

# INSTRUCTION SHEET

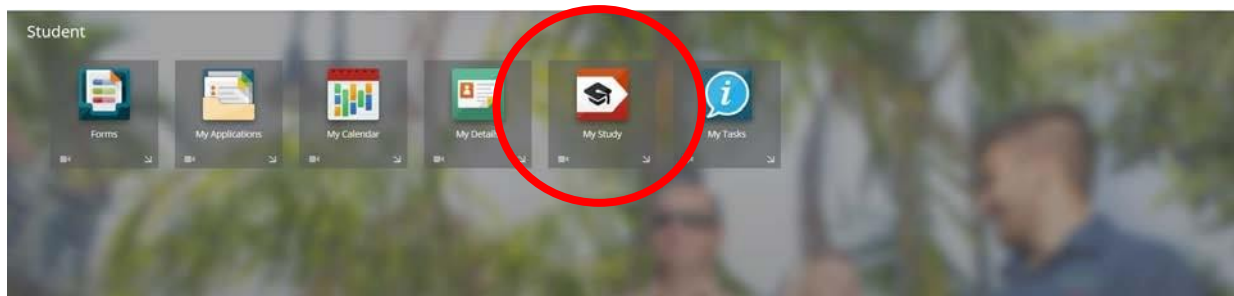
## MyCentre

BE WHAT YOU WANT TO BE

[cqu.edu.au](http://cqu.edu.au)

### Enrol in MyCentre

To begin enrolling in MyCentre, visit [mycentre.cqu.edu.au](http://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 Your Course' page.

### TERMINOLOGY UPDATE

The following terms are used in this Fact Sheet:

#### **MyCentre**

Major

Unit

Course

#### **CQUcentral**

Academic Plan

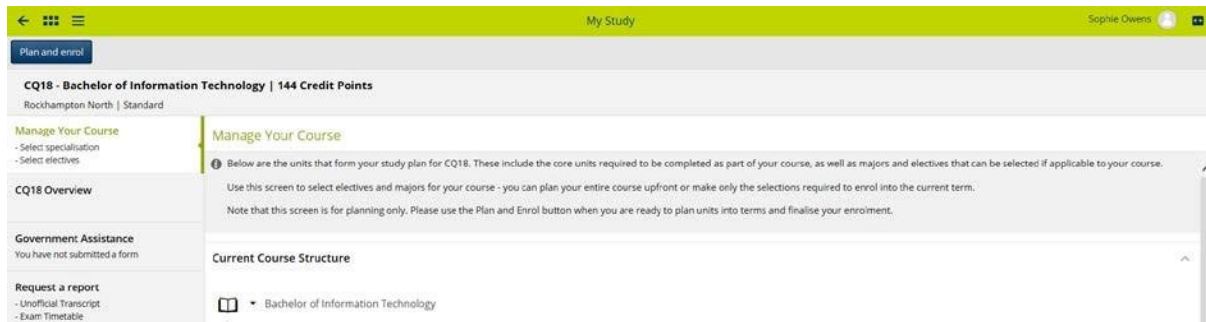
Course

Program

Terminology changes can be found at [www.cqu.edu.au/mycentre](http://www.cqu.edu.au/mycentre).

From the 'Manage Your Course' page, you can:

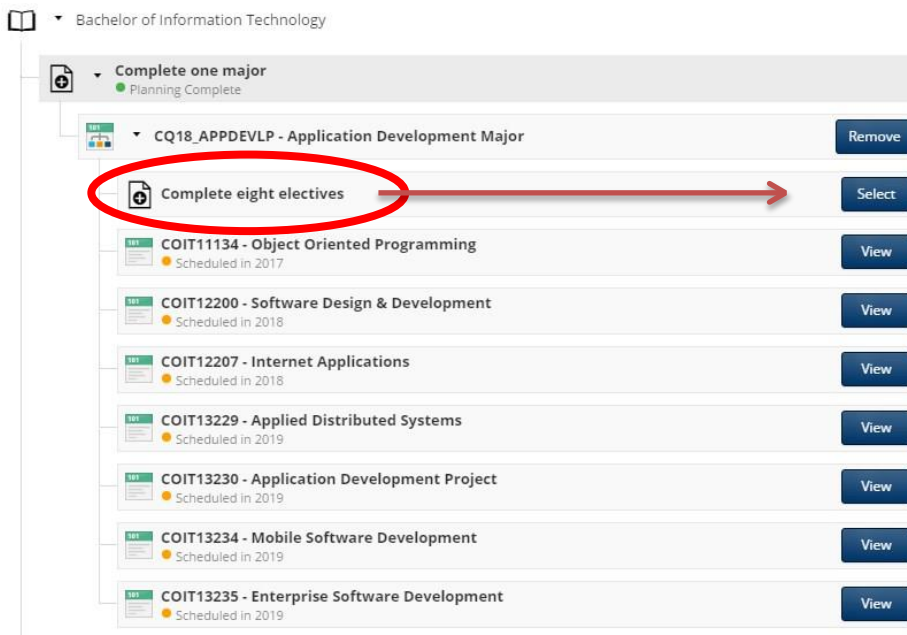
1. Select a Major
2. Select electives
3. Withdraw from and swap units
4. View requisite requirements and availability for your core units and electives.



