

# USC Central

NEW INTERNATIONAL STUDENT GUIDE



University of the  
Sunshine Coast  
The best of both worlds



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# Introduction

## How to use this Guide

The **USCCentral *New International Students* Guide** is a step by step instruction guide to assist new students to manage their program in [USCCentral](#). You can open this guide and **save, print** or open in a **new window** or **tab** and read as you go. The web version is available at [www.usc.edu.au/USCCentralguide](http://www.usc.edu.au/USCCentralguide).

## About Student Administration

### Where do I go? Who do I ask? What do I do? Ask us at Student Administration...

Student Administration is responsible for all student administration matters within the University. We are committed to exceptional customer service and are able to assist you with student administration inquiries or refer you to other USC services to make sure that your inquiry is resolved.

As a USC student you are responsible for self-managing your enrolment in your program via [USCCentral](#). This means you need to ensure all your details are up to date, including your personal/contact details, and that all aspects of your program and course enrolment are correct.

Our friendly staff can assist you with matters relating to:

- assistance with managing your online enrolment using [USCCentral](#)
- credit transfer
- advice about payment and tuition fees
- centrally scheduled examinations
- release of final grades in [USCCentral](#)
- information on academic progression
- applying for official documentation relating to your enrolment and academic record
- obtaining your Student ID Card
- purchase a Translink *go card*
- information on graduation

### Contact Student Administration for further information:

**Visit us at:** Student Central, Ground Floor, Building C

**Phone:** +61 7 5430 2890

**Fax:** +61 7 5430 2882

**Email:**

- |   |   |
|---|---|
| • Enrolments and academic progression: <a href="mailto:studentadministration@usc.edu.au">studentadministration@usc.edu.au</a> | • General enquiries: <a href="mailto:studentadministration@usc.edu.au">studentadministration@usc.edu.au</a> |
| • Student fees: <a href="mailto:fees@usc.edu.au">fees@usc.edu.au</a>  | • USCCentral: <a href="mailto:usccentral@usc.edu.au">usccentral@usc.edu.au</a>                              |
| • Graduation: <a href="mailto:graduation@usc.edu.au">graduation@usc.edu.au</a>  |   |

### Our opening hours are:

Monday–Thursday: 8.30am – 5.00pm

Friday: 8.30am – 4.30pm

### Cashier opening hours are:

Cash Payments (maximum \$50): 8.30am – 3.30pm

EFTPOS/Credit Cards: 8.30am – 4.00pm

*go cards*: 8.30am – 3.45pm

## About USC International

USC International provides dedicated services and support for international students including:

- Admissions support
- Advice on accommodation, student visas, Overseas Student Health Cover (OSHC)
- General welfare
- Activities
- English Language programs
- GO (Global Opportunities) program

### Contact USC International:

**Visit us at:** USC International reception, First Floor, ICT Building J

**Phone:** +61 7 5430 2843

**Fax:** +61 7 5430 2836

**Email:**

- Admissions and enrolment: [study@usc.edu.au](mailto:study@usc.edu.au)
- USC International Student Services: [AskUSCI@usc.edu.au](mailto:AskUSCI@usc.edu.au)
- Fees: [financeint@usc.edu.au](mailto:financeint@usc.edu.au)

### Our opening hours are:

Monday – Friday: 9am – 5pm

## About USCCentral

The **USCCentral *New International Students* Guide** is a step by step instruction guide to assist new students to manage their program in [USCCentral](#).

[USCCentral](#) is one of the most important online services students need to become familiar with. [USCCentral](#) is used to (but not limited to):

- Edit contact, personal, and emergency details
- View open enrolment dates
- Access study plan
- Add and drop courses
- Swap courses and classes
- View and print current timetable
- Generate fees invoice
- Check examinations schedule
- Check final grades (results)
- Print unofficial transcript (academic record)

## About your USC student email

For information on USC student email go to [www.usc.edu.au/Step6](http://www.usc.edu.au/Step6)

Each student has a Student USC email account which the university uses to communicate with you. You are required to check your Student USC Mail account at least once a week for official correspondence and information. You can only access your USC Mail **after you have** responded to you offer. Please note: Official USC notifications are given via electronic communication using Student USC Mail.

- Go to [www.usc.edu.au](http://www.usc.edu.au) click Student USC Mail. This will take you to *Outlook* Live.
- In the *Windows Live ID* field enter the email address provided in your USC letter of offer (i.e. [abc123@student.usc.edu.au](mailto:abc123@student.usc.edu.au)) and enter your password.
- **Note:** The initial password should be changed after you have enrolled.

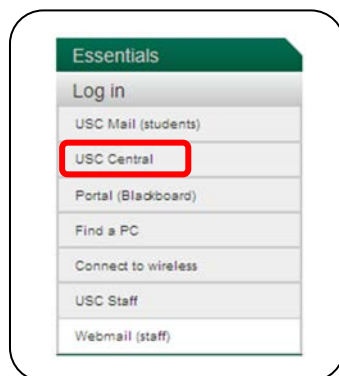
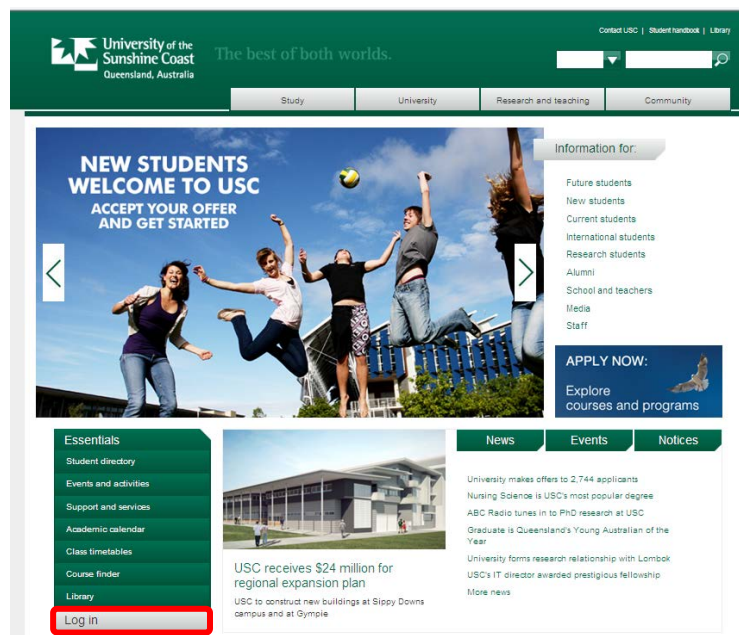
# SECTION 1

# How to Login to USCCentral

For information on USC online services go to [www.usc.edu.au/Step1](http://www.usc.edu.au/Step1)

## Step 1

- Open your internet browser and navigate to the USC homepage [www.usc.edu.au](http://www.usc.edu.au)
- Place your cursor on the **Log in** and a **drop down menu** will appear, click **USCCentral** and follow the link to <https://usccentral.usc.edu.au>



## Step 2

Your USC Username and initial password are provided to you by email when you have accepted your offer.

## Step 3

1. Enter your USC **Username** and initial **Password**
2. Click **Sign In**



**Sign in to USCCentral**

By logging into this system you acknowledge that you have read, and agree to abide by, the [Usage Policy](#)

**Username:**

**Password:**

**Sign In**

1

2

A screenshot of the USC Central sign-in page. The page has a blue header with the text "Sign in to USCCentral". Below the header is a paragraph of text: "By logging into this system you acknowledge that you have read, and agree to abide by, the Usage Policy". Underneath is a form with two input fields: "Username:" and "Password:". A red box highlights both input fields, with a red arrow pointing to a small white box containing the number "1". Below the input fields is a "Sign In" button, which is also highlighted with a red box and a red arrow pointing to a small white box containing the number "2".

**Manage Your Password**

- [Forgotten your password](#)
- [Change your password](#)

Experiencing difficulties?  
Please contact the [IT Service Desk](#).



# Compulsory To-Do Items

## 2.1 Confirm Contact Details

### Step 1

Click **Complete Now** link

#### Compulsory To-Do Items

Displayed below are items that are required to be completed before you can progress to the student centre. These items are required before you complete your enrolment.

<b>Confirm Contact Details</b>	<b>Complete Now</b>
Enrolment Declaration	<a href="#">Complete Now</a>

### Step 2

Check that the information in this page is correct, change if required and click **Accept** button.

This task requires you check that your contact details are correct.

If your details are incorrect please change before you move to the next task.

At times the University will need to make contact with you (other than via your USC email), therefore it is important that you promptly update any changes to your contact details in USCCentral.

#### Addresses

View, add, change or delete an address.

Address Type	Address	
Mail		<a href="#">edit</a>
Permanent		<a href="#">edit</a>

[ADD A NEW ADDRESS](#)

#### Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Preferred	
Other			<input type="checkbox"/>	<a href="#">delete</a>
Permanent			<input checked="" type="checkbox"/>	<a href="#">delete</a>

[ADD A PHONE NUMBER](#)

\* Required Field

#### Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	
Campus	i@student.usc.edu.au	<a href="#">delete</a>

[ADD AN EMAIL ADDRESS](#)

\* Required Field

[Accept](#)

## 2.2 Confirm Personal Details

### Step 1

In the **Compulsory To-Do Items** the **Confirm Personal Details** is a required item to complete. Click the **Complete Now** link.

#### Compulsory To-Do Items

Displayed below are items that are required to be completed before you can progress to the student centre. These items are required before you complete your enrolment.

Enrolment Declaration	Complete Now
-----------------------	--------------

### Step 2

Check that the information in this page is correct, change if required.

#### Privacy Statement

The University of the Sunshine Coast (University) collects and uses personal information about its students, staff and others in order to operate effectively, in compliance with the *Information Privacy Act 2009 (Qld) (IP Act)*.

Personal information held by the University is collected and managed in a responsible, secure manner, and will not be released to third parties without your consent, unless required by law.

For more information about access to your personal information, contact the Right to Information and Privacy Coordinator, University of the Sunshine Coast - ML19, Maroochydore DC 4558 or email [RTI@usc.edu.au](mailto:RTI@usc.edu.au).

Information on how the University manages personal information can be found in our [Information Privacy Policy](#).

#### Personal Details

Date of Birth 25 December 1984      Gender Female

Is your personal information correct?       Yes    No

#### Emergency Contact Details

Name	Relationship	Primary Contact
		<input checked="" type="checkbox"/>

Add/Change emergency contacts

#### Citizenship Details

Citizenship Status: Australian Citizen      Is this correct?       Yes    No

Were you born in Australia?       Yes    No

Next >>

### Step 3

Check that the information in this page is correct, change if required and click applicable circles.

#### ATSI Details

\*Are you of Aboriginal or Torres Strait Islander origin?      Aboriginal

#### Language Details

Is English your first language?       Yes    No

#### Impairment Information

Do you have a disability, impairment or long term medical condition that may affect your studies? This information will remain confidential and will in no way impact upon your study or access to study.       Yes    No

#### Enrolment Information

Your current academic program AR362 Bachelor of Social Work

Is this correct?       Yes    No

Are you a full-time student?      Full-Time

Are you the first person in your immediate family to attend University?       Yes    No

Next >>



## Step 4

Click applicable circle

**Education Level of Parents and Guardians**

These questions are about the highest level of education **completed** by your parents or guardians.

The Australian Government Department of Employment, Education and Workplace Relations requires this information to be collected for statistical purposes.

