

# Guide to Enrolling Online

Continuing Partner Provider Students



[mysc.ballarat.edu.au](http://mysc.ballarat.edu.au)



# 1 How to login to my Student Centre

Open your internet browser and navigate to the following link: [mySC.ballarat.edu.au](https://mySC.ballarat.edu.au)

## Logging in

### Username

Your username is your University of Ballarat student ID number, for example: 30012345

### Password

If you have previously changed your password when you logged into the PC this password will be the same.

**IMPORTANT:** To avoid any issues please ensure you know what your password is well before the re-enrolment cut off date. We suggest you try to log in to my Student Centre 1-2 weeks before the re-enrolment cut off date. During re-enrolment and results releases, the Service Desk team can take upwards of 1000 requests daily for password assistance so calling on the day could result in lengthy delays.

If you have never reset your password, your default password is the first letter of your first name, followed by a full stop and then your full date of birth.

For example: John Citizen was born on the 20 April 1985, so his default password is **j.20041985**

## Changing your password

If you want to change/reset your password at any time, go to: [www.ballarat.edu.au/changepassword](http://www.ballarat.edu.au/changepassword)

### Your password must:

- Be at least 9 characters in length
- Contain at least one number (for example: 0-9)
- Contain at least one special character or symbol (for example: @ # % !)

### IT Support:

Students can get IT related support from the myIT@UB Service Desk during the hours of **Monday to Friday 8:30am to 5:00pm.**

You can contact the myIT@UB Service Desk in one of the following ways:

- **Web:** [www.ballarat.edu.au/studentqweb](http://www.ballarat.edu.au/studentqweb)
- **E-mail:** [servicedesk@ballarat.edu.au](mailto:servicedesk@ballarat.edu.au)
- **Phone:** (03) 5327 9999

## mySC Home Page

**Student Centre**  
Robbie's Student Centre

**Academics**

Search  
Plan  
Enrol  
My Academics

other academic...

Deadlines URL Gradebook

**This Week's Schedule**

Class	Schedule
BUMKT 1503-E101 EE1 (50506)	Room: TBA
BUMKT 2601-E101 EE1 (50180)	Mo 11:30AM - 1:30PM Lecture Theatre
BUMKT 2601-T101 TT1 (50181)	We 11:30AM - 12:30PM Classroom
ENMIN 5017-C101 CLS (60024)	TBA
ENMIN 5018-E101 EE1 (60025)	TBA

[weekly schedule](#)

[enrolment shopping cart](#)

The enrolment shopping cart allows you to look for classes in which you may choose to enrol at a later time. Please note that placing classes in your enrolment shopping cart does not save a place in a class for you nor enrol you in a class.

**Finances**

My Account  
Account Inquiry  
Commonwealth Assistance Notice

**You have no outstanding charges.**

**SEARCH FOR CLASSES**

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrolment Dates**  
[Open Enrolment Dates](#)

**UB General**  
[UB Schedule of Fees](#)  
[UB Graduations](#)  
[UB Course Finder](#)

**UB Scholarships**  
[General S'ship Information](#)  
[Equity & Financial Aid S'ships](#)  
[Current Equity S'ship Holders](#)

**Other Important Links**  
[View My Exam Timetable](#)  
[Request Official Transcript](#)  
[Blackboard](#)

# 2 Confirm your personal information

**Step 1.** Scroll down on the home page, click on the ['Campus Address'](#) link

The screenshot shows a user interface for 'Personal Information'. Under the 'Contact Information' sub-section, there are three address fields: 'Campus Address' (highlighted with a red box), 'Mailing Address', and 'Emergency Contact Names'. The 'Campus Address' field contains the text: 'Unit 6, 123 Sturt Street, Ballarat, VIC, 3350'. The 'Mailing Address' field contains: 'P.O. Box 123, Mt Helen, VIC, 3353'. The 'Emergency Contact Names' field has a dropdown menu with 'other personal...' and a right-pointing arrow icon.

