

MyStudent Guide



Welcome to MyStudent

MyStudent is your easy-to-use student portal for managing your studies. From planning your course and enrolling in subjects to updating your personal details and checking your timetable, everything you need is in one place.

This guide will help you:

- **Navigate the dashboard** and understand the key tiles like **My Study**, **My Details**, and **My Tasks**.
- **Complete mandatory steps** before enrolment, such as confirming your personal details and submitting required forms.
- **Plan and enrol in your subjects** using your study plan as a guide.
- **Stay on track** with important dates, class schedules, and fee information.

Note for Singapore students: whilst you will see the My Class Registrations and My Finances tiles on your MyStudent dashboard, class registration is not currently available to either campus and MyFinances is not available to Singapore students. Please refer to [Calendars & Timetable](#) and [Tuition Fees](#).

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Signing in to MyStudent

Use this link to log into MyStudent via the JCU Single Sign On (SSO) button: [https://jcu.t1cloud.com/T1Default/CiAnywhere/Web/JCU/LogOn/\\$S1_STU](https://jcu.t1cloud.com/T1Default/CiAnywhere/Web/JCU/LogOn/$S1_STU)

Your home dashboard

The MyStudent dashboard is your central hub for managing your university life. It's designed to be intuitive, task-focused, and tailored to help you stay on top of everything from enrolment to finances.

The screenshot displays the JCU MyStudent dashboard interface. At the top, there is a blue header with the JCU logo on the left, a search bar labeled "Enterprise Search" in the center, and a user profile on the right showing "Sonny Beach Student" with a "MORE" dropdown menu. Below the header is a wide banner image of a university campus. The main content area is titled "JCU MyStudent" and contains five primary panels:

- My Details:** Includes fields for My Email (sonny.beach@mystudent.com.au), My Phone, My Address, and My Other Contact, with a "View my details" link.
- My Study:** Shows "Study Plans" with one entry: "112510 Bachelor of Social Work Admitted" and a "View Academic History" link.
- My Class Registrations:** Under "Open Registrations", it states "No classes are available for registration".
- My Finances:** Under "My Finances", it lists "View my finances", "Make a general payment", "Make a partial payment", and "Manage outstanding payments". It also shows "No outstanding payments".
- My Tasks:** Under "Summary", it shows "Due Soon" and "No data available". It also indicates "0 Awaiting response".

Key Features

My Tasks

This tile shows all the administrative tasks you need to complete before enrolling. Tasks are split into two tabs:

- Summary: Lists all outstanding tasks.
- Due Soon: Highlights tasks with upcoming deadlines.

Mandatory tasks must be completed before you can proceed to the next step.

My Details

- View and update your personal, cultural, and contact information.
- View your sanctions and scholarships (if applicable).
- View and download your Commonwealth Assistance Form (domestic students only).
- Submit available forms.

My Study

- Access your course information, academic progress,
- Plan your subjects, enrol and withdraw subjects.
- View your results.
- View your Graduation details and confirm ceremony attendance.
- Request an unofficial academic record, enrolment advice or fee statement.

My Class Registration (not currently available for Singapore students)

My Finances (not currently available for Singapore students)

My Calendar

- See key academic dates.

Forms

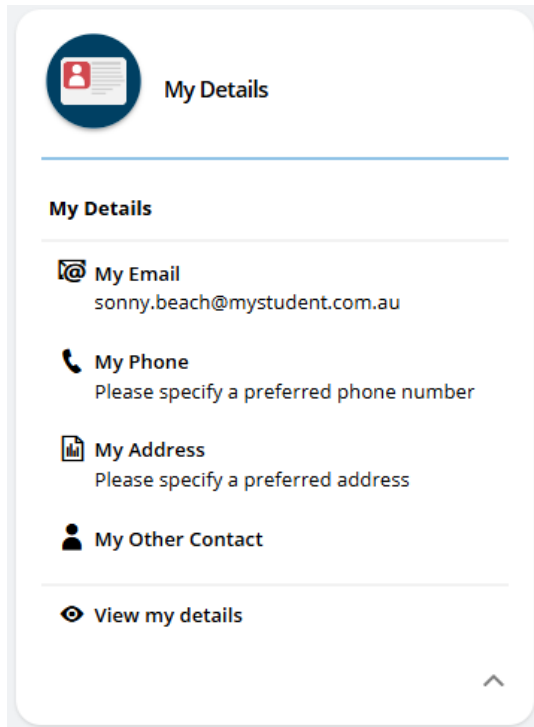
- Submit requests and applications directly through the portal.

My Applications and Offers

- Submit direct JCU applications and respond to course offers.

My Details

The My Details tile provides you with a centralised view of your personal information and any scholarships and/or sanctions you may have.



You can access a quick summary directly from the My Details tile on the MyStudent dashboard - use the scroll bar on this tile in the dashboard for a quick view of the information JCU has for you.

Or, click the **tile heading** or **View my details** for the full view.

Sections available in My Details are:

- Contacts
- Educational Background
- Sanctions
- Scholarships
- Communication
- Forms

Select the relevant tab on the left to go to a section.

Summary

Mandatory fields in the My Details Summary window are:

- Confirm disability details
- Confirm semester address
- Confirm phone number

← JCU MyStudent > My Details Enterprise Search

15019908 - Miss Sonny Beach
Australian | 08-May-1997 (28)

Summary Save

Name Change Reason
Not entered

Citizenship and Cultural Details

<p>Student Cultural Details</p> <p>Country of Birth AUSTRALIA</p> <p>Main Language Spoken at Permanent Home Residence * English Only</p> <p>Aboriginal or Torres Strait Islander No</p>	<p>Student Citizenship Details</p> <p>Citizenship Australian</p> <p>Citizenship / Residency Status Australian</p> <p>Main Citizenship Country AUSTRALIA</p> <p>Dual Citizenship Country</p>
--	--

Contacts
6 Sandstorm Way
Cairns, QLD, 4870
AUSTRALIA
sonny.beach@gmail.com
Please specify a preferred phone nu...

Educational Background

Sanctions
0 Sanctions

Your contacts

To add a contact, select the **+ Add** button. Update an existing contact by selecting the **Edit** button.

← JCU MyStudent > My Details Enterprise Search

15019908 - Miss Sonny Beach
Australian | 08-May-1997 (28)

Summary **+ Add**

Contacts

Search

8 records.

	@ sonny.beach@gmail.com Work Email	PREFERRED EMAIL Updated 05-Sep-2025	Edit
	@ sonny.beach@mystudent.com.au Personal Email	Updated 05-Sep-2025	Edit
	04037345678 Work Phone	Updated 09-Sep-2025	

Contacts
6 Sandstorm Way
Cairns, QLD, 4870
AUSTRALIA
sonny.beach@gmail.com
Please specify a preferred phone nu...

Educational Background

Sanctions
3 Sanctions

Communication
1 system-issued document


Deleting contacts


Only other contacts can be deleted, you will be able to edit your personal contact information but not delete. Click the three buttons next to Edit and then Delete.

Contacts + Add

Search

9 records.

 **Sandie Shore** Updated 09-Sep-2025
Emergency Contact 2 (Parent)
Mobile Phone
0411852963

 Home Residential

Edit ...


Delete


Email addresses

By default, your JCU email is ticked as preferred for all JCU communication.

Educational Background

This section displays your academic history. All fields in this section are **view-only**.

←  JCU MyStudent > My Details

 **15019908 - Miss Sonny Beach**
Australian | 08-May-1997 (28)

Summary

Contacts
6 Sandstorm Way
Cairns, QLD, 4870
AUSTRALIA
sonny.beach@gmail.com
04037345678

Educational Background

^ Australian (or Equivalent) Study

Highest School Level Completed
Not Applicable

Year


Student Number


Year 12 School

State

Sanctions


Sanctions requiring action are listed in the Sanctions tab in My Details. Select the red button to view the details.


←  > JCU MyStudent > My Details


 **15019908 - Miss Sonny Beach**
Australian | 08-May-1997 (28)

Summary

Contacts

 6 Sandstorm Way
Cairns, QLD, 4870
AUSTRALIA

 sonny.beach@gmail.com

 04037345678

Educational Background

Sanctions
1 Sanction

Summary

^ **Student Details**

Student ID
15019908

Title
Miss

Family Name
Beach

Given Name
Sonny

Middle Name/s

Preferred Name

For more details about the types of sanctions and how to resolve them, please see [Types of Sanctions](#).

Communication

The Communication window lists any important correspondence from JCU.

The screenshot shows the JCU MyStudent My Details page. The top navigation bar includes a back arrow, the JCU logo, the text 'JCU MyStudent > My Details', an 'Enterprise Search' box with a magnifying glass icon, a user profile icon, and a menu icon. Below the navigation bar, the user's profile information is displayed: '15019908 - Miss Sonny Beach', 'Australian | 08-May-1997 (28)'. The left sidebar contains several sections: 'Summary', 'Contacts' (with address: 6 Sandstorm Way, Cairns, QLD, 4870 AUSTRALIA; email: sonny.beach@gmail.com; and a note to specify a preferred phone number), 'Educational Background', 'Sanctions' (0 Sanctions), 'Scholarships', 'Communication' (1 system-issued document, highlighted with a red box), and 'Forms' (2 available forms). The main content area is titled 'Communication' and features a search bar. Below the search bar, it indicates '1 record.' and lists a document: '2025 Commonwealth Assistance Notice' with a status of 'ISSUED' and a timestamp of '15-Sep-2025 12:24:27'. A 'View' button is next to the document title. A blue box labeled 'Has Attachment' is positioned below the document title. A 'Communication Preferences' button is located in the top right corner of the main content area.

You can also download a PDF copy:

Commonwealth Assistance Notice



Commonwealth Assistance Notice 51425431501990815-Sep-202512 24 24.pdf



Download original

View attachment details





Forms


The Change of Personal Details and used for submitting your USI to JCU are available in the My Details Forms tab. Select the **Fill out** button to complete and submit a form.

The screenshot shows the 'My Details' page in the JCU MyStudent system. The top navigation bar includes the JCU logo, 'JCU MyStudent > My Details', and an 'Enterprise Search' field. The user's profile is shown as 'Australian'. The left sidebar contains sections for Summary, Contacts (with email JCUWEEKLY@jcu.edu.au and a note to specify a preferred phone number), Educational Background, Sanctions (0 Sanctions), and Communication. The 'Forms' tab is highlighted in the sidebar and contains the text '1 available form'. The main content area is titled 'Forms' and features a search bar with a dropdown menu, a search icon, and a close icon. Below the search bar, it indicates '1 record.' and lists a form titled 'Request for Unique Student Identifier' with a sub-label 'Request for Unique Student Identifier'. A 'Fill out' button and a three-dot menu are visible at the bottom right of the form entry.




Scholarships

If you have a scholarship, you'll see this tab, displaying the name of your scholarship, the start and end dates, and the status.

←  > JCU MyStudent > My Details Enterprise Search   

 **15019908 - Miss Sonny Beach**
Australian | 08-May-1997 (28)

Summary



Contacts
 6 Sandstorm Way
Cairns, QLD, 4870
AUSTRALIA
 sonny.beach@gmail.com
 Please specify a preferred phone nu...

Educational Background

Sanctions
0 Sanctions

Scholarships

Scholarships

Search  

🔼 2 records.

JCU Access Scholarship WITHDRAWN

Access scholarships are for new full-time, undergraduate students dealing with financial hardship.

