

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 UQ Terminology
- 02 Understanding your Course Profile
- 03 3 Key UQ Systems
- 04 Enrolling in Courses
- 05 Timetabling
- 06 UQ Respect and Academic Integrity Module
- 07 Key Dates

02

Key UQ Terminology



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

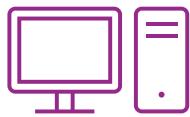
Humanities, Arts and Social Sciences

Science

School

- » Agriculture and Food Sustainability
- » Architecture, Design and Planning
- » Biomedical Sciences
- » Business
- » Chemical Engineering
- » Chemistry and Molecular Biosciences
- » Civil Engineering
- » Communication and Arts
- » Dentistry
- » Economics
- » Education
- » Electrical Engineering and Computer Science
- » Environment
- » Health and Rehabilitation Sciences
- » Historical and Philosophical Inquiry
- » Human Movement and Nutrition Sciences
- » Languages and Cultures
- » Law
- » Mathematics and Physics
- » Mechanical and Mining Engineering
- » Medical School
- » Music
- » Nursing, Midwifery and Social Work
- » Pharmacy and Pharmaceutical Sciences
- » 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



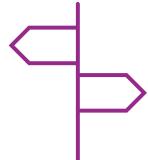
Course Profile

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



Lecture

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



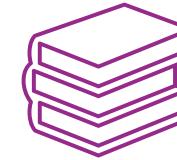
Compulsory and Elective Courses

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



Tutorial

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



Major and Minor

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



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 enrol in fewer than 8 units (4 courses), we advise you to speak with your Faculty in advance.

- Contact HASS Faculty**

Room E207, Forgan Smith Building (1),
The University of Queensland,
St Lucia, QLD, 4072, Australia

Office Hours
Monday - Thursday: 8.30am – 4.30pm
Friday: 8.30am – 2.00pm

Student Enquiries
Online: [Ask HASS online](#)
Email: hass@uq.edu.au
Phone: +61 (07) 3365 1333
- Contact Student Central**
 - Opening hours**
8.30am–4:30pm (Monday–Friday)
All face-to-face student enquiries must be directed to [Student Central](#).
 - Contact**
 - **Enrolment enquiries:** enrolments@uq.edu.au
 - **ESOS compliance enquiries:** uqvisaofficer@uq.edu.au
 - **Fees enquiries:** fees@uq.edu.au

Ensuring you meet your VISA conditions

- **Maintaining continuous enrolment** in your program without gaps
- **Maintaining a full-time study load** (8 units per semester)
- **Completing no more than one-third of your program online** and enrolling in at least 1 'In person' course each compulsory semester (unless completing your final course).
- **Ensuring your Confirmation of Enrolment (CoE)** covers the entire duration of your UQ studies.
- **Ensuring your visa remains valid** (with study rights) for the duration of your studies.
- **Updating your contact details** in within 7 days of arrival and 7 days of any changes, including your Australian residential address, mobile number, and email address. You are also encouraged to update your ImmiAccount details

Opening hours

8.30am–4:30pm (Monday–Friday)

All face-to-face student enquiries must be directed to [Student Central](#).

Contact

- **Enrolment enquiries:** enrolments@uq.edu.au
- **ESOS compliance enquiries:** uqvisaofficer@uq.edu.au
- **Fees enquiries:** fees@uq.edu.au

HASS Faculty Contact

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Student Enquiries

Online: [Ask HASS online](#)
Email: hass@uq.edu.au
Phone: +61 (07) 3365 1333

Unique Student Identifier (USI)

You need a verified USI to:

- see your grades
- enrol in courses
- graduate and receive your award.

If you're an international student completing part or all your studies onshore, you must provide a verifiable USI before leaving Australia.

If you receive Commonwealth financial assistance, your USI must be verified by census date, 31 March 2026, or your enrolment will be cancelled.