Please answer about the people (up to two) who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer about those you have spent the most time with.

**Parents and Guardians**

During all (or most) of your school years, did you have (tick relevant box)?

Two or more parents or guardians

One parent or guardian

No parent or guardian

Next >>

## Step 5

Click applicable circle for parent/guardian 1 (if applicable)

**Note:** If you have selected **Two or more parents or guardians** in step 4, you are required to repeat **Step 5** for parent/guardian 2.

**Highest level of education completed by parent / guardian**

Tick the relevant box for your parent / guardian

Male

Female

**Highest level of education completed by parent / guardian**

What was the highest level of education completed by your parent / guardian? (tick one):

Postgraduate qualification (e.g. graduate diploma, masters degree, PhD)

Bachelor degree

Other post-school qualification (e.g. associate degree, diploma, advanced diploma, completed apprenticeship, VET/TAFE certificate)

Completed Year 12 schooling\*

Completed Year 10 schooling\*, continued at school, but didn't complete Year 12 schooling\*

Completed Year 10 schooling\*

Did not complete Year 10 schooling\*

Do not know

\* or equivalent

Next >>

## Step 6

- Read the information on this page carefully and click **Accept** button to proceed with your enrolment.
- Please contact Student Administration (refer to page 3) if you have any questions.

**Consent Regarding Use of Personal Information**

**I authorise the University to use my personal details to one of its authorised agencies, to contact me for research, survey or Alumni purposes as required for normal operation of the University. Your personal details will not otherwise be disclosed to third parties without your consent unless required by law.**

The University's Information Privacy Policy can be viewed at <http://www.usc.edu.au/privacypolicy>.

If you click the **Decline** button, the red message box will be displayed. You can click the **Back** link to **Accept** refer to Step 6.

**You have chosen to decline confirmation of your personal details. You are unable to complete your enrolment until you have confirmed your personal details.**

If you have any questions please contact Student Administration.

- Visit us at Student Central, Ground Floor, Building C
- Phone: +61 7 5430 2890
- Fax: +61 7 5430 2882
- Email: [studentadministration@usc.edu.au](mailto:studentadministration@usc.edu.au)

## Step 7

When you **Accept**, the green message box will be displayed. You can click on the **Continue to Student Centre** to proceed with your enrolment.

**You have successfully completed the confirmation of your personal details and you are able to proceed with your enrolment.**

## Step 8

Prior to enrolling go to [www.usc.edu.au/step3](http://www.usc.edu.au/step3) and Section 4 of this guide to plan you study.

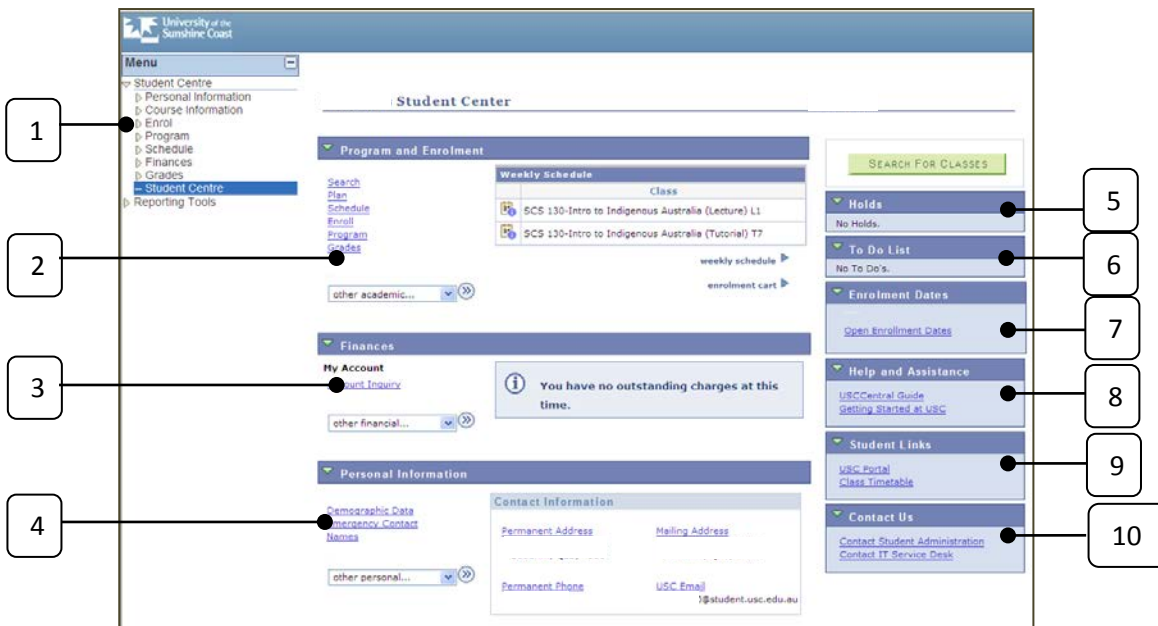
# SECTION 3

# Getting Around USCCentral

## USCCentral Student Centre

After you have accepted your offer you have access to the Student Centre homepage in [USCCentral](#). This section will provide you with details on how to get around [USCCentral](#).

When you login to [USCCentral](#) this is the first page that you will see.

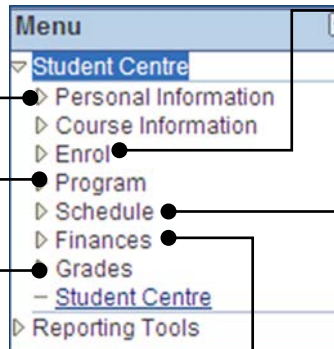


### 1 Menu

**Personal Information**  
View and edit your personal information

**Program**  
This is function is not enable for all International students

**Grades**  
View your final grades (refer to page 41)



**Enrol**  
Manage your enrolment (refer to pages 20-36)

**Examination Schedule**  
(refer to page 40)

**Finances**  
View your fee invoices and financial details (refer to pages 37-39)

## 2 Program and Enrolment

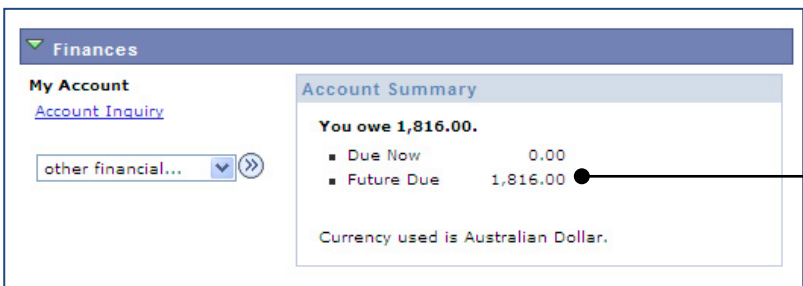


List of courses currently enrolled (this will be blank if you are not enrolled)

Access to **weekly schedule** (refer to page 29)

Access to **enrolment cart** (refer to pages 27-28)

## 3 Finances (fees)



View your fee charges on your account

## 4 Personal Information

View and edit your mailing and permanent address\*, telephone number, emergency contacts and your names\*

**Note:**

\*International Students cannot change their permanent address on [USCCentral](#). Please contact Student Administration (refer to page 3) to arrange for your permanent address to be updated. The permanent address must be an overseas address and it cannot be an Australian address.

\*\* Only preferred name can be changed on [USCCentral](#).



## 5 Holds

You can view the detail of **Holds** here. A student may have a hold imposed on their record for failure to pay by the **due date**:

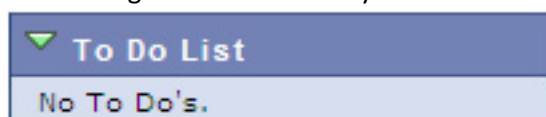
- tuition fees
- library fines
- student loan repayments
- field trips payments
- or other invoiced amounts



A **hold** on your record means that you will not be able to enrol and/or see grades for your courses. To have the student hold removed; you must pay all of your overdue fees and charges and advise the University that you have made the payment.

## 6 To Do List

Reminders generated here for you to action. For example, you have outstanding **Compulsory To-Do items**.



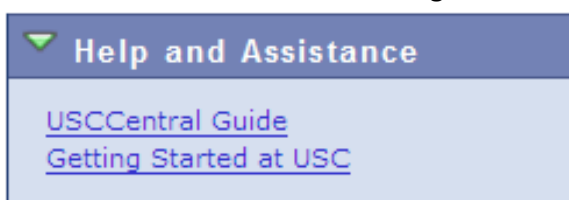
## 7 Enrolment Dates

Link to access important enrolment dates.



## 8 Help and Assistance

Link to **USCCentral Guide** and **Getting Started at USC** pages.



## 9 Student Links

You can access [USC Portal \(Blackboard\)](#) and the [Class Timetable](#) for the current study period. Class Timetable also available at: [www.usc.edu.au/timetables](http://www.usc.edu.au/timetables)



## 10 Contact Us

Contact pages of **Student Administration** and **IT Service Desk**



## Changing your password



### IMPORTANT

- It is recommended to change your password regularly in [USC Portal \(Blackboard\)](#).
- You cannot change your initial password until you are enrolled in courses.

### Step 1

1. Open your internet browser and navigate to the USC homepage [www.usc.edu.au](http://www.usc.edu.au)
2. Place your cursor on the **Log in**, click on [Portal \(Blackboard\)](#) or the direct link <https://online.usc.edu.au>

University of the Sunshine Coast  
The best of both worlds.

Study University Research and teaching Community

NEW STUDENTS WELCOME TO USC  
ACCEPT YOUR OFFER AND GET STARTED

Information for:  
Future students  
New students  
Current students  
International students  
Research students  
Alumni  
School and teachers  
Media  
Staff

APPLY NOW:  
Explore courses and programs

Essentials  
Student directory  
Events and activities  
Support and services  
Academic calendar  
Class timetables  
Course finder  
Library  
**Log in**

News Events Notices

USC receives \$24 million for regional expansion plan  
USC to construct new buildings at Sippy Downs campus and at Gympie

University makes offers to 2,744 applicants  
Nursing Science is USC's most popular degree  
ABC Radio tunes in to PhD research at USC  
Graduate is Queensland's Young Australian of the Year  
University forms research relationship with Lombok  
USC's IT director awarded prestigious fellowship  
More news

Essentials

Log in  
USC Mail (students)  
USC Central  
**Portal (Blackboard)**  
Find a PC  
Connect to wireless  
USC Staff  
Webmail (staff)

## Step 2

Click **Change your password?** and follow the detailed instructions.

Welcome to the USC Portal

Username:   
Password:

[Forgotten your password?](#)  
**[Change your password?](#)**  
[Return to the USC Website](#)

For assistance logging in, contact the IT Service Desk  
Students: [studenthelp@usc.edu.au](mailto:studenthelp@usc.edu.au) or Phone: +61 7 5459 4455 Staff: [itservicedesk@usc.edu.au](mailto:itservicedesk@usc.edu.au) or Phone: +61 7 5430 1237

© 2011 University of the Sunshine Coast, Queensland, Australia | ABN 288 441 859 157  
CRICOS Provider No. 01595D | Updated: 4 Jul 2011



### Tip

If you have forgotten your password, you can reset it by clicking **Forgotten your password?**

## Step 3

Enter your **Username** and **Password** then click **Login**.

