

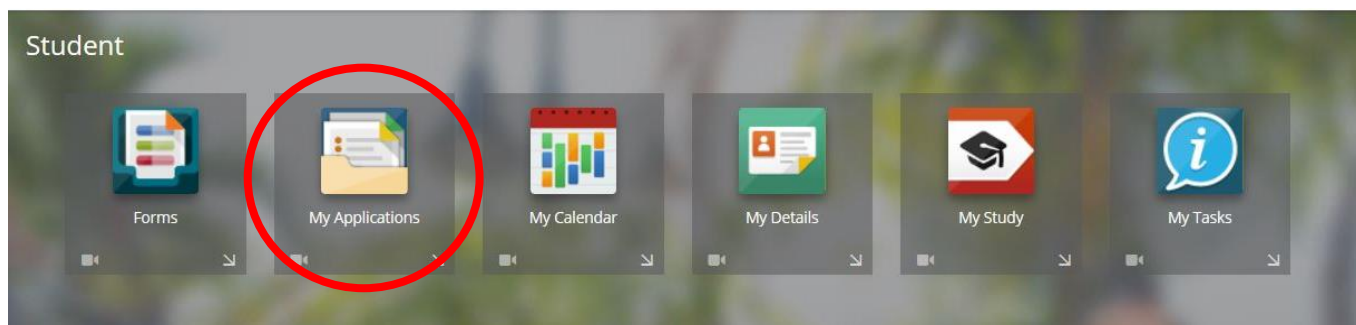
INSTRUCTION SHEET MYCENTRE



BE WHAT YOU WANT TO BE
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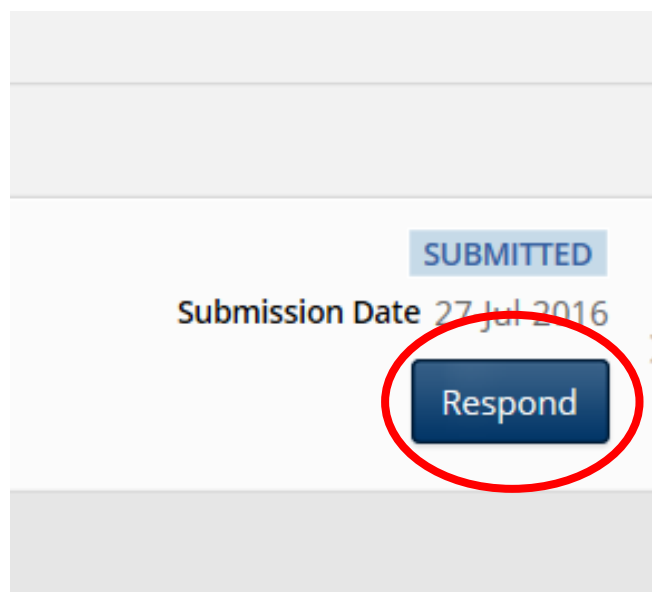
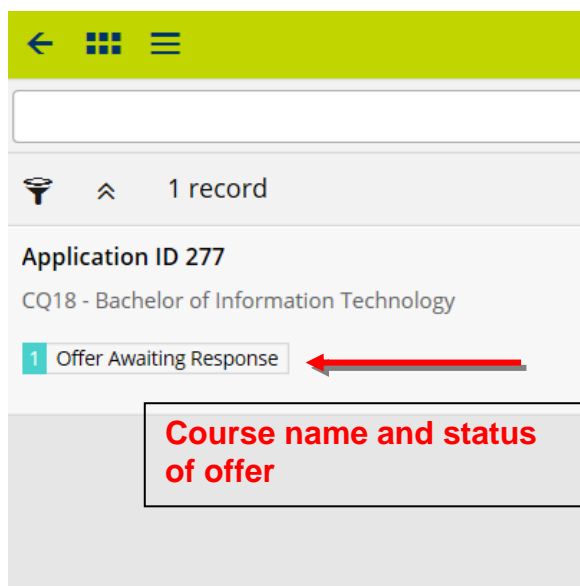
Respond to an offer

To respond to an offer, visit mycentre.cqu.edu.au and log in with your student number and password. Then select 'My Applications' from the home page selection menu.



