

GETTING STARTED AT SCU

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STEP

1

Accept your offer

Southern Cross University will email you a formal letter of offer. You can accept or decline this offer. Depending on the general conditions of your offer, you may be able to defer your offer to the next academic year.

Log in to **My Enrolment** using your student ID and password. Your login details are included in your offer email.

Go to the **Offers** tab on the top menu.

Click **View** next to the course you would like to accept, defer or decline. Available courses will state *Offered* under the Offer Status heading.

Check that the offer details are correct. If anything is incorrect, please call us on 1800 005 687 before continuing.

Scroll to the bottom of the screen and click **Accept**.

— Congratulations! You are now admitted. —

Further information

ACCEPT YOUR OFFER

Accept your offer if the offer details are correct and you intend to start studying at some point in the commencing year. You will have the option to choose your study period at a later date.

DEFER YOUR OFFER

You can defer your offer until the next academic year if you are eligible. Check your offer to see what study period and year your course is due to start. You do not have to defer your offer if you are able to start your studies in any study period of your commencing year. Simply accept your offer now and enrol in that future study period. If you have already accepted your offer but wish to defer, please email defer@scu.edu.au.

SCU will contact you regarding your deferred offer about three months before your new offer will commence. Please ensure your telephone and email address details are up to date. If you change your contact details please be sure to let us know by emailing defer@scu.edu.au or calling 1800 005 687.

Note: If you have applied through QTAC you must advise them that you have deferred or declined your offer.

DECLINE YOUR OFFER

Decline your offer only if you do not intend to study this course at any point in the future. Investigate options to defer your offer if you are considering studying this course in the future.

What to do if your offer details are incorrect

If anything is incorrect with your offer details, please call 1800 005 687 before you accept, defer or decline your offer.

My Enrolment

My Enrolment is your online student record. Go to www.scu.edu.au/myenrolment to log in. Alternatively, you will find a link to My Enrolment from the Students home page at www.scu.edu.au/students.

Login details are included in your offer email. **When you first log in you will be prompted to change your password.** If you are unable to log in using the password detailed in your offer letter, please click *Forgotten your login details?* on the My Enrolment login screen and follow the steps.

If you're still having trouble logging in, contact the Technology Services Service Desk for assistance on 1800 111 890 or email servicedesk@scu.edu.au.

Are your contact details correct?

It's important to check that your contact details are correct in My Enrolment. Click the **Details** tab (top left) and select **Contact Details** on the left-hand menu.

Does your offer have conditions?

If your offer lists any specific offer conditions then those requirements will have to be met before you can complete your enrolment.

Send required documents via email to admissions@scu.edu.au or by mail to PO Box 157, Lismore NSW 2480. You can also visit us at one of our campuses.

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STEP

2 Arrange your fees

Southern Cross University offers both Commonwealth Supported and Australian Fee Paying places. The type of place you have been offered at SCU is described as your Liability Category. The ways that you can pay your tuition fees depend on the Liability Category, your citizenship and residency status.

Apply for a Tax File Number (TFN) if you don't already have one.

Determine if your place is **Commonwealth Supported or Australian Fee Paying** by finding your Liability Category under the **Offers** tab in **My Enrolment**. Click **View** on the offer you have accepted and scroll down the screen.

Arrange for the payment of your tuition fees. *If you are fee paying, then first complete Step 3 and then come back to Step 2.* There are three ways to pay your tuition fees depending on your eligibility:

- **Upfront payment:** Generate your invoice in **My Enrolment**, under the **Finance** tab.
- **Deferred payment:** Apply for HECS-HELP or FEE-HELP, under the **Commonwealth Assistance** tab.
- **Partial Payment:** Generate your invoice in **My Enrolment**, under the **Finance** tab. Make payment for the partial amount and apply to defer the balance to either HECS-HELP or FEE-HELP, under the **Commonwealth Assistance** tab, .

Arrange for the payment of your Student Services and Amenities Fees (SSAF). You can pay this fee upfront by generating an invoice under the **Finance** tab in **My Enrolment**. If eligible, you can apply to defer your SSAF to SA-HELP, under the **Commonwealth Assistance** tab.

