

Student Enrolment Guide: Commencing

This guide is for new students commencing a course at UC. If you are a returning student please refer to the Student Enrolment Guide: Re enrolment.

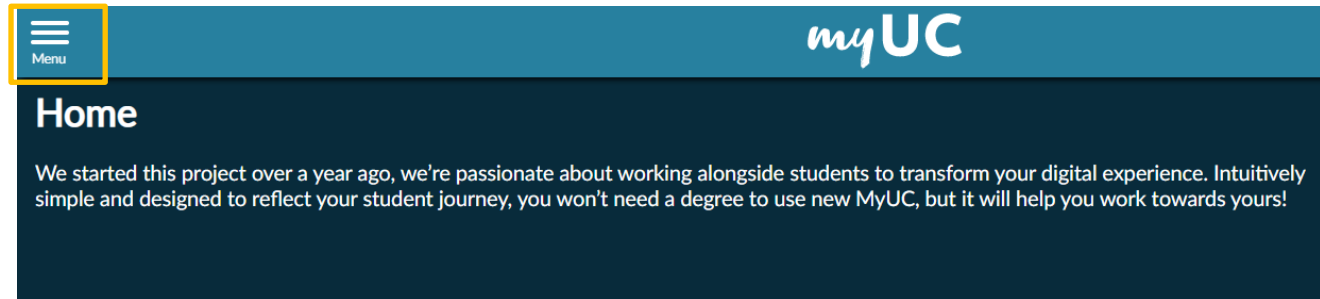
Step 1 – Log in to MyUC

- Select the 'Current Students' tab and enter your details in the log in screen.
- Enter your username (eg. u1234567), password and click LOGIN.

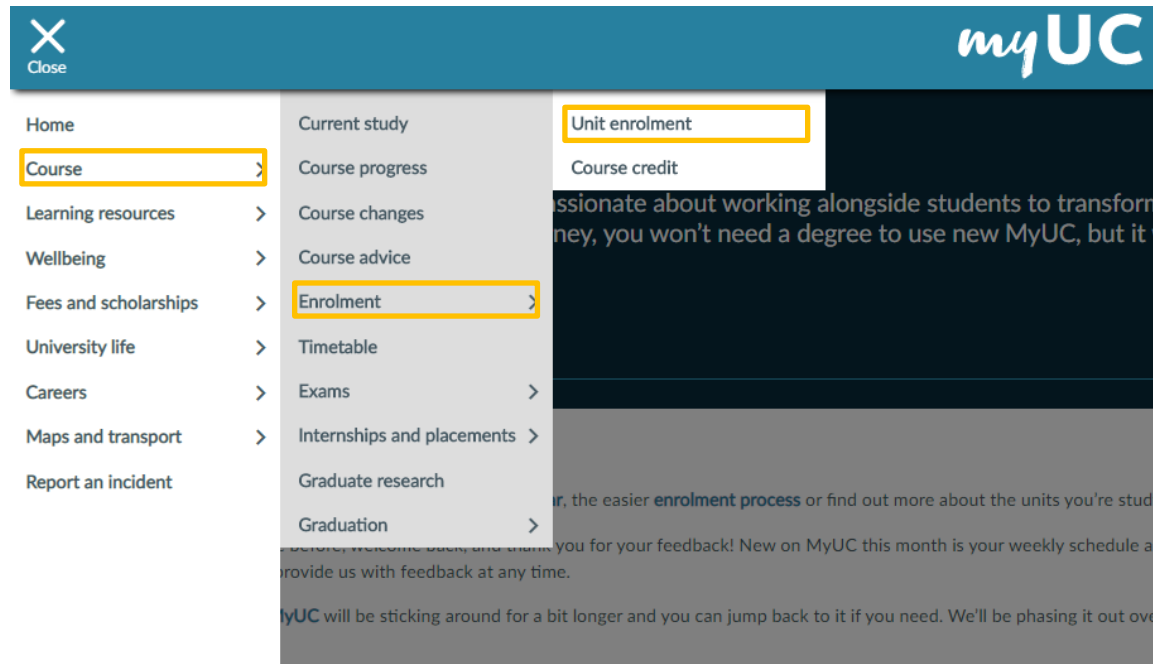
HINT: Make sure you have included the lowercase 'u' before your student number.

Step 2 – Go to the Unit enrolment screen

- Click the **Menu** button on the top left of the page.



