

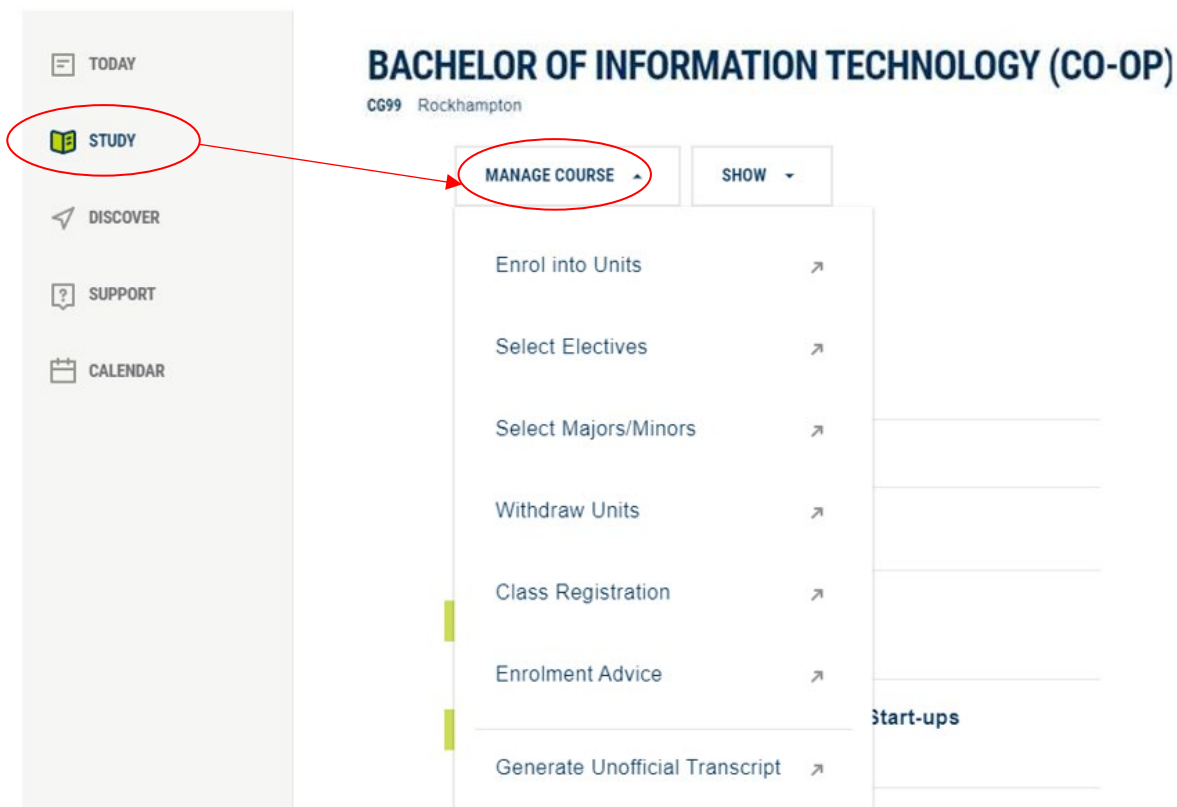
INSTRUCTION SHEET

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*.

