

MyStudent Guide

Brisbane



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 Class Registrations**, **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 and Brisbane 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](#) (Singapore) and [Subject Timetable](#) (Brisbane).

Contents

| | |
|--------------------------------|----|
| | 1 |
| MyStudent Guide Brisbane | 1 |
| Welcome to MyStudent | 2 |
| Signing in to MyStudent | 4 |
| Your home dashboard | 4 |
| Key Features..... | 5 |
| My Details..... | 6 |
| Your contacts | 7 |
| Educational Background | 8 |
| Sanctions | 9 |
| Communication | 10 |
| Forms | 11 |
| Scholarships | 12 |

| | |
|--|----|
| My Tasks | 13 |
| My Study | 17 |
| Developing your study plan | 18 |
| My Study subject symbols | 19 |
| Subjects requiring a selection | 21 |
| Schedule your subjects and enrol | 22 |
| Confirming your enrolment | 33 |
| Subjects requiring a selection – Plan and Enrol view | 34 |
| My Study Overview | 35 |
| Academic History | 36 |
| Sanctions or tasks preventing enrolment | 37 |
| Government Assistance | 40 |
| Self Service Reports | 41 |
| Withdrawing from a subject | 42 |
| Course progression and grades | 44 |
| Graduation | 45 |
| My Finances | 47 |
| Summary tab | 47 |
| Transactions tab | 49 |
| Make a general payment | 51 |
| Make a partial payment | 55 |
| Payment Receipts | 58 |
| Requesting a fee statement | 60 |
| Defer your fees | 61 |
| My Calendar | 64 |
| Forms | 66 |

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 for a user named Sonny Beach. The dashboard is organized into several functional modules:

- My Details:** Contains fields for My Email (sonny.beach@mystudent.com.au), My Phone, My Address, and My Other Contact. A "View my details" link is at the bottom.
- My Study:** Shows a study plan for "112510 Bachelor of Social Work Admitted" and a "View Academic History" link. A "1 Study Plan" indicator is at the bottom.
- My Class Registrations:** Displays "Open Registrations" with a message: "No classes are available for registration".
- My Finances:** Lists options to "View my finances", "Make a general payment", "Make a partial payment", and "Manage outstanding payments". A "No outstanding payments" indicator is at the bottom.
- My Tasks:** Shows a "Summary" section with "Due Soon" and a "No data available" message. A "0 Awaiting response" indicator is at the bottom.

The top navigation bar includes the JCU logo, an "Enterprise Search" bar, and a user profile for "Sonny Beach Student" with a "MORE" menu.

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

- Whilst Brisbane students will see this tile on the MyStudent dashboard, class registration is not yet available.

My Finances

- Manage your tuition fees, and financial assistance options like HECS-HELP and SA-HELP.

My Calendar

- See key academic dates.

Forms

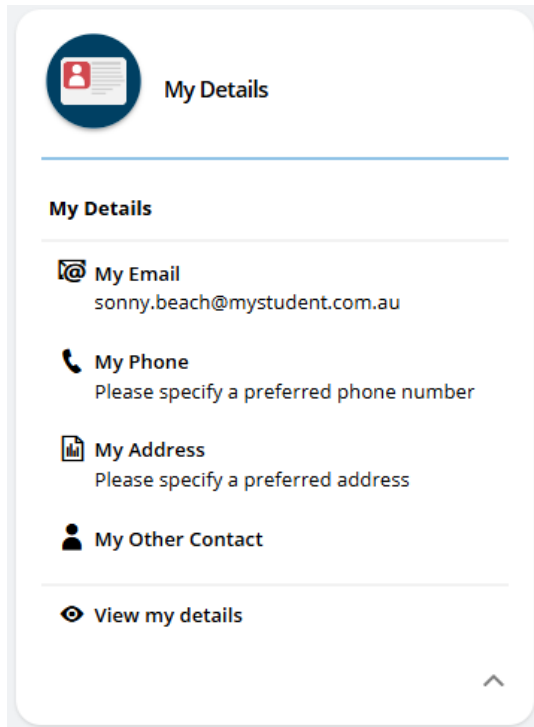
- Submit requests and applications directly through the portal.

My Applications and Offers

- Whilst Brisbane students will see this tile on the MyStudent dashboard, this function is not applicable.

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 citizenship
- Confirm cultural details
- Confirm disability details
- Confirm parent/guardian highest education attainment details
- Confirm semester address
- Brisbane students must also confirm phone details.
- Singapore students just need to confirm disability details, semester address and phone details.

← 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, including reports such as your Commonwealth Assistance Notice (domestic students only). Click on **View** on the right-hand side of the window for more details.

←  > 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

Communication
1 system-issued document

Forms
2 available forms

Communication Communication Preferences

Search

1 record.

2025 Commonwealth Assistance Notice ISSUED 15-Sep-2025 12:24:27

Has Attachment

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 JCU MyStudent My Details page. The top navigation bar includes the JCU logo, the text "JCU MyStudent > My Details", an "Enterprise Search" field, and a user profile icon. The main content area is divided into a left sidebar and a main panel. The sidebar contains sections for "Summary", "Contacts" (with email "JCUWEEKLY@jcu.edu.au" and a note "Please specify a preferred phone nu..."), "Educational Background", "Sanctions" (showing "0 Sanctions"), and "Communication". The "Forms" tab is highlighted in the sidebar and contains the text "Forms" and "1 available form". The main panel shows the "Forms" section with a search bar and a list of forms. One form is visible: "Request for Unique Student Identifier" with a sub-label "Request for Unique Student Identifier". A "Fill out" button and a three-dot menu icon are located 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.

← JAMES COOK UNIVERSITY AUSTRALIA > 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

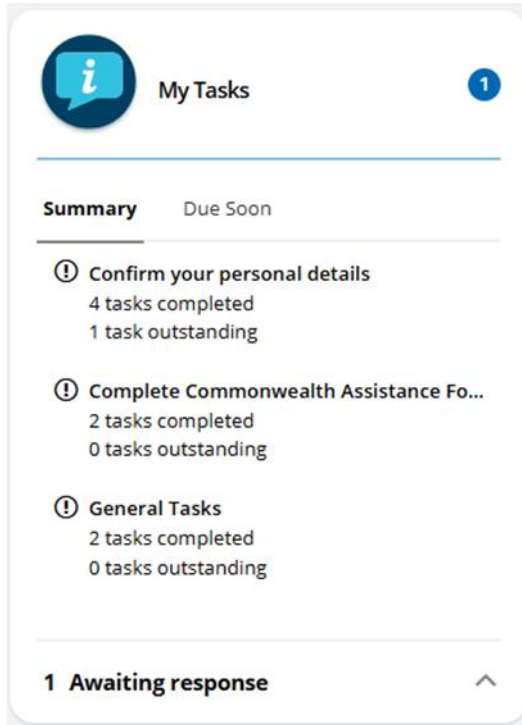
Search 🔍 ✕

📁 2 records.

| | |
|--|--------------------------------|
| JCU Access Scholarship | WITHDRAWN |
| Access scholarships are for new full-time, undergraduate students dealing with financial hardship. | |
| Start Date 01-Jul-2023 | End Date 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 01-Jan-2025 | End Date |

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...

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

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.

Tasks marked as 'mandatory' 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

i Pl
[Show](#)

Step 2

Please provide your Unique Student Iden...



Step 3

Please complete your Commonwealth As...

