

Step-by-Step Guide to Enrolling Online

Ready to enrol?

An online enrolment facility is available to continuing students to complete the re-enrolment process each term.

Students who are on the Academic Monitoring program or do not intend to pay their fees in full will not be able to finalise their enrolment. Please see Student Administration at your campus who are available to assist you.

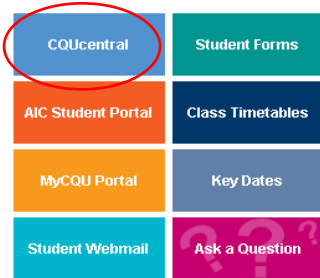
Having difficulties using CQCentral to enrol or pay your fees? See the troubleshooting section at the end of this Guide.

Enrolment Steps:

- STEP 1 - login to CQUni Student Centre
- STEP 2 - Access your Program Plan
- STEP 3 - Add your Courses
- STEP 4 - Pay your Tuition Fees
- STEP 5 - Select you Classes
- STEP 6 - Print your Timetable

YOUR ENROLMENT IS NOT FINALISED UNTIL YOU HAVE COMPLETED ALL THE ABOVE STEPS.

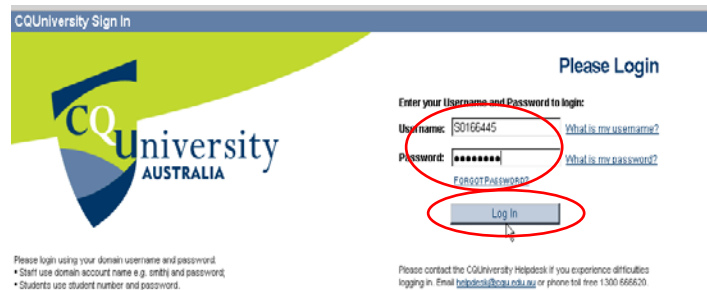
Step 1 - Log In



From your campus home page click on the CQCentral link or [Click to Enrol Now](#)

You will then see the CQUni log-in shown here. Enter your 'Username' and 'Password' in the boxes and click on 'Login'.

If you do not know your username or password click on 'What is my username?' or 'What is my password'. If you cannot remember what your password is click on 'Forgot Password?'

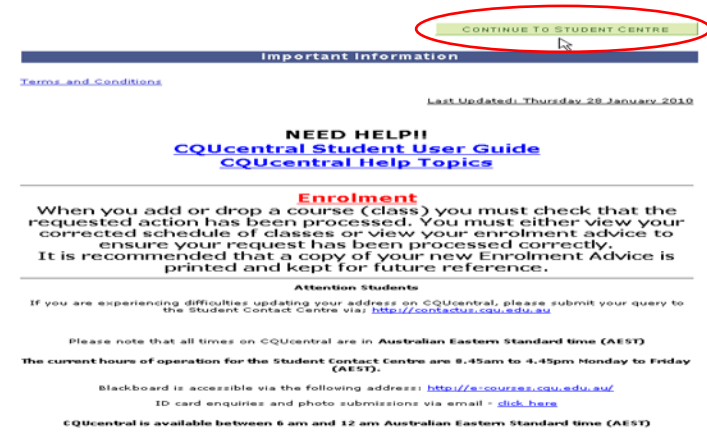


If for some reason you still cannot access the system please contact your campus IT Helpdesk.

Select the Student Centre

Once logged in you will see the important information page, you will need to navigate to the Online Enrolment service after you have logged in.

From the 'Important Information' page click on 'Continue to Student Centre'.



Step 2.1 - Your Student Centre

Cowboy's Student Centre

Academic

Enrolment
[My Class Schedule](#)
[Add a Class](#)
[View/Change my Academic Plan](#)
[View My Exam Schedule](#)
[Exam Accommodation](#)

Academic History
[Scales](#)
[Enrolment Advice](#)
[View Unofficial Transcript](#)
[Request for Graduation](#)
[Request Graduation Registration](#)

Finances
 My Account
[Account Inquiry](#)
[Financial Status](#)
 other financial... [dropdown]

Personal Information
[Personal Information](#)
[Emergency Contact](#)
[Name](#)
[Study Location](#)
[Insurance Details](#)
 other personal... [dropdown]

Contact Information
 Home Address: 4 Iona Court, Oxenford QLD 4210
 Mailing Address: 4 Iona Court, Oxenford QLD 4210
 Phone Fax: 0755555555
 Other Email: None

Other CQU related links
[Library](#)
[Handbook](#)
[Handbook Errata](#)

Other Links
[Orientation](#)
[CQU Handbook](#)
[Google](#)

For online enrolment the next step is to access your Program Plan in order to determine the courses you need to enrol in for the term.

