

Enrolling & Timetabling

Accessibility and Welfare Team – Student Support and Wellbeing Services

Acknowledgement of Country

The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which we meet.

We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country.

We recognise Aboriginal and Torres Strait Islander Peoples' valuable contributions to Australian and global society.

The Brisbane River pattern from *A Guidance Through Time*
by Casey Coolwell and Kyra Mancktelow.



Learning Outcomes

- 01 Enrolment Dates

- 02 Understanding the difference between Faculty & School

- 03 Modes of Study

- 04 Understanding your Course Profile

- 05 Enrolling

- 06 Timetabling

- 07 Academic Integrity Modules

- 08 UQ Respect Module

01

Enrolment Dates

Important dates in Semester 1, 2025

You can find the important dates in the [Academic Calendar](#)

- **2 Dec** My Timetable course timetable available
- **13 Jan** My Timetable opens for preferencing at 12pm
- **28 Jan** My Timetable preferencing closes at 9am
- **3 Feb** My Timetable personal timetable released at 12pm, and open for allocation adjustments
- **14 Feb** Last date to request program change through mySI-net
- **21 Feb** Due date to enrol for international students
- **24 Feb** Semester 1 classes commence
- **7 Mar** Last date for addition of courses or alteration of enrolment; Due date for payment of tuition fees
- **31 March** Census Date – Last date to withdraw from Semester 1 courses(s) or cancel enrolment through mySI-net without financial liability & complete Part A of the Academic Integrity Module



Important dates in Semester 1, 2025

You can find the important dates in the [Academic Calendar](#)

- **29 Mar, 5 Apr, 12 Apr** Semester 1 mid-sem Saturday exam
- **21 Apr** Semester 1 mid-sem break commences
- **30 Apr** Last date to drop courses or cancel enrolment without academic penalty
- **31 May** Semester 1 classes end
- **2 – 6 Jun** Semester 1 revision period
- **6 Jun** Last date to withdraw from a courses in mySI-net incurring financial liability & academic penalty
- **7 – 21 Jun** Semester 1 examinations period
- **21 Jun** Semester 1 ends
- **2 July** Semester 1 Release of Grades



02

Faculty & School, what's the difference?

Faculties and Schools

What is the difference?

Faculties, schools, institutes and centres
Business, Economics and Law
Engineering, Architecture and Information Technology
Health, Medicine and Behavioural Sciences ▼
Humanities, Arts and Social Sciences
Science

School

- » Agriculture and Food Sciences
- » Architecture
- » Biological Sciences
- » Biomedical Sciences
- » Business
- » Chemical Engineering
- » Chemistry and Molecular Biosciences
- » Civil Engineering
- » Communication and Arts
- » Dentistry
- » Earth and Environmental Sciences
- » Economics
- » Education
- » Health and Rehabilitation Sciences
- » Historical and Philosophical Inquiry
- » Human Movement and Nutrition Sciences
- » Information Technology and Electrical Engineering
- » Languages and Cultures
- » Law
- » Mathematics and Physics
- » Mechanical and Mining Engineering
- » Music
- » Nursing, Midwifery and Social Work
- » Pharmacy
- » Political Science and International Studies
- » Psychology
- » Public Health
- » Social Science
- » Veterinary Science

Key terminology



Enrolment

When you enrol in your courses for the semester.



Timetabling

When you select/preference your class times for each of your courses



Program

At UQ degrees are called programs (Bachelor of Arts, Master of Psychology)



Course

Courses are the subjects you study in your program (e.g., BIO2010 or ENGG2021)



Unit

Units are the value of individual courses. Most courses have a value of 2 units and a standard study load is 8 units per semester.



Course Coordinator

Each course is designed and planned by a Course Coordinator – they will often be the main lecturer for your course.

Key terminology



Course Profile

Each course has a Course Profile that contains important information about that course. Always read your Course Profile!



Compulsory and Elective Courses

Compulsory courses are mandatory for completing your program; electives are courses you can choose.



Major and Minor

A major combines courses in a program focusing on a specific discipline. Minors are similar, but require fewer courses.



Lecture

A lecture is a presentation delivered by an academic. This is where you'll be taught the theory of your course.



Tutorial

Tutorials or 'tutes' are held in a smaller classroom and involve more interaction between students and the tutor.



