Client Services

How to submit a Unit Approval Request (UAR)

This is a guide to assist you with submitting a Unit Approval Request (UAR) at Southern Cross University.

A UAR is used when you are unable to self enrol, this can be due to a number of factors, such as;

- Unit Substitution
- Pre Requisite Waiver
- My Enrolment issues/restrictions
- International student requesting to study Online
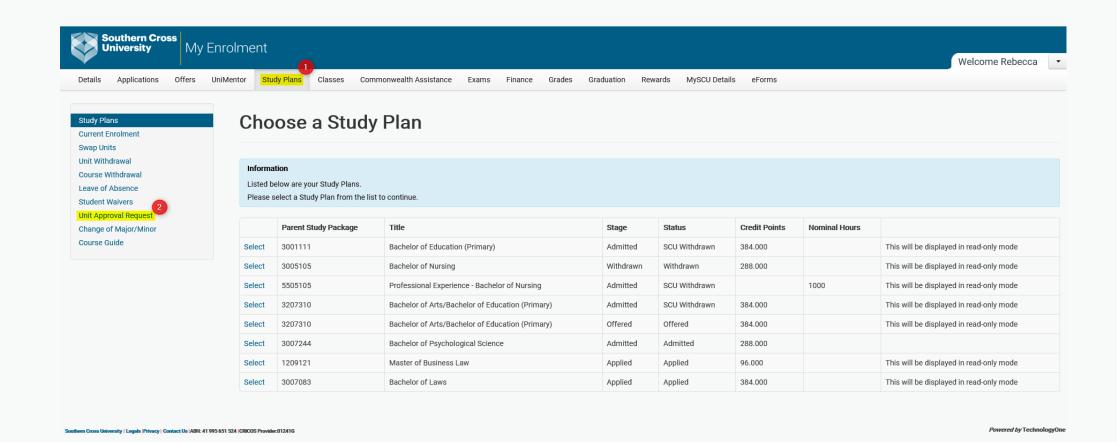- Late Enrolment
- 5 Unit study load request

First Steps

1. Consult your Course Progression* to find out which units to enrol in.
a) Go to www.scu.edu.au/courses
b) Type in your course name and click on your course.
c) Select the 'Course Structure' tab and scroll down to 'Course Progression'.
d) Choose the progression option for your commencement.
e) Make a note of the specified units for enrolment - these are the ones you will choose in My Enrolment.

2. Open and log in to My Enrolment using your student ID and password.

Your unique Student ID (8 digit number) and password are sent to your personal email address, at the time you apply for your course.
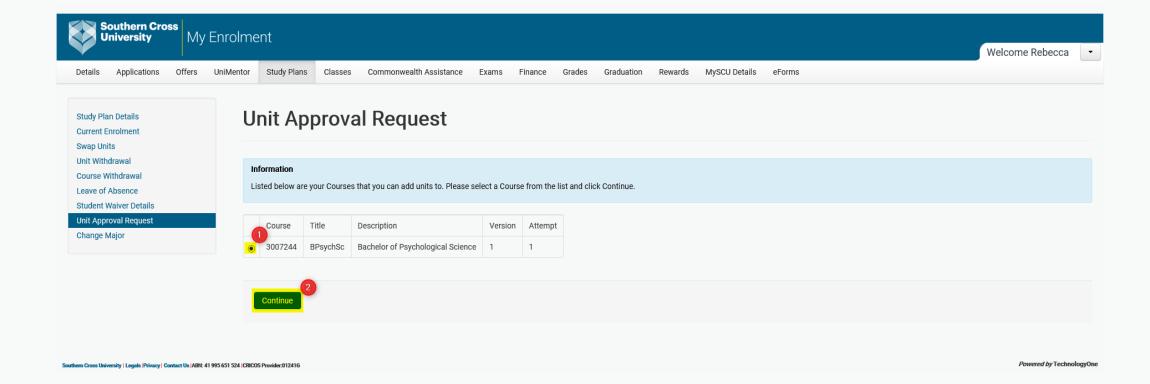
You will be prompted to change the automatically generated password when you first log in to My Enrolment.