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.

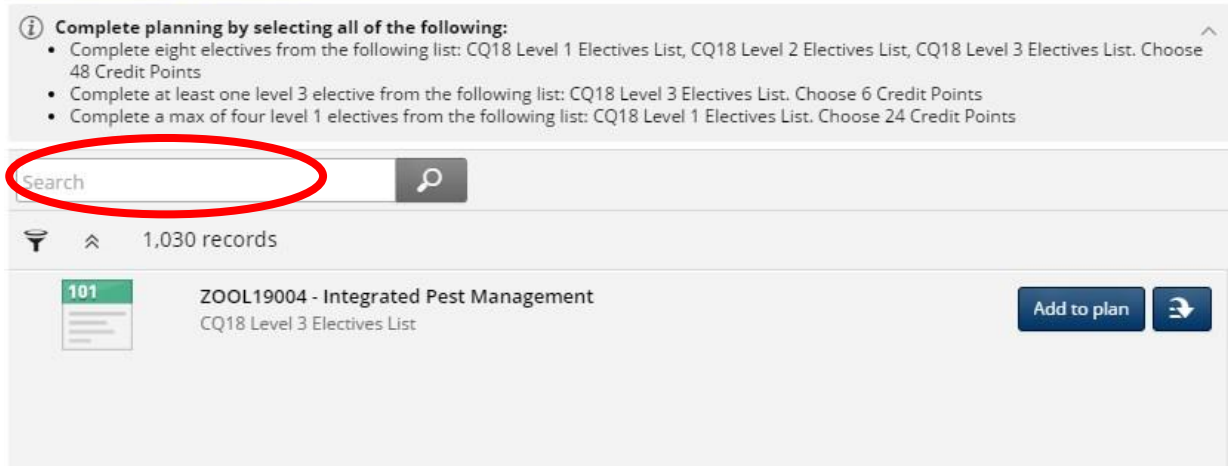
**Note:** Once selected you cannot change your Major in MyCentre, so please choose carefully. Need more help selecting a Major? Visit our [Selecting a Major](#) Instruction Sheet.

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'.

### Complete eight electives



**Complete planning by selecting all of the following:**


- Complete eight electives from the following list: CQ18 Level 1 Electives List, CQ18 Level 2 Electives List, CQ18 Level 3 Electives List. Choose 48 Credit Points
- Complete at least one level 3 elective from the following list: CQ18 Level 3 Electives List. Choose 6 Credit Points
- Complete a max of four level 1 electives from the following list: CQ18 Level 1 Electives List. Choose 24 Credit Points

Search

1,030 records

**101** ZOOL19004 - Integrated Pest Management  
CQ18 Level 3 Electives List

Add to plan

When you have located the elective you wish to add, select 

**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.




Bachelor of Information Technology

- Complete one major
  - Planning Complete
  - CQ18\_APPDEVLP - Application Development Major
    - Remove
    - Complete eight electives
      - Select
      - MRKT11028 - Digital Marketing
        - View
        - Remove
      - MRKT11029 - Marketing Fundamentals
        - View
        - Remove

## 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 .

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.

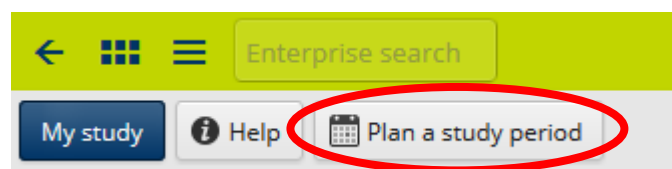
**Note:** Altering the sequence of units may extend the number of terms needed to complete your course. If in doubt, contact a [Course Advisor](#) before altering the recommended study plan.

