INSTRUCTION SHEET

CQUniversity AUSTRALIA

BE WHAT YOU WANT TO BE
cqu.edu.au

Register for classes

A class is a scheduled session, usually a lecture, tutorial, residential school, or workshop, within a unit. A unit can have multiple classes.

On-campus students and mixed-mode students are required to register for in-person classes. Online students are required to register for online classes, usually held via Zoom.

Once you have enrolled in unit/s, you can register for classes. Visit the MyCQU Student Portal at **http://my.cqu.edu.au/** and log in using your Student ID and password.

Navigate to the *Today* view and the MyCQU Checklist will guide you through the next steps.

Alternatively, you can navigate to the *Study* view.
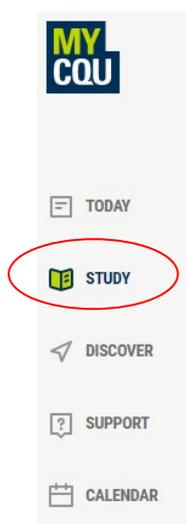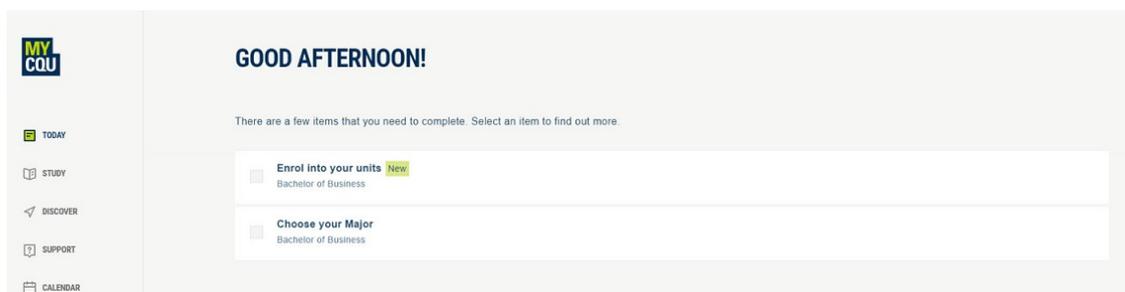
Select *Manage Course* and then *Class Registration.*
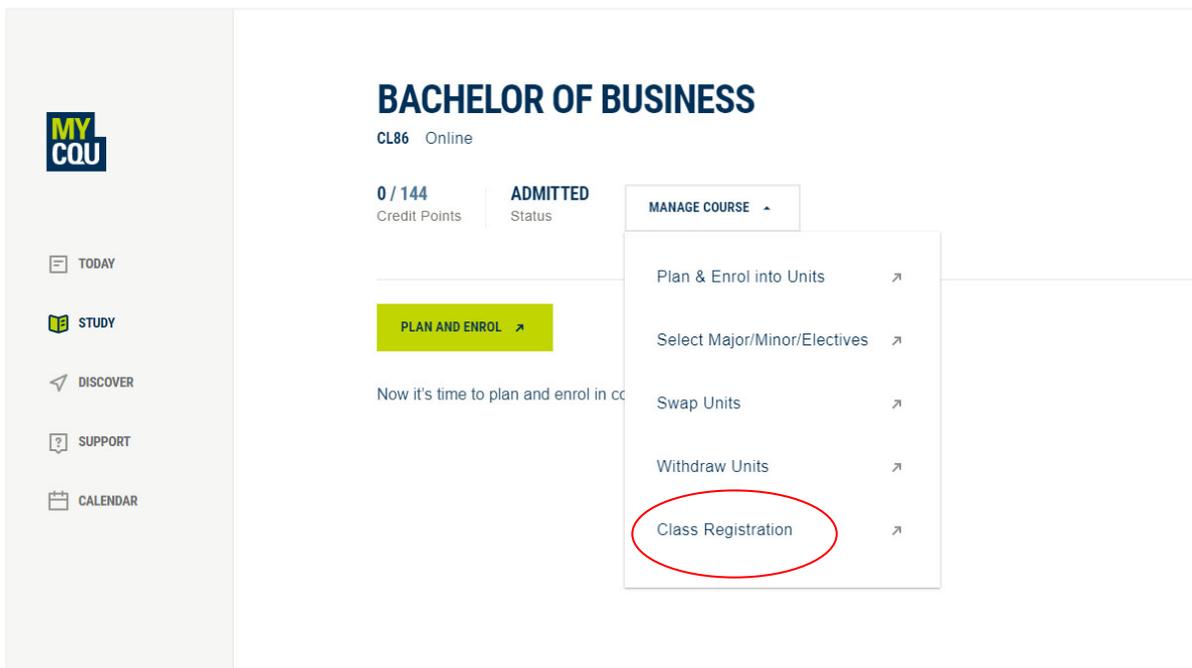
Select the *Registration Period,* e.g. 2025 HE Term 3, and then press *OK*.
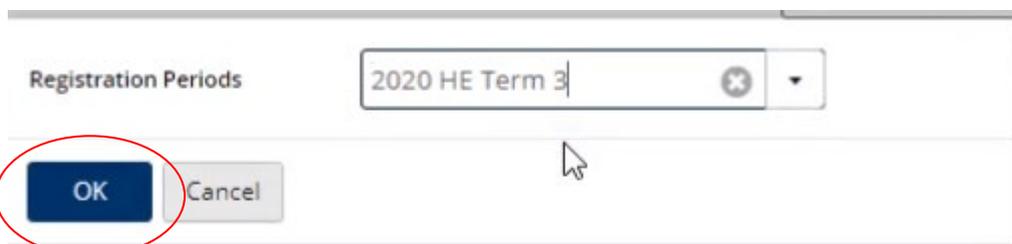
You will then be able to make class selections.