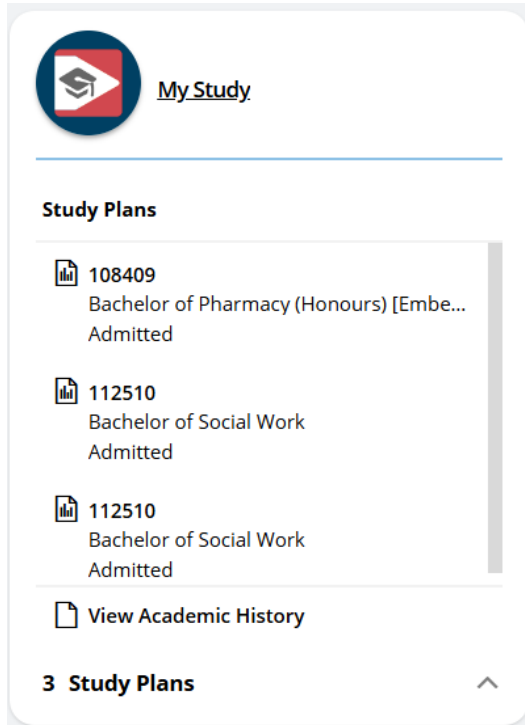
Prov
Requ
Due c

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 Miss Sonny Beach. The page is titled '15019908 | Miss Sonny Beach' and '112510 - Bachelor of Social Work | 96 Credit Points | Townsville Bebegu Yumba | Standard'. The 'Plan and enrol' tab is selected. The 'Manage My Course' section contains a 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.' Below this is a warning: 'You cannot enrol because you have an active sanction on your account. Your results are being withheld due to an existing sanction.' The 'Current Course Structure' section shows a tree view for 'Bachelor of Social Work' with four items: '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 9 credit points from Level 1 PL, SS, SY, CU or CY subjects or a subject approved by the Course Coordinator' (Selection Required), 'WS2010 - Women, Power and Society' (Core, 0, 3 Credit Points Unscheduled), and 'WS2121 - Aboriginal and Torres Strait Islander Skills and Frameworks for Practice' (Core, 0, 3 Credit Points Unscheduled). Each item has a 'Select' or 'View' button.

← JAMES COOK UNIVERSITY 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 ...

Manage My Course

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
Selection Required **Select**
- 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**
- WS2010 - Women, Power and Society
Core, 0, 3 Credit Points Unscheduled **View**
- WS2121 - Aboriginal and Torres Strait Islander Skills and Frameworks for Practice
Core, 0, 3 Credit Points Unscheduled **View**

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:

Select 9 credit points from Level 1 PL, SS, SY, CU or CY subjects or a subject approved by the Course Coordinator
Selection Made

| | | |
|---|------|---|
| CU1000 - English for Academic Purposes Option, 0, 3 Credit Points Unscheduled | View | ↩ |
| CU1010 - Effective Writing Option, 0, 3 Credit Points Unscheduled | View | ↩ |
| CU1022 - Developing Academic Skills Option, 0, 3 Credit Points Unscheduled | View | ↩ |

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.

← JAMES COOK UNIVERSITY AUSTRALIA > JCU MyStudent > My Study

Plan and enrol Academic history

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 features 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 has 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 has 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 has 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 side of the navigation bar, there is an 'Enterprise Search' field with a magnifying glass icon 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 message instructs the user to 'Select and plan your subjects. Plan a study period for unscheduled subjects. Select **Enrol** to confirm your enrolment in the study period.' There are also links to enrolment resources for Singapore, Brisbane, and other campuses, and a link to the Singapore Timetable. A 'Help' button is mentioned for further assistance. Below the message, it says '33 records.' The main content area shows a list of subjects. One subject card is highlighted: 'WS1008 - Social Policy and Social Development'. The card shows '2025 - Trimester 3' and '3 Credit Points'. A 'Click for details' link is highlighted with a red box. The card also shows 'ENROLLED' status and 'Core 1 Study Level'. To the right of the subject card, there is a detailed view of the subject 'WS1008 - Social Policy and Social Development' for '2025 Trimester 3, Townsville Bebegu Yumba'. The details include 'Start Date: 15-Sep-2025', 'End Date: 13-Dec-2025', 'Census Date: 09-Oct-2025', and 'Credit Points: 3'. A 'Prerequisites' section explains that a prerequisite is a unit that must be studied before enrolling in 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 'Plan and Enrol' page. The 'Plan a study period' button, which features a calendar icon, is highlighted with a red box. The button is located in the navigation bar at the top of the page, between the 'Help' and 'View my classes' buttons. The navigation bar also includes a back arrow, the JCU logo, and the text 'Plan and Enrol'.

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

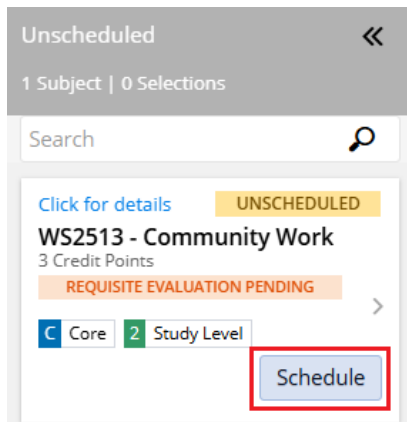
Finish

Bachelor of Social Work

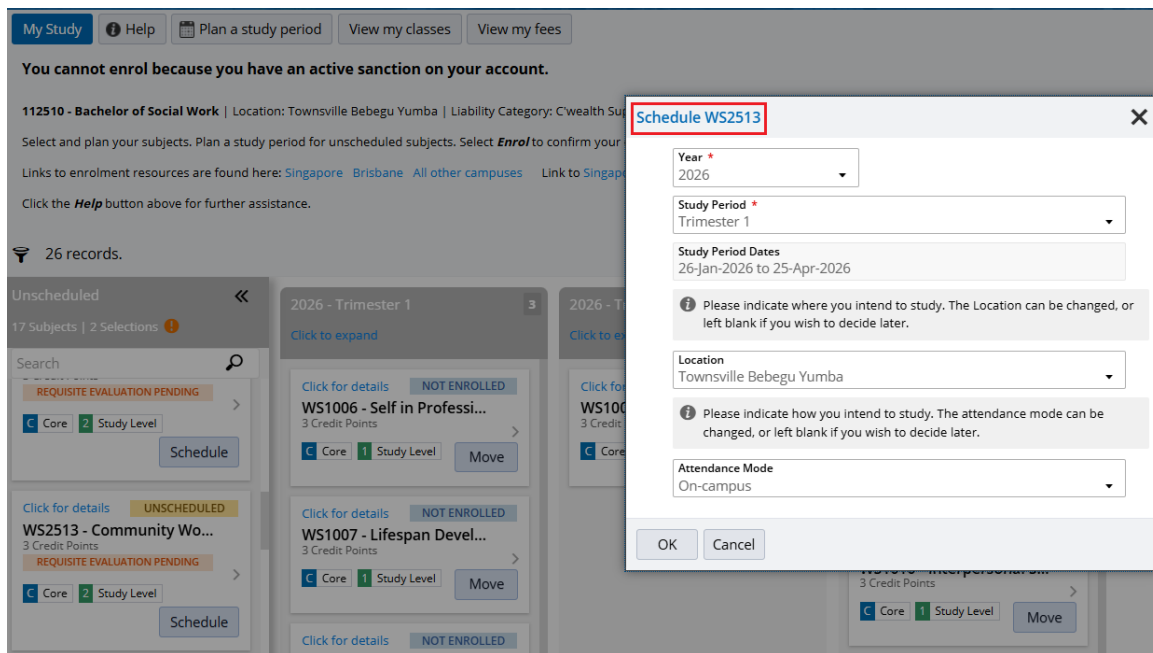
- WS1006 - Self in Professional Helping**
3 Credit Points
Core, 0, 3 Credit Points Unscheduled [View](#)
- WS1007 - Lifespan Development and Psychology for Social Welfare Practice**
3 Credit Points
Core, 0, 3 Credit Points Unscheduled [View](#)
- WS2512 - Organisational Practice**
3 Credit Points
Core,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

