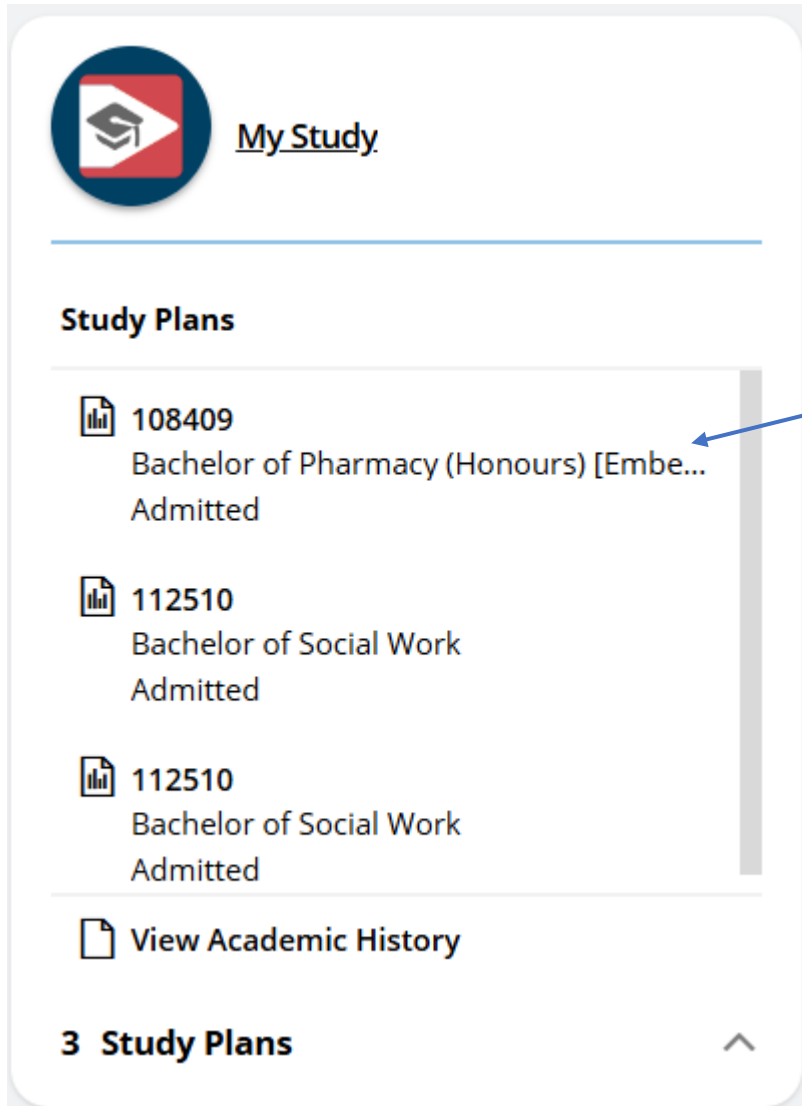


# MyStudent– Enrolment

Quick Reference Guide



# MyStudent – plan your subjects and enrol in My Study



The **My Study** tile shows all the courses you are admitted to.

Select the course you want to enrol in to open the **Manage My Course** window.

View your academic history by either clicking on the My Study tile heading or selecting View Academic History.

Manage My Course provides an overview of your course structure.

←
Enterprise Search

Plan and enrol Academic history

### 15019908 | Miss Sonny Beach

112510 - Bachelor of Social Work | 96 Credit Points | Townsville Bebegu Yumba | Standard

**Manage My Course**  
Choose things to do  
View current course status

---

**112510 Overview**  
Plan your subjects  
Check results  
View Handbook

---

**Government Assistance**  
1 approved

---

**Self Service Reports**  
- Academic Transcript  
- Enrolment Advice  
- Fee Statement

---

**Withdraw From a Subject**  
Withdraw before census date  
Financial and/or academic penalties may ...

### Manage My Course

**i** The course structure lists all the components of your course. Click the **Select** button to choose components to add to your study plan. Click **Remove** to change your selection.  
[Show less](#)