Contact Hours

The number of hours per week of teaching activities for a course (lectures, tutorials, workshops, etc.)

Important note for international Students



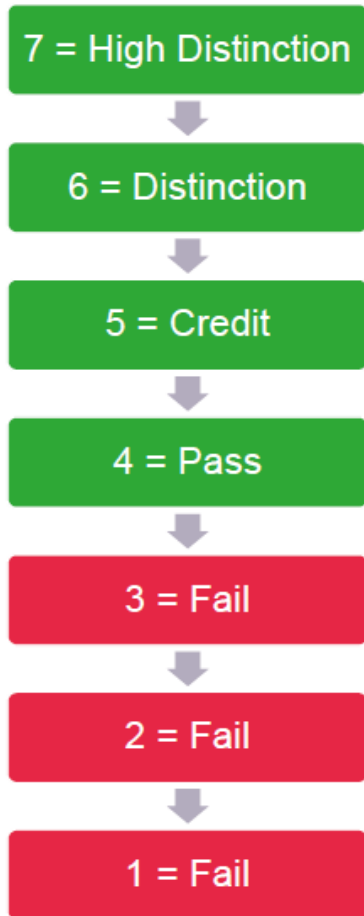
Standard Full-Time study load is 8 units (generally 4 courses) per semester

International students with a student visa have to complete their program by the end date on their Confirmation of Enrolment (CoE). If you want to reduce the number of courses you undertake this Semester, we advise you to speak with Student Services and your Faculty.

Grade Structure



Grades



Pass: progress
in degree

Fail: repeat or
choose alternative



Tip: We do **not** mark on a curve. You achieve against yourself (not your classmates).

03

Modes of Study

Course attendance mode

Courses in your program may be available in more than one delivery mode, depending on program and course requirements.

In Person

- You are required to engage in in-person learning or assessment at a UQ campus or other location
- An in-person course may incorporate some aspects of online delivery
 - (e.g., online lectures, options for online tutorials, online assessment)

External

- External courses are delivered entirely online, and students must participate online for all learning and assessment