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

- 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

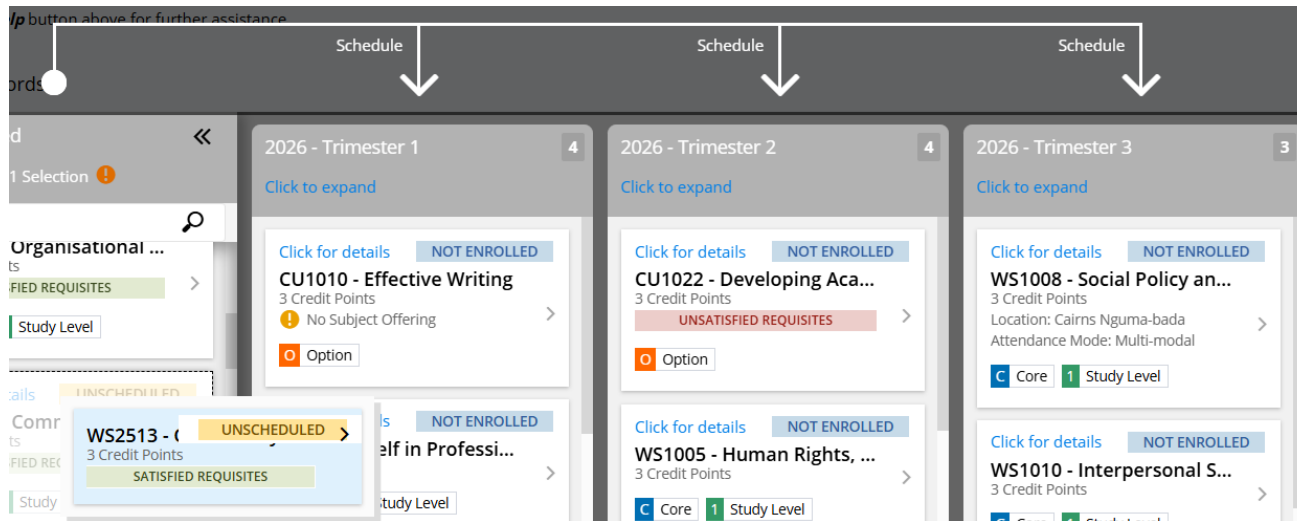
C Core 2 Study Level

Move

+Add

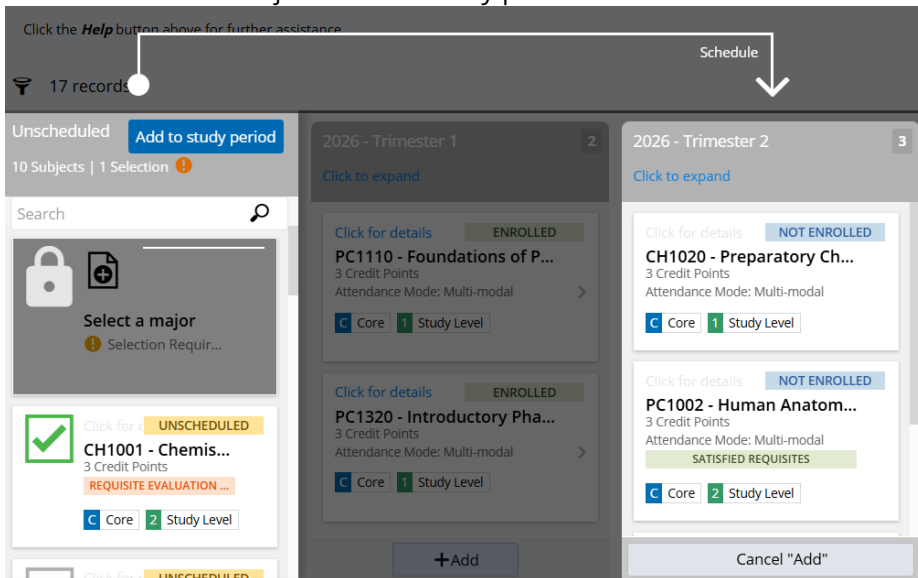
- Remove

3. Drag and drop subjects into study periods:

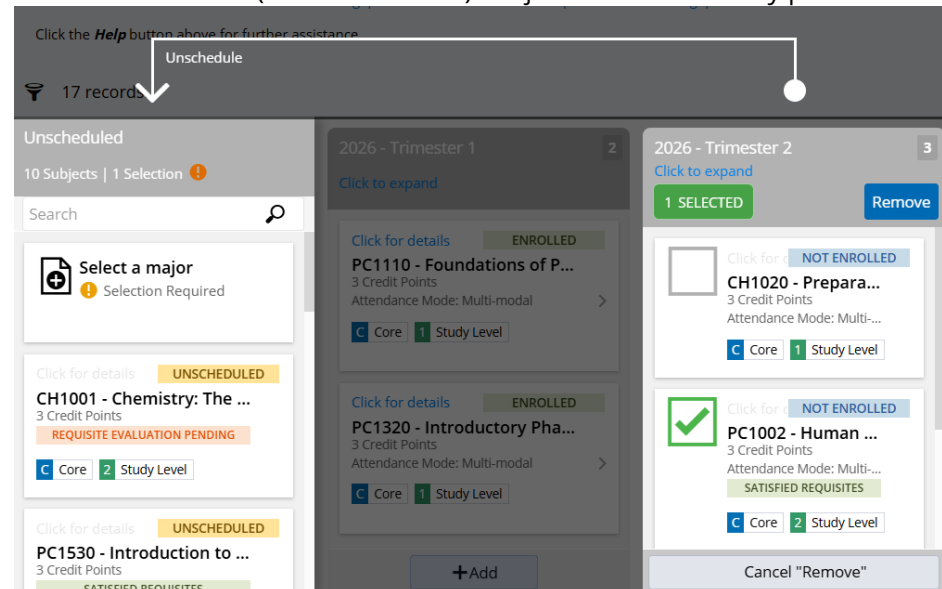


You can also use the **+Add** and **-Remove** buttons at the bottom of a study period column to:

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 |

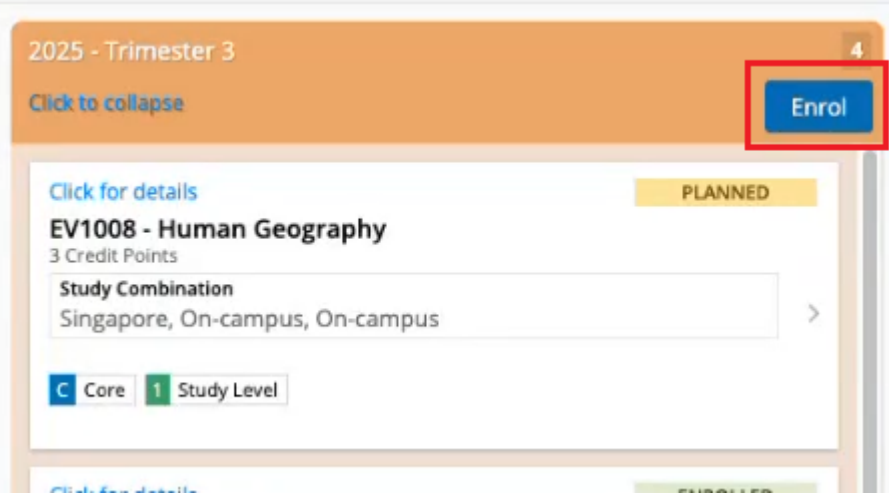
Prerequisites

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, showing 'Available Reports' with three items: 'Academic Record', 'Enrolment Advice', and 'Fee Statement'. Each item has a brief description and a 'Request' button. The 'Enrolment Advice' and 'Fee Statement' buttons are visible, while the 'Academic Record' button is not.