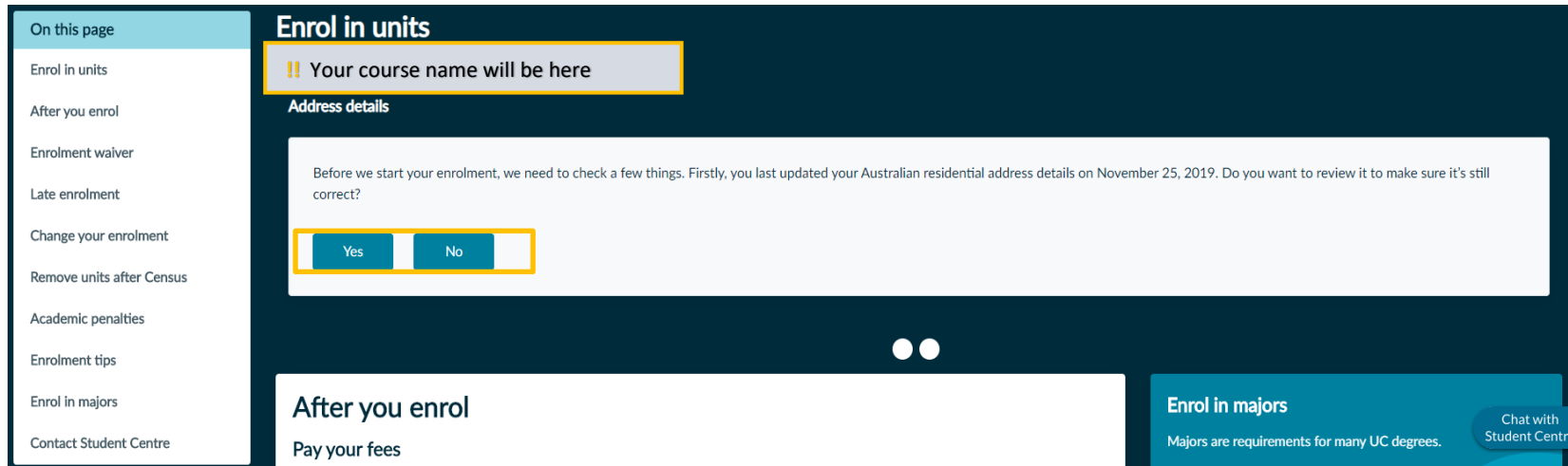
- Select **Course**, then **Enrolment**, and then **Unit Enrolment**



Step 3 - Confirm your address details are correct

- The system will show the last time you updated your residential address. If you have changed address since then please update your record by clicking 'Yes'.
- If your address has not changed, select 'No'.

Note: you will need to answer this question each time you visit unit enrolment. Unit enrolment will not display until you complete this step.



On this page

- Enrol in units
- After you enrol
- Enrolment waiver
- Late enrolment
- Change your enrolment
- Remove units after Census
- Academic penalties
- Enrolment tips
- Enrol in majors
- Contact Student Centre

Enrol in units

!! Your course name will be here

Address details

Before we start your enrolment, we need to check a few things. Firstly, you last updated your Australian residential address details on November 25, 2019. Do you want to review it to make sure it's still correct?

