



DUCERE  
GLOBAL BUSINESS SCHOOL



UNIVERSITY OF  
CANBERRA

# STUDENT ENROLMENT GUIDE

UNIVERSITY OF CANBERRA IN PARTNERSHIP WITH DUCERE

THIS GUIDE WILL TAKE YOU STEP-BY-STEP THROUGH HOW TO ENROL IN YOUR UNITS, PAY YOUR FEES AND PROVIDE YOU WITH OTHER TIPS AND HINTS ON HOW TO MANAGE YOUR STUDIES.



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## WHAT YOU WILL NEED TO ENROL

### NEW STUDENTS:

- Accepted your offer online
- MyUC login details
- A Tax File Number (if you are applying for HECS-HELP/SA-HELP)\*
- First unit details from the Ducere Welcome email (Unit code and associated flexible period)

### CONTINUING STUDENTS:

- Student ID number
- MyUC password
- Unit allocation information from Ducere (Unit code and associated flexible period)

*\*Please visit [www.studyassist.gov.au](http://www.studyassist.gov.au) for eligibility requirements*



### HELPFUL HINT

If you haven't been provided with a University of Canberra Student ID number or password, please contact the University of Canberra Student Centre on 1300 301 727.



## WHAT IS MYUC?

MyUC is an online student information system where students can:

- Access UC student email and other study tools
- View current enrolment information & academic history
- Download a statement of account
- Enrol in subjects for future teaching periods
- Update personal information

**LOGIN to MyUC**

All queries regarding MyUC, need to be directed to the University of Canberra Student Centre:  
Student.Centre@canberra.edu.au | 1300 301 727

## WHAT IS A LEARNING MANAGEMENT SYSTEM (LMS)?

The LMS is used to deliver unit materials online. The Ducere LMS allows students to:

- Engage with their academics
- View learning material and assessment items
- Download study schedules
- Submit assessment items
- Watch webinars

**LOGIN to the LMS**

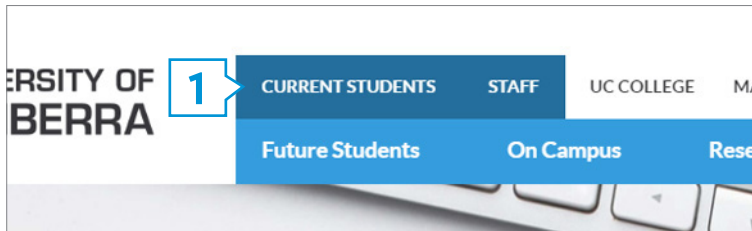
All queries regarding the LMS need to be directed to the Ducere Support:  
BA Support@ducere.edu.au | 1300 382 373



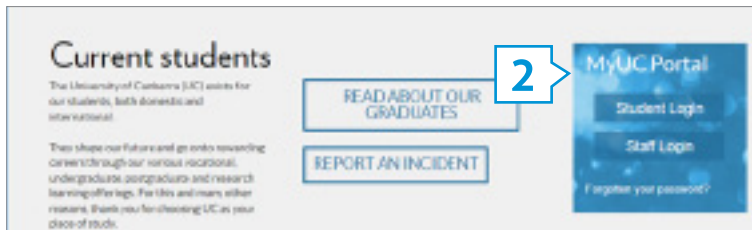
## SELF-ENROLMENT PROCESS

### STEP 1 - LOGIN TO THE STUDENT PORTAL

Login to MyUC by selecting the 'Current Student' tab from [www.canberra.edu.au](http://www.canberra.edu.au).