Click on the 'My Program Plan & Timetable' link to access your Program Plan.

Step 2.2 - Access Your Program Plan

My Program Plan & Timetable

View Program Planner, allocate class timetable and change class timetable.

My Program Plan (circled in red)
View Your Program Planner

Select My Classes
Allocate your class timetable

Change My Classes
Change your class timetable

My Timetable
View Your Class Timetable and Weekly Schedule

Click on 'My Program Plan'.

New students will need to attend face to face enrolment in their first term to have a Program Plan created. If your Program Plan does not contain any course information please contact Faculty staff at your campus.

You should follow the Program Plan created for you to ensure your courses contribute to your program requirements. It will also ensure you complete your degree within the required timeframe as per ESOS requirements.

Step 2.3 - Your Program Plan

BE WHAT YOU WANT TO BE

CQUniversity Australia

2010 Program Planner

CF17 Graduate Diploma of Management - 2009

Student Number: 80166445 Name: Hatman, Cowboy
 Home Phone: 0755555555 Mobile: [blank]
 Email: 80166445@student.cqu.edu.au Final Term of study: 2001

Print Planner (circled in red)

Year: Term1		Year: Term2		
MGMT20124	People, Work and Organisations	1209	ECON20023 Economics for Business	1309
HRMT20007	Human Resource Management	1209	ACC120051 Accounting Information for Decision Making	1309
MRKT20019	Marketing Management	1209	MRKT20026 Service Product Marketing (MRKT20019)	1309

Comments
 Date & Time Entered By Comments

Program Notes
 Program Notes

Students must complete six (6) courses to graduate with the Graduate Diploma of Management, these courses comprise one (1) credit point postgraduate course available at the University provided prerequisites have been made, 5 postgraduate courses taken from Business and Informatics, provided prerequisites have been made.
 The 6 courses may be chosen to meet individual work needs or expectations and the program of study should be developed in consultation with your Course Advisor.

The 'Program Plan' page shows the courses you have completed and the courses you need to enrol in for the term.

Please print your Program Plan, leave this window open or write down the course code/s you will be enrolling in this term for example MGMT 20124. This will make adding the course easier as you will not have to search the system.

Go back to the 'Service Centre' window to enrol in your courses for this term.

Step 3.1 - Add Courses

From the 'Service Centre' homepage, under the 'Enrolment' section click on 'Add a Class'.

Cowboy's Student Centre

Academics

Enrolment

- My Class Schedule
- Add a Class**
- Drop a Class
- View/Change Academic Plan
- View My Exam Schedule
- Exam Accommodations

Academic History

- Grades
- Enrolment Advice
- View Unofficial Transcript
- Register for Graduation
- Review Graduation Registration

2010 Term One Schedule

Class	Schedule
MGMT 20124-INT INT (4743)	TBA
MRKT 20019-INT INT (4843)	TBA

weekly schedule ▶

Step 3.2 - Select Term and Program

Check the Term and Program fields shown are correct for the term you are enrolling.

Add Classes

1. Select classes to add

To select classes for another term or program, select the term and click Change, then choose your program. When you are satisfied with your class selections, proceed to step 2 of 3.

Select Term: 2010 Term One **change**

Select Program: GD Management

Add a class using one of the following:

Search for Class: Search for Classes **search**

Enter Class Nbr: **enter**

If you change these values you must click on the 'Change' button.

Click on 'Search'

Step 3.3 - Search for Course

The 'Add Classes' page displays the search information.

my class schedule **add** **drop**

Add Classes

1. Select classes to add - Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

Central Queensland University | 2010 Term 1

Class Search Criteria

Course Subject:

Course Number: is exactly **20124**

Course Career: Postgraduate

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

SEARCH

Your Program Plan information will provide the **course number** you need. For example to enrol in MGMT 20124 - People Work & Organisations just enter 20124 in the 'Course Number' field.

Do not change any other values and click on 'Search'.

Step 3.4 - Select Course

Check the code and name of the course match what is on your Program Plan (or what you wrote down).

