

STEP 1. ENROL IN YOUR COURSES

Sign in to USC Central with your **User ID** (user name) and **Password**.

University of the Sunshine Coast
USC Central

Sign in to USC Central

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

User ID

Password

Manage Your Password

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

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

Having trouble logging in?

New USC Students: Use the username and password provided in your USC offer letter to log into USCCentral.
Current or previous USC Students: Use your existing password.
All Users: You must have cookies enabled in your browser to login to USCCentral
Need Help Logging in? Please contact [IT Service Desk](#)

USCCentral News

USCCentral Unavailable
Scheduled downtime from 5:00am-8:00am AEST Tuesday and Friday morning.

Quick links

- [USC Portal](#)
- [USC homepage](#)

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Click on **ENROLMENT**.

University of the Sunshine Coast
Queensland, Australia

Student Centre 1100895 CONTACT US HELP

My Program and Enrolment

ENROLMENT

[TIMETABLE](#)
[PROGRAM](#)
[GRADES](#)
[TRANSCRIPTS](#)

My Weekly Timetable

| | Class |
|--|---|
| | BUS 106-Accounting for Business (Lecture) L001 |
| | BUS 106-Accounting for Business (Tutorial) T001 |

weekly timetable ▶

My Finances

[VIEW ACCOUNT](#)
[VIEW INVOICE](#)
[VIEW/ENTER BANK DETAILS](#)
[VIEW ECAF](#)
[VIEW ESAF](#)
[VIEW ECAN](#)

Account Summary

You owe 8,415.25.

- Due Now 0.00
- Future Due 8,415.25

Currency in Australian Dollars only.

My Personal Information

[DEMOGRAPHIC DATA](#)
[EMERGENCY CONTACT](#)
[NAMES](#)

Contact Information

| | |
|-----------------------------------|---------------------------------|
| Permanent Address | Mailing Address |
| 1 tree buderim, QLD, 4556 | 1 tree buderim, QLD, 4556 |
| Permanent Phone | USC Email |
| None | #T_T057@student.usc.edu.au |

Before enrolling, check your **study plan** to help choose your courses. Make a note of the course codes you intend to enrol in.

Then click on the **Enrol/Drop/Swap** tab.

STEP 1. ENROL IN YOUR COURSES

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Queensland, Australia

CONTACT US **HELP**

ENROLMENT | TIMETABLE | PROGRAM | GRADES | TRANSCRIPTS

Planning your study || Enrol in Enabling || **Enrol/Drop/Swap**

Planning your study

Use your recommended study plan to plan your enrolment.

To access this, click the link below to go to your program page on the website. From there, click on the **What will I study?** tab, select your study location, starting semester and year and view the recommended study plan/sequence.

Your program will open in a new tab/browser window so you may need to enable pop-ups. If you are experiencing difficulty, please contact [Student Central](#).

Bachelor of Nursing Science [Study Plan](#)

To enrol in your courses select the **Term** you are enrolling in from the drop down menu in the **Select Term** field.

Enter the **Course Code** into the **Enter Course Code** field.

Select your **study location** from the drop down menu in the **Which Location?** field.

Click the **search** button.

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ENROLMENT | TIMETABLE | PROGRAM | GRADES | TRANSCRIPTS

Planning your study || Enrol in Enabling || Enrol/Drop/Swap

Enrol/Drop/Swap

Step 1 – Enrol in Courses

Select the term, enter the course code and choose your study location (optional) that you wish to enrol in and click the Search button. Choose the relevant course from the results and click on Add enrolment. Repeat this process for all the courses you want to enrol in.

Search for Courses

Select Term: 2017 Semester 1 (Undergraduate) ▼

Enter Course Code: BUS101 e.g. ACC106 [Browse for Courses](#)

Which Location? Sippy Downs ▼

search

STEP 1. ENROL IN YOUR COURSES

Check the course information that is returned is the correct course at the correct study location, **check the box** in the left-hand column and click **ADD ENROLMENT**.

The screenshot shows the University of the Sunshine Coast website. At the top left is the university logo and name. On the right are 'CONTACT US' and 'HELP' buttons. Below these are navigation tabs: 'ENROLMENT', 'TIMETABLE', 'PROGRAM', 'GRADES', and 'TRANSCRIPTS'. Under 'ENROLMENT' are sub-links: 'Planning your study', 'Enrol in Enabling', and 'Enrol/Drop/Swap'. The main heading is 'Enrol/Drop/Swap'. Below it is 'Add Classes'. A message states: 'The following classes match your search criteria Subject / Catalog Nbr: **BUS101**, Campus Location: **Sippy Downs**'. A green 'RETURN TO ENROLMENT' button is to the right. Below is a table for 'BUS 101 - Business Analytics'. The table has two columns: 'When / Where' and 'Important Information'. The first row shows '27/02/2017 - 23/06/2017 at SIPPY DOWNS' with a checked checkbox in the 'When / Where' column. Below the table is a green 'ADD ENROLMENT' button. Red boxes highlight the checkbox and the 'ADD ENROLMENT' button.