— Financial step completed! Now it's time to enrol. —

Additional course fees and costs

There may also be specific costs associated with your course. These can include textbooks, field trips, specialised equipment or travel for compulsory workshop or residential activities.

Don't have a Tax File Number?

A Tax File Number (TFN) is required prior to enrolling in a Commonwealth Supported course, and for applications to defer your fees via HECS-HELP, FEE-HELP or SA-HELP loans.

You must apply to the Australian Taxation Office for a Tax File Number (TFN). More information can be found at www.ato.gov.au.

Further information

COMMONWEALTH SUPPORTED

A Commonwealth Supported Place means that the government subsidises the cost of your units and you pay the balance. The balance is called the Student Contribution.

Commonwealth Supported Students can pay the Student Contribution upfront or access the HECS-HELP loan scheme to defer payment until you earn an income specified by the government.

Not all Commonwealth Supported Students are eligible for HECS-HELP. If you are a Permanent Resident of Australia or a New Zealand citizen who did not arrive in Australia as a dependent child, you must pay your Student Contribution upfront and in full.

All Commonwealth Supported Students must complete a HECS-HELP form regardless of whether they choose to pay fees upfront or defer them to a HECS-HELP loan. A new HECS-HELP form is required each time you begin a new course. Find the HECS-HELP form under the Commonwealth Assistance tab in [My Enrolment](#).

Once your form is approved you will be able to enrol in units for your course (*Step 3*).

FEE PAYING

Fee Paying students pay upfront or if eligible, can apply for FEE-HELP by completing the form found under the Commonwealth Assistance tab in [My Enrolment](#). As a fee paying student you should first enrol in your selected units (*Step 3*) and then choose your payment method (*Step 2*).

Domestic fee-paying students may be eligible for FEE-HELP, a loan to cover all or part of their tuition fees. You begin to make repayments when you earn an income specified by the government.

There is a FEE-HELP limit on the amount you can choose to defer. FEE-HELP loans are interest free, however a loan fee will apply to undergraduate students.

FEE-HELP is available to Australian citizens and holders of Permanent Humanitarian visas. It is not available to New Zealand citizens who did not arrive in Australia as a dependent child, or Permanent Residents of Australia, unless undertaking bridging study for overseas trained professionals.

Student Services and Amenities Fee (SSAF)

SSAF is a compulsory fee which covers essential non-academic amenities and services that enrich the student experience. A number of preparatory courses are exempt from the SSAF. Students who are incarcerated and International students studying at SCU Melbourne, Sydney, Perth or offshore are also exempt.

The Student Services and Amenities Fee (SSAF) is charged in Session 1 and 2 each year and must be paid each session by the due date. The amount depends on your study load and whether you study on or off campus.

You can choose to pay your SSAF each session by the due date, or eligible students can apply to defer the SSAF to the SA-HELP loan scheme. Full payment, or approval of an SA-HELP application, must occur before the due date to avoid fee sanctions which can include withholding of transcripts and final grades.

Apply for HECS-HELP, FEE-HELP and SA-HELP

In [My Enrolment](#) click on the **Commonwealth Assistance** tab, then click **Add New** next to your admitted course and complete the relevant form.

Find more information regarding Commonwealth Supported Places, HECS-HELP, FEE-HELP and SA-HELP at www.studyassist.gov.au.

Making payments

The due dates for tuition fees are listed on your enrolment invoice which is found under the **Finance** tab in [My Enrolment](#).

You are able to pay by phone, BPay, in person or online.

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STEP 3 Select your units

Selecting your study units is the process of enrolling at Southern Cross University. Enrolment opens at least four months before your studies commence and activates your student account so you can access MySCU.

Consult your Course Progression to find out which units to enrol in. Find your course at search.scu.edu.au/courses, select the Course Structure tab and scroll down to Course Progression. Make a note of the specified units.

Log in to **My Enrolment** using your student ID and password.

Click the **Study Plans** tab on the top menu.

Click **Select** next to the course with *Admitted* status.

Select the units and location you wish to study by placing a tick in the checkbox next to the unit, found on the right-hand side of the screen.

Click **Enrol** at the bottom of the screen.

Click **Confirm your enrolment**.

Click **Current enrolment** to check your enrolment and census date.

