

Enrolment Guide for **INTERNATIONAL STUDENTS**



University of the
Sunshine Coast
Queensland, Australia

CRICOS Provider Number: 01595D



www.usc.edu.au/international

Follow these

9

steps to get started with your study at USC

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- 5 Register for Student Support Programs for New Students
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Explanation of terms

Refer to the explanation of terms to understand university phrases, terms and definitions www.usc.edu.au/students/handbook/terms

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All information contained in this publication is correct at the time of going to press, however the University reserves the right to alter any course, procedure or fee.
For the most up-to-date information, visit www.usc.edu.au
University of the Sunshine Coast is registered on the Commonwealth Register of Institutions and Courses for Overseas Students. CRICOS Provider Number: 01595D

STEP 1 Get online at USC

All students at the University of the Sunshine Coast are provided with access to a comprehensive set of online services to manage and support their studies.

To connect to these services:

- Go to the USC website www.usc.edu.au
- Click on the links under Connect on the left-hand menu
- Login using the Username and Password, as provided to you by USC International when you accepted your offer.

If you have difficulty logging in please check your browser settings. For Windows computers you will need to open the Control Panel via the Start menu, this process may be different depending on your systems settings and operating system. Go to the control panel and select Internet Options Connections LAN settings and make sure the 'Automatically detect settings' checkbox is selected.

USC Central

USC Central <https://usccentral.usc.edu.au> is the online system that students use to:

- manage enrolment in courses
- access personal program information—class and exam timetables, results, enrolment and academic records
- access financial information and invoices
- maintain personal and contact details

Help with using USC Central is available:

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|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Online: | Follow the link to Help from within USC Central or go to the USC Central Help Index www.usc.edu.au/usccentralhelp |
| Email: | usccentral@usc.edu.au |
| Tel: | +61 7 5430 2890 |
| In person: | Student Central, Ground Floor, Building C, University of the Sunshine Coast |

USC Portal

The USC Portal <http://online.usc.edu.au> delivers web access to:

- your USC student email account
Please note: It is essential that you check your student email account on a daily basis. The University will only use this email account to send you official correspondence and information. USC gives written notices to students by electronic communication.
- important student announcements and notifications
- Blackboard—the University's online learning system for online study materials for lectures and tutorials
- information resources including timetables, Library catalogue and databases
- discussion boards and forums eg Buy-Sell, transport and accommodation, study, chat.

Help with using the USC Portal and other technical issues (eg logging in, password difficulties, or Blackboard access) is available from the IT Services Student Help Desk:

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|------------|------------------------------------------------------------------------|
| Online: | http://online.usc.edu.au |
| Email: | studentithelp@usc.edu.au |
| Tel: | +61 7 5459 4455 |
| In person: | Information Desk, Library, University of the Sunshine Coast |

2 Confirm statistical details

You must complete/confirm your statistical details before you will be able to proceed with enrolment.

- Go to the USC website www.usc.edu.au
- Click on the USC Central link under **Connect** on the left-hand menu
- Login using the Username and Password as provided to you by USC International when you accepted your offer
- Click on the Statistical details link and complete all fields
- Click on Accept to move on.

Please note: You will not be able to progress with your enrolment if the statistical details checklist has not been completed and accepted.

3 Prepare to enrol

Choose the courses you wish to enrol in for the semester or session.

If you are enrolling in a degree program, check your program's Study Plan in USC Central by clicking on **Enrol** **Study Plan**, on the left-hand menu.

- If you have been awarded credit transfer, please refer to the Study Plan that was provided to you by USC International, which reflects your credit transfer.
- If you are a Study Abroad or Exchange student, please refer to your list of preapproved courses to make your course choices.

Prepare for your enrolment by finding your selected courses on the Class Timetable (Open classes only).

Go to www.usc.edu.au/students/handbook/timetables

or

Follow the link to Class Timetables on the right-hand menu under **Student Links** in USC Central.

- Record the class numbers, time and day of all components of your selected courses i.e. lecture and tutorial or lecture and practical etc for each course.
- Use the Student Timetable Planner included at the end of this document to plan a draft weekly schedule.

All faculties present pre-Orientation Faculty Information Sessions for advice on course selection. If you have any difficulty with the course selection process you might find one of these sessions helpful. Please refer to the Orientation information on the web for session times. If you are not available to attend pre-Orientation sessions you can contact faculty staff outside of these sessions.

Please note: It is strongly recommended that you enrol in your courses on USC Central as early as possible once online enrolment opens. Online enrolment for Semester 1, 2012 and sessions 1-5 opens on 17 October 2011. Classes are filled on a first in, first served basis. The number of class-time options will reduce as classes fill.