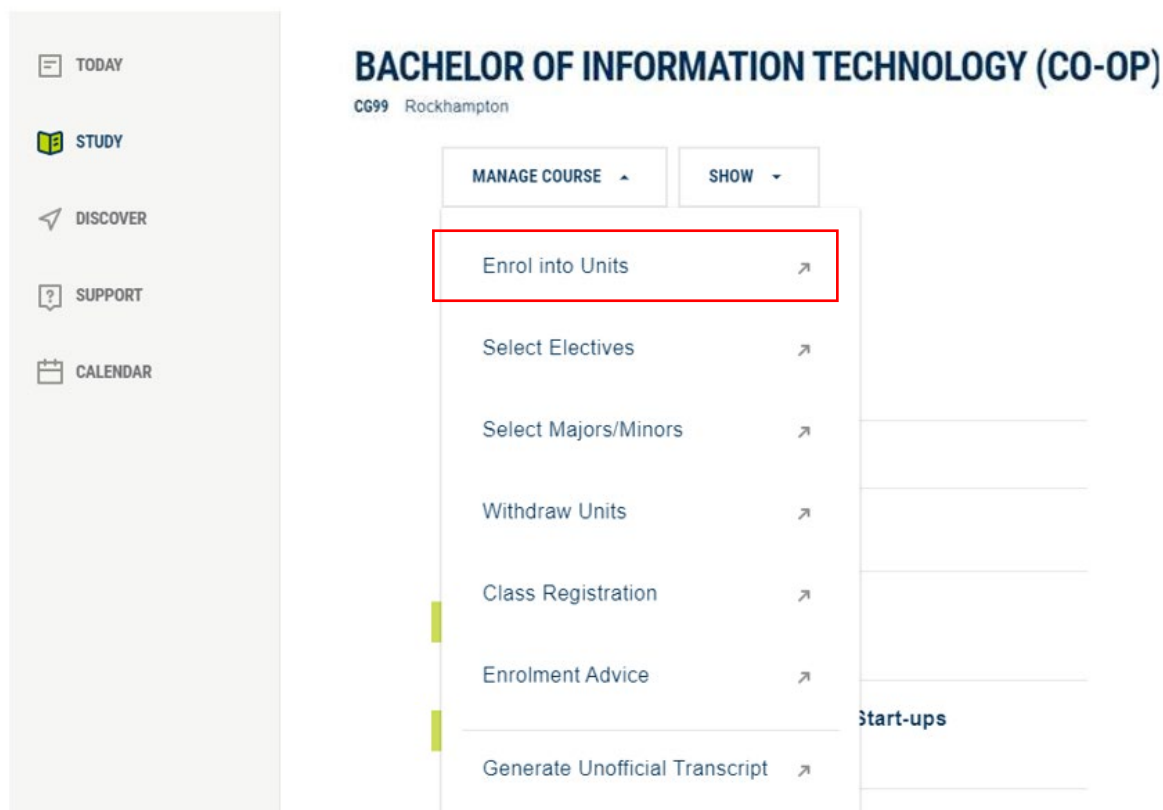


The screenshot displays the MyCQU interface for the 'BACHELOR OF INFORMATION TECHNOLOGY (CO-OP)' course (CG99 Rockhampton). On the left, a navigation menu includes 'TODAY', 'STUDY' (highlighted with a red circle), 'DISCOVER', 'SUPPORT', and 'CALENDAR'. The 'STUDY' menu item is circled in red, with a red arrow pointing to the 'MANAGE COURSE' dropdown menu. The 'MANAGE COURSE' menu is also circled in red and contains the following options: 'Enrol into Units', 'Select Electives', 'Select Majors/Minors', 'Withdraw Units', 'Class Registration', 'Enrolment Advice', 'Generate Unofficial Transcript', and 'Start-ups'.

Enrol in a unit

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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.

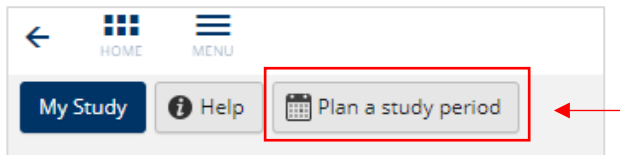
Note: Altering the sequence of units may extend the number of terms needed to complete your course. If in doubt, contact a [Course Advisor](#) before altering the recommended study plan.

Plan a study period

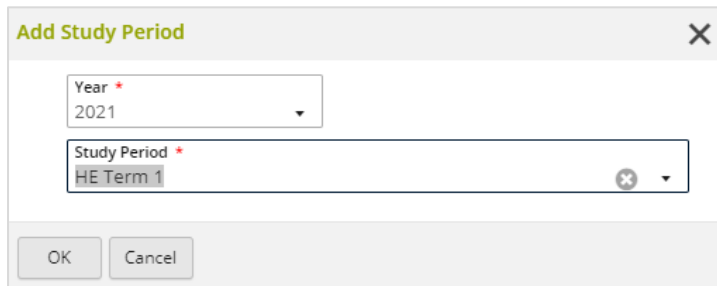
If a particular term you wish to study in is not visible on your plan and enrol screen, you will need to add this to your study periods. Click the *Plan a study period* button located in the top left of the plan and enrol screen.