Yes No

After you enrol

Pay your fees

Enrol in majors

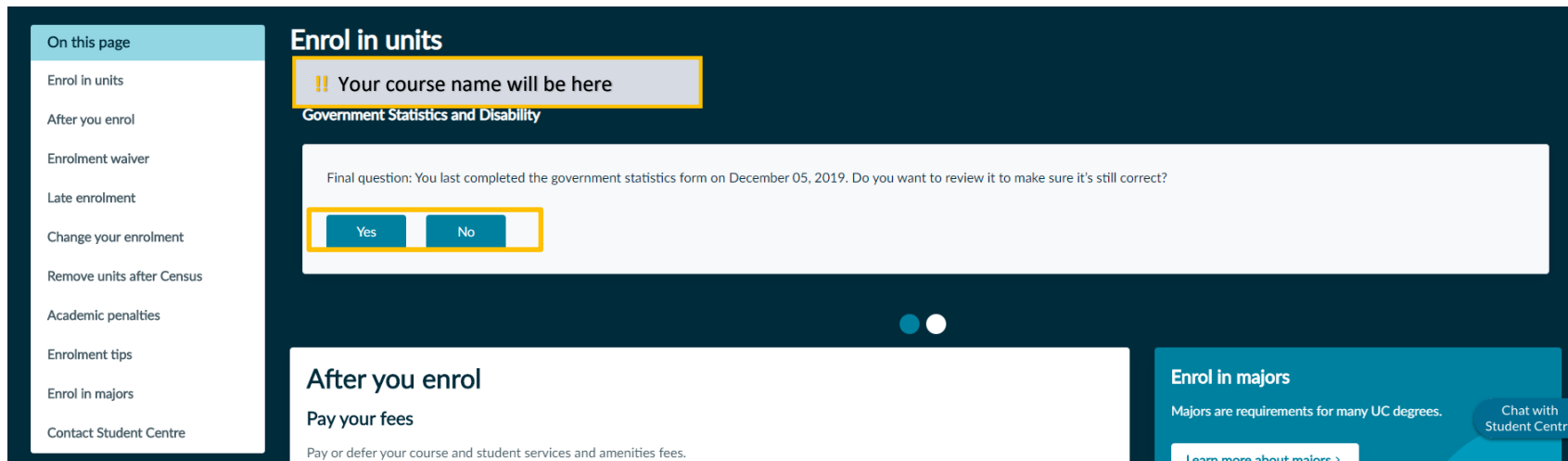
Majors are requirements for many UC degrees.

Chat with Student Centre

Step 4 – Confirm your Government statistics are correct

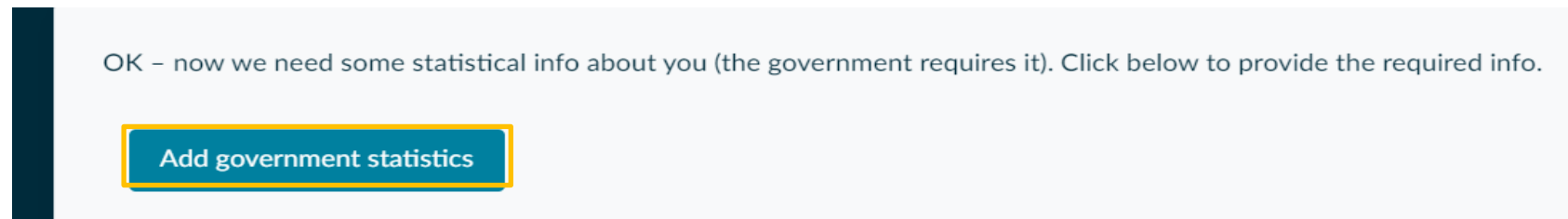
- Similar to the previous step, the system will show the last time you updated your government statistics.
- You can update your record by clicking 'Yes'.
- If your details have not changed, select 'No'.

Note: you will need to answer this question each time you visit unit enrolment. Unit enrolment will not display until you complete this step.



The screenshot shows a dark-themed user interface for unit enrolment. On the left is a navigation menu with the following items: 'On this page', 'Enrol in units', 'After you enrol', 'Enrolment waiver', 'Late enrolment', 'Change your enrolment', 'Remove units after Census', 'Academic penalties', 'Enrolment tips', 'Enrol in majors', and 'Contact Student Centre'. The main content area is titled 'Enrol in units' and features a yellow-bordered warning box that says '!! Your course name will be here' above the text 'Government Statistics and Disability'. Below this is a white box containing the question: 'Final question: You last completed the government statistics form on December 05, 2019. Do you want to review it to make sure it's still correct?'. At the bottom of this box are two buttons: 'Yes' and 'No', both highlighted with yellow borders. Below the question box are two progress indicators (a blue dot and a white dot). Further down, there are sections for 'After you enrol' (with a sub-section 'Pay your fees') and 'Enrol in majors'. The 'Enrol in majors' section includes the text 'Majors are requirements for many UC degrees.' and a 'Chat with Student Centre' button. A 'Learn more about majors >' link is also visible.