Start Date	End Date
01-Jul-2023	31-Dec-2023

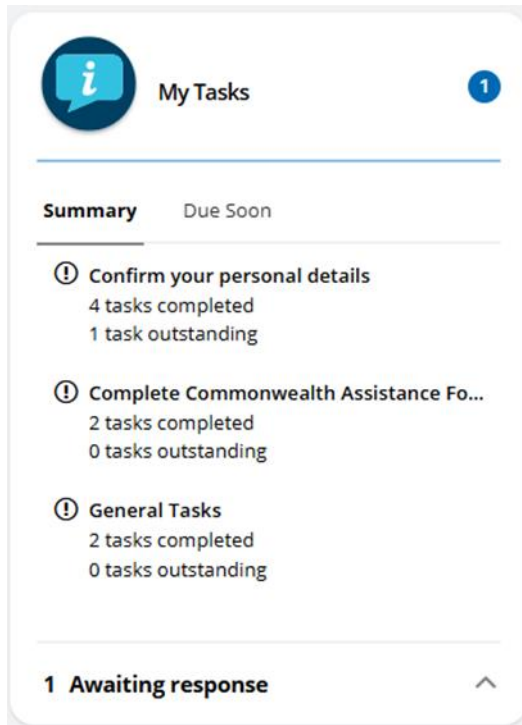
Commonwealth Prac Payment ACTIVE

The Commonwealth Prac Payment offers nursing, midwifery, teaching and social work students support while they're undertaking mandatory placements.

Start Date	End Date
01-Jan-2025	

My Tasks

My Tasks shows a summary of the administrative tasks you need to complete before enrolling and any other tasks JCU has assigned to you.



There are two tabs on the tile:

- Summary - outstanding tasks to complete
- Due soon - tasks assigned to specific dates, due to be completed soon.

Completing tasks

Clicking on the My Tasks tile from the MyStudent dashboard takes you to the Task Wizard (or Complete My Tasks window).

Tasks you need to complete are listed in the column on the left-hand side. These can be things like:

- Confirm personal details, cultural details, disability details, parents' education background, etc
- Provide your USI, alternate ID details
- Commonwealth Assistance Forms
- Fee payments
- Any other tasks

Mandatory and recommended tasks may be listed here. Mandatory tasks must be completed before you can move to the next step.

Complete My Tasks



Tasks marked as 'mandatory' must be completed

More ▾ < Previous Next >

- Step 1**
Confirm your personal details before enr...
- Step 2
Please provide your Unique Student Iden...
- Step 3
Please complete your Commonwealth As...

Confirm your personal details

i Please click **'Respond'** to review and confirm each item in your personal details. Once all items are cleared, this step will be finalised.
If these details are no longer correct, you can update and save them while responding or you can visit your [My Details](#) screen to make changes.
[Show less](#)

  1 record.

Provide your parents' or guardians' educational background

Requested today
Due on 03-February-2026

MANDATORY

Respond

Complete the tasks by clicking on the **Respond** button on the right-hand side:



Selecting **Respond** will open the details on the right-hand side of the screen:

← JCU MyStudent > My Tasks Enterprise Search

Complete My Tasks

Tasks marked as 'mandatory' must be completed

More < Previous

Step 1
Confirm your personal details before enr...

Step 2
Please complete your Commonwealth As...

Step 3
General Tasks

Confirm your personal details

Please click '**Respond**' to review and confirm your personal details. You will be prevented from enrolling if these details are not confirmed. If these details are no longer correct, use a form or visit your [My Details](#) screen to update them. NOTE some details cannot be changed, in this case please click [here](#) to update your personal details.
[Show less](#)

1 record.

Provide your parents' or guardians' educational background MANDATORY

Requested Monday
Due on 29-September-2026

Respond

Confirm your personal details ×

Response Save

Enter your parents' or guardians' educational background using the form below.
[Show less](#)

Parent / Guardian Education Details

Parent / Guardian 1 - Gender

Parent / Guardian 1 - Highest Educational Attainment *

Parent / Guardian 2 - Gender

Parent / Guardian 2 - Highest Educational Attainment

An error message will display if there are more tasks to be completed before moving to the next step.

1 ERROR

Please complete all mandatory tasks to progress to the next step.

must be completed

Confirming your semester residential address is a mandatory task. Click the **Update** button to open the details and change your address.

Response

Confirm

i Please **confirm** your address displayed below. If these details are no longer correct, click '**update**' and use the form to update them.
[Show less](#)

^ Contact Details

^ 1 record.



Semester Residential

5 Sandstorm Way
Cairns, QLD, 4870
AUSTRALIA

Updated 21-Aug-2025

Update

If no changes are required, click **Confirm**. Then, click **Save** and **Confirm**.

When you have completed a task in the Task Wizard, a green tick will appear for that step and you can move onto the next step.

Complete My Tasks

Tasks marked as 'mandatory' must be completed

Step 1

Confirm your personal details before enr...



Your

i Pl
[Show](#)

Step 2

Please provide your Unique Student Iden...



Step 3

Please complete your Commonwealth As...

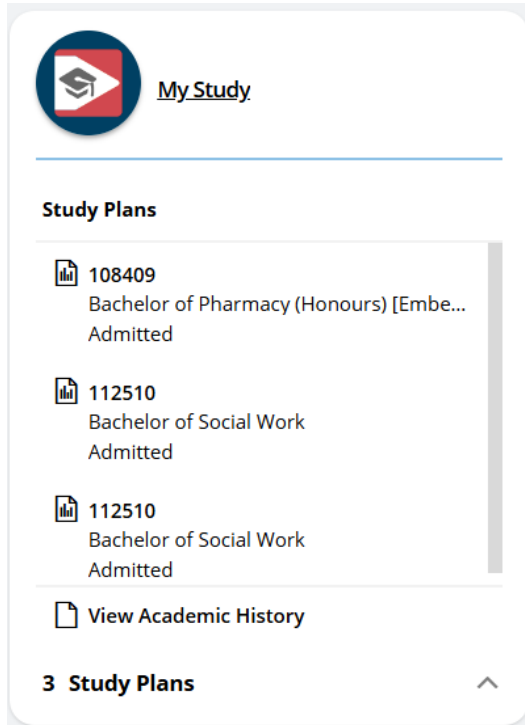
Prov
Requ
Due c

Step 4

General Tasks

My Study

My Study is where you manage your enrolment.



The My Study tile shows study plans for all admitted courses.

Selecting the **My Study heading** at the top of the tile shows your **academic history**.

Select an individual course study plan to go to the **Manage My Course** window for that course.

My Study includes the following sections:

- Manage my course
- Overview
- Graduation (if applicable)
- Government Assistance
- Self Service Reports. e.g. academic transcript
- Withdraw from a Subject

Developing your study plan

Manage My Course provides an overview of your course structure.

You can make choices here to develop your study plan before enrolling. Any subjects that require a selection are listed here and selections can be made from this window.

- Click on **Select** in the choice line
- Select your subjects
- **Add to Plan.**

Note: subjects listed here may not display in year level order. View the subject details before adding to your study plan.

The screenshot shows the 'Manage My Course' page for the course 15019908 | Miss Sonny Beach. The page is divided into several sections:

- Plan and enrol** (highlighted with a red box) and **Academic history** tabs.
- 15019908 | Miss Sonny Beach** header with course details: 112510 - Bachelor of Social Work | 96 Credit Points | Townsville Bebegu Yumba | Standard.
- Manage My Course** (highlighted with a red box) section with sub-sections:
 - 112510 Overview**: Plan your subjects, Check results, View Handbook.
 - Government Assistance**: 1 approved.
 - Self Service Reports**: Academic Record, Enrolment Advice, Fee Statement.
 - Withdraw From a Subject**: Withdraw before census date, Financial and/or academic penalties may ...
- Manage My Course** main content area:
 - Informational message: "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." (with [Show less](#) link).
 - Warning message: "You cannot enrol because you have an active sanction on your account. Your results are being withheld due to an existing sanction." (with [Show less](#) link).
 - Current Course Structure** section:
 - Bachelor of Social Work** (dropdown menu):
 - 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** button.
 - Select 9 credit points from Level 1 PL, SS, SY, CU or CY subjects or a subject approved by the Course Coordinator. Selection Required. **Select** button.
 - WS2010 - Women, Power and Society. Core, 0, 3 Credit Points Unscheduled. **View** button.
 - WS2121 - Aboriginal and Torres Strait Islander Skills and Frameworks for Practice. Core, 0, 3 Credit Points Unscheduled. **View** button.

My Study subject symbols


Subjects will show as:


Not enrolled - unscheduled or scheduled into study periods (blue exclamation)


Enrolled - showing the enrolled study period (green tick)



Exempt, Credited or Passed - subject completed (black tick)

Selection Required - you have subject options to choose (orange exclamation)

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

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













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

 **Select a major**
 Selection Required

View subject information in **Manage My Course** for unscheduled subjects by selecting the blue View button:

Manage My Course

Manage My Course

Yumba	
 WS2121 - Aboriginal and Torres Strait Islander Skills and Frameworks for Practice Core, Not enrolled. Scheduled in 2026, Trimester 2, Townsville Bebegu Yumba	View
 WS2511 - Professional Ethics Core, Not enrolled. Scheduled in 2026, Trimester 2, Townsville Bebegu Yumba	View
 WS2010 - Women, Power and Society Core, Not enrolled. Scheduled in 2026, Trimester 3, Townsville Bebegu Yumba	View
 WS2214 - Eco Social Justice Core, Not enrolled. Scheduled in 2026, Trimester 3, Townsville Bebegu Yumba	View
 WS2515 - Professional Skills for Social Work Practice Core, Not enrolled. Scheduled in 2026, Trimester 3, Townsville Bebegu Yumba	View
 WS2512 - Organisational Practice Core, Not enrolled. Scheduled in 2027, Trimester 1, Townsville Bebegu Yumba	View
 WS3505 - Field Education 1: Part 1 of 2 Core, Not enrolled. Scheduled in 2027, Trimester 1, Townsville Bebegu Yumba	View
 SS2222 - Foundations of Social Research Methods Core, Not enrolled. Scheduled in 2027, Trimester 2, Townsville Bebegu Yumba	View
 WS3025 - Group Work Core, Not enrolled. Scheduled in 2027, Trimester 2, Townsville Bebegu Yumba	View
 WS3506 - Field Education 1: Part 2 of 2 Core, Not enrolled. Scheduled in 2027, Trimester 2, Townsville Bebegu Yumba	View
 WS3005 - Evidence Informed Practice Core, Not enrolled. Scheduled in 2027, Trimester 3, Townsville Bebegu Yumba	View
 WS3027 - Working with Children and Families Core, Not enrolled. Scheduled in 2027, Trimester 3, Townsville Bebegu Yumba	View

WS2121


Aboriginal and Torres Strait Islander Skills and Frameworks for Practice

2026 Trimester 2, Townsville Bebegu Yumba


Credit Points 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.

 Admission into parent study package code 103804 - Master of Social Work (Professional Qualifying)


OR

 9 Credit Points in study package code(s) : __1%, and category type = Undergraduate Subject

Requisite Evaluation Pending: Select a Subject Offering to evaluate Requisites


Corequisites

A corequisite is a unit of study which has to be completed concurrently with another.

 There are no corequisites for this unit.


Antirequisites

Units that are anti-requisites of each other contain similar content and cannot be used towards degree requirements. You will be unable to enrol in a subject if you have already completed any of the anti-requisites listed or have planned units scheduled at the same time.