Always remember to check your Course Profile for information on attendance modes

04

Understanding Course Profile

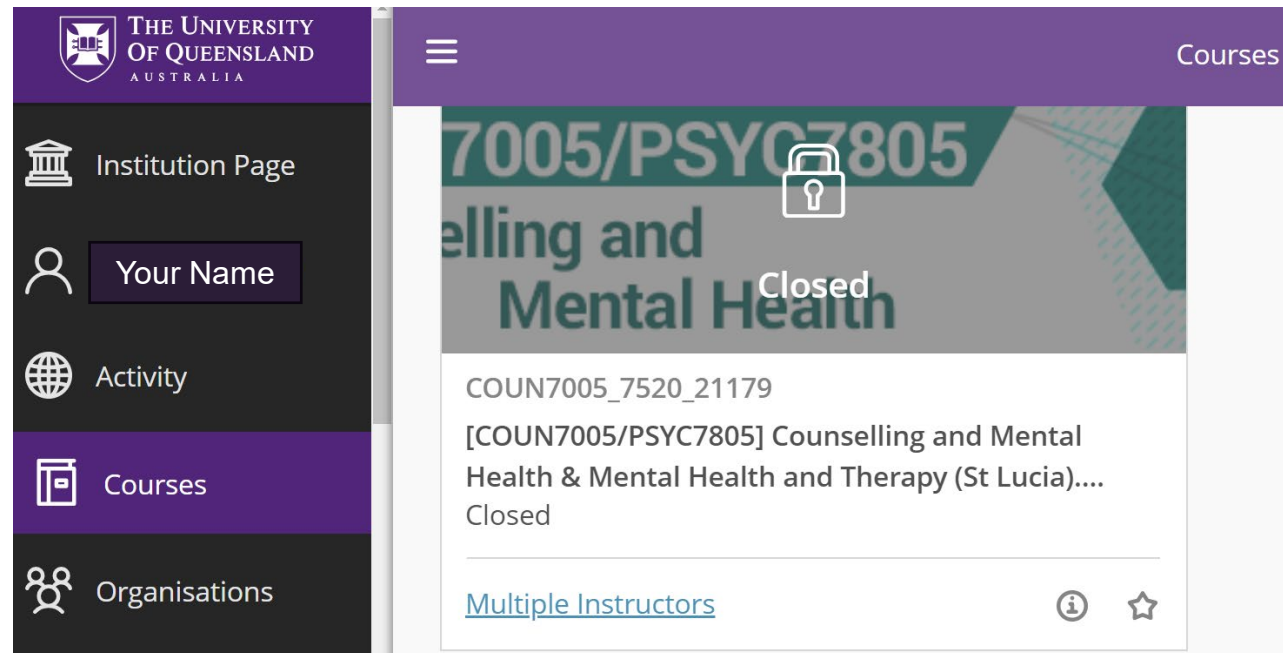
Course Profiles

Your Course Profile contains information on courses including:

- Course objectives and aims
- Learning resources required (textbooks, specific software etc.)
- Course learning and teaching activities
- Assessment tasks and due dates

To view the Course Profile for a course you're enrolled in

- Log in to your *my.UQ dashboard*
- Select the 'Learn.UQ'
- Click on the course code of the course you'd like to look at



The screenshot shows the my.UQ dashboard interface. On the left, a navigation menu includes 'Institution Page', 'Your Name', 'Activity', 'Courses' (highlighted), and 'Organisations'. The main content area displays a course profile for 'COUN7005/PSYC7805 Counselling and Mental Health & Mental Health and Therapy (St Lucia)...' which is marked as 'Closed'. The course code 'COUN7005_7520_21179' is shown above the title. At the bottom of the profile, there is a link for 'Multiple Instructors' and icons for information and favorites.

Some Course Profiles may not be available until the first week of classes.

Accessing your Course Profile

Other ways to access your Course Profile:

- Searching for your course in the [Programs and Courses website](#)
- Googling your course code
- If you Google your course Code, make sure you are viewing the right year and semester!

What to look for in your Course Profile:

- Course Information
- Aims & Objectives
- Learning Resources
- Learning Activities
- Assessment
- Policies & Guidelines
- Learning Summary

Programs and Courses

Search Programs and Courses:

All programs & courses ▾
Search

[? View search advice and tips](#)

What can I study?

- [A-Z Undergraduate Programs](#)
- [A-Z Postgraduate Programs](#)
- [Higher Degrees by Research](#)
- [Summer Semester courses](#)
- [UQ College](#)
- [Study Abroad and Incoming Exchange](#)

Browse by faculty

- [Business, Economics & Law](#)
- [Engineering, Architecture & Information Technology](#)
- [Health & Behavioural Sciences](#)
- [Humanities, Arts & Social Sciences](#)
- [Medicine](#)
- [Science](#)
- [Graduate School](#)

Help and advice

- [my.UQ](#)
- [Student Centre](#)
- [UQ Library](#)
- [AQF qualifications](#)
- [Courses and Programs Archive](#)

