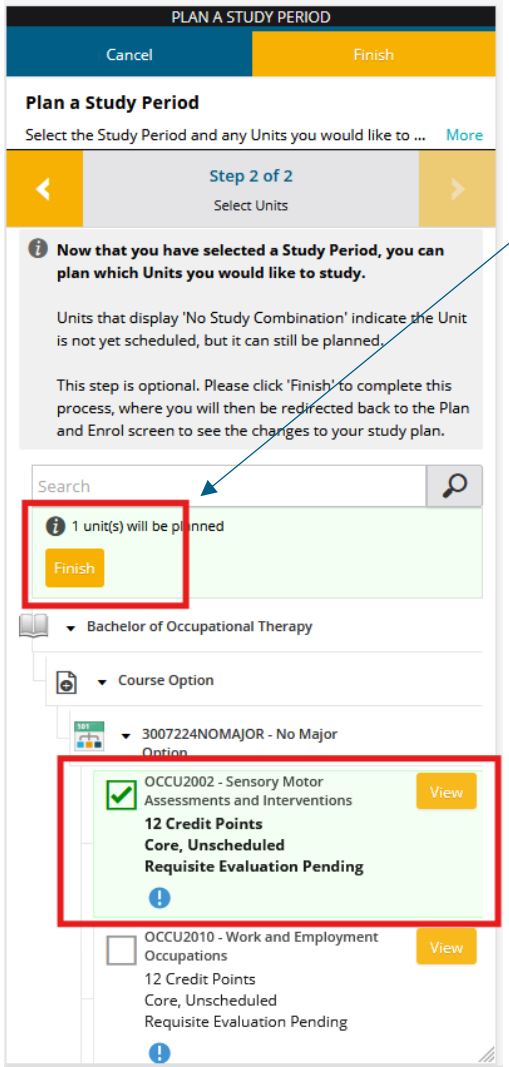
   If you already have units scheduled on your study plan, you can expand each term to then enrol into your unit (1). If you wish to update or change your study location for that particular unit, you can do so by selecting the Study Combination section and making your choice from the drop down (2):



4.If you need to schedule units for a term, click on the ellipsis in the top right corner to Plan a Study Period. Use the prompts to select the year and term you are wanting to schedule to review the units that are available:







Once you've made your selection, click 'Finish' and the unit will then display on the Plan and Enrol page for you to complete your enrolment.

Please refer to our Enrolling webpage for more handy guides and advice.

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