 There are no antirequisites for this unit.

Other Requisites

The other requisites require all the non-study package conditions to be marked as satisfied.

 There are no other requisites for this unit.




Confirmed Study Periods

2026 Trimester 2, Cairns Nguma-bada

2026 Trimester 2, Townsville Bebegu Yumba



Subjects requiring a selection

Manage My Course view:

 WS5021 - Advanced Contemporary Practice Core, Not enrolled. Scheduled in 2028, Trimester 3, 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 Required	Select
 WS4201 - Field Education 2: Part 1 of 2 Core, Not enrolled. Scheduled in 2029, Trimester 1, Townsville Bebegu Yumba	View

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 to plan**. Click the **three dots** next to Add to plan to view more information.

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 - 9 Credit Points must be selected**
 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](#)



Once added to your plan, the subjects will appear as **unscheduled** in **Manage my course**.

Click on **View** for subject details and on the **arrow button** to remove a selected subject:

The screenshot shows a course management interface. At the top, there is a header with a plus icon, a dropdown arrow, and the text "Select 9 credit points from Level 1 PL, SS, SY, CU or CY subjects or a subject approved by the Course Coordinator". Below this is a green checkmark and the text "Selection Made". On the right side of the header is a blue "View" button. Below the header is a list of three subjects, each with a warning icon (exclamation mark in a blue circle) and a "View" button. The first subject is "CU1000 - English for Academic Purposes" with "Option, 0, 3 Credit Points" and "Unscheduled" (the word "Unscheduled" is highlighted with a red box). The second subject is "CU1010 - Effective Writing" with "Option, 0, 3 Credit Points" and "Unscheduled". The third subject is "CU1022 - Developing Academic Skills" with "Option, 0, 3 Credit Points" and "Unscheduled". To the right of each subject is a blue "View" button and a blue button with a right-pointing arrow (the arrow button is highlighted with a red box).

Schedule your subjects and enrol

Go to **Plan and enrol** to schedule your subjects into study periods and enrol.

For some undergraduate students, commencing in 2026, your subjects may already be scheduled into study periods for you.

The screenshot shows a navigation bar for JCU MyStudent. The bar is blue and contains a left-pointing arrow, the JCU logo, and the text "JCU MyStudent" and "My Study". Below the bar are two buttons: "Plan and enrol" (highlighted in blue) and "Academic history" (grey).

The Plan and enrol window includes the following at the top of the window:

- The course code and name.
- Your default campus.
- What type of student you are, for example, Commonwealth Supported, International Fee Paying or Domestic Fee Paying.
- Your attendance mode, e.g. internal (on campus) or external (online).
- Your study load category, e.g. full time or part time.
- Any warnings or actions you need to take prior to enrolling.
- Links to enrolment help resources.

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

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.

The bottom half of the **Plan and Enrol** window shows subjects that have not yet been scheduled into a study period (Unscheduled column) and subjects that have already been scheduled into study periods.

The screenshot displays the 'Plan and Enrol' interface, organized into four columns:

- Unscheduled:** Contains 20 subjects with 1 selection. It includes a search bar and a 'Select 9 credit points ...' section with a 'Selection Required' warning and a 'Select' button. Below are three subject cards: 'CU1000 - English for Aca...' (3 Credit Points, UNSCHEDULED, UNSATISFIED REQUISITES, Option, Schedule), and 'CU1010 - Effective Writing' (3 Credit Points, UNSCHEDULED, Option, Schedule).
- 2026 - Trimester 1:** Contains 3 subjects. It includes a 'Click to expand' link and three subject cards: 'WS1006 - Self in Professi...' (3 Credit Points, NOT ENROLLED, Core, 1 Study Level, Move), 'WS1007 - Lifespan Devel...' (3 Credit Points, NOT ENROLLED, Core, 1 Study Level, Move), and 'SS2222 - Foundations of ...' (3 Credit Points, NOT ENROLLED, No Subject Offering, REQUISITE EVALUATION PENDING, Add, Remove).
- 2026 - Trimester 2:** Contains 1 subject. It includes a 'Click to expand' link and one subject card: 'WS1005 - Human Rights, S...' (3 Credit Points, NOT ENROLLED, Core, 1 Study Level, Move).
- 2026 - Trimester 3:** Contains 3 subjects. It includes a 'Click to expand' link and three subject cards: 'WS1008 - Social Policy an...' (3 Credit Points, NOT ENROLLED, Location: Cairns Nguma-bada, Attendance Mode: Multi-modal, Core, 1 Study Level, Move), 'WS1010 - Interpersonal S...' (3 Credit Points, NOT ENROLLED, Core, 1 Study Level, Move), and 'WS2214 - Eco Social Justice' (3 Credit Points, NOT ENROLLED, Add, Remove).

Each subject card includes a 'Click for details' link, a 'NOT ENROLLED' status, and a 'Move' button. The bottom of each column has '+Add' and '- Remove' buttons.

The **Click for details** link on the subject cards opens another window with additional details about the subject:

The screenshot shows the 'Plan and Enrol' page in the JCU MyStudent system. At the top, there is a navigation bar with a back arrow, the JCU logo, and the text 'JCU MyStudent > Plan and Enrol'. On the right, there is an 'Enterprise Search' box and a user profile icon. Below the navigation bar, there are several buttons: 'My Study', 'Help', 'Plan a study period', 'View my classes', and 'View my fees'. A message states: 'You cannot enrol because you have an active sanction on your account.' Below this, there is information about the '112510 - Bachelor of Social Work' program, including location, liability category, attendance mode, and load category. A section titled '2025 - Trimester 3' shows a selection of 3 credit points from Level 1 PL, SS, SY, CU o... with a 'View' button. A subject card for 'WS1008 - Social Policy and Social Development' is highlighted, with a 'Click for details' link circled in red. To the right, a detailed view of the WS1008 subject is shown, including its title, location, start and end dates, census date, credit points, and prerequisites.

33 records.

Unscheduled
2 Subjects | 0 Selections

Search

Click for details UNSCHEDULED
WS2512 - Organisational P...
3 Credit Points
REQUISITE EVALUATION PENDING
C Core 3 Study Level
Schedule

Click for details UNSCHEDULED
WS3505 - Field Education ...
6 Credit Points
REQUISITE EVALUATION PENDING

2025 - Trimester 3
Click to collapse
Select 3 credit points from Level 1 PL, SS, SY, CU o...
✓ Selection Made
View
Click for details
WS1008 - Social Policy and Social Development
3 Credit Points
Attendance Mode: Online
C Core 1 Study Level
ENROLLED

2026 - Trimester 4
Click to expand
Click for details
WS1006 - ...
3 Credit Points
Attendance Mode: Online
C Core 2
Click for details
WS1007 - ...
3 Credit Points
Location: JCU
Attendance Mode: Online
C Core 2

WS1008
Social Policy and Social Development
2025 Trimester 3, Townsville Bebegu Yumba

Start Date	15-Sep-2025
End Date	13-Dec-2025
Census Date	09-Oct-2025
Credit Points	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.

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

1. select the **Plan a study period** button at the top of the window to schedule your unscheduled subjects into the study period(s) you want to enrol in.

This is a close-up screenshot of the navigation bar at the top of the 'Plan and Enrol' page. It features a back arrow on the left, the JCU logo, and the text 'Plan and Enrol' on the right. Below the navigation bar, there are five buttons: 'My Study', 'Help', 'Plan a study period', 'View my classes', and 'View my fees'. The 'Plan a study period' button is highlighted with a red rectangle.

Select the Year and Study Period you are planning for:

Plan a Study Period

Select the Study Period and any Subjects you would like to add to your study plan

Step 1

Select a Study Period

Step 2

Select Subjects

i Add a new Study Period to your plan by indicating when you intend to study.

At the next step, you have the option to select from a list of Subjects that are available to schedule into the new Study Period.

^ Select a Study Period

Year *
2026

Study Period *
Trimester 1

Study Period Date
26-Jan-2026 to 25-Apr-2026

Next >

Select the subjects you want to study in the selected study period by **clicking in the box next to the subject description** and then **Finish**:

Plan a Study Period

Select the Study Period and any Subjects you would like to add to your study plan

Step 1
Select a Study Period

Step 2
Select Subjects

Now that you have selected a Study Period, you can plan which Subjects you would like to study.

Subjects that display 'No Subject Offering' indicate the Subject is not yet available, but it can still be planned.

Click 'Finish' to complete this process. You will be redirected back to the Plan and Enrol screen to see the changes to your study plan.

Search

2 subject(s) will be planned

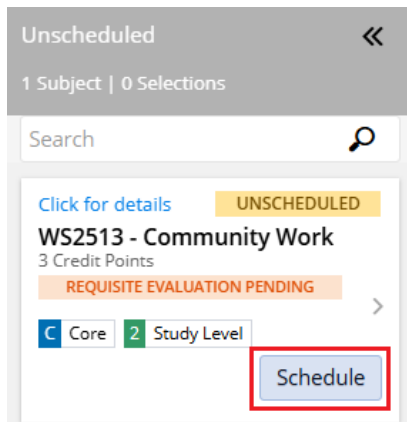
Finish

Bachelor of Social Work

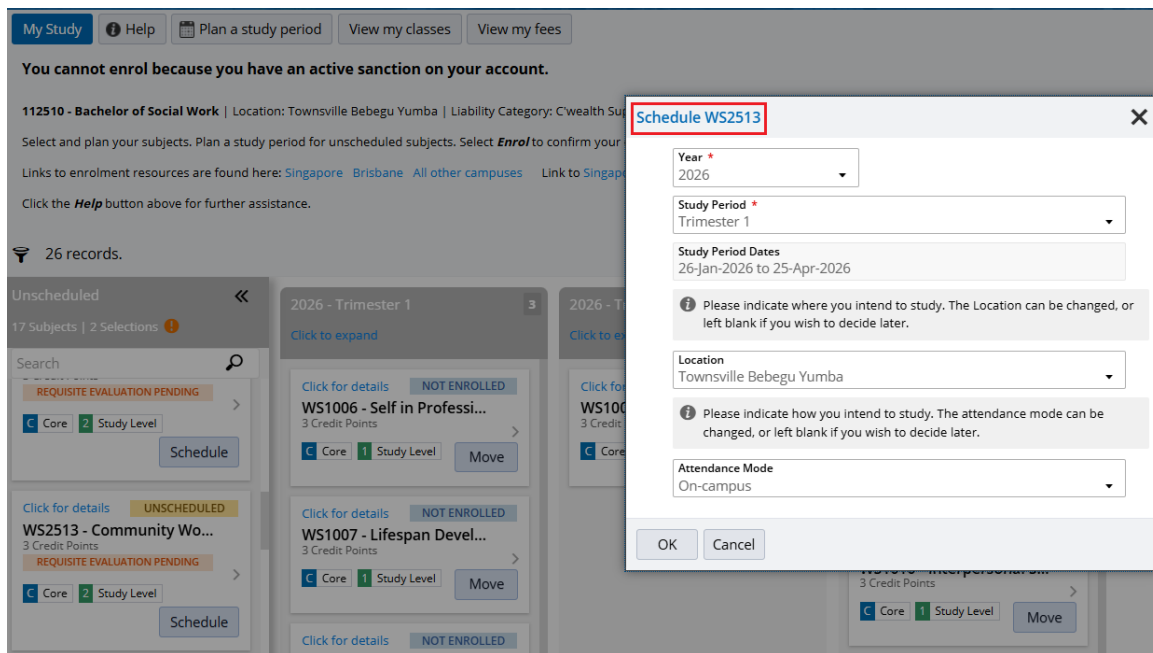
- WS1006 - Self in Professional Helping**
3 Credit Points
Core, 0, 3 Credit Points Unscheduled
- WS1007 - Lifespan Development and Psychology for Social Welfare Practice**
3 Credit Points
Core, 0, 3 Credit Points Unscheduled
- WS2512 - Organisational Practice**
3 Credit Points
Core, 0, 3 Credit Points Unscheduled
Requisite Evaluation Pending

Your chosen subjects appear in the Plan and enrol window, scheduled into the selected study period as **Not enrolled**.