Note: As a new commencing student, the below message should appear if you have not previously completed the government statistics form



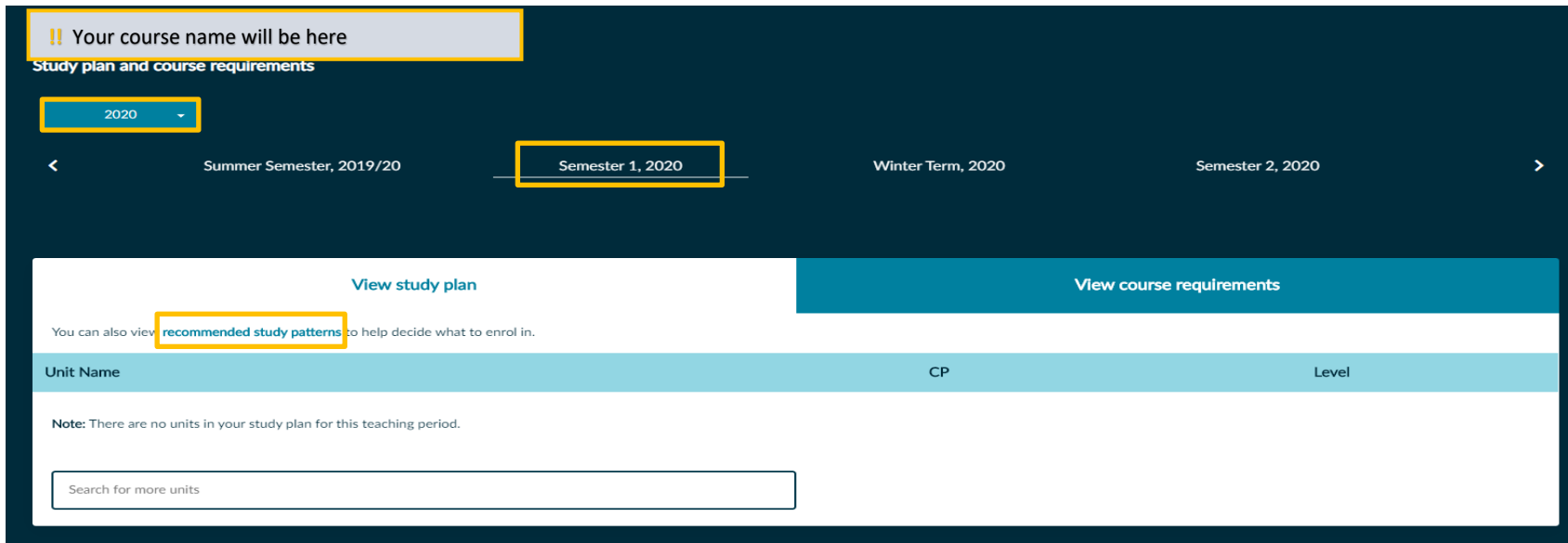
The screenshot shows a light grey message box with a dark blue vertical bar on the left. The text inside reads: 'OK – now we need some statistical info about you (the government requires it). Click below to provide the required info.' Below the text is a blue button with a yellow border that says 'Add government statistics'.

Step 5 – Submit disclaimer and declaration

- You will see your course name.
- You must read and agree to the disclaimer and student declaration.
- Unit enrolment will not display until you complete these steps.

Step 6 – Enrol in your units

- When self enrolment loads, ensure you select the correct enrolment year (eg. 2020), and Teaching period (eg. Semester 1).
- If you have a personalised study plan, it may appear in the **View study plan** tab.
- If you do not have a personalised study plan, you can browse the course requirements for your course by selecting the **View course requirements** tab.
- If you are going to follow the recommended study pattern, you can access this via 'view recommended study patterns' and searching your course



!! Your course name will be here

Study plan and course requirements

2020

< Summer Semester, 2019/20 Semester 1, 2020 Winter Term, 2020 Semester 2, 2020 >

View study plan View course requirements

You can also view **recommended study patterns** to help decide what to enrol in.

Unit Name	CP	Level
Note: There are no units in your study plan for this teaching period.		

Search for more units

Step 6 – Enrol in your units continued

- Alternatively, if you know the unit code you can search for the units individually.

Study plan and course requirements

2020 ▾

< Semester 1, 2020 Semester 2, 2020

[View study plan](#) [View course requirements](#)

Expand the course structure below to find, select and enrol in units.

!! Your course name will be here

Required - 42 credit points as follows

Restricted Choice - 6 credit points as follows


Open Electives - 24 credit points as follows

Note: Unit Levels: In selecting electives students should note that no more than 30 credit points at Level 1 is permitted for the entire course.

Search for more units

Step 7 – Select unit


- When you select a unit from your study plan, course requirements or via search, a description will appear in a pop-up box.
- This will outline the unit details, and may include pre-requisites and co-requisites.
- You can view the enrolment periods the unit is offered in, and click the '+' to add it to your enrolment.

Offered in	Semester 1, 2020	On-campus (Bruce)	
------------	------------------	-------------------	---

Step 8 – Confirm your unit enrolment

- You will then need to click the blue **Enrol** button to confirm you are enrolling in to those units.

