

INSTRUCTION SHEET



BE WHAT YOU WANT TO BE

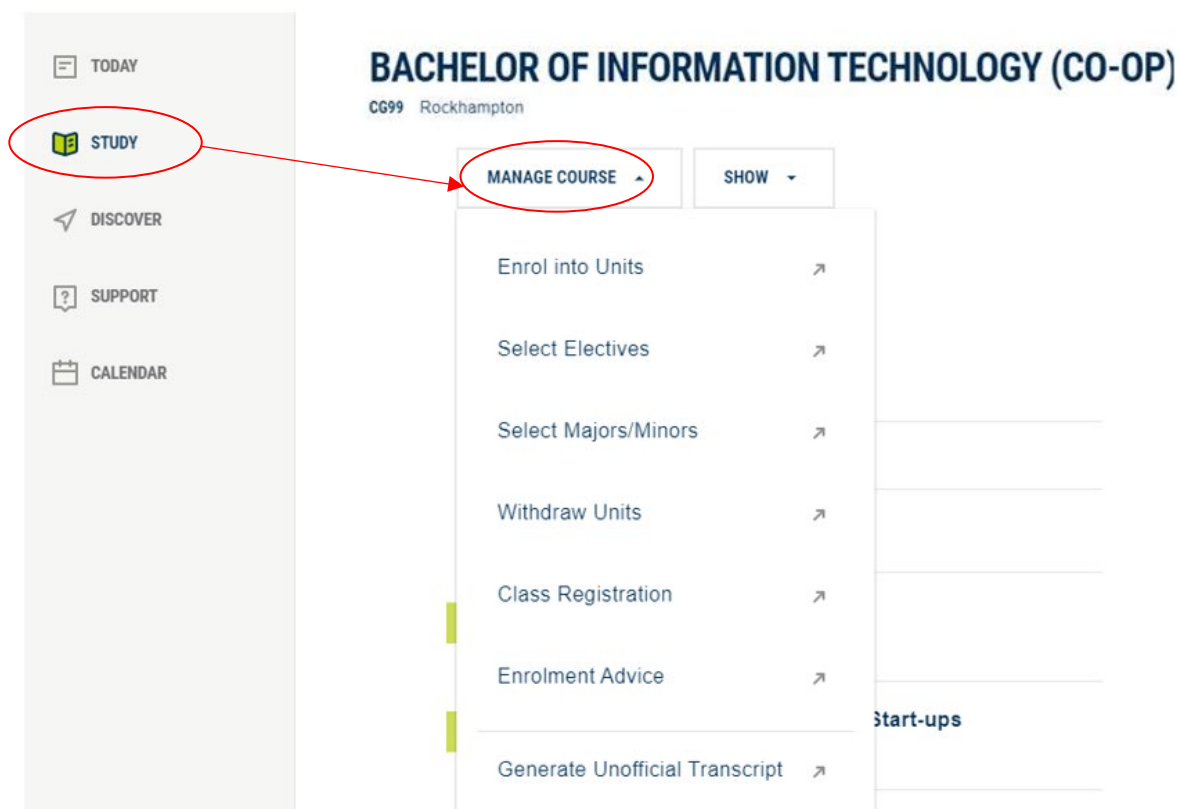
cqu.edu.au

Enrol in a unit

Units are the subjects of study within a course. Before enrolling in units, visit [Course Planners](#) on our website to see what units you need to complete and when you need to complete them. Following a recommended course planner will ensure the quickest and smoothest pathway to complete your course.

When you have found your course planner, visit MyCQU at my.cqu.edu.au and log in using your Student ID and password.