ON THIS SITE

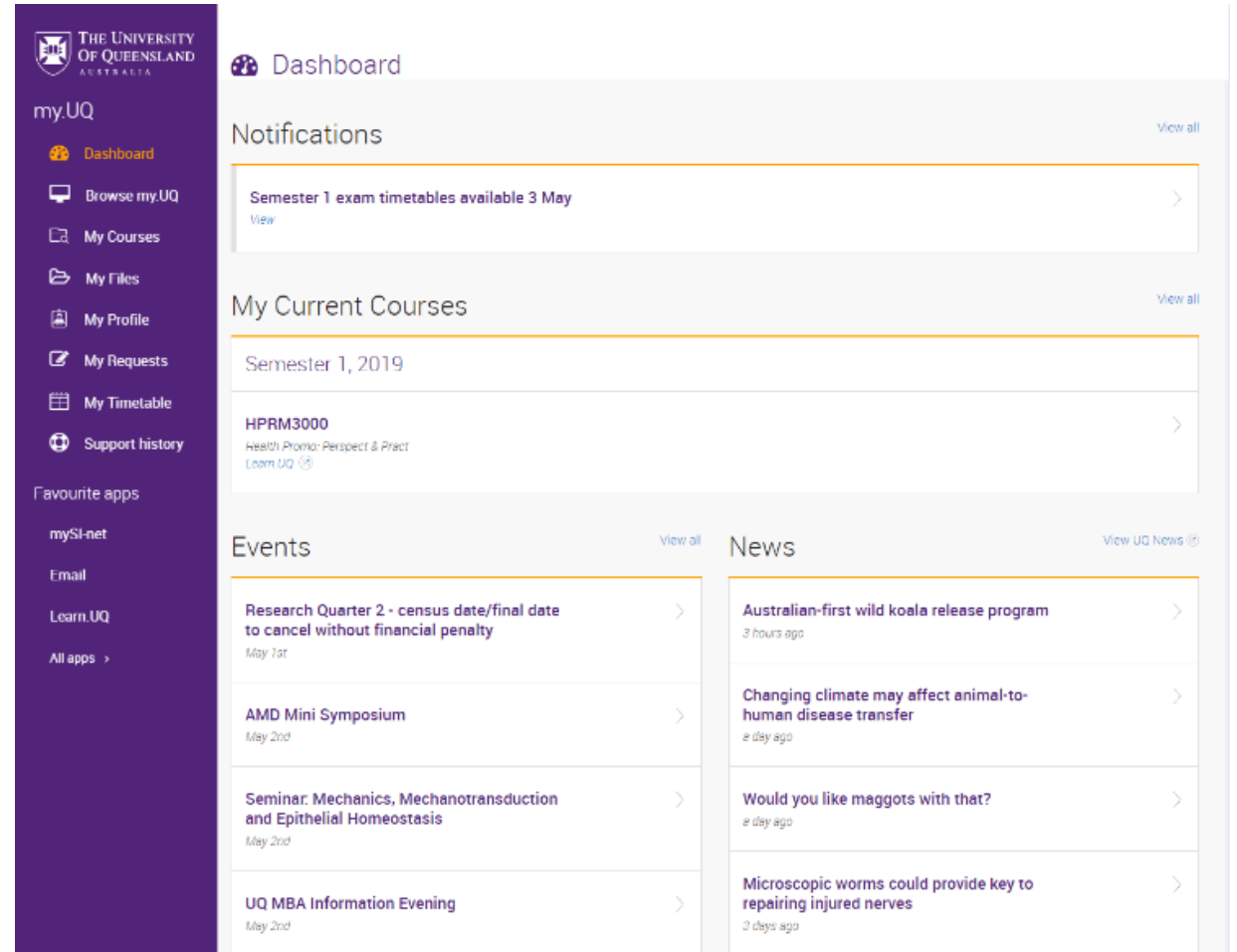
- [Starting at UQ](#)
- [Programs and courses](#)
- [Faculties and schools](#)

05

Enrolling

my.UQ Website

- Provides access to your Dashboard
- Access your email, timetable and other study resources
- Submit requests via My Requests (e.g. extensions, interruption)
- Check your student records
- Access UQ policies and rules
- Access mySi-net and Blackboard