For information about applying for credit transfer (credit for prior studies), visit the USC website <http://www.usc.edu.au/Students/International/Steps/Credit/CreditTransfer.htm>

If you require assistance with course selection or program advice, please contact your Faculty Office:

Faculty	Location	Telephone	Email
Faculty of Arts and Social Sciences	Ground Floor, Building D	+61 7 5430 1259	fassprogramadvice@usc.edu.au
Faculty of Business	First Floor, Building K	+61 7 5430 1221	businessinfo@usc.edu.au
Faculty of Science Health and Education	Ground Floor, Building H	+61 7 5430 2869	fosheprogramadvice@usc.edu.au
Education program	Undergraduate Information Ground Floor, Building H	+61 7 5459 4644	education@usc.edu.au
	Postgraduate Second Floor, Building C	+61 7 5459 4699	education@usc.edu.au
USC International	First Floor ICT Centre, Building J	+61 7 5430 2843	study@usc.edu.au

STEP 4 Enrol in courses on-line via USC Central

Follow these steps to enrol in your courses:

- Click on **Enrol** from the left-hand menu;
- Find your preferred class/es using either the **Search for Classes** link or, if you have already chosen your classes from the timetable, the **Add a Class** link (note the link to the class timetable is on the right hand side).

If **Searching for Classes** (eg BUS101) enter the three (3) alpha characters (BUS) in the Course Subject field and insert the three (3) numbers (101) into the Course Number field. Available classes will appear with a green circle ● and classes that are closed or full will show a blue square ■.

If using the **Add a Class** option enter the 'class number' which is the four digit number located in the left hand column of the timetable.

Generally students will enrol in one Lecture and one Tutorial (or Lab or Workshop) for each course. To successfully enrol in a course you must select each component required for that course eg Lecture and tutorial;

- Add the selected course/class into your **Enrolment/Shopping Cart**;
- Repeat steps a and b above until all your preferred courses/classes have been added to the **Enrolment Cart**;

When you have added all your courses/classes, ensure you click on the **Finish Enrolling** button in the **Enrolment Cart** to complete your enrolment.

Important—International students on a student visa cannot attend classes held at the Noosa teaching site. Please do not choose classes with a room number commencing with the prefix NG. If you enrol in classes at Noosa you will be required to cancel your enrolment in the Noosa class and re-enrol in a class on campus.

To confirm your enrolment:

Click on **Schedule/Class Schedule** on the left-hand menu to view or print your class timetable and to confirm that you have enrolled in your selected courses/classes.

24 hours after having completed your enrolment, you can click on **Finances/View my Account** on the left-hand menu to check your fees.

Please note: USC does not mail invoices to students. It is your responsibility to print out your electronic invoice.

If you need proof of your enrolment, print an unofficial transcript from USC Central by clicking on the **Grades/View my Transcript** from the left-hand menu.

Please ensure that your enrolment is completed by no later than the end of Week 2 of each semester or session. No further courses may be added after this time. You may drop courses from your enrolment any time, however depending on when this is done, academic and/or financial penalties may apply. International students should consult with USC International if they intend to drop a course or alter their workload in a given semester as the change may have implications or repercussions in regard to student visa compliance. Important dates relating to enrolment and fees can be found on our website at www.usc.edu.au/Students/Current/Study/Calendars.

For more information on how to enrol on USC Central, please refer to the USC Central Help Index www.usc.edu.au/students/future/howtoenrol/usccentralhelp.

STEP 5 Register for Student Support Programs for New Students

The University of the Sunshine Coast offers a number of optional support programs for new students to help you to adapt to a new learning environment and make a successful transition to university study including:

Student Services Support Programs

Student Mentor Program

www.usc.edu.au/studentmentor

The Mentor Program gives first year students a jump-start for meeting new people and navigating the University by linking them with an experienced student from their own faculty. Mentors run campus tours for new students during Orientation and stay in email and face-to-face contact during the first ten weeks of semester.

Mentors ensure new students are aware of campus support services and how to access them. They are available to answer questions, provide support and guidance and share their experiences about the University.

To register for the Mentor Program, complete and submit a Mentor Program Registration Form to Student Services. This form may be downloaded from www.usc.edu.au/studentmentor or hard copies are available from Student Services.

Academic Skills Workshops and Events

www.usc.edu.au/Students/Future/StudentSupport/AcademicSkillsProgram/AcademicSkillsProgram

Student Services offer several intensive short courses prior to the commencement of classes each semester to assist new students in preparing for study at tertiary level.

Academic Writing and Study Skills Intensive Course

This intensive fifteen hour course provides students with the opportunity to develop the specific skills and strategies needed to meet the challenge of university study. Topics covered include time management, reading and note-taking, essay and report writing, how to avoid plagiarising and critical thinking.

