CRICOS Provider Code: 00219C

INSTRUCTION SHEET

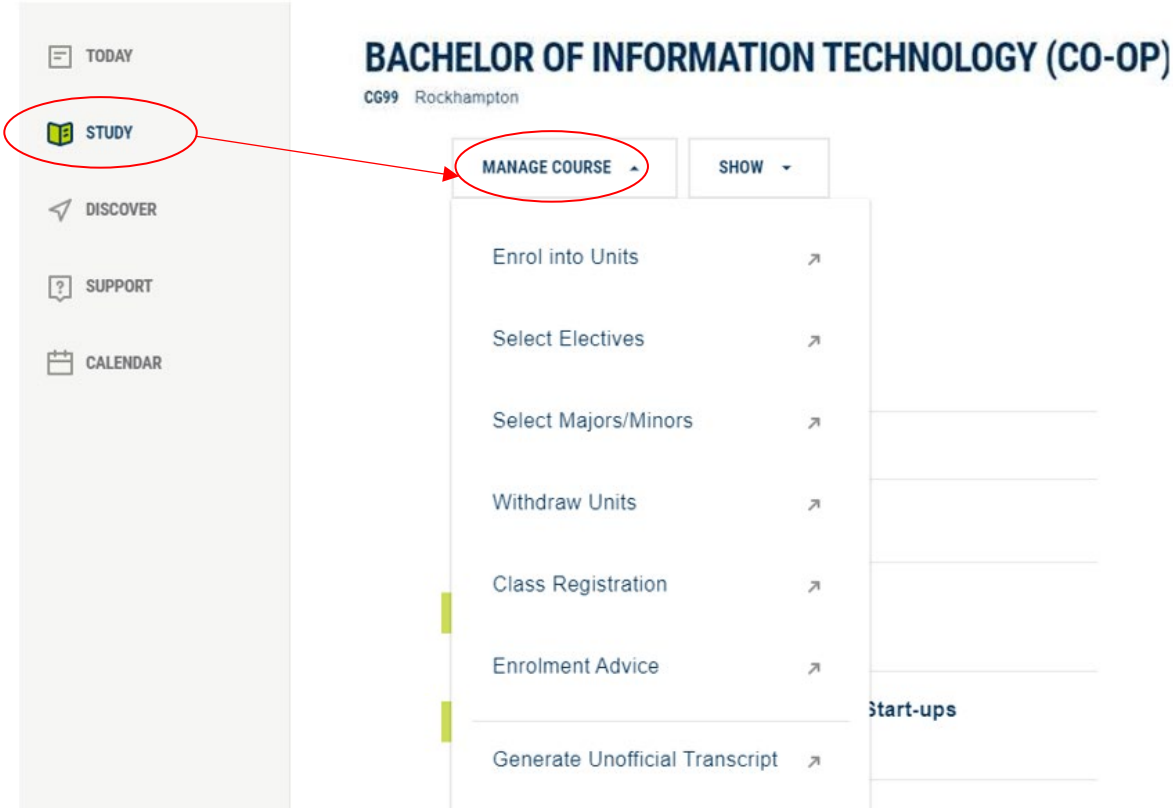
BE WHAT YOU WANT TO BE
cqu.edu.au

Enrol in a unit

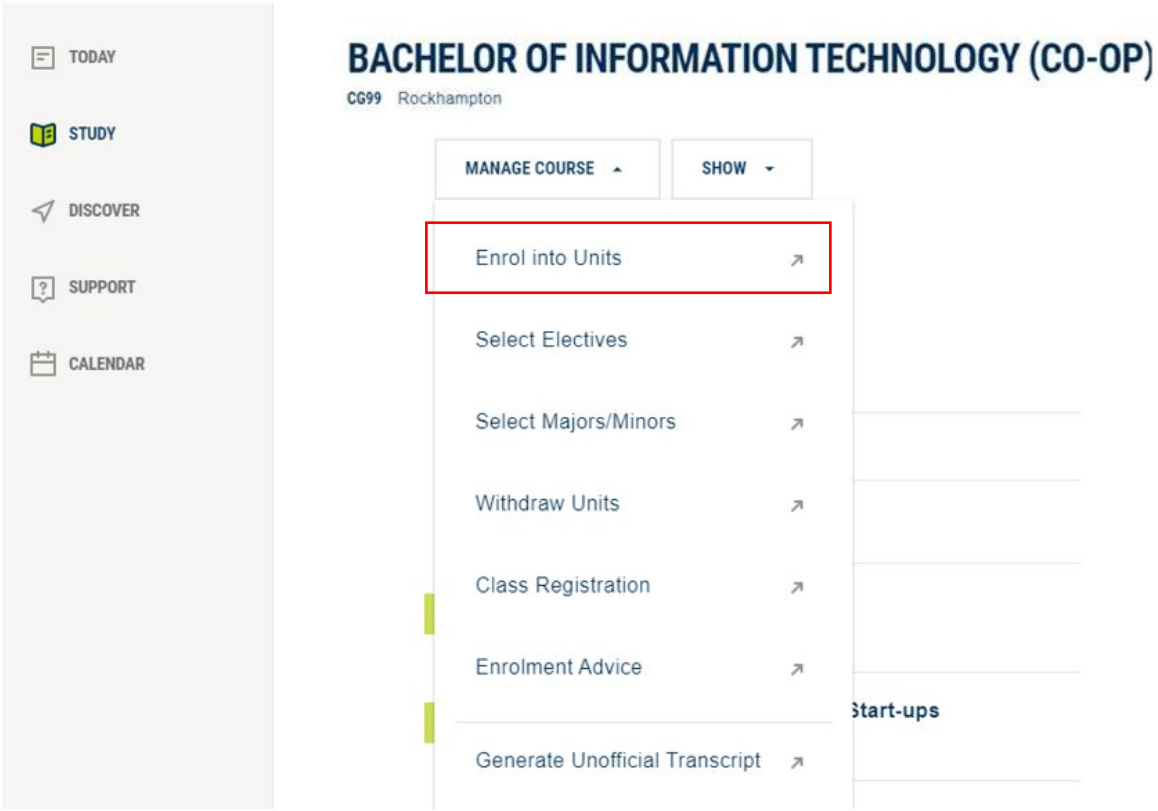
Units are the subjects of study within a course. Before enrolling in units, visit **Course Planners** on our website to see what units you need to complete and when you need to complete them. Following a recommended course planner will ensure the quickest and smoothest pathway to complete your course.

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*.



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



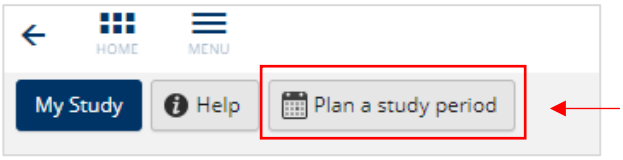
The plan and enrol section pre-plans units into recommended terms. Many courses allow students to change this recommended study sequence in order to study part time or alter the units in each term. However, you may be studying a course that doesn't allow this.

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.



