

# INSTRUCTION SHEET

## MyCentre

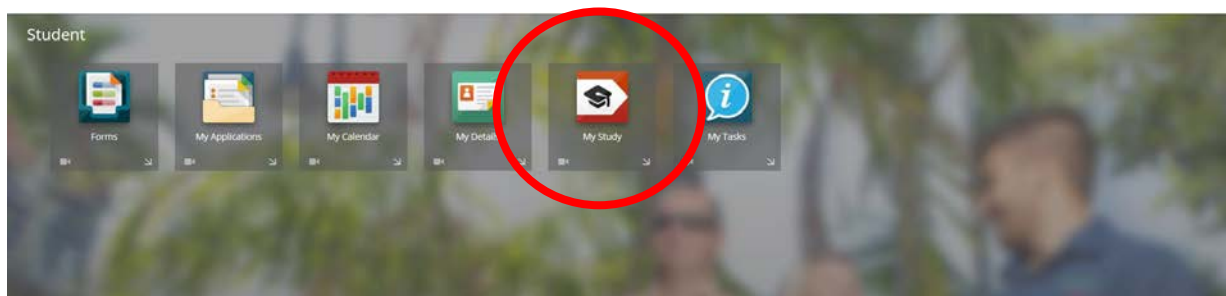


BE WHAT YOU WANT TO BE

[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

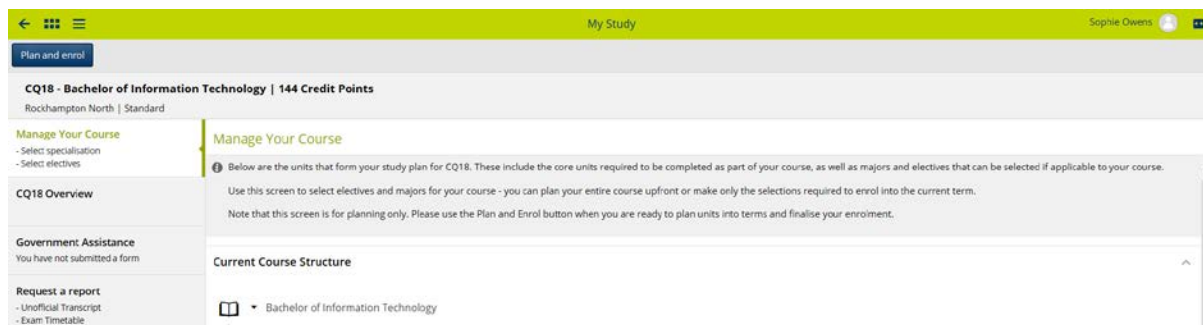
Terminology changes can be found at [www.cqu.edu.au/mycentre](http://www.cqu.edu.au/mycentre).

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.

#### **Enrol in MyCentre**

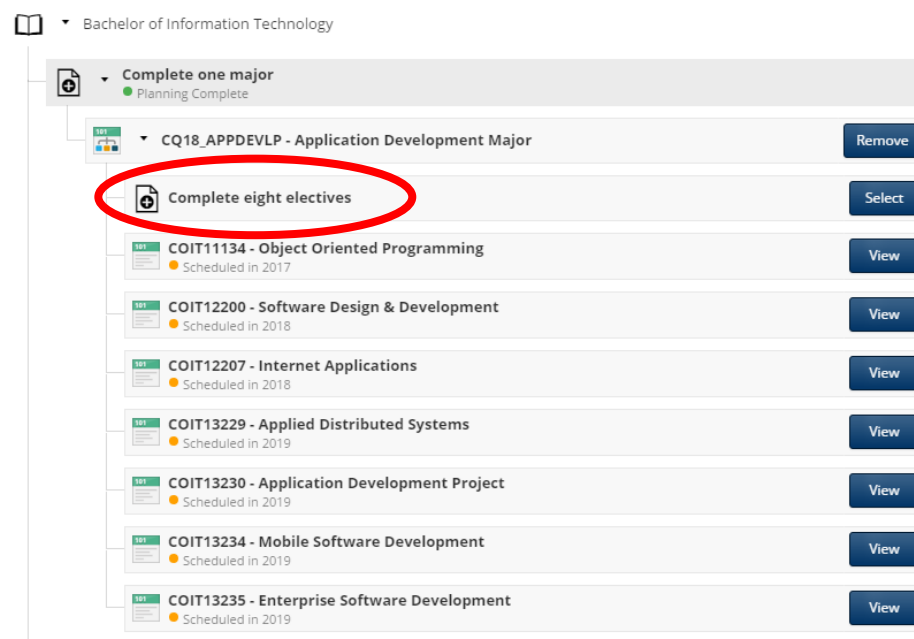
This document is uncontrolled when printed.



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:**

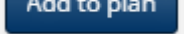
- Complete eight electives from the following list: CQ18 Level 1 Electives List, CQ18 Level 2 Electives List, CQ18 Level 3 Electives List. Choose 48 Credit Points
- Complete at least one level 3 elective from the following list: CQ18 Level 3 Electives List. Choose 6 Credit Points
- Complete a max of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

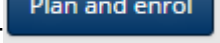
Complete eight electives

MRKT11028 - Digital Marketing  
Unscheduled

MRKT11029 - Marketing Fundamentals  
Unscheduled

## 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 .

### Enrol in MyCentre

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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.

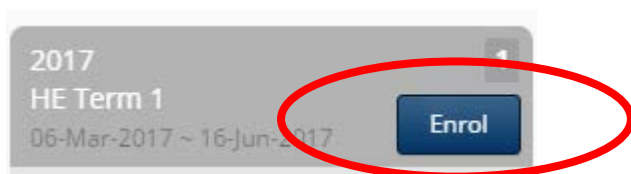
If you are permitted to alter your study sequence, it's easy to drag and drop units into the 'Unscheduled' section. If not, please skip ahead.

**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.

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!**

**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](#).

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



You will arrive at a confirmation page.

2017 - HE Term 1  
06-Mar-2017 ~ 16-Jun-2017

**Click to confirm**

Confirm Cancel

### Enrolment summary

**⚠ We recommend you complete some tasks before you enrol**

▼ We recommend you complete the following tasks before you enrol.

- 📄 Complete my tasks
- 📄 Submit a government assistance request form
- 📄 Submit a government assistance request form

**Outstanding tasks will be flagged**

✔ These units will be enrolled

**COIT11222 - Programming Fundamentals**  
6 Credit Points | Distance  
Last date for enrolment: 14-Mar-2017

6 Credit Points

**You may need to select a study combination, e.g. on-campus or distance. If so, the system will display a message here.**

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

2017 - HE Term 1  
06-Mar-2017 ~ 16-Jun-2017

Enrol

Click for details **ENROLLED**

**WRIT11023**  
Creative Writing 1: Fundamental...  
6 Credit Points

E Ele...

Click for details **ENROLLED**

**COIT11226**  
Systems Analysis  
6 Credit Points  
Distance

C Co

Click for details **ENROLLED**

**COIT11238**  
Networked Infrastructure Found...  
6 Credit Points

C Co

Click for details **NOT ENROLLED**

**COIT11222**  
Programming Fundamentals  
6 Credit Points  
Distance

C Co

Move

+ Add - Remove

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