Create your USI in under 5 minutes

usi.gov.au/students/create-your-usi



Submit, verify or find an existing USI

my.uq.edu.au/unique-student-identifier



02

Understanding Course Profiles (ECP)

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
- Alternatively, you can google the course code followed by 'UQ'
- Or you can search for courses on the [programs and courses website](#)

Programs and Courses

Search Programs and Courses:

 All programs & courses

[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

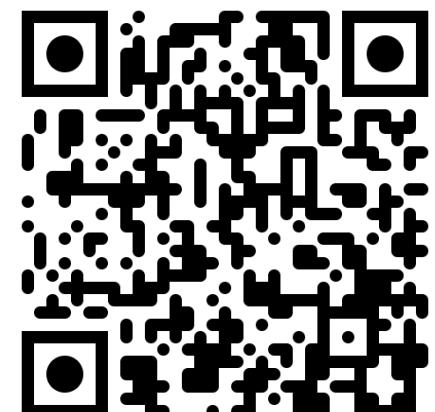
- [Business, Economics & Law](#)
- [Engineering, Architecture & Information Technology](#)
- [Health & Behavioural Sciences](#)
- [Health, Medicine and Behavioural Sciences](#)
- [Humanities, Arts & Social Sciences](#)
- [Medicine](#)
- [Science](#)
- [Graduate School](#)

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](#)



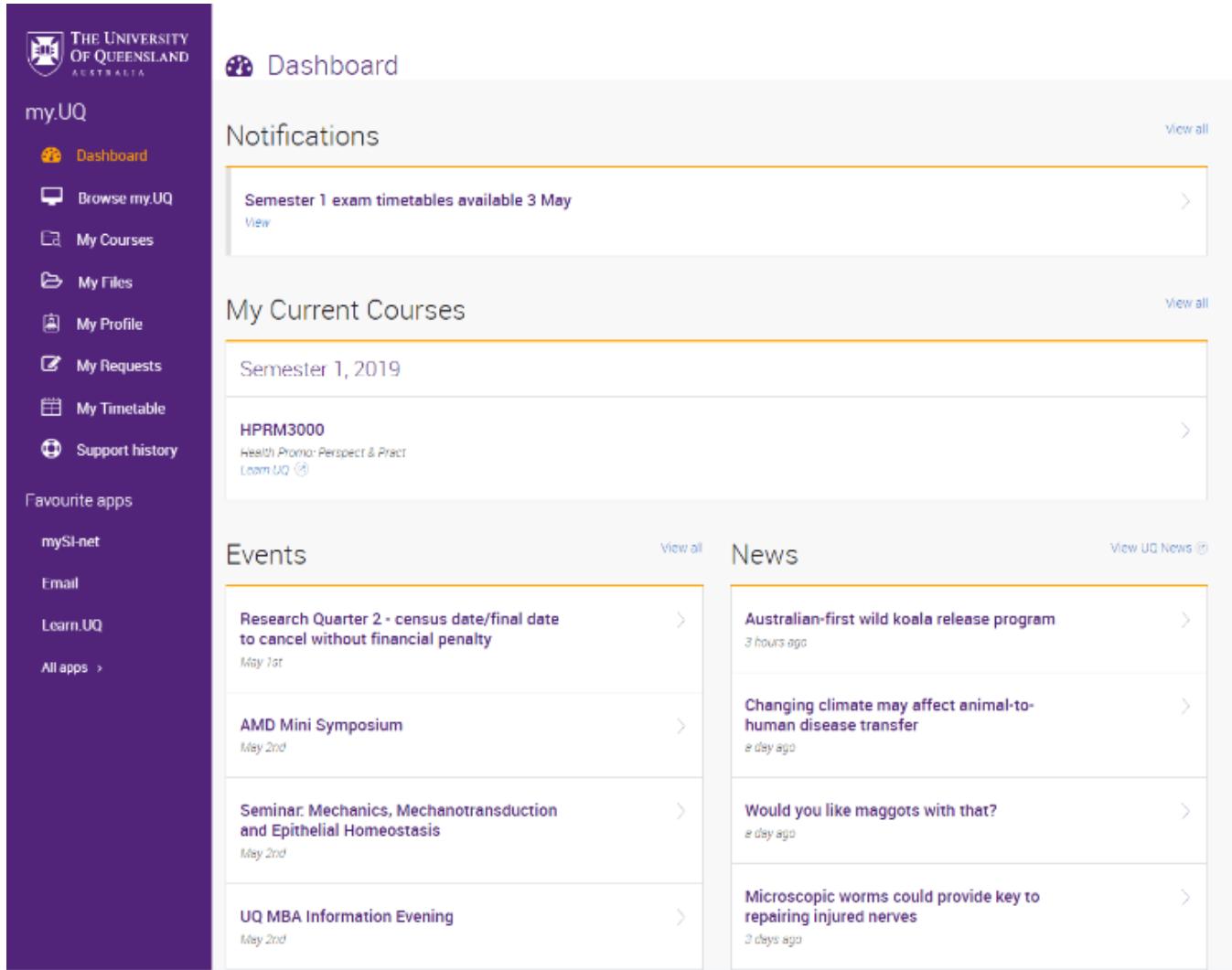
Some Course Profiles may not be available until the first week of classes.

