

INSTRUCTION SHEET



BE WHAT YOU WANT TO BE

cqu.edu.au

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 the MyCQU Student Portal 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*.

Select the *Plan & Enrol into Units* option from the *Manage Course* menu or select the green *Plan and Enrol* button.

MY CQU

BACHELOR OF NURSING

CL91 Online

0 / 144 Credit Points

ADMITTED Status

MANAGE COURSE ▾

- Plan & Enrol into Units ↗
- Select Major/Minor/Electives ↗
- Swap Units ↗
- Withdraw Units ↗
- Class Registration ↗

PLAN AND ENROL ↗

Now it's time to plan and enrol in cc university's student management s

Enrol in a unit

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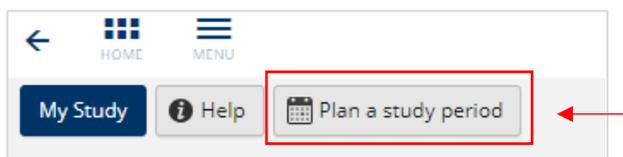
The plan and enrol section pre-plans units into recommended terms. Many courses allow students to change this recommended study sequence in order to study part time or alter the units in each term. However, you may be studying a course that doesn't allow this.

If you are permitted to alter your study sequence, it's easy to drag and drop units into the unscheduled section.

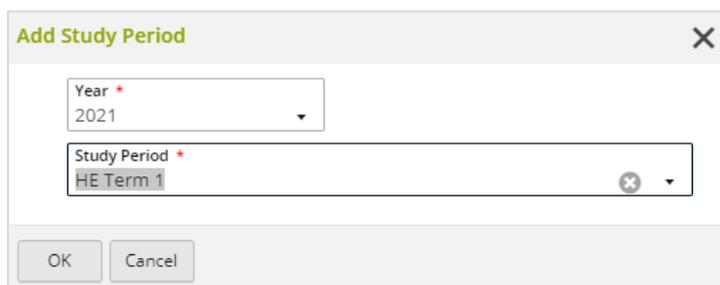
Note: Altering the sequence of units may extend the number of terms needed to complete your course. If in doubt, contact a [Course Advisor](#) before altering the recommended study plan.

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.



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

A screenshot of a dialog box titled 'Add Study Period' with a close button (X) in the top right corner. It contains two input fields: 'Year *' with a dropdown menu showing '2021', and 'Study Period *' with a dropdown menu showing 'HE Term 1'. At the bottom, there are 'OK' and 'Cancel' buttons.

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

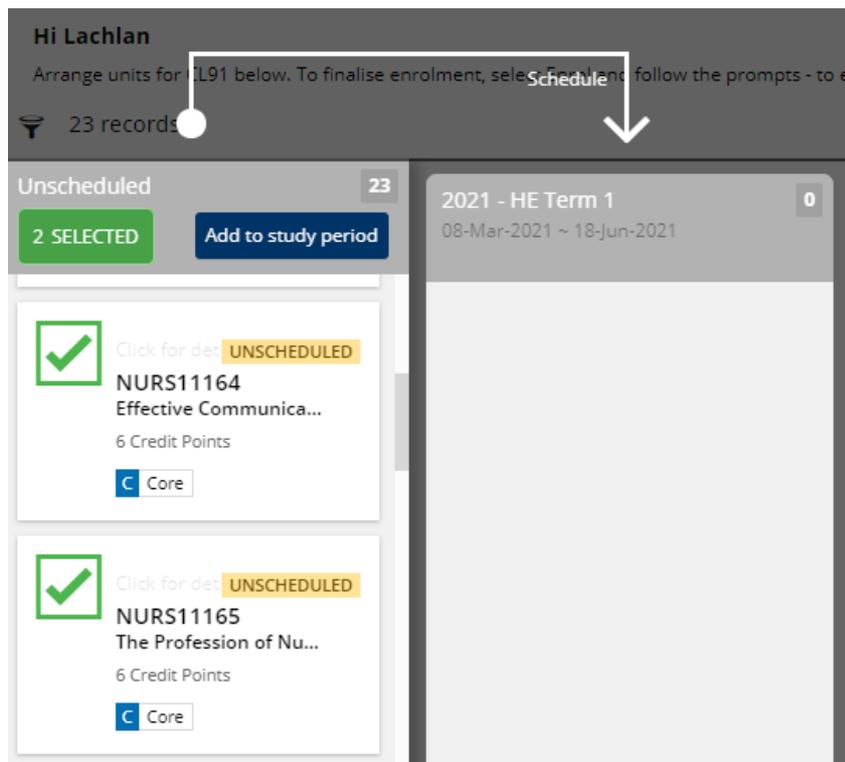
This can be done by dragging and dropping the units across, or you can select multiple units at a time from the unscheduled column by pressing the *Add* button on the study period.



Enrol in a unit

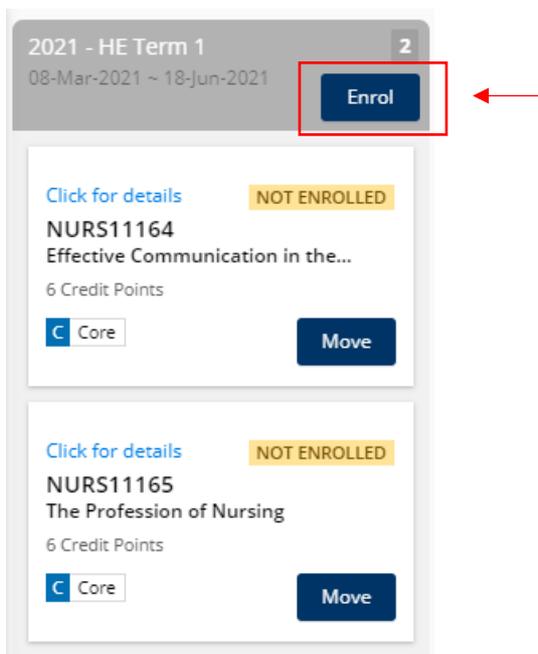
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Tick the box next to the units you wish to add and select *Add to study period*.



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.



Enrol in a unit

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You will arrive at a confirmation page.

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.

2021 - HE Term 1
08-Mar-2021 ~ 18-Jun-2021

Confirm ← Cancel → **Confirm to proceed**

Enrolment Summary

There are outstanding tasks that need to be completed before you can enrol.
Please scroll down for further details relating to your enrolment.

! You have tasks that need to be completed before you can enrol

- ▼ You must complete the following task before you enrol
 - Complete my tasks** ← **Outstanding tasks will be flagged here**
 - Agree to the latest version of the terms and conditions
- ▼ We recommend you complete the following task before you enrol:
 - Only for students studying in a Regional University Centre, please nominate which Centre you use.

! Complete your mandatory tasks before enrolling into any of these units

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. ← **Select a study combination here (if required)**

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

2021 - HE Term 1 2
08-Mar-2021 ~ 18-Jun-2021 **Enrol**

[Click for details](#) **ENROLLED**

NURS11164
Effective Communication in the...
6 Credit Points

C Core

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

Enrol in a unit

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