2. You can also schedule subjects into study periods individually by clicking on **Schedule** in the subject card in the Unscheduled column on the left-hand side of the Plan and Enrol window:



Select the Year, Study Period, and confirm campus and attendance mode and click Ok.



My Study

Help

Plan a study period

View my classes

View my fees

You cannot enrol because you have an active sanction on your account.

112510 - Bachelor of Social Work | Location: Townsville Bebegu Yumba | Liability Category: C'wealth Supported | Attendance Mode: Internal | Load Category: Full Time

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.

35 records.

Unscheduled

0 Subjects | 0 Selections

Search

2025 - Trimester 3

4

[Click to expand](#)



Select 3 credit points ...

✓ Selection Made

View

[Click for details](#)

ENROLLED

WS1008 - Social Policy an...

3 Credit Points

Attendance Mode: Online

C Core 1 Study Level

[Click for details](#)

ENROLLED

WS1010 - Interpersonal S...

3 Credit Points

Attendance Mode: Multi-modal

C Core 1 Study Level

+Add

2026 - Trimester 1

3

[Click to expand](#)

[Click for details](#)

ENROLLED

WS1007 - Lifespan Development and Psychology for Social ...

3 Credit Points

Location: JCU Online

Attendance Mode: Online

C Core 2 Study Level

[Click for details](#)

NOT ENROLLED

WS2513 - Community Work

3 Credit Points

REQUISITE EVALUATION PENDING

Subject Offering

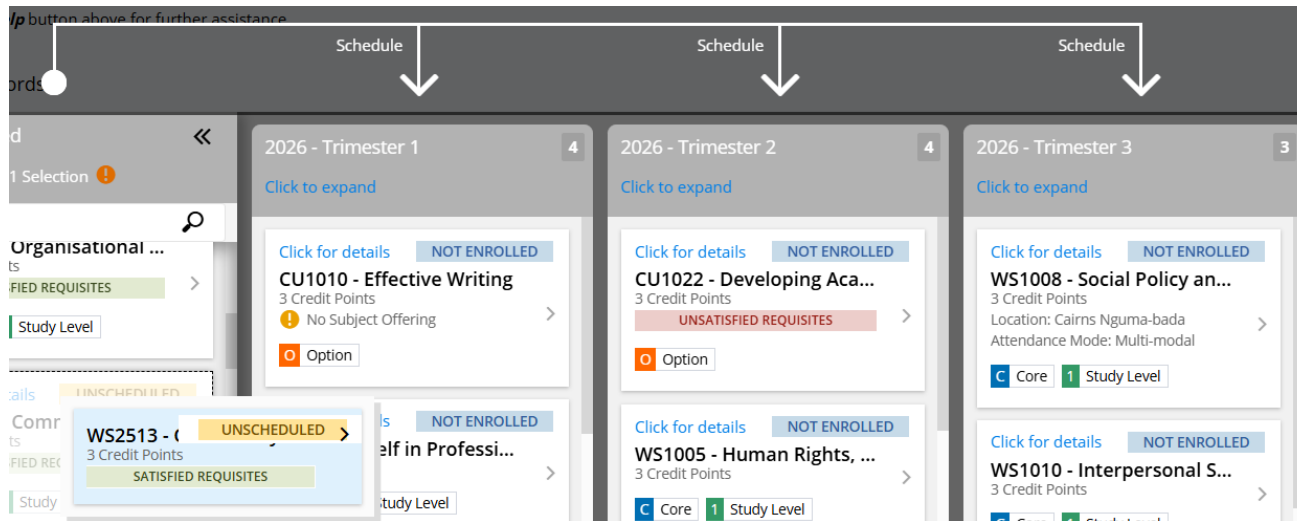
C Core 2 Study Level

Move

+Add

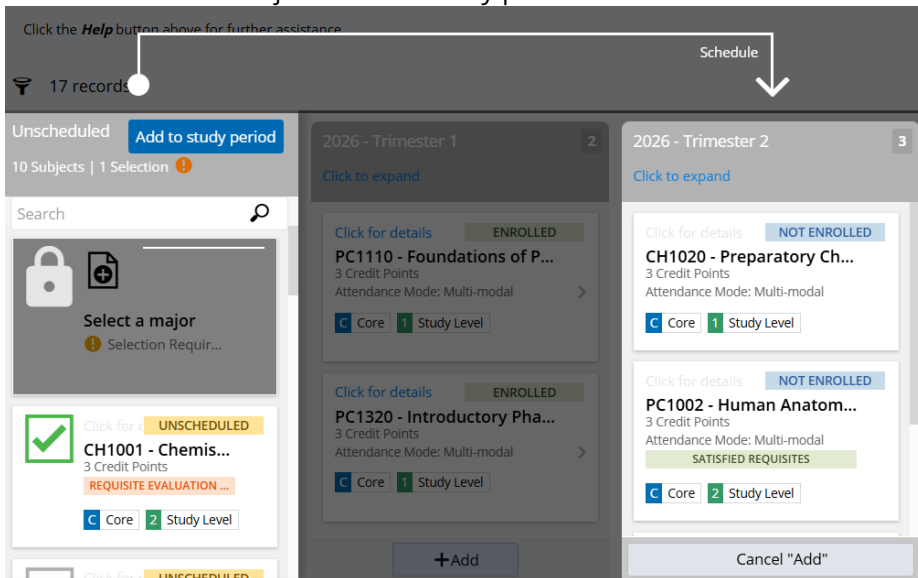
- Remove

3. Drag and drop subjects into study periods:

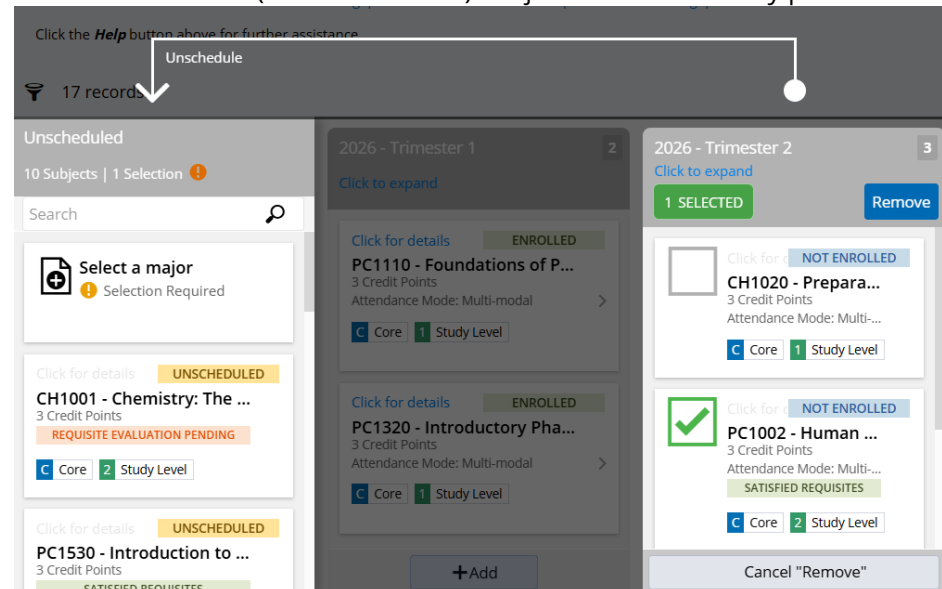


You can also use the **+Add** and **-Remove** buttons at the bottom of a study period column to:

Add unscheduled subjects to that study period:



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



Where there are **multiple subject offerings available**, e.g. different campuses, you may need to select an offering. Click on the drop-down arrow to make a selection:

2026 - Trimester 2 2

[Click to expand](#) Enrol

[Click for details](#) NOT ENROLLED

CH1020 - Preparatory Chemistry
3 Credit Points


Subject Offering ▾


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

[Advanced search](#)

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

2 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 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 for details](#) NOT ENROLLED
PC2550 - Evidence in Pha...
3 Credit Points
Attendance Mode: Multi-modal
UNSATISFIED REQUISITES >
C Core 5 Study Level Move

Click on the subject card for more information:

PC2550

Evidence in Pharmacy Practice Part 2 of 2

2026 Trimester 2, Cairns Nguma-bada

Start Date	18-May-2026
End Date	22-Aug-2026
Credit Points	3

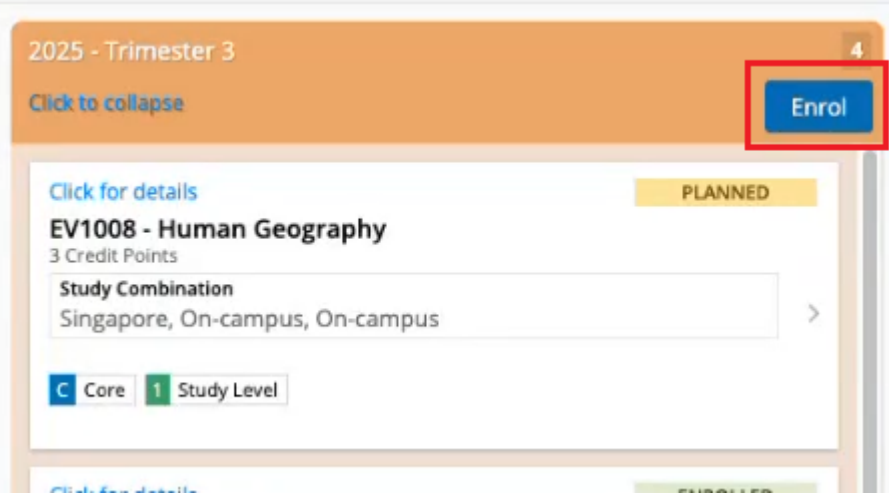
Prerequisites

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]

If requisites have not yet been met and you attempt to enrol, you'll see a **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.

When the **Enrol** button is visible at the top of a study period column, all subjects in that study period can be enrolled into at once



Note: 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**.

Confirming your enrolment

To check your enrolment, go back to **Manage My Course**, or request an **Enrolment Advice** from the My Study > Self Service Reports window. A list of your enrolled subjects will be emailed to you.

The screenshot shows the 'My Study' interface for a student. The top navigation bar includes a back arrow, the University of Queensland logo, 'My Study', an 'Enterprise Search' box, and user profile icons. Below the navigation, there are two tabs: 'Plan and enrol' (active) and 'Academic history'. The main content area is titled '15019908 | Miss Sonny Beach' and includes course details: '112510 - Bachelor of Social Work | 96 Credit Points | Townsville Bebegu Yumba | Standard'. A left-hand sidebar contains several menu items: 'Manage My Course', '112510 Overview', 'Government Assistance', 'Self Service Reports' (highlighted with a red box), and 'Withdraw From a Subject'. The 'Self Service Reports' section is expanded to show 'Available Reports'. These reports include: 'Academic Record' (with a note that transcripts cannot be requested due to a sanction hold), 'Enrolment Advice' (with a 'Request' button), and 'Fee Statement' (with a 'Request' button).