**Current Course Structure**

- ▼ Bachelor of Social Work

  - i**

WS2513 - Community Work

Core, 0, 3 Credit Points Unscheduled

View
  - +**

▼ Select 3 credit points from Level 1 PL, SS, SY, CU or CY subjects or a subject approved by the Course Coordinator

✓ Selection Made

View
  - ✓

SS1010 - Australian People: Indigeneity and Multiculturalism

Option, Enrolled in 2025, Trimester 3, Townsville Bebegu Yumba

View
  - +**

▼ Select 3 credit points from Level 1 PL, SS, SY, CU or CY subjects or a subject approved by the Course Coordinator

✓ Selection Made

View
  - i**

CU1000 - English for Academic Purposes

Option, Not enrolled. Scheduled in 2028, Trimester 1, Townsville Bebegu Yumba

View
↻
  - +**

▼ Select 3 credit points from Level 1 PL, SS, SY, CU or CY subjects or a subject approved by the Course Coordinator

✓ Selection Made

View
  - i**

CU1022 - Developing Academic Skills

Option, Not enrolled. Scheduled in 2028, Trimester 1, Townsville Bebegu Yumba

View
↻
  - +**

▼ Select 3 credit points from Level 2 or 3 PL, SS, CY, IA, SY subjects or WS2008 or a subject approved by the Course Coordinator

✓ Selection Made

View
  - i**


PL3250 - Australia and World Politics

Option, Not enrolled. Scheduled in 2028, Trimester 2, Townsville Bebegu Yumba


View
↻

In **Manage My Course**, subjects will show as:


**Not enrolled** (unscheduled or scheduled into study periods)

 **WS2512 - Organisational Practice**  
Core, 0, 3 Credit Points Unscheduled



**Enrolled** (green tick)

 **SS1010 - Australian People: Indigeneity and Multiculturalism**  
Option, Enrolled in 2025, Trimester 3, Townsville Bebegu Yumba

**Passed** (black tick)

 **PC1001 - Human Anatomy and Physiology 1**  
Core, Passed in 2025, Trimester 1, Cairns Nguma-bada, - Pass\*


**Selection Required** (orange exclamation) – you have options to choose

 **Select a major**  
 Selection Required

Where a selection is required, e.g. select a major, click the blue **Select** button. This opens another window for you to select from the options and add subjects to your plan.



Select 9 credit points from Level 2 or 3 PL, SS, CY, IA, SY subjects or WS2008 or a subject approved by the Course Coordinator

 Selection Required

Select

When you click the **Select** button to choose subjects, another window appears to the right. Select your subjects in the check boxes and **Add to plan**.

## Manage My Course

**i** The course structure lists all the components of your course. Click the **Select** button to choose components to add to your study plan. To change your choice, click **Remove** button if available otherwise use the dropdown arrow next to the **View** button to remove.

[Show less](#)

### Current Course Structure



▼ Bachelor of Social Work

	Select 9 credit points from Level 2 or 3 PL, SS, CY, IA, SY subjects or WS2008 or a subject approved by the Course Coordinator <b>Selection Required</b>	Select
	WS2010 - Women, Power and Society Core, 0, 3 Credit Points Unscheduled	View
	WS2512 - Organisational Practice Core, 0, 3 Credit Points Unscheduled	View
	WS2513 - Community Work Core, 0, 3 Credit Points Unscheduled	View
	WS2515 - Professional Skills for Social Work Practice Core, 0, 3 Credit Points Unscheduled	View
	WS3005 - Evidence Informed Practice Core, 0, 3 Credit Points Unscheduled	View

## Manage My Course



Select 9 credit points from Level 2 or 3 PL, SS, CY, IA, SY subjects or WS2008 or a subject approved by the Course Coordinator

### **i** Selection - 9 Credit Points must be selected

- i** Choose 9 Credit Points from the following list:
- Level 2 subjects

[Show less](#)

Search



1 SELECTED

Add to plan



31 records.

