STUDENT ENROLMENT CHECKLIST

CANBERRA CAMPUS

☐ ACCEPT (OR DEFER) YOUR OFFER
canberra.edu.au/future-students/accept-your-offer

☐ GRAB A PASSWORD
call (02) 6201 5500 or 1300 301 727 if you do not already have one

☐ ATTEND YOUR COURSE ADVICE SESSION DURING ORIENTATION
for important course information canberra.edu.au/orientation

☐ LOG INTO MYUC
and follow the Self-Enrolment process

☐ SELECT YOUR TUTORIALS AND CREATE YOUR TIMETABLE

☐ CHECK/PAY ANY FEES USING YOUR ONLINE STATEMENT OF ACCOUNT
invoices are not mailed – they are only available on MyUC

☐ ACTIVATE YOUR STUDENT EMAIL ACCOUNT
all university email communication is sent to this account, so please check regularly

☐ CHECK OUT YOUR MOODLE ACCOUNT
for your academic materials (including unit outlines)

☐ ORDER AN ID CARD
DIFFICULTY RESPONDING TO YOUR OFFER?

The Student Centre can help if you have difficulty accepting, deferring or rejecting your offer online. Please email student.centre@canberra.edu.au with the following information:

- Your full name
- Your Date of Birth
- Your Course Name, and
- If you want to ACCEPT, DEFER or REJECT your offer.

UNSURE IF YOU CAN DEFER?

Most courses (both undergraduate and postgraduate courses) may be deferred. To confirm that your course may be deferred and to submit your application to defer, please visit canberra.edu.au/student-services/deferral.

University of Canberra will confirm your request to defer by e-mail and contact you in a timely manner regarding later acceptance. Please e-mail Deferrals@canberra.edu.au for more information.
If you accept your offer online, you should automatically be issued with a password. If you have accepted your offer in any other way and do not have a password, you can obtain one from the ServiceDesk or Student Centre. Call us on (02) 6201 5500 or 1300 301 727.

Your password will be eight characters long and will include numbers, letters and special characters. Normal alphabetic characters are case sensitive.

To change your password, log into MyUC. Go to ‘Quicklinks’ under any of the navigation tabs and select ‘Change UC Password’.
COURSE ADVICE

You will need to know which classes (units) to enrol in for your degree. Course convenors will hold sessions during orientation week where you will be advised of the first units you need to enrol in.

Missed your Course Advise session? You can search for your typical study pattern on the courses and units database. This typical study pattern outlines the units you would study, if you are a new student and have not undertaken previous study.

Still unsure about which units you need to study? See your faculty drop-in times.
WHAT IS MYUC?

MyUC is an online student information system, where students can:

- Access UC student email, Moodle and other study tools
- View current enrolment information and academic history
- Download a statement of account
- Enrol in subjects for future semesters
- Update personal information including addresses and telephone numbers
- View library borrower record
- View internet access account

HOW DO I LOG ONTO MYUC?

MyUC may be accessed both on and off-campus. To log in, you need to:

- Have accepted your offer
- Know your username (your ID number starting with a lowercase ‘u’. e.g. u1234578)
- Have received a password (eight characters long).
SELF-ENROLMENT PROCESS: TEN STEPS

If you are not comfortable enrolling online for the first time, you may leave your enrolment until orientation week, when University staff will be able to assist you. Alternatively, you can follow the steps set out below.

1. LOG IN TO MYUC
   • Select the ‘Current Students’ tab, then enter your details in the login screen
   • Enter your username (e.g. u1234567), password and hit ‘LOGIN’

   HINT: Make sure you have included the lowercase ‘u’ before your student number (e.g. u1234578).

   [Image of log in screen]
2. ENTER THE ENROLMENT SCREEN

- Click on 'Enrolments & Timetable' from the toolbar

- Click on 'Self Enrolment' from the menu on the left hand side of the page.
3. **SET YOUR COURSE COMPLETION DATE**

Click on the ‘Course’ link:

- Confirm your course completion date and your course details
- This information is important as it is used by Student Administration and Planning to identify you for course completion. If your expected completion date or period changes please ensure you update the relevant information on this page as soon as possible to ensure you are identified correctly for graduation

![Student Course Attempt Maintenance](image)

- When you are satisfied these details are correct, click 'Submit'
- The page will refresh and a green tick will appear at the bottom of the page
- You may only proceed when you see this tick – this applies to all steps
- When complete, hit ‘Next Step: Disclaimer’.
4. AGREE TO THE DISCLAIMER

- Please read the Disclaimer carefully
- Then click the blue ‘Confirm’ button
- After the green tick appears, select ‘Next Step: Declaration’.