03

3 Key UQ Systems

my.UQ Website

- 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. The left sidebar is purple and contains the following navigation links:

- THE UNIVERSITY OF QUEENSLAND AUSTRALIA logo
- my.UQ
- Dashboard
- Browse my.UQ
- My Courses
- My Files
- My Profile
- My Requests
- My Timetable
- Support history
- Favourite apps
- mySi-net
- Email
- Learn.UQ
- All apps >

The main content area is white and includes the following sections:

- Dashboard**: Shows a notification for "Semester 1 exam timetables available 3 May" with a "View" link.
- Notifications**: Shows a notification for "Semester 1 exam timetables available 3 May" with a "View" link.
- My Current Courses**: Shows "Semester 1, 2019" and a course entry for "HPRM3000 Health Promo: Perspect & Pract Learn.UQ".
- Events**: Lists four events:
 - Research Quarter 2 - census date/final date to cancel without financial penalty (May 1st)
 - AMD Mini Symposium (May 2nd)
 - Seminar: Mechanics, Mechanotransduction and Epithelial Homeostasis (May 2nd)
 - UQ MBA Information Evening (May 2nd)
- News**: Lists five news items:
 - Australian-first wild koala release program (3 hours ago)
 - Changing climate may affect animal-to-human disease transfer (a day ago)
 - Would you like maggots with that? (a day ago)
 - Microscopic worms could provide key to repairing injured nerves (2 days ago)

Week 1

Week 1: What Makes a Story?

What are the basic elements of a story told through any medium? It doesn't even have to be a good story. What is common to all stories? Whatever your medium, whatever your tale, your final project should have these key ingredients.

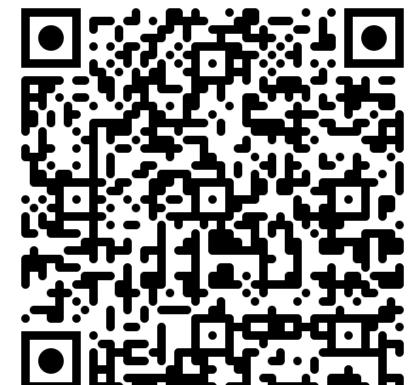
1 of 6 completed  ^

-  **Week 1 Overview**
What are you doing here? And how to make it fun.
-  **Introduction to the course**
-  **What a 7 looks like**
Contribute to the class "Conversation" on this item to share which of the student examples was your favourite and why.
-  **LinkedIn Learning: Developing a mood board**
This is a collaborative and solo-authored design tactic that is very useful for brainstorming ideas and arriving on a common aesthetic.
-  **Week 1 Discussion** 
Please share any questions or reflections you have about this week's content.
-  **Week 1 Summary**

