

INSTRUCTION SHEET



BE WHAT YOU WANT TO BE

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Withdraw from a unit

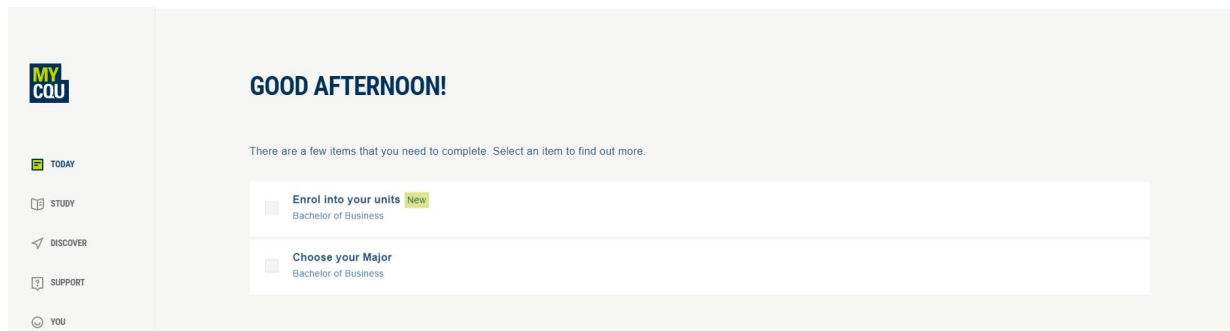
If you need to withdraw from a unit, it is important to ensure that you do so before the census date for that term. If you withdraw from one or more units after the census date, financial and academic penalties will apply.

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.

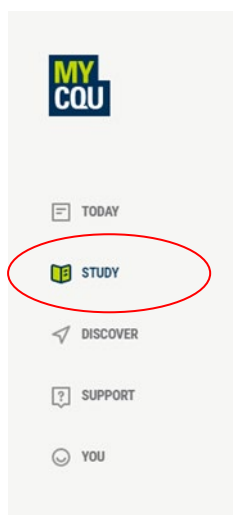
Then navigate to the Calendar view and either scroll through to view key dates, or filter for them using the Key Dates toggle in the Calendar Filter.

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

This document is uncontrolled when printed.

Select *Manage Course* and then *Withdraw Units*.

The screenshot shows the MY CQU portal interface for a Bachelor of Business course. On the left is a navigation sidebar with icons for TODAY, STUDY, DISCOVER, SUPPORT, and YOU. The main content area displays the course name 'BACHELOR OF BUSINESS' and 'CL86 Online'. Below this, it shows '0 / 144 Credit Points' and 'ADMITTED Status'. A yellow 'PLAN AND ENROL' button is visible. A 'MANAGE COURSE' dropdown menu is open, listing options: 'Plan & Enrol into Units', 'Select Major/Minor/Electives', 'Swap Units', 'Withdraw Units' (circled in red), and 'Class Registration'. Below the menu, a message states 'Now it's time to plan and enrol in co...'.

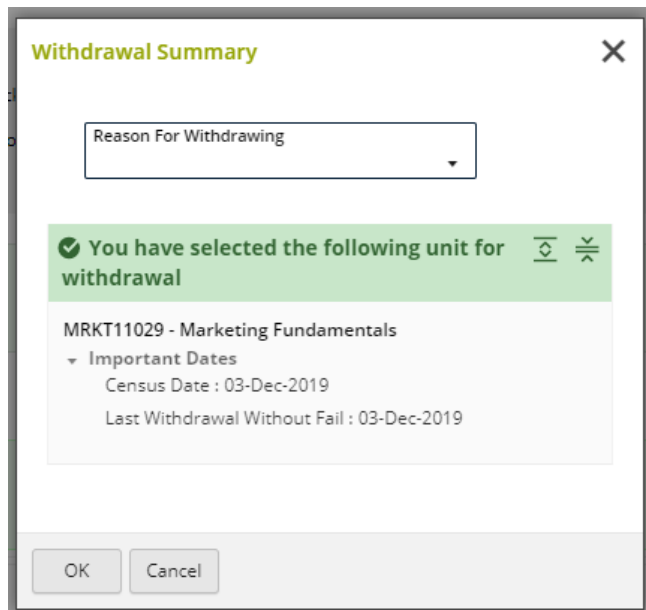
Select the unit you wish to withdraw from. A green check mark will appear when a unit has been successfully selected.

Click the blue *Confirm* button to proceed.

The screenshot shows a confirmation screen for withdrawing units. At the top, a green banner contains an information icon, the text '1 unit(s) will be withdrawn', and a blue 'Confirm' button. Below this, a dropdown menu shows 'Bachelor of Business' is selected. Underneath, a unit 'MRKT11029 - Marketing Fundamentals' is listed with a green checkmark in a box, indicating it has been successfully selected. Additional details for the unit include 'Core, Enrolled in 2019, HE Term 3', 'Census Date : 03-Dec-2019', and 'Last Withdrawal Without Fail : 03-Dec-2019'.

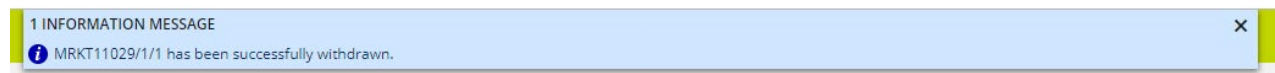
Note: A checkbox will only appear beside enrolled units, not scheduled units.

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



The image shows a 'Withdrawal Summary' dialog box. At the top left is the title 'Withdrawal Summary' and a close button 'X'. Below the title is a text input field labeled 'Reason For Withdrawing'. A green banner with a checkmark icon contains the text 'You have selected the following unit for withdrawal'. Below this banner, the unit name 'MRKT11029 - Marketing Fundamentals' is displayed. Underneath, there is a section titled 'Important Dates' with a dropdown arrow, containing two lines of text: 'Census Date : 03-Dec-2019' and 'Last Withdrawal Without Fail : 03-Dec-2019'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

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.