



My Enrolment:

# HOW TO ENROL IN UNITS

STUDENT HELP GUIDE

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

# 01

## Enrol in units

- Log in to [My Enrolment](#) with your Student ID and password.
- 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.

**Action Required - YOU CANNOT PROCEED UNTIL THIS SECTION IS COMPLETED**  
[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.

- 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**

**Planned** MME30001 - Engineering Management 1  
2021, Semester 1, Hawthorn, (▼)  
More details

- 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.

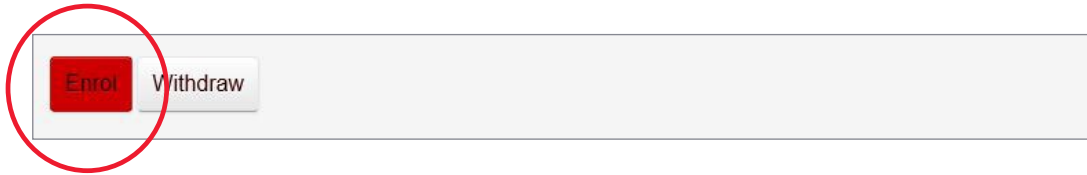
**E** COS10009 - Introduction to Programming  
Planned  
Select  
2021, Semester 1, Hawthorn, Multi Modal  
2021, Teaching Period 1, Swinburne Online, Online or Electronic  
More details  
2021, Semester 2, Hawthorn, Multi Modal  
2021, Teaching Period 3, Swinburne Online, Online or Electronic  
**E** MKT10007 - Fundamentals of Marketing

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

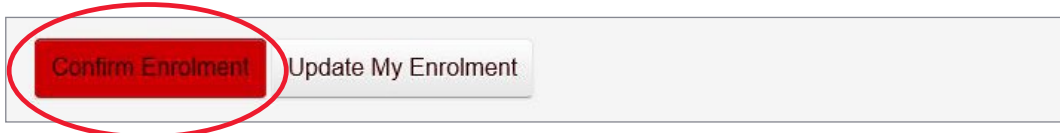
**C** MME30001 - Engineering Management 1  
Planned  
2021, Semester 1, Hawthorn, (▼)  
More details

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

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**.



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



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

A screenshot of the 'BH-ENGPORF Bachelor of Engineering (Honours) (Professional) - Enrolment Confirmation' page. The left-hand navigation menu has 'Current Enrolment' circled in red. The main content area shows a green success message: 'Success Congratulations! You have now enrolled.' Below this, there are 'Next Steps' and 'Need help?' sections. A table lists the enrolled unit: 'MME30001 - Engineering Management 1' for '2021, Semester 1, Hawthorn, Classroom based'. At the bottom, there are buttons for 'View Enrolment', 'Withdraw', and 'Print'.

## Need more help?

Contact studentHQ



1300 794 628



[Email us](#)