University of the Sunshine Coast  
Queensland, Australia

Web Systems Login

Login Links

Username:   
Password:

[Copyright Conditions Notice](#)  
[Help and Frequently Asked Questions](#)  
[Policies and Rules](#)  
[News and Status Info](#)  
[Getting Online with Blackboard](#)  
[Remote Access](#)  
[Contact Us](#)  
[USC Website](#)

[Web Browser Test](#)  
Check your browser's compatibility with USC web systems.

## Step 4

Enter your **Username** and **Password** once again and click **Login** and follow the detailed instructions to change your password.

University of the Sunshine Coast  
Queensland, Australia

Identity Manager

Username:  Password:   
→ [Forgot Password?](#)



### Tip

Allow 10 minutes for your new password to synchronize to **all** University systems.



### NEED HELP?

For help with your **Username** and **Password**, contact IT Service Desk for assistance:

- **Email:** [StudentITHelp@usc.edu.au](mailto:StudentITHelp@usc.edu.au)
- **Phone:** +61 7 5459 4455
- **In person:** Library Information Desk, First Floor, Library



# SECTION 4

# Plan Your Study

For information on planning your study go to [www.usc.edu.au/Step3](http://www.usc.edu.au/Step3)

## How to find your Study Plan

- Plan your study before you enrol. If you have not received any credit transfer your Study Plan is available in [USCCentral](#).
- In the [USCCentral Menu](#) click **Enrol** then **Study Plan**. Click **Study Plan** located to the right of your program of study.
- If you are intending to apply for credit transfer from previous studies contact the Faculty Program Advisor for guidance regarding your study plan.
- if you have a received credit transfer refer to the study plan provided with your USC letter of offer.

The screenshot shows the USCCentral website interface. On the left is a 'Menu' sidebar with 'Enrol' expanded to show 'Study Plan' as a sub-option. The main content area has tabs for 'Search', 'Plan', 'Schedule', 'Enroll', 'Program', and 'Grades'. Below these tabs are buttons for 'study plan', 'add', 'drop', 'swap', and 'enrollment dates'. The 'Study Plan' section contains text: 'You can use the Study Plan to plan a program of study. Click the link below to view your study plan (link opens in a new window).' Below this text is a table listing programs, with 'Bachelor of Business/Bachelor of Commerce (Accounting)' highlighted. A 'Study Plan' link is visible next to this program. A callout box with a red border and arrow points to this link, containing the text: 'Click **Study Plan** - your study plan will open in a new tab'.

## Your Study Plan

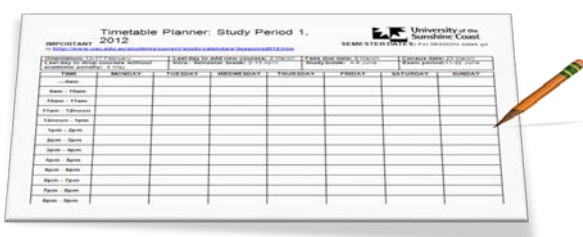
Download the Study Planner at: [www.usc.edu.au/Step3](http://www.usc.edu.au/Step3) and record your program of study. Planning your program of study will enable you to:

- monitor your progress through your degree program
- plan your majors and minors (refer to your study plan)
- check course availability and pre-requisite and co-requisite study requirements
- plan your future enrolment and facilitate discussions of that plan with your Faculty Program Advisor
- check your eligibility to graduate

## Plan your timetable prior to enrolling

Download your Timetable Planner at: [www.usc.edu.au/Step3](http://www.usc.edu.au/Step3)

### Timetable Planner



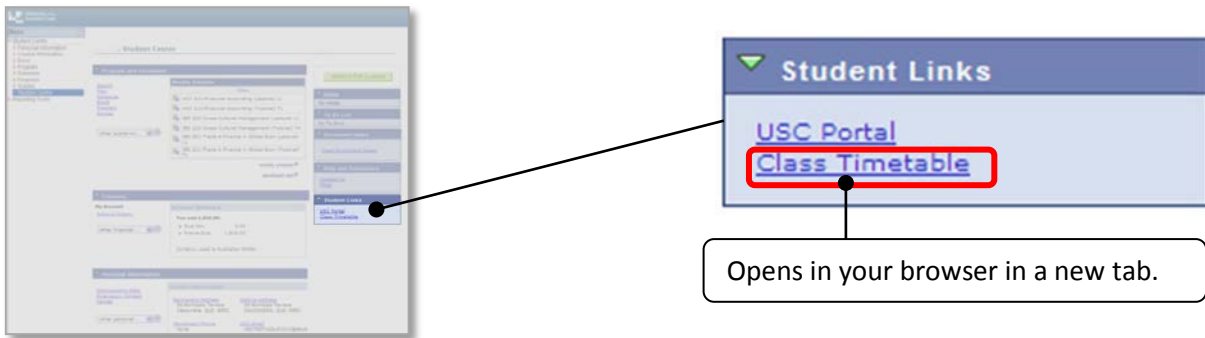
## How to access the Class Timetable

### Step 1

The timetable with course, class schedules, venues and class number is available by either directly accessing USC website at: [www.usc.edu.au/timetables](http://www.usc.edu.au/timetables) or via [USCCentral](#) Student Centre homepage.

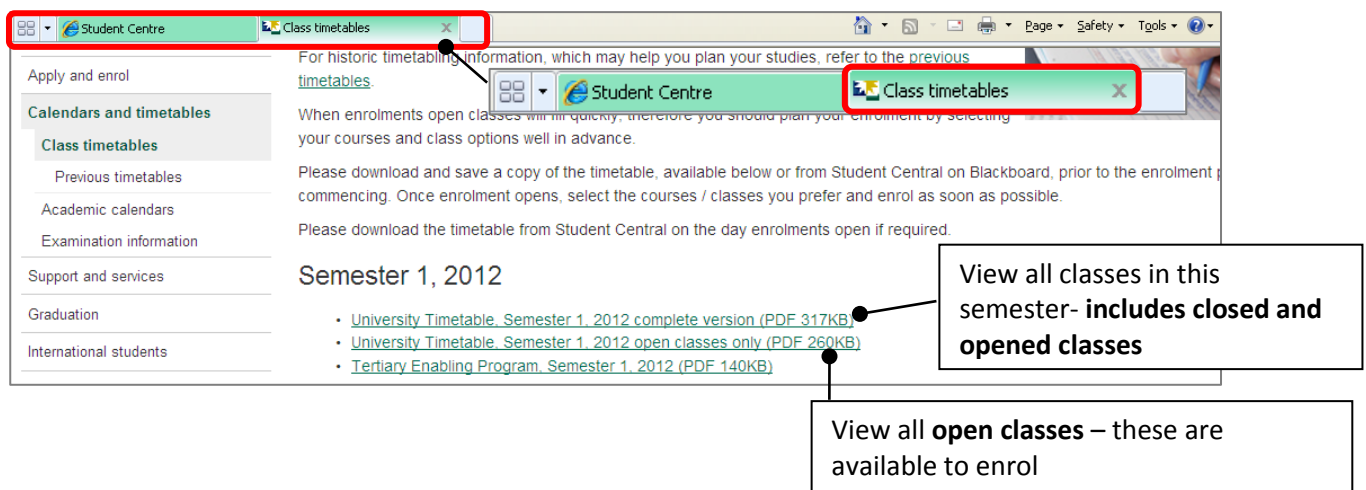
### Step 2

In [USCCentral](#) Menu, Student Links click on **Class Timetable**.



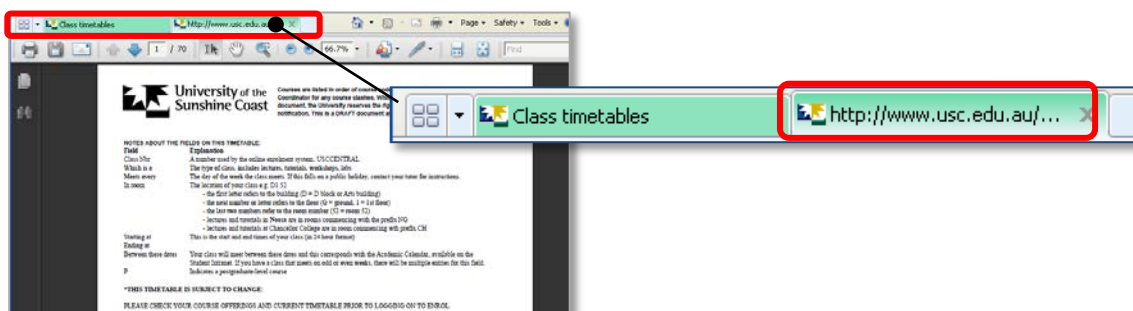
### Step 3

The Class Timetables opens in a new tab. Scroll down the page find your current Semester/Sessions to open the Class Timetables PDF.



### Step 4

The Class Timetable PDF opens in a new tab. Scroll down the page to find your class timetable.



## Step 5

- Find the course that you wish to enrol in. Choose a suitable class and record **class number** and **preferred class times** on your Timetable Planner.
- **Important – Do not choose** any classes where the room number is prefixed by **N**. Room numbers prefixed with the letter **N** represent classes held in **Noosa** (approx. 45-60 minutes from the Sippy Downs campus). Classes in Noosa are **not** available to international students.
- It is recommended to identify alternatives in case classes are full by the time that you enrol. **Classes will fill quickly and are filled on a first-in, first-served basis.**
- Enrol as soon as you have finished your planning.


Example: you are enrolling into **CMN102**. You must select a **Tutorial** and a **Lecture**.

CMN 102 Communication Theory and Practice							
Course Coordinator: Dr Gregory Nash							
Class Nbr	Which is a	Meets every	In room	Starting at	And ending at	Between these dates	
2498	Tutorial	Mon	CG50	12:00	14:00	27 Feb 2012	28 May 2012
2214	Tutorial	Tue	CG49	08:00	10:00	28 Feb 2012	29 May 2012
2025	Tutorial	Mon	CG50	18:00	20:00	27 Feb 2012	28 May 2012
2024	Tutorial	Thu	CG49	18:00	20:00	01 Mar 2012	31 May 2012
1919	Tutorial	Tue	CG49	10:00	12:00	28 Feb 2012	29 May 2012
1902	Tutorial	Wed	C141	14:00	16:00	29 Feb 2012	30 May 2012
1898	Tutorial	Wed	KG48A	10:00	12:00	29 Feb 2012	30 May 2012
1897	Tutorial	Wed	KG48A	08:00	10:00	29 Feb 2012	30 May 2012
1061	Tutorial	Mon	CG50	16:00	18:00	27 Feb 2012	28 May 2012
1059	Tutorial	Mon	CG50	14:00	16:00	27 Feb 2012	28 May 2012
1057	Tutorial	Wed	C141	16:00	18:00	29 Feb 2012	30 May 2012
1056	Tutorial	Thu	CG49	16:00	18:00	01 Mar 2012	31 May 2012
1055	Tutorial	Thu	CG49	14:00	16:00	01 Mar 2012	31 May 2012
1054	Lecture	Mon	LT1	11:00	12:00	20 Feb 2012	28 May 2012

Tutorial

Lecture

Download your Timetable Planner at: [www.usc.edu.au/Step3](http://www.usc.edu.au/Step3)