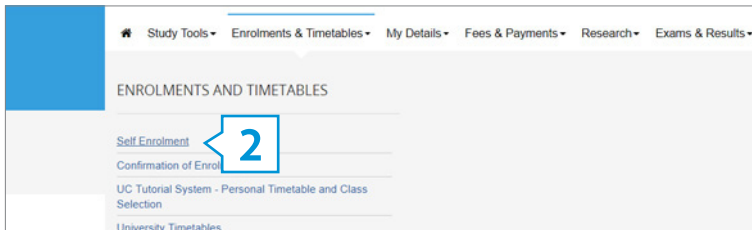
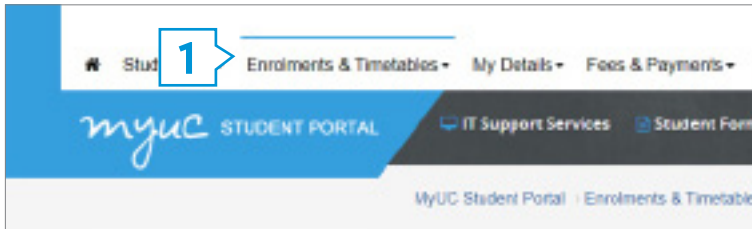
Enter your username (e.g. u1234567), password and hit 'LOGIN'. Make sure you have included the lowercase 'u' before your student number.





## STEP 2 - NAVIGATE TO SELF-ENROLMENT

Click on 'Enrolments' & Timetable' from the toolbar, and select 'Self-Enrolment' from the sub menu.





### STEP 3 - SELECT YOUR COURSE AND ACADEMIC PERIOD

Select the course in which you wish to enrol in by selecting the relevant academic year and course code. If you have only studied/applied for one course, you should only have one option to select.

You will be taken to the self-enrolment navigation. All steps (except the 'Majors') step in self-enrolment **MUST** be completed before your enrolment is finalised.

Course Selection

Student ID:  
Name:

Please nominate the course and year you want to enrol in by selecting one of the course code links below. Please note you should enrol for the whole of the year.

Course:	ICT333 - Master of Information Technology and Systems
Selected Enrolment Calendar Year:	ENROLMENT
Academic Period:	2018

Course:	ICT333 - Master of Information Technology and Systems
Selected Enrolment Calendar Year:	ENROLMENT
Academic Period:	2018

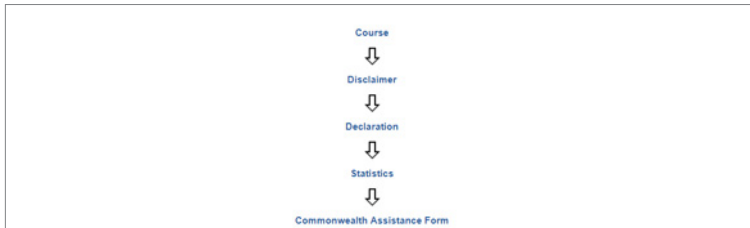
1

2



## STEP 4 - CLICK ON 'COURSE' LINK

Confirm your course completion date and your course details. This information is used by the University of Canberra to identify you for graduation. If your expected completion date or period changes please ensure you update this information as soon as possible to ensure you are identified correctly for graduation.





## STEP 5 - CONFIRM DISCLAIMER


Please read the disclaimer carefully, then click the blue 'Confirm' button. After the green tick appears, select 'Next Step: 'Government Statistics'.

Information may be disclosed to them. See UC's Privacy Policy (available at [www.canberra.edu.au/privacy](http://www.canberra.edu.au/privacy)) for more information.

We have a range of IT, procedural and contractual safeguards in place to protect your personal information. If we do not disclose your personal information, we may be unable to complete your admission, enrolment or course completion processes.

By clicking the button below, you consent to UC using and disclosing your personal information as described above and in UC's Privacy Policy. For more information, please call UC's Privacy Officer on 02 6201 5111 or email at [privacy@canberra.edu.au](mailto:privacy@canberra.edu.au).

**1** 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 **2** Next Step: Declaration

Re-enrolment Navigation (back to all Self-enrolment steps)

## STEP 6 - CONFIRM DECLARATION

Please read the Student Declaration carefully, then click the blue 'Confirm' button. After the green tick appears, select 'Next Step: 'Statistics'.