**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](#).

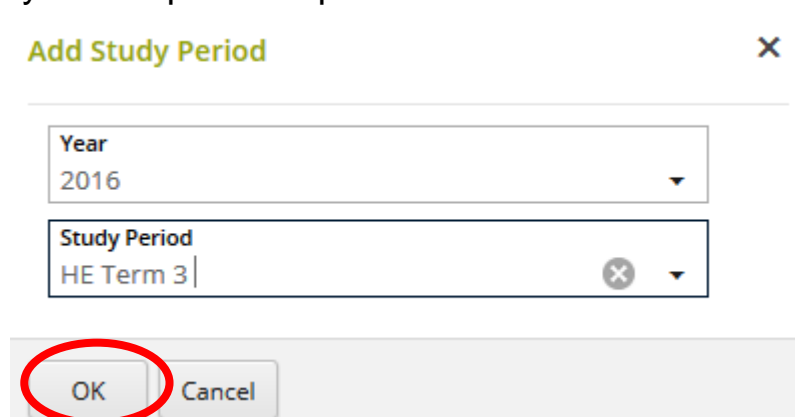
## Plan a Study Period

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.

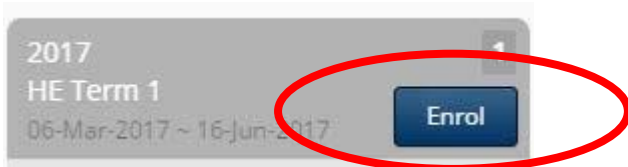


You will now need to select the year and study period you wish to add by the drop down options and click ok.

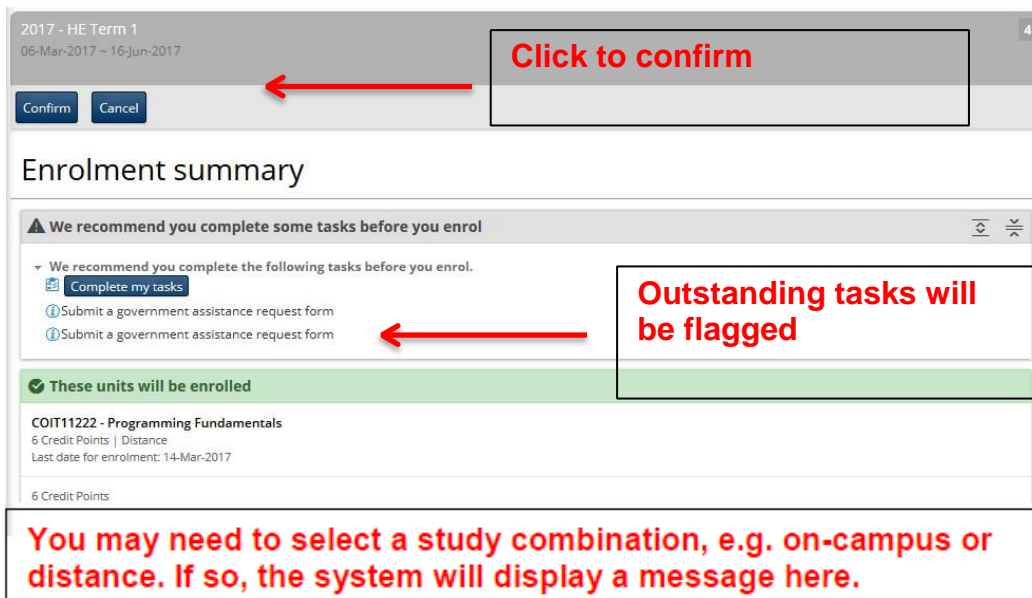
A screenshot of a dialog box titled 'Add Study Period' with a close button (X) in the top right corner. The dialog contains two dropdown menus. The first is labeled 'Year' and has '2016' selected. The second is labeled 'Study Period' and has 'HE Term 3' selected. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red.

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!**

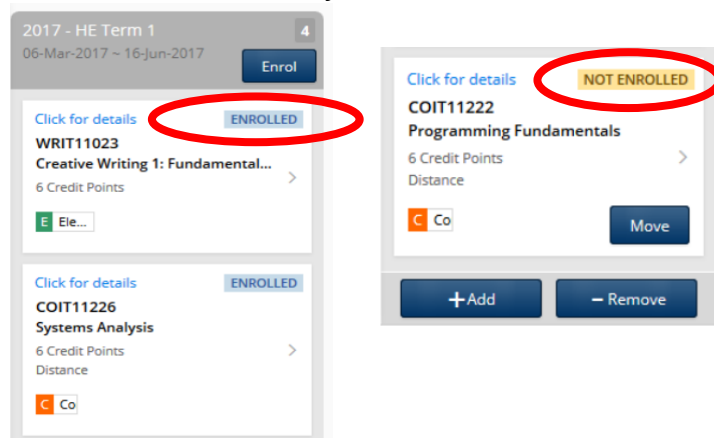
To finalise your enrolment, select  from the top of the relevant column.



You will arrive at a confirmation page.



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



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