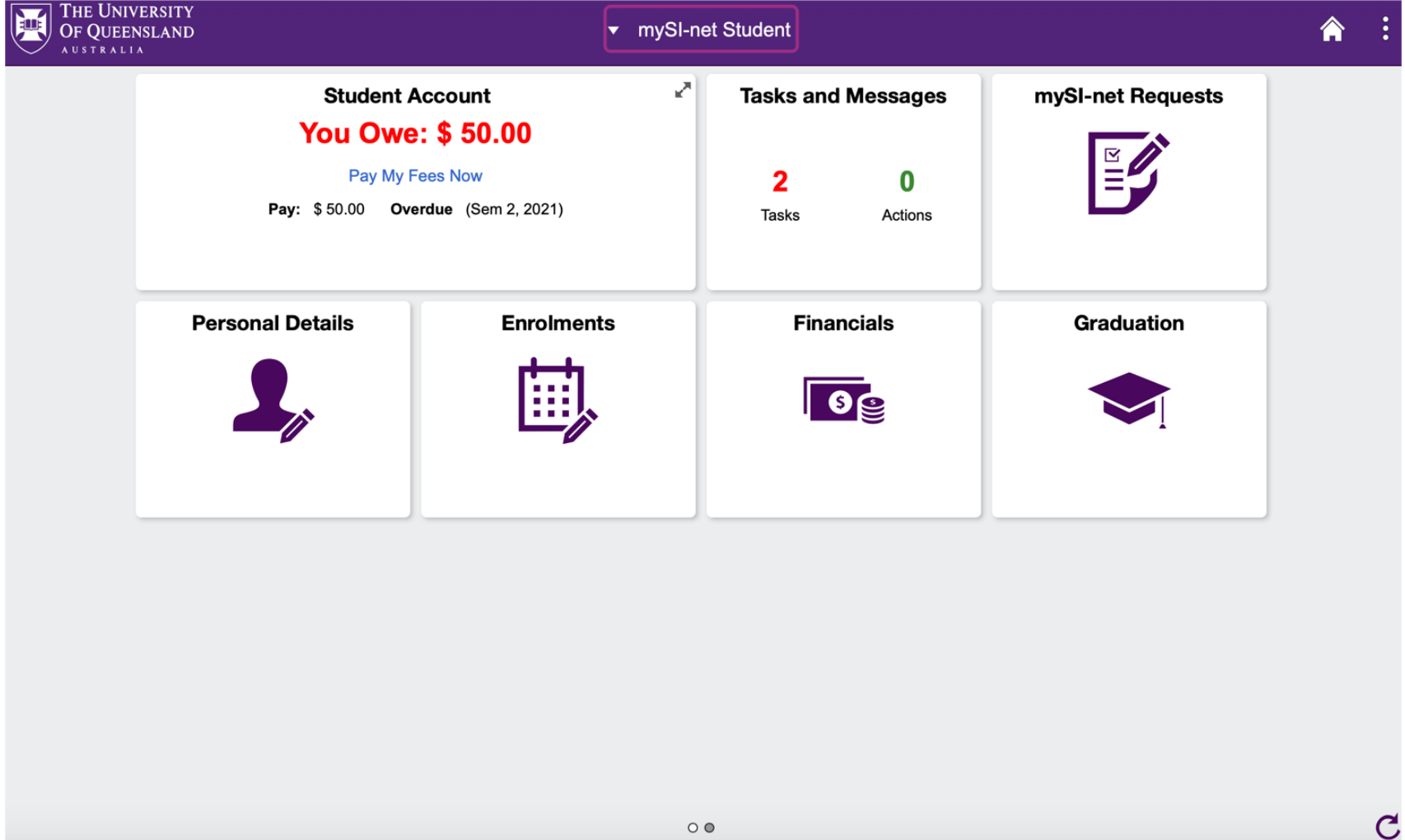


The screenshot shows the my.UQ website dashboard. On the left is a dark purple sidebar with the University of Queensland logo and a list of navigation options: Dashboard (highlighted), Browse my.UQ, My Courses, My Files, My Profile, My Requests, My Timetable, Support history, Favourite apps, mySi-net, Email, Learn.UQ, and All apps. The main content area is titled 'Dashboard' and includes several sections: 'Notifications' with a message about Semester 1 exam timetables; 'My Current Courses' showing 'Semester 1, 2019' and a course 'HPRM3000 Health Promo: Perspect & Pract'; 'Events' listing 'Research Quarter 2 - census date/final date to cancel without financial penalty', 'AMD Mini Symposium', 'Seminar: Mechanics, Mechanotransduction and Epithelial Homeostasis', and 'UQ MBA Information Evening'; and 'News' with articles like 'Australian-first wild koala release program', 'Changing climate may affect animal-to-human disease transfer', 'Would you like maggots with that?', and 'Microscopic worms could provide key to repairing injured nerves'.

mySI-net

You use mySI-net to:

- Enrol in your courses
- Update your Personal Details
- Pay your fees
- View final grades
- Request a change of program
- Program summary
- Defer exams



The screenshot shows the mySI-net Student dashboard. At the top, there is a purple header with the University of Queensland logo on the left, a dropdown menu labeled 'mySI-net Student' in the center, and a home icon on the right. The main content area is a grid of seven white cards with purple icons and text:

- Student Account:** Displays 'You Owe: \$ 50.00' in red, a 'Pay My Fees Now' link, and 'Pay: \$ 50.00 Overdue (Sem 2, 2021)'.
- Tasks and Messages:** Shows '2 Tasks' and '0 Actions'.
- mySI-net Requests:** Features a purple icon of a document with a pencil.
- Personal Details:** Features a purple icon of a person with a pencil.
- Enrolments:** Features a purple icon of a calendar with a pencil.
- Financials:** Features a purple icon of a wallet with a dollar sign and coins.
- Graduation:** Features a purple icon of a graduation cap.