MGMT 20124 - People, Work & Organisations

View All Sections First 1-2 of 2 Last

Section EKT-EXT(2487) Status ● select class

Session T1

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

Section INT-INT(4743) Status ● select class

Session T1

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

Click on 'Select Class' for the INT - Internal, on campus row. EXT is for external study and international students need special permission to study off campus.

International students must enrol in a full-time load in term one and term two each year unless special permission is granted by your Faculty.

Step 3.5 - Confirm Course

Confirm the course you have selected is correct. If not click on 'Cancel' and add the correct course. If the course is correct click on 'Next'.

Add Classes 1 2 3

1. Select classes to add - Enrolment Preferences

2010 Term One | Postgraduate | Central Queensland University

MGMT 20124 - People, Work & Organisations

Class Preferences

MGMT 20124-INT Internal ● Open

Grading Graded

Units 8.00

Program GD Management

Session Term One

Career Postgraduate

CANCEL NEXT

Step 3.6 - Add Another Course or Proceed

To add another course click on 'Search' and repeat steps 2, 3 & 4 above.

Undergraduate full-time load = 4 Courses
Postgraduate full-time load = 3 Courses

The **Add Classes** page allows you to confirm the courses you have added and repeat the process until all courses for the term have been added.

If a course has been added incorrectly you can click on the 'delete icon' to remove this course.

Once you have finished adding all your courses for this term click on 'Proceed to Step 2 of 3'.

Add Classes 1 2 3

1. Select classes to add

To select classes for another term or program, select the term and click Change, then choose your program. When you are satisfied with your class selections, proceed to step 2 of 3.

MGMT 20124 has been added to your enrolment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrolment.

Select Term 2010 Term One change

Select Program GD Management

Add a class using one of the following:

Search for Class Search for Classes search

Enter Class Nbr enter

2010 Term One Enrolment Shopping Cart

Open Closed

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	MGMT 20124-INT (4743)	People, Work & Organisations (Internal)	TBA	TBA	Staff	8.00	●

View All Classes in Cart First 1 of 1 Last

PROCEED TO STEP 2 OF 3

Step 3.7 - Confirm all Courses

Once you have finished adding all courses for this term you should check they are all correct as per your Program Plan.

my class schedule add drop

Add Classes 1 2 3

2. Confirm classes

2010 Term One | Postgraduate | Central Queensland University

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

A change to your study load may affect your entitlement to Government Agency and/or other benefits. If you are an international student, a change to your study load may affect your Student Visa status.

Open Closed

Class	Description	Days/Times	Location	Instructor	Units	Status
MGMT 20124-INT (4743)	People, Work & Organisations (Internal)	TBA	TBA	Staff	8.00	<input checked="" type="radio"/>

CANCEL PREVIOUS FINISH ENROLLING

Click 'Previous' to go back and drop or add a course or click on 'Finish Enrolling' if your course selection is correct.

Step 3.8 - View Results

A status will appear for each Course you have selected;

- Green tick means the Course has been added successfully.
- Red X means there has been an error - read the message and you may need to contact Faculty staff on your campus.

Click on 'Pay Now'.

REMEMBER - Your enrolment is not complete until you have paid your tuition fees and selected your Classes & Timetable.

Add Classes 1 2 3

3. View results

View the following status report for enrolment confirmations and errors:

When adding or dropping a course/class, you must check to ensure that the requested action has been processed successfully. Your current enrolment can be viewed by generating an Enrolment Advice or by viewing your corrected schedule of classes. It is recommended that a copy of your updated Enrolment Advice is printed and kept for future reference.

2010 Term One | Postgraduate | Central Queensland University

Success: enrolled Error: unable to add class

Class	Message	Status
MGMT 20124	Success: This class has been added to your schedule.	<input checked="" type="checkbox"/>
PAY NOW		
Class	Message	Status
ACCT 29083	Error: Unable to add this class - requisites have not been met. Check the class description for a list of enrollment requirements.	<input checked="" type="checkbox"/>

Step 4 - Make a Payment

There are two online options for the payment of Tuition Fees. You may pay either by online credit card or by using BPay. Following are steps on how to make an online payment.

Step 4.1 - Make a Credit Card Payment

Contact Student Finance on your campus for payment options other than credit card. If you have already paid or have campus finance approval, go to the Timetable section (step 5) below.

If paying by Credit Card now, follow the below steps - Please have your credit card ready.