— You are now enrolled! —

Further information

COURSE PROGRESSION

Find your course at search.scu.edu.au/courses, select the **Course Structure** tab and scroll down to Course Progression. Make a note of the specified units as these are the ones that you'll need to choose within [My Enrolment](#).

The units are not listed in the order in which you should enrol but every course has a suggested enrolment pattern. If you follow the suggested enrolment pattern you will complete the foundation units before you complete the advanced units and you will not run into any requisite knowledge issues or timetable problems — so you will be able to complete your studies on time.

Suggested enrolment patterns may differ depending upon the specialisation, stream or major you are undertaking and which study period you commence your course, so be sure to follow the one that matches your study needs.

What's MySCU?

[MySCU](#) is your online learning space, the home for all your learning sites and the place for you to collaborate with staff and fellow students.

Get organised for the whole academic year

SCU recommends that you plan your studies in advance and enrol in units for the full academic year (all study periods).

You will be self-managing your enrolment online in [My Enrolment](#) and you can change your enrolled units, add more units or withdraw from units up until the start of each study period.

Although a unit may be listed in your Course Progression as available in a certain study period, it is always a good idea to check the availability of a given unit when planning your studies. Visit search.scu.edu.au/units to see when and where a specific unit is offered.

What you should know about Census Date

Census Date is the date that your unit enrolment is finalised and you incur a tuition fee debt. If you've deferred your fees to the Government via one of the HELP schemes, Census Date is when your enrolment is reported to the Government.

If you withdraw from a unit after Census Date you will incur the full cost of the unit and academic penalties.

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STEP

4 Get prepared

Register for classes

NOTE: Only required if you're studying on campus.

Timetables are available at scu.edu.au/timetables approximately four weeks before study commences. Check the classes for each unit and plan a timetable that suits you. Now you are ready to register.

Log in to **My Enrolment** click the **Classes** tab on top menu.

Click **Register** on the units that have requirements.

Click the **green + sign** of the class you wish to register for and then click **Save**.

Confirm your class registration by checking the colour next to each enrolled unit.

- You've successfully registered for all your available activities in each unit.
- You have registered for some (but not all) of your available activities in each unit, or are waitlisted for one or more activities.
- You either haven't registered for any activities or the classes may not have opened yet.

Nominate your exam centre

NOTE: Only required if you're studying online.

You will need to choose which exam centre you want to attend to sit your exams if you're studying all of your units online.

Log in to **My Enrolment** and click the **Exams** tab at the top of the page.

Click **Exam Centre Change**.

Choose and select an exam centre from the drop-down list and click **Continue**.

Note: If you are enrolled in **both online units and on campus** units for a study period then you are expected to sit all of your exams at your home campus and you **don't** need to nominate an exam centre.

Final preparations

There are some final activities you should aim to complete before you start your studies at SCU.

Check whether your course has any residential requirements.

Search search.scu.edu.au/courses to find your course information page and check the **Summary** section on the left-hand side or the **Schedule of units** under the **Course Structure** tab.

Check whether your course has any professional placement requirements.

Refer to your school for any placement requirements.

To **find what text books you need for your studies**,

search for units at search.scu.edu.au/units and scroll down to the **Prescribed texts** information. You can order books from our on campus bookshops, or buy new or used versions online.

Apply for your Student ID Card.

Read the *Terms and Conditions* at www.scu.edu.au/idcards before you submit your form.

Work through the Navigating SCU Systems module to get a

grasp of the technology that you'll use at Southern Cross University. Visit www.scu.edu.au/navigatingscusystems.

Work through the New to SCU modules to understand what you

can expect of life and study at Southern Cross University, available at www.scu.edu.au/newtoscu.

Sign up to the UniMentor Program if you'd like to connect with

a second or third year student who is studying the same course as you and has all the experience and knowledge to help guide you through your first year. For more information visit www.scu.edu.au/mentor.

Plan for and attend Orientation.

Orientation is a great way to meet new people, find out about your course before you start studying and get to know what services are available to you as a student at SCU. Visit www.scu.edu.au/orientation for more information.

— You are ready to start! —

Still have questions?

If you have any queries, please contact your school directly, email enquiry@scu.edu.au or call us on 1800 005 687.