← > My Study 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 Record
- Enrolment Advice
- Fee Statement

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

Self Service Reports

^ Available Reports

The following reports are available for you to request

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

You cannot request an Academic Transcript due to a sanction hold. View information about your sanctions [here](#)

Enrolment Advice
The enrolment advice displays details of your currently enrolled subjects. Request

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

Subjects requiring a selection – Plan and Enrol view

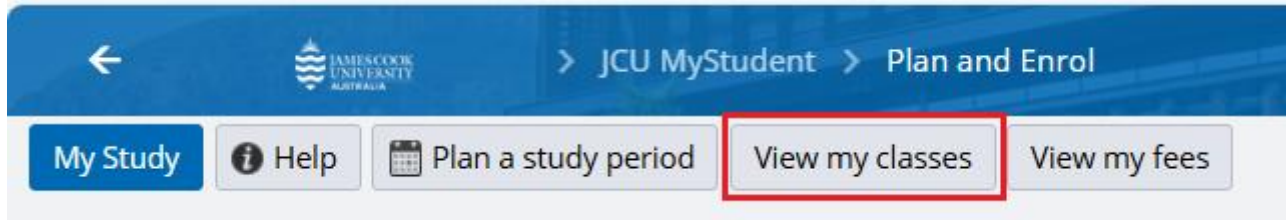
Where you see the orange exclamation mark icon, a subject selection is required. Click on the **Select** button to choose a subject.

The screenshot shows the 'Plan and Enrol' interface. At the top, there's a navigation bar with 'cia' and 'Plan and Enrol'. Below it, there are tabs for 'My Study', 'Help', 'Plan a study period', 'View my classes', and 'View my fees'. A message states: 'You cannot enrol because you have an active sanction on your account.' Below this, course details for '112510 - Bachelor of Social Work' are shown, including location, liability category, attendance mode, and load category. A note says '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 and a timetable are provided. A 'Help' button is also present. A search icon and '26 records.' are shown. The main content area is divided into three columns: 'Unscheduled' (20 Subjects | 2 Selections), '2026 - Trimester 2' (1 subject), and '2026 - Trimester 3' (3 subjects). The 'Unscheduled' column contains three items: two 'Select 9 credit points ... Selection Required' items with 'Select' buttons, and 'WS1006 - Self in Professi...' with a 'Schedule' button. The '2026 - Trimester 2' column contains 'WS1005 - Human Rights, S...' with a 'Move' button. The '2026 - Trimester 3' column contains 'WS1008 - Social Policy an...', 'WS1010 - Interpersonal S...', and 'WS2214 - Eco Social Justice', each with a 'Move' button. At the bottom, there are '+Add' and '-Remove' buttons for each column.

Note: if you have multiple selections like this in your unscheduled subjects column, you can also make selections in **Manage My Course** – which gives you a clearer view of the subjects under your course structure.

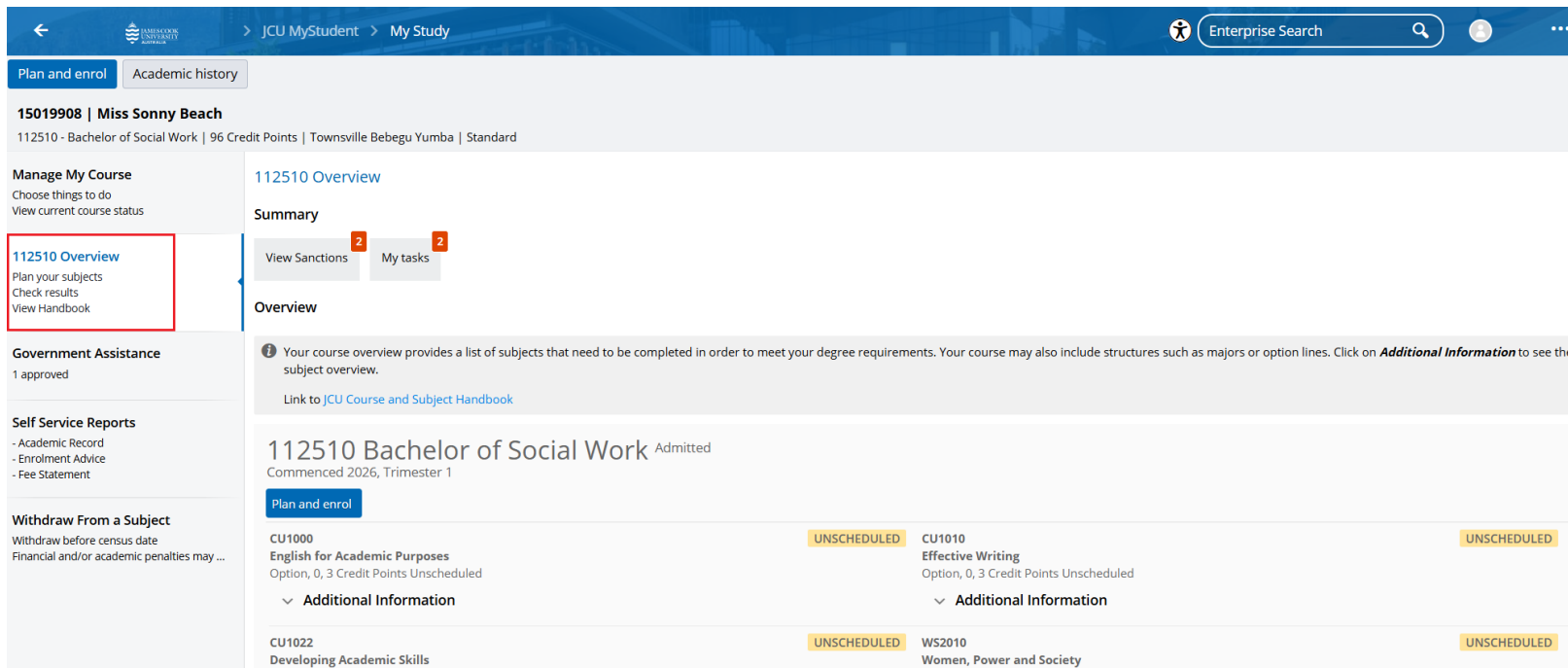
View my classes button – plan and enrol

This button will take you to My Class Registrations. Note that class registration does not currently apply to Brisbane and Singapore students.




My Study Overview

The **Summary** section in Overview includes any tasks outstanding or sanctions to action/remove (restricted to course being selected). Overview also shows your subject results for the selected course and a link to the Course and Subject Handbook.

A screenshot of the 'My Study Overview' page for course 112510. The page has a blue header with 'JCU MyStudent > My Study' and an 'Enterprise Search' box. Below the header are two tabs: 'Plan and enrol' and 'Academic history'. The main content area is divided into a left sidebar and a main panel. The sidebar contains sections for 'Manage My Course', 'Government Assistance', 'Self Service Reports', and 'Withdraw From a Subject'. The '112510 Overview' link in the sidebar is highlighted with a red box. The main panel shows the course title '112510 Bachelor of Social Work' and a 'Summary' section with 'View Sanctions' and 'My tasks' buttons. Below this is an 'Overview' section with a paragraph of text and a link to the 'JCU Course and Subject Handbook'. The bottom part of the page shows a table of subjects with columns for course code, subject name, and status (UNSCHEDULED).

Academic History

Academic History screen shows all courses you are or have been admitted to and the status of subjects. The additional information sections can be expanded or reduced.

←  > My Study

Hi Sonny
Here's an overview of your study at James Cook University. Manage your Course from the options below.

[Academic History](#)

Courses

? View the list of your Study Plans and associated subjects, as well as structures such as majors and option lines. Click on **Additional Information** to see the subject overview.

108409 Bachelor of Pharmacy (Honours) [Embedded] Admitted
Commenced 2025, Trimester 1


[Manage my course](#) [Plan and enrol](#)

BPH-PRO-15 Bachelor of Pharmacy (Honours)-Professional Honours Core, Structure in 2025, Not entered, Cairns Nguma-bada, -	STRUCTURE	PC3460 Pharmacy Research (Professional) Part 1 of 4 Core, 0, 3 Credit Points Unscheduled	UNSCHEDULED	PC3470 Pharmacy Research (Professional) Part 2 of 4 Core, 0, 3 Credit Points Unscheduled
		Additional Information		Additional Information
		<i>?</i> Each student group will undertake an independent pharmacy-focused research project. This subject focuses on the identification and conduct of a research study. Students will identify and evaluate literature, formulate a research question or hypothesis, and plan and design the research study in accordance with ethical requirements. Students will collect and manage data in accordance with ethical principles, and analyse and interpret the data using thematic or statistical analysis as appropriate. Students will evaluate their findings and construct a written body of work as a manuscript. The manuscript addresses the research question and incorporates the background or introduction to the research, the methodology, results, discussion and conclusions. Students will present their findings to an audience, and reflect upon the challenges of conducting a research study.		
PC4490 Pharmacy Research (Professional) Part 4 of 4 Core, 0, 6 Credit Points Unscheduled	UNSCHEDULED	PC1110 Foundations of Pharmacy Practice 1 Core, 0, 3 Credit Points Unscheduled	UNSCHEDULED	CH1020 Preparatory Chemistry Core, 0, 3 Credit Points Unscheduled
Additional Information		Additional Information		Additional Information
PC1002 Human Anatomy and Physiology 2 Core, 0, 3 Credit Points Unscheduled	UNSCHEDULED	CH1001 Chemistry: The Central Science Core, 0, 3 Credit Points Unscheduled	UNSCHEDULED	PC1103 Pharmaceutical Chemistry Core, 0, 3 Credit Points Unscheduled
Additional Information		Additional Information		Additional Information
PC2100 Applied Therapeutics and Pharmacy Practice 1 Core, 0, 6 Credit Points Unscheduled	UNSCHEDULED	PC2540 Evidence in Pharmacy Practice Part 1 of 2 Core, 0, 3 Credit Points Unscheduled	UNSCHEDULED	PC2200 Applied Therapeutics and Pharmacy Practice 2 Core, 0, 9 Credit Points Unscheduled
Additional Information		Additional Information		Additional Information
PC3300 Applied Therapeutics and Pharmacy Practice 3 Core, 0, 9 Credit Points Unscheduled	UNSCHEDULED	PC3400 Applied Therapeutics and Pharmacy Practice 4 Core, 0, 9 Credit Points Unscheduled	UNSCHEDULED	PC4400 Applied Therapeutics and Pharmacy Practice 5 Core, 0, 9 Credit Points Unscheduled
Additional Information		Additional Information		Additional Information
PC1001 Human Anatomy and Physiology 1 Core, Enrolled in 2025, Trimester 1, Cairns Nguma-bada	ENROLLED	PC1210 Foundations of Pharmacy Practice 2 Core, Enrolled in 2025, Trimester 2, Cairns Nguma-bada	ENROLLED	PC1310 Foundations of Pharmacy Practice 3 Core, Enrolled in 2025, Trimester 3, Cairns Nguma-bada
Additional Information		Additional Information		Additional Information


Sanctions or tasks preventing enrolment

Some sanctions restrict enrolment into subjects. If you have active sanctions, for example unpaid fees or personal details not provided, you may see warning messages in the My Study Plan and Enrol and Manage My Course windows:

Manage My Course

 The course structure lists all the components of your course. Click the **Select** button to choose or remove.

