

# GETTING STARTED AT SOUTHERN CROSS UNI

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## 1 Accept your offer

Southern Cross University will email you a formal letter of offer. You can accept or decline this offer. Depending on the general conditions of your offer, you may be able to defer your offer to the next academic year.

Log into **My Enrolment** using your student ID and password. Your login details are included in your offer email.

Go to the **Offers** tab on the top menu.

Click **View** next to the course you would like to accept, defer or decline. Available courses will state *Offered* under the Offer Status heading.

**Check that the offer details are correct.** If anything is incorrect, please call us on 1800 005 687 before continuing.

Scroll to the bottom of the screen and click **Accept**.

— Congratulations! You are now admitted. —

## Further information

### ACCEPT YOUR OFFER

Accept your offer if the offer details are correct and you intend to start studying at some point in the commencing year. You will have the option to choose your teaching period at a later date.

### DEFER YOUR OFFER

You can defer your offer until the next academic year if you are eligible. Check your offer to see what teaching period and year your course is due to start. You do not have to defer your offer if you are able to start your studies in any teaching period of your commencing year. Simply accept your offer now and enrol in that future teaching period. If you have already accepted your offer but wish to defer, please email [defer@scu.edu.au](mailto:defer@scu.edu.au).

Southern Cross University will contact you regarding your deferred offer about three months before your new offer will commence. Please ensure your telephone and email address details are up to date. If you change your contact details please be sure to let us know by emailing [defer@scu.edu.au](mailto:defer@scu.edu.au) or calling 1800 005 687.

**Note:** If you have applied through QTAC you must advise them that you have deferred or declined your offer.

### DECLINE YOUR OFFER

Decline your offer only if you do not intend to study this course at any point in the future. Investigate options to defer your offer if you are considering studying this course in the future.

### Tip

Mobile phones do not display the full screen. For best results use a computer or tablet to log into My Enrolment.

### What to do if your offer details are incorrect

If anything is incorrect with your offer details, please call 1800 005 687 before you accept, defer or decline your offer.

## My Enrolment

**My Enrolment** is your online student record. Go to [www.scu.edu.au/myenrolment](http://www.scu.edu.au/myenrolment) to log in. Alternatively, you will find a link to **My Enrolment** from the Students home page at [www.scu.edu.au/students](http://www.scu.edu.au/students).

Login details are included in your offer email. **When you first log in you will be prompted to change your password.** If you are unable to log in using the password detailed in your offer letter, please click *Forgotten your login details?* on the **My Enrolment** login screen and follow the steps.

If you're still having trouble logging in, contact the Technology Services Service Desk for assistance on 1800 111 890 or email [servicedesk@scu.edu.au](mailto:servicedesk@scu.edu.au).

## Are your contact details correct?

It's important to check that your contact details are correct in **My Enrolment**. Click the **Details** tab (top left) and select **Contact Details** on the left-hand menu.

## Does your offer have conditions?

If your offer letter lists any specific offer conditions, those requirements will have to be met before you can complete your enrolment.

Send required documents via email to [admissions@scu.edu.au](mailto:admissions@scu.edu.au) or by mail to PO Box 157, Lismore NSW 2480.

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## 2 Arrange your fees

Southern Cross University offers both Commonwealth Supported and Australian Fee Paying places. The type of place you have been offered is detailed in your offer email. The ways that you can pay your fees depends on your citizenship and residency status.

**Apply for a Tax File Number (TFN)** if you don't already have one.

**Determine what you need to do next**, depending on the type of place you have been offered.

- **Commonwealth Supported:** Complete your HECS-HELP form to accept your Commonwealth Supported place. Students eligible to defer fees should also complete an SA-HELP form *before* enrolling in units. If deferring, you **must** enter your TFN number.
- **Australian Fee Paying:** Enrol in your Australian Fee Paying units (Step 3), then return to Step 2 to arrange your fees. Australian citizens can defer their fees by lodging a FEE-HELP form.

**Arrange for the payment of your fees.** There are three ways to pay your fees *depending on your eligibility*:

- **Upfront payment:** Generate your invoice in **My Enrolment**, under the **Finance** tab, up to 90 days prior to Census Date.
- **Deferred payment:** Apply for HECS-HELP, SA-HELP or FEE-HELP, under the **Commonwealth Assistance tab**. Enter your TFN.
- **Partial Payment:** Generate your invoice in **My Enrolment**, under the **Finance** tab. Make payment for the partial amount and apply to defer the balance to either HECS-HELP or FEE-HELP, under the **Commonwealth Assistance tab**, .

