

STEP 2. SELECT CLASS TIMES

Handy tip: Before selecting your classes you will be able to use the [online timetable planner](#) to plan which classes you prefer. Make a note of the class codes you intend to select. It is a good idea to have a second and third preference. Check for [class selection dates](#).

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** under **My Program and Enrolment**.

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

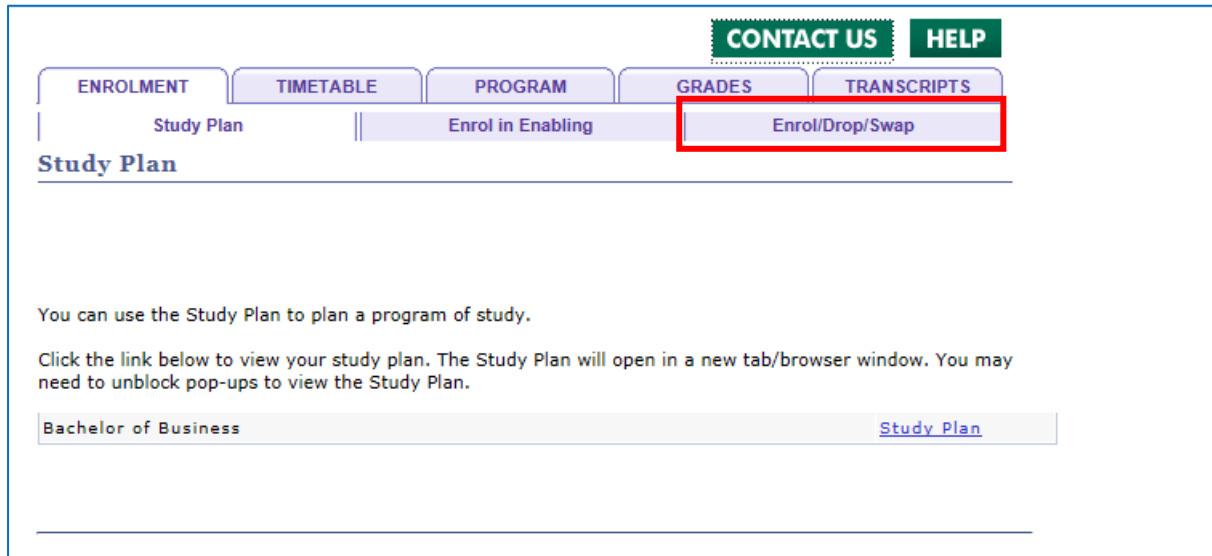
[DEMOGRAPHIC DATA](#)
[EMERGENCY CONTACT NAMES](#)

