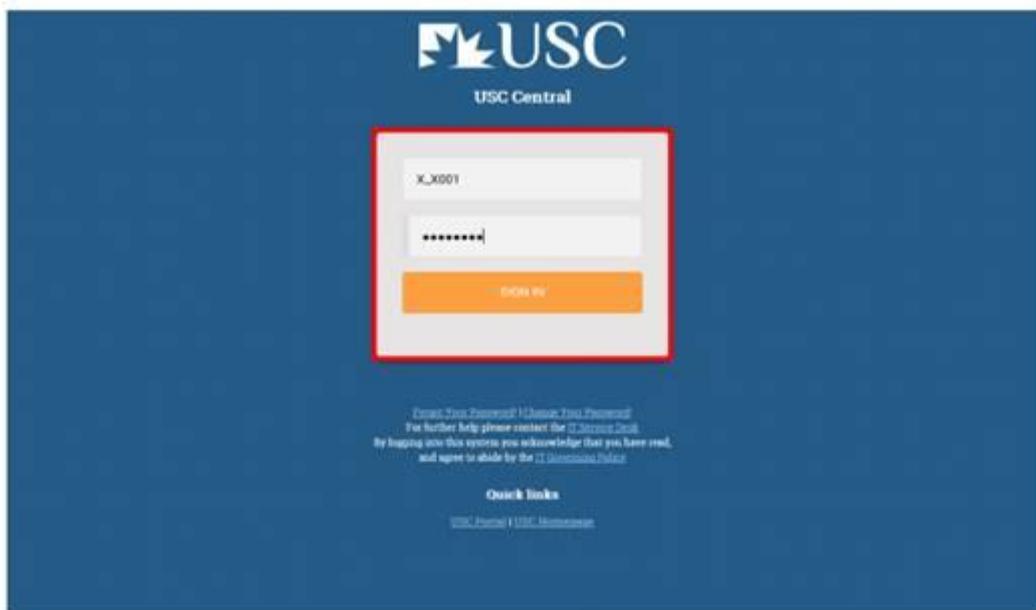


Enrolment Information for University of the Sunshine Coast Continuing Students - Semester 1, 2020

To enrol online, please click [here](#).

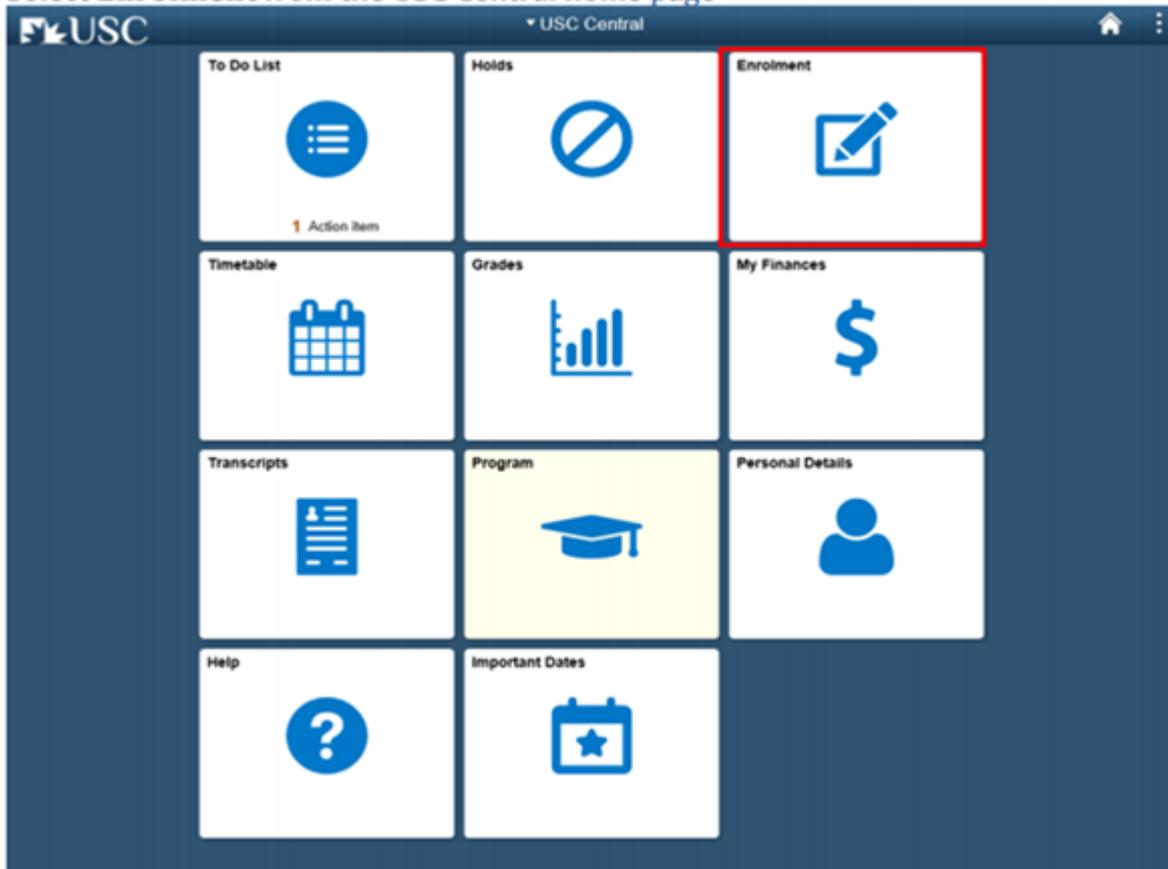
Log in to USC Central using your USC student username and password.