Timetable Planner: Study Period 1, 2012		 University of the Sunshine Coast					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9am - 10am							
10am - 11am							
11am - 12noon	CMN102 Lecture Room: LT1 Class no. 1054						
12noon - 1pm							
1pm - 2pm							
2pm - 3pm				CMN102 Tutorial Room: CG49 Class no. 1055			
3pm - 4pm				↓			
4pm - 5pm							



# Enrol In Courses

For information on enrolling in courses go to [www.usc.edu.au/Step4](http://www.usc.edu.au/Step4)

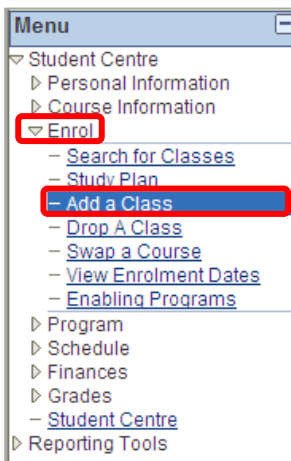


**If you experience problems with enrolling:**

- Refer to Common Enrolment Problems on page 46; and/or
- Contact Student Administration (refer to page 3) or USC International (refer to page 4)

## Step 1

1. Have your Timetable Planner with you when enrolling to avoid timetable clashes and to identify alternatives, in case classes are full by the time you enrol.
2. In [USCCentral](#) Menu, click **Enrol** and then **Add a Class**



## Step 2

1. Select the **Term** you wish to enrol into by clicking in the circle.  
**Note:** Postgraduate students may have more than one term listed, select the term in which you are commencing (refer to your letter of offer) and follow the steps.
2. Click **CONTINUE** button

1

Select a term then click Continue.			
	Term	Career	Institution
<input checked="" type="radio"/>	2012 Semester 1	Undergraduate	Uni of the Sunshine Coast
<input type="radio"/>	2012 Session 3	Undergraduate	Uni of the Sunshine Coast
<input type="radio"/>	2012 Session 5	Undergraduate	Uni of the Sunshine Coast

CONTINUE

2

## Step 3

Click **search for classes** button

Add to Cart:

Enter Class Number  
from timetable

OR

Search for Classes

Class Search

2011 Session 11 Shopping Cart

Your enrollment shopping cart is empty.

## Step 4

For this example, you are enrolling into CMN102 (classes are listed on your Timetable Planner). This course requires you to select both a lecture and a tutorial.

1. Type **CMN** in **Course Subject**
2. Type **102** in **Course Number**
3. Click **SEARCH**

The screenshot shows the 'Class Search Criteria' form. It has a blue header bar with the text 'Class Search Criteria'. Below the header, there are three main sections: 'Course Subject', 'Course Number', and 'Course Career'. The 'Course Subject' section has a green button labeled 'select subject' and a text input field containing 'CMN'. Below this is a note: 'Use alpha characters from course code eg. ACC for Accounting'. The 'Course Number' section has a dropdown menu set to 'is exactly' and a text input field containing '102'. Below this is a note: 'Use numerical value e.g. 106'. The 'Course Career' section has a dropdown menu and a checked checkbox labeled 'Show Open Classes Only'. Below these sections is a note: 'Use Additional Search Criteria to narrow your search results.' and a green button labeled 'Additional Search Criteria'. At the bottom left is a link 'Return to Add Classes'. At the bottom right are two buttons: 'CLEAR CRITERIA' and 'SEARCH'. Red boxes and arrows highlight the 'CMN' input (1), the '102' input (2), and the 'SEARCH' button (3).

### Tip

If you wish to view both open and closed classes, uncheck this box before clicking **SEARCH** button.

## Step 5

Scroll down the page and all available classes will be displayed.

1. Refer to your Timetable Planner.
  - o In the example on page 19 the following classes were chosen:
    - Tutorial class number 1055, scheduled on Thursdays at 2pm-4pm
    - Lecture class number 1054, scheduled on Mondays at 11am-12pm
2. Select your tutorial class **first** and ensure that the class numbers schedule matches your Timetable Planner.

**Note:** Some courses may vary in the type of classes. For example, some courses may not have a Tutorial however, have a Workshop, and/or Laboratory scheduled.

Section codes:

- LEC = Lecture
- TUT = Tutorial
- WKS = Workshop
- LAB = Laboratory
- ONL = Online

Status

- Class is **Open**, you can select this class.
- Class is **Closed** you cannot select this class.

The **Lecture(s)** will always appear first in this window

In this example Tutorial class number 1055

CMN 102 - Communication Theory and Practice

First 1-7 of 7 Last

Section [L1-LEC\(1054\)](#) Status  [select class](#)

Session Regular

Days & Times	Room	Coordinator	Meeting Dates
Mo 11:00AM - 12:00PM	LT1 Lecture Theatre 1- Bldg K	Gregory Nash	20/02/2012 - 28/05/2012

Section [T11-TUT\(1055\)](#) Status  [select class](#)

Session Regular

Days & Times	Room	Coordinator	Meeting Dates
Th 2:00PM - 4:00PM	CG.49 Tutorial Room	Gregory Nash	01/03/2012 - 31/05/2012

Section [T12-TUT\(1056\)](#) Status  [select class](#)

Session Regular

Days & Times	Room	Coordinator	Meeting Dates
Th 4:00PM - 6:00PM	CG.49 Tutorial Room	Gregory Nash	01/03/2012 - 31/05/2012

## Step 6

Available Lecture(s) will be displayed. **Note:** There may only be one lecture scheduled as in the example below.

1. Select the lecture that you wish to attend by clicking in the circle.
2. Click the **NEXT** button

CMN 102 - Comn Theory and Practice

Tutorial selected: Section T11  
Th 2:00PM - 4:00PM 01/03/2012 - 31/05/2012 CG.49 Tutorial Room

Open  Closed

Select Lecture section (Required):

Class Nbr	Class Notes	Schedule	Room	Coordinator	Status
1054		Mo 11:00AM - 12:00PM 20/02/2012 - 28/05/2012	LT1 Lecture Theatre 1- Bldg K	G. Nash	<input checked="" type="radio"/>

View All Sections | First 1 of 1 Last

The tutorial that you selected in Step 5 will be displayed here.

**NOTE:** If the course requires multiple classes (e.g. **Laboratory**, **Tutorial** and/or **Workshop**) the window in Step 6 will be displayed after you click the **NEXT** button. Check your Timetable Planner for your required classes.

## Step 7

1. Check the details are correct and click **NEXT** and go to **Step 8**
2. If the details are **not correct** click **CANCEL**

CMN 102 - Comn Theory and Practice

Class Preferences

CMN 102-L1	Lecture	<input checked="" type="radio"/> Open	Grading	Graded
CMN 102-T11	Tutorial	<input checked="" type="radio"/> Open	Units	12.00
Session	Regular Academic Session		Program	BBus/BCommerce (Accounting)
Career	Undergraduate			


3. If you clicked **CANCEL** due to incorrect details the following message will be displayed.
4. Click **CANCEL** to return to **Step 3** to start your selection again. Or click **OK** to return to **Step 7**.

Add Classes

**You have unsaved data for this transaction. Click OK to go back, or cancel to discard your changes.**

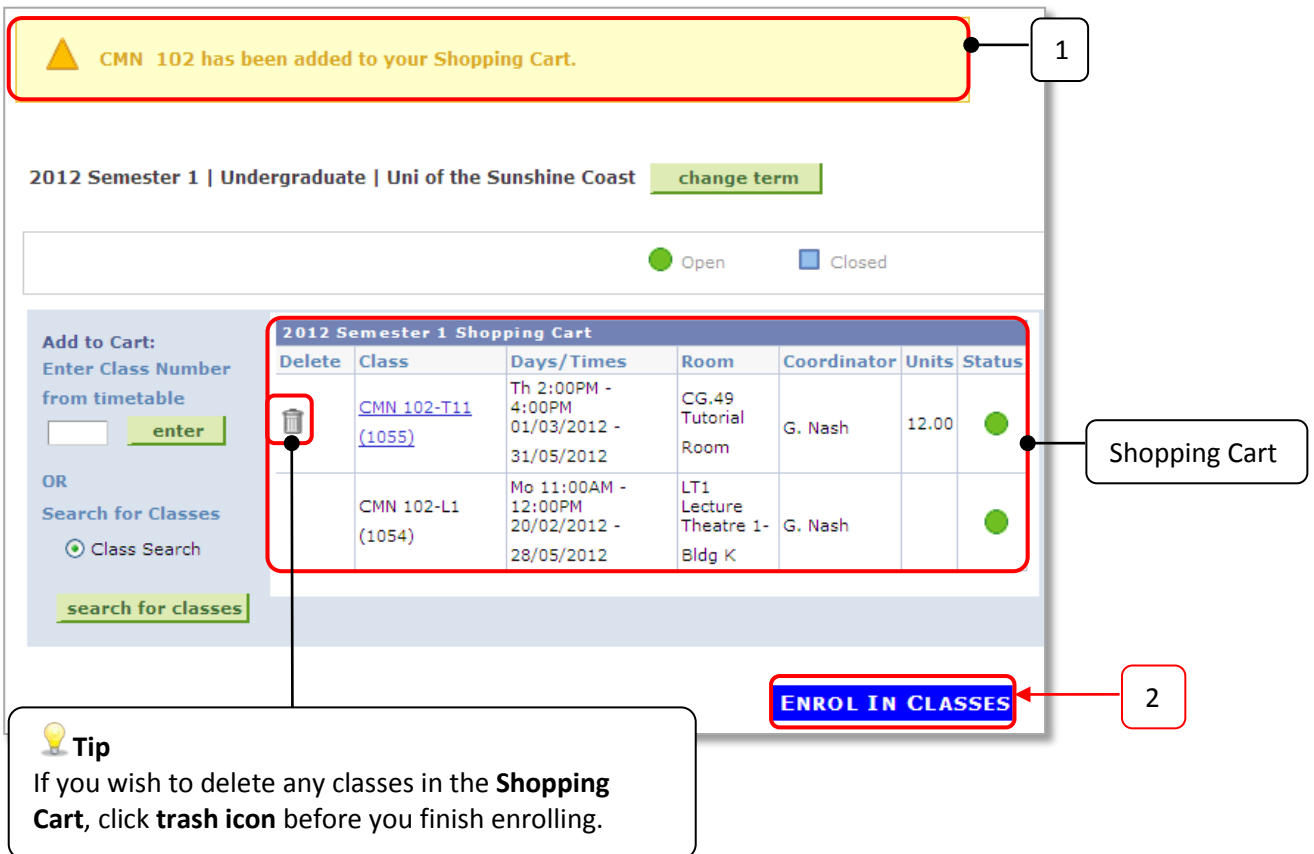


## Step 8

1. The message in yellow  displays that CMN102 has been added to the **Shopping Cart** (Note: also referred to as **Enrolment Cart**).
2. Click on **ENROL IN CLASSES** button to proceed to **finish enrolling**.

**Note:** We do not recommend that you click the **search for classes** button to add other course classes. For example:

- If you click **search for classes** to add COR111 into the **Shopping Cart**, the CMN102 classes that you selected may become full while you are adding COR111 therefore you miss out on these classes.
- While the CMN102 classes are in your **Shopping Cart** you have **not** yet finished your enrolment until you click the **FINISH ENROLLING** button in **Step 9**.



1




CMN 102 has been added to your Shopping Cart.