Select all

CY2001 - Perspectives on Criminology

Level 2 subjects  
3.0 Credit Points

Add to plan



CY2002 - Youth Deviance

Level 2 subjects  
3.0 Credit Points

Add to plan



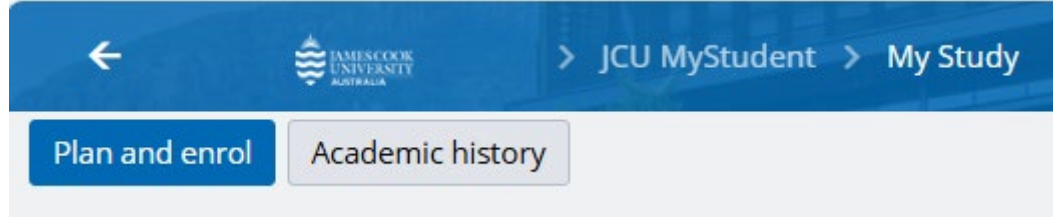
CY3456 - Crime Prevention and Community Safety

Level 2 subjects  
3.0 Credit Points

Add to plan



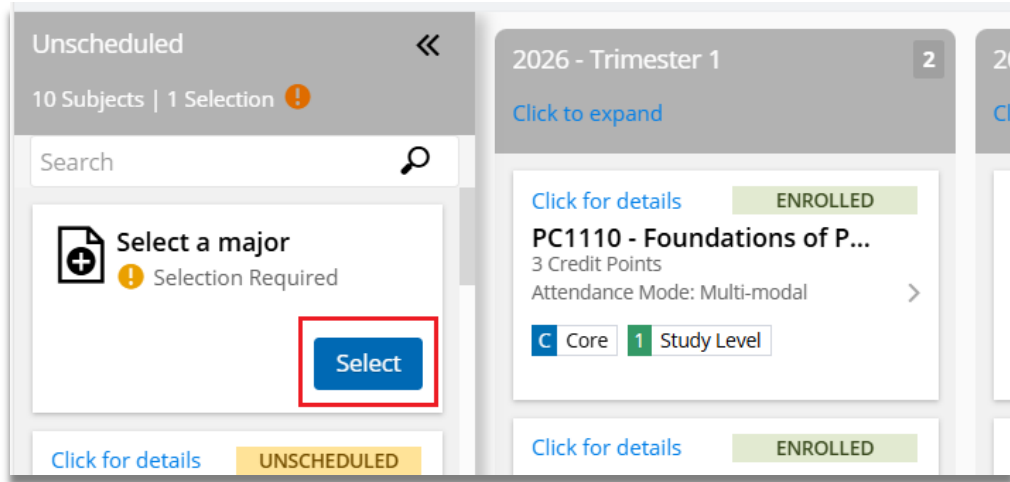
To schedule your subjects into study periods and enrol, go to **Plan and enrol**.



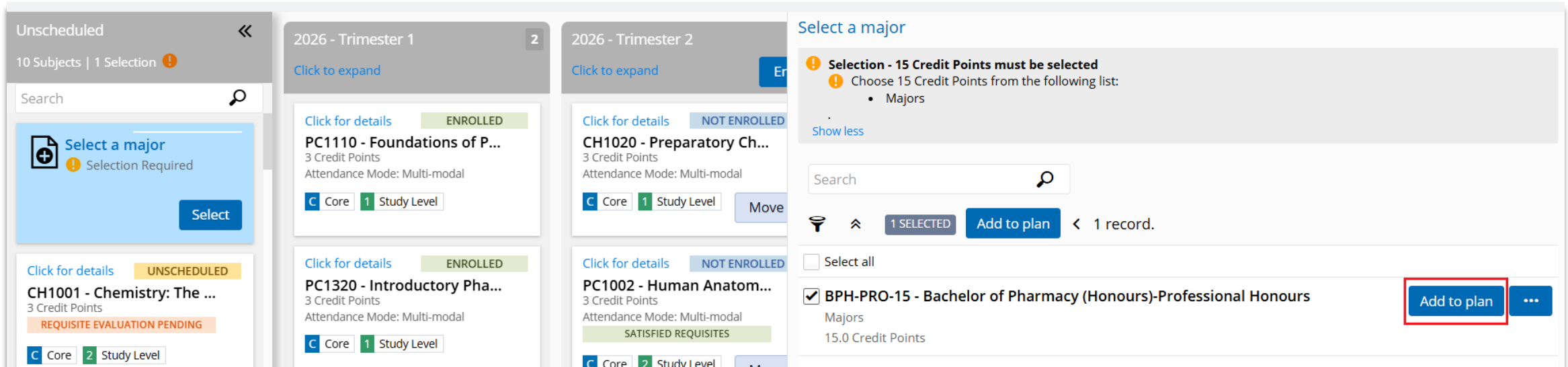
You'll see subjects in the **Unscheduled** column on the left and may see subjects already scheduled into their study periods in the study period columns.