**Step 2.** Confirm any existing address details:

**Home address:** the address at which you usually live overseas


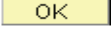

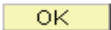
**Mail address:** the address to which all communications from UB will be mailed

**Campus address:** the address at which you are living while you are studying

**IMPORTANT:** Please ensure you have entered three address types: Home, Mail and Campus.

**IMPORTANT:** Under the ESOS Act, International students are required to maintain and update their contact details (for example: addresses, telephone numbers and email addresses) at all times.

## Modify existing address details

- Step 1. Click 
- Step 2. Modify the address details
- Step 3. Click 
- Step 4. Modify the date that this change takes effect if necessary
- Step 5. Click 
- Step 6. Click 

## To add a new address

- Step 1. Click 

IMPORTANT: When you add your Australian addresses, below is an example of an Australian address format which you **must** use.

### EXAMPLE 1:

123 Collins Street  
MELBOURNE VIC 3000

OR

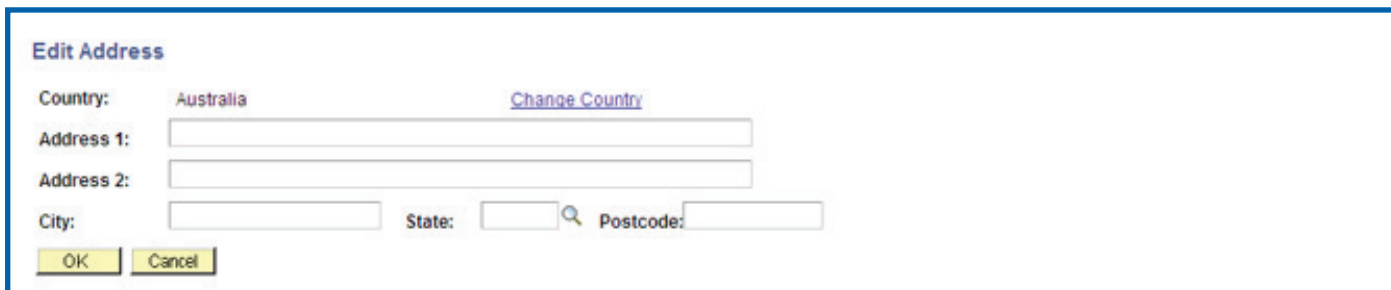
### EXAMPLE 2:

Unit/Apartment/Flat 2  
123 Collins Street  
MELBOURNE VIC 3000

IMPORTANT: The CITY and STATE must be in capital letters and you **must** add the postcode.

Step 2. Click on 'Change Country' link, if applicable

IMPORTANT: If you are adding your overseas home address, you **must** change the country by clicking the 'Change Country' link.



**Edit Address**

Country: Australia [Change Country](#)

Address 1:

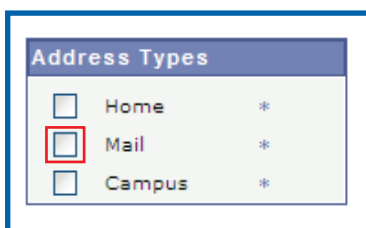
Address 2:

City:  State:  Postcode:

Step 3. Enter the address details

Step 4. Click

Step 5. Click on the 'Address Type'

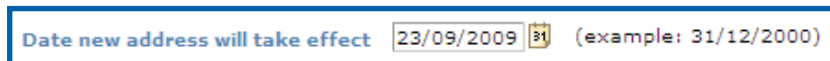


**Address Types**

<input type="checkbox"/>	Home	*
<input checked="" type="checkbox"/>	Mail	*
<input type="checkbox"/>	Campus	*

TIP: If the address you are currently entering is the same for one or both of your other addresses, if you click in the relevant 'Address Types' box, mySC will automatically change this address at the same time.

Step 6. Modify the date that this change takes effect if necessary

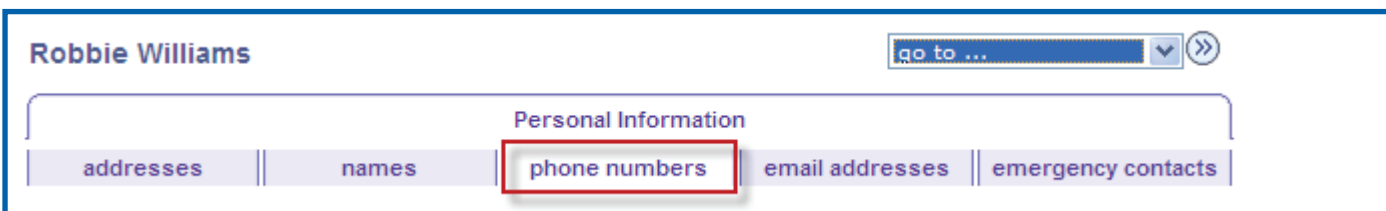


Date new address will take effect   (example: 31/12/2000)