Confirm the card holders personal details and make any required changes.

Click on 'Next'

Make a Payment 1 2 3 4 HELP

1. Confirm Personal Details

Please note that only credit card payments can be accepted via this payment facility. For other payment options please refer to your current term Fee Notice or Invoice for BPay and Post Billpay reference details.

If you require further payment options please refer to the [Accounts Receivable](#) web site.

The Telephone and Address details below relate to this Make a Payment transaction only. These details will not be used to update any other part of CQUcentral.

The billing address you specify must match your credit card company's records.

Telephone

Address Edit Address

4 Iowa Court
Oxenford QLD 4210

CANCEL NEXT

Step 4.2 - Payment Amount

Make a Payment

1 2 3 4

HELP

2. Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

My Charges

Central Queensland University				
Item Description	Due Date	Item Term	Outstanding Charges	Payment Amount
Brisbane PG Domestic	23/03/2010	2010 Term 1	2,450.00	2,450.00
Brisbane PG Domestic	23/03/2010	2010 Term 1	2,450.00	2,450.00
			4,900.00	4,900.00

pay charges zero out amounts calculate grand total

CANCEL PREVIOUS NEXT

You will need to pay the full amount in \$AUD as shown in the 'Outstanding Charges' column. Enter this amount in the 'Payment Amount' field - payment must be made in full before you can continue.

Click on 'calculate grand total' check this amount is correct if not click on 'zero out amounts' to make your corrections.

Click 'Next'.

Step 4.3 - Confirm Payment

Make a Payment

1 2 3 4

HELP

3. Confirm Payment

If the information below is accurate, click the Submit button.

Payment Summary

Payment Amount	4,900.00	change payment amount
Telephone	07 5555 5555	change personal details
Country	Australia	
Address	4 Iowa Court Oxenford QLD 4210	

CANCEL PREVIOUS SUBMIT

The 'Confirm Payment' page will allow you to edit the information you submitted if required.

If the information is correct click on 'Submit'.

Step 4.4 - Process Payment

Make a Payment

1 2 3 4

HELP

4. Process Payment

You will now be transferred to commWeb. Your payment amount will be transferred to the commWeb website. You will need to enter your credit card details there. Do you wish to proceed with this transaction?

PROCEED WITH TRANSACTION

Please ensure that popups are enabled on your browser before proceeding with this transaction.



Your payment receipt and confirmation details are issued by commWeb. Please be ready to print or record these details.

CANCEL PREVIOUS

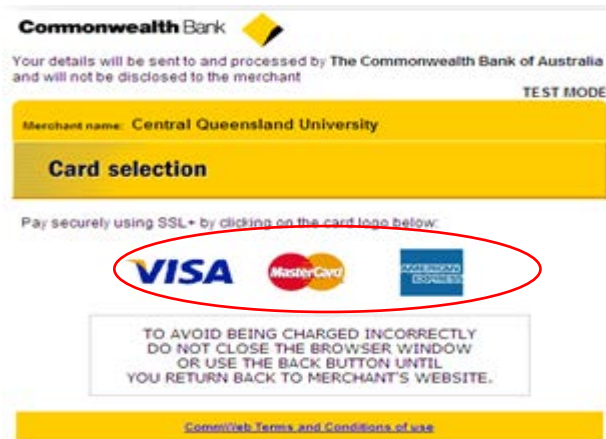
To proceed with your payment click on 'Proceed with Transaction'.

Please ensure pop-ups are enabled on your browser before proceeding with this transaction.

Refer to Troubleshooting at the end of this guide for steps on how to enable pop ups if you are enrolling off campus.

Step 4.5 - Process Payment

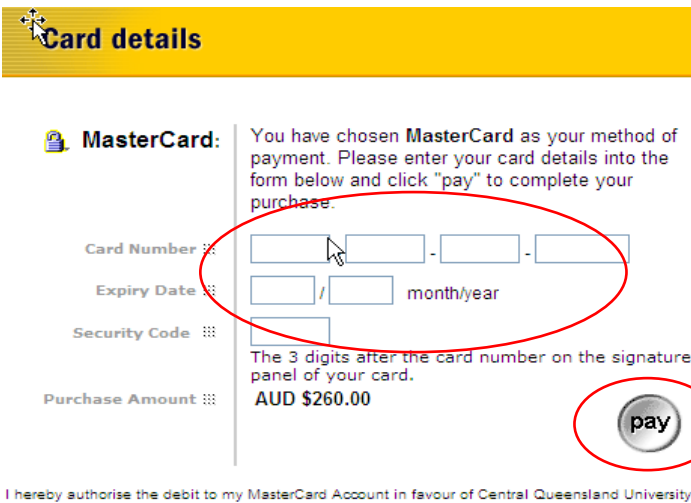
You will be taken to the Commonwealth Bank payment facility.