7

You can also add subjects to your plan in the Plan and Enrol window.

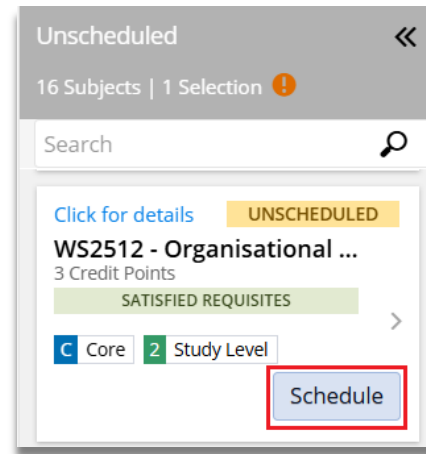


Click on the **Select** button where you see a selection required. This opens a window to the right where you can tick the box to select and then **Add to plan**.

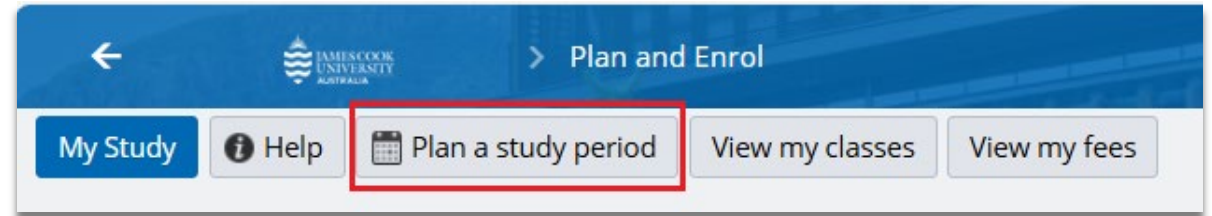


8 In **Plan and Enrol**, there are several ways to schedule your subjects into study periods.

1. In the **Unscheduled** column, click **Schedule** on the individual subject cards, or



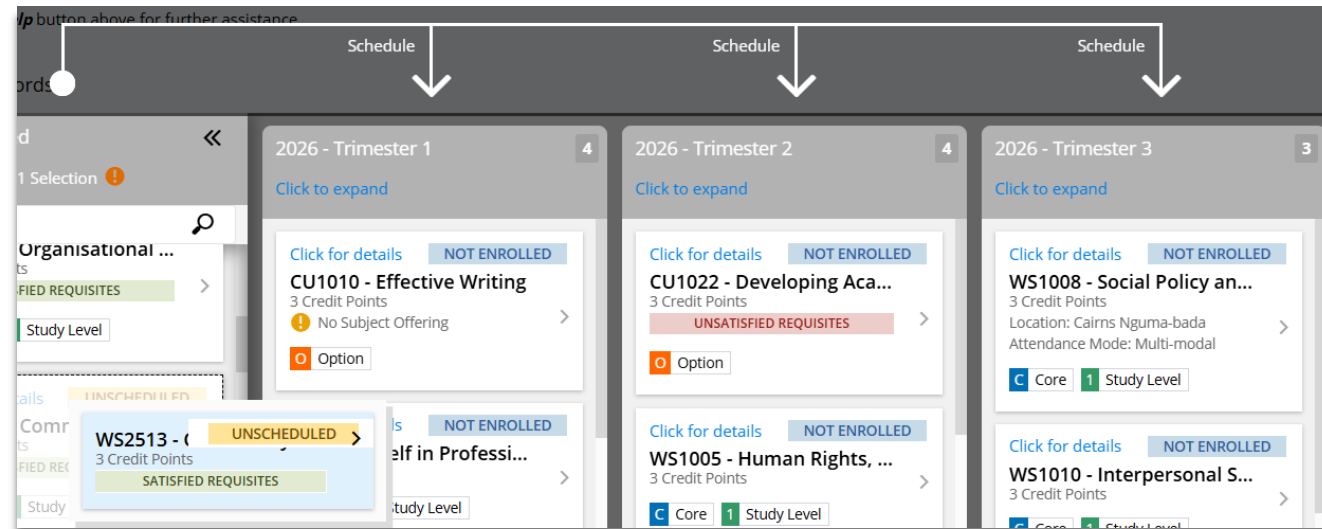
2. Go to the **Plan a study period** button at the top of the window to schedule subjects into a particular study period, or