Disclaimer

PLEASE READ THE FOLLOWING LEGAL NOTICE BEFORE PROCEEDING

This system is for authorised access only. Your access is restricted to your personal logon ID and password. It is an offence to use the logon ID and password of any other student to log on to the system.

If you do not agree with any of these conditions, close down your browser to quit.

The University is responsible for providing accurate information, as well as advice and support, but it is the responsibility of students to ensure that all details of their enrolment are correct.

The University will not accept any liability for unauthorised access or failure of students to ensure accurate enrolment details.

, please click on the button to accept these conditions and proceed with enrolment.

Complete. Click on the next step at the bottom of this page.

Previous Step: Course  Next Step: Declaration

Re-enrolment Navigation (back to all Self-enrolment steps)
5. ACCEPT THE DECLARATION

- Please read the Declaration carefully
- Then click the blue ‘Confirm’ button
- After the green tick appears, select ‘Next Step: Government Statistics’.

Complete. Click on the next step at the bottom of this page.
6. ANSWER THE GOVERNMENT STATISTICS

- All students are required to complete a Government Statistics form
- Some of the answers have been completed for you, however, please check each answer carefully
- Please provide answers to all questions.

### Government Statistics

**Student ID:**

**Name:**

The Higher Education Support Act 2003 (HESA) requires all students enrolled in a Higher Education Provider (HEP) to complete and submit the government statistics questionnaire. The University is required to collate and provide the statistical data up to five (5) times a year.

Check your Government Statistics and Disability Details and amend if necessary. You must select the Update button when you have finished.

*Please turn off browser pop-up blockers for this page so that you can view any error messages that may be displayed.*

Go to bottom of page

1. Are you of Aboriginal or Torres Strait Islander descent?
   - Neither Aboriginal nor Torres Strait Islander Origin
   - Of Aboriginal and Torres Strait Islander Origin
   - Of Aboriginal Origin
   - Of Torres Strait Islander Origin
HINT – QUESTION 5

• If you were ‘Born in Australia’, please ensure that you have also selected the ‘Never arrived in Australia’ option.

• If you were not born in Australia, please select the appropriate overseas country from the dropdown menu and type in your year of arrival.

5. In what country were you born? When did you arrive in Aust?

- Born in Australia (If born in Australia, you must also tick the “Never arrived in Australia” box)

- Overseas Country

- Year Of Arrival in Australia

- Never arrived in Australia
HINT - QUESTION 7

• If you do not have accessibility requirements, please ensure that you have ticked the first box.
• If you do not want to disclose your accessibility status, please tick the first option. You may wish to contact the Inclusion and Welfare office for a confidential discussion.
• You can also email the Inclusion and Welfare office: inclusion@canberra.edu.au or call (02) 6201 5233.

7. Please specify whether or not you have a disability and whether you would like the University to contact you regarding support services that may be available to you.

☐ No, I do not have a disability

OR

☐ Hearing Impairment
☐ Learning Impairment
☐ Medical Impairment
☐ Mobility Impairment
☐ Other Disability
☐ Psychiatric Illness
☐ Vision Impairment

☐ Please contact me
HINT - QUESTION 8
• List the postcode for your home residence during Year 12 (or equivalent)
• Do not complete if you did not live in Australia.

8. Where was your permanent home residence during Year 12?
Postcode: 2560
Suburb/Town: GOULBURN

HINT - QUESTION 9
• Select the relevant previous level of study
• Ensure you have also stated your ‘Last year of enrolment’.

9. What is the highest level of participation in education you undertook prior to this course?
   ○ A complete Higher education postgraduate course
   ○ A complete Higher education bachelors degree course
   ○ A complete Higher education sub-degree course
   ○ An incomplete Higher education course
   ○ A complete final year of secondary education course (at school or at TAFE)
   ○ A complete other qualification or certificate of attainment or competence
   ○ No prior education attainment
   ○ A complete TAFE (VTE) award course
   ○ An incomplete TAFE (VTE) award course
   Last year of enrolment was: 2010
HINT – QUESTION 10
• Please specify whether you have completed your final year of secondary education
• Ensure you also state the last year that you were enrolled.

10. Have you completed your final year of Secondary Education?
    ☐ No
    ☐ Yes

If so, please specify the last year enrolled: 2003

HINT – QUESTION 11
• Please select the most relevant answer from the drop down menu in relation to your parent/guardians highest level of educational participation.

