

## *Things to remember*

Look for alternatives before making a decision.

Talk to your course coordinator or advisor about how you're feeling and what options might be best for you

If you drop below three-quarters of a full time workload, you may lose your Centrelink benefits.

[www.centrelink.gov.au](http://www.centrelink.gov.au)

Make sure you withdraw from units or apply for a leave of absence before the census date to avoid academic and financial penalty.

[www.uws.edu.au/leaveofabsence](http://www.uws.edu.au/leaveofabsence)  
[www.uws.edu.au/droppingunits](http://www.uws.edu.au/droppingunits)

Withdrawing from a core or prerequisite unit may affect your future enrolment. Speak to your course coordinator or advisor.

To withdraw from units, you need to submit a Discontinuation or break from studies form.

[www.uws.edu.au/droppingunits](http://www.uws.edu.au/droppingunits)

International students' visa obligations do not normally allow part time studies. See an International Student Advisor.

[www.uws.edu.au/international/current\\_student\\_support/student\\_advisors](http://www.uws.edu.au/international/current_student_support/student_advisors)

## **Counselling Service**

The UWS Counselling Service is completely free of charge and confidential. You're welcome to make an appointment to talk about any issue or problem that is on your mind.

Counsellors are available on every UWS campus. Opening hours are 9.00am to 4.30pm, Monday to Friday (on most campuses). Appointments outside these hours can be arranged including phone appointments if needed.

Make an appointment or drop in to the Counselling Service office on your campus.

Phone (02) 9852 5199 or email [counselling@uws.edu.au](mailto:counselling@uws.edu.au)

[www.uws.edu.au/counsellingservice](http://www.uws.edu.au/counsellingservice)

### Multi-campus Disclaimer

The University of Western Sydney reserves the right to change course and unit campus locations from those current at the time of course commencement.

*Thinking of dropping out?*  
**Talk  
before you  
walk**



### **Look for alternatives**

Feeling overwhelmed and thinking about leaving university altogether? There are a range of options you should consider first. It's also a good idea to discuss your situation and options with someone you trust - be it family, a friend or even a UWS counsellor.

### **Take care of yourself**

Just taking time to relax and look after yourself can sometimes have an enormous impact. Take a day off to spend with friends or maybe go for a long, leisurely walk. And make sure you're getting a good night's sleep.

### **Manage your stress**

University is hard work and can be very stressful, especially if you're juggling study with work and family commitments. Try out some relaxation techniques, maybe take up yoga or tai chi, or just integrate quiet times into your daily routine. It's also important to change your schedule to make sure you're not overloaded. The UWS counsellors can help you put together a balanced personal schedule.

### **Get back on track**

It can be hard to stay up to date with all of your uni work. If you find that you're falling behind, there are a number of things you can do to get back on track. You can borrow notes from friends, join a study group or talk to your lecturer or tutor about any work you may have missed.

Playing catch up is often very difficult, especially if you're trying to keep up with new work as well - you'll need to be focused and organised.

### **Improve your study skills**

Are your units harder than you expected or are you finding the readings just too difficult to get through? There are a wide range of workshops available which are designed to teach you the skills to excel in all your studies.

The Student Learning Unit and Counselling Service run workshops throughout the teaching sessions on topics from essay writing to critical analysis, presentations to exam preparation and stress and time management. Detailed information and the full list of workshops is available online at [www.uws.edu.au/skillsworkshops](http://www.uws.edu.au/skillsworkshops)

### **Reduce your study load**

If you're finding your workload too much, you might want to reduce your study load to part time. That means you'd only be studying one or two units each session. You must withdraw from units before the session census date or you'll still have to pay for them and they'll stay on your academic record as an absent fail grade.

Remember, you can always go back to full time studies later on if you want.

### **Change your course**

If you're feeling like your course isn't for you, you may be able to change courses. Talk to your course coordinator or advisor about how

you're feeling and what options might work for you. It may also be helpful to discuss all your options with a close friend or family member, or even a UWS counsellor.

Most undergraduate students can now apply to change courses within UWS online. This process is only available to some students, at certain points throughout the year. Detailed information on who can apply, when and how to apply is available online at [www.uws.edu.au/coursestransfer](http://www.uws.edu.au/coursestransfer)

If you want to change to a different university, you will need to apply through the Universities Admission Centre (UAC).

Are you an International student? Make sure you check the restrictions imposed by your visa or home institution and talk to an International Student Advisor before making any decisions.

### **Take a break from studying**

If you feel like study isn't for you right now, you can take a temporary leave of absence. A leave of absence is like deferring your course - you can take either six or twelve months break, then come back refreshed and pick up where you left off.

You can only apply for a leave of absence if you've successfully completed at least one unit. If you want to take a leave of absence, you'll need to check the details online and fill out a Discontinuation or break from studies form.

[www.uws.edu.au/leaveofabsence](http://www.uws.edu.au/leaveofabsence)