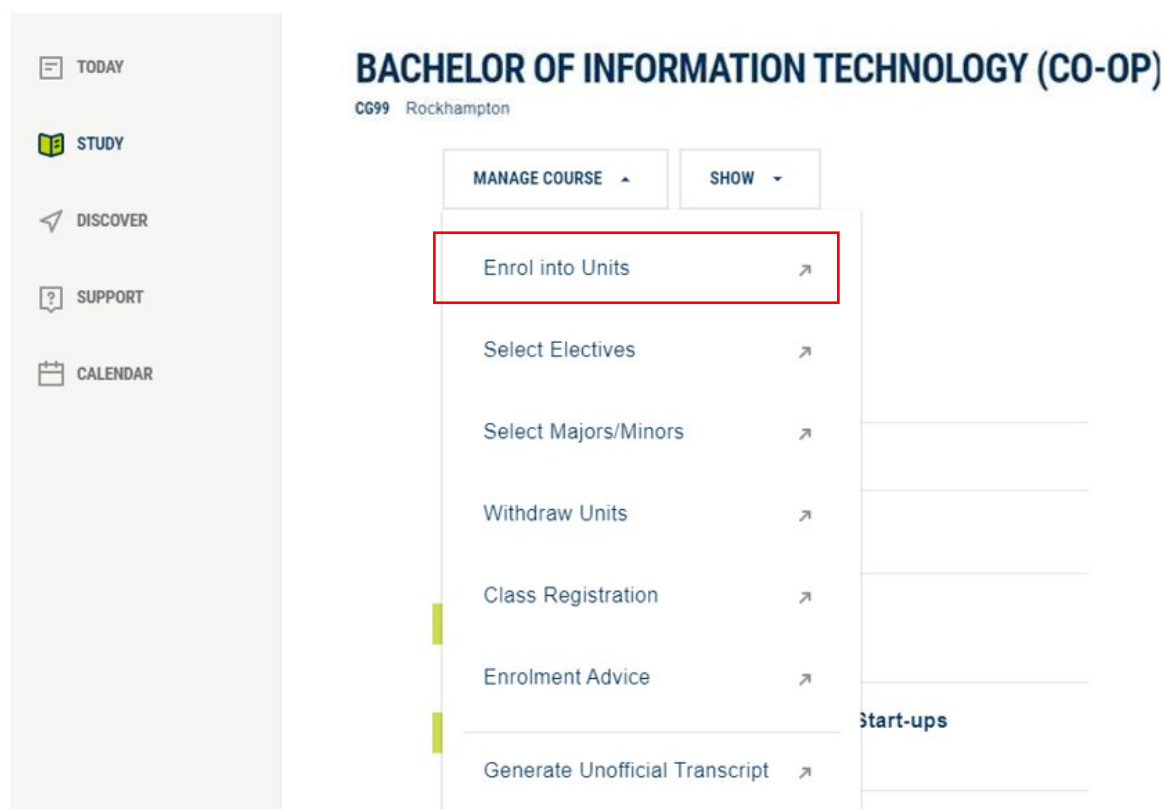
The MyCQU Checklist will guide you through the next steps to get your studies underway, including enrolling in units. However, at any time, you can also enrol by visiting the *Study* view and selecting *Manage Course*.



Enrol in a unit

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Select the *Enrol into Units* option from the *Manage Course* menu.



The plan and enrol section pre-plans units into recommended terms. Many courses allow students to change this recommended study sequence in order to study part time or alter the units in each term. However, you may be studying a course that doesn't allow this.

If you are permitted to alter your study sequence, it's easy to drag and drop units into the unscheduled section.

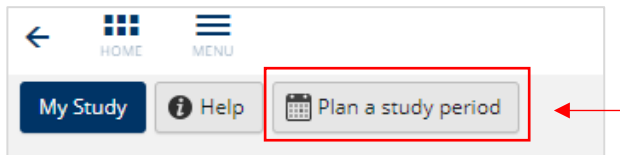
Note: Altering the sequence of units may extend the number of terms needed to complete your course. If in doubt, contact a [Course Adviser](#) before altering the recommended study plan.

Plan a study period

If a particular term you wish to study in is not visible on your plan and enrol screen, you will need to add this to your study periods. Click the *Plan a study period* button located in the top left of the plan and enrol screen.

Enrol in a unit

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Select the year and study period you wish to add and click *OK*.