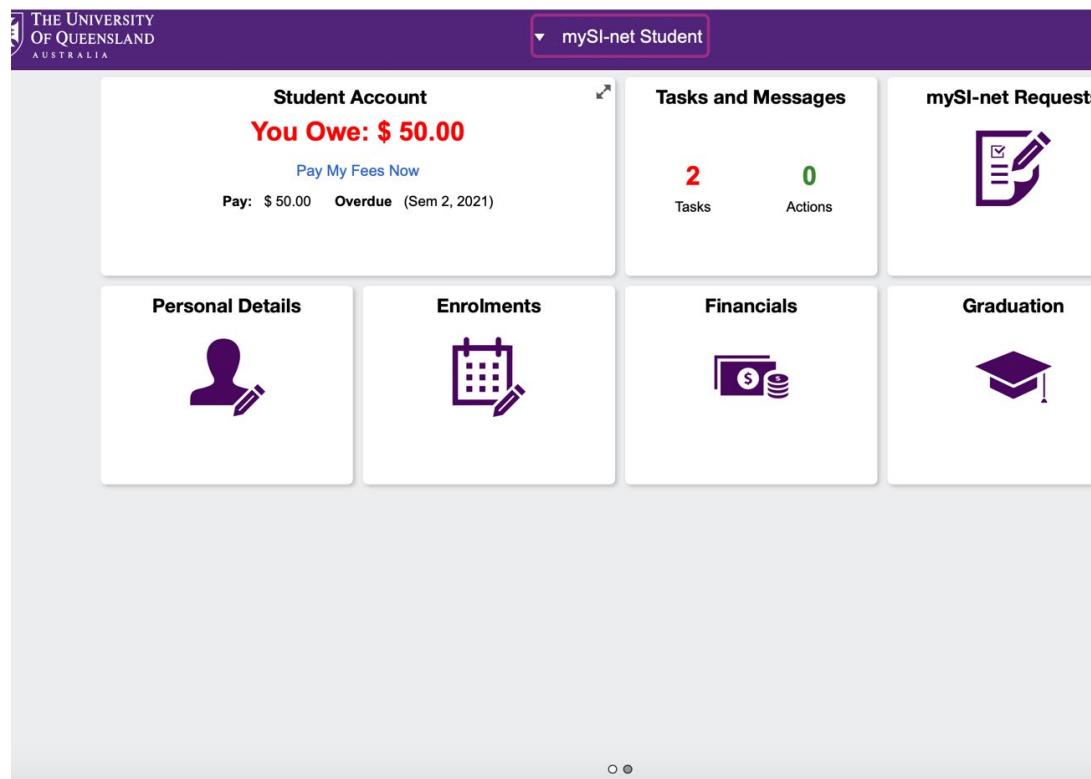
What is Blackboard used for?

- **View your course content/learning material**
- **Submit assignments**
- **View results**
- **Announcements from teaching staff**
- **View lecture notes and recordings**

View the
Getting started with
Learn.UQ guide here →



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

04

Enrolling In Courses

Enrolling using mySI-net

mySI-net Enrol and Timetables

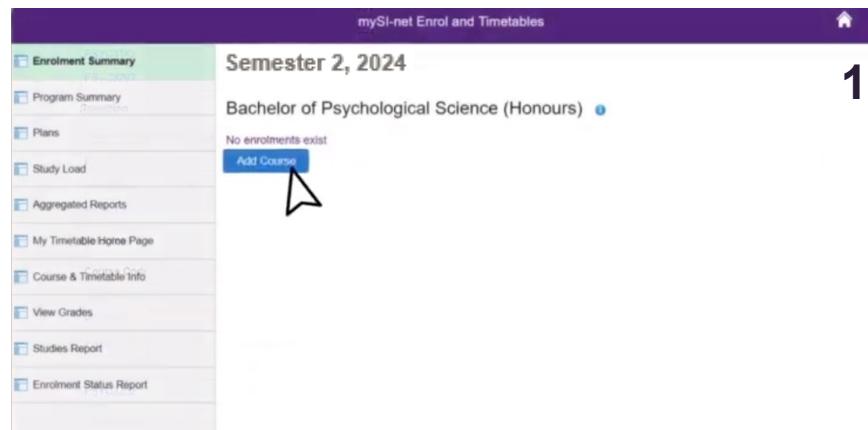
Semester 2, 2024

Bachelor of Psychological Science (Honours)

No enrolments exist

[Add Course](#)

1



mySI-net Enrol and Timetables

Semester 2, 2024

Bachelor of Psychological Science (Honours)

