

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 USCCentral

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

User ID: T_T057
Password: [masked]
Sign In

USCCentral News

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

Quick links

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

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](#)

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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 Holds

No Holds.

My To Do List

No To Do's.

Important Dates

[Important Dates](#)

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 the University of the Sunshine Coast website. At the top left is the university logo and name. On the right, there are 'CONTACT US' and 'HELP' buttons. Below these are navigation tabs: 'ENROLMENT', 'TIMETABLE', 'PROGRAM', 'GRADES', and 'TRANSCRIPTS'. Under 'ENROLMENT', there are sub-tabs: 'Planning your study', 'Enrol in Enabling', and 'Enrol/Drop/Swap'. The 'Enrol/Drop/Swap' tab is highlighted with a red border. Below the navigation is a section titled 'Planning your study' with instructions on how to use the recommended study plan and a 'Study Plan' link for the Bachelor of Nursing Science program.

When the new page opens 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' page. The title 'Step 2 – Manage my courses' is highlighted with a red box. Below the title is a paragraph explaining that users can drop or swap courses and select class times. The page lists two course groups: 'My 2017 Semester 1 Courses (Enrolled in 1 course)' and 'My 2017 Semester 2 Courses (Enrolled in 2 courses)'. Under the Semester 1 group, the course 'BUS 104 - Management & Org Behaviour (Class times not selected)' is listed with three buttons: 'drop course', 'select class time' (highlighted with a red box), and 'swap course'. Under the Semester 2 group, two courses are listed: 'BUS 108 - Introduction to Informatics (Class times not selected)' with 'drop course' and 'swap course' buttons, and 'MTH 102 - Mathematics Foundations (Class times not selected)' with 'drop course' and 'swap course' buttons.

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**

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

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

Click **RETURN TO ENROLMENT**.

STEP 2. SELECT CLASS TIMES

[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:

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

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

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Planning your study

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	
<input checked="" 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 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**.

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

ENROLMENT

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Planning your study

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.	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e0e0e0;"> ✓ Success </div>

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](#)