Select *Details* to view the Teaching Patterns.

Classes aren't always held at the same day and time. Check the Teaching Patterns to determine if the classes vary each week, e.g. Monday of Week 1, Wednesday of Week 2.

Class Details

∧ Lecture - 1

For
AINV12005 - Forensic Engineering

∧ Teaching Pattern

Period	11-Nov-2020 ~ 02-Dec-2020
Time	Wednesday, 09:00:00 ~ 11:00:00 (Weekly)
Location	Online via Zoom, Zoom, Online
Comment	
Period	16-Dec-2020 ~ 23-Dec-2020
Time	Wednesday, 09:00:00 ~ 11:00:00 (Weekly)
Location	Online via Zoom, Zoom, Online
Comment	
Period	06-Jan-2021 ~ 10-Feb-2021
Time	Wednesday, 09:00:00 ~ 11:00:00 (Weekly)
Location	Online via Zoom, Zoom, Online
Comment	

∨ Staff

OK   Cancel

To find out more about the Teaching Patterns, select *View Teaching Pattern Details*.

When you are ready to proceed, select *Register* beside the classes you wish to attend.

The class will appear in the Preview calendar.

Continue until all selections have been made. A green tick will appear beside each class.

In some instances there will be no class options available to select. In other words, only one class is available, so you do not need to make a choice.

Once you have completed the timetable process you have until the Last Day to Add Units to change your class schedule. Visit the Calendar view of MyCQU and either scroll through to view key dates, or filter for them using the Key Dates toggle in the Calendar Filter.

Enrolment Changes

If you enrol in another unit, you will also need to register for classes for this unit.

If you withdraw a unit, the associated classes will be removed from your timetable. Students are able to withdraw units without penalties until the census date each term. Visit the Calendar view of MyCQU and either scroll through to view key dates, or filter for them using the Key Dates toggle in the Calendar Filter.

Error Messages

Class Clash - If you are receiving a 'Class Clash' error message you should firstly check if you have other classes available to choose from. If so, try selecting a class that does not clash with your other classes.

No Classes Available - If you do not have other classes available, you should check if this unit is a core unit in your course by visiting the CQUni Handbook. If it is not a core unit, you should drop the unit and either re-enrol by online study (if available) or enrol in a different elective. If you need help choosing an elective please contact a **Course Advisor.**

Multiple Clashes - If you receive a 'Class Clash' error message for two or more of your core units please submit the **Timetabling Enquiry eForm** and our staff will assist you.

Class is Full - If the system displays a 'Class is Full' error message, the class you have selected has no further seats available. If you have multiple options, try selecting another class. If you do not have other options please submit the **Timetabling Enquiry eForm** and our staff will assist you.

If a class is full and it is necessary for you to attend that particular class, you will be required to provide evidence as to why you need to be placed in this particular class.

As the University is required to conform to Environmental Health and Safety regulations by not having overcrowded classes, students are generally unable to move into classes that are already full in order to:

- avoid inconvenient timeslots,

- attend classes with friends, or

- avoid coming to University for a single class on a given day.

Interpreting your timetable

Register for classes
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Your timetable lists the classes you have selected for each lecture, tutorial or workshop required for that unit. The time, location, and weeks will also be listed.

You may have a different time and location for different weeks throughout your unit so be sure to read your timetable carefully.

A location displayed as 19/G.14 Rockhampton North indicates that your class is held at Rockhampton North campus in Building 19, Ground Floor, Room 14.

If Zoom is listed as the location, you should visit the associated Moodle unit to find the access link.

Period	06-Jan-2021 ~ 10-Feb-2021
Time	Wednesday, 09:00:00 ~ 11:00:00 (Weekly)
Location	Online via Zoom, Zoom, Online
Comment	

View your timetable in MyCQU

Once registered, classes will appear in the Calendar view of MyCQU. Log in using your Student ID and password and then navigate to the Calendar view.