



Southern Cross
University

Client Services

How to withdraw from a unit

This is a guide to assist you with how to [withdraw from a unit/s](#) at Southern Cross University.

Client Services



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First Steps

It is important to consider the financial and academic implications of withdrawing. If you withdraw from your unit after the [Census Date](#), you will receive a grade of ***Withdraw Fail*** and be financially liable for the cost of the unit.

If you are an International student it is recommended that you consult your International Student Adviser prior to withdrawing as it may affect your visa.

Please ensure you are aware of the teaching period [key dates](#) prior to withdrawing from your unit.

Study Plans

3. Navigate to the Study Plans tab, click on *Unit Withdrawal* on the left-hand side menu.

Southern Cross University | My Enrolment | Welcome Rebecca

Details Applications Offers UniMentor **Study Plans** Classes Commonwealth Assistance Exams Finance Grades Graduation Rewards MySCU Details eForms

Study Plans
Current Enrolment
Swap Units
Unit Withdrawal
Course Withdrawal
Leave of Absence
Student Waivers
Unit Approval Request
Change of Major/Minor
Course Guide

Choose a Study Plan

Information
Listed below are your Study Plans.
Please select a Study Plan from the list to continue.

	Parent Study Package	Title	Stage	Status	Credit Points	Nominal Hours	
Select	3001111	Bachelor of Education (Primary)	Admitted	SCU Withdrawn	384.000		This will be displayed in read-only mode
Select	3005105	Bachelor of Nursing	Withdrawn	Withdrawn	288.000		This will be displayed in read-only mode
Select	5505105	Professional Experience - Bachelor of Nursing	Admitted	SCU Withdrawn		1000	This will be displayed in read-only mode
Select	3207310	Bachelor of Arts/Bachelor of Education (Primary)	Admitted	SCU Withdrawn	384.000		This will be displayed in read-only mode
Select	3207310	Bachelor of Arts/Bachelor of Education (Primary)	Offered	Offered	384.000		This will be displayed in read-only mode
Select	3007244	Bachelor of Psychological Science	Admitted	Admitted	288.000		
Select	1209121	Master of Business Law	Applied	Applied	96.000		This will be displayed in read-only mode
Select	3007083	Bachelor of Laws	Applied	Applied	384.000		This will be displayed in read-only mode

Note: It is important that you are aware of the [Census date](#) ** on this screen. If you withdraw after Census Date you will be financially liable for the cost of the unit/s and you will receive a **withdraw fail** grade for the unit.

4. Select the checkbox for the unit that you wish to withdraw from. Select a reason and click on withdraw.

The screenshot shows the Southern Cross University My Enrolment interface. The top navigation bar includes the university logo, 'My Enrolment', and a user greeting 'Welcome Rebecca'. A secondary navigation bar lists various services like 'Details', 'Applications', 'Offers', 'UniMentor', 'Study Plans', 'Classes', 'Commonwealth Assistance', 'Exams', 'Finance', 'Grades', 'Graduation', 'Rewards', 'MySCU Details', and 'eForms'. A left-hand sidebar menu contains options such as 'Study Plans', 'Current Enrolment', 'Swap Units', 'Student Waivers', 'Unit Withdrawal' (highlighted), 'Course Withdrawal', 'Leave of Absence', 'Unit Approval Request', 'Change of Major/Minor', and 'Course Guide'. The main content area is titled '3007244 Bachelor of Psychological Science - Withdrawal > Choose Component Study Packages'. Below this is an 'Information' box stating: 'Listed below are the units that you are currently enrolled in for your Study Plan. Please select the unit(s) you wish to withdraw from, then select a reason for your unit withdrawal to continue.' A table lists the enrolled units with columns for checkboxes, Year, Study Period, Location, Course Code, Unit Name, Credit Points, and Census Date. One unit is listed: 2020, Session 3, Online, BHS30003, Development across the Lifespan, 12.000, and 23-Nov-2020. Below the table is a form with a dropdown menu labeled 'Please select a reason' and a green 'Withdraw' button.