Enrol in a unit

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

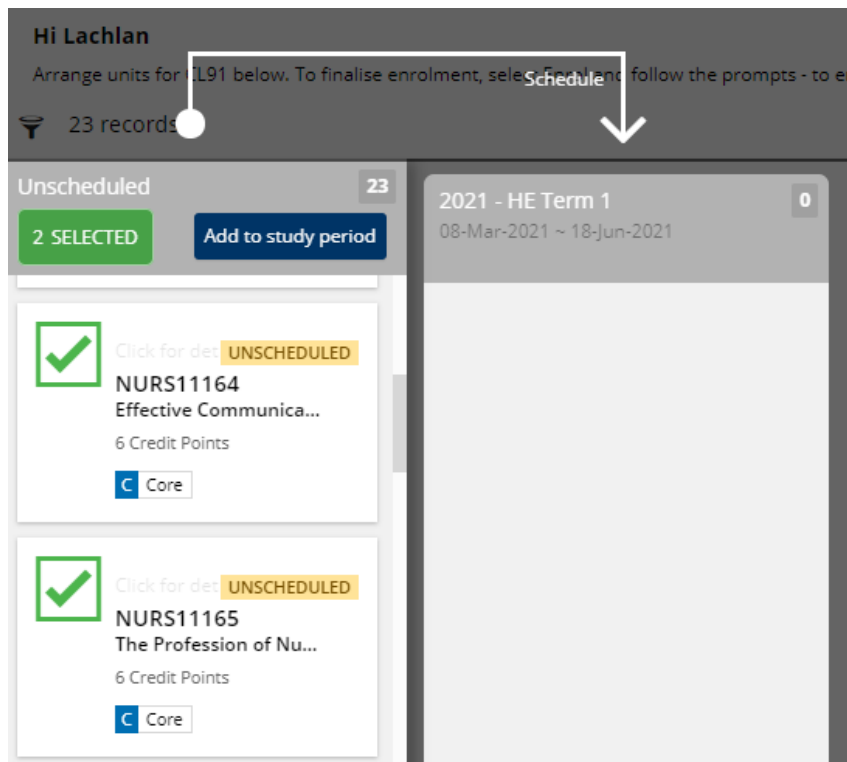


You are now able to move units from the unscheduled column into the new study period column.

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.

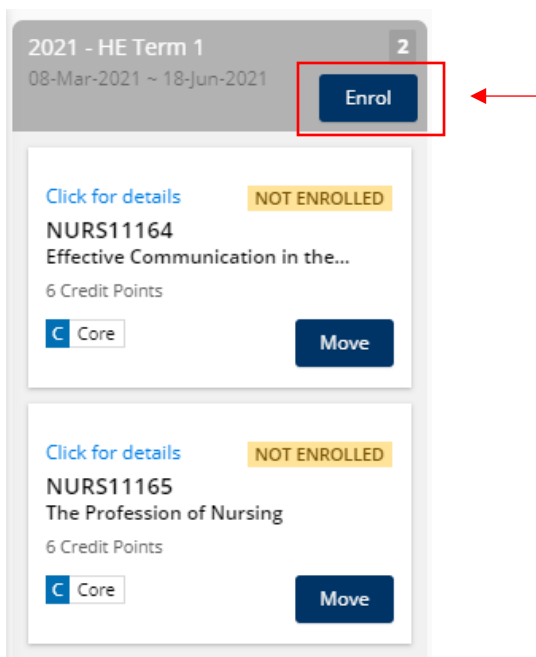


Tick the box next to the units you wish to add and select *Add to study period*.



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.

Enrol in a unit

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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.

The screenshot shows the 'Enrolment Summary' page for the 2021 - HE Term 1 (08-Mar-2021 ~ 18-Jun-2021). At the top, there are 'Confirm' and 'Cancel' buttons. A red box highlights the 'Confirm to proceed' text, with an arrow pointing to the 'Confirm' button. Below this is the 'Enrolment Summary' heading and a note: 'There are outstanding tasks that need to be completed before you can enrol. Please scroll down for further details relating to your enrolment.'

A red banner states: 'You have tasks that need to be completed before you can enrol'. Underneath, a dropdown menu is expanded to show 'You must complete the following task before you enrol'. A red box highlights the 'Complete my tasks' button, with an arrow pointing to it and the text 'Outstanding tasks will be flagged here'. Below this, there is a task to 'Agree to the latest version of the terms and conditions'.

Another dropdown menu is expanded to show 'We recommend you complete the following task before you enrol:'. Below this, there is a task to 'Only for students studying in a Regional University Centre, please nominate which Centre you use.'

A grey banner states: 'Complete your mandatory tasks before enrolling into any of these units'. Below this, two units are listed:

- NURS11164 - Effective Communication in the Health Care Environment**
6 Credit Points | Online
Last date for enrolment: 19-Mar-2021
Earliest date for enrolment: 01-Apr-2020
- NURS11165 - The Profession of Nursing**
6 Credit Points | Online
Additional reasons why you cannot enrol:
! The study combination has not been selected. A red box highlights this text with the annotation 'Select a study combination here (if required)' and an arrow pointing to the input field.

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

The screenshot shows the 'Enrolment Summary' page for the 2021 - HE Term 1 (08-Mar-2021 ~ 18-Jun-2021). At the top, there is an 'Enrol' button. Below this, there is a 'Click for details' link and a blue box that says 'ENROLLED'. The unit details are:

- NURS11164**
Effective Communication in the...
- 6 Credit Points
- Core

To confirm your enrolment transaction, always generate an [Enrolment Advice](#).