Selected units for Semester 1, 2020





Unit Name	Status	Remove
!! Your unit name will be here	Selected	

Total credit points: 3
EFTSL: 0.125

Enrol

- **NOTE:** If you have units requiring action, you will need to complete that step before you can click **Enrol**.

Selected units for Semester 1, 2020

Unit Name	Status	Remove
!! Your unit name will be here	Selected	
!! Your unit name will be here	Selected	
!! Your unit name will be here	 Action required	

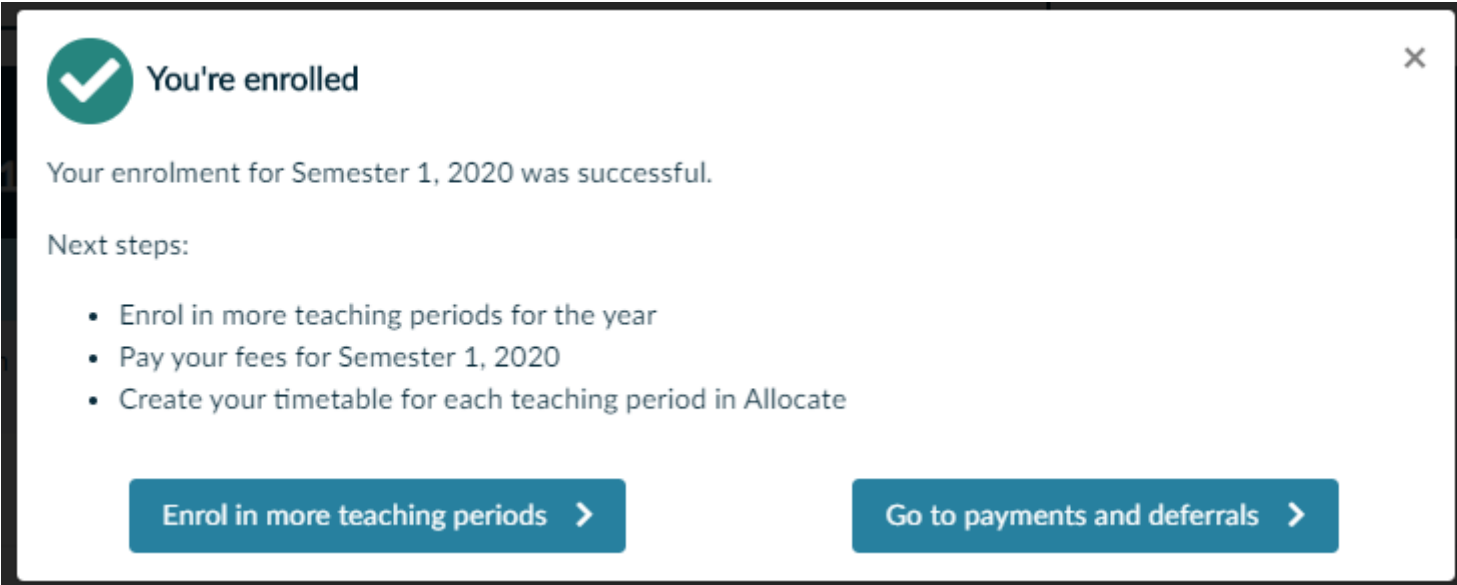
Total credit points: 9
EFTSL: 0.375


Enrol

- **Action required** means that you are missing a pre-requisite or co-requisite **Please add all units you are required to enrol into for this teaching period and then see if Action Required is still appearing** for unit/s. If you believe you should be enrolling in to the unit, you can submit a request for approval to waive the rules.
- If you do not think you meet the requirements, you can select the '-' button to remove it from your enrolment.

Step 9 – Unit enrolment step complete

- You will receive confirmation that you have enrolled.



 **You're enrolled** ✕

Your enrolment for Semester 1, 2020 was successful.

Next steps:

- Enrol in more teaching periods for the year
- Pay your fees for Semester 1, 2020
- Create your timetable for each teaching period in Allocate

[Enrol in more teaching periods >](#) [Go to payments and deferrals >](#)

Step 10 – Go to timetable

- Under the 'After you enrol' section on the same page, click 'Create your timetable'

After you enrol

Pay your fees

Pay or defer your course and student services and amenities fees.

[Pay your fees >](#)

Build your timetable

Choose the lectures, tutorials and laboratories for your enrolled units.