You are enrolled in the course when the **Status** is at **Success**.

Click the **RETURN TO ENROLMENT** button.

The screenshot shows the 'View results' page. At the top right are 'CONTACT US' and 'HELP' buttons. Below are navigation tabs: 'ENROLMENT', 'TIMETABLE', 'PROGRAM', 'GRADES', and 'TRANSCRIPTS'. Under 'ENROLMENT' are sub-links: 'Planning your study', 'Enrol in Enabling', and 'Enrol/Drop/Swap'. The main heading is 'Enrol/Drop/Swap'. Below it is 'View results'. A message states: 'View the following status report for enrolment confirmations and errors:'. Below this is the text '2017 Semester 1 | Undergraduate | Uni of the Sunshine Coast'. Below is a table with three columns: 'Class', 'Message', and 'Status'. The first row shows 'BUS 101', 'Success: This class has been added to your timetable.', and 'Success' with a green checkmark. Below the table is a green 'RETURN TO ENROLMENT' button. Red boxes highlight the 'Status' column and the 'RETURN TO ENROLMENT' button.

STEP 1. ENROL IN YOUR COURSES

Repeat the steps to enrol in all your courses.

It is recommended that you enrol in all your courses for the full calendar year.

Your courses will be displayed as below:

Step 2 – Manage my courses

Below you will see a list of the terms and courses you are enrolled in. You can drop a course or swap the course you are enrolled in with another course. You will be able to select or change your class times once the class selection has opened. Please note [Important Semester Dates](#) before making enrolment changes.

▼ My 2016 Session 8 Courses (Enrolled in 1 course)

▶ BUS 106 - Accounting for Business (Class times selected)

drop course

update class time

swap course

▼ My 2017 Semester 1 Courses (Enrolled in 4 courses)

▶ BUS 101 - Business Analytics (Class times not selected)

drop course

swap course

▶ BUS 102 - Introduction to Economics (Class times not selected)

drop course

swap course

▶ BUS 105 - Introduction to Marketing (Class times not selected)

drop course

swap course

▶ MTH 100 - Introduction to Mathematics (Class times not selected)

drop course

swap course

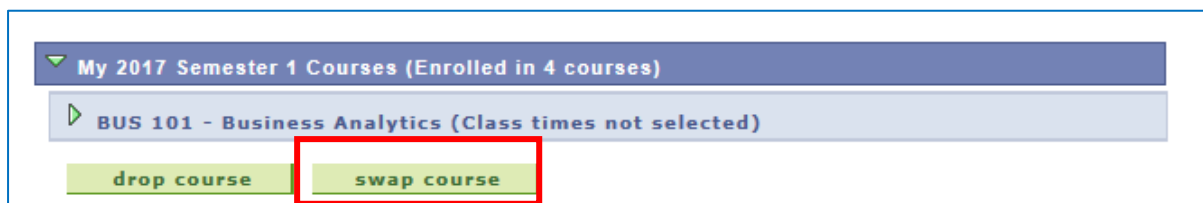
STEP 1. ENROL IN YOUR COURSES

MANAGE YOUR COURSES

From here you can also swap or drop a course.

