

Manage YOUR Campus Solutions

Task / Function	Purpose	Navigation Path
Accept an Offer of Admission	Accept or decline initial offer from UB. You must complete this process to become a student of UB.	Self Service > Student Admission > Accept Admission
Complete my Checklist	Must be completed before you will be eligible to enrol into classes. If you try to enrol without filling this in you will be returned to the checklist.	Self Service > Student Centre under "To Do" on Student Centre Homepage
Update Personal details	Navigate to the relevant details and edit as appropriate. *details have an effective date i.e. you can make a change for the future. *Your preferred email address will always be your student email i.e. StudentID@students.ballarat.edu.au . <i>Please note for international students:</i> Home – is your address in your country of origin Mail – the address you would like UB to send mail whilst you are in Australia Campus – the address you are residing at whilst studying in Australia	Self Service > Campus Personal Information > (Appropriate menu item)
View my Account Summary	Displays outstanding financial amounts and provides access to making payments and viewing historical transactions.	Self Service > Campus Finances > Account Inquiry
View my Invoice	Paper copy of fees due.	Self Service > Campus Finances > Online Invoice
Pay my Tuition Online	Pay your tuition fees with a credit card using secure online service.	Self Service > Campus Finances > Make a Payment
Update my Banking Details (Refunds & Scholarships)	Nominate your bank details for reimbursement purposes. You may update these details at any time.	Self Service > Campus Finances > Make a Payment > Electronic Payments / Purchases
View my CAN	Commonwealth Assistance Notice; informs you of your units of study for which you have received commonwealth assistance and support (i.e. HECS Help, FEE Help).	Self Service > Campus Finances > Online CAN
View and plan your program structure	Allows you to search the UB Catalogue and add courses to your plan for coming semesters. This can then be used for quick and easy enrolment	Self Service > Academic Planning > My Planner
Enrol in a class	Select classes to add to your shopping cart for enrolment.	Self Service > Enrolment > Enrolment: Add Classes
View your Class Schedule	View a list or Calendar of your class schedule showing a selection of enrolled, dropped and waitlist classes.	Self Service > Enrolment > My Class Schedule or >My Weekly Schedule
Changing your enrolment	Domestic UB students are able to add or drop courses up until the 2 nd week of term. Following this you will need to see your School or Student Administration staff.	Self Service > Enrolment > Enrolment: Drop / Add Classes
View my Results	See your results for the current term	Self Service > Enrolment > View my Grades
View my Results History	See all of your results (academic history)	Self Service > Academic Records > My Course History
View Enrolment Verification (Enrolment Statement)	Take control and view your enrolment verification statement online	Self Service > Academic Records > Request Enrolment Verification



View your Weekly Schedule

<< previous week Week of 2/3/2009 - 8/3/2009 next week >>

Time	Monday 2 Mar	Tuesday 3 Mar	Wednesday 4 Mar	Thursday 5 Mar	Friday 6 Mar
8:30AM					
9:30AM	EI 701 - 1 PROJECT MANAGEMENT Lecture 9:30AM - 11:30AM Mt Helen/T Building T202	EI 801 - 3 QUALITY MANAGEMENT Tutorial 9:30AM - 11:30AM Mt Helen/T Building T202	EK 502 - 1 ENGINEERING COMPUTING Lecture 9:30AM - 10:30AM Mt Helen/T Building T202		
10:30AM	EI 701 - 1 9:30AM - 11:30AM	EI 801 - 3 9:30AM - 11:30AM			CP 520 - 1 C PROGRAMMING Lecture 10:30AM - 11:30AM Mt Helen/T Building T202
11:30AM					
12:30PM	EI 801 - 1 QUALITY MANAGEMENT Lecture 12:30PM - 2:30PM Mt Helen/T Building T202				
1:30PM	EI 801 - 1 12:30PM - 2:30PM				
2:30PM		EK 502 - 2 ENGINEERING COMPUTING Tutorial 2:30PM - 3:30PM Mt Helen/T Building T202			
3:30PM					
4:30PM					
5:30PM					

Default Calendar Information

- Course code
- Type
- Time
- Location

Menu

Search:

- Self Service
 - Class Search/ Browse Catalogue
 - Academic Planning
 - Enrolment
 - Campus Finances
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - Transfer Credit
 - Student Admission
 - Student Centre

Browse the Menu

Take control of your information and manage your academic destiny

Campus Solutions Self Service Options

You can short cut navigation clicks by selecting the appropriate action page below. i.e. To review and maintain your address details click on **Address**

Self Service

Navigate to your self service information and activities.

<p>Student Centre Use the student centre to manage school related activities.</p>	<p>Class Search/ Browse Catalogue Find classes that match your selection criteria, or browse the course catalogue by subject. Class Search Browse Course Catalogue</p>	<p>Academic Planning Build your academic planner My Planner Enrolment Shopping Cart My Course History</p>
<p>Enrolment View appointments, plan and enrol in classes, view student and exam schedules. View My Assignments Enrolment Dates My Class Schedule 6 More...</p>	<p>Campus Finances View your account, make an electronic payment, view and accept your financial aid awards. Account Inquiry Make a Payment Purchase Miscellaneous Items</p>	<p>Campus Personal Information Maintain your personal information and review holds and to dos pending to your record. Addresses Names Phone Numbers 4 More...</p>
<p>Academic Records View grades and advisors and request transcripts and verification reports. View Unofficial Transcript Request Enrolment Verification</p>	<p>Degree Progress/Graduation View your degree progress report and apply for graduation. View What-if Report</p>	<p>Transfer Credit Evaluate classes for transfer and view your transfer credit report. View Transfer Credit Report</p>