Step 7. Click

Step 8. Click

Step 3. Click on 'phone numbers' tab



**Robbie Williams**

Personal Information

**Step 4.** Confirm any existing phone numbers:

**Mobile:** Australian Mobile

**Home:** Australian Home Telephone Number

**Other:** Overseas Home Telephone Number, if applicable

**Robbie Williams**

Personal Information

addresses || names || phone numbers || email addresses || emergency contacts

### Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Preferred	
Mobile	0432808777		<input checked="" type="checkbox"/>	<input type="button" value="delete"/>
Home	0353271234		<input type="checkbox"/>	<input type="button" value="delete"/>
Other	00118112345678		<input type="checkbox"/>	<input type="button" value="delete"/>

**IMPORTANT:** Please ensure your Australian mobile number **and** home telephone number are listed.

### Modify existing phone numbers

**Step 1.** To modify an existing phone number, simply alter the phone number that is shown.

*Phone Type	*Telephone	Ext	Preferred	
Mobile	0432808777		<input checked="" type="checkbox"/>	<input type="button" value="delete"/>
Home	0353271234		<input type="checkbox"/>	<input type="button" value="delete"/>
Other	00118112345678		<input type="checkbox"/>	<input type="button" value="delete"/>

**Step 2.** Click

**Step 3.** Click

## Add a new phone number

- Step 1. Click **ADD A PHONE NUMBER**
- Step 2. Select the 'Phone Type' of telephone number from the drop down list
- Step 3. Enter the telephone number
- Step 4. Select 'Preferred' only if this is your preferred telephone contact number

**IMPORTANT:** The University will use your Australian mobile number as your preferred method of contact, unless otherwise stated.

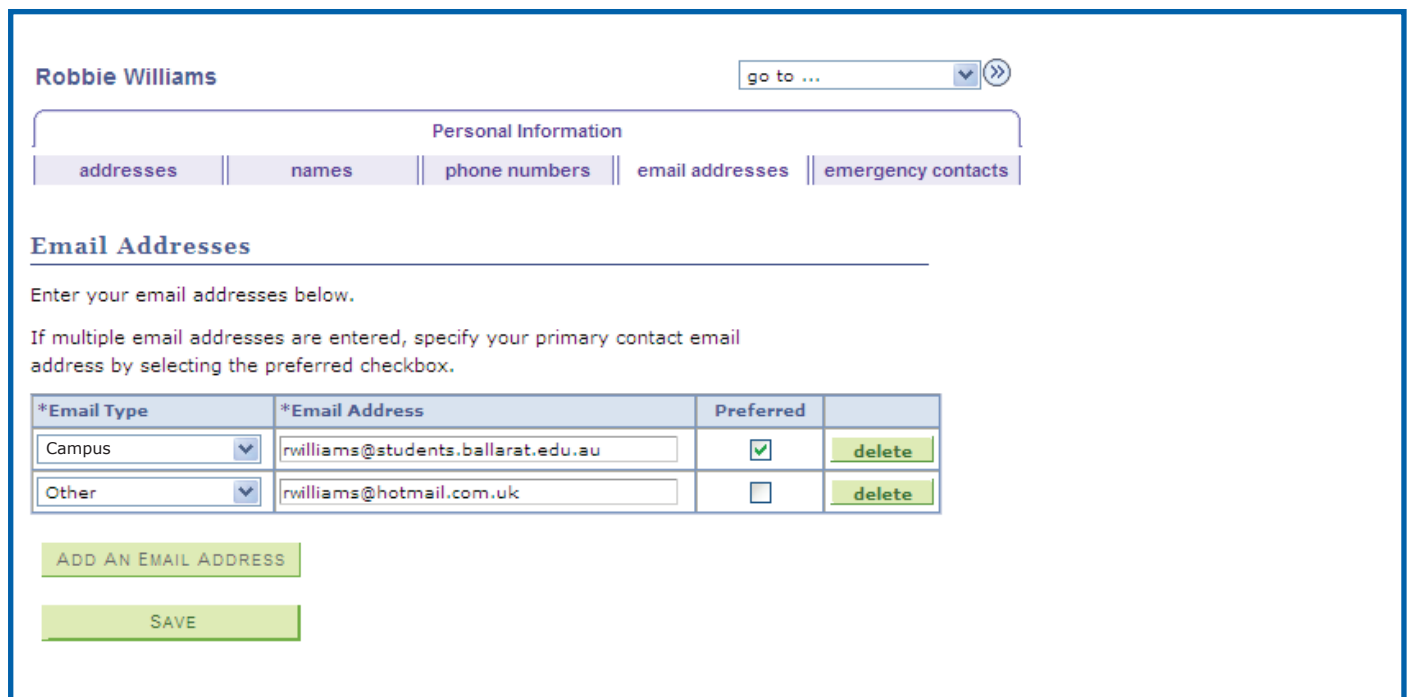
- Step 5. Click **SAVE**
- Step 6. Click **OK**