Search by Course Code

Course Code: eg. EDUC1025

Search by Subject Area

Subject Area Description: Psychology

Subject Area Code: PSYC

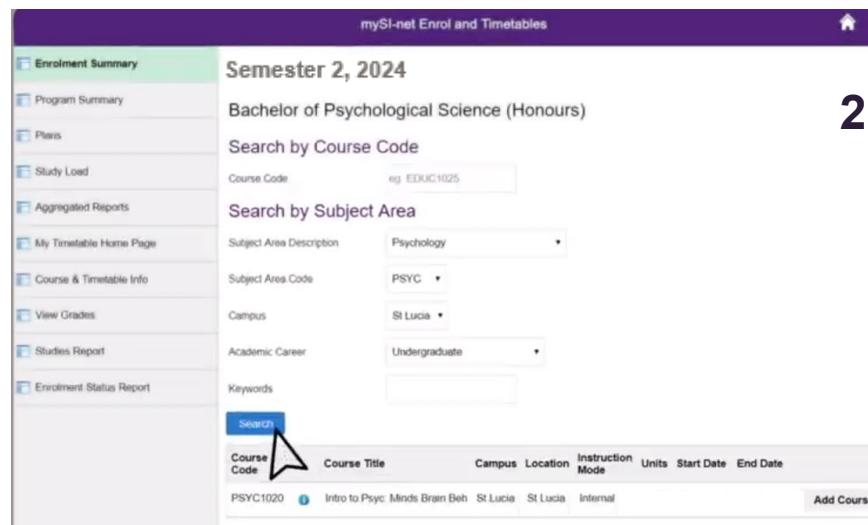
Campus: St Lucia

Academic Career: Undergraduate

Keywords:

[Search](#)

2



mySI-net Enrol and Timetables

Semester 2, 2024

Bachelor of Psychological Science (Honours)

School of Psychology

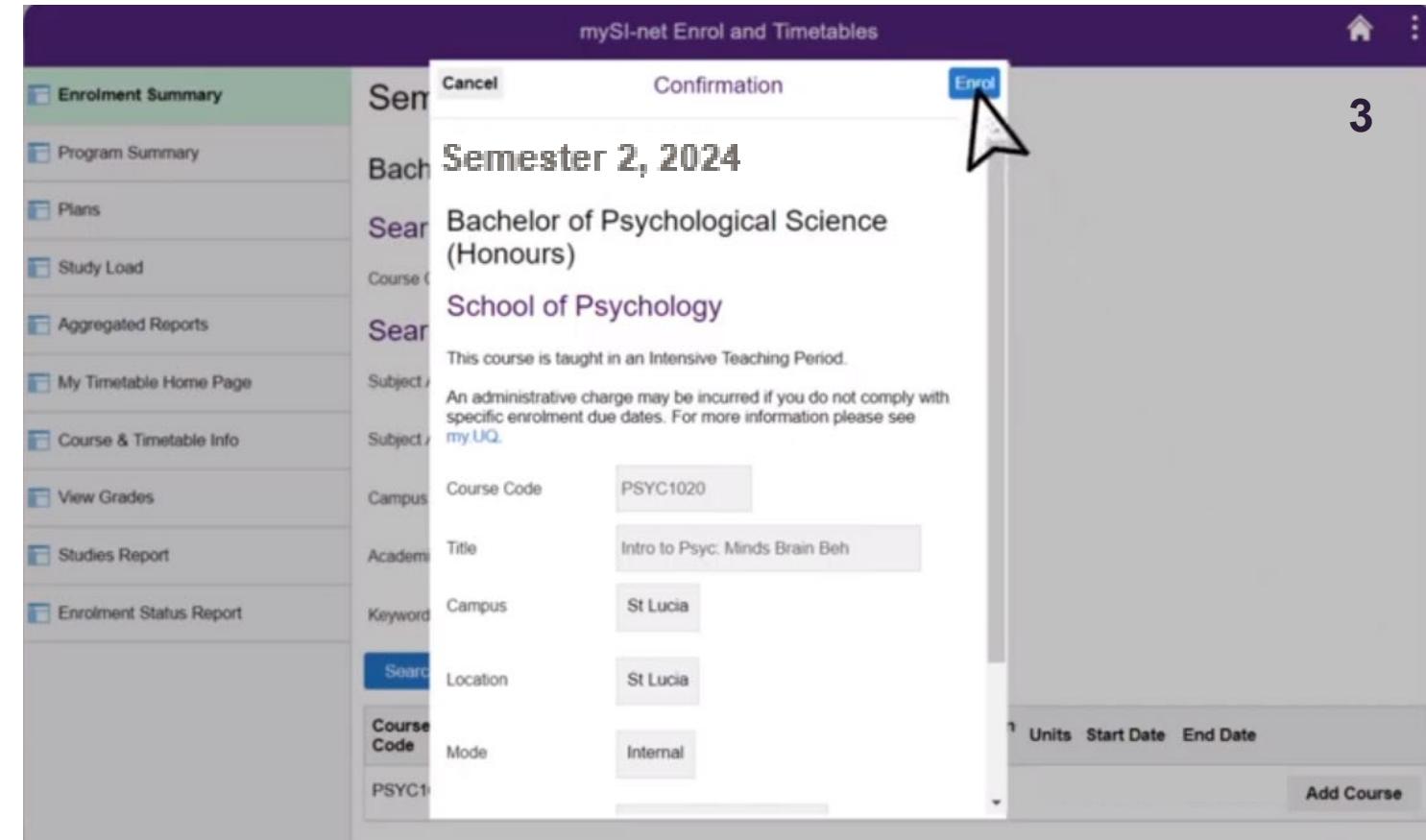
This course is taught in an Intensive Teaching Period.