3. Drag and drop subjects into study periods.

Note: if your subjects aren't scheduled into study periods for future years and you are unable to schedule them, e.g. you see this message:

**No years available to select from**, you will need to wait until enrolments open for that year. Check the [enrolment page](#) for details.



You can also use the **+Add** and **-Remove** buttons at the bottom of a study period column to to:



Add unscheduled subjects to that study period.

A screenshot of a web application interface for course selection. At the top, there is a search bar with '17 records' and a 'Schedule' button. Below this, there are two columns representing study periods: '2026 - Trimester 1' and '2026 - Trimester 2'. The '2026 - Trimester 2' column is active, showing a list of subjects. On the left, there is a sidebar with a search bar and a 'Select a major' section. The 'Add to study period' button is highlighted in blue. The subject 'CH1001 - Chemis...' is selected with a green checkmark. The '2026 - Trimester 2' column has a '+Add' button at the bottom.

Remove scheduled (but not enrolled) subjects from that study period.

A screenshot of the same web application interface, but now showing the 'Remove' process. The '2026 - Trimester 2' column is active, and the 'Unschedule' button is highlighted in blue. The subject 'CH1020 - Preparatory Ch...' is selected with a green checkmark. The 'Remove' button is highlighted in blue. The '2026 - Trimester 2' column has a 'Cancel "Remove"' button at the bottom.

Tick the subject check box and select either the **Add to study period** or **Remove** button.

10 Where there are multiple subject offerings available, e.g. different campuses, you may need to select an offering:

The screenshot shows a user interface for enrolling in a subject. At the top, it says "2026 - Trimester 2" and "2026 - Trimester 2" with a "2" in a grey box. Below that is "Click to expand" and an "Enrol" button. The subject is "CH1020 - Preparatory Chemistry" with "3 Credit Points". A "Subject Offering" dropdown menu is highlighted with a red box. Below the dropdown are "Core" and "Study Level 1" tags, and a "Move" button. In the background, another subject "Pharmacy Practice 1" is visible with "5 CREDIT POINTS" and "SATISFIED REQUISITES". A dropdown menu for "Subject Offering" is open, showing a table of offerings:

Location	Attendance Mode	Availability Description
Cairns Nguma-bada	Multi-modal	Multi-modal
Mackay	Multi-modal	Multi-modal
Townsville Bebegu Yumba	Multi-modal	Multi-modal

Click on the drop-down arrow to make a selection.

The screenshot shows a warning message box with a title "2 WARNINGS" and a close button. The message contains two warnings:

- ⚠ There are multiple subject offerings for CH1020 in 2026 Trimester 2. Please select a subject offering when enrolling.
- ⚠ There are multiple subject offerings for PC1002 in 2026 Trimester 2. Please select a subject offering when enrolling.

You'll see this warning message when trying to enrol before a subject offering has been selected.

You may see an **Unsatisfied Requisites** message on a subject card in Plan and Enrol. This means that there are other subjects you are required to complete before enrolling in this subject. Click on the card for more information:

Click for details NOT ENROLLED

**PC2550 - Evidence in Pha...**  
3 Credit Points  
Attendance Mode: Multi-modal

**UNSATISFIED REQUISITES**

**C** Core **5** Study Level Move

**PC2550**  
Evidence in Pharmacy Practice Part 2 of 2  
2026 Trimester 2, Cairns Nguma-bada

<b>Start Date</b>	18-May-2026
<b>End Date</b>	22-Aug-2026
<b>Credit Points</b>	3

**Prerequisites**  
A prerequisite is a unit that you must study before you can enrol in the next, associated unit. Most commonly, this is because the pre-requisite unit gives you the knowledge you need to take the next unit.