For the courses which you will be studying in the semester, please follow your email which was sent by USC enrolment team. Alternatively, you can call on the campus or email on enrolments.uscsyd@atmc.edu.au



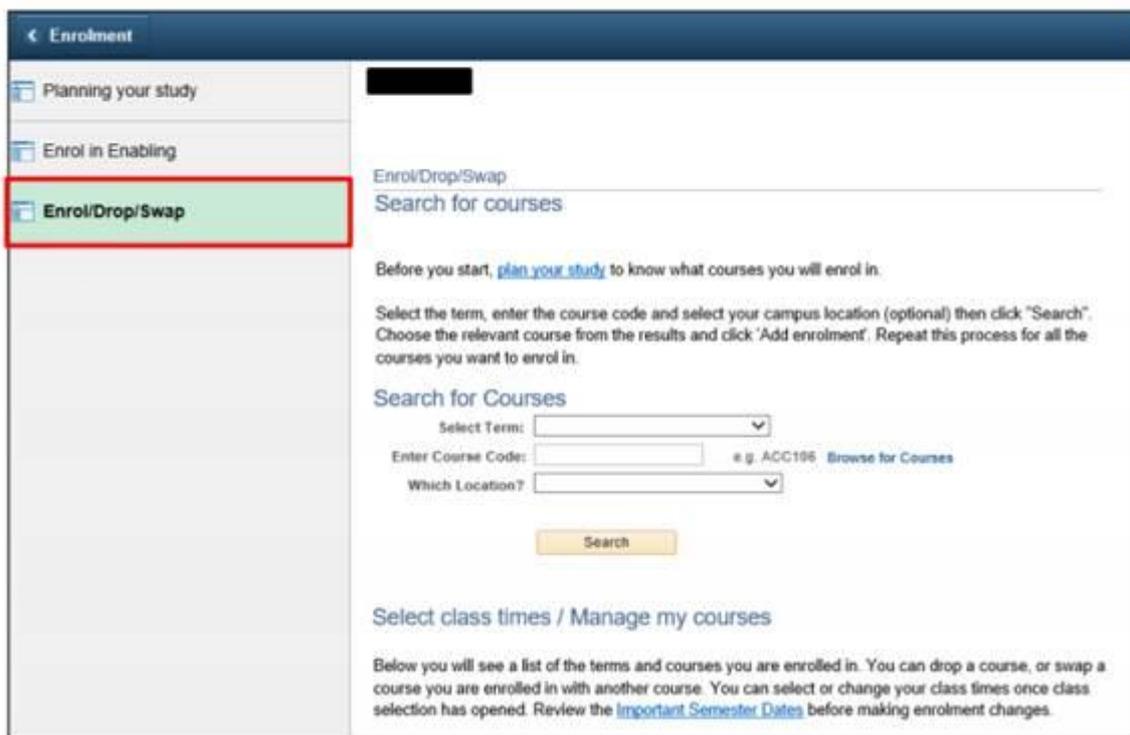
2. After logging in,

Select **Enrolment** from the USC Central home page



3.

Select **Enrol/Drop/Swap** from the left-hand menu.



The screenshot shows a web interface for 'Enrolment'. On the left, a navigation menu has three items: 'Planning your study', 'Enrol in Enabling', and 'Enrol/Drop/Swap'. The 'Enrol/Drop/Swap' item is highlighted with a red border. The main content area is titled 'Enrol/Drop/Swap' and contains a search form. The form has a header 'Search for courses' and a sub-header 'Search for Courses'. It includes three input fields: 'Select Term:' (a dropdown menu), 'Enter Course Code:' (a text box with 'e.g. ACC106' and a 'Browse for Courses' link), and 'Which Location?' (a dropdown menu). Below these fields is a yellow 'Search' button. At the bottom of the form, there is a section titled 'Select class times / Manage my courses' with a paragraph of instructions: 'Below you will see a list of the terms and courses you are enrolled in. You can drop a course, or swap a course you are enrolled in with another course. You can select or change your class times once class selection has opened. Review the [Important Semester Dates](#) before making enrolment changes.'

Select the correct term (Semester 1, 2020) and enter the course code which you have been offered. Select your campus location (Melbourne) from the drop down menu. Click 'Search'. Once the course comes up, select it by ticking the box and 'Add Enrolment'. It will pop up as 'Success'. You will then need to repeat this process to select the rest of the courses offered to you. To do this, you need to 'Return to enrolment' and follow the above steps for **ALL** of the classes you are required to enrol in.

Answers to Frequently asked Questions about enrolment:

If you have failed any of your courses, you **must** call the campus on **02 80728237** and book an appointment for an intervention. Once you have attended your intervention, you will then be directed to the Enrolment Amendment Room to review your study plan and complete your enrolment.

If you are struggling with enrolling yourself online, please call **02 80728237** to book an appointment to come to campus and get assistance from an Enrolments Officer.

If you did not complete all five of USC's Academic Integrity Module with an 80% or higher score, your access to enrolment and Blackboard may be blocked. In this case, you are then directed to USC Student Service & Engagement to allow you access to complete the required modules. You may contact them at studentcentral@usc.edu.au or by calling **+61 7 5430 289**