

# 3. FINALISE YOUR ENROLMENT

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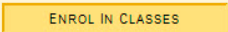
Once you have added classes to your **Enrolment Cart** and completed the **My Details Checklist** for the year, you can finalise your enrolment.



# FINALISE YOUR ENROLMENT

1.

Click the button.



**1. Select classes to add**

The enrolment cart allows you to search and select the classes you want to enrol in for the current semester and/or year. Once selected, you can enrol to finalise your enrolment.

- you will be required to complete My Details Checklist before you enrol for the first time.
- check your program in the [USQ Handbook](#) for the recommended enrolment pattern.
- refer to the [Enrolment Guide](#) for further details or click the Help button above.

**▲ You have classes in your enrolment cart that you have not yet enrolled in.**

Semester 2, 2010 | Undergraduate | University of Southern QLD change term

Open Closed Wait List

**Add to Cart:**

Find Classes

Class Search My Planner

search

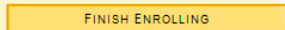
Delete	Class	Days/Times	Room	Course Team	Units	Status
	LAW3421-WK01 (8029)	Th 10:00AM - 1:00PM Th 10:00AM - 1:00PM	Q502 As Above	M. Maguire, R. Mahler	1.00	

**1** → ENROL IN CLASSES

2.

Click the

button to finalise your enrolment.



**2. Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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Open Closed Wait List

Class	Description	Days/Times	Room	Course Team	Units	Status
LAW3421-WK01 (8029)	Family Law (Workshop)	Th 10:00AM - 1:00PM Th 10:00AM - 1:00PM	Q502 As Above	M. Maguire, R. Mahler	1.00	

Cancel Previous **FINISH ENROLLING**

**2**

3.

View the results of your enrolment using the legend to confirm enrolment and any errors.



If you receive any errors, contact your Student Relationship Officer.

You will not be mailed a confirmation of enrolment. You can check and manage your enrolment by going to the Student Centre under the UDo tab in UConnect.

**3. View results**

View the following status report for enrolment confirmations and errors:

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Success: enrolled Error: unable to add class

Class	Message	Status
CMS1000	Success: This class has been added to your schedule.	

Make A Payment My Class Schedule Add Another Class

**3**

# Enrolment Guide for Students

**Want to know more?**

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1800 007 252 • [usqsupport@usq.edu.au](mailto:usqsupport@usq.edu.au) • [www.usq.edu.au/enrol](http://www.usq.edu.au/enrol)

The information contained in this brochure is correct at time of printing.  
However, you should check details are still correct before enrolling.

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