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

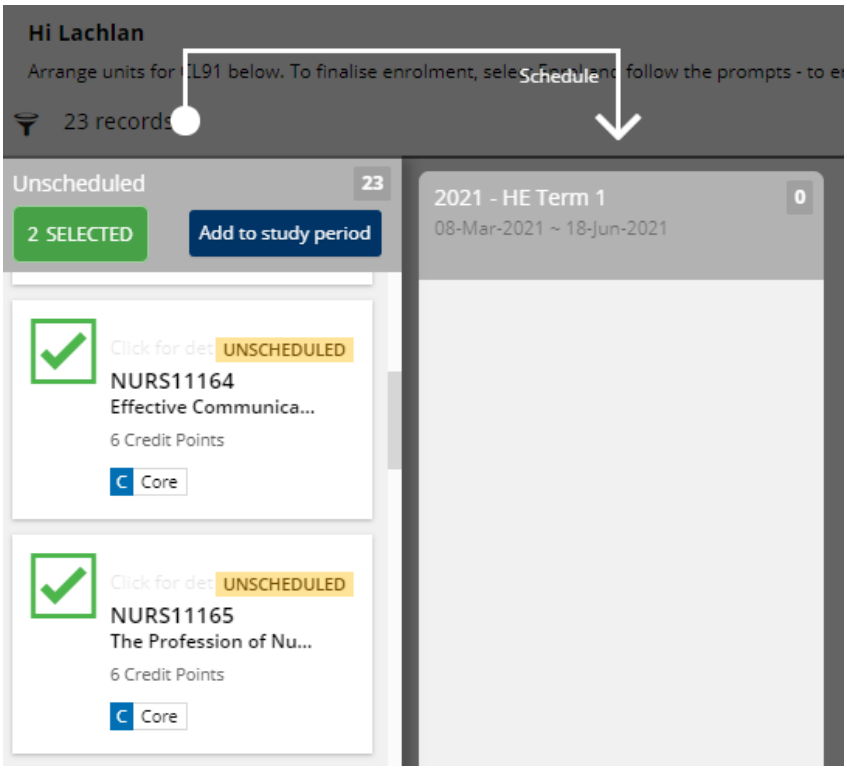


You are now able to move units from the unscheduled column into the new study period column.

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.

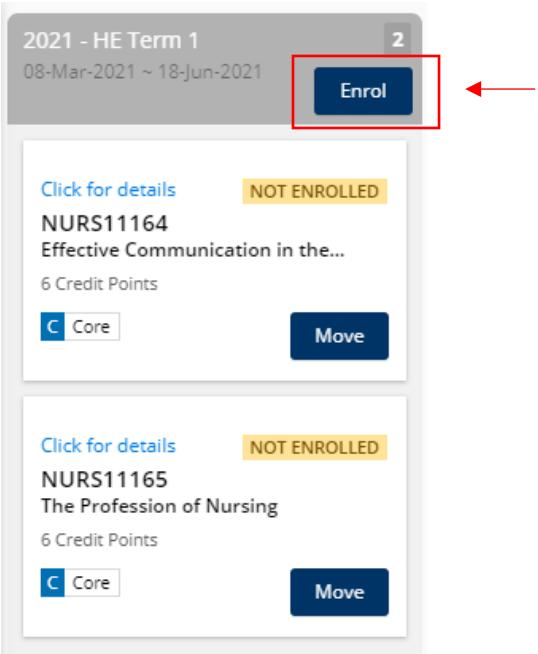


Tick the box next to the units you wish to add and select *Add to study period*.