11. What is your Parent/Guardian Highest Educational Attainment?
Parent/Guardian 1: [Female Parent/Guardian - 2. Completed Year 10 or equivalent]
Parent/Guardian 2: [Male Parent/Guardian - 1. Did not complete Year 10 or equivalent]

FINISH GOVERNMENT STATISTICS
• Double check your answers
• Then click the blue 'Confirm' button
• After the green tick appears, select 'Next Step: 'Units'
• If a pop-up box appears, please re-enter your answers and hit the ‘Confirm’ button again

Complete. Click on the next step at the bottom of this page.
To modify any of the above details, make your changes and press the Update button.
Update
7a. COMPLETE A COMMONWEALTH ASSISTANCE FORM  
**DOMESTIC STUDENTS ONLY - INTERNATIONAL STUDENTS GO TO STEP 9**

All new Commonwealth Supported Students are required to complete this form (International students need NOT complete this form). You are required to supply your Tax File Number (TFN) – if you do not have a TFN, you must apply for one with the Australian Taxation Office and submit proof of your application to the Student Centre before the end of Week 1.

If you are an Australian citizen, permanent visa holder or New Zealand citizen with a Commonwealth Supported Place, you must complete a Commonwealth Assistance Form before COB Friday, Week 1.

Please ensure that you supply your Tax File Number and select your payment option.

Please note, permanent residents and New Zealand citizens CANNOT defer their fees using HECS-HELP/FEE-HELP.

**NOTE:** If you are eligible for FEE-HELP, the relevant form will appear on this page. If you wish to apply for FEE-HELP, this form must be completed prior to the Census date. If you do not wish to apply for a FEE-HELP loan, you are not required to fill out this form. Your fees must be paid by census date if you do not apply for FEE-HELP. For more information regarding FEES and Contribution please see our Fees and Contributions page canberra.edu.au/future-students/courses/glossary/fees-and-contributions.

**WHAT IS A COMMONWEALTH SUPPORTED PLACE (CSP)?**

A Commonwealth supported place is a higher education place for which the Commonwealth makes a contribution towards the cost of a student’s education. Commonwealth supported places are only available to domestic students. If you are an Australian citizen, permanent visa holder or New Zealand citizen and meet the residency requirements you are eligible for a CSP. Your offer letter will state whether you have been offered a CSP or not.
Eligible students are able to defer their Student Services and Amenities Fee (SSAF) through a HELP loan scheme similar to HECS-HELP and FEE-HELP called SA-HELP. This form must be submitted before the Census date of the current semester.

You need only complete the SA-HELP form once per course. If you would like to change payment options at a later date, please email student.centre@canberra.edu.au for assistance.

**WHAT IS THE STUDENT SERVICES AND AMENITIES FEE?**

The Student Services and Amenities Fee (SSAF) is an annual fee charged by Australian Universities to assist in providing a range of student support services. For details on what the SSAF will be used for throughout the year visit the SSAF webpage canberra.edu.au/future-students/courses/glossary/fees-and-contributions/student-services-and-amenities-fee-ssaf
8. ADD MAJORS

- This step is not compulsory. If you are unsure whether you are completing a major or not, please contact your course convenor for discussion.
- If you are completing a major and you wish to have it listed on your transcript, click on ‘Select new unit set’.
- Then search for your major by ‘Unit Set Code’ or ‘Unit Set Title’.
- Once you find the correct major click ‘Add’.
- Then click ‘Confirm’.

Maximum number of enrolled primary unit sets allowed is: 6

<table>
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<tr>
<th>Unit set Code</th>
<th>Version</th>
<th>Title</th>
<th>Category</th>
<th>Selection Date</th>
<th>End Date</th>
<th>Status</th>
<th>Action</th>
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<tbody>
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<td>MJ0014</td>
<td>2</td>
<td>Major in Business Management (Restricted)</td>
<td>MAJOR</td>
<td>13/07/2013</td>
<td>12/03/2015</td>
<td>ENDED</td>
<td>REINSTATE</td>
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<tr>
<td>MJ0029</td>
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<td>Major in Corporate and Commercial Law (Restricted)</td>
<td>MAJOR</td>
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<td>15/06/2014</td>
<td>ENDED</td>
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<td>Major in Public Sector Management</td>
<td>MAJOR</td>
<td>12/03/2015</td>
<td></td>
<td>COMPLETED</td>
<td></td>
</tr>
</tbody>
</table>
9. ENROL IN UNITS

• Enter the relevant unit code in the ‘Search for a Unit Code’ field
• Once the unit has been found, tick the ‘Add’ box
• Then click ‘Add to Enrolment’

NOTE: Please ensure you have added the correct unit for the current semester (e.g. 2017/S2 = Semester 2, 2017)

• Repeat the process above for all required units
• Check all units under your enrolment are correct
• Then click the blue ‘Proceed to Confirmation’ button
• Click ‘CONFIRM’
• Once you have confirmed your enrolment, you can continue onto your tutorial selection.
ENROLMENT NOT CONFIRMED?

