Class Registration

This is a guide to assist you with registering into classes at Southern Cross University.

Before you can register into your classes, please note that you must first be enrolled in your units.

If you are not enrolled, please visit the "How to enrol into units" guide.

Class registration

Class registration enables you to design a class schedule from available classes.

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*.*

You will find assistance for both options within this document.

To check when Class Registration opens for each session, see the Class Registration web page.

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.

Note: *The Banner at the top of the page provides important information about Class Registration.*

The information under each unit advises how many classes you need to choose for each activity. For example for unit EDU10446, you would need to select two tutorials.

There are 16 activities from 3 units available for class registration.

Unit		Study Requirements	Registration Status	⊞ Expand All
⊟ **EDU10446**	Communicating at University	One 2-Hours 1st Tutorial, One 2-Hours 2nd Tutorial	🔴 No Classes Registered	Register
	1st Tutorial	No class selected yet. You need to select one.		
	2nd Tutorial	No class selected yet. You need to select one.		
⊟ **EDU10447**	Applying Quantitative Concepts	One 2-Hours 1st Tutorial, One 2-Hours 2nd Tutorial	🔴 No Classes Registered	Register
	1st Tutorial	No class selected yet. You need to select one.		
	2nd Tutorial	No class selected yet. You need to select one.		
⊟ **EDU10449**	Issues and Enquiry in Arts and Business	One 2-Hours 1st Tutorial, One 2-Hours 2nd Tutorial	🔴 No Classes Registered	Register
	1st Tutorial	No class selected yet. You need to select one.		
	2nd Tutorial	No class selected yet. You need to select one.		

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.*

Course for [2013 Session 3 ▼] Week Starting [   ] [📅] [Refresh] [💧]   [Generate and Register into clash free classes]

There are two ways to complete your class registration

1. Use the 'Generate and Register into clash free classes' button or the 'Register into all single activities' button to perform an automatic registration into classes for all the selected enrolled components.
2. Use the 'Register' or the 'Change' button to perform a manual registration into classes for each of the selected enrolled components in the Timetable Grid.

You can print your timetable after you complete your registration.

There are 16 activities from 3 units available for class registration.
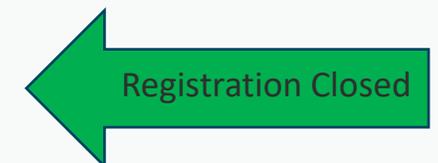
Error

Unable to register into Study Package BIO10662 Ver 1 Activity 1, there are no places available. Contact Student Administration or try again later.

← Error Message

[−] **NRS10466**   Clinical Nursing IV   One 2.5-Hours Numeracy Tutorial, One 2-   🔴 1 Activity Not Registered   [Register]
                                              Hours Nursing Lab   1 Activity Not Available
 ├ Numeracy   Registration Closed
 │ Tutorial
 └ Nursing Lab   No class selected yet. You need to select one.

← Registration Closed

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.*
You are able to manually change your timetable if you want to change to a time in another available class.
You need to save your registration if you manually change your timetabled classes.

Here is an example of a clash free timetable generated for a student

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.

Tip! You can check the web [timetable](#) prior to registering, to identify your potential classes.

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

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

Note: If there is an icon in the corner or the class time box. This indicates that the class has been selected but not yet saved.

Note: Under the unit information, note the registrations here are pending and not saved.

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.

Note: You have successfully registered into the tutorials for the unit when indicated by the ✅ next to the Activity Name

Note: *An orange traffic light next to the unit means that class registration was completed in one activity only. Therefore, class registration for this unit is not yet completed and you need to select more activities.*

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.

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.

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.

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.

If you need help with swapping classes, waitlisting or your class is unavailable for registration, you can contact Client Services.

Client Services

Having trouble?

Contact us!

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

📞 1800 005 687   ✉ enquiry@scu.edu.au

Southern Cross University