



My enrolment:

HOW TO WITHDRAW FROM UNITS

STUDENT HELP GUIDE

01

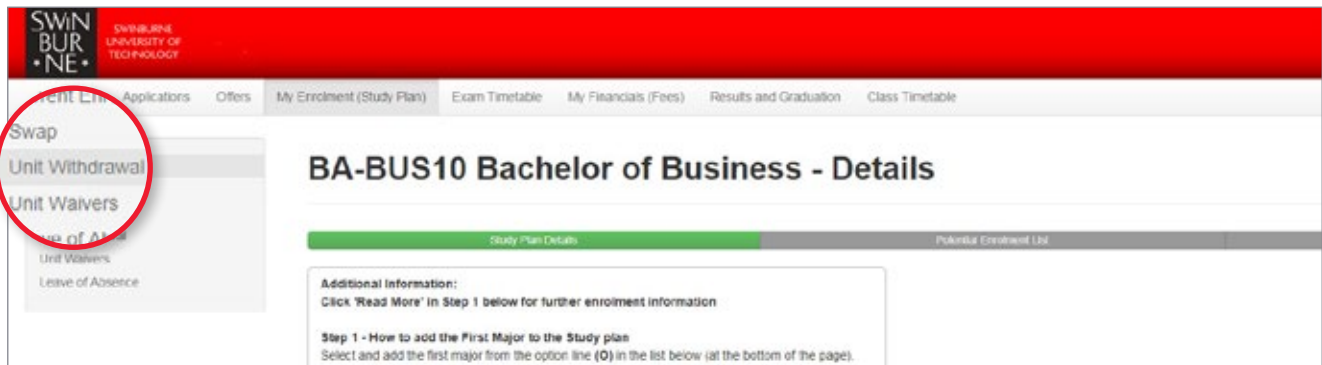
Log in to My Enrolment

- Log in to [My Enrolment](#) with your Student ID and password.

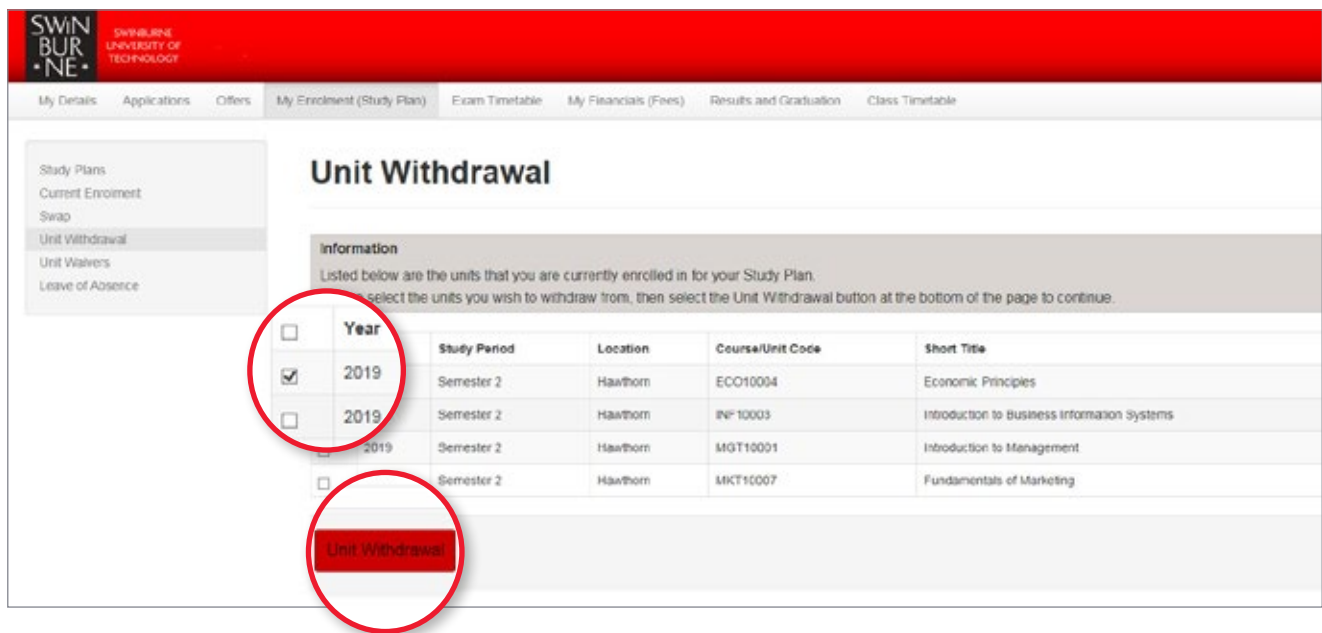
02

Withdraw from your units

- Click on **Unit Withdrawal** in the left-hand navigation



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



- Review the unit that you wish to withdraw from, and click **Confirm**

The screenshot shows the 'BA-BUS10 Bachelor of Business - Withdrawal Details' page. The page includes a navigation menu with options like 'My Details', 'Applications', 'Offers', 'My Enrolment (Study Plan)', 'Exam Timetable', 'My Financials (Fees)', 'Results and Graduation', and 'Class Timetable'. A sidebar on the left lists 'Study Plans', 'Current Enrolment', 'Swap', 'Unit Withdrawal', 'Unit Waivers', and 'Leave of Absence'. The main content area has a heading 'BA-BUS10 Bachelor of Business - Withdrawal Details' and an 'Information' section stating: '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.' Below this, a message says: 'The following unit will be withdrawn as they have been selected by you for withdrawal.' A table lists the unit details:

Year	Study Period	Location	Course/Unit Code	Short Title	Cre
	Semester 2	Hawthorn	ECO1004	Economic Principles	12.5

At the bottom of the table, there are two buttons: 'Confirm' (highlighted with a red circle) and 'Reselect'.

- A success message will now appear to confirm your withdrawal.

The screenshot shows the 'BA-BUS10 Bachelor of Business - Withdrawal Confirmation' page. The page includes the same navigation menu and sidebar as the previous screenshot. The main content area has a heading 'BA-BUS10 Bachelor of Business - Withdrawal Confirmation' and a green message bar stating: 'The following unit have been successfully withdrawn'. Below this, a table lists the unit details:

Year	Study Period	Location	Course/Unit Code	Short Title	Cre
2019	Semester 2	Hawthorn	ECO1004	Economic Principles	12.5

At the bottom of the table, there are two buttons: 'View' and 'Reselect'.

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

Need more help?

Contact studentHQ



1300 794 628



[Email us](#)