**Step 5.** Click on the 'email addresses' tab



The screenshot shows the contact profile for Robbie Williams. At the top, there is a search bar with the text "go to ..." and a dropdown arrow. Below this is a navigation bar with several tabs: "addresses", "names", "phone numbers", "email addresses", and "emergency contacts". The "email addresses" tab is highlighted with a red border, indicating it is the active section.

**Step 6.** Confirm any existing 'other' email addresses



The screenshot shows the "Email Addresses" section of the contact profile for Robbie Williams. It includes a search bar at the top with the text "go to ..." and a dropdown arrow. Below the search bar is a navigation bar with tabs: "addresses", "names", "phone numbers", "email addresses", and "emergency contacts". The "email addresses" tab is highlighted. Below the navigation bar is the "Email Addresses" section, which contains the following text:

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Campus	rwilliams@students.ballarat.edu.au	<input checked="" type="checkbox"/>	delete
Other	rwilliams@hotmail.com.uk	<input type="checkbox"/>	delete

Below the table are two buttons: "ADD AN EMAIL ADDRESS" and "SAVE".

IMPORTANT: You must leave your UB student (campus) email address selected as your 'preferred' email address.

NOTE: UB will use your UB student (campus) email address for all university related material (for example, Fee Invoices). You **must** check your UB email regularly.

*Email Type	*Email Address	Preferred	
Campus	<input type="text" value="rwilliams@students.ballarat.edu.au"/>	<input checked="" type="checkbox"/>	<input type="button" value="delete"/>
Other	<input type="text" value="rwilliams@hotmail.com.uk"/>	<input type="checkbox"/>	<input type="button" value="delete"/>

## Modify existing email addresses

Step 1. To modify an existing 'other' email address, simply alter the 'other' email address that is shown

### Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Campus	<input type="text" value="rwilliams@students.ballarat.edu.au"/>	<input checked="" type="checkbox"/>	<input type="button" value="delete"/>
Other	<input type="text" value="rwilliams@hotmail.com.uk"/>	<input type="checkbox"/>	<input type="button" value="delete"/>