SWAPPING A COURSE

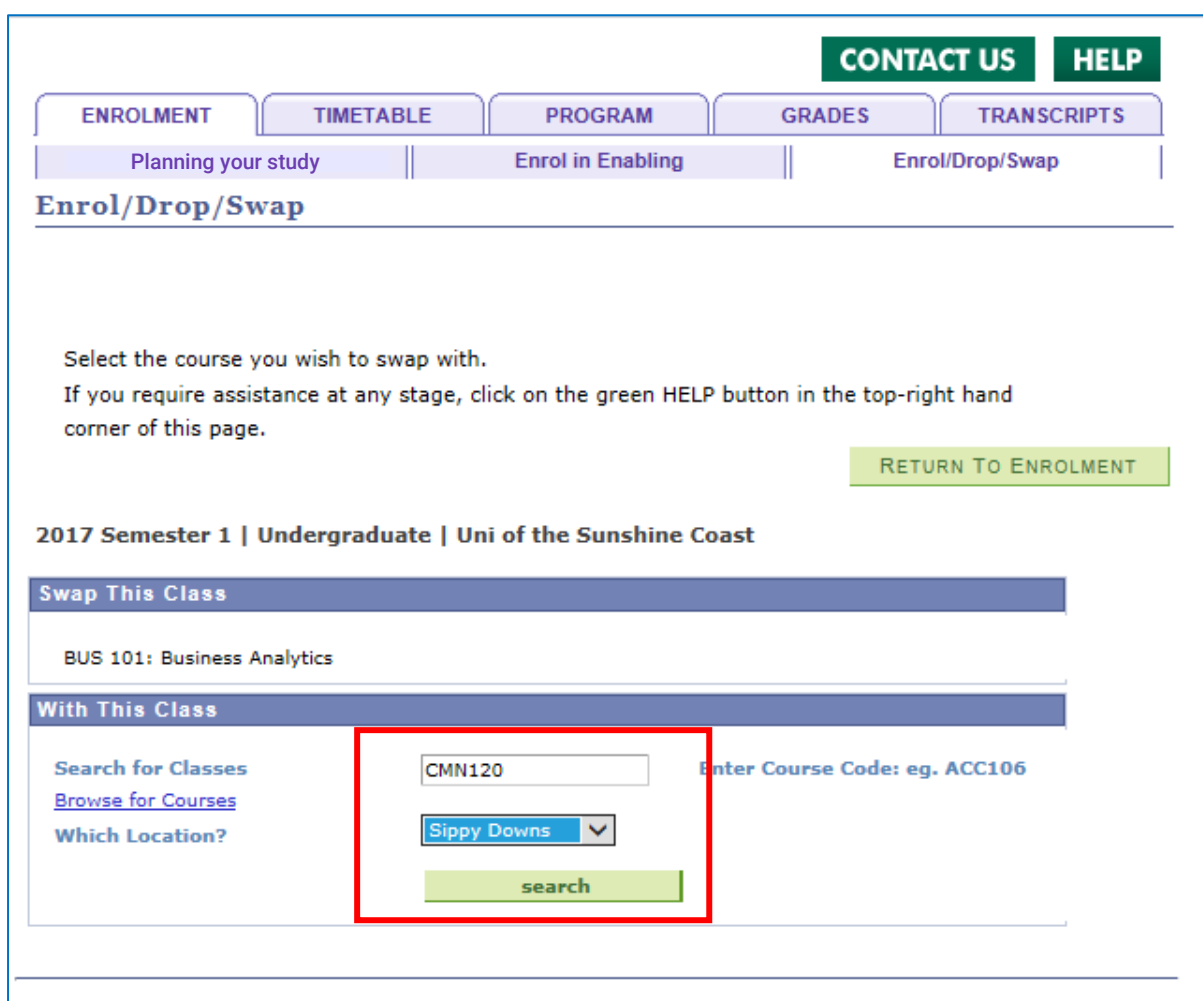
To **swap a course**, click on the **swap course** button on the course you would like to swap from.



Enter the course code of the course you want to swap into in the **Enter Course Code** field.

Select your **study location** from the drop down menu in the **Which Location?** field.

Click the **search** button.



STEP 1. ENROL IN YOUR COURSES

Check the course information to make sure you have selected the correct course at the correct location, **check the box** and click the **CONFIRM SWAP** button.

The screenshot shows the 'Enrol/Drop/Swap' section of a university website. At the top right are 'CONTACT US' and 'HELP' buttons. Below are navigation tabs for 'ENROLMENT', 'TIMETABLE', 'PROGRAM', 'GRADES', and 'TRANSCRIPTS'. Under 'ENROLMENT' are sub-links for 'Planning your study', 'Enrol in Enabling', and 'Enrol/Drop/Swap'. The 'Enrol/Drop/Swap' link is active. The page title is 'Enrol/Drop/Swap'. Below is a section 'Swap a Course'. A message states: 'The following classes match your search criteria Subject / Catalog Nbr: **CMN120**, Campus Location: **Sippy Downs**'. A 'RETURN TO ENROLMENT' button is on the right. Below is a header '2017 Semester 1 | Undergraduate | Uni of the Sunshine Coast'. A table for 'CMN 120 - Public Relations' has two columns: 'When / Where' and 'Important Information'. The 'When / Where' cell contains '27/02/2017 - 23/06/2017 at SIPPY DOWNS' and has a checked checkbox to its left. Below the table is a 'CONFIRM SWAP' button.

The courses have been swapped when the **Status** is at **Success**.

Click on the **RETURN TO ENROLMENT** to see the new course in your list.