■ Computer Basics for Beginners

The Computer Basics course is designed for new students with very limited or no experience with computers. It is a practical, hands-on course that will teach students the basic word processing skills required to present assignments using Microsoft Word. The course provides fifteen hours of training prior to the commencement of the semester and on completion of the course students will be able to navigate Windows and the Word screen, create, save, open and close documents, format and edit documents, set up pages and margins, print document and copy files to external media.

■ Proof Reading for Tertiary study

This six-hour course aims to teach proofreading techniques and the background knowledge of sentence structure and punctuation needed to proofread. Proofreading is the last stage of the writing process and the last chance to correct errors in written work.

To register for the Academic Skills Workshops, please complete and submit the relevant Registration Form to Student Services. These forms may be downloaded from www.usc.edu.au/academicskills or hard copies of the forms are available from Student Services.

For more information about the Student Mentor Program or the Academic Skills Workshops, please contact Student Services:

In person:	Student Central, Ground floor, Building C, University of the Sunshine Coast
Tel:	+61 7 5430 1226
Email	studentservices@usc.edu.au

Tertiary Enabling Program

www.usc.edu.au/enabling

The Tertiary Enabling Program (TEP) offers a range of enabling courses in key areas. These courses allow you to learn new skills, refresh your knowledge, and increase your potential for excellent results in your undergraduate degree program. TEP courses do not count towards your degree (you do not earn credit for these courses).

Enabling courses are offered in chemistry, general mathematics, mathematics for physics, statistics, biology, writing skills, computer literacy, business spreadsheets, fundamental accounting, physiology and research methods.

Further information about the Tertiary Enabling Program, including the TEP timetable is available from www.usc.edu.au/enabling

To enrol in Enabling courses, log in to USC Central and click on **Enrol/Enabling Programs on the left-hand menu.**

For more information about the Tertiary Enabling Program, please contact Student Administration:

In person:	Student Central, Ground floor, Building C, University of the Sunshine Coast
Tel:	+61 7 5430 2890
Email	studentadministration@usc.edu.au

STEP 6 Attend Orientation

Orientation is an event held at the beginning of each semester in the week prior to classes commencing. It is compulsory for international students. Orientation is designed to help you settle in to university life with activities to assist you to get to know the campus, learn about academic expectations and assessment, access resources and services and do practical things like get your student ID card and set up your online access.

Participating in Orientation will help you settle into university life and celebrate the beginning of your academic year. Orientation includes both academic and social activities designed to introduce you to the various student support services. Please refer to the Orientation information on the USC website www.usc.edu.au/orientation for more information.

Orientation is also a great time to meet students and staff, make new friends and have some fun!

It all starts right here—use the 'My Orientation checklist' below and the online resources to plan your Orientation activities and get the best start to your university experience.

Check out the orientation website for program details including event and session times and locations.

www.usc.edu.au/orientation

www.usc.edu.au/InternationalOrientation

My Orientation checklist

- Attend pre-semester Academic Skills courses and/or Enabling courses
- Attend International Welcome session
- Attend International information sessions
- Attend the Official Welcome
- Attend Faculty Welcome session
- Attend Faculty Startsmart session
- Attend Student ID card photo session
- Attend a Library tutorial (contact the Library Help Desk +61 7 5430 2803 or email infodesk@usc.edu.au)
- Pre-register and attend a USC Network tutorial (contact the Student Help Desk +61 7 5459 4455 or email studentithelp@usc.edu.au)
- Pre-register and attend a Wireless IT tutorial (contact the Student Help Desk +61 7 5459 4455 or email studentithelp@usc.edu.au)
- Attend the Student Services workshops (exam prep, note taking, time management, effective reading strategies, career exploration)
- Attend the Student Administration information sessions (USC Central/enrolment assistance)
- Attend the variety of sports stadium events and social activities, BBQs, market stalls, entertainment and social events
- Collect your FREE student diary, academic calendar and USC bag
- Attend the "Surviving Uni as a Mature Age Student" session

NB: This session is for students attempting tertiary study for the first time following a significant period away from formal study.

STEP 7 Get your student ID card

As a new student you must obtain a student ID card.

ID Cards are produced and distributed during Orientation Week however to ensure minimum delays for students obtaining this essential University item, there are also special distribution sessions scheduled for the weeks leading up to Orientation, full details of these sessions can be found on our website at www.usc.edu.au/University/AbouttheUniversity/Organisation/AdministrativeAreas/StudentAdministration

After Orientation, ID cards are issued by Student Administration in Student Central, Ground Floor, building C.

Please note: You must present photo ID to be issued with your student ID card (eg driver's licence or passport).

You must carry your student ID card with you at all times on campus. Security officers may request you provide it as evidence that you are a current student. This helps to ensure the safety of all students and staff on campus. Your student ID card is also needed to:

- access computer labs
- borrow items from the Library
- use USC copying and printing services
- confirm your ID at exams.