Contact Information

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

STEP 2. SELECT CLASS TIMES

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

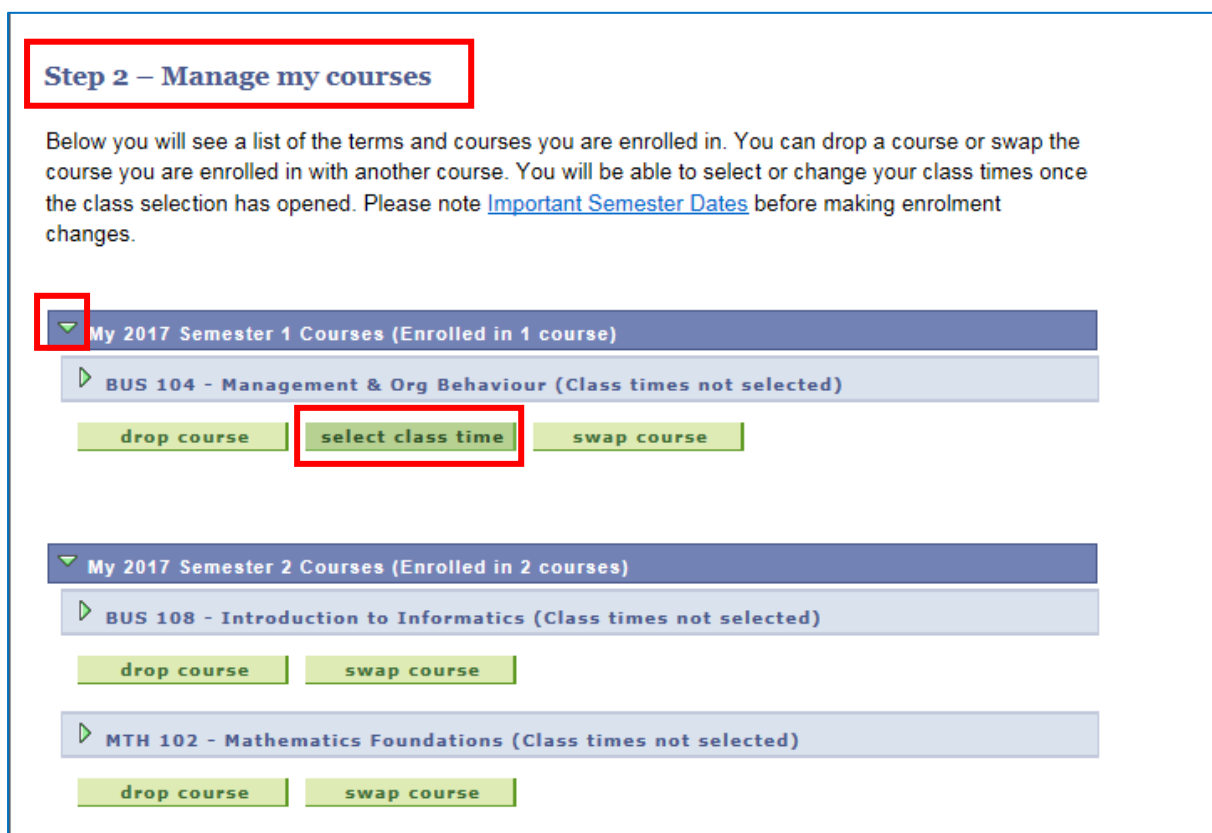


The screenshot shows a navigation menu with tabs for ENROLMENT, TIMETABLE, PROGRAM, GRADES, and TRANSCRIPTS. The 'Enrol/Drop/Swap' tab is highlighted with a red box. Below the menu, there is a 'Study Plan' section with a link to view the study plan for a Bachelor of Business program.

Scroll down to **Step 2 – Manage my courses** and find the relevant term for the classes you need to select.

Expand the information to reveal the courses you are enrolled in.

Under each course there will be a linked button called **select class time**. Click on this.



The screenshot shows the 'Step 2 – Manage my courses' section. It lists courses for 'My 2017 Semester 1 Courses (Enrolled in 1 course)' and 'My 2017 Semester 2 Courses (Enrolled in 2 courses)'. The 'select class time' button for the first course is highlighted with a red box.

STEP 2. SELECT CLASS TIMES

The time and place of each class will be displayed. You will need to select your preferred class times for each class type (eg. Lecture, Tutorial, Workshop) by checking the box next to the relevant class. When you have selected the classes, click on **ADD ENROLMENT**.

[CONTACT US](#) [HELP](#)

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

Study PlanEnrol in EnablingEnrol/Drop/Swap

Enrol/Drop/Swap

Add Classes

[My Class Timetable](#)

You are not registered for classes in this term.

The following classes match your search criteria Subject / Catalog Nbr: **BUS104**, Campus Location: **Sippy Downs**

[RETURN TO ENROLMENT](#)

2017 Semester 1 | Undergraduate | Uni of the Sunshine Coast

BUS 104 - Management & Org Behaviour

You must attend one (1) Lecture

Class	When / Where	Important Information
<input checked="" type="checkbox"/> L1 Lecture (1822)	Mo 2:00PM - 3:00PM 27/02/2017 - 23/06/2017 LT1 Lecture Theatre 1- Bldg K SIPPY DOWNS	