## STEP 7 - GOVERNMENT STATISTICS

All students are required to complete a Government Statistics form. Some of the answers have been pre-populated for you, however please check each answer carefully. You will need to provide answers to all questions before proceeding.





## STEP 8 - COMMONWEALTH SUPPORT & HIGHER EDUCATION LOAN PROGRAM

*Domestic Students Only – International students proceed to Unit Selection*

All domestic undergraduate students will need to complete a Commonwealth Assistance Form. By signing this form, you are accepting your Commonwealth supported place. This form is also used to nominate whether you wish to defer your fees through a HECS-HELP loan or pay your student contribution upfront.

[HECS-HELP \(Please refer to page 12\)](#)

If you elect to defer your fees through HELP, you are required to supply your Tax File Number (TFN). This form must be submitted with your TFN by the end of week one.

[SA-HELP \(Please refer to page 12\)](#)

The Student Services and Amenities Fee (SSAF) is a fee that universities can charge for services of a non-academic nature, such as online support resources, disability and welfare support. Eligible students are able to defer their SSAF through SA-HELP. This form must be submitted with your TFN by the end of week one. If you want to pay your SSAF upfront, please do not complete this form.



## STEP 9 - SELECT YOUR UNITS

Enter the relevant unit code in the 'Search for a Unit Code' field. Please refer to the unit allocation information provided by Ducere for unit details. Once the unit has been found, tick the 'Add' box. Ensure you select the correct teaching period (eg; 2018/P4 for Teaching Period 4). Click 'Add to Enrolment.'

Repeat this process for all units you wish to enrol in. Click the blue 'Proceed to Confirmation' button. Please be aware that a maximum of two units can be enrolled into any given teaching period.

## STEP 10 - CONFIRM YOUR ENROLMENT

Click 'CONFIRM' to finalise your enrolment. Your enrolment will not be registered until the confirmation has been submitted. You can check your enrolment by selecting 'Confirmation of Enrolment' from the menu on the left of your page.



## PAY YOUR FEES

Your statement of account/invoice will be available for you to access through MyUC.

It is your responsibility to check and pay your fees each teaching period.

### FOR THE CURRENT TEACHING PERIOD

Select 'Current Statement of Account' under the 'Fees and Payments' tab from the navigation menu.

Your statement of account will load - Please note that this can take a few moments. For payment details, scroll to the bottom of your invoice and click on the 'PDF Version' link (under 'How do I pay this invoice?'). The PDF invoice will outline payment details including your personal reference number (either BPAY or PostBill Pay reference).

### FOR PREVIOUS TEACHING PERIODS

STEP ONE: Select 'Historic Statement of Account' under the 'Fees and Payments' tab from the navigation menu.

STEP TWO: Select the teaching period you wish to view and then click on the 'Display SOA' button. To save a copy of this invoice click on the 'Get PDF Version'.



## WHAT IS HECS-HELP & SA-HELP

### HECS-HELP

HECS-HELP is a loan scheme for eligible\* students enrolled in a Commonwealth supported place to defer their fees (or student contribution amount). If you opt to defer your student contribution amount, you will incur a debt with the Australian Taxation Office (ATO) which will start to be repaid once your income is above the compulsory repayment threshold.

### SA-HELP

SA-HELP is a loan scheme that allows eligible\* students to defer all or part of their Students Services and Amenities Fee (SSAF) to the Australian Taxation Office (ATO). If you opt to defer your student contribution amount, you will incur a debt with the Australian Taxation Office (ATO) which will start to be repaid once your income is above the compulsory repayment threshold.

