



## Manage My Degree eForm Guide – Coursework Student

### Introduction

Manage My Degree is a multi-function eForm which can be used to; apply for program leave; withdraw completely from a program; or apply for enrolment changes that cannot be processed through ISIS

This form can be used to apply for:

- **Program Leave:** For International students, Honours students (including post graduate coursework students who are under taking the research component of their degree) and students enrolled in Medicinae ac Chirurgiae Doctoranda wishing to apply for leave from their program.
- **Late withdrawal:** For students who were unable to drop their enrolment before census date, due to unforeseen circumstances.
- **Reduced study load:** For international students who wish to reduce their study load below the required 100%.
- **Overloading:** For students wishing to increase their study load above 100%.
- **Third Attempt Course Enrolment:** For students wishing to enrol in a course that they will be attempting for the third time. All other courses should be added through ISIS before census date. If you are unable to add a course on ISIS for another reason, you should contact your College to request a permission code.
- **Application for program withdrawal (voluntary discontinuation):** For students wanting to **completely withdraw** from The Australian National University. **You will not be re-admitted to your program if you lodge an application for voluntary discontinuation in error.**

Please note that only one of these application types may be processed within a form. To apply for multiple processes, you must create a new form for each application.

### How to access the Manage My Degree eForms from ISIS

To access the eForm:

In ISIS, navigate to > ISIS > Degree Management > Manage My Degree




Select Manage My Degree Coursework and click 'Apply' to open the form in eForms.

Please select the eForm that you would like to submit and click the Apply button to start your application.

- Credit Transfer - Credit Transfer
- MMD-Coursework - Manage My Degree - Coursework
- Spec.Cons & Def.Exams - Special Considerations and Deferred Exams.



### Tips for using the eForms

- There are two ways to navigate through the form. You may step through the pages using the left and right arrows in the top-right of the page or the right arrow at the bottom of the page. You may also skip to a particular page in the form by clicking the page title in the navigation bar on the left of the form. 
- Compulsory fields are marked with a red asterisk: \*. You must provide the required information in order to proceed.
- If a page appears green on the navigation bar, it has been successfully completed. If a page appears red on the navigation bar, there are compulsory fields on that page which have not been filled in.
- To save the form click the save icon in the top right corner. Note: you will not be prompted to save upon exit, therefore it is important to click the save button before logging out or closing the window. You will be able to access your saved, non-submitted eForm via ISIS. 
- You may be given the opportunity to upload multiple documents to the form. You may add additional documents by clicking the + button below the question. To remove a document, select it using the checkbox and click the – button. Clicking and dragging the three bars beside the checkbox allows you to rearrange the order of your documents. 
- To upload documents to the form, click the 'Upload New' button where prompted. A pop-up window will open, allowing you to browse for your file to upload. Once the document has finished uploading, the window will close.
- **Note: Please avoid including any sensitive personal information in the form text areas. All sensitive personal information should be uploaded in supporting documentation.**

### What happens after submission of the eForm?

- Your submission will be sent to the first approver in the approval chain. Refer to the approval workflow diagrams in <https://services.anu.edu.au/education-support/student-administration/eforms-staff-support>
- The form will pass through each approver state in turn, where the approvers will indicate whether or not they support your application.
  - If your application is approved: It will be sent to Student Administration and Records (STAR) or Student Central for processing. You will be notified via email when the form process is completed.
  - If an approver requires more information: The form will be returned to you with comments on what extra detail is required. The form will then be sent to all the approvers in turn for re-approval.
  - If your application is declined: The form process will be terminated and you will be notified of the result.
- On the completion of the form process, the output document generated by the form, as well as any supporting documentation uploaded by you or any approvers, will be stored in the Electronic Records Management System (ERMS). All supporting documentation will be uploaded to a secure folder on the ERMS for the protection of sensitive personal information.



Australian  
National  
University

**MMD eForms  
Quick Reference Guide**

Support

If you need assistance please contact your College/School Student Administrator or go to Student Administration eForms Support (Students) <http://www.anu.edu.au/students/program-administration/program-management/student-administration-eforms> for support options.