[Show less](#)

 You cannot enrol because you have an active sanction on your account. Your results are being withheld due to an existing sanction.

[Show less](#)

^ Current Course Structure



▼ Bachelor of Social Work





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



> JCU MyStudent > Plan and Enrol

My Study

 Help

 Plan a study period

View my classes

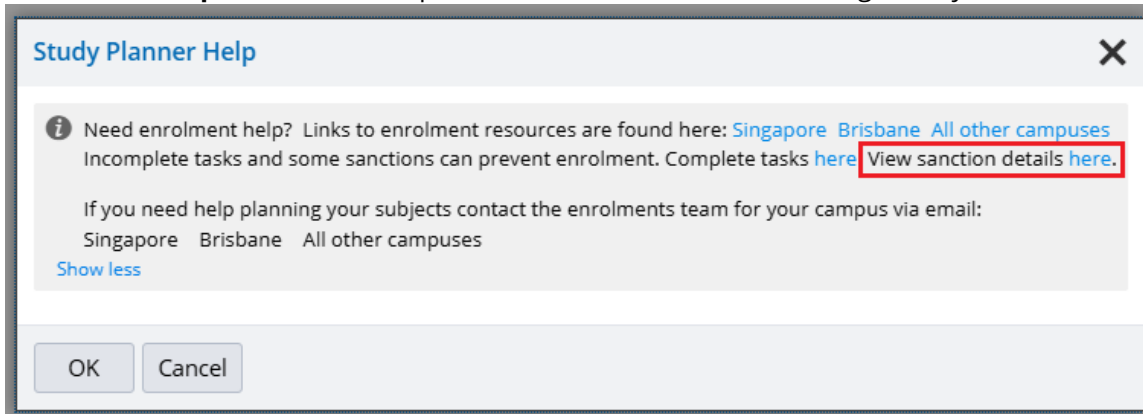
View my fees

You cannot enrol because you have an active sanction on your account.

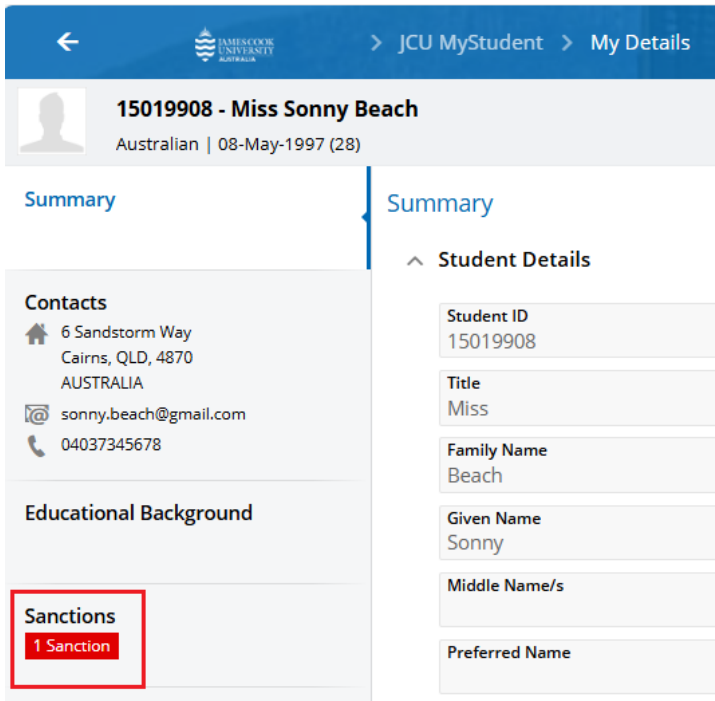
112510 - Bachelor of Social Work | Location: Townsville Bebegu Yumba | Liability Category: C'wealth Supported | Attendance Mode: Internal | Load Category: Full Time

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

Click on the **Help** button at the top of the **Plan and Enrol** window to go to My Details to view your sanctions:



Or, go to **My Details** via the home dashboard and select the **Sanctions** tab:



Task error message

If you have outstanding tasks when trying to enrol, you will see an error message appear asking you to complete mandatory tasks before progressing to the next step.

2026 - Trimester 2


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 tasks before you enrol

 **Complete my tasks**

-  Provide any disability details
-  Provide your parents' or guardians' educational background
-  Confirm your Semester address

Click on **Complete my tasks** to resolve all outstanding tasks. Once resolved, you'll be taken back to Plan and enrol.

Australian Government Assistance

If [eligible for Commonwealth Support](#), your submitted Commonwealth Assistance Forms and their approval status will be listed in the **My Study – Government Assistance** window.

You can submit additional Commonwealth Assistance forms here by selecting Add:

Government Assistance

+ Add

i Click + Add and select the relevant form to submit your intent to apply for Commonwealth Assistance. Alternatively, mobile users tap "Request for a Commonwealth Supported Place and a HECS-HELP Loan" to begin your application.

Your submitted electronic Commonwealth Assistance Forms (eCAFs) will appear in the list below. If submitted, the status of each application displays. Applications can be cancelled before approval or viewed after submission. If any information is missing, a tag will appear to highlight issues that need to be addressed. Please contact [Student Finance](#) to address any outstanding issues identified or if you have any questions or concerns.

Search



^ 1 record.

Request for a Commonwealth supported place and a HECS-HELP loan

APPROVED

Submitted

09-Jan-2026 15:22:31

View

Self Service Reports

Request available reports under the **Self-Service Reports** section:

- Your unofficial Academic Record
- Enrolment advice
- Fee statement (not applicable to Singapore students)

Requested reports are sent as an attachment to your JCU email account.

The screenshot displays the 'My Study' page for a student. The top navigation bar includes a back arrow, the JCU logo, 'My Study', an 'Enterprise Search' box, and user profile icons. Below the navigation, there are tabs for 'Plan and enrol' and 'Academic history'. The main content area is titled '15019908 | Miss Sonny Beach' and shows course details: '112510 - Bachelor of Social Work | 96 Credit Points | Townsville Bebegu Yumba | Standard'. A left-hand sidebar contains several menu items: 'Manage My Course', '112510 Overview', 'Government Assistance', 'Self Service Reports' (highlighted with a red box), and 'Withdraw From a Subject'. The 'Self Service Reports' section is expanded, showing 'Available Reports' with three items: 'Academic Record', 'Enrolment Advice', and 'Fee Statement'. Each item includes a brief description and a 'Request' button. The 'Academic Record' item has a note that transcripts cannot be requested due to a sanction hold. The 'Enrolment Advice' and 'Fee Statement' items have 'Request' buttons.

← JCU My Study 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 Record
- Enrolment Advice
- Fee Statement

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

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.

You cannot request an Academic Transcript due to a sanction hold. View information about your sanctions [here](#)

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


Withdrawing from a subject

Go to the **Withdraw From a Subject** tab in My Study > Manage My Course:

The screenshot shows the 'Withdraw From a Subject' page in the MyStudent system. The page is for course 15019908 | Miss Sonny Beach, a Bachelor of Social Work with 96 Credit Points at Townsville Bebegu Yumba. The left sidebar contains navigation options: 'Plan and enrol', 'Academic history', 'Manage My Course', '112510 Overview', 'Government Assistance', and 'Self Service Reports'. The 'Withdraw From a Subject' option is highlighted with a red box. The main content area is titled 'Withdraw From a Subject' and includes an information icon and text: 'Use this section to withdraw from one or more subjects'. It explains that subjects can be withdrawn with a checkbox and that a 'Confirm' button must be clicked. It also lists links for Singapore, Brisbane, and All other campuses. A green warning box states '1 subject(s) will be withdrawn' with a 'Confirm' button. Below this, a list of subjects is shown under the 'Bachelor of Social Work' program. The first subject, 'WS1008 - Social Policy and Social Development', is highlighted in green and has a green checkmark in a box next to it. The second subject, 'SS1010 - Australian People: Indigeneity and Multiculturalism', has an unchecked checkbox. Both subjects show their core/enrolled status, census date (09-Oct-2025), and last withdrawal without fail date (24-Oct-2025).

To select a subject to withdraw, select the box next to the subject and click **Confirm**.

Red warnings appear if the census date and/or the last date for withdrawal without fail has passed but MyStudent. For details on penalties for withdrawing after these dates, see [Withdraw from subjects or your course](#).

 1 subject(s) will be withdrawn


Confirm


 ▾ Bachelor of Social Work



WS1010 - Interpersonal Skills

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


 Census Date has passed : 09-Oct-2025


 Last Withdrawal Without Fail : 24-Oct-2025



WS1007 - Lifespan Development and Psychology for Social Welfare Practice

Core, Enrolled in 2026, Trimester 1, JCU Online

 Census Date : 19-Feb-2026




 Last Withdrawal Without Fail : 06-Mar-2026

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

After selecting Confirm, a withdrawal summary pop up will appear with important academic calendar dates for the subject's study period. Review this information and then select **Ok** to confirm your withdrawal.



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


Course progression and grades

Course progression information is located in the **My Study - Academic History** and **Manage My Course** sections.

Academic History under My Study provides an overview of the courses you have undertaken at JCU, including subjects passed, failed, enrolled and not yet enrolled

[Academic History](#)

Courses

 View the list of your Study Plans and associated subjects, as well as structures such as majors and option lines. Click on **Additional Information** to see the subject overview.

100230 Tertiary Access Course Passed

Commenced 2017, Second Half Year Intake (Dom)

[Manage my course](#)

BR1111

Introduction to Academic Learning

Core, Passed in 2017, Study Period 2, Townsville Bebegu Yumba, - Satisfactory

∨ [Additional Information](#)

PASSED

BR1114

Learning With Technology

Core, Passed in 2017, Study Period 2, Townsville Bebegu Yumba, - Satisfactory

∨ [Additional Information](#)

PASSED

BR1224

Critical Literacy: Text Analysis

Core, Passed in 2017, Study Period 2, Townsville Bebegu Yumba, - Satisfactory

∨ [Additional Information](#)

PASSED

BR1244

Mathematics A1

Core, Passed in 2017, Study Period 2, Townsville Bebegu Yumba, - Satisfactory

∨ [Additional Information](#)

PASSED

- Passed subjects will display the subject result
- Failed subjects will not appear in Manage My Course. Any failed subjects will appear in the Academic History window.

The **Overview tab** in My Study will also show your academic history and the status of your subjects

You can request your unofficial academic record under the Self Service Reports tab in My Study. Click on the Request button on the right.

Interim results

Interim results display in My Study **Course Overview** and **Academic History**. The status of the subject remains Enrolled, but the grade displays after ratification and result publication date.

BZ3220

Population and Community Ecology

Core, Enrolled in 2024, Study Period 2, Townsville Bebegu Yumba - **Supp Assess Granted**

ENROLLED

∨ [Additional Information](#)

Graduation

The Graduation tab displays in My Study if you have been allocated to a graduation ceremony.

112810 - Bachelor of Psychological Science | 72 Credit Points | Townsville Bebegu Yumba | Standard

112810 Overview

Plan your subjects
Check results
View Handbook

Graduation

Townsville CHS
18/12/2025 4:30:00 pm
Last Date to Change Formal Name:
03-Nov-2025
Last Date to Change Attendance:
03-Nov-2025
Award Attendance Code: Ceremony - At...