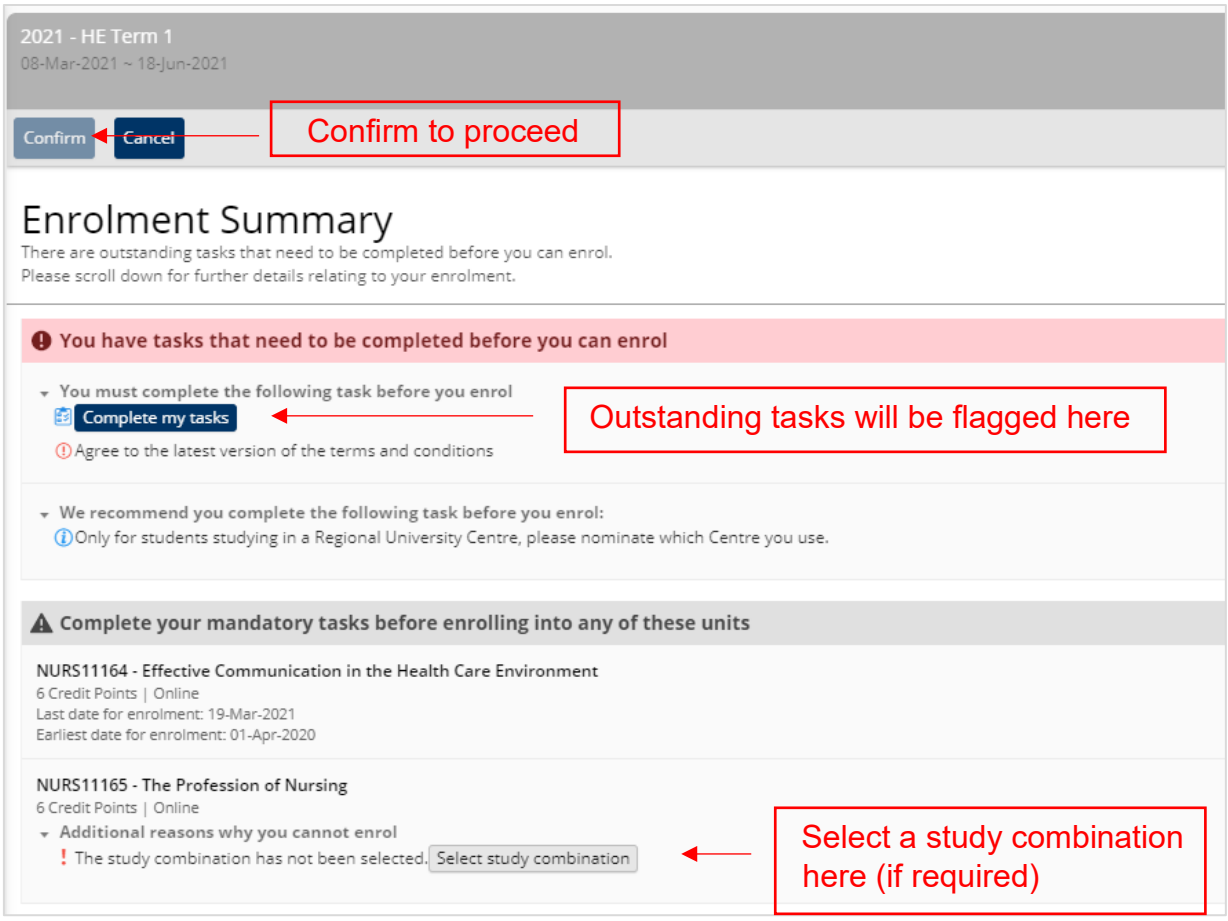
The final step is to enrol in your planned units. Until your enrolment is finalised, this is a planning tool only. You don't need to enrol for all terms, but you do need to finalise your enrolment in the current term, if you intend to study.

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

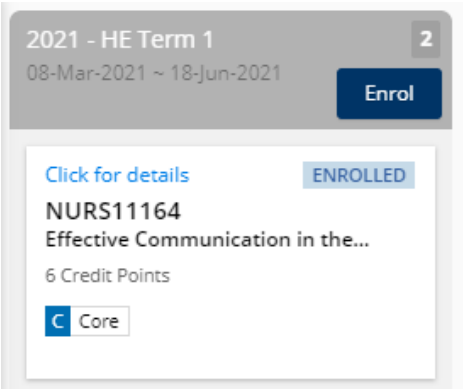


You will arrive at a confirmation page.

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.



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

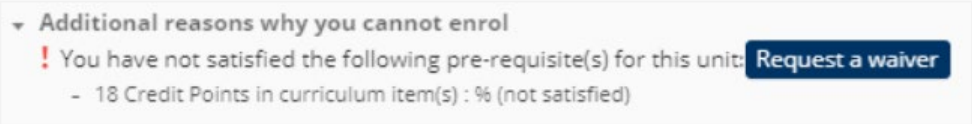


To confirm your enrolment transaction, always generate an **Enrolment Advice**.