- If a message appears stating that a unit enrolment attempt is ‘Invalid’ or has a ‘Breach’, the units may have a pre-requisite, a co-requisite or may be unavailable for another reason
- You can apply for a Waiver of Unit Rule or you can choose another unit.

TO APPLY FOR A WAIVER:

- Click on the ‘Apply for Waiver Link’
- Enter a reason to support your enrolment in this unit. For example, you have already done the prerequisite or been given an exemption from a previous unit
- An email will then be sent to the unit convenor with your reason and you will be contacted by email with an outcome pending the unit convenors response
- To apply for a waiver, click on the ‘Apply for a Waiver Link’
- Enter a reason to support your enrolment in this unit. For example, you have already done the prerequisite or given exemption from a previous unit
- An email will be sent to the unit convenor with your reason and you will be contacted by email regarding your enrolment in the breached unit.

<table>
<thead>
<tr>
<th>Year</th>
<th>Code</th>
<th>Type</th>
<th>Enrolled</th>
<th>Fee</th>
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<td>7030</td>
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<td>3.000</td>
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<tr>
<td>2016/1</td>
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<td>ON-CAMPUS</td>
<td>3.000</td>
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<td>ON-CAMPUS</td>
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<td>INVALID</td>
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<td>3.000</td>
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<tr>
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<td>ON-CAMPUS</td>
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<td>2016/1</td>
<td>7030</td>
<td>BRUCE</td>
<td>FLEXIBLE</td>
<td>3.000</td>
</tr>
</tbody>
</table>
SELECT YOUR TUTORIALS AND CREATE YOUR TIMETABLE

Enrolments & Timetables

Welcome to your UC enrolment and timetabling. Before enrolling for the first time please attend your course advice session during orientation week or contact your course convenor about the units you wish to study.

Self Enrolment

You will need to confirm or complete each Self Enrolment step prior to enrolling in your units for the first time. If you need assistance, please don’t hesitate to contact the Student Centre via Email: studentcentre@canberra.edu.au or phone 1000 001 123.

Confirmation of Enrolment

Confirm and print your enrolment for the current academic period.

UC Tutorial System - Personal Timetable and Class Selection

Allocates+
Your current enrolment details are shown along the left-hand side of the screen. Each subject should show a number of activity groups (lectures, tutorials, etc.). Each activity group will contain a number of activities, of which you must attend one.

- Where there is more than one option available to you, you will need to nominate your preferred time.
- You will not be able to select a session listed as ‘Full’.
- If there is only one option for that class type, you will be automatically assigned.
- University policy states that you cannot clash core units on your timetable.

### Student Timetable Allocation

![Image of Student Timetable Allocation](image.png)

BACK TO CHECKLIST
CHECK YOUR FEES

• Your ‘statement of account’ will not be mailed to you. It is only available for downloading from MyUC
• Most UC students will be charged the **SSAF**. This fee will be itemised on your statement of account
• All upfront payments must be finalised by Friday Week 1
• For international students, all payments must be finalised by Friday Week 1
• If you are making an upfront payment, please refer to the total amount due, rather than the assessed amount.

PAYING YOUR FEES

• Go to MyUC and select ‘Fees and Payments’
• Select ‘current statement of account’, on the left hand side of the screen
• Download PDF version and print (please note the PDF will take a few seconds to load)
• Action this statement of account accordingly – you may either pay your fees upfront or just retain a copy for your records

Please refer to the details on the bottom of your statement of account for payment options.
ACTIVATE YOUR EMAIL ACCOUNT

• When contacting the University via email, you must use your UC student email account only
• All important student information will be sent to your UC student email account.

Please check your emails regularly for important information.

• Click on 'Email'
• Follow the steps to activate your student email account
• Your email account can be accessed via MyUC or directly at uni.canberra.edu.au
• Your email address will consist of your studentnumber@uni.canberra.edu.au
  For example: u1234567@uni.canberra.edu.au
• An alias (consisting of a combination of your given names) may be made available, upon request via the service desk servicedesk@canberra.edu.au or (02) 6201 5500.
**ID CARD**

- To order an ID card, submit your photo online
- You will be able to upload your own photo, and submit it for approval. Your photo will be rejected if it does not meet requirements

**HINT:** your photo needs to be similar to a passport photo. Head and shoulders must be visible, and have sufficient lighting.

- You will be notified by email when your student ID card is available for collection from the Student Centre
- You will need to provide a driver's license (in English) or passport to collect your ID Card.