The name of the course that you have been offered will appear above the status of the offer, which should state, 'Offer Awaiting Response'.

To respond to your offer, select the blue 'Respond' button found next to the course name and offer status.



Respond to an offer

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You will be taken to another screen which indicates the course name, year, admit term, and location. Click the blue 'Respond' button to continue.

The screenshot shows a web interface for 'Offers'. At the top, there is a search bar and a notification '1 record'. Below this, a card displays the offer details: 'CQ18 (1) - Bachelor of Information Technology', '2017 HE Term 1, Rockhampton North', and 'AWAITING RESPONSE'. Further down, it lists 'Lapse Date: 04-Feb-2017' and 'Enrolment Lapse Date: 04-Feb-2017'. At the bottom of the card, there are two buttons: '1 Preference' and 'CQ18 Offered'. A blue 'Respond' button is located at the bottom right of the card and is circled in red.

Accepting an offer

The next screen will display the course information, offer status, attendance mode, and financial liability information. If you wish to accept the offer, click the blue 'Accept' button at the top of the screen.

The screenshot shows the 'Offer Response' page. At the top, there is a navigation bar with a back arrow, a home icon, and a menu icon, all circled in red. Below the navigation bar are two buttons: 'Accept' and 'More'. The main content area displays the offer details: 'CQ18 (1) - Bachelor of Information Technology', 'Lapse Date: 04-Feb-2017', and 'Offer: Awaiting Response'. The 'Offer Conditions' section shows '0 Awaiting response'. The 'Course' section includes fields for 'Availability' (2017 HE Term 1, Rockhampton North), 'Status' (Offered), 'Liability Category' (HE-Commonwealth Supported), 'Load Category' (Full Time), 'Attendance Mode' (Internal), 'Study Mode' (Standard), 'Study Measure Type' (Credit Point), and 'Study Measure Value' (144). The 'Preference' field shows '1'. The 'Offer' section includes fields for 'Offer Outcome' (Not Entered), 'Lapse Date' (04-Feb-2017), 'Enrolment Lapse Date' (04-Feb-2017), 'Response Reason' (Not Entered), and 'Notes'.

Congratulations, you have now successfully accepted your offer. From this screen you are prompted to continue on and plan your study. Follow the 'Study Plan' link to select specialisations, electives, and enrol into units. If you are a Commonwealth-supported student, please ensure to submit a *Request for Commonwealth Support and HECS-HELP* form before the Census date of your first term.

For assistance, follow our [Commonwealth Assistance Form](#) instruction sheet.

The screenshot shows the 'Offer Response' page for a student named Sophie Owens. The course is 'CQ18 (1) - Bachelor of Information Technology' with a lapse date of 09-Sep-2016. The offer status is 'Accepted'. A red box highlights the 'Study Plan' button with the text 'Click here to plan your study' and a red arrow pointing to the button. The page also displays course details such as 'Availability: 2017 HE Term 1, Rockhampton North', 'Status: Admitted', 'Liability Category: HE-Commonwealth Supported', 'Load Category: Full Time', 'Attendance Mode: Internal', 'Study Mode: Standard', 'Study Measure Type: Credit Point', and 'Study Measure Value: 144'. The 'Offer Outcome' is 'Accepted' and the 'Lapse Date' is '09-Sep-2016'.

Deferring an offer

If you are eligible to defer your offer and you wish to do so, you need to submit a deferral request using the [Defer Your Course - New Students](#) eForm.

International students must contact the International Admissions Team at international-admissions@cqu.edu.au to defer an offer.

This offer is awaiting your response

The screenshot shows the 'What do I do now?' section of the offer response page. It provides instructions on how to respond to the offer. The instructions are as follows:

- How do I Accept my offer?**
To accept your offer click the accept button at the top of the screen.
- How do I Defer my offer?**
To defer your offer submit a deferral request [here](#).
- How do I Reject my offer?**
To reject your offer click the reject button at the top of the screen.
- I need more Help with my offer!**
You can [click here](#) to view our instruction sheets on responding to an offer.

Respond to an offer

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