You must attend one (1) Tutorial

Class	When / Where	Important Information
<input type="checkbox"/> WK1 Tutorial (1817)	Mo 9:00AM - 10:00AM 27/02/2017 - 23/06/2017 DG.45 General Access Computer SIPPY DOWNS	
<input type="checkbox"/> WK2 Tutorial (1818)	Mo 10:00AM - 11:00AM 27/02/2017 - 23/06/2017 DG.45 General Access Computer SIPPY DOWNS	
<input type="checkbox"/> WK3 Tutorial (1819)	Mo 11:00AM - 12:00PM 27/02/2017 - 23/06/2017 DG.45 General Access Computer SIPPY DOWNS	
<input type="checkbox"/> WK4 Tutorial (1820)	Mo 12:00PM - 1:00PM 27/02/2017 - 23/06/2017 DG.45 General Access Computer SIPPY DOWNS	
<input checked="" type="checkbox"/> WK5 Tutorial (1821)	Mo 1:00PM - 2:00PM 27/02/2017 - 23/06/2017 DG.45 General Access Computer SIPPY DOWNS	

[ADD ENROLMENT](#)

STEP 2. SELECT CLASS TIMES

You have successfully selected your classes when the **Status** is at **Success**.

Click **RETURN TO ENROLMENT**.

CONTACT US **HELP**

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

Study Plan || Enrol in Enabling || Enrol/Drop/Swap

Enrol/Drop/Swap

View results

View the following status report for enrolment confirmations and errors:

2017 Semester 1 | Undergraduate | Uni of the Sunshine Coast

Class	Message	Status
BUS 104	Success: This class has been added to your timetable.	Success

MY CLASS TIMETABLE **RETURN TO ENROLMENT**

Repeat these steps to select classes for all your courses.

Expand the information under each course to see the classes you have selected.

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 2017 Semester 1 Courses (Enrolled in 1 course)

BUS 104 - Management & Org Behaviour (Class times selected)

Class	When / Where
WK5 Tutorial (1821)	Mo 1:00PM - 2:00PM 27/02/2017 - 23/06/2017 DG.45 General Access Computer SIPPY DOWNS
L1 Lecture (1822)	Mo 2:00PM - 3:00PM 27/02/2017 - 23/06/2017 LT1 Lecture Theatre 1- Bldg K SIPPY DOWNS

drop course **update class time** **swap course**

STEP 2. SELECT CLASS TIMES

SWAP CLASS TIMES

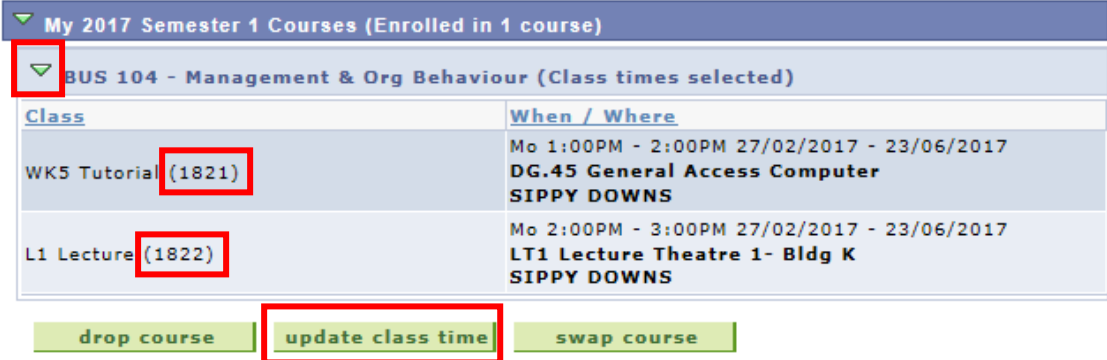
If you need to change a class time, you can do this from here.

Make a note of the class numbers of any classes you want to keep as you will need this at the next step.

Click on **update class time**.

