

Welcome to your Student Centre...

Quick Reference Guide

Accessing your Student Centre

Sign into UConnect to access your Student Centre.



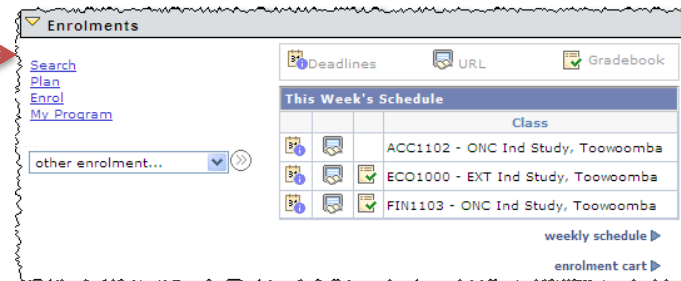
View straight from the UDo tab in UConnect.

Or click the  button from the JustU tab.

What can I do in my Student Centre?

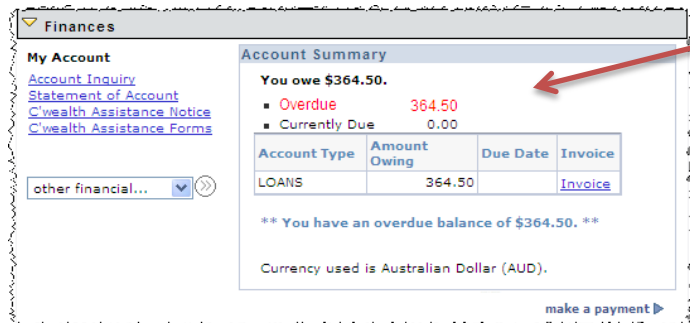
Enrolments

You can plan your enrolment and enrol in each semester plus many other functions using the enrolments section of your Student Centre.



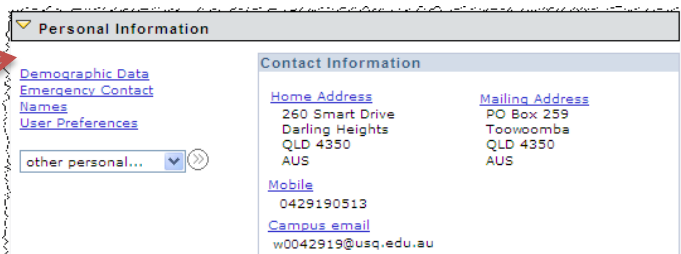
Finances

You can view your account information, print an invoice or statement and make a payment. View any applicable Commonwealth Assistance Notices and complete the relevant forms online.



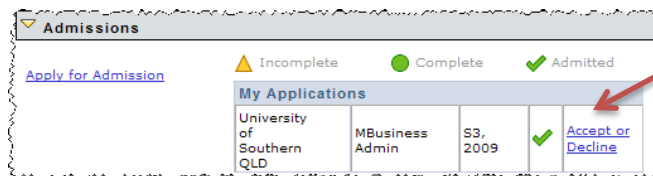
Personal Information

You can change your Personal Details, including addresses, phone numbers and emergency contact information straight from your Student Centre.



Admissions

You will be able to view the status of your application to change program.



Welcome to your Student Centre *cont...*

Quick Reference Guide

My Planner

Search for classes to add straight to your enrolment cart or alternatively add them to your planner where you can now create a recommended enrolment pattern for your entire program of study. Use the [Plan](#) link from your Student Centre to access.

The screenshot shows the 'My Planner' interface. At the top, there is a button 'BROWSE COURSE CATALOGUE' and a 'Delete All' button. Below this is a table of 'Unassigned Courses' with columns: Select, Course, Description, Campus, Units, Typically Offered, and Delete. One course is listed: HIS4001, War and Society, Toowoomba, 1.00. Below the table is a 'Move selected courses to Term' dropdown menu and a 'move' button. Another section shows 'Semester 1, 2010' with a similar table listing HIS3001 and HIS3003.

Select the courses you want to study for each semester and then use your enrolment cart to enrol.

Enrolment Cart

If enrolling from your planner click the My Planner option to display your courses and once happy with what you have selected, click the **enrol in classes** button to enrol.

Use the [enrolment cart](#) link from your Student Centre to access.

Add Classes to Enrolment Cart

Use the Enrolment Cart to temporarily save classes until it is time to enrol for this term.

Enrolment is a multi-step process: Check your [Program Handbook](#) to confirm which courses you should enrol into. You can then build your study plan in My Planner and use this to help online enrolment.

When it comes to enrolling for a semester, first use the Enter or Search buttons below to add classes to your Cart. When you are happy with the classes you have added to your Cart, select 'enrol in classes' to complete the enrolment process.

Semester 1, 2010 | Undergraduate | University of Southern QLD [change term](#)

Open Closed Wait List

The screenshot shows the 'Add to Cart' section of the Enrolment Cart. It includes an 'Enter Class Nbr' field with an 'enter' button and a 'Find Classes' section with 'Class Search' and 'My Planner' radio buttons and a 'search' button. Below is a table titled 'Semester 1, 2010 Enrolment Cart' with columns: Select, Class, Days/Times, Room, Course Team, Units, and Status. Two courses are listed: HIS1001-LE01 (2936) and HIS1001-TU02 (3317). At the bottom, there are buttons for 'delete', 'validate', and 'enrol in classes'.

Quick Links

Additional links with more information can be found on the right hand side of your Student Centre, this is what you may find:

The screenshot shows a sidebar menu with the following sections: Service Indicators (No Service Indicators), Task List (No Tasks), Enrolment Dates (Open Enrolment Dates), Advisors (Academic Advisor: Ms Cheryl Clifford, 0407 288 174; Mentor: Mrs Sharon Singleton, 61 7 4631 2052 Ext 2052), Student Sites (Policies and procedures, Current students), and Student Resources (Payment methods, Student forms, Academic transcripts). Red arrows point from the text descriptions on the right to these menu items.

Service Indicators

View any applicable service indicators that apply to you, e.g. Learning impairment, elite athlete, etc.

Task List

Follow the whereabouts of your applications.

Enrolment Dates

You can view important enrolment dates for different semesters.

Advisors

You can view details of your assigned advisors and SRO's. Use the details link to view their email address.

Student Sites

Links to common sites you may use to assist you with your study at USQ.

Student Resources

Links to resources you are most likely to use.

Note: Non-Award and Cross Institutional students, and students sponsored or supported through an Educational Partner or other 3rd Party may not see all of the features shown above. Please contact [Student Support](#) for more information.

Step by step instruction can be found at <http://utrainstudents.usq.edu.au>