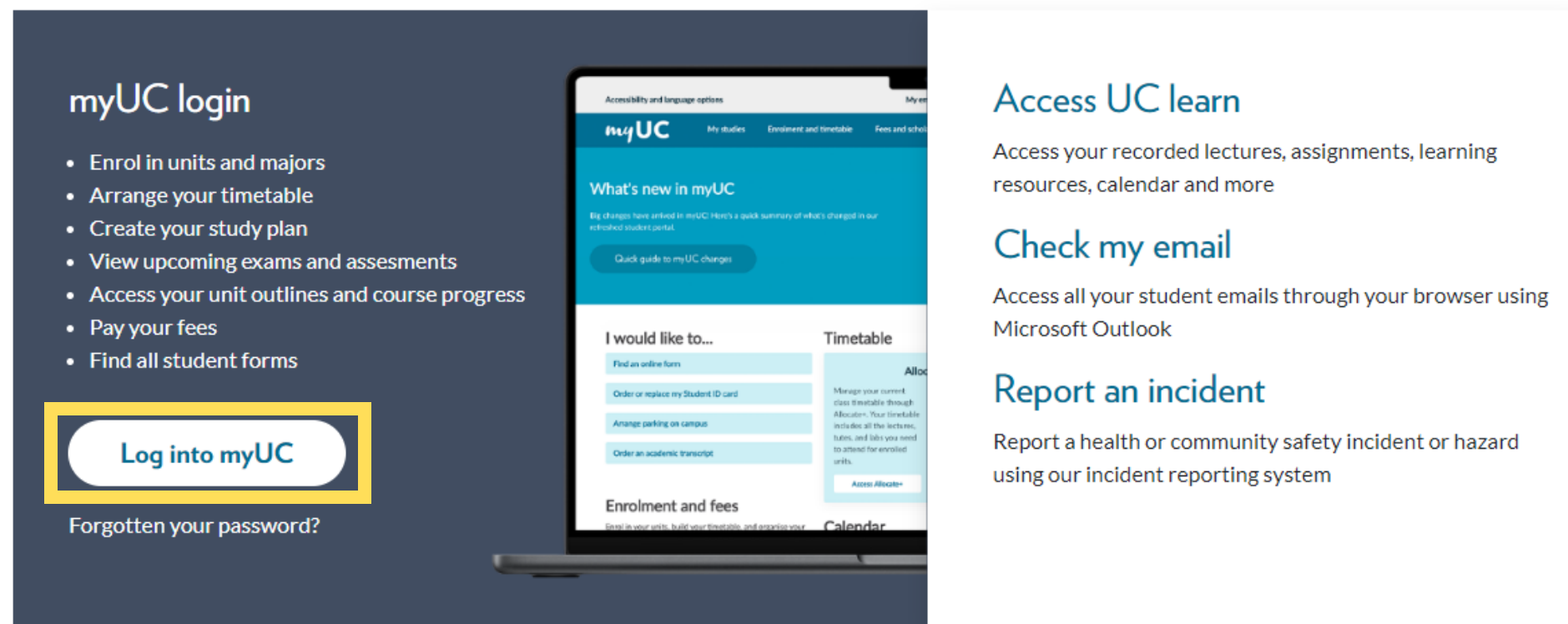


# Student Enrolment Guide

## 2025

# Step 1 - Log in to myUC.

- Select the '**Students**' tab on the UC home page (canberra.edu.au) and enter your details in the log in screen.
- Enter your username (e.g. u1234567), password and click **LOGIN**.



The image shows a login form titled 'Welcome to the University of Canberra'. It features two input fields: 'Enter email or user id' and 'Enter password', both highlighted with yellow borders. Below these fields is a large blue button labeled 'Login'.

*HINT: Make sure you have included the lowercase 'u' before your student number.*

# Step 2 - Go to the unit enrolment screen.

- Click the 'Enrolment and Timetable' tab.
- Select 'Unit Enrolment'.

The screenshot displays the myUC student portal interface. At the top, a navigation bar includes links for 'Accessibility and language options', 'My email', 'UCLearn', 'Account settings', 'Contact us', and 'Report an incident'. Below this, a main navigation bar features the myUC logo and several tabs: 'My studies', 'Enrolment and timetable' (highlighted with a yellow box), 'Fees and scholarships', 'Learning resources', 'Careers, internships, placements', and 'Student support'. A dropdown menu is open under the 'Enrolment and timetable' tab, with 'Unit enrolment' highlighted. Other options in the dropdown include 'Major enrolment', 'Managing my timetable', 'Course credit for prior learning', 'Unique Student Identifier', and 'Proof of enrolment'. On the left side of the page, there is a section titled 'What's new in myUC' with a sub-header 'Quick guide to myUC changes'. On the right, there is a promotional banner for the 'Academic Integrity Policy' with a red banner saying 'IT'S HERE!'. Below the banner, there are three columns: 'I would like to...' with links for finding online forms, replacing ID cards, arranging parking, and ordering transcripts; 'Timetable' with an 'Allocate+' section for managing class timetables; and 'Contact us' with a 'Student Centre' section for administrative questions.