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 2017 Semester 1 Courses (Enrolled in 1 course)	
BUS 104 - Management & Org Behaviour (Class times selected)	
Class	When / Where
WK5 Tutorial (1821)	Mo 1:00PM - 2:00PM 27/02/2017 - 23/06/2017 DG.45 General Access Computer SIPPY DOWNS
L1 Lecture (1822)	Mo 2:00PM - 3:00PM 27/02/2017 - 23/06/2017 LT1 Lecture Theatre 1- Bldg K SIPPY DOWNS

drop course **update class time** swap course

You will need to select all class types again.

If you were wanting to keep a class, you will be able to see which one it was by the class number.

Once you have selected your new class times, click **ADD ENROLMENT**.

STEP 2. SELECT CLASS TIMES

[CONTACT US](#) [HELP](#)

ENROLMENT
TIMETABLE
PROGRAM
GRADES
TRANSCRIPTS

Study Plan
Enrol in Enabling
Enrol/Drop/Swap

Enrol/Drop/Swap

Add Classes

[My Class Timetable](#) show all

BUS 104 Mo 2:00PM - 3:00PM
 27/02/2017 - 23/06/2017
 LT1 Lecture Theatre 1- Bldg K

The following classes match your search criteria Subject / Catalog Nbr: **BUS104**, Campus Location: **Sippy Downs**

Show All Locations [RETURN TO ENROLMENT](#)

2017 Semester 1 | Undergraduate | Uni of the Sunshine Coast

BUS 104 - Management & Org Behaviour

You must attend one (1) Lecture

	Class	When / Where	Important Information
<input checked="" type="checkbox"/>	L1 Lecture (1822)	Mo 2:00PM - 3:00PM 27/02/2017 - 23/06/2017 LT1 Lecture Theatre 1- Bldg K SIPPY DOWNS	

You must attend one (1) Tutorial

	Class	When / Where	Important Information
<input type="checkbox"/>	WK1 Tutorial (1817)	Mo 9:00AM - 10:00AM 27/02/2017 - 23/06/2017 DG.45 General Access Computer SIPPY DOWNS	
<input type="checkbox"/>	WK2 Tutorial (1818)	Mo 10:00AM - 11:00AM 27/02/2017 - 23/06/2017 DG.45 General Access Computer SIPPY DOWNS	
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<input type="checkbox"/>	WK4 Tutorial (1820)	Mo 12:00PM - 1:00PM 27/02/2017 - 23/06/2017 DG.45 General Access Computer SIPPY DOWNS	
<input type="checkbox"/>	WK5 Tutorial (1821)	Mo 1:00PM - 2:00PM 27/02/2017 - 23/06/2017 DG.45 General Access Computer SIPPY DOWNS	

ADD ENROLMENT

The swap is confirmed when Status is at Success. Click on RETURN TO ENROLMENT.

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ENROLMENT
TIMETABLE
PROGRAM
GRADES
TRANSCRIPTS

Study Plan
Enrol in Enabling
Enrol/Drop/Swap

Enrol/Drop/Swap

View results

View the following status report for enrolment confirmations and errors:

2017 Semester 1 | Undergraduate | Uni of the Sunshine Coast

Class	Message	Status
BUS 104	Success: This class has been added to your timetable.	 Success

[MY CLASS TIMETABLE](#)
RETURN TO ENROLMENT

STEP 2. SELECT CLASS TIMES

The new classes will be displayed. Check the class information to make sure you have selected the correct classes at the correct location.

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 2017 Semester 1 Courses (Enrolled in 1 course)

▼ BUS 104 - Management & Org Behaviour (Class times selected)

Class	When / Where
WK3 Tutorial (1819)	Mo 11:00AM - 12:00PM 27/02/2017 - 23/06/2017 DG.45 General Access Computer SIPPY DOWNS
L1 Lecture (1822)	Mo 2:00PM - 3:00PM 27/02/2017 - 23/06/2017 LT1 Lecture Theatre 1- Bldg K SIPPY DOWNS

[drop course](#) [update class time](#) [swap course](#)