← > 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 is a navigation bar with 'cia' and 'Plan and Enrol'. Below this, there are tabs for 'My Study', 'Help', 'Plan a study period', 'View my classes', and 'View my fees'. A prominent 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 provided, including location, liability category, attendance mode, and load category. A note indicates that subjects must be selected and planned, and that 'Enrol' is used to confirm enrolment. Links to enrolment resources and a timetable are provided. A 'Help' button is also visible. Below the message, it indicates '26 records'.

The interface is divided into three main columns:

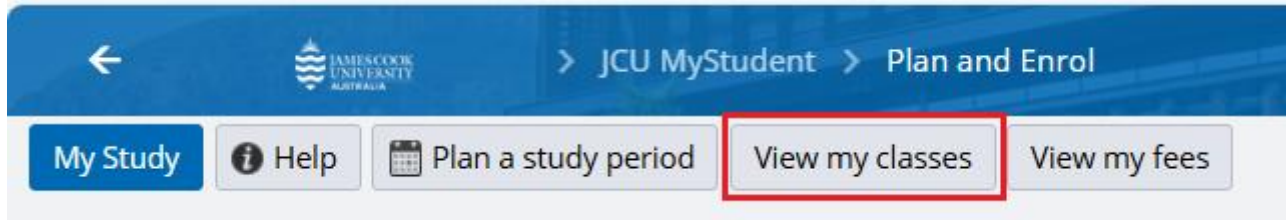
- Unscheduled:** Contains 20 subjects with 2 selections. It features a search bar and three subject cards. The first two cards are for 'Select 9 credit points ...' with an orange exclamation mark and a 'Select' button. The third card is for 'WS1006 - Self in Professi...' with a 'Schedule' button.
- 2026 - Trimester 2:** Contains 1 subject, 'WS1005 - Human Rights, S...', with a 'Move' button.
- 2026 - Trimester 3:** Contains 3 subjects: 'WS1008 - Social Policy an...', 'WS1010 - Interpersonal S...', and 'WS2214 - Eco Social Justice', each with a 'Move' button.

At the bottom of each trimester column, there are '+Add' and '-Remove' buttons.

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.

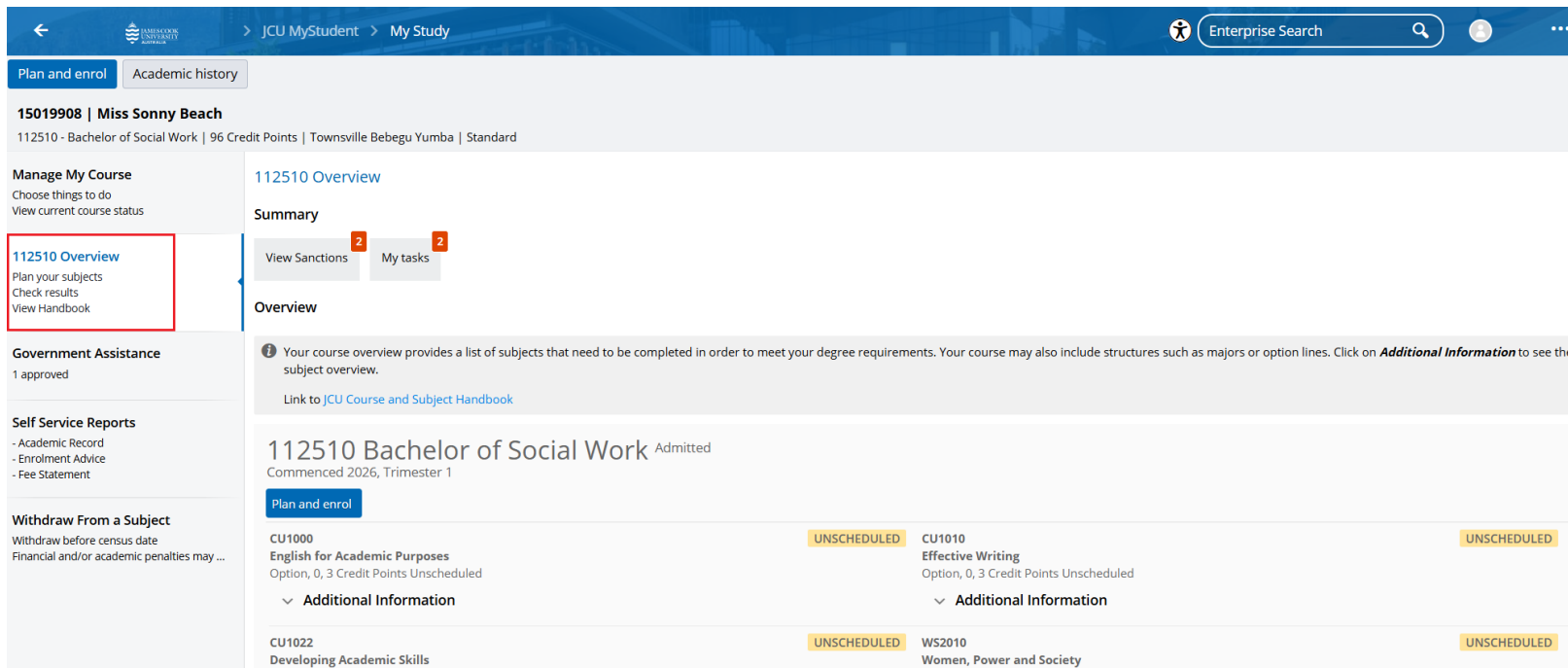
View my classes button – plan and enrol

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.




The image shows the 'My Study Overview' page for course 112510. The left sidebar contains several sections: 'Manage My Course', '112510 Overview' (highlighted with a red box), 'Government Assistance', 'Self Service Reports', and 'Withdraw From a Subject'. The main content area shows the course overview, including a 'Summary' section with 'View Sanctions' and 'My tasks' buttons, and a table of subjects.

| Subject Code | Status | Subject Name | Additional Information |
|--------------|-------------|-------------------------------|--|
| CU1000 | UNSCHEDULED | English for Academic Purposes | Option, 0, 3 Credit Points Unscheduled |
| CU1010 | UNSCHEDULED | Effective Writing | Option, 0, 3 Credit Points Unscheduled |
| CU1022 | UNSCHEDULED | Developing Academic Skills | |
| WS2010 | UNSCHEDULED | Women, Power and Society | |

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

i 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</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

