

My enrolment:

HOW TO WITHDRAW FROM UNITS

STUDENT HELP GUIDE

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01
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Log in to My Enrolment

• Log in to <u>My Enrolment</u> with your Student ID and password.

02

Withdraw from your units

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

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TENT Enn Applications	Offers My Enrolment (Study Plan) Exam Timetable My Financials (Fees)	Results and Graduation	Class Timetable	
Swap Unit Withdrawal Unit Waivers	BA-BUS	310 Bachelor of B	usiness - D	etails	
Und Walvers		Study Plan Details		Polentiar Enrolment List	
Leave of Absence	Additional Inform Click 'Read More' Step 1 - How to a Select and add the	ation: In Step 1 below for further enrolment informa dd the Pirst Major to the Study plan first major from the option line (O) in the list belo	ition		

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

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Plans It Enroiment	L	Jnit Wi	thdrawal			
hdrawal ivers I Absence		Information Listed below an	e the units that you are ie units you wish to wi	e currently enrolled in indraw from, then sel	for your Study Plan. ect the Unit Withdrawal butto	n at the bottom of the page to continue.
		Year	Study Period	Location	Course/Unit Code	Short Title
		2019	Semester 2	Hawthorn	ECO10004	Economic Principles
		2019	Semester 2	Hawthorn	INF 10003	Introduction to Business Information Systems
					110710001	introduction to Management
		2019	Semester 2	Hawtorn	810110001	

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

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Study Plans Current Enrolment Swap	BA-I	BA-BUS10 Bachelor of Business - Withdrawal Details						
Unit Withdrawal Unit Waiwers Leave of Absence	Informat You are Please n	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	The follo	wing unit will be withdrawn a	as they have been solecte	d by you for withdrawal.				
	Year	Study Period	Location	Course/Unit Code	Short Title	Cre		
		Semester 2	Hawthorn	ECO10004	Economic Principles	12.1		

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

BA-BUS10 Bachelor of Business - Withdrawal Confirmation						
Year	Study Period	Location	Course/Unit Code	Short Title	Cre	
2019	Semester 2	Hawthorn	EC010004	Economic Principles	12.5	
	The follows Year 2019	The following unit have been success Year Study Period 2019 Semister 2	Year Study Period Location 2019 Semester 2 Hawthorn	Year Study Period Location Course/Unit Code 2019 Semester 2 Hewthorn ECO10004	The following unit have been successfully withdrawn: Year Study Period Location Course/Unit Code Short Title 2019 Semister 2 Hawthorn ECO10004 Economic Plinciples	

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