**Arrange for the payment of your Student Services and Amenities Fees (SSAF).**

Students eligible to defer should complete an SA-HELP form to defer the SSAF to the SA-HELP loan scheme prior to enrolling. You can choose to pay SSAF upfront by the due date by generating an invoice under the **Finance** tab in **My Enrolment**.

— Financial step completed! Now it's time to enrol. —

### Additional course fees and costs

There may also be specific costs associated with your course. These can include textbooks, field trips, specialised equipment or travel for compulsory workshop or residential activities.

### Don't have a Tax File Number (TFN)?

A Tax File Number (TFN) is required for applications to defer your fees via HECS-HELP, FEE-HELP or SA-HELP loans.

Apply for a Tax File Number (TFN) at any Australia Post or online at [www.ato.gov.au](http://www.ato.gov.au).

## Further information

### COMMONWEALTH SUPPORTED

A Commonwealth Supported Place means that the government subsidises the cost of your units and you pay the balance. The balance is called the Student Contribution.

Commonwealth Supported Students can pay the Student Contribution upfront or access the HECS-HELP loan scheme to defer payment until you earn an income specified by the government.

Not all Commonwealth Supported Students are eligible for HECS-HELP. If you are a Permanent Resident of Australia or a New Zealand citizen who did not arrive in Australia as a dependent child, you must pay your Student Contribution upfront and in full.

All Commonwealth Supported Students must complete a HECS-HELP form regardless of whether they choose to pay fees upfront or defer them to a HECS-HELP loan. Students eligible to defer should also complete an SA-HELP form. New HELP forms are required each time you begin a new course. Find the HELP forms under the Commonwealth Assistance tab in **My Enrolment**.

### FEE PAYING

Fee Paying students pay upfront or if eligible, can apply for FEE-HELP by completing the form found under the Commonwealth Assistance tab in **My Enrolment**. As a fee paying student you should first enrol in your selected units (*Step 3*) and then choose your payment method (*Step 2*).

Domestic fee-paying students may be eligible for FEE-HELP, a loan to cover all or part of their tuition fees. You begin to make repayments when you earn an income specified by the government.

There is a FEE-HELP limit on the amount you can choose to defer. FEE-HELP loans are interest free, however a loan fee will apply to undergraduate students.

FEE-HELP is available to Australian citizens and holders of Permanent Humanitarian visas. It is not available to New Zealand citizens who did not arrive in Australia as a dependent child, or Permanent Residents of Australia, unless undertaking bridging study for overseas trained professionals.

## Student Services and Amenities Fee (SSAF)

SSAF is a compulsory fee which covers essential non-academic amenities and services that enrich the student experience. A number of preparatory courses are exempt from the SSAF. Students who are incarcerated and International students studying at Southern Cross University Melbourne, Sydney, Perth or offshore are also exempt.

The Student Services and Amenities Fee (SSAF) is charged in Session 1 and 2 each year and must be paid each session by the due date. The amount depends on your study load and whether you study on or off campus.

You can choose to pay your SSAF each session by the due date, or eligible students should apply to defer the SSAF to the SA-HELP loan scheme. Full payment, or approval of an SA-HELP application, must occur before the due date to avoid fee sanctions which can include withholding of transcripts and final grades.

## Apply for HECS-HELP, FEE-HELP and SA-HELP

In **My Enrolment** click on the **Commonwealth Assistance** tab, then click **Add New** next to your admitted course and complete the relevant form.

Find more information regarding Commonwealth Supported Places, HECS-HELP, FEE-HELP and SA-HELP at [www.studyassist.gov.au](http://www.studyassist.gov.au).

## Making payments

The due dates for fees are listed on your enrolment invoice which is found under the **Finance** tab in **My Enrolment**.

You are able to pay by phone, BPay, in person or online.

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## 3 Select your units

Selecting your study units is the process of enrolling at Southern Cross University. Enrolment opens at least four months before your studies commence and activates your student account so you can access MySCU.

**Consult your Course Progression** to find out which units to enrol in. Find your course at [search.scu.edu.au/courses](https://search.scu.edu.au/courses), select the Course Structure tab and scroll down to Course Progression. Make a note of the specified units.

Log in to **My Enrolment** using your student ID and password.

Click the **Study Plans** tab on the top menu.

Click **Select** next to the course with *Admitted* status.

**Select the units and location you wish to study using the drop-down options.** Place a tick in the checkbox next to the units, found on the right-hand side of the screen.

Click **Enrol** at the bottom of the screen.

Click **Confirm your enrolment**.

Click **Current enrolment on left-hand side menu** to check your enrolment and census date.

Generate a *proof of enrolment* for your records by selecting **Email my Enrolment advice**.