STEP 8 Start classes

You will be required to attend classes for the courses you enrol in from the beginning of the semester or session. Refer to your Class Schedule for your course starting dates.

The Course Coordinator for each of your courses will make a Course Outline available in the first week of lectures that provides an overview of the content, assessment, prescribed texts, recommended readings and other course requirements. In most cases this information will also be available online via 'Blackboard' on the USC Portal.

New textbooks may be purchased from the Co-op Bookshop on campus

www.coop-bookshop.com.au

You can also buy second-hand books through the Buy-Sell forum on the Community tab of the USC Portal. If purchasing second-hand books, take care to ensure that you purchase the current edition.

Understanding room numbering

Room numbers for individual classes appear on the timetable under the heading 'in room'. The room number will also appear in your personal schedule once you have completed your enrolment for a course.

The first letter of a room number represents the building, and the following numbers and letters represent the location.

For example—if the room number is D1.52

- the first letter refers to the building (D = Building D also known as the Arts and Social Sciences building)
- the next number or letter refers to the floor (G = ground floor, 1 = 1st floor)
- the last two numbers refer to the room number (52 = room 52)
- lectures and tutorials in Noosa are in rooms commencing with the prefix NG (International students must not enrol at classes at Noosa)

STEP 9 Get your questions answered

If you have any further questions, contact Student Administration:

www.usc.edu.au/StudentSupport

Email:	studentadministration@usc.edu.au
Tel:	+61 7 5430 2890
In person:	Student Central, Ground Floor, Building C, University of the Sunshine Coast

If you are having difficulties related to your studies, please contact Student Services:

Email:	studentservices@usc.edu.au
Tel:	+61 7 5459 4457
In person:	careerconnection, Ground Floor, Building J, University of the Sunshine Coast

For international admissions advice, please contact USC International:

Email:	study@usc.edu.au
Tel:	+61 7 5430 2843
In person:	First Floor, ICT Building J, University of the Sunshine Coast

Important semester/session dates

www.usc.edu.au/students/current/study/calendars

It is important to make note of relevant semester or session dates—especially census date. A free Student Academic Calendar is available from Student Central. It notes all important semester dates and can be used as a wall planner.

USC academic calendar for 2012

Semester based programs

Semester 1 (1715): 20 February–22 June

Orientation: 13–17 February

Semester 1 begins: 20 February

Census date: 19 March

Intra-semester break: 2–13 April

Exam preparation: 4–8 June

Exams: 11–22 June

Semester 1 ends: 22 June

Inter-semester break: 25 June–13 July

Semester 2 (1750): 23 July–23 November

Orientation: 16–20 July

Semester 2 begins: 23 July

Census date: 20 August

Intra-semester break: 17–28 September

Exam preparation: 5–9 November

Exams: 12–24 November

Semester 2 ends: 23 November

Session based programs

e.g. Master of International Business, Graduate Certificate in Management

First session (1705, Academic calendar session 1): 9 January–20 April

Second session (1725, Academic calendar session 4): 30 April–17 August

Third session (1755, Academic calendar session 8): 27 August–7 December

Half session based programs

e.g. Master of Business Administration, Graduate Diploma in Business Administration

First half session (1710, Academic calendar session 2): 9 January–2 March

Second half session (1720, Academic calendar session 3): 5 March–27 April

Third half session (1730, Academic calendar session 5): 30 April–22 June

Fourth half session (1740, Academic calendar session 7): 2 July–24 August

Fifth half session (1760, Academic calendar session 9): 27 August–19 October

Sixth half session (1765, Academic calendar session 10): 22 October–14 December

Student timetable planner

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am-9am					
9am-10am					
10am-11am					
11am-12noon					
12noon-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					
6pm-7pm					
7pm-8pm					
8pm-9pm					



USC Campus Map

HOW TO LOCATE ROOMS ON CAMPUS The University has a numbering system for tutorial rooms, lecture theatres, computer laboratories and offices on campus. The numbering system identifies (in order) the building, the level, and the room number. Example: KG.46 is Building K, ground floor, room 46. Lecture theatres are identified by the letters LT and a number. Example: LT7 is Lecture Theatre 7.

KEY:

- | | |
|-------------------------------------------------------------------------|------------------------------------------------------------------|
| P Open parking (student and visitor) | LT Lecture Theatre |
| P Restricted parking (staff) | \$ ATM |
| Motorcycle parking | Public payphone |
| Bicycle parking | LZ Loading Zone (service vehicles only) |
| Transit Centre/Bus Interchange | Taxi pick-up |
| Shared pedestrian cycle path | T2 Shared Ride car park (two occupants 7.30-9.30am M-F) |
| SC Student Central (Student Administration and Student Services) | T3 Shared Ride car park (three occupants 7.30-9.30am M-F) |

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 Web: www.usc.edu.au/international
 CRICOS Provider Number: 01595D



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