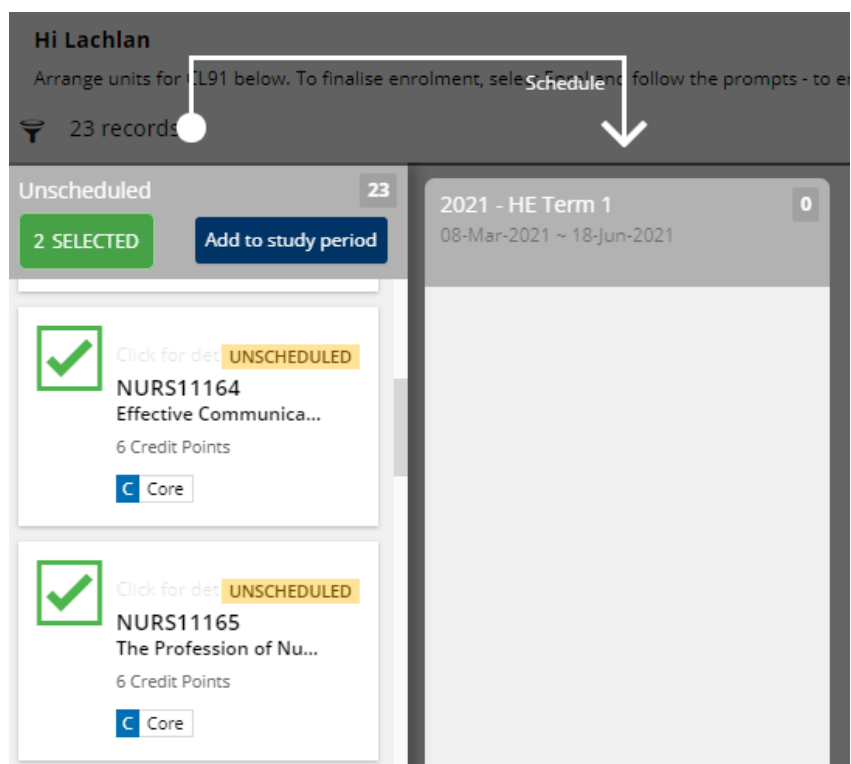
A screenshot of a dialog box titled 'Add Study Period' with a close 'X' button in the top right corner. Inside the dialog, there are two input fields. The first is labeled 'Year *' and has a dropdown menu showing '2021'. The second is labeled 'Study Period *' and has a dropdown menu showing 'HE Term 1'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

You are now able to move units from the unscheduled column into the new study period column.

This can be done by dragging and dropping the units across, or you can select multiple units at a time from the unscheduled column by pressing the *Add* button on the study period.

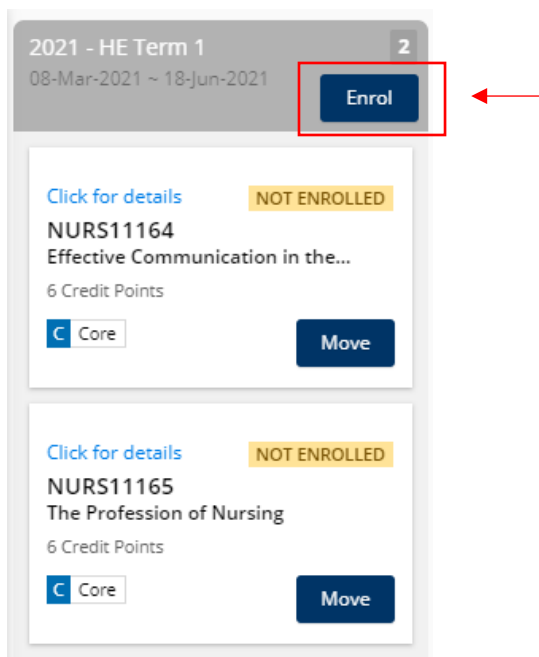


Tick the box next to the units you wish to add and select *Add to study period*.



The final step is to enrol in your planned units. Until your enrolment is finalised, this is a planning tool only. You don't need to enrol for all terms, but you do need to finalise your enrolment in the current term, if you intend to study.

To finalise your enrolment, select *Enrol* from the top of the study period column.



You will arrive at a confirmation page.

Enrol in a unit

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Follow the prompts to complete any outstanding tasks. You may also be required to select a study combination for a unit/s, e.g. on-campus or online if multiple combinations are available.

2021 - HE Term 1
08-Mar-2021 ~ 18-Jun-2021

Confirm Cancel **Confirm to proceed**

Enrolment Summary

There are outstanding tasks that need to be completed before you can enrol.
Please scroll down for further details relating to your enrolment.