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

Confirmation

[Enrol](#)

3



How to Interpret Course Codes

THE UNIVERSITY OF QUEENSLAND my.UQ

UQ HOME CONTACTS STUDY MAPS NEWS EVENTS LIBRARY MY.UQ

Search... GO

HOME STARTING AT UQ PROGRAMS AND COURSES FACULTIES AND SCHOOLS

Foundational Japanese 2

Foundational Japanese 2 (JAPN1012)

Information valid for Semester 1, 2025

Course level
Undergraduate

Faculty
Humanities, Arts and Social Sciences

School
Languages & Cultures School

Units
2

Duration
One Semester

Attendance mode
In Person

Class hours
Tutorial 2 Hours/ Week
General contact hours 2 Hours/ Week
12 hours per week for Summer offering of course

Incompatible
JAPN1010, JAPN1023

Prerequisite
JAPN1011 or equivalent; or concurrent enrolment in JAPN1011.

Recommended companion
JAPN1011

Assessment methods

Current course offerings

Course offerings	Location	Mode	Course Profile
Semester 2, 2024 (22/07/2024 - 18/11/2024)	St Lucia	In Person	COURSE PROFILE
Summer Semester, 2024 (06/01/2025 - 01/02/2025)	St Lucia	In Person	PROFILE UNAVAILABLE
Summer Semester, 2024 (06/01/2025 - 01/02/2025)	External	External	PROFILE UNAVAILABLE
Semester 1, 2025 (24/02/2025 - 21/06/2025)	St Lucia	In Person	PROFILE UNAVAILABLE
Semester 2, 2025 (28/07/2025 - 22/11/2025)	St Lucia	In Person	PROFILE UNAVAILABLE

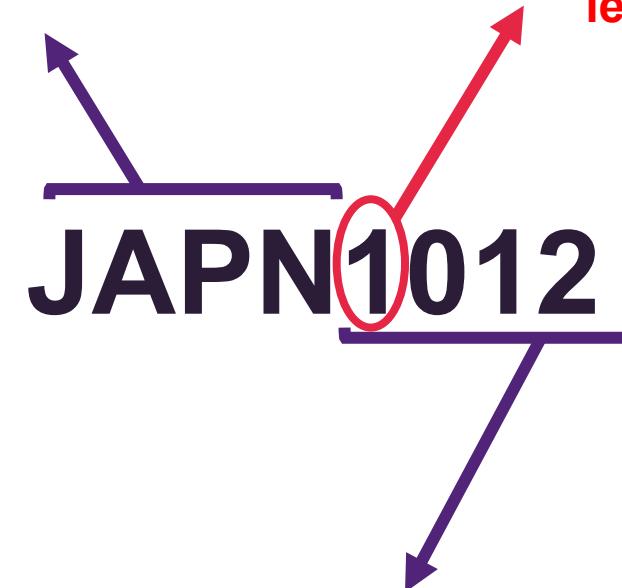
Please Note: Course profiles marked as not available may still be in development.

Course description
JAPN1012 is a beginner-level Japanese course that students can take either at the same time as JAPN1011, or after completing JAPN1011. Students who have completed any JAPN2*** or JAPN3*** coded courses are not eligible to enrol in this course. JAPN1012 introduces approximately 72 kanji to students who are learning or have learnt hiragana and katakana scripts. The course develops foundational skills for functioning in everyday life in both written and oral Japanese; students learn to introduce, describe and discuss people, maps and locations, and physical environments. Students build cultural understanding and competence through engaging with a foreign language, and develop effective language study strategies.