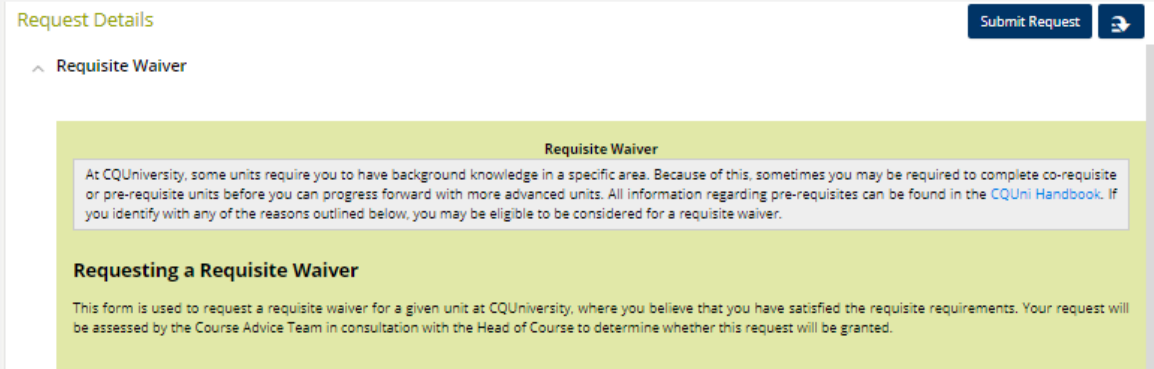
Submit a requisite waiver

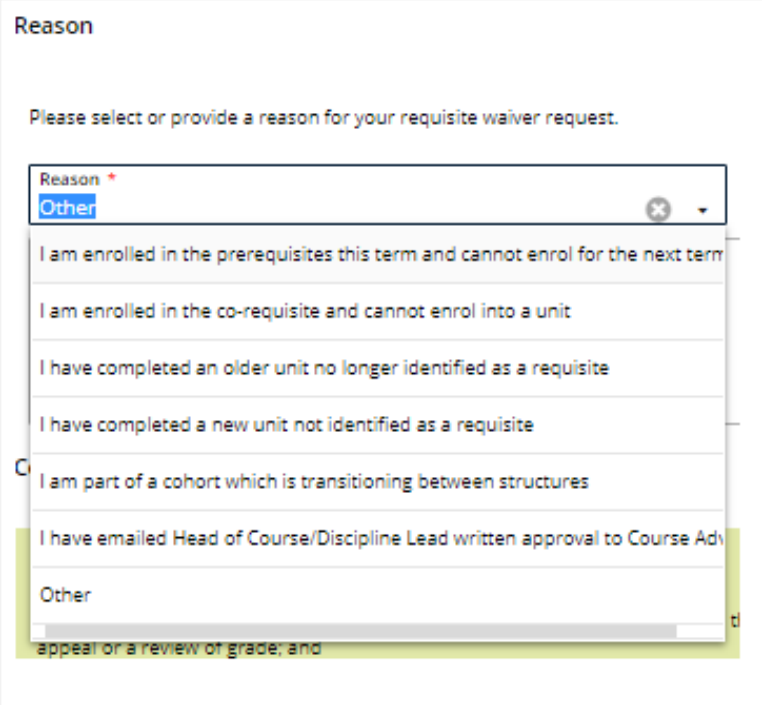
If you have not satisfied the pre-requisite(s) for a unit you are attempting to enrol into, this will be flagged on the enrolment summary screen.

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

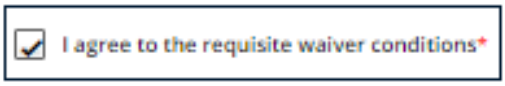


This will direct you to the requisite waiver form. Fill in the course and unit details and select a reason for your request from the drop-down list.



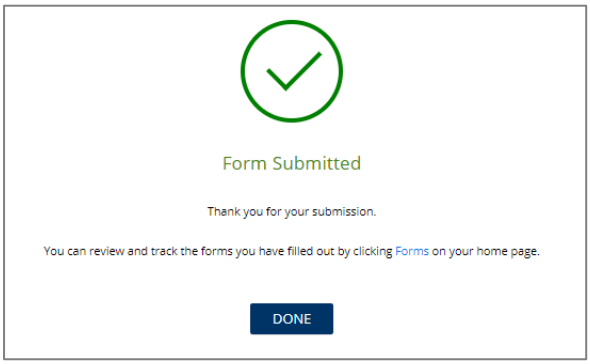


When you have completed the form, read the conditions, and tick the box to show that you agree before proceeding.



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).