2012 Semester 1 | Undergraduate | Uni of the Sunshine Coast [change term](#)

Open Closed

Add to Cart:  
Enter Class Number  
from timetable  
 [enter](#)


OR  
Search for Classes  
 Class Search  
[search for classes](#)

Delete	Class	Days/Times	Room	Coordinator	Units	Status
	<a href="#">CMN 102-T11 (1055)</a>	Th 2:00PM - 4:00PM 01/03/2012 - 31/05/2012	CG.49 Tutorial Room	G. Nash	12.00	
	CMN 102-L1 (1054)	Mo 11:00AM - 12:00PM 20/02/2012 - 28/05/2012	LT1 Lecture Theatre 1- Bldg K	G. Nash		


Shopping Cart

[ENROL IN CLASSES](#)

2

 **Tip**  
If you wish to delete any classes in the **Shopping Cart**, click **trash icon** before you finish enrolling.


## Step 9



1. Check that the classes:
  - that you **selected** are listed below; and
  - the status is still  **open**.
2. Click the **FINISH ENROLLING** button to complete your enrolment.

Class	Description	Days/Times	Room	Coordinator	Units	Status
CMN 102-T11 (1055)	Comn Theory and Practice (Tutorial)	Th 2:00PM - 4:00PM 01/03/2012 - 31/05/2012	CG.49 Tutorial Room	G. Nash	12.00	
CMN 102-L1 (1054)	Comn Theory and Practice (Lecture)	Mo 11:00AM - 12:00PM 20/02/2012 - 28/05/2012	LT1 Lecture Theatre 1-Bldg K	G. Nash		

## Step 10

Check your enrolment **Status**.

Class	Message	Status
CMN 102	<b>Success:</b> This class has been added to your schedule.	

-  Success: enrolled
-  Error: unable to add class

### Tip

If you receive an error message:

- Refer to **Common Enrolment Problems** on page 46; and/or
- Contact Student Administration (refer to page 3).

## How to access to your Shopping Cart (Enrolment Cart)



### IMPORTANT

If you did not finish enrolling and have classes in the **Shopping Cart**, please be aware that the classes may no longer be available. It is highly recommended that you follow steps 1-10 on pages 20-26. However, if the circumstances arise that you need to return to your **Shopping Cart** to complete your enrolment or to trash unwanted class selections, follow the steps below.

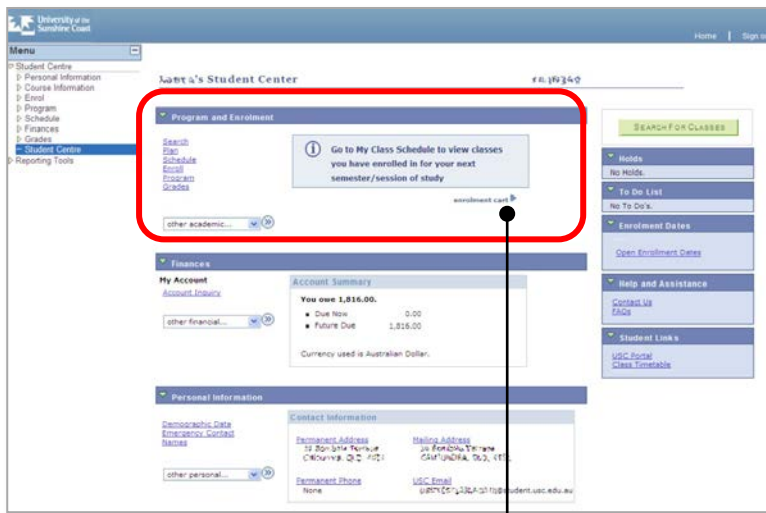
### Step 1

In [USCCentral](#) Menu, click [Student Centre](#)



### Step 2

You will be at the homepage of [USCCentral](#). Under **Program and Enrolment**, click [enrolment cart](#) link.



### Step 3

1. Select the **Term** you wish to enrol into by clicking in the circle.
2. Click **CONTINUE** button.

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2012 Semester 1	Undergraduate	Uni of the Sunshine Coast

1

CONTINUE

2

### Step 4

Your **Shopping Cart** will be displayed.

1. Tick the **select class box**
2. Click the **delete** button to trash unwanted class selections, or
3. Click the **ENROL** button to finish enrolling from this page and follow **Step 9** on page 26

Add to Cart:  
Enter Class Number from timetable

OR  
Search for Classes  
 Class Search

2012 Semester 1 Shopping Cart

Select	Class	Days/Times	Room	Coordinator	Units	Status
<input type="checkbox"/>	<a href="#">CMN 102-T11 (1055)</a>	Th 2:00PM - 4:00PM 01/03/2012 - 31/05/2012	CG.49 Tutorial Room	G. Nash	12.00	<input checked="" type="radio"/>
	CMN 102-L1 (1054)	Mo 11:00AM - 12:00PM 20/02/2012 - 28/05/2012	LT1 Lecture Theatre 1- Bldg K	G. Nash		<input checked="" type="radio"/>

1

for selected:

2

3

## Accessing your Class Schedule (Timetable)

Once you have completed enrolling into courses, you can view your class schedule in [USCCentral](#). The classes that you enrolled in are displayed on the **Student Centre** homepage.

Menu

- Student Centre
  - Personal Information
  - Course Information
  - Enrol
  - Program
  - Schedule
  - Finances
  - Grades
  - Student Centre**

Program and Enrolment

Search  
Plan  
Schedule  
Enroll  
Program  
Grades

other academic... [v] [go]

**Weekly Schedule**

Class
ACC 210-Financial Accounting (Lecture) L1
ACC 210-Financial Accounting (Tutorial) T1
IBS 220-Cross-Cultural Management (Lecture) L1
IBS 220-Cross-Cultural Management (Tutorial) T4
IBS 221-Trade & Finance in Global Econ (Lecture) L1
IBS 221-Trade & Finance in Global Econ (Tutorial) T1

weekly schedule [v] enrolment cart [v]

Click **weekly schedule** to view My Class Schedule.

My Class Schedule

Select Display Option  List View  Weekly Calendar View

<< previous week Week of 28/11/2011 - 4/12/2011 next week >>

Show Week of 28/11/2011 Start Time 8:00AM End Time 9:00PM refresh calendar

Time	Monday 28 Nov	Tuesday 29 Nov	Wednesday	Thursday	Friday 2 Dec	Saturday 3 Dec	Sunday 4 Dec
8:00AM							
9:00AM	BUS 211 Lecture 9:00AM - 11:00AM Building K LT8	BUS 102 Lecture 9:00AM - 11:00AM Building K LT8			BUS 105 Lecture 10:00AM - 11:00AM Building K LT5		
10:00AM	BUS 211 Tutorial 11:00AM - 12:00PM Building K LT8				BUS 105 Tutorial 11:00AM - 12:00PM Building C G.50		
11:00AM							
12:00PM		BUS 102 Tutorial 12:00PM - 1:00PM Building C G.50					
1:00PM	BUS 211 Lecture 1:00PM - 3:00PM Building K LT8	BUS 102 Lecture 1:00PM - 3:00PM Building K LT8	BUS 320 Lecture 1:00PM - 3:00PM Building K LT8		BUS 105 Lecture 1:00PM - 3:00PM Building K LT5		
2:00PM	BUS 211 Tutorial 3:00PM - 4:00PM Building K LT8		BUS 320 Tutorial 3:00PM - 4:00PM Building K LT8		BUS 105 Tutorial 3:00PM - 4:00PM Building C G.50		
3:00PM							
4:00PM		BUS 102 Tutorial 4:00PM - 5:00PM Building C G.50					
5:00PM							
6:00PM							

Choose a view option: Select Display Option

To check your weekly class schedule click **next week** or **previous week**



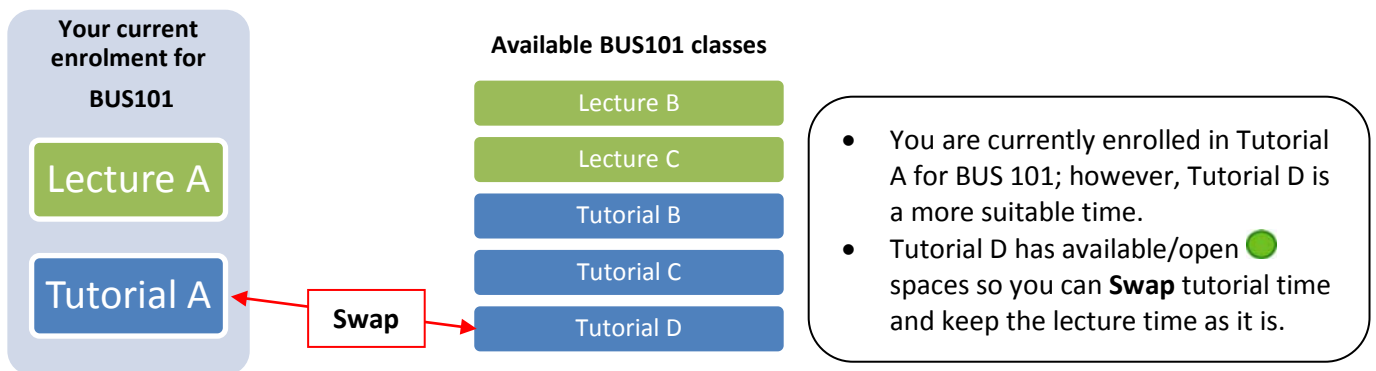
# Changing Your Enrolment

After you have enrolled in courses, you can change your enrolment by swapping, dropping or adding classes and courses.

## Swap a class (course)

If you have already enrolled in classes but wish to change the class schedule, you can **swap** your current class (Lecture, Tutorial, Workshop or Lab) to another open class.

For example:



The advantage of using the **Swap** function is that you do not lose your place in Lecture A and Tutorial A if for some reason swapping was not successful.



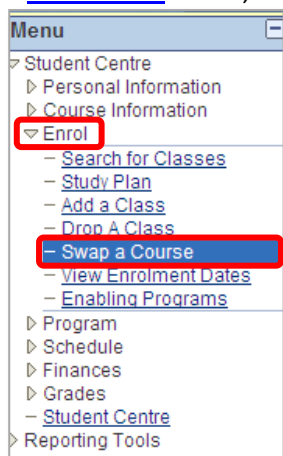
### IMPORTANT

- Check the dates on the Academic Calendar at [www.usc.edu.au/calendars](http://www.usc.edu.au/calendars) for the last day to swap classes or courses.
- Check your **USC Student email** for important date notices.
- Remember that you must enrol in accord with your approved Study Plan, and if you are on a Student Visa you must maintain a full-time\* study load and complete the requirements of your program of study within the registered duration of the program.  
\*You may be able to enrol in a reduced study load in limited circumstances as approved by USC.
- Please contact [AskUSCI@usc.edu.au](mailto:AskUSCI@usc.edu.au) if you are considering making any enrolment changes that deviates from your Study Plan.

## How to swap a class (course)

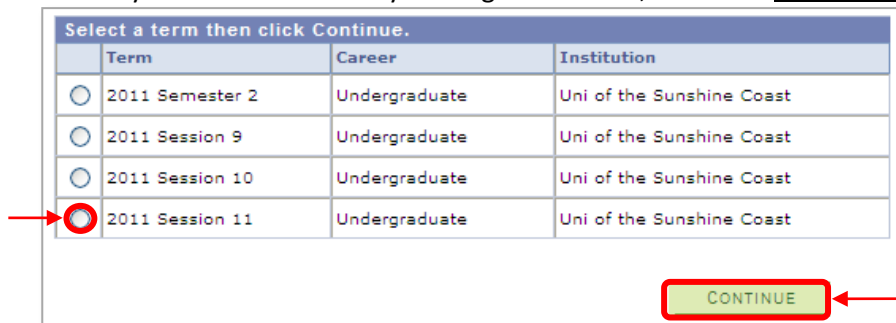
### Step 1

In **USCCentral** Menu, click **Enrol** and **Swap a Course**.



