HOW TO ENROL IN YOUR COURSES AND SELECT CLASS TIMES

Sign in to USC Central with your **User ID** (user name) and **Password**.

Click on **ENROLMENT**.
Before enrolling, check your study plan to help choose your courses. Make a note of the course codes you intend to enrol in.

Then click on the Enrol/Drop/Swap tab.

To enrol in your courses select the Term you are enrolling in from the drop down menu in the Select Term field.

Enter the Course Code into the Enter Course Code field.

Select your study location from the drop down menu in the Which Location? field.

Click the search button.
Select the class times for each type of class. For example, you may need to enrol in one lecture and one tutorial. Note the instructions at the top of each section. To select the class check the box in the left hand column next to the class time you choose.

Click **ADD ENROLMENT**.

You are enrolled in the course when the **Status** is at **Success**.

Click the **RETURN TO ENROLMENT** button.
Repeat the steps to enrol in all your courses.

It is recommended that you enrol in all your courses for the full calendar year.

Please note: enrolment and class selection may not be open for all terms. For more information about class selection dates visit usc.edu.au/enrol or refer to the Academic Calendar.

Your courses will be displayed as below:
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MANAGE YOUR COURSES AND CLASSES

SWAPPING A CLASS

Click on the green arrow next to the relevant course code to expand the course detail. Make a note of the class number of any classes you want to keep. You will need this information for the next step.

Click on update class time.

You will need to select all class types again, even if you only wish to change one type. If you wish to keep a class you had previously selected (e.g., keep the lecture but swap the tutorial), select that class number again (e.g., same lecture) when completing this step. Then select your new class time (e.g., new tutorial time).

Click ADD ENROLMENT.
The classes have been swapped when the **Status** is at **Success**.

Click on the **RETURN TO ENROLMENT** button to see the new classes in your list.
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From here you can also swap or drop a course.

SWAPPING A COURSE

To swap a course, click on the swap course button on the course you would like to swap from.

Enter the course code you want to swap into in the Enter Course Code field.
Select your study location from the drop down menu in the Which Location? field.
Click the search button.
Select your choices for each class type. Click the CONFIRM SWAP button.
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The courses have been swapped when the **Status** is at **Success**.

Click on the **RETURN TO ENROLMENT** button to see the new course in your list. Check the course information to make sure you have selected the correct course at the correct location.

**DROPPING A COURSE**

To drop a course, click on the **drop course** button.

Make sure you read the information regarding dropping courses and **census date** before proceeding.

Click the **yes** button to confirm the drop.
The course has been successfully dropped when the Status is at Success.

Click on the RETURN TO ENROLMENT button to see your updated course list.
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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.

You have now completed your enrolment.
To confirm your enrolments go to your timetable.
Click on the Timetable tab at the top of the page.
Select the relevant term and click **Next**.
To view your weekly timetable, click on **Weekly Calendar View**.

Please note that some classes do not start until Week 2 so they will not show up on the first week of your timetable. Click on the **next week** button to check subsequent weeks.