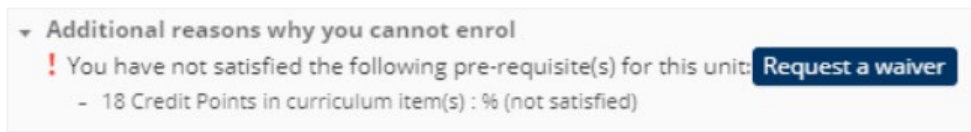
Submit a requisite waiver

Enrol in a unit

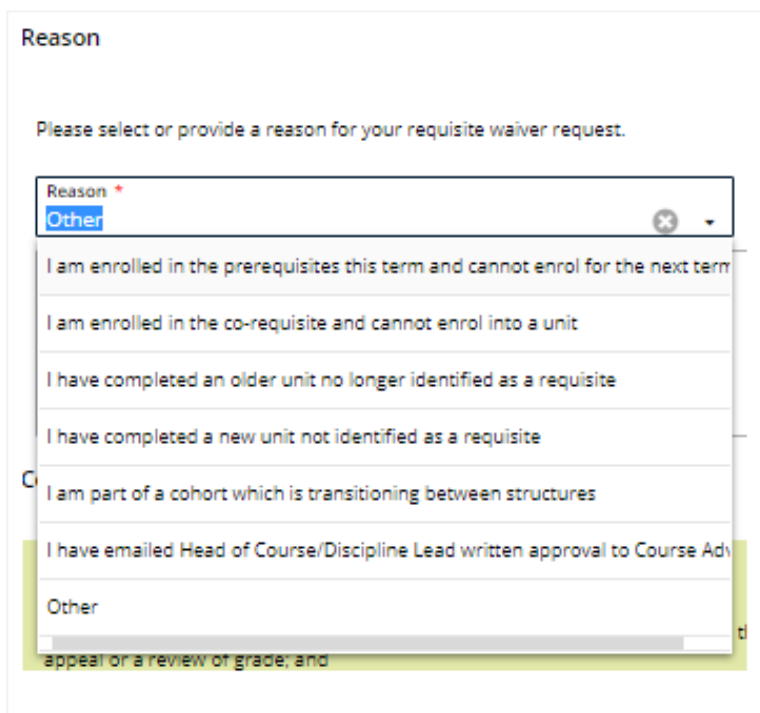
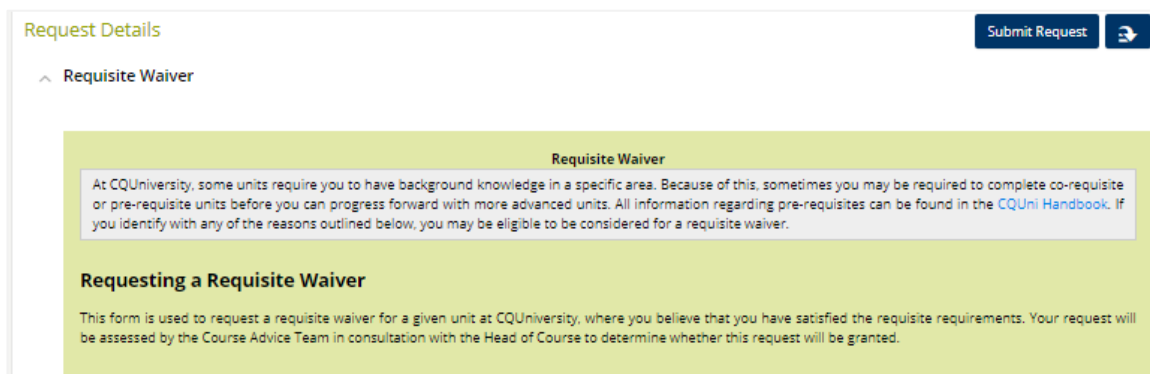
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If you have not satisfied the pre-requisite(s) for a unit you are attempting to enrol into, this will be flagged on the enrolment summary screen.

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



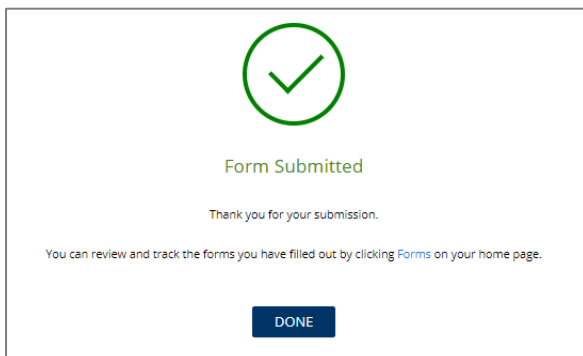
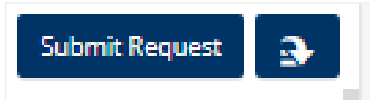
This will direct you to the requisite waiver form. Fill in the course and unit details and select a reason for your request from the drop-down list.



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).

Enrol in a unit

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