## Step 3 - Confirm your Government Statistics.

- Similar to the previous step, the system will show the last time you updated your Government statistics.
- You can update your record by clicking '**Yes**'.
- If your details have not changed, select '**No**'.

Your course name will appear here.

### Pre-enrolment questions

You last completed the government statistics form on October 12, 2022. Do you want to review it to make sure it's still correct?

Yes

No

*NOTE: You will need to answer this question each time you visit unit enrolment. Unit enrolment will not display until you complete this step.*

## Step 4 - Confirm your Government statistics cont.

- If you are a commencing student, the below message should appear if you have not previously completed the government statistics form.

OK – now we need some statistical info about you (the government requires it). Click below to provide the required info.

Add government statistics

## Step 5 - Submit disclaimer and declaration.

- You will see your course name.
- You must read and agree to the disclaimer and student declaration.
- Unit enrolment will not display until you complete these steps.



# Step 6 - Submit your Unique Student Identifier (USI).

- You will be prompted to provide your USI prior to enrolling.

## Enrol in units

If you are a commencing student and have only recently accepted your course offer you may not be able to enrol in your units just yet. Please allow 24 hours from the time of acceptance before attempting to enrol.

!! Your course name will be [here](#)

## Pre-enrolment questions

No Unique Student Identifier (USI) record has been found, you must provide your USI to the University. Do you want to add it now?

Yes

No

*NOTE: You will need to provide your USI before you can complete your enrolment.*

# Step 6 - Submit your Unique Student Identifier (USI) cont.

USI \* ?

First name

☐ Check this box if you legally only have one name (i.e. do not have both a first name and a surname). For most students, this will not be applicable.

Surname \*

Date of birth \*

- If you do not have a USI please visit [usi.gov.au](https://usi.gov.au) to create one.
- Enter your USI in the field.
- If you only have one first name or surname (e.g. Madonna), check the one name box. If you have a first and second name, then do not check this box.
- Click '**Submit**'.
- If your USI does not verify it is likely due to a mismatch in your personal details we have on record and what you have submitted to the USI registry such as a middle name, incorrect DOB, surname change due to marriage etc. Please contact [student.centre@canberra.edu.au](mailto:student.centre@canberra.edu.au) if you are having trouble verifying your USI.

# Step 7 - Adding units to your enrolment.

- When self-enrolment loads, select the correct enrolment year (e.g. 2024), and Teaching period (e.g. Semester 1).
- If you have a personalised study plan, it may appear in the **'View study plan'** tab.
- If you do not have a personalised study plan, you can browse the course requirements for your course by selecting the **'View course requirements'** tab.

The screenshot shows a web interface for selecting enrolment details. At the top, there is a dropdown menu for the year, currently set to '2024'. Below this is a horizontal bar with four buttons for teaching periods: 'Summer Semester, 2023/24', 'Semester 1, 2024' (which is highlighted), 'Winter Term, 2024', and 'Semester 2, 2024'. Below the period bar are two tabs: 'View study plan' and 'View course requirements' (which is highlighted). At the bottom is a table with the following columns: 'Unit Name', 'CP', 'Level', 'On-campus (Bruce)', and 'Online (Bruce)'. The first row of the table shows 'Introduction to Economics (11175)' with a CP of 3 and Level of 1. Both the 'On-campus' and 'Online' columns for this unit contain a blue circular button with a white plus sign.

Unit Name	CP	Level	On-campus (Bruce)	Online (Bruce)
Introduction to Economics (11175)	3	1	+	+

- If you are going to follow the recommended study pattern, you can access this via the **'Digital Handbook'** at <https://www.canberra.edu.au/future-students/study-at-uc/find-a-course> and searching your course page.
- You can locate your recommended study pattern under the **'Typical Study Pattern'** tab on your course page.



# Step 7 - Adding units to your enrolment cont.

- You can also search for units individually by using the unit code or unit name.