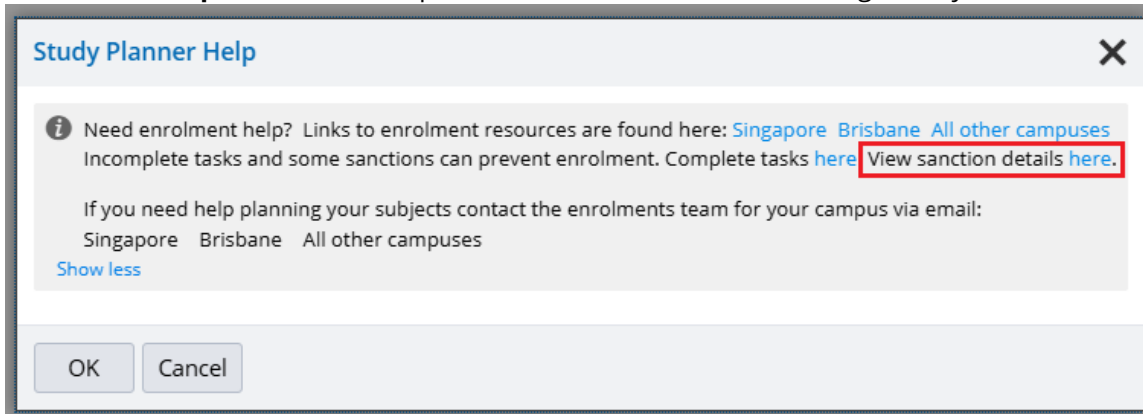
View my fees

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

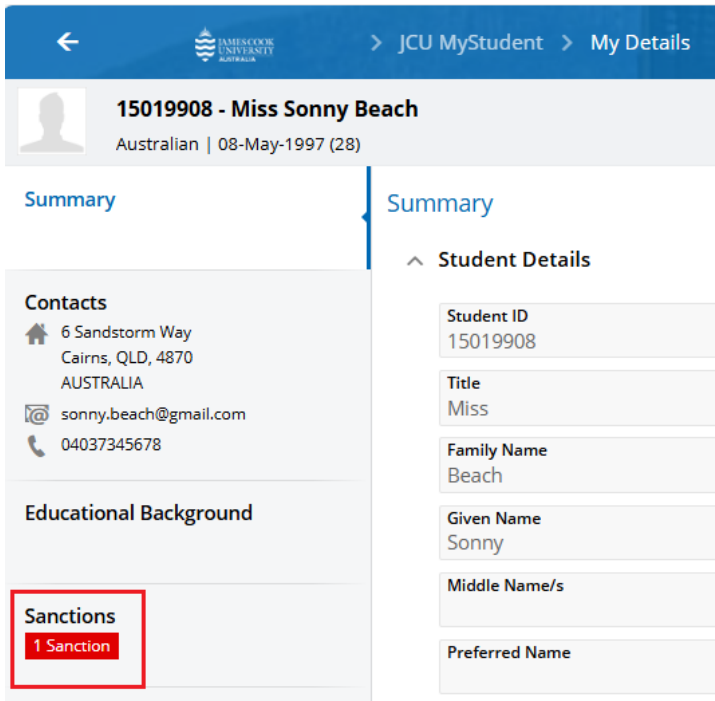
112510 - Bachelor of Social Work | Location: Townsville Bebegu Yumba | Liability Category: C'wealth Supported | Attendance Mode: Internal | Load Category: Full Time

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.

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

Submitted

09-Jan-2026 15:22:31

APPROVED

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 shows 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 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, showing 'Available Reports' with three items: 'Academic Record', 'Enrolment Advice', and 'Fee Statement'. Each item has a brief description and a 'Request' button. The 'Academic Record' item includes a note about a sanction hold.

← 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:

← 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 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, Passed 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

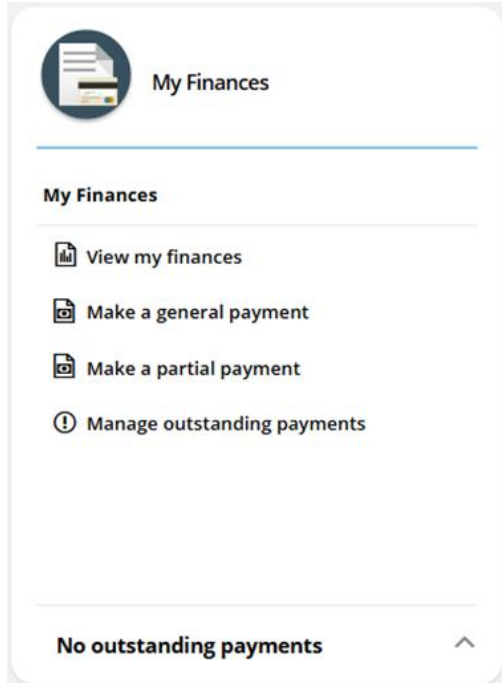
Ceremony - Attend

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 Finances



In the My Finances tile you can:

- View unpaid fees and charges, including tuition and non-tuition fees.
- Make payments:
 - General payment – any amount toward outstanding balances.
 - Partial payment – targeted payment against a specific transaction.
- View and confirm payments
- Access payment receipts

Summary tab

Selecting View my Finances opens the My Finances **Summary** window, showing:

- Overdue fees
- Total outstanding fees
- Deferrable fees – eligible students can submit Commonwealth Assistance forms to defer tuition and SSA Fees
- Your approved Commonwealth Assistance forms

- Summary
- Transactions
- Payment Receipts
- Forms
- Preferences

Summary

Overdue Fees
\$10,928.50
 These fees are overdue, please pay as soon as possible.

Total Outstanding Fees
\$10,984.45
 This includes your overdue and upcoming fees, including loans/payment plans.

Deferrable Fees
\$2,124.00
 These are the fees that can be deferred to your HELP Loan. If you are an international student or are not eligible for a HELP Loan, please ignore this tile.

Useful Links

- [Key Dates](#)
- [Payment Methods](#)
- [Fee Information](#)
- [Financial Support](#)
- [Request a Refund](#)

Your Approved Government Assistance

| Loan Scheme | Status | Student ID |
|-------------|----------|------------|
| HH | Approved | 15019908 |
| | | |
| | | |
| | | |
| | | |

Transactions tab

The Transactions window shows the total amount payable, payment due dates for your enrolled study period and options for making payments.

The screenshot displays the 'Transactions' tab in the JCU MyStudent My Finances interface. The page is for student 15019908 - Miss Sonny Beach. The left sidebar contains navigation options: Summary, Transactions (highlighted with a red box), Payment Receipts, Forms, and Preferences. The main content area is titled 'Transactions' and includes an information icon and a message: 'Below are your financial transactions, by default we only show those that are outstanding. If you want to see closed financial transactions (e.g. to confirm that your fees have been paid) please use the filter criteria. Transactions will show a temporary status of 'In Progress' where an attempt to pay has been made but confirmation is yet to be received from the payment provider. If a payment confirmation is not received from the provider within 15 minutes, the transaction will revert to its original status and payment can be attempted again if necessary.' Below this is a table with the following data:

| | |
|-----------------------------|------------------|
| Payment Date * | 30-Sep-2025 |
| Non-Deferrable Amount | 10,984.45 |
| Deferrable Amount | 0.00 |
| Discounts | (0.00) |
| Penalties | 0.00 |
| Total Amount Payable | 10,984.45 |

To the right of the table is the 'Your Payment Options' section, which states: 'The options available to you include:'. It lists two main options:

- Pay My Fees Now** - If you wish to pay some or all of your outstanding fees, you can select from one of the payment options available or 'Add to Cart' against multiple individual transactions and either 'Review' your cart or 'Pay Now';
- Defer My Fees** - You may be eligible to apply for the following HELP loans and defer your fees;
 - FEE-HELP loan** - Domestic Tuition Fees;
 - SA-HELP loan** - Student Services and Amenities Fees;




Below the list, it says: 'Click on 'Select Payment Options' and the HELP loan you wish to request Commonwealth Assistance for from the Australian Government.' A dropdown menu for 'Select Payment Option' is open, showing the following options: 'Make a general payment', 'Make a partial payment', 'Request for a FEE-HELP loan', 'Request for a SA-HELP loan', and 'OS-HELP Debt Confirmation'. At the bottom of the page, there are three boxes with dates: 'Payment Due Date 08-Sep-2025', 'Census Date 20-Feb-2025', and 'SSAF Incurral Date 21-Feb-2025'. The bottom right corner features a shopping cart icon with '0' items, a 'TOTAL: 0.00' label, a 'Review' dropdown, and a 'Pay Now' button.