Study Plans

3. Navigate to the Study Plans tab. Select *Unit Approval Request* on the left side bar.
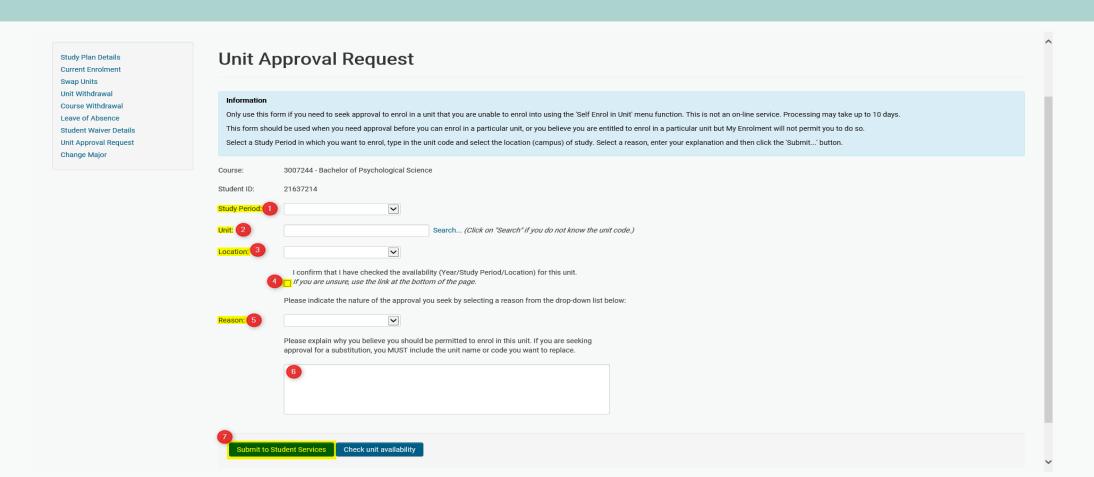
4. Ensure that the course you are admitted into is selected, then click *Continue.*

5. Complete the Unit Approval Request form that presents and click *Submit to Student Services.* It is important that you fill out all sections of this form.

Check unit pre-requisites and availability on our website prior to completing the UAR.

Study Plan Details
Current Enrolment
Swap Units
Unit Withdrawal
Course Withdrawal
Leave of Absence
Student Waiver Details
Unit Approval Request
Change Major

Unit Approval Request

Information

Only use this form if you need to seek approval to enrol in a unit that you are unable to enrol into using the 'Self Enrol in Unit' menu function. This is not an on-line service. Processing may take up to 10 days.

This form should be used when you need approval before you can enrol in a particular unit, or you believe you are entitled to enrol in a particular unit but My Enrolment will not permit you to do so.

Select a Study Period in which you want to enrol, type in the unit code and select the location (campus) of study. Select a reason, enter your explanation and then click the 'Submit...' button.

Course: 3007244 - Bachelor of Psychological Science

Student ID: 21637214

Study Period: **1**   [▼]

Unit: **2**   [   ]   Search... *(Click on "Search" if you do not know the unit code.)*

Location: **3**   [▼]

☐ **4**   I confirm that I have checked the availability (Year/Study Period/Location) for this unit.
If you are unsure, use the link at the bottom of the page.

Please indicate the nature of the approval you seek by selecting a reason from the drop-down list below:

Reason: **5**   [▼]

Please explain why you believe you should be permitted to enrol in this unit. If you are seeking approval for a substitution, you MUST include the unit name or code you want to replace.

6
[   ]

7
[Submit to Student Services]   [Check unit availability]

What happens after you submit your Unit Approval Request?

- If the submission of your UAR is successful, you will receive a confirmation message.
- Your Unit Approval Request will be sent to relevant Academic staff, via your Client Services team, to be assessed and you will be emailed the outcome to your student email account.
- You will be advised via email if your request is approved. You will be advised whether you can self-enrol in the requested unit or if you have been enrolled by us. Please read your emails carefully.
- You will be able to register into your on-campus classes once Class Registration opens for the upcoming session. You will be notified by email when this happens.
- It is recommended that you become familiar with the Key Dates for the current year.

Important notes…

*The Course Progression is a suggested enrolment pattern. If you follow the suggested enrolment pattern you will complete the foundation units before you complete the advanced units and you will not run into any requisite knowledge issues or timetable problems. If you are unable to follow your Course Progression we recommend you contact the Client Services team to discuss the best path for you.

Client Services

Having trouble?

Contact us!

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

📞 1800 005 687   ✉ enquiry@scu.edu.au

Southern Cross University