At the bottom of the dashboard, there are two small circles and a refresh icon.

Enrolling using mySI-net

mySI-net Enrol and Timetables

Enrolment Summary Semester 2, 2024 **1**

Bachelor of Psychological Science (Honours)

No enrolments exist

[Add Course](#)

mySI-net Enrol and Timetables

Enrolment Summary Semester 2, 2024 **2**

Bachelor of Psychological Science (Honours)

Search by Course Code

Course Code

Search by Subject Area

Subject Area Description

Subject Area Code

Campus

Academic Career

Keywords

[Search](#)

Course Code	Course Title	Campus	Location	Instruction Mode	Units	Start Date	End Date
PSYC1020	Intro to Psyc: Minds Brain Beh	St Lucia	St Lucia	Internal			

[Add Course](#)

mySI-net Enrol and Timetables

Enrolment Summary Semester 2, 2024 **3**

Bachelor of Psychological Science (Honours)

Search by Course Code

Search by Subject Area

This course is taught in an Intensive Teaching Period.

An administrative charge may be incurred if you do not comply with specific enrolment due dates. For more information please see [my UQ](#).

Course Code

Title

Campus

Location

Mode

[Search](#)

[Enrol](#)

Course Code	Units	Start Date	End Date
PSYC1020			

[Add Course](#)

Where to go to get course advice and help

Faculty of Health, Medicine and Behavioural Sciences (HMBS)

hmbs@enquire.uq.edu.au

Faculty of Business, Economics & Law (BEL)

bel@uq.edu.au

Faculty of Humanities, Arts and Social Sciences (HASS)

hass@uq.edu.au

Faculty of Science

enquire@science.uq.edu.au

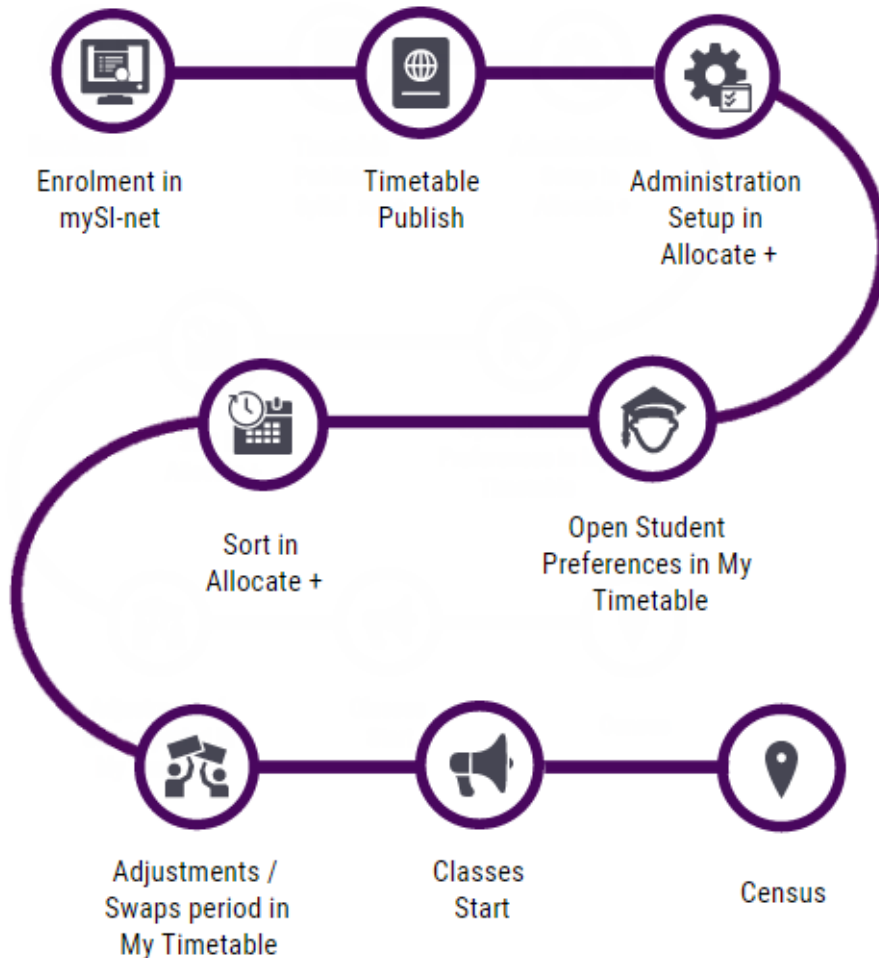
Faculty of Engineering, Architecture and Information Technology (EAIT)