In the bottom half of the window, select an invoice (or multiple invoices) to pay by credit card by selecting **Add to Cart** and **Pay Now**:

Transactions

Select Payment Option ▾

| | | |
|------------------|-------------|--------------------|
| Payment Due Date | Census Date | SSAF Incurral Date |
| 08-Sep-2025 | 20-Feb-2025 | 21-Feb-2025 |

 Search  

 0 TOTAL: 0.00 [Review ▾](#) [Pay Now](#)

  10 records.

WS1008 - Social Policy and Social Development

Sves Amenities Fee

| | | | |
|--------------|-------------|--------------------|------------------|
| Total Amount | Census Date | SSAF Incurral Date | Payment Due Date |
| 54.75 | 09-Oct-2025 | 10-Oct-2025 | 29-Sep-2025 |

TXN TYPE Fee

Payment Overdue

54.75

Not Deferrable

Paid Amount 0.00

[Add to Cart](#)

WS1010 - Interpersonal Skills

Sves Amenities Fee

| | | | |
|--------------|-------------|--------------------|------------------|
| Total Amount | Census Date | SSAF Incurral Date | Payment Due Date |
| 54.75 | 09-Oct-2025 | 10-Oct-2025 | 29-Sep-2025 |

TXN TYPE Fee

Payment Overdue

54.75

Not Deferrable

Paid Amount 0.00

[Add to Cart](#)

 1 TOTAL: 54.75 [Review ▾](#) [Pay Now](#)

Enter your credit card details and **Continue:**

eServices Payment

Enter your payment details

Invoice Number 75
Amount \$54.75 AUD

Accepted Card Types



Credit Card Number

Card Expiry Date

 /

CWV

 ?

Continue

Cancel

Make a general payment

You can pay any amount towards outstanding balances by making a general payment:

Select Payment Option ▾

Make a general payment

Make a partial payment

Request for a FEE-HELP loan

Request for a SA-HELP loan

OS-HELP Debt Confirmation

Enter the amount you wish to pay and select **Ok**:

Pay Now ✕

i Please enter the amount you wish to pay in the field below. Once you have entered the amount, click 'Ok' and you will be redirected to our payment gateway provider where you will need to provide your payment details. When the payment has been processed by our payment gateway provider, you will receive a payment confirmation with a receipt reference.

Amount *
20.00 ✕




OK Cancel

Enter your credit card details and select **Continue**:

eServices Payment


Enter your payment details

Invoice Number 86
Amount \$20.00 AUD

Accepted Card Types    Logo

Credit Card Number

Card Expiry Date MM / YY


CW 

Continue Cancel

You'll see this payment confirmation and a receipt will be emailed to your JCU account:

MyStudent > My Finances > Payment Confirmation

OK



Payment Successful

Thank you. The payment details will be sent to the email shown below.

| | |
|--------------------|--------------------------------------|
| Amount Paid | 20.00 |
| Reference | 7B3F89BC-A1B6-42DE-98A2-C1203A50D1B7 |
| Email | sonny.beach@gmail.com |



Receipt

James Cook University Townsville
Building 28, 1 James Cook Drive
DOUGLAS, QLD. 4811



EP00000034

Student Id :15019908 Beach, Miss Sonny 6 Sandstorm Way Cairns

Date 09 Oct 2025
Time 12:09:33PM
Register
Recorded User \$TB.DPUSER

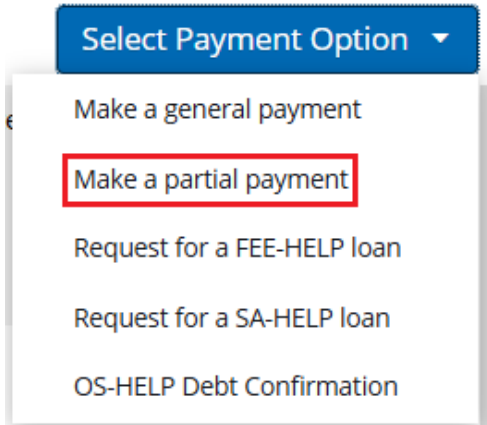
| Item/Description | Qty | Price | GST | Amount |
|----------------------------------|------------|--------------|------------|---------------|
| † Payment - Student ID: 15019908 | 1.00 | 20.00 | 0.00 | 20.00 |
| Total Amount: | | | 0.00 | 20.00 |

| Payment | Amount |
|------------------------|---------------|
| | 20.00 |
| Total Tendered | 20.00 |
| Rounding Amount | 0.00 |
| Change | 0.00 |
| Includes GST | 0.00 |

† Refer to the Invoice for GST treatment.

Make a partial payment

Select partial payment to pay an amount towards a specific invoice:



You'll see the My Payments window, where there are two tabs – **Awaiting Payment** and **Paid**.

A screenshot of the JCU MyStudent My Finances My Payments interface. The page shows a list of invoices with details such as reference numbers, due dates, and payment amounts. The "Awaiting Payment" tab is selected and highlighted with a red box. An invoice for "PC1210 - 2025 SSA Fee Coursework" is highlighted in blue. To the right, an "INVOICE" preview is shown, including the reference number, due date, currency, and a table of items with descriptions and amounts.

| Description | Amount |
|----------------------------------|--------|
| PC1210 - 2025 SSA Fee Coursework | 54.75 |
| PC1210 - Fee | 54.75 |

Select the **Pay now** button to make a payment via credit card.

Select the **Paid** tab in this window to view your paid invoices and view receipts:

The screenshot shows the 'My Payments' page with the 'Paid' tab selected. It displays two records for 'Miss Sonny Beach' with a due date of 09-Oct-2025 and an amount of 20.00. A receipt preview is shown on the right, featuring the JCU logo, address, and a barcode with the reference number EP00000034.

Select filters to specify Year, Study Period, Fee Type:

The screenshot shows the 'Transactions' filter section. A funnel icon is highlighted with a red box. Below it, a search bar and a list of transactions are visible. The first transaction is '2025 SSA Fee Coursework' for PC1210 - Foundations of Pharmacy Practice 2, with a total amount of 54.75, an incurral date of 13-Jun-2025, and a due date of 08-Sep-2025.

| Total Amount | Incurral Date | Due Date |
|--------------|---------------|-------------|
| 54.75 | 13-Jun-2025 | 08-Sep-2025 |

Transactions

Payment Receipts

Preferences



and modify the criteria.

Transactions will show a temporary status of 'In Progress' where an attempt to pay l

If a payment confirmation is not received from the provider within 15 minutes, the t

Search

Filters Clear all

  > 10 records.

^ YEAR DUE


- 2025 9
- 2026 1

^ STUDY PERIOD


- Trimester 1 2
- Trimester 2 2
- Trimester 3 6

^ FEE TYPE

Select all

 **2025 SSA Fee Co**
for PC1210 - Foundati
Total Amount
54.75

Fee

 **2025 PG Tuition**
for PC1210 - Foundati
Total Amount
4238.00

Payment Receipts

Payment Receipts will show for tuition fee and SSA Fee payments.

