

STUDENT ORIENTATION

IMPORTANT PROCEDURES

Trimester 4, 2025

A very warm welcome to our New
Students from the UBSS Staff.



Important Procedures



Important procedures - 1

Download the UBSS Mobile App

Please download your UBSS Mobile App today.
<https://www.ubss.edu.au/ubss-mobile/?tab=Overview>



Via the UBSS App students are able to:

- Access to myGCA Connect
- Digital student card
- Check their timetables and schedule
- Book appointments with UBSS staff
- Live chat
- Follow UBSS upcoming events
- Check available courses
- Gain access to the “Student Central”
- View Frequently Asked Questions (FAQs)
- View Policies and Procedures

CQ Queue Management System

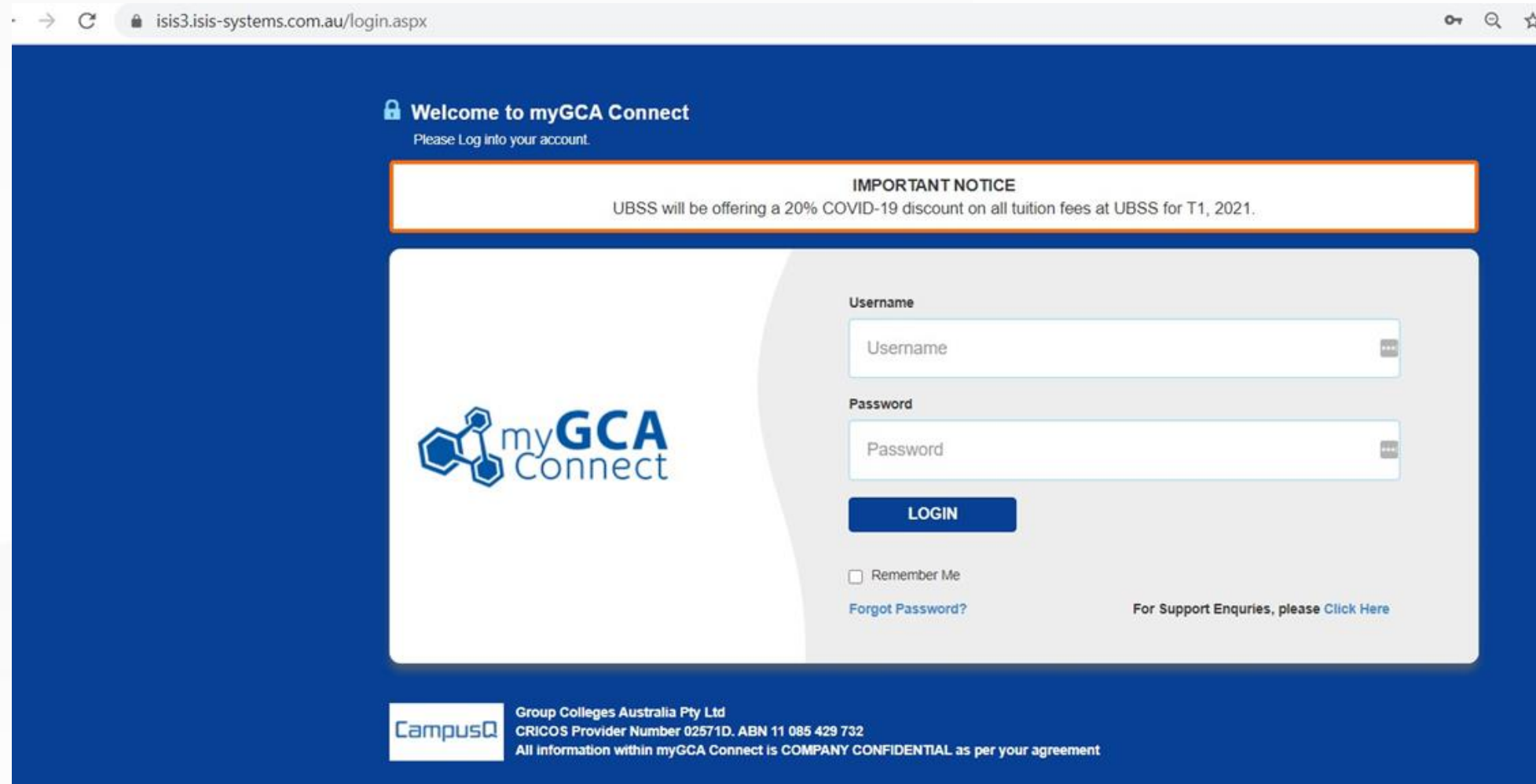
UBSS utilises the [CQ Queue Management System](#) which allows students to:

- Take virtual tickets to join the Student Services queue
- Receive notifications when their ticket is about to be called
- Book appointments to see UBSS staff