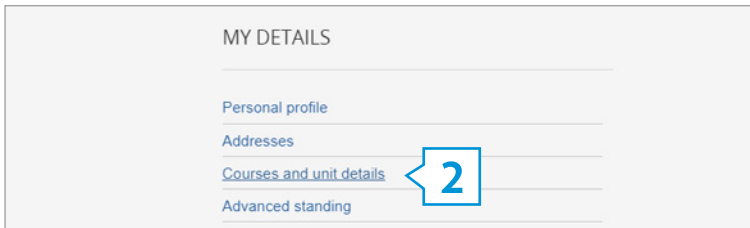
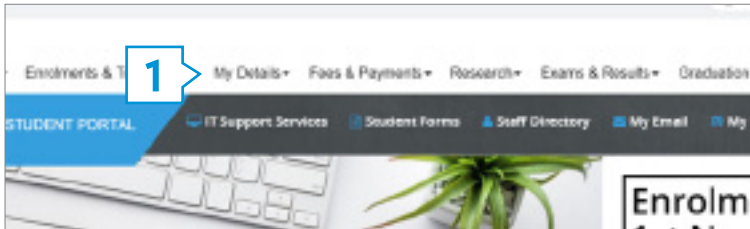
*\*Please visit [www.studyassist.gov.au](http://www.studyassist.gov.au) for eligibility requirements*



## OTHER USEFUL HINTS

### CHECKING YOUR COURSE PROGRESSION AND CREDIT

You are able to check on your course progression and any credit you have been awarded by selecting 'My Details' from the toolbar.





Using the course hyperlinks (eg: '334JA') next to the options, select what you would like to view.

es & >	<b>Course:</b> 973AA - Master of Information Technology and Systems
	<b>Status:</b> ENROLLED
	<b>Campus:</b> UC - Canberra, Bruce
	<b>Nominated Attendance Mode / Type:</b> INTERNAL / FULL TIME
	<b>Advanced Standing for Course:</b> 973AA
	<b>Unit Sets for Course:</b> 973AA
	<b>Units for Course:</b> 973AA
	<b>Progression:</b> 973AA

### Progression Summary

**Course Progression Status**

GOODSTAND

**Course GPA**

6.500

2018/20	8838	Introduction to Information Technology G	BRUCE	FLEXIBLE	COMPLETED	3.000	3.000	0.125	HD
2018/20T	8520	Information Technology for the Workplace G	BRUCE	ONLINE	COMPLETED	3.000	3.000	0.125	HD
2018/22	8872	Database Design G	BRUCE	ON CAMPUS	COMPLETED	3.000	3.000	0.125	DI
2018/22	8878	Professional Practice in IT G	BRUCE	FLEXIBLE	DISCONTIN	3.000	0.000	0.900	WE



Each of the hyperlinks will provide information relevant to your studies:

<b>ADVANCED STANDING</b>	Advanced Standing will show you any credit you have been awarded, either from another institution or another UC course.
<b>UNIT SETS</b>	Units sets are not applicable for UC-Ducere courses.
<b>UNITS FOR COURSE</b>	Units for course will show you all units that you have completed or are currently enrolled into. This will also show you your final grade for any completed units.
<b>PROGRESSION</b>	Progression will outline how you are progressing within your course i.e. how many credit points are required for your course, how many you have completed, how many you are enrolled in and your Grade Point Average.



## STUDY SKILLS

UC Study Skills provides a range of online study help programs that you can access. These programs are available on UC's LMS. The **Study Help** Moodle site contains a large range of interactive modules to help students with assignment writing, referencing, finding information resources, mathematics and statistics, time management, exam preparation, wellbeing and more.

The Study Help Moodle site also provides access to the online writing and tutorial service, Smarthinking. All students have access to 10 hours of Smarthinking services. You can use Smarthinking to submit assignment drafts for feedback within 24 hours, as well as to access online tutors for a wide range of subjects.

Study Skills also provides an open-access Student Learning Resources site. This contains a number of downloadable resources on topics including time management, writing, assignment structure and much more. For access to these resources, please click on the boxes below. You will need to use your UC student ID and password to log in.

[STUDY HELP](#)

[LEARNING RESOURCES](#)