If you want to see transactions filtered on status (e.g. to confirm that your fees have been paid) please use the filter icon below and modify the criteria:

The screenshot shows the JCU MyStudent My Finances interface. The top navigation bar includes the JCU logo, the user's name 'JCU MyStudent > My Finances', an 'Enterprise Search' box, and user profile icons. A left sidebar contains navigation options: 'Help', '15019908 - Miss Sonny Beach', 'Summary', 'Transactions', 'Payment Receipts' (highlighted with a red box), and 'Forms'. The main content area is titled 'Payment Receipts' and contains an information message: 'Below is your payment receipt information. Please note that system processing for some types of transactions may result in an interval between your payment and the display of receipt details.' Below this is a search bar with a dropdown menu and a search icon. A filter icon (a funnel) is highlighted with a red box, followed by the text '1 record.'. The single record is for 'Student Id :15019908 Beach, Miss Sonny 6 Sandstorm Way Cairns' with ID 'EP00000034 | S000000067' and a creation date of '09-Oct-2025 by Distributed Processor'. The amount is '20.00' and the status is 'COMPLETE'. The text 'JCU Payment Gateway' is visible below the amount. A blue 'View' button is located at the bottom right of the record.

Select the **View** button to view the receipt details.

📄 Help
15019908 - Miss Sonny Beach

- Summary
- Transactions
- Payment Receipts**
- Forms
- Preferences

Payment Receipts

📄 Below is your payment receipt information. Please note that system processing for some types of transactions may result in an interval between your payment and the display of receipt details.

🔍 Search 🔍

🔍 ⬆️ ⬆️ 1 record. ⋮

📄 **Student Id :15019908 Beach, Miss Sonny 6 Sandstorm ...** **COMPLETE**
 EP00000034 | S000000067 | Created 09-Oct-2025 by Distributed Processor **20.00**
 JCU Payment Gateway

[View](#)

COMPLETE

Copy RECEIPT

Building 28, 1 James Cook Drive
 DOUGLAS QLD 4811
 Phone: +61 7 4781 4111

Receipt EP00000034
Receipt Date 09-Oct-2025 12:09:33 pm

Beach, Miss Sonny 6 Sandstorm Way Cairns QLD 4870
 Student Id :15019908 Beach, Miss Sonny 6 Sandstorm Way Cairns

| Description | Quantity | Unit Price (Inclusive) | GST | Line Amount (Inclusive) |
|----------------------------------|----------|------------------------|------|-------------------------|
| † Payment - Student ID: 15019908 | 1.00 | 20.00 | 0.00 | 20.00 |
| Total | | | 0.00 | 20.00 |

| | |
|-----------------------|---------------|
| Payment | Amount |
| Payment | 20.00 |
| Total Tendered | 20.00 |
| Rounding Amount | 0.00 |
| Includes GST | 0.00 |

Requesting a fee statement

A fee statement is available for students at Australian campuses and includes a history of financial transactions for the past 30 days.

To request your fee statement, go to My Study > Manage My Course > Self Service Reports:

The screenshot shows the JCU MyStudent portal interface. At the top, there is a navigation bar with a back arrow, the JCU logo, and the text 'JCU MyStudent > My Study > My Study'. To the right of the navigation bar is an 'Enterprise Search' box with a magnifying glass icon and a user profile icon. Below the navigation bar, there are two tabs: 'Plan and enrol' (active) and 'Academic history'. The main content area displays the course information: '15019908 | Miss Sonny Beach' and '108409 - Bachelor of Pharmacy (Honours) [Embedded] | 99 Credit Points | Cairns Nguma-bada | Standard'. On the left side, there is a sidebar with three sections: 'Manage My Course' (Choose things to do, View current course status), '108409 Overview' (Plan your subjects, Check results, View Handbook), and 'Government Assistance' (You have not submitted a form). Below these is a 'Self Service Reports' section with a list of reports: 'Academic Record', 'Enrolment Advice', and 'Fee Statement'. The 'Fee Statement' report is highlighted with a red box, and its 'Request' button is also highlighted with a red box. The 'Request' buttons for the other reports are also visible.

Click on the **Request** button next to Fee Statement. The statement will be emailed to your JCU email account.

Defer your fees

Government HELP loan forms will display in the My Finances – **Forms** section for eligible students.

The screenshot shows the 'My Finances' interface for a student named '15019908 - Miss Sonny Beach'. The left sidebar contains navigation options: Summary, Transactions, Payment Receipts, **Forms** (highlighted with a red box), and Preferences. The main content area is titled 'Forms' and includes a search bar and a list of four forms, each with a 'Fill out' button.

15019908 - Miss Sonny Beach

Summary

Transactions

Payment Receipts

Forms

Preferences

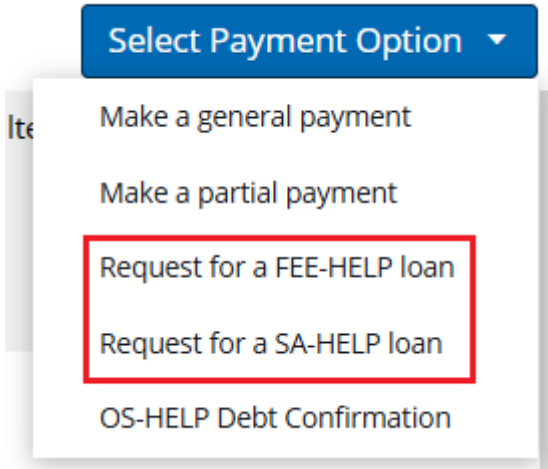
Forms

Search

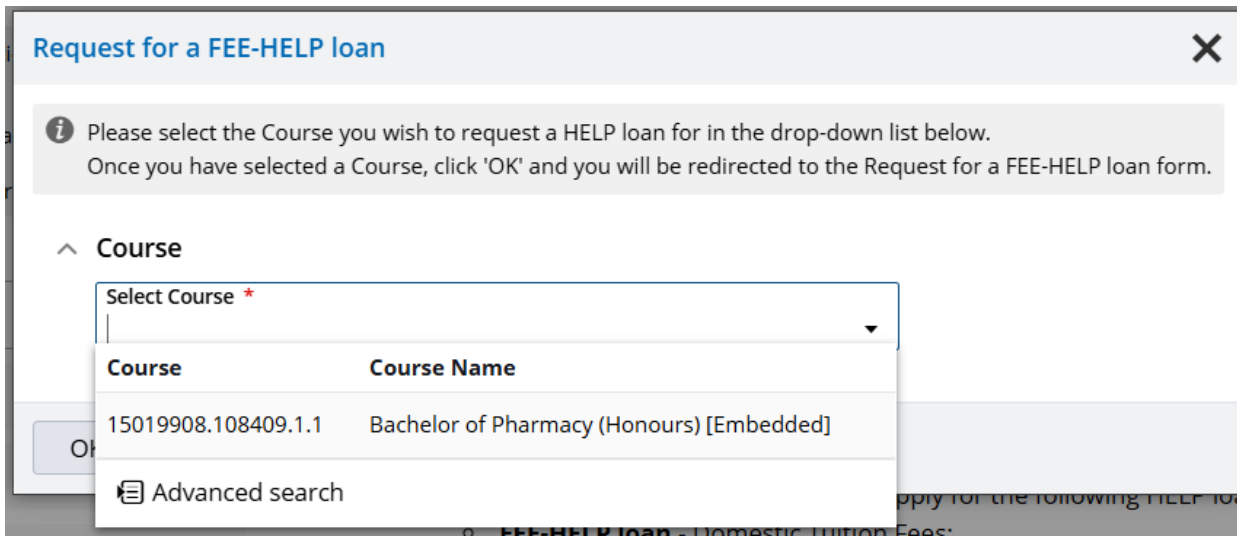
4 records.