- ✗ PC2540 - Evidence in Pharmacy Practice Part 1 of 2
- ✓ and Admission into parent study package code 108409 - Bachelor of Pharmacy (Honours) [Embedded]

2026 - Trimester 2

Confirm Cancel

**Further action required**

**PC2550 - Evidence in Pharmacy Practice Part 2 of 2** Request a waiver  
3 Credit Points  
Earliest Enrolment via MyStudent: 01-Aug-2025  
Last Enrol Date via MyStudent: 24-May-2026  
Teaching Census: 11-Jun-2026  
Last Withdrawal Without Fail: 03-Jul-2026

▼ **Reasons why you cannot enrol**

- ! You have not satisfied the following pre-requisite(s) for this subject:
  - PC2540 - Evidence in Pharmacy Practice Part 1 of 2 (not satisfied)
  - and Admission into parent study package code 108409 - Bachelor of Pharmacy (Honours) [Embedded] (satisfied)

If requisites have not yet been met and you attempt to enrol, you'll see this **Further action required** message.

If you believe you have undertaken equivalent study, work experience or have other reasons why the requisites should be waived, you can fill out and submit the **Request a waiver** form.

Click on the **Enrol** button to enrol in all subjects scheduled into a study period.

The screenshot displays the 'Plan and Enrol' interface for a student named Sonny. The page is titled 'Plan and Enrol' and shows the following details:

- Program:** 112510 - Bachelor of Social Work
- Location:** Townsville Bebegu Yumba
- Liability Category:** C'wealth Supported
- Attendance Mode:** On-campus
- Load Category:** Full Time

Instructions: Select and plan your subjects. Plan a study period for unscheduled subjects. Select **Enrol** to confirm your enrolment in the study period.

Links to enrolment resources are found here: [Singapore](#) [Brisbane](#) [All other campuses](#) Link to [Singapore Timetable](#)

Click the **Help** button above for further assistance.

29 records.

The interface shows a grid of subject cards for three trimesters (2026 - Trimester 1, 2, and 3). Each card displays subject details, credit points, and options. A red box highlights the **Enrol** button on the '2026 - Trimester 1' card.

If the Enrol button does not appear, enrolments may not yet be open for that study period, or you may have a sanction. Go to My Details for sanction information.

Once you've selected Enrol, the Enrolment Summary window will show any tasks you need to complete before finalising your enrolment. Click on **Complete my tasks**.

2026 - Trimester 1

Confirm
Cancel

## 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

  - ⚠ Provide Unique Student Identifier details
- ▾ We recommend you complete the following task before you enrol:

  - 📘 Submit a government assistance request form

**⚠ Complete your mandatory tasks before enrolling into any of these subjects**

CU1010 - Effective Writing


There may be other reasons you are not able to enrol, check for descriptions underneath subjects in the Enrolment Summary:

**SS2222 - Foundations of Social Research Methods**  
3 Credit Points

▾ **Additional reasons why you cannot enrol**


- ⚠ There are no subject offerings available. Enrolment opens on 30-Dec-2025.
- ⚠ Requisite evaluation pending: Select a Subject Offering to evaluate Requisites
  - 9 Credit Points in study package code(s) : \_\_% (requisite evaluation pending)

To check your enrolment, go back to Manage My Course. Enrolled subjects will appear with a green tick.



▼ Select 3 credit points from Level 1 PL, SS, SY, CU or CY subjects or a subject approved by the Course Coordinator

✓ Selection Made



**SS1010 - Australian People: Indigeneity and Multiculturalism**

Option, Enrolled in 2025, Trimester 3, Townsville Bebegu Yumba

Or, request an **Enrolment Advice** from the My Study Self Service Reports window. A list of your enrolled subjects will be emailed to you.

