Enrol in MyCentre

To begin enrolling in MyCentre, visit mycentre.cqu.edu.au and log in with your student number and password. Then select My Study from the home page selection menu.

You will arrive at the Manage My Course page, where you can:

1. Select a major
2. Select electives
3. Withdraw from and swap units
4. View requisite requirements and availability for your core units and electives.

Before planning and enrolling, you may or may not be required to select a major. If your course includes a major, please select this from the Current Course Structure section of the page. If not, please skip ahead.

Need more help selecting a major? Visit our Selecting a Major Instruction Sheet.
If your course includes electives, you should also add these to your study plan from the *Manage Your Course* section. You may not be required to add electives. This will depend on your course structure.

Use the search option to find electives and add these to your study plan. Use the **Unit Code** or a key word to search for units, e.g. MRKT11029 or the key word ‘Marketing’.

When you have located the elective you wish to add, select *Add to Plan*.

**Note:** You don't need to select all electives for your course straight away, only what's required for you to enrol in your next term of study.
If you wish to remove an elective from your study plan, you can do so from the *Manage Your Course* section.

---

**Plan and Enrol**

After organising your major and elective requirements, it's time to move on to the plan and enrol section.

To do so, please select *Plan and enrol* from the top left of the screen.

The plan and enrol section pre-plans units into recommended terms. Many courses allow you to change this recommended study sequence in order to study part time or alter the units in each term. However, you may belong to 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. If not, please skip ahead.

**Note:** Altering the sequence of units may extend the number of terms needed to complete your course. If in doubt, contact a *Course Advisor* before altering the recommended study plan.

**Note:** A full course structure can be found in the [CQUni Handbook](#) and should be referred to before finalising enrolment. If you have previously received a personal Course Planner, please refer to this to ensure you enrol in the correct units. If you are unsure about your enrolment, please speak to a *Course Advisor*. 
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.

You will now need to select the year and study period you wish to add by the drop down options and click ok.

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. **So don’t miss this step!**

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

You will arrive at a confirmation page.
You may need to select a study combination, e.g. on-campus or distance. If so, the system will display a message here.

The study plan will now reflect if you are enrolled or not enrolled.

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