Manage My Course

- PY3105 - Workplace Psychology
Option, Passed in 2024, Trimester 1, 2
- Select 3 credit points of any under
 Selection Made
- CY1001 - Deviance, Crime and Social Control
Option, Credited in 2019, Study Period 1
- PL1001 - The Political World: An Introduction
Option, Credited in 2019, Study Period 1
- WS1005 - Human Rights and Social Justice
Option, Credited in 2019, Study Period 1

Award classification

If you are eligible to graduate with Distinction, the award classification type shown in this window will be reviewed and updated prior to your ceremony date.

If you need to update your name prior to graduation, request this via the form link in the Graduation window prior to the due date shown.

Your phonetic name will be pre-populated if you have one in our system. To update it, select the **Edit** button.

Select **Attendance** to confirm your attendance at a ceremony.

^ Ceremonies

i Email graduations@jcu.edu.au if you have any special requirements for the day of the ceremony (e.g., I will require wheelchair access).

If you are eligible to graduate 'with Distinction', the award classification type will be reviewed and updated prior to your ceremony date.

[Show less](#)

1 record.

Townsville CHS

Last Date to Change Attendance 03-Nov-2025

18-DEC-2025 16:30:00

Award Attendance Code Ceremony - Attend

Number of Guests 0

Venue Townsville Ent and Conv Centre

Attendance

Select the drop-down arrow for a list of options relating to your graduation ceremony, e.g. attending, not attending, etc. Click on **Save** once confirmed.

^ Attendance Details

i You will receive an email providing information about how to obtain guest tickets approximately four to six weeks prior to your graduation ceremony. Graduands at Australian campuses are eligible for up to four complimentary tickets. Graduands at Singapore campus are eligible for up to two complimentary tickets. You may provide an indication of guest numbers below, however tickets can only be secured by following the instructions provided in the email.

[Show less](#)

Attendance Response

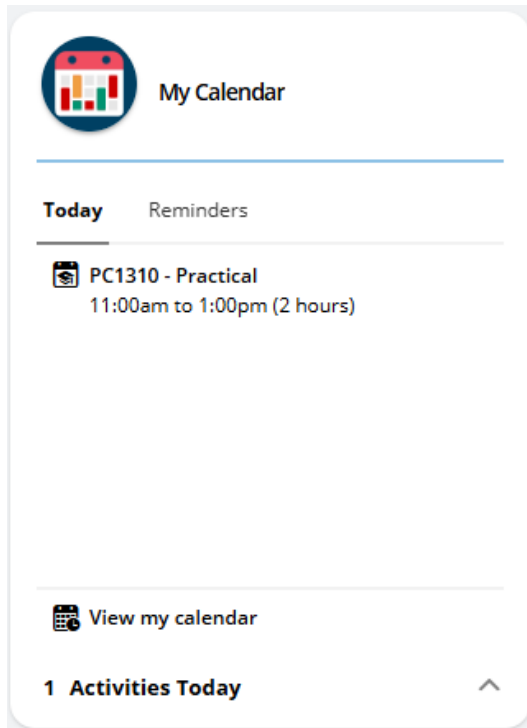
Ceremony - Attend

Number of Guests I Wish to Bring

0

Note: you do not need to enter guest details in the Number of Guests I Wish to Bring field –this is managed outside of MyStudent.

My Calendar



Select the **My Calendar** tile from the home dashboard.

Important dates such as payment due dates, last date to enrol, result publication dates, etc show here.

You can search for dates by week or day view in My Calendar. Click on the three dots to change:

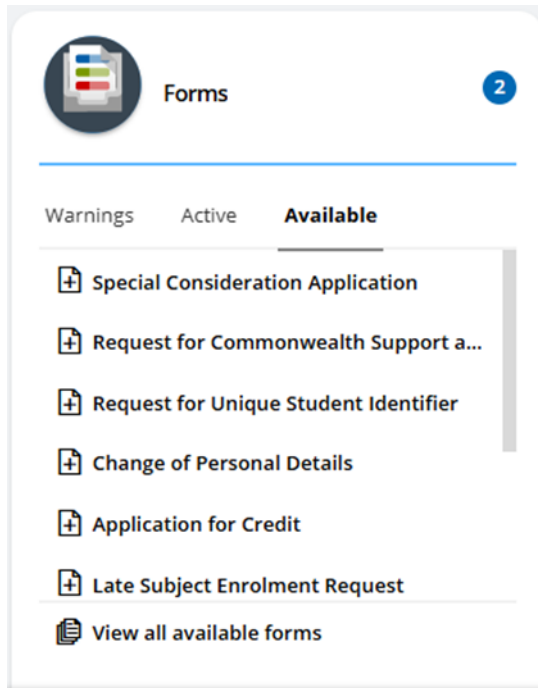
The screenshot shows the 'My Calendar' interface for JCU MyStudent. The top navigation bar includes the JCU logo, 'JCU MyStudent > My Calendar', and an 'Enterprise Search' field. Below the navigation bar, there is a 'Help' button and a notification icon with '6 records'. The calendar is set to 'Today' for 'Oct 20 - 26 2025'. The calendar grid shows days from Monday (20) to Saturday (26). A blue event block is visible for 'WS1010 - Last Withdrawal Witho...' on Friday, October 24th. A dropdown menu is open in the top right corner, showing 'Day' and 'Week' options, with 'Week' selected. A red box highlights the three-dot menu icon in the top right corner.

In the image below, the payment due date is shown for an enrolled subject in Trimester 3, 2025. Selecting the Student Contribution link opens more details on the right-hand side of the window:

The screenshot shows the 'My Calendar' interface for JCU MyStudent. The top navigation bar includes the JCU logo, 'JCU MyStudent > My Calendar', and an 'Enterprise Search' field. Below the navigation bar, there is a 'Help' button and a notification icon with '7 records'. The calendar is set to 'Today' for 'Sep 29 - Oct 5 2025'. The calendar grid shows days from Monday (29) to Sunday (5). Several blue event blocks are visible: 'Sves Amenities Fee', 'Tuition Fee', and 'Student Contribu...' on Monday, September 29th; '8:00am - 10:00am PC1310 GLS / 1' on Thursday, October 2nd; and '10:00am - 11:00am PC1310 Synthesis...' on Thursday, October 2nd. A red box highlights the 'Student Contribu...' link. A side panel is open on the right, displaying details for 'Monday, 29 September 2025' and 'Student Contribution'. The side panel text reads: 'Student Contribution', '2025 Band 4 Student Contribution - 2025 Band 4 Student Contribution', and 'SS1010 - Australian People: Indigeneity and Multiculturalism'. A red box highlights the side panel content.

Note: For a complete list of important academic dates, please refer to the [Academic Calendars](#). MyStudent may not display all key dates, so it's essential to check the published calendars directly to stay informed.

Forms



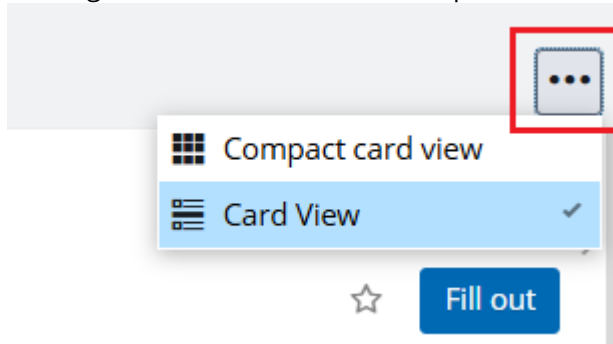
The **Forms tile** shows a list of forms you are required to complete and submit. A counter in the tile header shows how many forms you have outstanding.

View, draft and submit forms. The Forms tile includes the following three tabs:

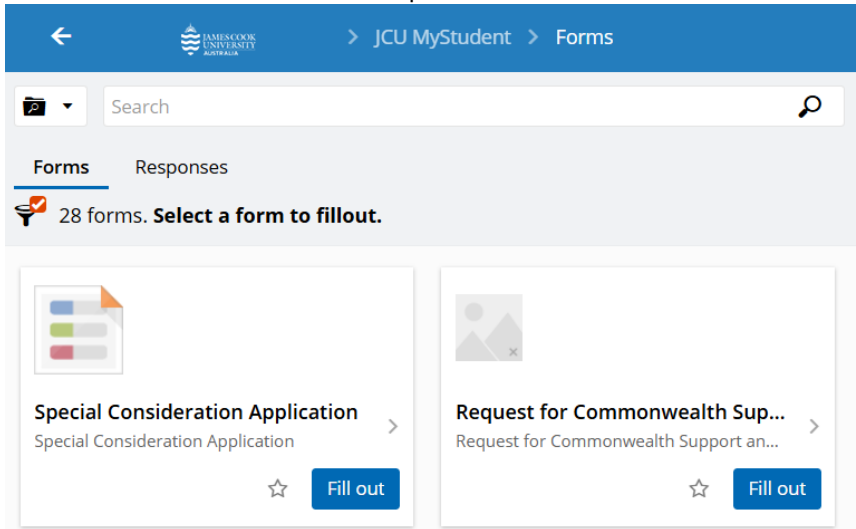
- Warning: draft/submitted forms.
- Active: provides a list of the forms you have in draft and/or submitted forms.
- Available: all forms available to you.

Note: Not all student forms are available in MyStudent. If you can't find the form you need, check the [student forms webpage](#) or search your campus website for more options.

Clicking on the **Forms tile header** opens this window. Select the three dots to change the view between compact and card view:

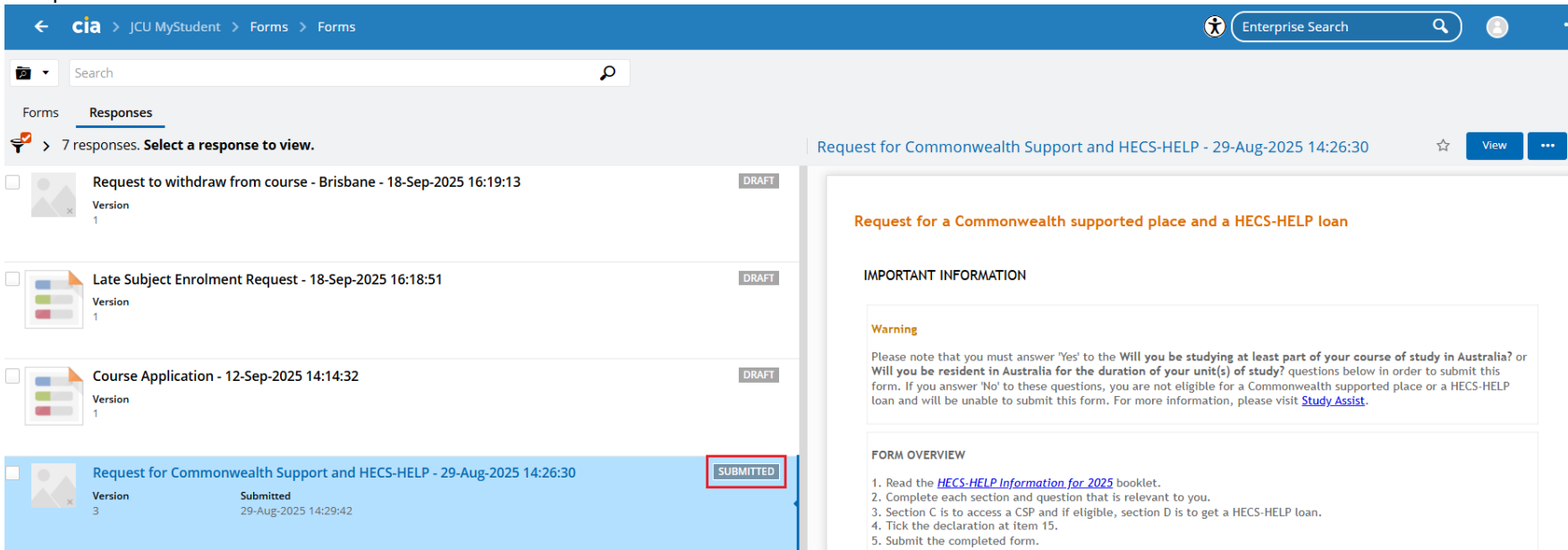


Select the **Fill out** button to complete and submit a form.