[Create your timetable >](#)

View current study

Access the information and tools you need to complete your enrolled units.

[Go to current study >](#)

- Select 'Open Allocate+ 2020'.

Current timetable

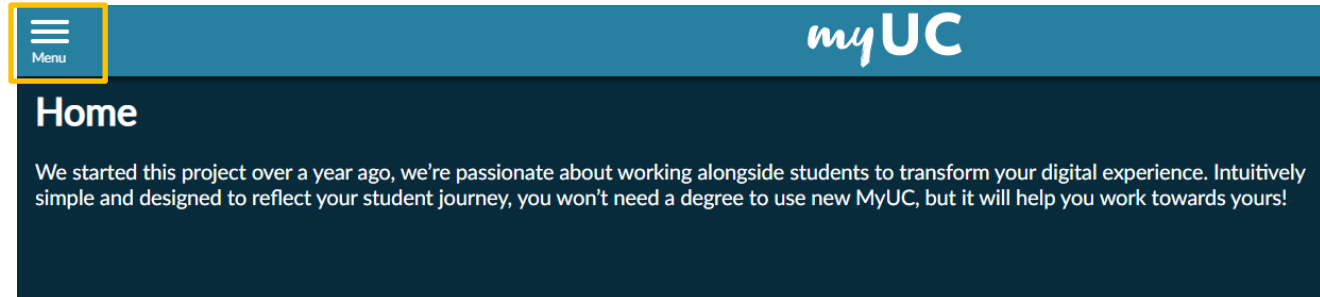
You can manage your current class timetable using Allocate+. Your timetable includes all the lectures, tutorials and laboratories you need to attend for enrolled units.

[Open Allocate+ 2019 >](#)

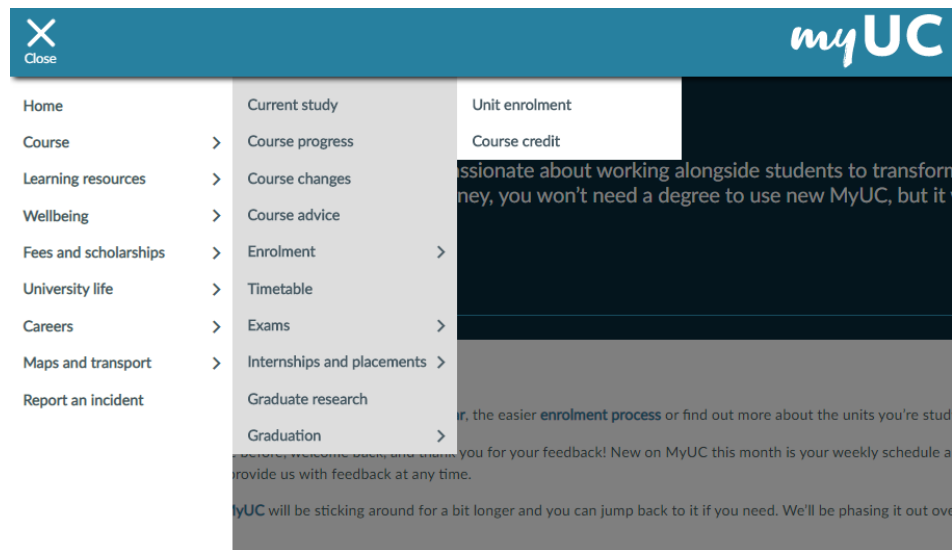
[Open Allocate+ 2020 >](#)

Step 11 – Un-enrol from Units

- If you want to drop a unit/s once enrolled.
- Click the **Menu** button on the top left of the page.





Select **Course**, then **Enrolment**, and then **Unit Enrolment**



Confirm your address details are correct

- The system will show the last time you updated your residential address. If you have changed address since then please update your record by clicking 'Yes'.
- If your address has not changed, select 'No'.

Note: you will need to answer this question each time you visit unit enrolment. Unit enrolment will not display until you complete this step.

Selected units for Semester 1, 2020		
Unit Name	Status	Remove
Understanding People and Behaviour (11399)	 Enrolled	
Total credit points: 3 EFTSL: 0.125		<input type="button" value="Enrol"/>

- Select Remove Icon

Remove unit ✕

You are withdrawing from this unit. Are you sure you want to continue?

- Select Accept
- You unit has been removed (Reminder please be aware of census date and various withdraw dates when making a decision)