Click on the card type logo eg Visa, MasterCard or AMEX.

Step 4.6 - Process Payment

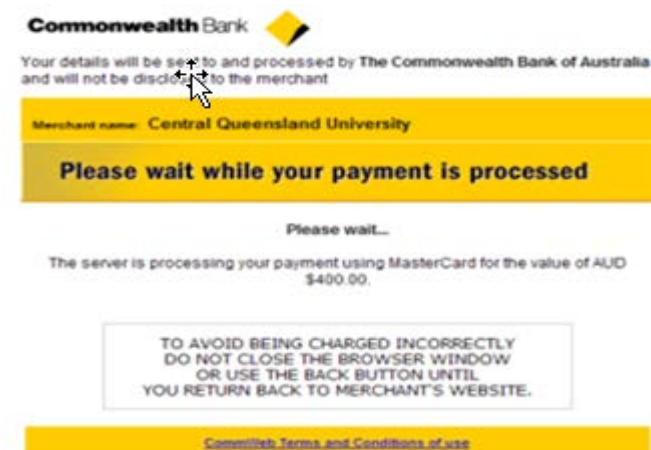
Enter Credit Card details in the areas prompted on this page.



Once all information has been entered click on 'Pay'.

Step 4.7 - Process Payment

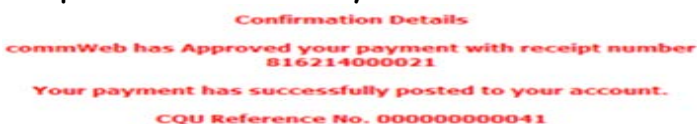
Wait while your payment is being processed and you receive the confirmation.



WARNING - Please do not click links or navigate away from this page while your transaction is processing.

Step 4.8 - Process Payment

Once confirmation has been received click on 'print the page'.



STEP 4.9 - Making a B Pay Payment



NB: Please record your Biller Code and Reference number as they can be used each term to BPay your tuition fees without an Invoice.

Look for the distinctive BPAY logo on your bills.

Log onto your Internet banking service or call your phone banking service.

Select the BPAY or bill payment option. You will then be prompted (via voice or on-screen) to select the account you wish to pay the bill from, enter your Biller Code, Customer Reference Number (CRN) and the amount you wish to pay. Wait for and record your receipt number. If using an internet banking service, please print if a receipt is required as the University is unable to provide receipts for BPay payments.

Your account is paid after you have completed this step.

Step 5.1 - Select Your Timetable

This Week's Schedule		Class	Schedule
<input type="checkbox"/>		ACCT 20051-LE01 LEC (3484)	Th 1:00PM - 3:00PM M L2 RM203
<input checked="" type="checkbox"/>		ACCT 20051-TU01 TUT (3485)	Th 3:00PM - 5:00PM M L2 RM203
<input type="checkbox"/>		ACCT 20054-LE01 LEC (3491)	Th 8:30AM - 10:30AM M L2 RM202
<input checked="" type="checkbox"/>		ACCT 20054-TU01 TUT (3492)	Th 10:30AM - 12:30PM M L2 RM202

You have almost finished the Enrolment Process - you must now choose your classes.

Once you have enrolled in courses and paid your fees you can allocate your class timetable.

You now need to select your classes eg Lectures and Tutorials.

From the Student Centre home page you click on 'My Timetable'

Step 5.2 - Select Your Classes

Click on 'Select My Classes'

Step 5.3 - Select Classes

Error : My Timetable

Please select your courses and/or pay your tuition fees before proceeding. Click [here](#) to return to main menu.