2024

<

Summer Semester, 2023/24

Semester 1, 2024

Winter Term, 2024

Semester 2, 2024

>

View study plan

View course requirements

Unit Name	CP	Level	On-campus (Bruce)	Online (Bruce)
Introduction to Economics (11175)	3	1	<div>+</div>	<div>+</div>
Introduction to Management (11174)	3	1	<div>+</div>	<div>+</div>

Search for more units

# Step 8 - Select unit.

- When you select a unit from your study plan, course requirements or via search, a pop-up box will appear.
- This will outline the unit details, and may include pre-requisites and co-requisites.
- You can view the teaching periods the unit is offered in at the bottom of the page.
- To add this to your enrolment, click the blue '+' .

The Craft of Creative Communication (11100.1)

Credit points

3

Unit Level

3 (Level 3 - Undergraduate Advanced Unit)

Contact hours

One 2 hour interactive workshops and problem based learning activity and one 1 hour lecture on-campus per week.

Pre-requisites

11041 Visual Representation Techniques; 11098 Media Analysis and Planning AND 11099 Marketing Communication Strategy.

Co-requisites

None.

Syllabus

In this unit you will apply the creative process and thinking for a variety of media platforms, making the leap from strategy to creative executions. This includes art direction and writing copy and considers psychological appeals, selling strategies and various creative practices. Emphasis is placed on crafting imaginative and compelling messages that deliver on consumer insights, derived from the strategy. You learn how to explore creative development approaches to produce comprehensive, creative solutions that are amenable to multiple executions.

Assumed knowledge

None.

Unit information is correct as at 1 January of the current year. Unit changes for subsequent teaching periods may affect your eligibility to enrol.

Offered in







Semester 1, 2024

On-campus (Bruce)

# Step 9 - Confirm your unit enrolment.

- You will then need to click the blue **'Enrol'** button to confirm you are enrolling in to those units.

Selected units for Semester 1, 2024



Unit Name	Status	Remove
Database Design (5915)	 Enrolled	
Introduction to Information Technology (4478)	 Enrolled	
Introduction to Economics (11175)	Selected	
Total credit points: 9		
EFTSL: 0.375		

*NOTE: If you have units requiring action, you will need to complete that step before you can click Enrol.*

- Action required means that you are missing a pre-requisite or co-requisite Please add all units you are required to enrol into for this teaching period and then see if Action Required is still appearing for unit/s. If you believe you should be enrolling in to the unit, you can submit a request for approval to waive the rules.
- If you do not think you meet the requirements, you can select the '-' button to remove it from your enrolment

# Step 10 - Unit enrolment complete.

- You will receive confirmation once you have successfully enrolled.

 You're enrolled 

Your enrolment for Semester 1, 2024 was successful.

Next steps:

- Enrol in more teaching periods for the year
- Pay your fees for Semester 1, 2024
- Create your timetable for each teaching period in Allocate

[Enrol in more teaching periods](#)[Go to payments and deferrals](#)

# Step 11 - Allocate your timetable.

- Under the **‘After you enrol’** section on the same page, click **‘Create your timetable’**.

## After you enrol

### Pay your fees

Pay or defer your course and student services and amenities fees.

[Pay your fees](#)

### Build your timetable

Choose the lectures, tutorials and laboratories for your enrolled units.

[Create your timetable](#)

- Select **‘Manage your 2025 timetable’**.

## Manage your timetable

You can manage your personal timetable using **Allocate+**, our timetable software. Your timetable includes all the lectures, tutorials, workshops, and laboratories for the individual units you enrol into.

To create your timetable, you must first be **enrolled in units**. Once you enrol, you can then choose your classes and create your personal timetable.

[Manage your 2025 timetable](#)

# Step 12 - Unenrol from your unit/s.

- If you want to unenrol from a unit/s once enrolled.
- Click ‘**Enrolment and timetable**’ tab > ‘**Unit Enrolment**’.
- Confirm your Government statistics are correct.
- The system will show the last time you updated your government statistics. If these have changed since then please update your record by clicking ‘**Yes**’. If they have not changed, select ‘**No**’.
- Select the ‘-’ to remove the unit and select ‘**Accept**’ to confirm.

Selected units for Semester 1, 2024

Unit Name	Status	Remove
Database Design (5915)	✓ Enrolled	<div>-</div>
Introduction to Economics (11175)	✓ Enrolled	<div>-</div>
Introduction to Information Technology (4478)	✓ Enrolled	<div>-</div>
Total credit points: 9		
EFTSL: 0.375		<div>Enrol</div>

Remove unit

You are withdrawing from this unit. Are you sure you want to continue?

Accept

*NOTE: Please be aware of census date and various withdrawal dates when making the decision to unenrol.*