My Enrolment: How to swap your units (i.e. withdraw from one unit and enrol in another at the same time)

Log in to My Enrolment

1. Log in to My Enrolment with your SIMS username and password. (You can also log in via the Current Students website).

2. Click on Swap in the left-hand navigation.

Swap your units

Tip: The bar at the top of the screen shows you what stage of the swap process you’re at.

1. Click the Swap button to select the unit you wish to swap on your Study Plan.
   Note: This is the unit you’re currently enrolled in that you wish to withdraw from.
2. A list of available units you can swap into will appear. **Click** the **Swap Into** button to select the unit you wish to enrol/swap into.

![Swap Into button](image)

3. Choose your type of attendance for the unit by clicking on the drop down box and selecting the type (e.g. classroom based). **Click** the **Confirm** button.

   **Note**: In some cases, the type of attendance may already be completed for you as *not all attendance options will be available for particular units.*

![Drop down box](image)

4. A confirmation screen will now appear for you to confirm the swap. If the unit details are all correct, **click** the **Save** button.

![Confirmation screen](image)
5. You will now receive a ‘successfully swapped’ message.

   **Note:** If you receive a failure message, this means that you did not meet the prerequisite requirements for the unit you wished to swap into.

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