### Step 2

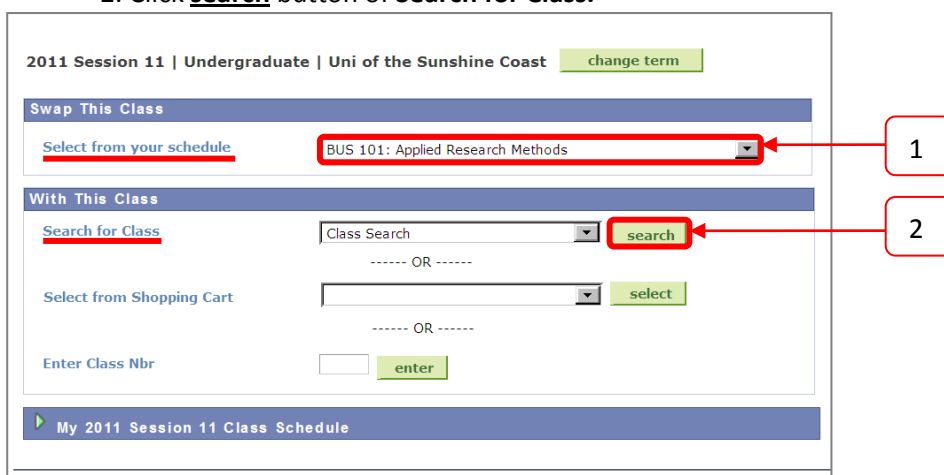
Select the **Term** you wish to enrol in by clicking in the circle, then click **CONTINUE**.



### Step 3

Select a class to swap from the drop down arrow. For example, swap **BUS101** tutorial classes.

1. Select **BUS101** from **Select from your schedule**
2. Click **search** button of **Search for Class**.



## Step 4

Search for the class to swap to.

**Swap a Class** 1

### Enter Search Criteria

Uni of the Sunshine Coast | 2011 Session 11

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

Course Subject   General Business **1. Type BUS in Course Subject**

Use alpha characters from course code eg. ACC for Accounting

Course Number   **2. Type 101 in Course**

Course Career  Use numerical value e.g. 106

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Swap a Class](#)   **3. Click SEARCH**

## Step 5

Scroll down for open tutorial classes (Status ●). Find the class you wish to swap to and click **select class**. In this example Tutorial 3 is selected.

**Note: Lecture**

Section [L1-LEC\(1005\)](#) Status ●

Session Sum Sess A

Days & Times	Room	Coordinator	Meeting Dates
We 1:00PM - 3:00PM	LT6 Lecture Theatre 6-Bldg K	Lilliemay Cheung	30/11/2011 - 14/12/2011

Section [T1-TUT\(1071\)](#) Status ●

Session Sum Sess A

Days & Times	Room	Coordinator	Meeting Dates
We 11:00AM - 12:00PM	CG.50 Tutorial Room	Lilliemay Cheung	30/11/2011 - 14/12/2011

Section [T3-TUT\(1073\)](#) Status ●  **Note: Tutorial**

Session Sum Sess A

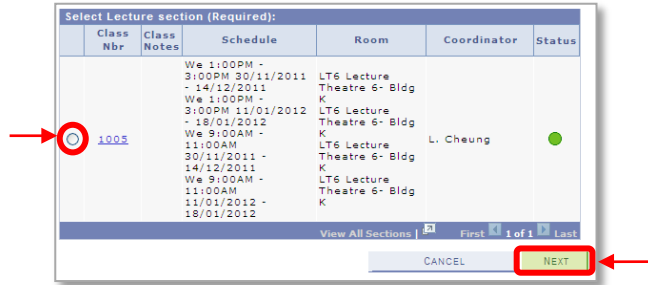
Days & Times	Room	Coordinator	Meeting Dates
We 12:00PM - 1:00PM	CG.50 Tutorial Room	Lilliemay Cheung	30/11/2011 - 14/12/2011



### Step 6

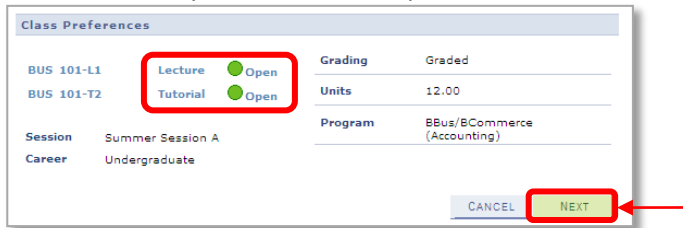
Available Lectures will be displayed.

Select the Lecture you have already enrolled in as you are only swapping a tutorial class, then click **NEXT**.



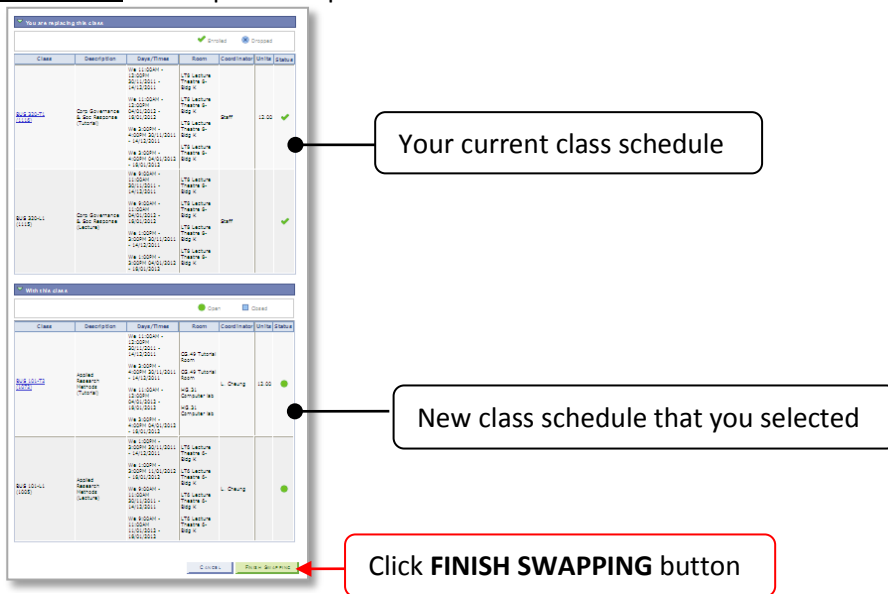
### Step 7

Ensure that classes that you selected are open and click **NEXT**.



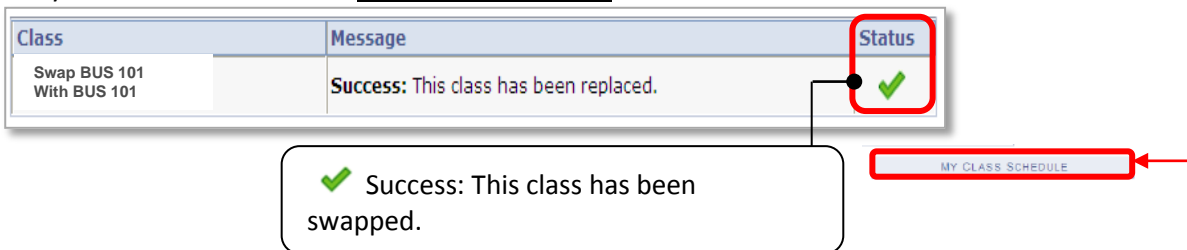
### Step 8

Your current and new class schedule will be displayed. Ensure that classes do not clash and click **FINISH SWAPPING** to complete the process.



### Step 9

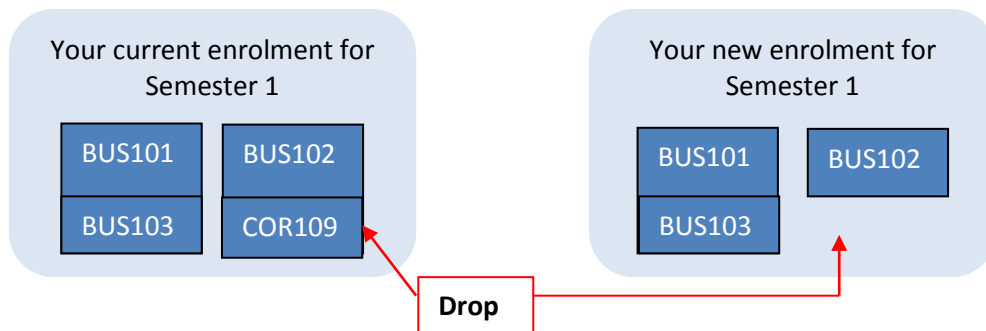
Check the **Status** that the class has been swapped successfully. To view your class schedule for all of the courses that you have enrolled in click **MY CLASS SCHEDULE**.



## Drop a Course

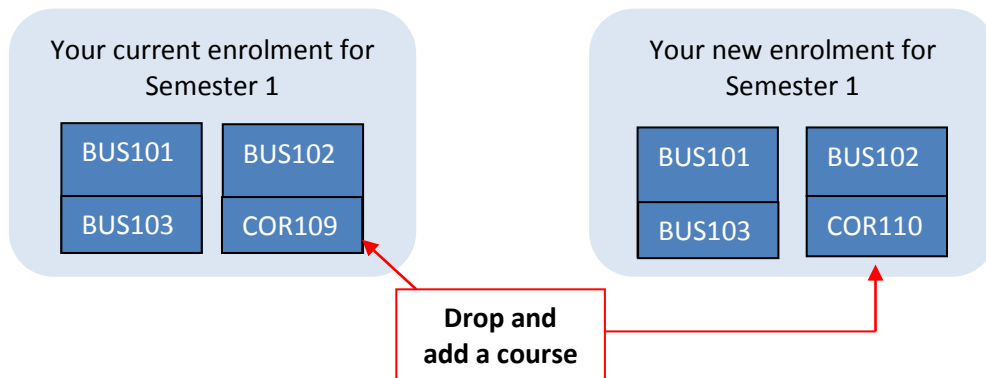
If you decide to reduce your enrolment load, and are eligible to do so, you can **drop** courses. For example, you are currently enrolled in four courses but want to reduce your load to three courses by **Dropping** COR109.

**For example:**



## Drop and Add a Course

You may decide to drop a course and replace it with another. For example, you are currently enrolled in four courses but want to **Drop** COR109 and **Add** COR110. If you wish to add a course after dropping a course refer to Section 5, page 20.



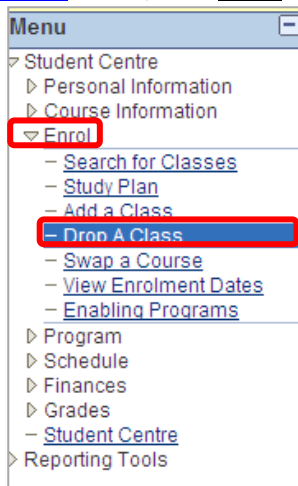
### IMPORTANT

- Check the dates on the Academic Calendar at [www.usc.edu.au/calendars](http://www.usc.edu.au/calendars) for the last day to drop classes or courses.
- Refer to the USC Student Fees, Charges and Refund Procedures at: [www.usc.edu.au/FeeProcedures](http://www.usc.edu.au/FeeProcedures)
- Check your **USC Student email** for important date notices.