Step 2. Click

Step 3. Click

## Add a new email address

Step 1. Click

Step 2. Select the type of email address

*Email Type
Home
Home
Other

Step 3. Enter the email address

Step 4. Click

## How to Forward your UB Emails

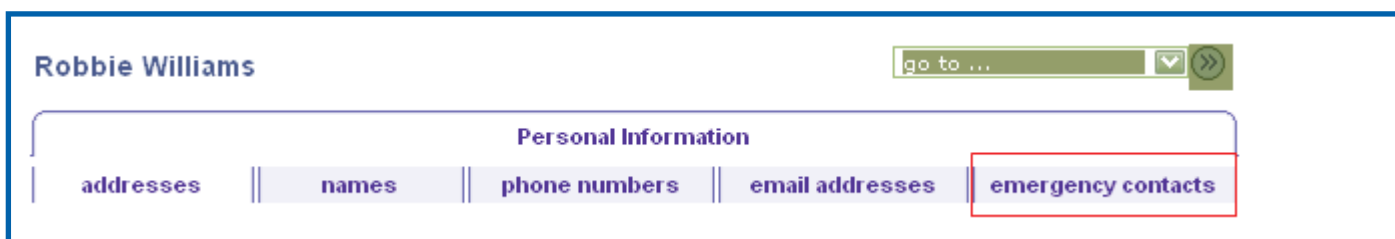
All official communications from the University of Ballarat will be sent to your UB email address. Please ensure that you monitor your UB email regularly as it will contain important information regarding various aspects of your student lifecycle.

If you wish to forward your UB email to a preferred external email address, please follow the auto forward instructions and general email help which can be found at:

[www.ballarat.edu.au/myit@ub/email.shtml](http://www.ballarat.edu.au/myit@ub/email.shtml)

IMPORTANT: If you have forwarded your UB emails to a personal email address and your personal email address changes, you **must** remember to change the auto forward.

**Step 7.** Click on the 'emergency contacts' link



Robbie Williams

go to ...

Personal Information

addresses || names || phone numbers || email addresses || **emergency contacts**

**Step 8.** Confirm any existing emergency contact details, by clicking on the relevant link

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	<a href="#">Leanne Williams</a>	Spouse	0430667112		<a href="#">edit</a>	<a href="#">delete</a>
<input type="checkbox"/>	<a href="#">Pink</a>	Friend	0433123456		<a href="#">edit</a>	<a href="#">delete</a>

IMPORTANT: Please ensure you have entered an Australian emergency contact AND an overseas emergency contact.

## Modify an existing emergency contact

Step 1. Click [edit](#)

Step 2. Modify the contact details

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	<a href="#">Leanne Williams</a>	Spouse	0430667112		<a href="#">edit</a>	<a href="#">delete</a>
<input type="checkbox"/>	<a href="#">Pink</a>	Friend	0433123456		<a href="#">edit</a>	<a href="#">delete</a>

[ADD AN EMERGENCY CONTACT](#)

Step 3. Click [SAVE](#)

Step 4. Click [OK](#)

## Add a new emergency contact

Step 1. Click [ADD AN EMERGENCY CONTACT](#)

Step 2. Add the contact details

Step 3. Click [SAVE](#)

Step 4. Click [OK](#)

**IMPORTANT:** Please ensure you have selected your Australian emergency contact as your 'primary' contact.

Step 9. Return to your home page by clicking on the 'Home' link

[Home](#) | [Sign out](#)

Robbie Williams

**Personal Information**

[addresses](#) || [names](#) || [phone numbers](#) || [email addresses](#) || [emergency contacts](#)

# 3 Enrolling in a class

**Step 1.** Select the 'Term' you wish to enrol into.

### Add Classes

1 2 3

#### Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>			
<input type="radio"/>			

**Step 2.** Click the  button.

## Methods to select a class

### METHOD 1: Easiest method!

#### Enter a Class Number

Each class has a unique five digit number. If you know the number of the class you wish to enrol into, you can enter this directly. Your class numbers are available from your education provider.

[GO TO NEXT PAGE >](#)

OR

### METHOD 2:

#### Find Classes

If you do not know the number of the class but you do know your subject 'course code' you can search for it using the 'Class Search' option. If you do not know your 'course codes', please speak with your education provider.

[GO TO NEXT PAGE 16 >](#)

# 3.1 Method 1

## Enter a Class Number

IMPORTANT: Your class numbers will be given to you by your education provider.

**Step 1.** Enter the number into the 'Enter Class Nbr' field

The screenshot shows the 'Add Classes' interface. At the top, there is a progress indicator with three steps, where the first step is active. Below this, the heading '1. Select classes to add' is followed by instructions: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' The current term is 'Undergraduate | University of Ballarat' with a 'change term' button. A filter bar shows 'Open' selected and 'Closed' unselected. On the left, the 'Add to Cart' section has an 'Enter Class Nbr' field containing '51879' (highlighted with a red box) and an 'enter' button. Below this are 'Find Classes' options: 'Class Search' (selected), 'My Requirements', and 'My Planner', with a 'search' button. On the right, a 'Shopping Cart' section displays the message 'Your enrolment shopping cart is empty.'