enquiries@eait.uq.edu.au

06

Timetabling

Class allocation process



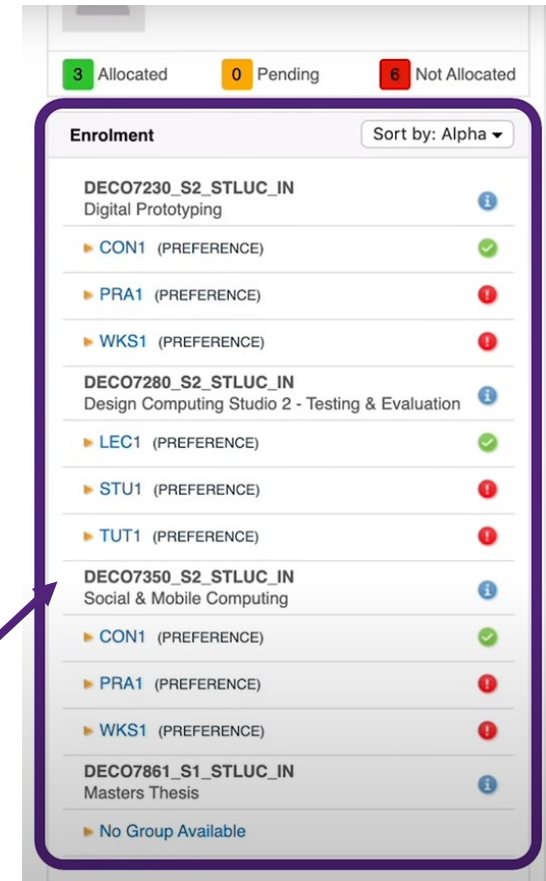
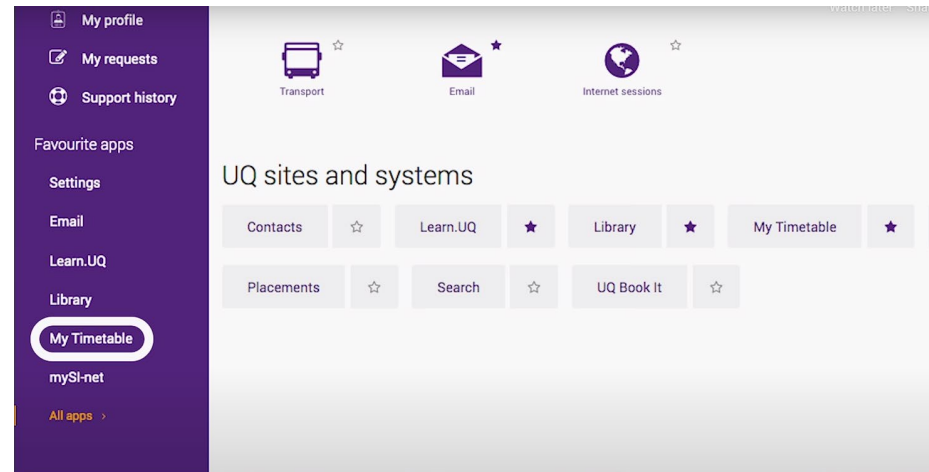
- After you enrol, you'll need to plan your class timetable and enter your preferred class times. You'll then be allocated to classes based on these preferences.
- For courses that offer multiple class times, you'll need to register your preferred times through My Timetable – our class allocation system. You can access My Timetable through your [my.UQ dashboard \(student login required\)](#).

Class allocation has 3 stages:

1. Timetable planning
2. Class preferencing
3. Class adjustment

Choosing class times

- Now that you have enrolled in your courses, you need to select your preferred class times.
- Your classes will be allocated based on the preferences you select.
- This step is called Class Preferencing
- To select your preferred class times, you'll need to register your preferred times through My Timetable (our class allocation system).
- This can be accessed through your my.UQ Dashboard (student login required)



Class preferencing guide



How to Preference MyTimetable

Making changes to your timetable

Once the system has created your timetable, class adjustment begins

During the “Class Adjustment” period you can:

- review your allocated timetable
- swap class times if there's a space available
- add your name to a waitlist to swap
- allocate yourself to classes you missed during the class preferencing stage.