Archived offerings

Course offerings	Location	Mode	Course Profile
Semester 1, 2024 (19/02/2024 - 15/06/2024)	St Lucia	In Person	COURSE PROFILE
Semester 1, 2023 (20/02/2023 - 17/06/2023)	External	External	COURSE PROFILE
Semester 1, 2023 (20/02/2023 - 17/06/2023)	St Lucia	In Person	COURSE PROFILE
Semester 2, 2023 (24/07/2023 - 18/11/2023)	St Lucia	In Person	COURSE PROFILE
Summer Semester, 2023 (02/01/2024 - 27/01/2024)	St Lucia	In Person	COURSE PROFILE

Discipline Abbreviation



First number indicates course level

Unique code that identifies the 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

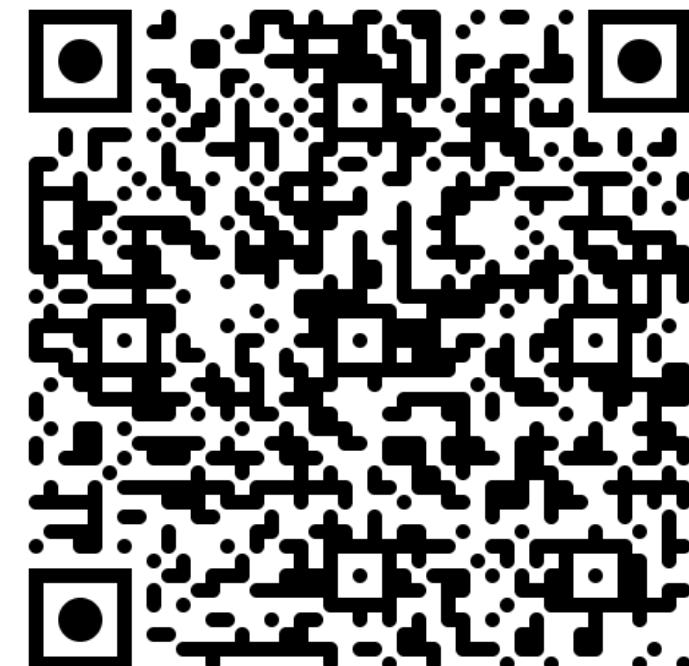
Faculty of Science

enquire@science.uq.edu.au

**Faculty of Engineering, Architecture and Information
Technology (EAIT)**

enquiries@eait.uq.edu.au

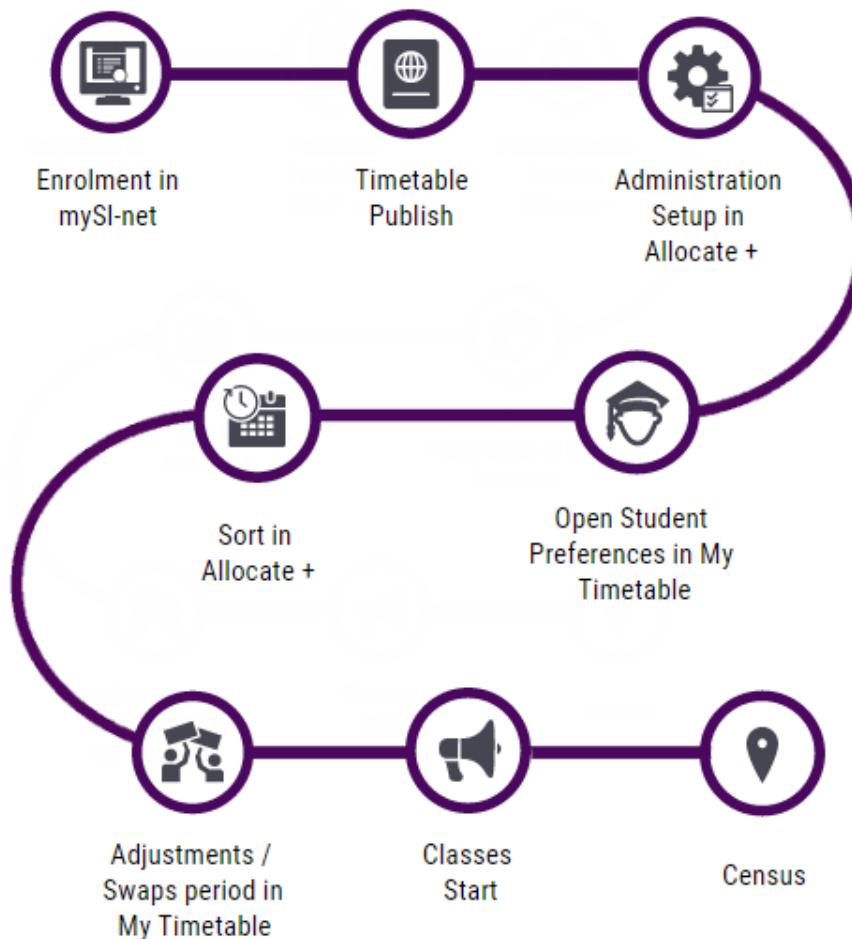
**Register for a free library workshop in
orientation week !**



05

Timetabling

Class allocation process



After you enrol, you'll need to plan your class timetable and enter your preferred 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).