## How to drop a course

### Step 1

In **USCCentral Menu**, click **Enrol** then **Drop A Class**.



### Step 2

Select the **Term** by clicking in the circle, then click **CONTINUE**.

Select a term then click Continue.			
Term	Career	Institution	
<input checked="" type="radio"/> 2011 Semester 2	Undergraduate	Uni of the Sunshine Coast	
<input type="radio"/> 2011 Session 9	Undergraduate	Uni of the Sunshine Coast	
<input type="radio"/> 2011 Session 10	Undergraduate	Uni of the Sunshine Coast	
<input type="radio"/> 2011 Session 11	Undergraduate	Uni of the Sunshine Coast	

**CONTINUE**

### Step 3

Select the class you wish to **drop** and click **DROP SELECTED CLASSES**.

Select	Class	Description	Days/Times	Room	Coordinator	Units	Status
<input checked="" type="checkbox"/>	BUS 102-T2 (1060)	Economics for Business (Tutorial)	Tu 12:00PM - 1:00PM 29/11/2011 - 13/12/2011 Tu 12:00PM - 1:00PM 03/01/2012 - 17/01/2012 Tu 4:00PM - 5:00PM 29/11/2011 - 13/12/2011 Tu 4:00PM - 5:00PM 03/01/2012 - 17/01/2012	CG.50 Tutorial Room CG.50 Tutorial Room CG.50 Tutorial Room	W. Alexander	12.00	✓
	BUS 102-L1 (1007)	Economics for Business (Lecture)	Tu 9:00AM - 11:00AM 29/11/2011 - 13/12/2011 Tu 9:00AM - 11:00AM 03/01/2012 - 17/01/2012 Tu 1:00PM - 3:00PM 29/11/2011 - 13/12/2011 Tu 1:00PM - 3:00PM 03/01/2012 - 17/01/2012	LT8 Lecture Theatre S- Bldg K LT8 Lecture Theatre S- Bldg K LT8 Lecture Theatre S- Bldg K LT8 Lecture Theatre S- Bldg K	W. Alexander		✓

**DROP SELECTED CLASSES**

### Step 4

Check the details are correct and click **FINISH DROPPING**.

Class	Description	Days/Times	Room	Coordinator	Units	Status
<a href="#">BUS 102-T2 (1060)</a>	Economics for Business (Tutorial)	Tu 12:00PM - 1:00PM 29/11/2011 - 13/12/2011	CG.50 Tutorial Room	W. Alexander	12.00	✓
		Tu 12:00PM - 1:00PM 03/01/2012 - 17/01/2012	CG.50 Tutorial Room			
		Tu 4:00PM - 5:00PM 29/11/2011 - 13/12/2011	CG.50 Tutorial Room			
		Tu 4:00PM - 5:00PM 03/01/2012 - 17/01/2012	CG.50 Tutorial Room			
BUS 102-L1 (1007)	Economics for Business (Lecture)	Tu 9:00AM - 11:00AM 29/11/2011 - 13/12/2011	LT8 Lecture Theatre 8-Bldg K	W. Alexander		✓
		Tu 9:00AM - 11:00AM 03/01/2012 - 17/01/2012	LT8 Lecture Theatre 8-Bldg K			
		Tu 1:00PM - 3:00PM 29/11/2011 - 13/12/2011	LT8 Lecture Theatre 8-Bldg K			
		Tu 1:00PM - 3:00PM 03/01/2012 - 17/01/2012	LT8 Lecture Theatre 8-Bldg K			

CANCEL PREVIOUS **FINISH DROPPING**

### Step 5

Check the **Status** that the course has been dropped/removed successfully.

Class	Message	Status
BUS 102	Success: This class has been removed from your schedule.	✓

✓ Success: this class has been dropped/removed  
✗ Error: unable to drop class



# Managing Your Finances (Fees)

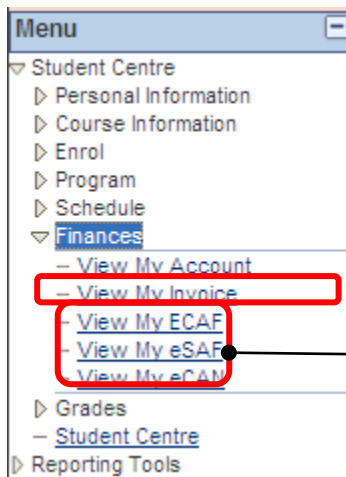
For information on managing your fees go to [www.usc.edu.au/payfees](http://www.usc.edu.au/payfees)

## How to view your financial (fees) account

- Your finances can be viewed in [USCCentral](#) Student Centre homepage.
- Follow the three steps below to view your account and fees due date via the **Menu**.

### Step 1

In [USCCentral](#) Menu, click **Finances** then **View My Account**.



**Note:** ECAF, eSAF and eCAN are not relevant to International Students

### Step 2

Your account summary will be displayed. To check your due date, click **Charges Due** link.

**Account Summary**

You owe **1,816.00**. For the breakdown, access [Charges Due](#)

- Due Now 0.00
- Future Due 1,816.00

Term	Outstanding Charges & Deposits	Total Due
2011 Session 11	1,816.00	1,816.00
<b>Total</b>	<b>1,816.00</b>	<b>1,816.00</b>

Currency used is Australian Dollar.

### Step 3

Your fee **Due Date** will be displayed.

**Charges Due**

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review the Details by Due Date table to see the specific charges.

Summary of Charges by Due Date		
Due Date	Due Amount	Running Total
09/12/2011	1,816.00	1,816.00

Currency used is Australian Dollar.

[Details by Due Date](#)

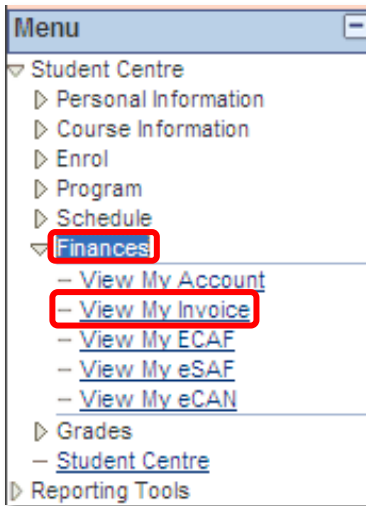
Currency used is Australian Dollar.

### How to view and generate your fee invoice

Your invoice details the fees owed to the university. This invoice will contain both tuition and non-tuition charges.

#### Step 1

In **USCCentral Menu** click **Finance** then **View My Invoice**.



#### Step 2

Click **Generate Current Invoice** link. If you wish to view previous invoices, click **Get Prior Invoices**.

**Note:** Invoices are updated regularly in **Prior Invoices**, for example, when program and/or courses are changed and payments are made.

[Generate Current Invoice](#)

To find other invoices click 'Get Prior Invoices' or enter Invoice Date and/or Term for invoices required.

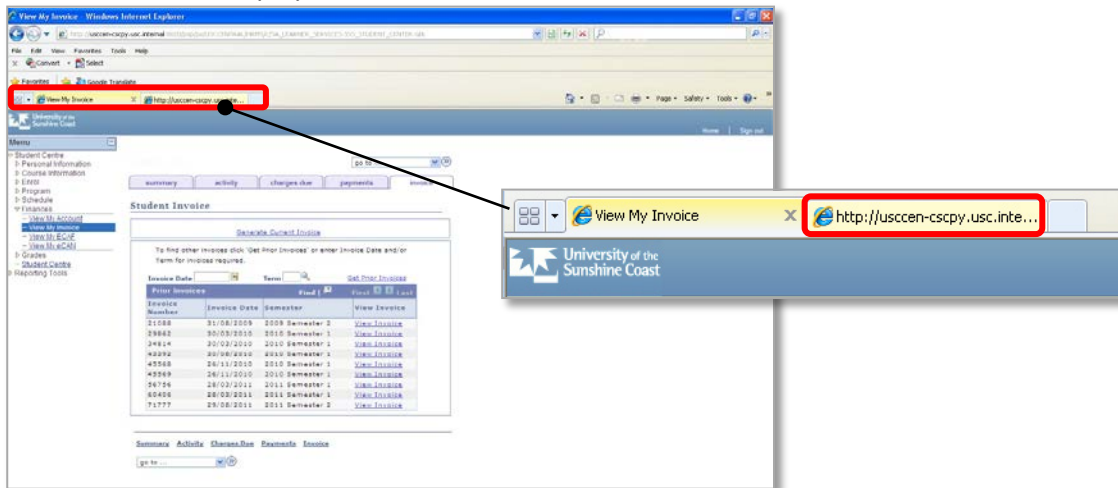
Invoice Date  Term

[Get Prior Invoices](#)

Prior Invoices			
Invoice Number	Invoice Date	Semester	View Invoice
71777	29/08/2011	2011 Semester 2	<a href="#">View Invoice</a>

### Step 3

The invoice will be displayed in a **new tab**.



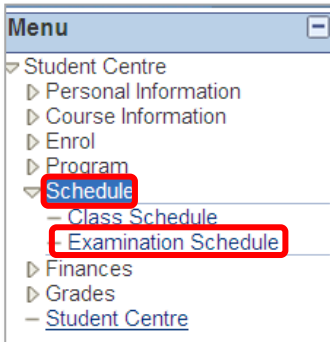


# Examination Schedule

Follow the two steps to view your centrally scheduled examination timetable which includes the time and venue.

## Step 1

In USCCentral Menu click Schedule then Examination Schedule.



## Step 2

Your examination timetable will be displayed.

Examination Details				
Exam Date	Course	Title	Schedule	Venue
Wednesday, November 16, 2011	ACC210	Financial Accounting	8:30AM - 10:40AM	Sports Stadium
Monday, November 21, 2011	IBS221	Trade & Finance in Global Econ	8:30AM - 10:40AM	Sports Stadium



### Tip

- Examination timetable is normally released in Week 8. If you cannot view your examination timetable after Week 8, please contact Student Administration.
- **NOTE:** You are strongly encouraged to carefully read the following documents for important information regarding examinations:

<http://www.usc.edu.au/University/AbouttheUniversity/Governance/Policies/Assessment.htm#Examinations>



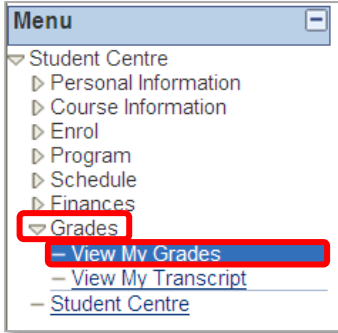


# Grades (Results)

Follow the three steps to view your final grade (results).

## Step 1

In [USCCentral](#) Menu click Grades then View My Grades.



## Step 2

Select the **Term** by clicking in the circle and click **CONTINUE**.