- Request for Commonwealth Support and HECS-HELP**
Request for Commonwealth Support and HECS-HELP [Fill out](#)
- Request for Fee Free Uni Ready Place**
Request for Fee Free Uni Ready Place [Fill out](#)
- Request for FEE-HELP loan**
Request for FEE-HELP loan [Fill out](#)
- Request for SA-HELP Loan**
Request for SA-HELP Loan [Fill out](#)

Or, from the **Transactions** tab, **Select Payment Option:**



Select your course from the options and click Ok.



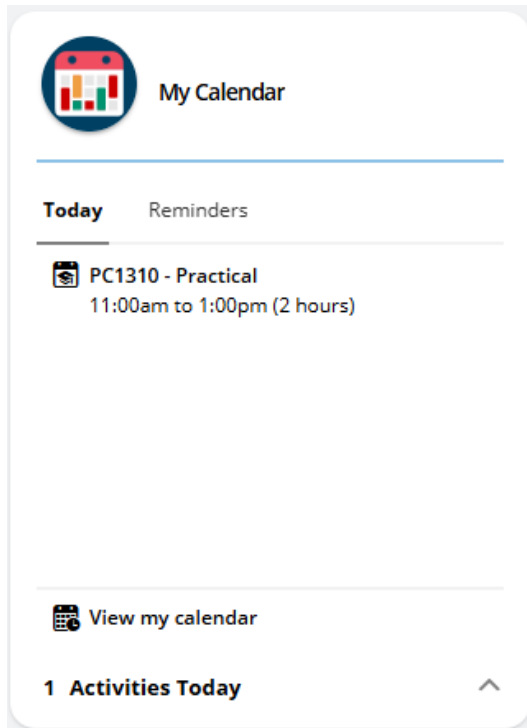
Complete the relevant form and **Submit**.

Once approved, your submitted forms will appear in the **Summary** window under **Your Approved Government Assistance**:

Your Approved Government Assistance

| Loan Scheme | Status |
|-------------|----------|
| HH | Approved |
| SA | Approved |

My Calendar



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

Once you have completed class registration for your enrolled subjects, your registered classes show in the My Calendar window.

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

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

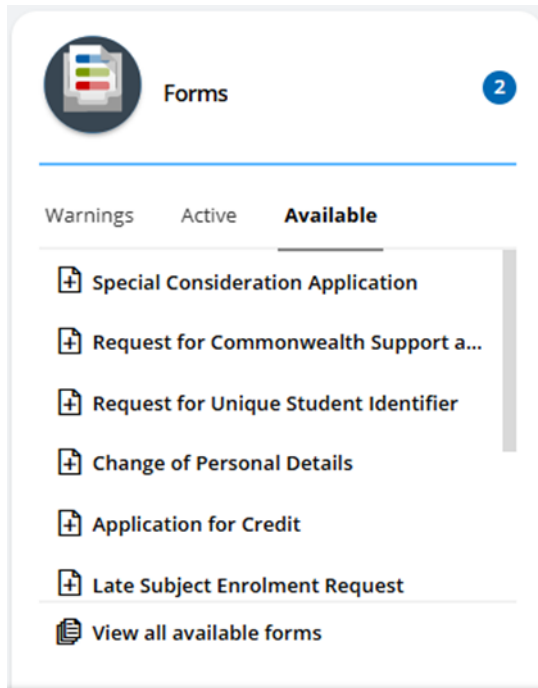
The screenshot shows the 'My Calendar' interface for JCU MyStudent. The top navigation bar includes the JCU logo, 'JCU MyStudent > My Calendar', and an 'Enterprise Search' field. Below the navigation bar, there is a 'Help' button and a notification icon with '6 records'. The calendar is set to 'Today' 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', including 'Student Contribution' and '2025 Band 4 Student Contribution - 2025 Band 4 Student Contribution SS1010 - Australian People: Indigeneity and Multiculturalism'. A red box highlights the 'Student Contribution' link in the side panel.

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



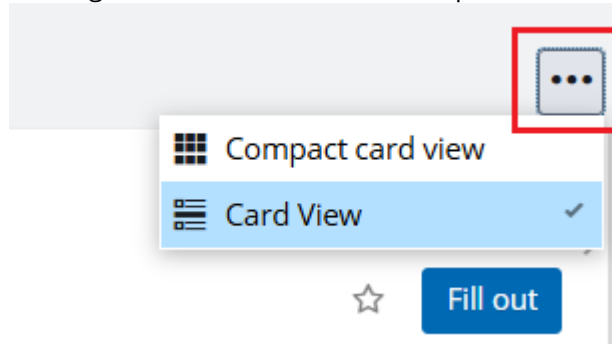
The **Forms tile** shows a list of forms you are required to complete and submit. A counter in the tile header shows how many forms you have outstanding.

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 a back arrow, the JCU logo, and the text 'JCU MyStudent > Forms'. Below this is a search bar. The main content area has two tabs: 'Forms' (selected) and 'Responses'. A notification icon indicates '28 forms. Select a form to fillout.' Two form cards are displayed:

- Special Consideration Application**: Includes a document icon, a star icon, and a blue 'Fill out' button.
- Request for Commonwealth Support and HECS-HELP**: Includes a document icon, a star icon, and a blue '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' section of the JCU MyStudent portal. The navigation bar includes 'cia > JCU MyStudent > Forms > Forms', an 'Enterprise Search' bar, and a user profile icon. The main content area has two tabs: 'Forms' and 'Responses' (selected). A notification icon indicates '7 responses. Select a response to view.' A list of responses is shown:

- Request to withdraw from course - Brisbane - 18-Sep-2025 16:19:13**: Version 1, DRAFT status.
- Late Subject Enrolment Request - 18-Sep-2025 16:18:51**: Version 1, DRAFT status.
- Course Application - 12-Sep-2025 14:14:32**: Version 1, DRAFT status.
- Request for Commonwealth Support and HECS-HELP - 29-Aug-2025 14:26:30**: Version 3, Submitted 29-Aug-2025 14:29:42, SUBMITTED status (highlighted with a red box).

The detailed view of the 'Request for Commonwealth Support and HECS-HELP' form is shown on the right. It includes a title, 'IMPORTANT INFORMATION' section with a 'Warning' box, and a 'FORM OVERVIEW' section with a numbered list of instructions:

1. Read the [HECS-HELP Information for 2025](#) booklet.
2. Complete each section and question that is relevant to you.
3. Section C is to access a CSP and if eligible, section D is to get a HECS-HELP loan.
4. Tick the declaration at item 15.
5. Submit the completed form.
6. Print a copy for your records.

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 has a blue header with the JCU logo, navigation links, and an 'Enterprise Search' bar. The user's profile information is displayed at the top. On the left, there is a sidebar with various tabs: Summary, Contacts, Educational Background, Sanctions (0 Sanctions), Scholarships, and Communication (1 system-issued document). The 'Forms' tab is highlighted with a red box and shows '2 available forms'. The main content area displays a search bar and two records:

- Change of Personal Details**: Change of Personal Details. Includes a 'Fill out' button and a menu icon.
- Request for Unique Student Identifier**: Request for Unique Student Identifier. Includes a 'Fill out' button and a menu icon.

Government Assistance Forms, e.g. HECS-HELP, SA-HELP, etc, can be completed in the **Forms** tile, in **My Study** and in **My Finances**.

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. It contains the text: **1 WARNING**
⚠ You must be admitted to a course at JCU Brisbane to submit this form