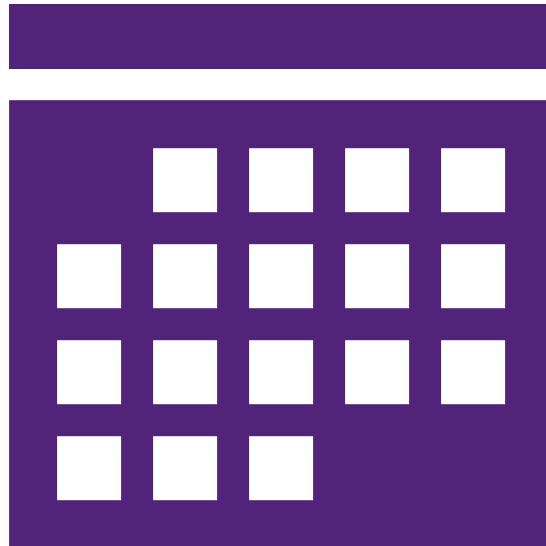
Class allocation has 3 stages:

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



More timetable information here

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)	eaит.mytimetable@uq.edu.au
Health, Medicine and Behavioural Sciences (HMBS)	hmbs.mytimetable@uq.edu.au
Humanities, Arts and Social Sciences (HASS)	<ul style="list-style-type: none"> Communication and Arts: timetabling.commarts@enquire.uq.edu.au Education: education@uq.edu.au Historical and Philosophical Inquiry: hapi@uq.edu.au Languages and Cultures: slc.contact@uq.edu.au Music: music@uq.edu.au Political Science and International Studies: polsis@uq.edu.au Social Science: student.socsci@uq.edu.au
Science	science.mytimetable@uq.edu.au

Note:

- 27 Jan 2026 – My Timetable preferencing closes at 9am**
- 2 Feb 2026 – Personal Timetables released at 12pm (midday)**

06

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 31 March (census date)
 - ✓ Part B by 29 May (week 13)

Access the modules

- Access the [Academic Integrity Modules \(UQ login required\)](#) via the UQ Library Webpage or my googling 'UQ Academic Integrity Modules' The modules are intended to be completed only once.
- Contact the [UQ Library AskUs](#) if you need technical help.



07

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 mid August**

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](tel:1300275870) (8.30am – 5pm), or
Email uqrespect@uq.edu.au



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Develop your
academic
English skills for
free





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



Academic English Support

- Short courses are held each semester and are designed to fit your study.
- Can be specific to your faculty or degree, or more general.
- They focus on skills like academic writing, reading, presenting, and understanding assessment requirements.

Conversational English Support

- this includes a variety of conversation classes and social groups held at UQ and across Brisbane.



Wellbeing Support Available to You



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.

08

Key Dates

Important dates in Semester 1, 2026

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

- **12 -27 Jan** Class timetable available and open for preferencing
- **2 Feb** My Timetable personal timetable released at 12pm, and open for allocation adjustments
- **13 Feb** Last date to request program change through mySI-net
- **16-20 Feb** Orientation Week
- **20 Feb** Due date to enrol for international students
- **23 Feb** Semester 1 classes commence
- **6 Mar** Due date for payment of Semester 1 fees
- **9 Mar** My Timetable allocation adjustment finishes at 9am
- **31 Mar** Census Date – Last date to withdraw from courses or cancel enrolment from courses or cancel enrolment through mySI-net without financial penalty



Please complete this short survey ☺

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

CONTACT STUDENT CENTRAL...





connect and collaborate



Visit our websites
life.uq.edu.au
employability.uq.edu.au



Email us
UQLife
[Student Support & Wellbeing Services](mailto:StudentSupportWellbeingServices)
[Student Enrichment & Success](mailto:StudentEnrichmentSuccess)



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[@uqlife](https://www.facebook.com/uqlife)



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Follow us
[UQ Edge LinkedIn](https://www.linkedin.com/company/uq-edge/)

Thank you for attending.