You have tasks that need to be completed before you can enrol

▼ You must complete the following task before you enrol

Complete my tasks **Outstanding tasks will be flagged here**

ⓘ Agree to the latest version of the terms and conditions

▼ We recommend you complete the following task before you enrol:

ⓘ Only for students studying in a Regional University Centre, please nominate which Centre you use.

Complete your mandatory tasks before enrolling into any of these units

NURS11164 - Effective Communication in the Health Care Environment
6 Credit Points | Online
Last date for enrolment: 19-Mar-2021
Earliest date for enrolment: 01-Apr-2020

NURS11165 - The Profession of Nursing
6 Credit Points | Online

▼ Additional reasons why you cannot enrol

! The study combination has not been selected. **Select a study combination here (if required)**

When you have responded to any outstanding tasks, select *Confirm* to proceed. The study plan will now reflect that you have successfully enrolled.

2021 - HE Term 1 2
08-Mar-2021 ~ 18-Jun-2021 **Enrol**

[Click for details](#) **ENROLLED**

NURS11164
Effective Communication in the...

6 Credit Points

C Core

To confirm your enrolment transaction, always generate an [Enrolment Advice](#).


Enrol in a unit

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Submit a requisite waiver

If you have not satisfied the pre-requisite(s) for a unit you are attempting to enrol into, this will be flagged on the enrolment summary screen.

To submit a requisite waiver, select *Request a waiver*.

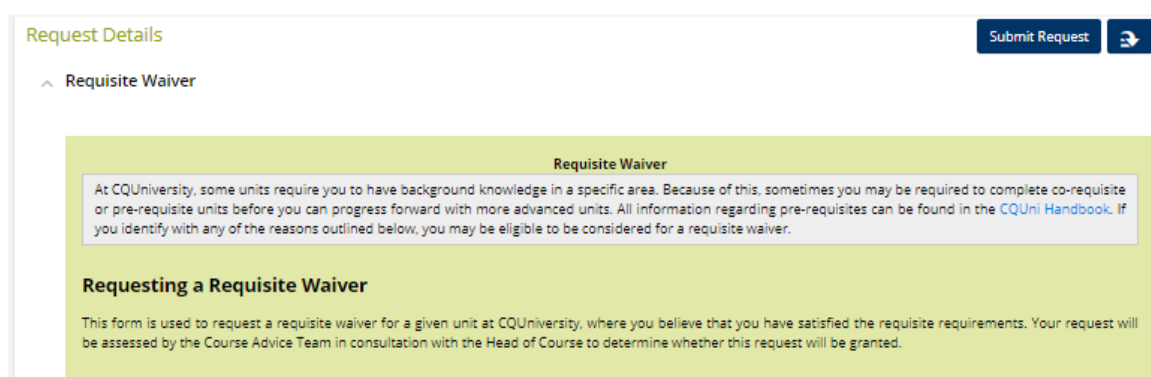


▼ Additional reasons why you cannot enrol

! You have not satisfied the following pre-requisite(s) for this unit: [Request a waiver](#)

- 18 Credit Points in curriculum item(s) : % (not satisfied)

This will direct you to the requisite waiver form. Fill in the course and unit details and select a reason for your request from the drop-down list.



Request Details [Submit Request](#)

