

INSTRUCTION SHEET MYCENTRE

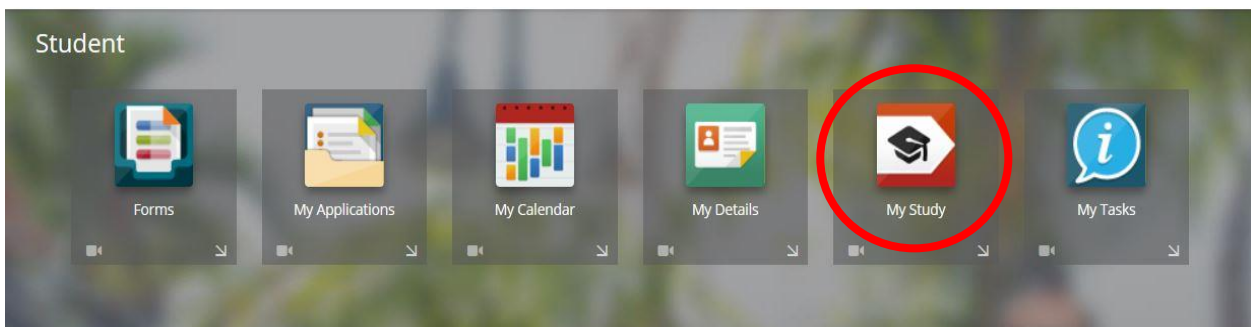


BE WHAT YOU WANT TO BE

cqu.edu.au

Swap a unit

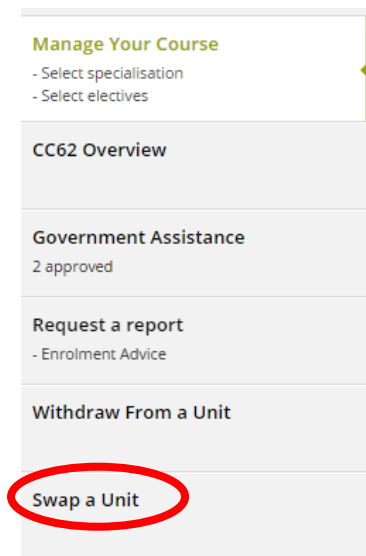
To swap a unit, log in to mycentre.cqu.edu.au with your student number and password. Then select 'My Study' from the home page selection menu.



You will arrive at either your 'Academic History' or the 'Manage Your Course' page.

If you arrive at the 'Academic History' page click [Manage your course](#)

From the 'Manage Your Course' page, select the 'Swap a Unit' tab.



Swap a unit

This document is uncontrolled when printed.

This screen will show unit/s that you are currently enrolled into and which units are available to swap.

If the unit you wish to swap from is available, click 'Swap this Unit'.

Swap a Unit

Search

3 records

BLAR12041
Building Materials 2
6 Credit Points
2016 HE Term 3, Distance
Core
AVAILABLE TO SWAP
Swap this Unit

BLAR12057
Commercial Construction
6 Credit Points
2016 HE Term 2, Distance
Core
LAST DATE TO WITHDRAW HAS PASSED

You will then see 'Selected' appear next to your chosen unit.

BLAR12041
Building Materials 2
6 Credit Points
2016 HE Term 3, Distance
Core
SELECTED

Click the 'Next' button to continue to **Step 1**.

You now need to select an available unit to swap into.

Swap from BLAR13042 More Previous Next

Select the Unit and study combination to swap into.

Step 1
Select a unit to swap into
Select a unit to swap into

Step 2
Select a Study Combination

Step 3
Confirmation

Search

3 records

BLAR13035 - Building Contract Administration
6 Credit Points
2017 HE Term 2, Distance
Swap into this Unit

BLAR13040 - Building Life Cycle Maintenance
6 Credit Points
2017 HE Term 2, Distance
Swap into this Unit

Once the unit has been selected, click 'next' to move to **Step 2**.

Swap from BLAR13042
Select the Unit and study combination to swap into.

More < Previous **Next** >

Step 1
Select a unit to swap into

Step 2
Select a Study Combination

Step 3
Confirmation

Select a unit to swap into

Search

3 records

BLAR13035 - Building Contract Administration **SELECTED**
6 Credit Points
2017 HE Term 2, Distance

You will now need to select a study combination. You will see a list of study modes and study periods for your chosen unit.

Select a Study Combination

Search

2 records

| Availability Year | Study Period | Location | Attendance Mode | |
|-------------------|--------------|----------|-----------------|---------------|
| 2016 | HE Term 3 | Distance | Distance | Select |
| 2017 | HE Term 3 | Distance | Distance | Select |

Once you have selected your chosen availability click 'Select'.

This will then take you to **Step 3** to confirm the swap. If this is correct, click 'Finish'.

Note: If you do not wish to continue with the Swap, click the cancel option from the 'More' drop-down menu at this stage.

More < Previous **Finish**
Cancel

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

Note: When you have successfully swapped your unit, the unit you have withdrawn from will no longer appear on your Study Plan. You will need to re-add the unit to your Study Plan if you wish to complete it at a later stage. To do this, please refer to the **Enrol in MyCentre** instruction sheet.