Future Graded Terms		
Academic Career	Term	Grade Release Date
Undergraduate	2011 Session 11	09/02/2012
Undergraduate	2011 Session 10	23/12/2011
Undergraduate	2011 Semester 2	16/12/2011

Graded Terms	
Academic Career	Term
<input type="radio"/> Undergraduate	2011 Semester 1
<input checked="" type="radio"/> Undergraduate	2010 Session 11
<input type="radio"/> Undergraduate	2010 Semester 2
<input type="radio"/> Undergraduate	2010 Semester 1
<input type="radio"/> Undergraduate	2009 Semester 2

**CONTINUE**

## Step 3

Your grades will be displayed.

**View My Grades**

2011 Semester 1 change term

Subject	Catalog Number	Class Title	Mark	Grade	Program Code	Program Name
ACC	211	Business Finance	62	Pass	BU355	BB/BC(Acc)
COR	110	Innovation	63	Pass	BU355	BB/BC(Acc)
ACC	311	Taxation Law and Practice	72	Credit	BU355	BB/BC(Acc)

print view

# SECTION 10

# Unofficial Transcript

Follow the steps to view your unofficial transcript.

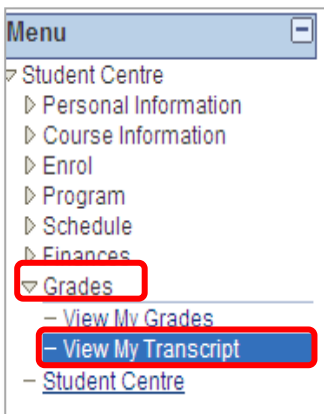


## IMPORTANT

- If you require an **Official Academic Transcript**, complete the form, pay the fee and submit to Student Administration.
- For more information on Official Academic Transcript and request form: <http://www.usc.edu.au/AcademicRecord/>

## Step 1

In [USCCentral Menu](#) click [Grades](#) then [View My Transcript](#).



## Step 2

Select from **Report Type** drop down menu choose [Academic Record](#) and click [view report](#) button.

Choose an institution and report type and press View Report

**\*\*this process may take a few minutes to complete, please do not press any other buttons or links while processing is taking place\*\***

Academic Institution: Uni of the Sunshine Coast

Report Type: Academic Record

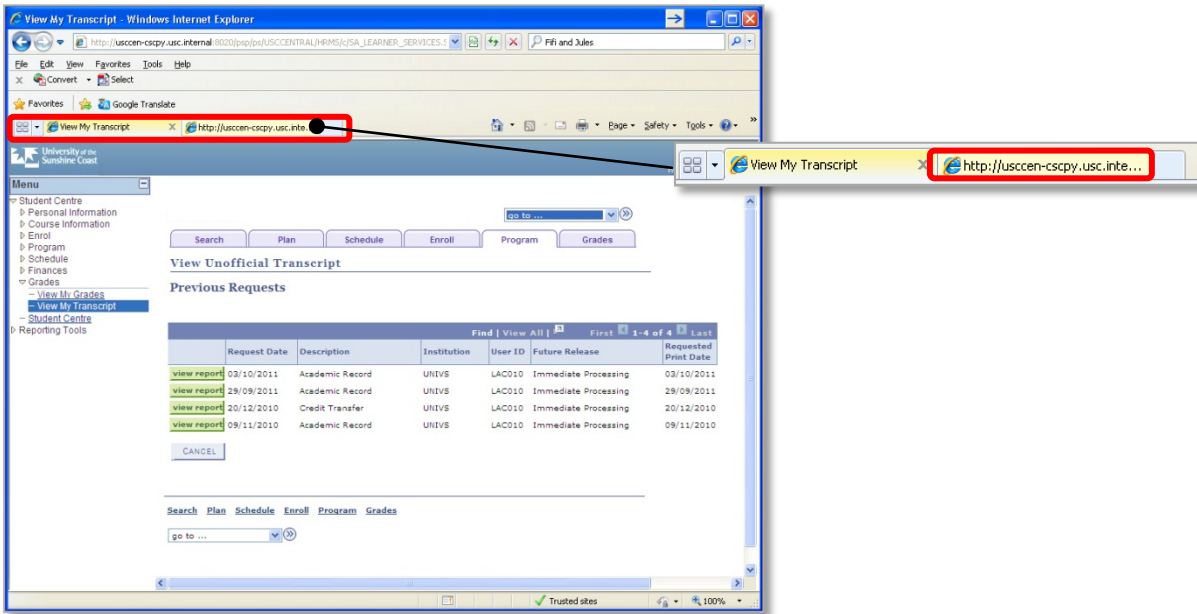
[view report](#)

**Information For Students**  
This is an unofficial transcript for your information, and can be used as proof of enrolment to Centrelink, if needed.

[VIEW ALL REQUESTED REPORTS](#)

### Step 3

The unofficial academic record will be displayed in a **new tab**.



#### Tip

If the unofficial academic record does not appear on your screen:

- check that you have popup blockers turned off in your internet browser settings; and/or
- if you are using unsupported software on a Mac PC you may need to install Mozilla or FireFox which is available for download free on the internet.

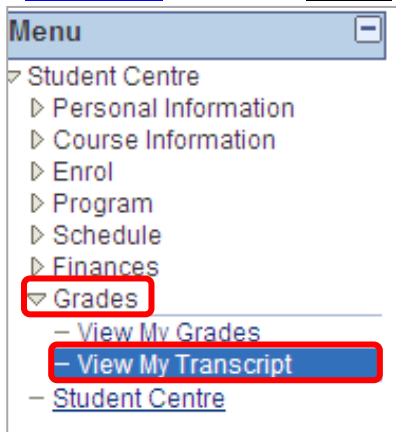
# SECTION 11

## Credit Transfer Record

If you have applied for credit transfer, you can view the outcome in [USCCentral](#) by following the four steps below. For more information on credit transfer please contact USC International (refer to page 4).

### Step 1

In [USCCentral](#) Menu click **Grades** then **View My Transcript**.



### Step 2

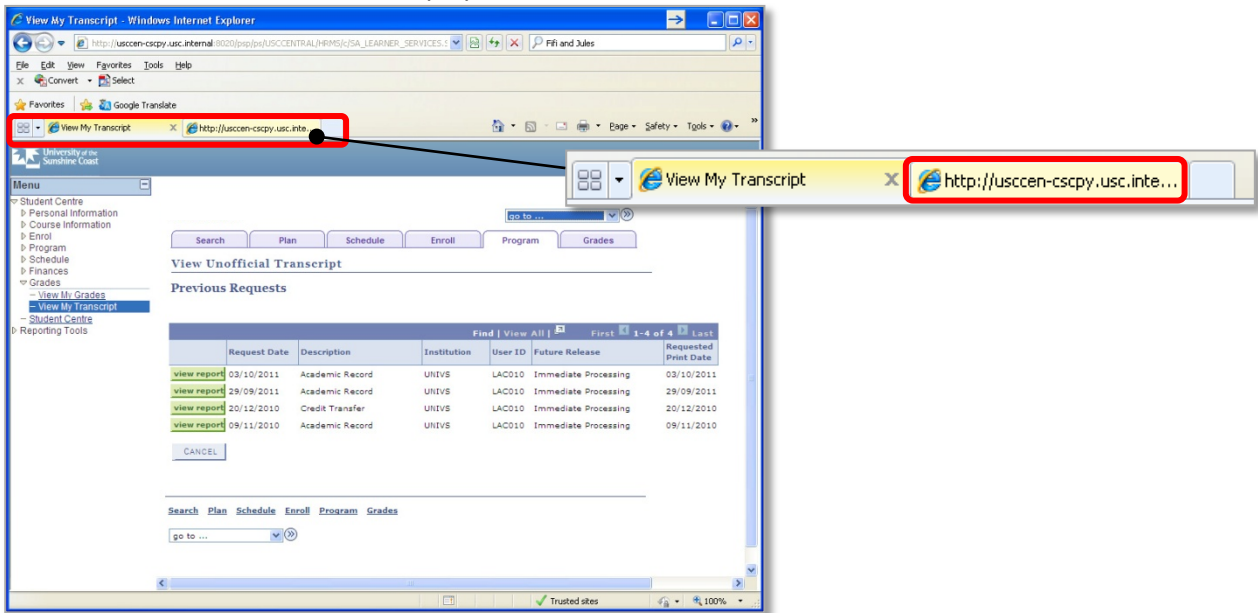
From the **Report Type** drop down menu select **Credit Transfer** and click **view report** button.



A screenshot of the USCCentral web application showing the 'Report Type' selection screen. The screen has a light blue header with the text 'Choose an institution and report type and press View Report' and a warning: '\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\*'. Below the header, there are two dropdown menus: 'Academic Institution' (set to 'Uni of the Sunshine Coast') and 'Report Type' (set to 'Credit Transfer'). The 'Report Type' dropdown is highlighted with a red box, and the 'view report' button is also highlighted with a red box. Below the dropdowns, there is a section titled 'Information For Students' with the text 'Use this transcript to review Credit Transfer that has been processed for you.' and a green button labeled 'VIEW ALL REQUESTED REPORTS'.

### Step 3

The credit transfer record will be displayed in a **new tab**.



#### Tip

If your credit transfer record does not appear on your screen:

- check that you have popup blockers turned off in your internet browser settings; and/or
- if you are using unsupported software on a Mac PC you may need to install Mozilla or FireFox which is available for download free on the internet.


# SECTION 12

# Common Enrolment Problems

Below are some of the more common errors encountered in [USCCentral](#) when you enrolling into courses. If you need help with using [USCCentral](#) contact Student Administration staff for assistance:

- Email: [usccentral@usc.edu.au](mailto:usccentral@usc.edu.au)
- Phone: +61 7 5430 2890
- In person: Client Services, Student Central, Ground Floor, Building C

## 1) Class Number XXXX is Closed, the following symbol is displayed

Please choose another time as there are no more places are left in that class. Check for classes (Tutorials, Lectures etc.) that are open with the following symbol . Do not wait too long as classes **will fill quickly** and are **filled on a first-in, first-served basis**.

## 2) Unable to add a class

The requisites may not have been met. You are trying to enrol in a course for which there is a pre-requisite that you have yet to complete successfully. Check the class description for a list of enrolment requirements. Contact your Faculty Office if you require further assistance. If you are a Study Abroad or Exchange student contact USC International via [study@usc.edu.au](mailto:study@usc.edu.au)

## 3) You cannot add a class due to a time conflict with another class

The class that you attempted to enrol in, clashes with another class in which you are **already** enrolled. Check your timetable and choose another time for the course in which you are trying to enrol, or the one with which it clashes, before contacting your Faculty Office.

## 4) Instructor consent required

You must obtain formal approval from the Course Coordinator to enrol in the course. Contact your Faculty Office for advice. If you are a Study Abroad or Exchange student contact USC International via [study@usc.edu.au](mailto:study@usc.edu.au)

## 5) You have a hold on your record.

The hold on your record must be removed before a transaction can be processed (refer to page 13).

## 6) You try to enrol in classes, and the following message pops up.

 You do not have access to enrollment at this time.

Enrolment is not open yet. Check your USC email for advice on open enrolments dates and [USCCentral](#), Student Centre and open enrolment dates. If enrolment is open please contact Student Administration (refer to page 3 ) for assistance.

## 7) The following messages are displayed:

- Available seats are reserved
- Reserved seat requirement not met
- Available seats are subject to reserve capacity requirements

The class is reserved for students enrolled in a particular program, major or minor. Refer to the timetable notes on the class you are trying to add. Choose another class time.