0007 - Human Resource Management							
Class	Staff Name	Day	Class Time	Building	Room/Lab	Class Size	
<input type="checkbox"/> L1	To Be Announced	Monday	01:00 PM - 02:00 PM	Margaret St	203	27 (1)	
<input type="checkbox"/> T1	To Be Announced	Monday	02:00 PM - 04:00 PM	Margaret St	203	27 (1)	

MGMT20124 - People, Work & Organisations							
Class	Staff Name	Day	Class Time	Building	Room/Lab	Class Size	
<input type="checkbox"/> L1	To Be Announced	Monday	09:30 AM - 11:30 AM	Margaret St	202	27 (1)	
<input type="checkbox"/> T1	To Be Announced	Monday	11:30 AM - 12:30 PM	Margaret St	202	27 (1)	

You will not be able to select your classes and will receive an error message if you have not enrolled in Courses and paid your tuition fees or do not have payment approval from your campus.

The courses you have added for this term will appear here, you must select at least one Lecture and one Tutorial for most courses, some courses may only have one value to select. Click the 'tick box' beside the class based on your preference.

Click on 'Submit'

Step 5.4 - Your Timetable

Once you have completed the process your Class Timetable will appear on this page.

My Timetable - T1 2010

[Class Timetable](#) [Weekly Schedule](#)

Timetable successfully allocated. Your classes for T110 are as follows:

Class	Staff Name	Day	Start Time	End Time	Building	Room
L1	To Be Announced	Monday	01:00 PM	02:00 PM	Margaret St	203
T1	To Be Announced	Monday	02:00 PM	04:00 PM	Margaret St	203

Class	Staff Name	Day	Start Time	End Time	Building	Room
L1	To Be Announced	Monday	09:30 AM	11:30 AM	Margaret St	202
T1	To Be Announced	Monday	11:30 AM	12:30 PM	Margaret St	202

Done

Disclaimers

The University reserves the right to merge or change classes including the re-allocation of teaching staff as required.

The University reserves the right not to offer courses for which the number of enrolments available are insufficient to warrant their offer. The University may also restrict enrolments in courses in which the numbers are in excess of that which a Faculty or School can teach efficiently. In this instance, students should consult their program officer on the selection of a suitable course.

We make every effort to maintain this timetable as presented, but we do reserve the right to make staffing changes if this is unavoidable.

Changes to lectures and timetables will only be permitted in the case of timetable clashes. Under no circumstances will tutorial or lecture times be changed to accommodate student preferences for specific lecturers or tutors.

Students are expected to attend the lectures and tutorials which appear on their timetable. Students who attend lecture or tutorial in which they are not enrolled will not be marked.

Your Class Timetable will also be **emailed to your CQUni student email account**.

You can also view your weekly timetable, click on **'Weekly Schedule'**.

Please be sure to read and understand the **'Important Message'** at the bottom of the page.

Step 5.5 - Your Weekly Schedule

Your weekly class schedule will appear on this page and can be accessed at any time.

My Weekly Schedule - T1 2010

[Class Timetable](#) [Weekly Schedule](#)

Time	Monday	Tuesday	Wednesday
08:00 AM			
08:30 AM			
09:00 AM			
09:30 AM	MGMT20124 L1 09:30 AM-11:30 AM Margaret St 202		
10:00 AM	To Be Announced		
10:30 AM			
11:00 AM			
11:30 AM	MGMT20124 T1 11:30 AM-12:30 PM Margaret St 202		
12:00 PM	To Be Announced		
12:30 PM			
01:00 PM	HRMT20007 L1 01:00 PM-02:00 PM Margaret St 203		
01:30 PM	To Be Announced		
02:00 PM	HRMT20007 T1 02:00 PM-04:00 PM Margaret St 203		
02:30 PM			
03:00 PM			
03:30 PM	To Be Announced		

CONGRATULATIONS YOUR ENROLMENT IS NOW COMPLETE

Change Your Class Schedule

Once you have completed the enrolment process you have a period where you can change your class schedule. To do this click on **'My Timetable'** from your Student Centre home page.

Remember there are cut-off dates that apply to this page, if you require changes after this time you will need to speak to Faculty staff at your campus.

Academics

Enrolment
[Add a Class](#)
[Drop a Class](#)
[View/Change my Academic Plan](#)
[View My Exam Schedule](#)
[Exam Accommodations](#)

Academic History
[Grades](#)
[Enrolment Advice](#)
[View Unofficial Transcript](#)
[Register for Graduation](#)
[Review Graduation Registration](#)

other academic... >>

This Week's Schedule	
Class	Schedule
ACCT 20051-LE01 LEC (3484)	Th 1:00PM - 3:00PM M L2 RM203
ACCT 20051-TU01 TUT (3485)	Th 3:00PM - 5:00PM M L2 RM203
ACCT 20054-LE01 LEC (3491)	Th 8:30AM - 10:30AM M L2 RM202
ACCT 20054-TU01 TUT (3492)	Th 10:30AM - 12:30PM M L2 RM202

[My Timetable](#)

Change Your Classes

Click on 'Change My Classes'



The classes you have previously added for this term will appear here, you must select at least one Lecture and one Tutorial for most courses, some courses may only have one value to select. . Click the 'tick box' beside the class based on your preference.

