

INSTRUCTION SHEET

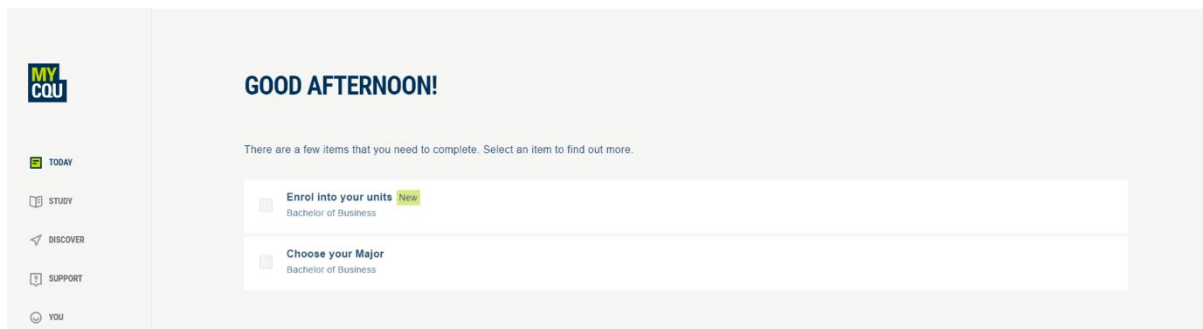


BE WHAT YOU WANT TO BE

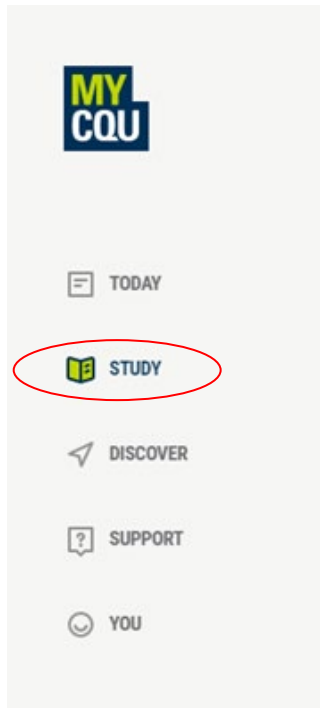
cqu.edu.au

Swap a unit

To swap a unit, 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.



Swap a unit

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From the *Manage My Course* section, you will see 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*.

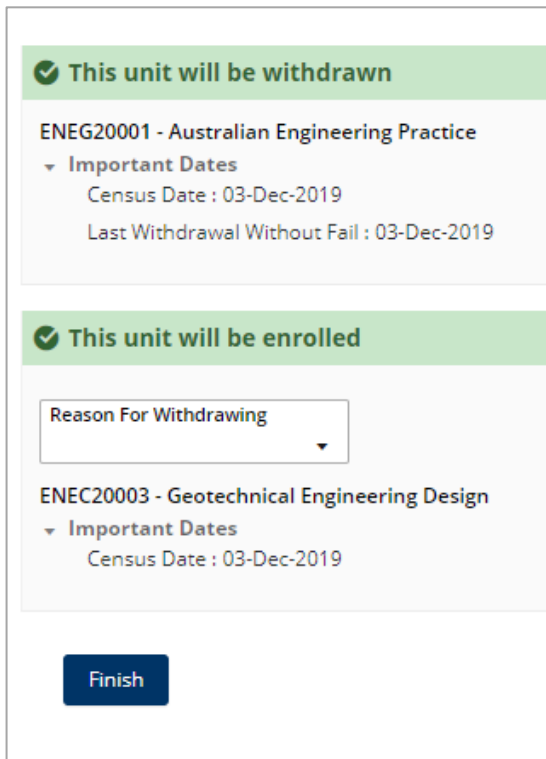
You now need to select an available unit to swap into.

Click the *Swap into this unit* button to select a new unit.

Once the unit has been selected, click the *Next* button at the top right of the screen to move to the next step.

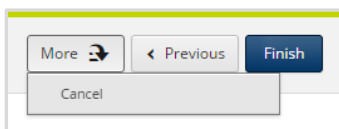
You will now need to select a study combination from the list of study modes and study periods for your chosen unit. Click the *Select* button to continue with your selection and the *Next* button at the top of the screen to proceed.

This will then take you to the confirmation page. If this is correct, click *Finish*.



The screenshot shows a confirmation page with two main sections. The first section, titled "This unit will be withdrawn", lists "ENEG20001 - Australian Engineering Practice" and shows "Important Dates" with "Census Date : 03-Dec-2019" and "Last Withdrawal Without Fail : 03-Dec-2019". The second section, titled "This unit will be enrolled", features a "Reason For Withdrawing" dropdown menu, followed by "ENEC20003 - Geotechnical Engineering Design" and "Important Dates" with "Census Date : 03-Dec-2019". A blue "Finish" button is located at the bottom of the page.

Note: If you do not wish to continue with the Swap, click the cancel option from the *More* drop-down menu at the top of the page.



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.