**Step 2.** Click 

**Step 3.** If you have more than one active program for the semester, you must select the relevant program (for example: B Commerce or B Information Technology)

**IMPORTANT:** If you are in multiple programs you must select the program that is associated to the class at this point, otherwise you will receive an error message.

**Rafael Nadal** go to ...

Search Plan Enrol My Academics

my class schedule || add || drop || swap || term information

### Add Classes

1 2 3

#### 1. Select classes to add - Enrolment Preferences

| Undergraduate | University of Ballarat

#### BUMKT 1501 - INTRODUCTION TO MARKETING

**Class Preferences**

BUMKT 1501-E101 Lecture ● Open

Permission Nbr

Grading Graded (from 2009 onwards)

Session Non Standard Session 1

Career Undergraduate

Units 15.00

\*Program

B Business



B Information Technology

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
E101	Lecture	TBA	TBA	Staff	

**Step 4.** Click NEXT

**Step 5.** Your class has now been added to your 'Enrolment Shopping Cart'

Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">BUMKT 1501-E101 (51879)</a>	TBA	TBA	Staff	15.00	

IMPORTANT: You are not yet enrolled in the class.

**Step 6.** Enrol in the rest of your classes for the selected term by repeating steps 1 - 5.

IMPORTANT: International students must enrol in a **full time** load (a full time load is typically 4 classes unless otherwise advised).

Although, if you are in your **final** semester of study, you are permitted to have a minimum of 1 class and a maximum of 5 classes (any students enrolling in 5 classes **must** speak to their Academic Co-ordinator first).

As 'Summer' is an optional semester, **continuing** students are not required to enrol in a full time load.

**Step 7.** Once you have selected all your classes, please proceed to section 3.3 **finalising your enrolment** on page 21, therefore please ignore section 3.2 (pages 16 - 20) of this booklet.

# 3.2 Method 2

## Search for a Class

TIP: You only need to do this section if your education provider has not provided you with your class numbers. If you have already enrolled in your classes by using method 3.1 go to page 21.

**Step 1.** Under the 'Find Classes' section select 'Class Search'

The screenshot shows the 'Add Classes' interface. At the top, there is a header 'Add Classes' with a progress indicator showing three steps, with the first step '1' highlighted. Below the header, the section is titled '1. Select classes to add'. A text block explains: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' Below this, there is a dropdown menu showing 'Undergraduate | University of Ballarat' and a 'change term' button. A filter bar shows 'Open' selected and 'Closed' unselected. On the left, there is a sidebar with 'Add to Cart:' and 'Find Classes' sections. Under 'Find Classes', the 'Class Search' option is selected and highlighted with a red box. Below it are 'My Requirements' and 'My Planner' options, and a 'search' button. On the right, a 'Shopping Cart' section shows 'Your enrolment shopping cart is empty.'

**Step 2.** Click the  button

**Step 3.** Enter the course prefix (for example: BUMKT) in the 'Course Subject' box

The screenshot shows the 'Add Classes' page with the 'Enter Search Criteria' section. The 'University of Ballarat' is selected. Below the instructions, the 'Class Search Criteria' section is highlighted. The 'Course Subject' field has a green 'select subject' button and a text box containing 'BUMKT'. The 'Course Number' field has a dropdown menu set to 'is exactly' and an empty text box. The 'Course Career' field has a dropdown menu set to 'Undergraduate'. A checkbox labeled 'Show Open Classes Only' is checked. Navigation buttons 1, 2, and 3 are visible in the top right corner.

**Step 4.** Enter the Course Number (for example: 1501) in the 'Course Number' box

The screenshot shows the 'Add Classes' page with the 'Enter Search Criteria' section. The 'University of Ballarat' is selected. Below the instructions, the 'Class Search Criteria' section is highlighted. The 'Course Subject' field has a green 'select subject' button and a text box containing 'BUMKT', with 'Marketing (BUMKT)' displayed to its right. The 'Course Number' field has a dropdown menu set to 'is exactly' and a text box containing '1501'. The 'Course Career' field has a dropdown menu set to 'Undergraduate'. A checkbox labeled 'Show Open Classes Only' is checked. Navigation buttons 1, 2, and 3 are visible in the top right corner.

