

# HOW TO ENROL IN UNITS

*Note: Before you can enrol in units, you must have accepted your offer.*

## 1 Enrol in units

- a | Log in to **My Enrolment** with your Student ID and password.
- b | Accept our terms and conditions by following the **Read and Accept** link. If you are asked for your parent/guardian details, click **Provide**, enter your details and then click **Update Information** to submit.

Before enrolling you need to ...

**Read and accept** Swinburne's terms and conditions

**Provide** your Parent / Guardian Highest Educational Attainment details.

*Note: If you're asked to submit your Request for Commonwealth Support, click **Provide** (this form is mandatory to confirm your Commonwealth Supported Place). If you're eligible, and wish to apply for HECS-HELP, you can do this on the same form. View our **help guide** for more assistance.*

- c | You can now view your study plan.

*Note: Refer to your **Course Planner** to help you enrol in the correct units. For assistance in choosing majors and minors, view our **help guide**.*

All the units in your course will be listed as **Planned** on your study plan.

Core units = **C** | Elective units = **E** | Specialisation units = **S**

**C** DDD30015 - Visual Narrative for Professional Practice

Planned

2017, Semester 2, Hawthorn, Classroom based

This is the only remaining availability for this unit this year.

[More details](#) [Requisite Information](#)

- d |** Select each unit you wish to enrol in and choose a teaching period and study mode from the drop-down box.

*Note: If a unit has only one teaching period availability (i.e. there is no choice of teaching periods), the teaching period will be pre-populated for you. To enrol in an online unit, select an Online or Electronic study mode instead of Classroom based.*

**C** MKT30016 - Marketing Strategy and Planning

Planned      Period: 2017 Semester 1

Select

Select

2017, Teaching Period 2, Swinburne Online **Online or Electronic**

2017, Semester 2, Hawthorn, Classroom based

2017, Study Period 3, Hawthorn, Online or Electronic

**C** BUS30009 -

- e |** Check the enrol checkbox next to each unit you want to enrol in.

**C** ENT30010 - Contemporary Issues in Entrepreneurship and Innovation

Planned      Period: 2017 Semester 1

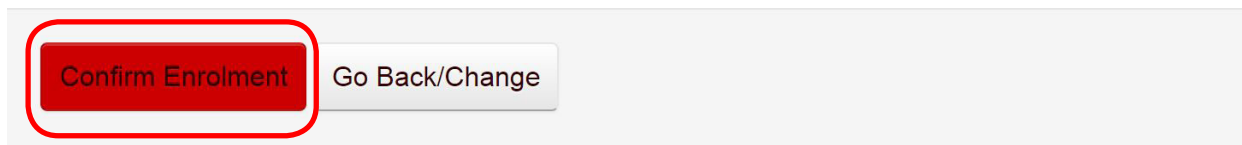
2017, Semester 2, Hawthorn, C

- f |** Click **Enrol** at the very bottom of the screen.

**Enrol**      Withdraw

*Note: If you do not meet the prerequisite requirements to study a unit (e.g. you must have completed a particular unit beforehand, or have a certain number of credit points), a failure message will appear when you attempt to enrol. You will be able to view a unit's **Requisite Information** in your study plan. For more information about the unit, click **More Details**.*

- g |** Your selected unit/s will now display. Check to make sure that all the details on this page are correct; then click **Confirm Enrolment**.



- h |** To view a summary of your enrolled units, click **Current Enrolment** in the left-hand navigation.

A screenshot of a web page titled "BA-BUS10 Bachelor of Business - Enrolment Confirmation". On the left is a navigation menu with items: "Study Plans", "Current Enrolment" (highlighted with a red rounded rectangle), "Swap", "Unit Withdrawal", "Unit Waivers", and "Leave of Absence". The main content area has a green header with "Success" and "Congratulations! You have now enrolled." Below this is a "Next Steps" section with two bullet points: "If you are an on-campus student, you need to schedule your class." and "If you are receiving government support (HECS, VET FEE HELP, FEE HELP) you must complete a HELP form on the 'My Financials' tab". There is also a "Need help?" section with links to "Help Guide: My Study Plans" and "Student FAQs (Ask George)". Below the main content is a navigation bar with three tabs: "Study Plan Details", "Potential Enrolment List", and "Enrolment Confirmation" (which is active). Underneath, there is a table with one row: "ACC10007 - Financial Information for Decision Making", "Enrolled 2017, Study Period 2, Hawthorn, Online or Electronic", and a green checkmark icon. At the bottom of the page are four buttons: "View Enrolment" (red), "Reselect Study Plan", "Withdraw", and "Print".A graphic with a dark grey background on the left and a white background on the right. On the left, the text "Need more help?" is written in white, followed by a large white question mark. On the right, the text "Ask George studentHQ Help Guides" is written in red.