# INSTRUCTION SHEET

Withdraw from a unit

If you need to withdraw from a unit, it is important to ensure that you do so before the census date for that term. If you withdraw from one or more units after the census date, financial and academic penalties will apply.

To view the census date for the current term, visit the MyCQU Student Portal at **my.cqu.edu.au** and log in using your Student ID and password.
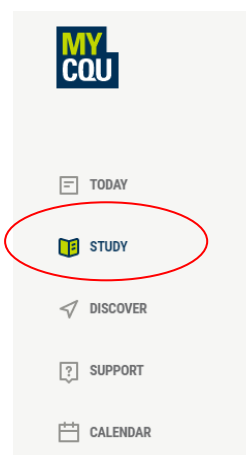
Then navigate to the Calendar view and either scroll through to view key dates, or filter for them using the Key Dates toggle in the Calendar Filter.

How to withdraw

To withdraw from a unit(s), visit the MyCQU Student Portal at **my.cqu.edu.au** and log in using your Student ID and password.
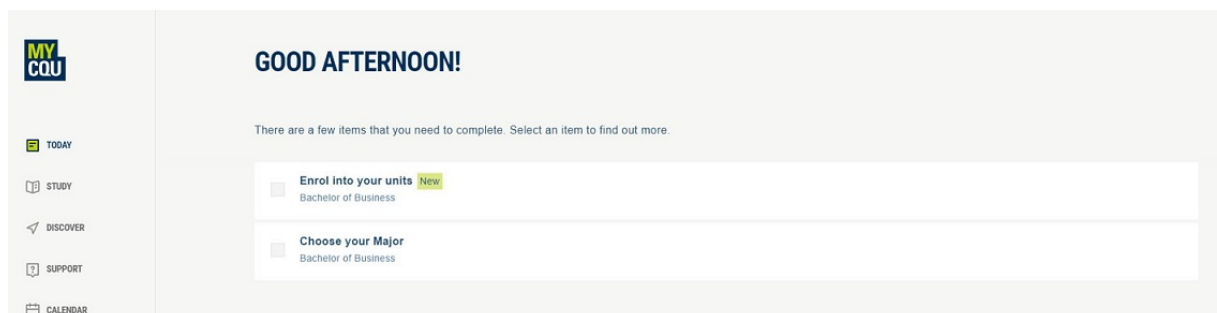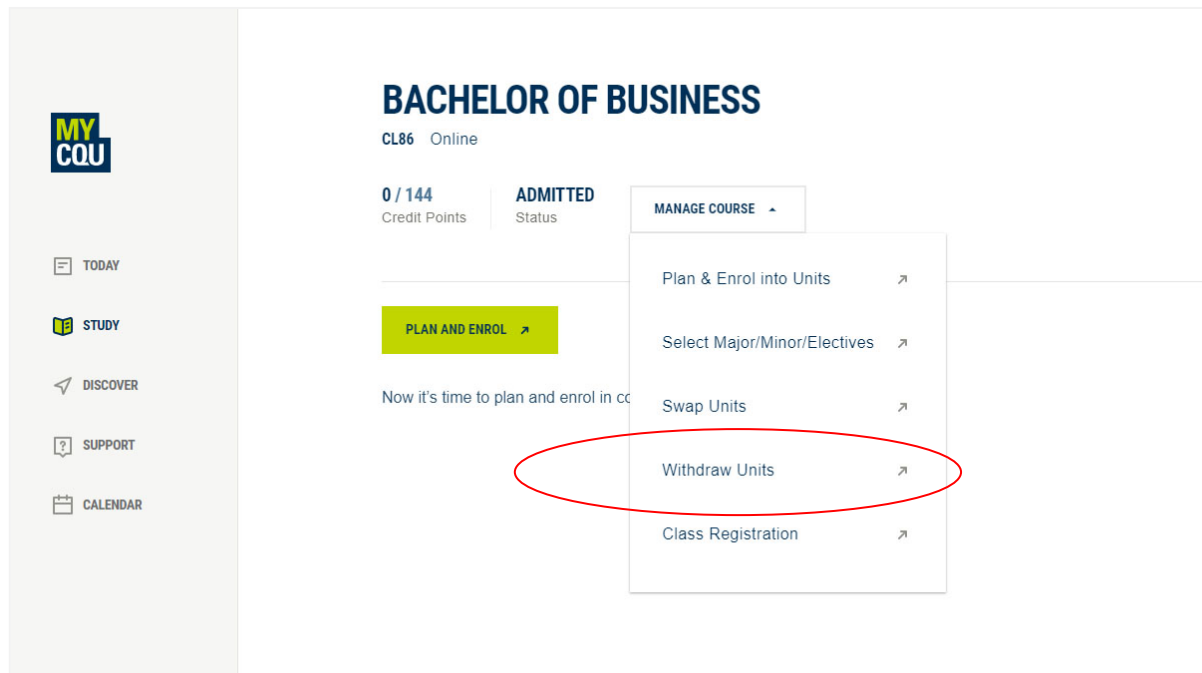