**Step 5.** Click the **search** button

**Step 6.** Your class will now be displayed

## Add Classes

1 2 3

### Search Results

When available, click [View All Sections](#) to see all sections of the course.

University of Ballarat |

[My Class Schedule](#)  
You are not registered for classes in this term.

[Shopping Cart](#)  
Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Marketing (BUMKT)**, Course Number is exactly '**1501**', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**, Location Code: **MIT Melbourne**

[Return to Add Classes](#) [START A NEW SEARCH](#)

Open  Closed

▼ **BUMKT 1501 - INTRODUCTION TO MARKETING**

[View All Sections](#) First 1 of 1 Last

Section [E101-EE1\(51879\)](#) Status  [select class](#)

Session Non Stan 1

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

**Step 7.** To select your class, click [select class](#)

**Step 8.** If you have more than one active program, for the semester you must select the relevant program

**IMPORTANT:** If you are in multiple programs you must select the program that is associated to the class at this point, otherwise you will receive an error message.

### Add Classes

1 2 3

#### 1. Select classes to add - Enrolment Preferences

| Undergraduate | University of Ballarat

#### BUMKT 1501 - INTRODUCTION TO MARKETING

##### Class Preferences

**BUMKT 1501-E101** Lecture ● Open

Permission Nbr

Grading Graded (from 2009 onwards)

Units 15.00

Session Non Standard Session 1



Career Undergraduate

\*Program

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
E101	Lecture	TBA	TBA	Staff	

**Step 9.** Your class has now been added to your 'Enrolment Shopping Cart'

Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">BUMKT</a> <a href="#">1501-E101</a> <a href="#">(51879)</a>	TBA	TBA	Staff	15.00	

IMPORTANT: You are not yet enrolled in the class.

**Step 10.** Enrol in the rest of your classes for the selected term by repeating steps 1 - 9

IMPORTANT: International students must enrol in a **full time** load (a full time load is typically 4 classes unless otherwise advised).


Although, if you are in your **final** semester of study, you are permitted to have a minimum of 1 class and a maximum of 5 classes (any students enrolling in 5 classes **must** speak to their Academic Co-ordinator first).

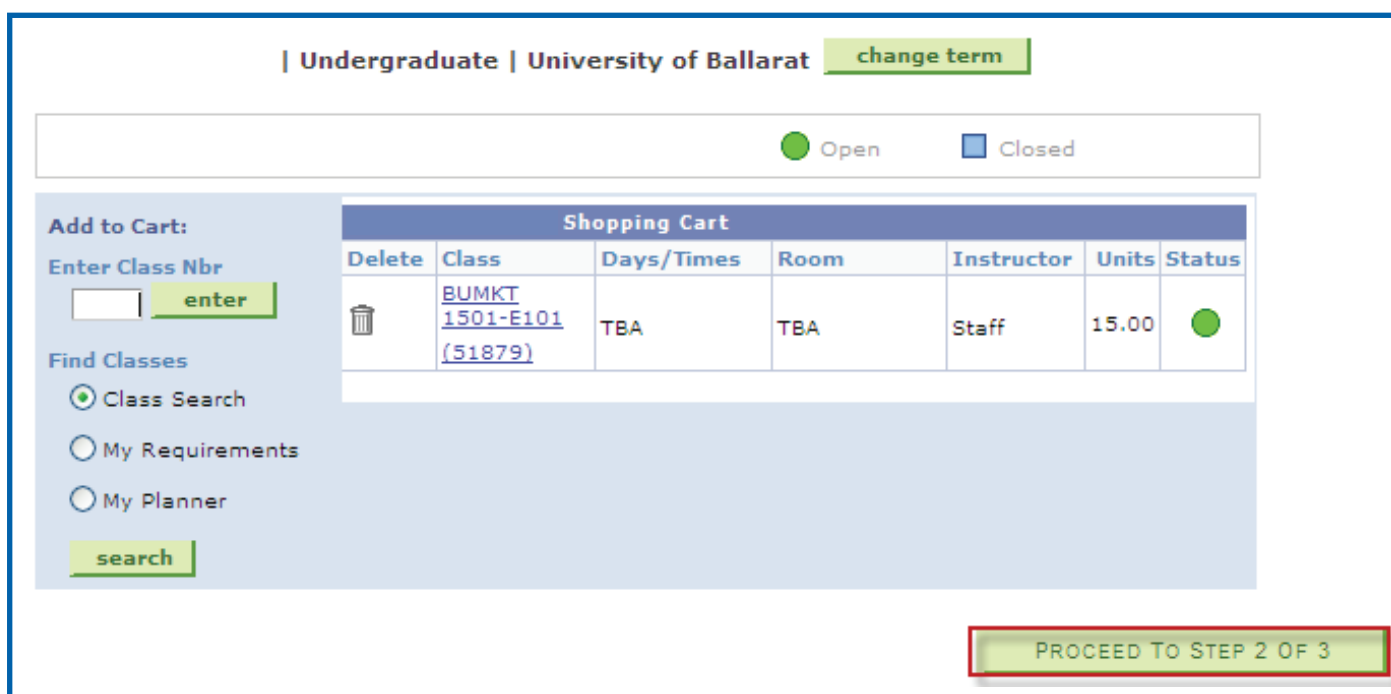
As 'Summer' is an optional semester, **continuing** students are not required to enrol in a full time load.