My Timetable is currently open for preferencing!

Review your timetable as soon as you can. The earlier you swap or waitlist, the better chance you have of getting the timetable you want!

Timetable Help

If there are no suitable class times available, or if you need further help, contact the relevant faculty or school for advice. They'll be listed as the 'coordinating unit' in your course profile.

Faculty	Email Contact
Business, Economics and Law (BEL)	<ul style="list-style-type: none"> • Business: business.mytimetable@uq.edu.au • Economics: economics.mytimetable@uq.edu.au • Law: law.mytimetable@uq.edu.au
Engineering, Architecture and Information Technology (EAIT)	eait.mytimetable@uq.edu.au
Health, Medicine and Behavioural Sciences (HMBS)	<ul style="list-style-type: none"> • Health and Behavioural Sciences: habs.mytimetable@uq.edu.au • Medicine: med.mytimetable@uq.edu.au
Humanities, Arts and Social Sciences (HASS)	hass.mytimetable@uq.edu.au
Science	science.mytimetable@uq.edu.au

Note:

- **28th January 2025 – My Timetable preferencing closes at 9am**
- **3rd February 2025 – Personal Timetables released at 12pm (midday)**

07

Academic Integrity Modules

Complete the Academic Integrity Modules

These modules are designed to help you understand your obligations and responsibilities as a UQ student. Academic integrity describes the ethical principles that underpin academia and student life.

Due Dates

- You'll need to complete:
 - ✓ Part A by census date (31st March)
 - ✓ Part B by 2 months after census date

Access the modules

- Access the [Academic Integrity Modules \(UQ login required\)](#) on the edX (Edge) platform and click Enrol Now to get started. The modules are intended to be completed only once.
- Contact the [UQ Library AskUs](#) if you need technical help.

08

UQ Respect Module

Complete the UQ Respect Module

It is important that we all understand how we can contribute to a culture of consent and respect, and how we can best support someone who has experienced sexual assault or harassment.

Due Dates

- You'll need to **complete the module by 16th March 2025**

Access the module

- UQ Essentials via [Respect At UQ - Respect - University of Queensland](#)
- Contact the [UQ Library AskUs](#) if you need technical help.

IMPORTANT !!!

- If you do not complete the module by the deadline your Blackboard access will be removed.
- This means you will not be able to submit assignments, complete quizzes, or access lecture slides, recordings and tutorial materials.

This page provides an overview of the content covered in the *Respect at UQ* module. You can find more information about the module, along with frequently asked questions on the main *Respect at UQ* page.

[Respect At UQ Module](#)

[Request an adjustment](#)

Looking to contact us?

Student Support and Wellbeing Services

Call us at 1300 275 870 (8.30am – 5pm), or
Email uqrespect@uq.edu.au



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Develop your
academic
English skills for
free



English for Academic Communication (EAC)

Free support courses for UQ students who speak English as an additional language.

10 workshop topics to choose from

Face-to-face *and* online

Choose a time that suits you

Get practical advice and support that helps you succeed

Register now as space is limited

*Check out the
Workshop topics*



Register



Support available from Student Support and Wellbeing Services



Counselling

Offers a range of services to help students with mental health and wellbeing.



Accessibility and Welfare Advisers

Provide advice, practical support and solutions across a broad range of student needs.



Academic Skills Advisers

Help with identifying and developing study skills to support learning and academic delivery.



Get Set Program

Provide opportunities for new UQ students to connect with students in their Faculty for support settling in to UQ life.

Got a question?

Contact your faculty...

Faculty of Health, Medicine and Behavioural Sciences (HMBS)

hmbs@enquire.uq.edu.au

Faculty of Business, Economics & Law (BEL)

bel@uq.edu.au

Faculty of Humanities, Arts and Social Sciences (HASS)

hass@uq.edu.au

Faculty of Science

enquire@science.uq.edu.au

Faculty of Engineering, Architecture and Information Technology (EAIT)

enquiries@eait.uq.edu.au

Thank you for attending.



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昆士兰大学教育资讯



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weibo.com/myuq