<input type="checkbox"/>	Year	Study Period	Location	Course Code	Unit Name	Credit Points	Census Date
<input checked="" type="checkbox"/>	2020	Session 3	Online	BHS30003	Development across the Lifespan	12.000	23-Nov-2020

5. Review the Information panel and your selection and click *Confirm*.

If you need to make adjustments click *Reselect*.

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On the left, a sidebar menu lists options: Study Plans, Current Enrolment, Swap Units, Student Waivers, Unit Withdrawal, Course Withdrawal, Leave of Absence, Unit Approval Request, Change of Major/Minor, and Course Guide.

The main content area is titled '3007244 Bachelor of Psychological Science - Withdrawal: Information'. It features an 'Information' section with a warning: 'You are about to withdraw from selected 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 is a message: 'The following unit(s) will be withdrawn as they have been selected by you for withdrawal..'

Year	Study Period	Location	Course Code	Unit Name	Credit Points	Census Date
2020	Session 3	Online	BHS30003	Development across the Lifespan	12.000	23-Nov-2020

At the bottom, there are two buttons: 'Confirm' (highlighted in yellow with a red notification bubble containing the number '1') and 'Reselect'.

6. You will receive the confirmation message *'The following unit(s) have been successfully withdrawn'*.

Select *View* if you wish to view your Current Enrolment.

The screenshot shows the Southern Cross University My Enrolment interface. The top navigation bar includes the university logo and the text 'My Enrolment'. A user greeting 'Welcome Rebecca' is visible in the top right. Below the navigation bar is a horizontal menu with various options: Details, Applications, Offers, UniMentor, Study Plans, Classes, Commonwealth Assistance, Exams, Finance, Grades, Graduation, Rewards, MySCU Details, and eForms. On the left side, there is a vertical sidebar menu with options: Study Plans, Current Enrolment, Swap Units, Student Waivers, Unit Withdrawal, Course Withdrawal, Leave of Absence, Unit Approval Request, Change of Major/Minor, and Course Guide. The main content area displays the title '3007244 Bachelor of Psychological Science - Withdrawal: Confirmation'. Below the title is a green banner with the message 'The following unit(s) have been successfully withdrawn', marked with a red circle '1'. Underneath the banner is a table with the following data:

Year	Study Period	Location	Course Code	Unit Name	Credit Points	Census Date
2020	Session 3	Online	BHS30003	Development across the Lifespan	12.000	23-Nov-2020

Below the table, there are two buttons: a green 'View' button (marked with a red circle '2') and a grey 'Reselect' button.

What happens after I withdraw from a unit?

- If you have withdrawn from a unit at Southern Cross University it is a good idea to consult your [Course Progression](#)* to plan out your future study. If you need assistance with this you can contact your [Client Services](#) team.
- If you have withdrawn from your unit/s and are intending on taking some time off from studies it is recommended that you take a [Leave of Absence](#).
- If you [withdraw from a unit](#) on or before the relevant [Census Date](#) you will have your enrolment in that unit deleted from your academic record.
- When you withdraw from a unit after the relevant **Census Date** you will have a grade of *Withdrawn Fail* for that unit recorded on your academic record. You may be eligible to apply for a [refund or remission of fees](#) due to special circumstances.
- It is recommended that you become familiar with the [Key Dates](#) for the current year.

Important notes...

*The [Course Progression](#) is a suggested enrolment pattern. If you follow the suggested enrolment pattern you will complete the foundation units before you complete the advanced units and you will not run into any requisite knowledge issues or timetable problems. If you are unable to follow your Course Progression we recommend you contact the [Client Services](#) team to discuss the best path for you.

** The [Census Date](#) is the date on which a student's enrolment is taken to be finalised. If you are enrolled after Census Date you will be financially liable for tuition fees. If you've deferred your fees to the government via one of the HELP schemes, Census Date is when your enrolment is reported to the government. Key Domestic and International dates may differ.



Southern Cross
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Having trouble?

Contact us!



scu.edu.au/current-students/student-administration/



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