The screenshot shows the 'Forms' section of the JCU MyStudent portal. At the top, there is a navigation bar with the JCU logo and the text 'JCU MyStudent > Forms'. Below this is a search bar and a tab for 'Forms'. A notification indicates '28 forms. Select a form to fillout.' Two form cards are visible: 'Special Consideration Application' and 'Request for Commonwealth Sup...'. Each card has a 'Fill out' button.

The **responses** tab shows draft and completed forms. It will not show submitted forms still being processed by JCU staff. You can download a PDF version of your completed forms here.



The screenshot shows the 'Responses' tab of the JCU MyStudent portal. The navigation bar includes 'cia > JCU MyStudent > Forms > Forms' and an 'Enterprise Search' bar. A notification indicates '7 responses. Select a response to view.' A list of responses is shown, including 'Request to withdraw from course - Brisbane - 18-Sep-2025 16:19:13', 'Late Subject Enrolment Request - 18-Sep-2025 16:18:51', 'Course Application - 12-Sep-2025 14:14:32', and 'Request for Commonwealth Support and HECS-HELP - 29-Aug-2025 14:26:30'. The last response is highlighted in blue and marked as 'SUBMITTED'. To the right, a detailed view of the 'Request for Commonwealth supported place and a HECS-HELP loan' form is shown, including 'IMPORTANT INFORMATION' and 'FORM OVERVIEW' sections.

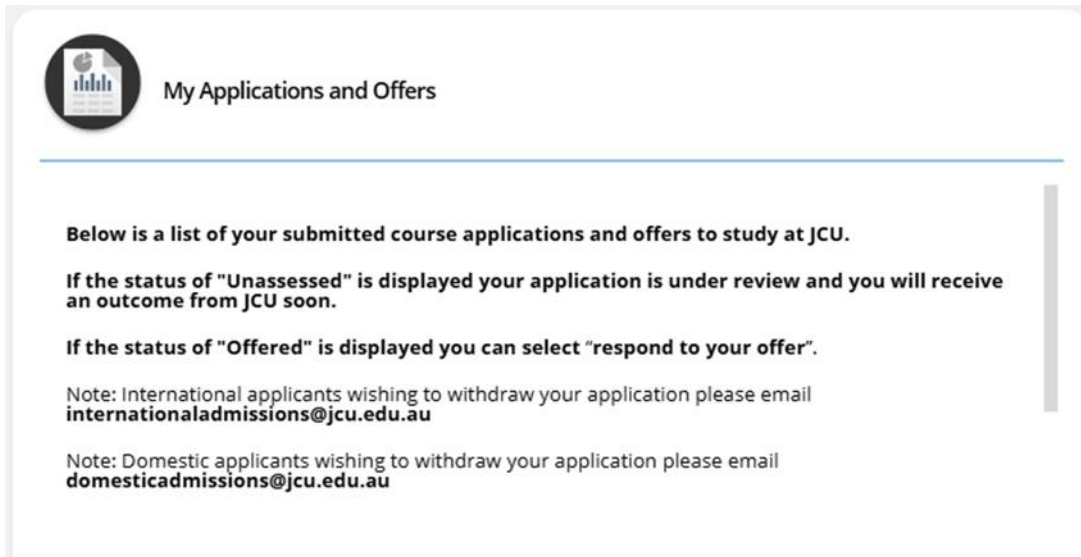
You can also complete forms in the Forms tab under **My Details**.


The screenshot shows the 'My Details' page for a user named Miss Sonny Beach. The page is divided into a left sidebar and a main content area. The sidebar contains sections for Summary, Contacts, Educational Background, Sanctions (0 Sanctions), Scholarships, and Communication (1 system-issued document). The 'Forms' section in the sidebar is highlighted with a red box and shows '2 available forms'. The main content area is titled 'Forms' and features a search bar and a list of two records: 'Change of Personal Details' and 'Request for Unique Student Identifier'. Each record has a 'Fill out' button and a menu icon.

Some forms are restricted to specific student cohorts. If a form in MyStudent is not applicable to you, you'll see an error message like this when attempting to complete the form.

A warning message banner with a yellow background and a warning icon. The text reads: "1 WARNING" followed by "You must be admitted to a course at JCU Brisbane to submit this form".

My Applications and Offers



 My Applications and Offers

Below is a list of your submitted course applications and offers to study at JCU.

If the status of "Unassessed" is displayed your application is under review and you will receive an outcome from JCU soon.

If the status of "Offered" is displayed you can select "respond to your offer".

Note: International applicants wishing to withdraw your application please email internationaladmissions@jcu.edu.au

Note: Domestic applicants wishing to withdraw your application please email domesticadmissions@jcu.edu.au

Students who meet the following criteria will be directed to the **My Applications and Offers** tile in MyStudent to complete their JCU course application:

Returning JCU applicants – including:

- You previously started a JCU application but never submitted it.
- You previously applied but did not receive an offer.
- You previously received an offer but did not respond or you deferred or declined the offer.

Current and previous JCU students:


- You are currently studying or have previously studied at JCU.

To submit an application to study, view your previous applications, view your course offers and admitted courses, select the tile heading – My Applications and Offers.

This window displays your previous course applications and their status in the top section and your course offers in the bottom section.

My Applications & Offers





Instructions

Below is a list of your submitted course applications and offers to study at JCU.

If the status of "Unassessed" is displayed your application is under review and you will receive an outcome from JCU soon.

If the status of "Offered" is displayed you can select "respond to your offer".

Summary

0 recent Applications

0 recent Offers

Want to apply for a new Course?

APPLY HERE

Applications

View Application	Submit Date	Course Code	Course Title	Year	Location	Fee Type	Attendance Mode	Study Period	Application Status
View	08-Sep-2025	108409	Bachelor of Pharmacy (Honours) [Embedded]	2025	Cairns Nguma-bada	Dom Fee Paying	Mixed attendance	Trimester 1	Admitted
View	19-Aug-2025	112510	Bachelor of Social Work	2025	Townsville Bebegu Y...	C'wealth Supported	Internal	Trimester 3	Admitted
View	18-Aug-2025	112510	Bachelor of Social Work	2026	Townsville Bebegu Y...	C'wealth Supported	On-campus	Trimester 1	Admitted

Offer Actions

Offer Status	Respond to Offer	Offer Date	Course Code	Course Title	Year	Location	Fee Type	Attendance Mode	Study Period	Application Status
Admitted	▼	08-Sep-2025	108409	Bachelor of Pharmacy (Honours) [Embedded]	2025	Cairns Nguma-bada	Dom Fee Paying	Mixed attendance	Trimester 1	Admitted
Admitted	▼	19-Aug-2025	112510	Bachelor of Social Work	2025	Townsville Bebegu Y...	C'wealth Supported	Internal	Trimester 3	Admitted
Admitted	▼	18-Aug-2025	112510	Bachelor of Social Work	2026	Townsville Bebegu Y...	C'wealth Supported	On-campus	Trimester 1	Admitted

To submit a course application, select the **APPLY HERE** button. This will open the Course Application Form. The application form will be pre-filled with details from previous application(s).



Course Application Form

Submit

More ▾

Use this form to apply for a new course.

This form will retrieve your details, let you pick a course that you wish to study and validate whether you have already provided any requirements in a previous application and bring back requirements that the system still needs to verify in order to process your application.

Make sure you upload any required documents before pressing submit.

You cannot use this form to submit Course Applications to study at JCU Brisbane. There are a number of ways you can apply to study at JCU Brisbane. Please [click here](#) to find the appropriate method for your desired degree.

You are currently enrolled or admitted to a course. Are you applying for a Course Transfer or Concurrent Study?

- A *change of course* refers to switching from your current course to another course at the same academic level. For example, transferring from one undergraduate course to another. If you wish to request a course transfer, please complete the following form: <https://www.jcu.edu.au/students/student-forms/variation-to-study>.
- *Concurrent Study* refers to undertaking additional study that is not part of your current course. For example studying two courses at the same time.
- *Future study* refers to undertaking further study after you have completed your current course. This may involve enrolling in a new course at the same or a higher level of study.

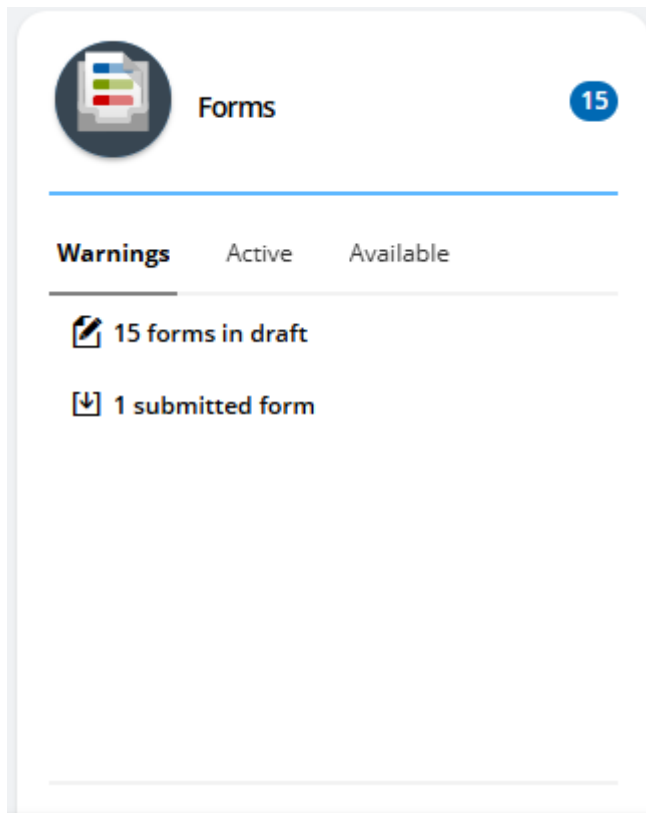
Course Transfer or Concurrent Study? *



^ Your Information

Please check the details you have provided below and make necessary changes. Click [My Details](#) to update your details.

Course applications saved in draft (not yet submitted) are not available in My Applications and Offers. To update and submit the course application, go to the **Forms** tile in MyStudent. Select your forms in draft from the Warnings tab:



If you are currently admitted to a course, you will see a message asking you if you are applying for a course transfer or concurrent study. Select the relevant option in the drop-down field:

You are currently enrolled or admitted to a course. Are you applying for a Course Transfer or Concurrent Study?

- A *change of course* refers to switching from your current course to another course at the same academic level. For example, transferring from one undergraduate course to another. If you wish to request a course transfer, please complete one of the following forms:
 - <https://www.jcu.edu.au/students/student-forms/variation-to-study>.
 - [Singapore Course Transfer Application](#)
- *Concurrent Study* refers to undertaking additional study that is not part of your current course. For example studying two courses at the same time.
- *Future study* refers to undertaking further study after you have completed your current course. This may involve enrolling in a new course at the same or a higher level of study.

Course Transfer or Concurrent Study? *

Course Transfer ▼