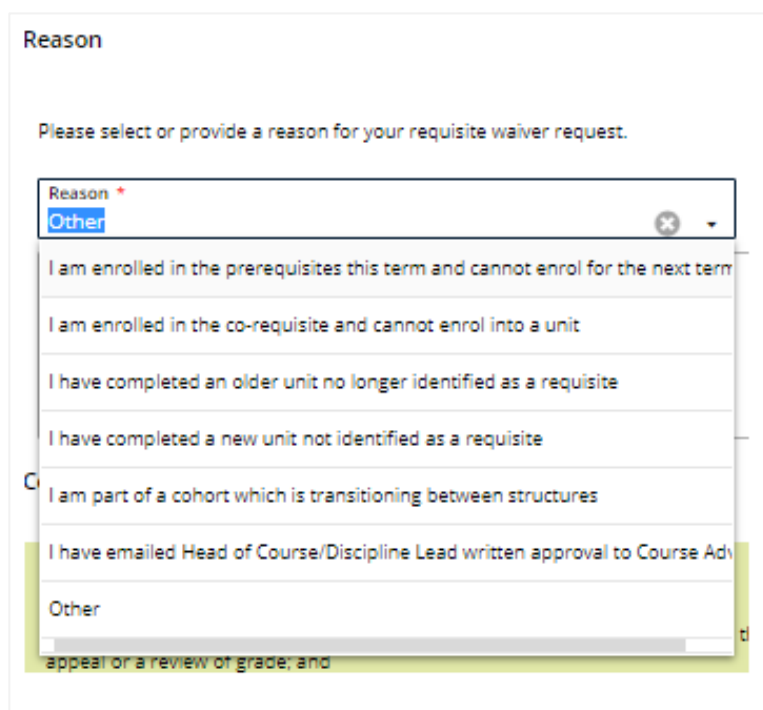
^ Requisite Waiver

Requisite Waiver

At CQUniversity, some units require you to have background knowledge in a specific area. Because of this, sometimes you may be required to complete co-requisite or pre-requisite units before you can progress forward with more advanced units. All information regarding pre-requisites can be found in the [CQUni Handbook](#). If you identify with any of the reasons outlined below, you may be eligible to be considered for a requisite waiver.

Requesting a Requisite Waiver

This form is used to request a requisite waiver for a given unit at CQUniversity, where you believe that you have satisfied the requisite requirements. Your request will be assessed by the Course Advice Team in consultation with the Head of Course to determine whether this request will be granted.



Reason

Please select or provide a reason for your requisite waiver request.

Reason *

Other

- I am enrolled in the prerequisites this term and cannot enrol for the next term
- I am enrolled in the co-requisite and cannot enrol into a unit
- I have completed an older unit no longer identified as a requisite
- I have completed a new unit not identified as a requisite
- I am part of a cohort which is transitioning between structures
- I have emailed Head of Course/Discipline Lead written approval to Course Adv
- Other

appeal or a review of grade; and

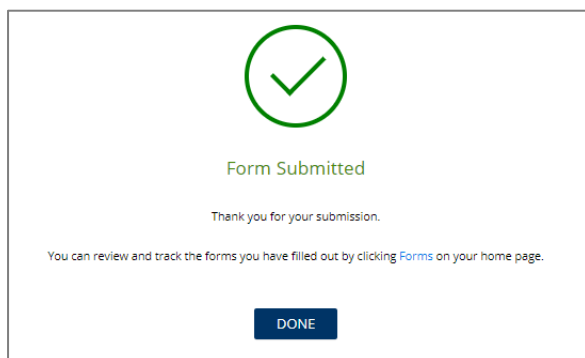
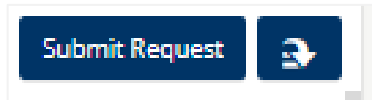
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When you have completed the form, read the conditions, and tick the box to show that you agree before proceeding.



Select *Submit Request* from the top right-hand corner to submit the form. A confirmation screen will display to indicate the form has been submitted.



Once submitted, the request will sit with the Course Advice Team (CAT) for assessment. The unit will not be enrolled until CAT assess the request. If approved, they will process the enrolment.

While waiting for your request to be considered, you are encouraged to complete the enrolment for all other units.

You will be notified of the outcome for your requisite waiver application via your student email.

Standard reasons a requisite waiver would be considered include:

- I am enrolled in the pre-requisite for the current term and cannot enrol into a unit scheduled for the following term/s;
- I am enrolled in the co-requisite and cannot enrol into a unit.
- I have completed an older unit no longer identified as a requisite.
- I have completed a new unit not identified as a requisite;
- I am part of a cohort which is transitioning between structures; or
- I have approval to study the unit from my Head of Course/Discipline Lead and have forwarded written evidence to spc@cqu.edu.au.

A requisite waiver will not be approved if you currently have a pending credit application, if the requisite waiver does not expedite your completion, or if you have been placed on Monitoring Academic Progress (MAP).

Enrol in a unit

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