**Step 11.** Once you have selected all of your classes, please proceed to section **3.3 finalising your enrolment** on the next page >

# 3.3 Finalising your enrolment

**Step 1.** Confirm your class selection in the 'Enrolment Shopping Cart' list

TIP: You can remove any incorrect classes in your Shopping Cart by clicking on the trash can 




The screenshot shows the 'Enrolment Shopping Cart' interface for an Undergraduate student at the University of Ballarat. At the top, it says '| Undergraduate | University of Ballarat' with a 'change term' button. Below this is a filter section with 'Open' (selected) and 'Closed' options. The main area is divided into 'Add to Cart' and 'Shopping Cart' sections. The 'Add to Cart' section has an input field for 'Enter Class Nbr' with an 'enter' button, and radio buttons for 'Class Search' (selected), 'My Requirements', and 'My Planner', with a 'search' button. The 'Shopping Cart' section is a table with columns: Delete, Class, Days/Times, Room, Instructor, Units, and Status. One class is listed: BUMKT 1501-E101 (51879) with TBA days/times, TBA room, Staff instructor, 15.00 units, and a green status indicator. A 'PROCEED TO STEP 2 OF 3' button is highlighted in a red box at the bottom right.

**Step 2.** Click **PROCEED TO STEP 2 OF 3** when you are happy with your selection

**Step 3.** Confirm your classes and click **FINISH ENROLLING**

**If you receive a green tick:** You have successfully enrolled in your classes.

Class	Message	Status
BUMKT 1501	Success: This class has been added to your schedule.	

If you receive a red cross: You are unable to enrol in your class.

For the example below, you don't have permission to enrol at this time. Please double check that you have selected the correct class number. If you have, please speak to your education provider staff member for further assistance.

✔ Success: enrolled✘ Error: unable to add class

Class	Message	Status
HUMOV 1002	<b>Error:</b> Unable to complete your request. You do not have access to perform this transaction at this time.	✘

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS

## My Class Schedule

To confirm your enrolment into your selected classes, please view your schedule by clicking the MY CLASS SCHEDULE button.

### My Class Schedule

Select Display Option  List View  Weekly Calendar View

| Undergraduate | University of Ballarat change term

▼ Class Schedule Filter Options

Show Enrolled Classes  Show Dropped Classes  Show Waitlisted Classes filter

**BUMKT 1501 - INTRODUCTION TO MARKETING**

Status	Units	Grading	Grade	Program	Deadlines
Enrolled	15.00	Graded (from 2009 onwards)		B Commerce	31

# *Congratulations!*

You can now 'Sign out' of my Student Centre  
You have now finished enrolling!

TIP: You will need to contact your education provider before you can drop, add or swap your classes.

# Guide to Enrolling Online

Continuing Partner Provider Students

Edition: February 2011



[mysc.ballarat.edu.au](http://mysc.ballarat.edu.au)