**Manage My Course**  
Choose things to do  
View current course status

---

**112510 Overview**  
Plan your subjects  
Check results  
View Handbook

---

**Government Assistance**  
1 approved

---

**Self Service Reports**  
- Academic Record  
- Enrolment Advice  
- Fee Statement

**Self Service Reports**

^ Available Reports

*i* The following reports are available for you to request

*i* **Academic Record**

An academic record contains details of your completed subjects (including results) as well as any current enrolments.

Request

*i* **Enrolment Advice**

The enrolment advice displays details of your currently enrolled subjects.

Request

*i* **Fee Statement**

A fee statement is available for students at Australian campuses and includes a history of financial transactions. It may include tuition fees, services fee and administrative fees.

Request

# MyStudent – Withdrawing From Subjects

← JAMES COOK UNIVERSITY AUSTRALIA > JCU MyStudent > My Study

Plan and enrol Academic history

**15019908 | Miss Sonny Beach**  
112510 - Bachelor of Social Work | 96 Credit Points | Townsville Bebegu Yumba | Standard

**Manage My Course**  
Choose things to do  
View current course status

**112510 Overview**  
Plan your subjects  
Check results  
View Handbook

**Government Assistance**  
1 approved

**Self Service Reports**  
- Academic Transcript  
- Enrolment Advice  
- Fee Statement

**Withdraw From a Subject**  
Withdraw before census date  
Financial and/or academic penalties may ...

**Withdraw From a Subject**

**i Use this section to withdraw from one or more subjects**

Subjects that can be withdrawn are displayed below with a check box. Select the checkbox, then **Confirm** to proceed to the confirmation step.

Enrolled Subjects you cannot withdraw from are displayed, together with the reason you cannot withdraw from them.

If you do not have access to withdraw from your subject, contact the enrolments team for your campus via email:

[Singapore](#)  
[Brisbane](#)  
[All other campuses](#)

**i 1 subject(s) will be withdrawn**

**Confirm**

**Bachelor of Social Work**

**WS1008 - Social Policy and Social Development**  
**Core, Enrolled in 2025, Trimester 3, Townsville Bebegu Yumba**  
Census Date : 09-Oct-2025  
Last Withdrawal Without Fail : 24-Oct-2025

**SS1010 - Australian People: Indigeneity and Multiculturalism**  
Option, Enrolled in 2025, Trimester 3, Townsville Bebegu Yumba  
Census Date : 09-Oct-2025  
Last Withdrawal Without Fail : 24-Oct-2025

To withdraw from an enrolled subject, go to My Study, **Manage My Course** and select the **Withdraw From a Subject** tab.

# MyStudent – Withdrawing From Subjects

*i* 1 subject(s) will be withdrawn

**Confirm**

Bachelor of Social Work

<input checked="" type="checkbox"/>	<p>WS1010 - Interpersonal Skills</p> <p>Core, Enrolled in 2025, Trimester 3, Townsville Bebegu Yumba</p> <p> <b>Census Date has passed : 09-Oct-2025</b></p> <p> <b>Last Withdrawal Without Fail : 24-Oct-2025</b></p>
<input type="checkbox"/>	<p>WS1007 - Lifespan Development and Psychology for Social Welfare Practice</p> <p>Core, Enrolled in 2026, Trimester 1, JCU Online</p> <p> Census Date : 19-Feb-2026</p> <p> Last Withdrawal Without Fail : 06-Mar-2026</p>

Tick the subject you want to withdraw.

Red warnings appear if the [census date](#) and/or the [last date for withdrawal without fail](#) has passed.

MyStudent will not allow you to withdraw after the [Last Date to Withdraw](#) for the study period.

For details on penalties for withdrawing after these dates, see [Withdraw from subjects or your course](#).

**Withdrawal Summary** ✕

Reason For Withdrawing  
Personal reasons

You have selected the following subject for withdrawal

WS1010 - Interpersonal Skills

**Important Dates**

- Census Date : 09-Oct-2025
- Last Withdrawal Without Fail : 24-Oct-2025

OK Cancel

Select **Confirm** to withdraw. A withdrawal summary appears, where you are required to select a reason for withdrawing. Select **Ok**.