Important procedure - 2

Log into myGCA

MyGCA can be accessed through your Student Central found on the UBSS website. <https://www.ubss.edu.au/student-central/>



The screenshot shows a web browser window with the address bar displaying 'isis3.isis-systems.com.au/login.aspx'. The page has a dark blue header with a lock icon and the text 'Welcome to myGCA Connect' and 'Please Log into your account.' Below this is a yellow box with an 'IMPORTANT NOTICE' stating: 'UBSS will be offering a 20% COVID-19 discount on all tuition fees at UBSS for T1, 2021.' The main content area is white and contains the 'myGCA Connect' logo on the left. On the right, there are input fields for 'Username' and 'Password', each with a 'show/hide' icon. Below these fields is a blue 'LOGIN' button. At the bottom left of the login area, there is a 'Remember Me' checkbox and a 'Forgot Password?' link. At the bottom right, there is a link that says 'For Support Enquiries, please Click Here'. The footer of the page is dark blue and contains the 'CampusQ' logo, the text 'Group Colleges Australia Pty Ltd', 'CRICOS Provider Number 02571D. ABN 11 085 429 732', and a confidentiality statement: 'All information within myGCA Connect is COMPANY CONFIDENTIAL as per your agreement'.

**24/7
Online**

myGCA

myGCA Connect enhances the entire student experience with user-friendly online educational tools that streamline and automate everyday tasks and provides a collaborative ecosystem for students.

myGCA will give you access to:

- Your student information (please make sure your contact details are up-to-date)
- Academic Transcripts and academic progress
- Support Services (leave, deferment and study load applications among other services)
- Financial Status (make tuition fee payments online)
- Subject selection and timetables and much more.

Important Procedures – 3 Paying your Tuition Fees



How to make a payment?

Step 1: Log into your myGCA student account



Step 2: On your Student Home Page, click on Student Services Online



Step 3: Click on Financial Status



Step 4: On you Account Summary click on Make Payment or Payment and Receipt details and follow instructions.



Important Procedures – 3

Paying your Tuition Fees

BPAY – the preferred payment option for UBSS




Pay with BPAY – no merchant fees apply!

You have selected to make a payment.

See below for payment options.

[Click here](#) to view the invoice(s).

<input checked="" type="radio"/> Pay with BPAY	NO MERCHANT FEES - SAVE \$20+ PER SUBJECT	★ Preferred
 Contact your bank or financial institution to make this telephone or internet banking payment from your cheque, savings, debit, credit card or transaction account. \$ No merchant surcharge fee ⌚ Funds received in 1-2 business days	NO PROCESSING FEES	Select
<input type="radio"/> Pay with Bank Transfer	NO MERCHANT FEES - SAVE \$20+ PER SUBJECT	
<input type="radio"/> Pay with PayPal Account	MERCHANT FEES APPLY - EXTRA \$20+ PER SUBJECT	
<input type="radio"/> Pay with PayPal using a Credit Card	MERCHANT FEES APPLY - EXTRA \$20+ PER SUBJECT	
<input type="radio"/> Pay with Credit/Debit Card	MERCHANT FEES APPLY - EXTRA \$20+ PER SUBJECT	



Important Procedures – 4 Subject Selection



Log into your myGCA account **today** and select your subjects.

Visit the UBSS website for more information on **Subject Selection** and **Courses**.

<https://www.ubss.edu.au/subject-selection> <https://www.ubss.edu.au/courses/>

Step 1 : Log into your myGCA student account



Step 2 : On your Student Home Page, click on Student Services Online



Step 3: Click on Subject Selection

Important Procedures – 5

Recognition of Prior Learning

Recognition of Prior Learning is where you receive recognition for previous study where that study is the same as the course you are going to be doing.

To be eligible for Recognition of Prior Learning (RPL), some conditions need to be met. The previous study must have:

1. Same/similar content
2. Same/similar duration
3. Same/similar level of institution, i.e. higher education/university or vocational education at an appropriate level of study.
4. Application must be made by end of Census Day of the beginning of your first trimester of study.
5. Granting credit for courses that are unrelated to the course for which you are enrolled will not receive the same amount of credit as a related course.

Important Procedures – 5

Credit and Recognition of Prior Learning



How to apply for Recognition of Prior Learning?

Step 1: Log into your myGCA student account



Step 2: On your Student Home Page, click on Student Services Online



Step 3: Click on Support Services and then “Credit and Recognition of Prior Learning”.

Credit is granted for students on an individual basis; based on the UBSS Credit and Recognition of Prior Learning Policy found here:

<https://www.ubss.edu.au/policies-and-procedures>



**Thank you
and
Welcome to
UBSS!!**