Then navigate to the *Study* view.

Withdraw from a unit
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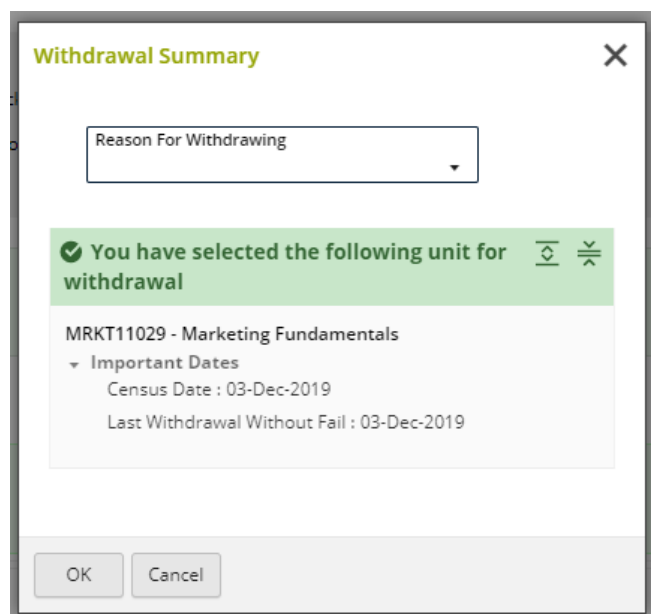
Select *Manage Course* and then *Withdraw Units.*

Select the unit you wish to withdraw from. A green check mark will appear when a unit has been successfully selected.

Click the blue *Confirm* button to proceed.

Withdraw from a unit
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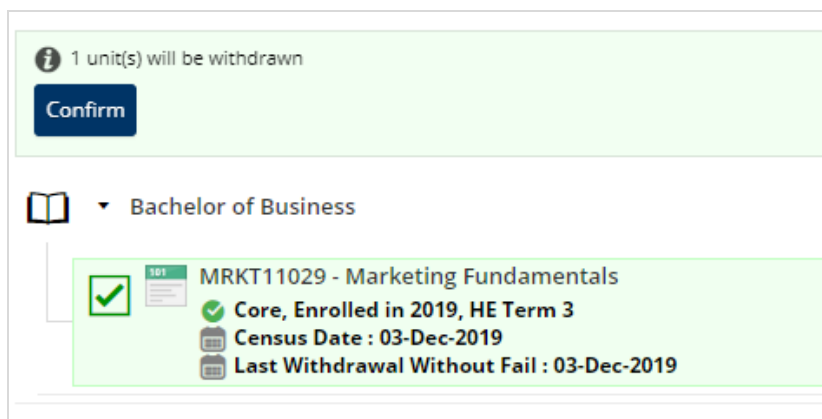
Note: A checkbox will only appear beside enrolled units, not scheduled units.

At the next screen, review your selection, and select *OK*. You can also choose to add a reason for withdrawing at this step.

You should receive a confirmation message that the unit has been successfully withdrawn.
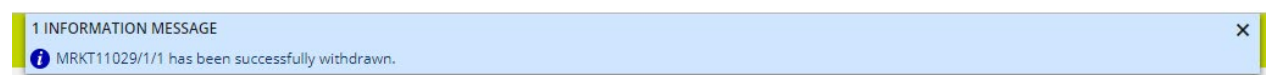
Note: To confirm you have withdrawn from the unit correctly, please generate and print an enrolment advice.

For assistance with this, refer to our **Generate an Enrolment Advice** instruction sheet.

Withdraw from a unit
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