The screenshot shows the 'View results' section of the website. At the top right are 'CONTACT US' and 'HELP' buttons. Below are navigation tabs for 'ENROLMENT', 'TIMETABLE', 'PROGRAM', 'GRADES', and 'TRANSCRIPTS'. Under 'ENROLMENT' are sub-links for 'Planning your study', 'Enrol in Enabling', and 'Enrol/Drop/Swap'. The 'Enrol/Drop/Swap' link is active. The page title is 'Enrol/Drop/Swap'. Below is a section 'View results'. A message states: 'View the following status report for enrolment confirmations and errors:'. Below is a header '2017 Semester 1 | Undergraduate | Uni of the Sunshine Coast'. A table has three columns: 'Class', 'Message', and 'Status'. The 'Class' cell contains 'Swap BUS 101 with CMN 120'. The 'Message' cell contains 'Success: This class has been replaced.'. The 'Status' cell contains a green checkmark and the word 'Success'. Below the table is a 'RETURN TO ENROLMENT' button.

STEP 1. ENROL IN YOUR COURSES

Step 2 – Manage my courses

Below you will see a list of the terms and courses you are enrolled in. You can drop a course or swap the course you are enrolled in with another course. You will be able to select or change your class times once the class selection has opened. Please note [Important Semester Dates](#) before making enrolment changes.

The screenshot displays a user interface for managing enrolled courses. It is organized into two main sections: 'My 2016 Session 8 Courses (Enrolled in 1 course)' and 'My 2017 Semester 1 Courses (Enrolled in 4 courses)'. Each section contains a list of courses with associated action buttons. The course 'CMN 120 - Public Relations (Class times not selected)' is highlighted with a red rectangular box. The action buttons for this course are 'drop course' and 'swap course', also highlighted with a red box.

| Term | Course | Class Times | drop course | update class time | swap course |
|--|---------------------------------------|--------------------------|-------------|-------------------|-------------|
| My 2016 Session 8 Courses (Enrolled in 1 course) | BUS 106 - Accounting for Business | Class times selected | Yes | Yes | Yes |
| My 2017 Semester 1 Courses (Enrolled in 4 courses) | BUS 102 - Introduction to Economics | Class times not selected | Yes | No | Yes |
| | BUS 105 - Introduction to Marketing | Class times not selected | Yes | No | Yes |
| | CMN 120 - Public Relations | Class times not selected | Yes | No | Yes |
| | MTH 100 - Introduction to Mathematics | Class times not selected | Yes | No | Yes |

DROPPING A COURSE

To drop a course, click on the **drop course** button.

This close-up screenshot shows the course entry for 'CMN 120 - Public Relations (Class times not selected)'. The 'drop course' button is highlighted with a red rectangular box, indicating the action to be taken.

Make sure you read the information regarding dropping courses and **census date** before proceeding.

Click the **yes** button to confirm the drop.

STEP 1. ENROL IN YOUR COURSES

Census Date Warning Page

CONTACT US **HELP**

ENROLMENT | **TIMETABLE** | **PROGRAM** | **GRADES** | **TRANSCRIPTS**

Planning your study | Enrol in Enabling | Enrol/Drop/Swap

Enrol/Drop/Swap

Are you sure you want to drop this course?

Please note [Important Semester Dates](#) when dropping courses. If you drop a course after census date you will incur financial and/or academic penalties. Contact [Student Central](#) for more information.

yes

no

The course has been successfully dropped when the **Status** is at **Success**.

Click on the **RETURN TO ENROLMENT** button to see your updated course list.

CONTACT US **HELP**

ENROLMENT | **TIMETABLE** | **PROGRAM** | **GRADES** | **TRANSCRIPTS**

Planning your study | Enrol in Enabling | Enrol/Drop/Swap

Enrol/Drop/Swap

View results

View the following status report for enrolment confirmations and errors:

| Class | Message | Status |
|---------|--|--------------|
| CMN 120 | Success: This class has been removed from your timetable. | ✓ Success |

RETURN TO ENROLMENT

STEP 1. ENROL IN YOUR COURSES

My 2016 Session 8 Courses (Enrolled in 1 course)

▶ BUS 106 - Accounting for Business (Class times selected)

drop course | update class time | swap course

My 2017 Semester 1 Courses (Enrolled in 3 courses)

▶ BUS 102 - Introduction to Economics (Class times not selected)

drop course | swap course

▶ BUS 105 - Introduction to Marketing (Class times not selected)

drop course | swap course

▶ MTH 100 - Introduction to Mathematics (Class times not selected)

drop course | swap course

You have now completed **STEP 1. Enrol in your courses.**

You will need to return to your enrolments in USC Central to complete **STEP 2 Select your class times** when they are available for you to do so.

Check for more information about class selection dates at usc.edu.au/enrol or refer to the [Academic Calendar](#).