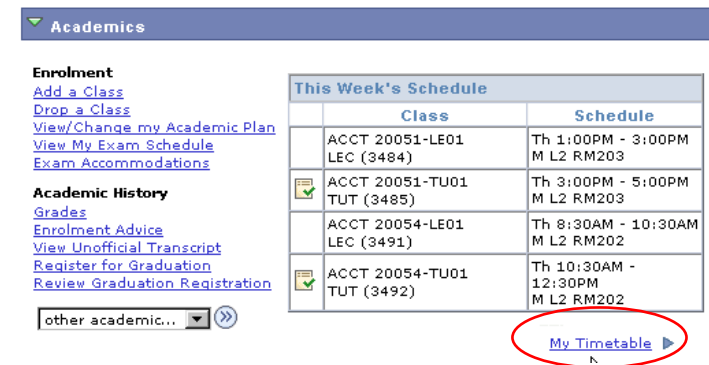


If you receive an error message please make sure you have completed the enrolment process, paid your tuition fees or the cut-off date has not past. If you are having problems contact your campus.

Click on 'Submit'.

Step 6 - View Your Timetable

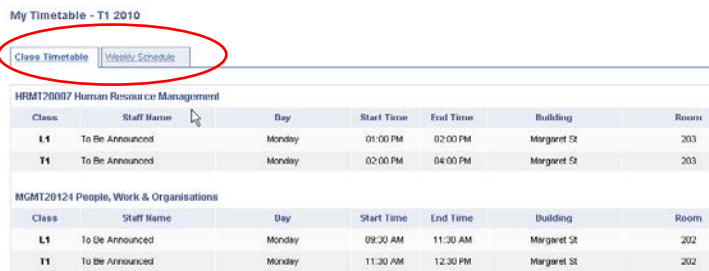
Once you have completed the enrolment process you can view your Timetable and Weekly Schedule at any time.



From your Student Centre homepage, click on 'My Timetable'.



This will take you to the My Program Plan & Timetable menu page, click on 'My Timetable'



You can view your Class Timetable from here or click on the 'Weekly Schedule' tab



You can view your weekly class schedule from here at anytime.

Troubleshooting: Having trouble using CQUcentral off campus?

Some students may experience difficulties accessing CQUcentral when enrolling off campus. This may be due to: Pop-up blockers and/ or Ad-blockers installed on your computer.

The following information outlines how you can address this issue. Please be aware that pop-up blockers and ad-blockers are designed to protect a computer's security and privacy.

What is a pop up blocker?

A pop-up blocker refers to software that disables pop-up internet windows from appearing when students are viewing different websites. Pop-up blocking functionality is included in some anti-virus, internet security, personal firewall, and browser programs.

Configuring pop up blockers

It is difficult to support the wide variety of pop-up blockers that are available; therefore you need to know how to configure the pop-up blockers on your computer. In particular, if you have a have a pop-up blocker installed on your computer, you can configure your web browser to open specific websites that use pop-up windows (such as the CQUcentral "www.cqu.edu.au").The following links provide instructions on how to set a browser to open certain websites that are accessible from a pop-up window:

- [Safari](#)
- [Mozilla Firefox](#)
- [Internet Explorer \(I.E.\)](#)

Scroll to the section: "How to configure the pop-up blocker for zones that are considered safe".

If students have installed a 3rd party pop-up blocker, they must consult the product instructions on how to disable the pop-up blocker; or enable CQUcentral pop-up window to open.

Here are the links to a few other pop-up blocker sites:

- [Google Toolbar](#)
- [Yahoo Toolbar](#)
- [MSN Toolbar](#)

The shortcut key is an easy way to allow pop ups

Students can over-ride most pop-up blockers by holding the "Ctrl" key when opening a pop-up webpage.

Need further assistance?

For technical assistance, please contact your campus IT Helpdesk.
