

# MY ENROLMENT: HOW TO WITHDRAW FROM UNITS

## 1 Log in to My Enrolment

- a | Log in to **My Enrolment** with your Student ID and password.
- b | Click on **Unit Withdrawal** in the left-hand navigation.

The screenshot shows the Swinburne University of Technology My Enrolment page. The left-hand navigation menu includes options like Study Plans, Current Enrolment, Swap, Unit Withdrawal (highlighted with a red circle), Unit Waivers, and Leave of Absence. The main content area is titled 'Withdrawal' and contains an 'Information' box stating: 'Listed below are the units that you are currently enrolled in for your Study Plan. Please select the units you wish to withdraw from, then select the withdraw at the bottom of the page.'

- c | Check the tickbox next to each unit you wish to withdraw from, then click **Withdraw**.

*Note: If a unit you want to withdraw from does not appear, please contact **studentHQ**.*

<input type="checkbox"/>	Year	Study Period	Location	Course/Unit Code	Short Title	Credit Points	Census Date
<input checked="" type="checkbox"/>	2017	Semester 1	Hawthorn	ACC10007	Financial Information for Decision Making	12.50	31-Mar-2017
<input checked="" type="checkbox"/>	2017	Semester 1	Hawthorn	ECO10004	Economic Principles	12.50	31-Mar-2017
<input checked="" type="checkbox"/>	2017	Semester 1	Hawthorn	MKT10007	Fundamentals of Marketing	12.50	31-Mar-2017
<input type="checkbox"/>	2017	Semester 2	Hawthorn	BUS10012	Innovative Business Practice	12.50	31-Aug-2017
<input type="checkbox"/>	2017	Semester 2	Hawthorn	INF10003	Introduction to Business Information Systems	12.50	31-Aug-2017
<input type="checkbox"/>	2017	Semester 2	Hawthorn	MGT10001	Introduction to Management	12.50	31-Aug-2017

**d |** If the withdrawal details are correct, click **Confirm**.

(If you've made an error, click **Reselect**).

**Information**

You are about to withdraw from units. All registrations in classes for the units will also be removed.  
Please note that if it is past the census date for these units you may still be financially liable.

The following unit will be withdrawn as they have been selected by you for withdrawal.

Year	Study Period	Location	Course/Unit Code	Short Title	Credit Points	Census Date
2017	Semester 1	Hawthorn	ACC10007	Financial Information for Decision Making	12.50	31-Mar-2017
2017	Semester 1	Hawthorn	ECO10004	Economic Principles	12.50	31-Mar-2017
2017	Semester 1	Hawthorn	MKT10007	Fundamentals of Marketing	12.50	31-Mar-2017

A success message will now appear to confirm your withdrawal.

The following unit have been successfully withdrawn.

*Note: If you wish to withdraw from your course, you must complete a **withdrawal from course application** online.*

**Need more help** 

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