— You are now enrolled! —

## Further information

### COURSE PROGRESSION

Find your course at [search.scu.edu.au/courses](https://search.scu.edu.au/courses), select the **Course Structure** tab and scroll down to Course Progression. Make a note of the specified units as these are the ones that you'll need to choose within **My Enrolment**.

The units are not listed in the order in which you should enrol but every course has 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 — so you will be able to complete your studies on time.

Suggested enrolment patterns may differ depending upon the specialisation, stream or major you are undertaking and which teaching period you commence your course, so be sure to follow the one that matches your study needs.

### What's MySCU?

**MySCU** is your online learning space, the home for all your learning sites and the place for you to collaborate with staff and fellow students.

## Get organised for the whole academic year

Southern Cross University recommends that you plan your studies in advance and enrol in units for the full academic year (all teaching periods).

You will be self-managing your enrolment online in **My Enrolment** and you can change your enrolled units, add more units or withdraw from units up until the start of each teaching period. Consider how much time you can allocate to your studies and how many units you can fit into your life.

Although a unit may be listed in your Course Progression as available in a certain teaching period, it is always a good idea to check the availability of a given unit when planning your studies. Visit [search.scu.edu.au/units](https://search.scu.edu.au/units) to see when and where a specific unit is offered.

## What you should know about Census Date

Census Date is the date that your unit enrolment is finalised and you incur a fee debt. If you've deferred your fees to the Government via one of the HELP schemes, Census Date is when your enrolment is reported to the Government.

If you withdraw from a unit after Census Date you will incur the full cost of the unit and academic penalties.

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## 4 Get prepared

### Nominate your exam centre

You need to choose which exam centre you want to attend to sit your exams.

Log in to **My Enrolment** and click the **Exams** tab at the top of the page.

Click **Exam Centre Change**.

Choose and select an exam centre from the drop-down list and click **Continue**.

**NOTE:** If you relocate you will need to update your exam centre.

### Register for classes

**NOTE:** Only required if you're studying on campus or need to attend residence or intensives.

Timetables are available at [scu.edu.au/timetables](http://scu.edu.au/timetables) in the weeks before study commences. Check the classes for each unit and plan a timetable that suits your schedule. Now you are ready to register.

Log in to **My Enrolment** click the **Classes** tab on top menu.

Click **Register** on the units that have requirements or you can choose to automate the process by selecting the clash-free timetable option.

Click the **green + sign** of the class you wish to register for and then click **Save**.

**Confirm your class registration** by checking the colour next to each enrolled unit.

- You've successfully registered for all your available activities in each unit.
- You have registered for some (but not all) of your available activities in each unit, or are waitlisted for one or more activities.
- You either haven't registered for any activities or the classes may not have opened yet.

### Final preparations

There are some final activities you should aim to complete before you start your studies at Southern Cross University.

**Check whether your course has any residential requirements.** Search [search.scu.edu.au/courses](http://search.scu.edu.au/courses) to find your course information page and check the **Summary** section on the left-hand side or the **Schedule of units** under the **Course Structure** tab.

**Check whether your course has any professional placement requirements.** Refer to your school for any placement requirements.

To **find what text books you need for your studies**, search for units at [search.scu.edu.au/units](http://search.scu.edu.au/units) and scroll down to the **Prescribed texts** information. You can order books from our on campus bookshops, or buy new or used versions online.

**Apply for your Student ID Card.** Read the *Terms and Conditions* at [www.scu.edu.au/idcards](http://www.scu.edu.au/idcards) before you submit your form.

**Work through the Navigating SCU Systems module** to get a grasp of the technology that you'll use at Southern Cross University. Visit [www.scu.edu.au/navigatingscusystems](http://www.scu.edu.au/navigatingscusystems).

**Work through the New to Southern Cross University modules** to understand what you can expect of life and study at Southern Cross University, available at [www.scu.edu.au/newtoscu](http://www.scu.edu.au/newtoscu).

**Sign up to the UniMentor Program** if you'd like to connect with a second or third year student who is studying the same course as you and has all the experience and knowledge to help guide you through your first year. For more information visit [www.scu.edu.au/mentor](http://www.scu.edu.au/mentor).

**Plan for and attend Orientation.** Orientation is a great way to meet new people, find out about your course before you start studying and get to know what services are available to you as a student at Southern Cross University. Visit [www.scu.edu.au/orientation](http://www.scu.edu.au/orientation) for more information.

— You are ready to start! —

### Still have questions?

If you have any queries, please email us at [enquiry@scu.edu.au](mailto:enquiry@scu.edu.au) or call 1800 005 687.