MY ENROLMENT:
HOW TO SELECT MAJORS, MINORS AND ELECTIVES

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SWINBURNE UNIVERSITY OF TECHNOLOGY
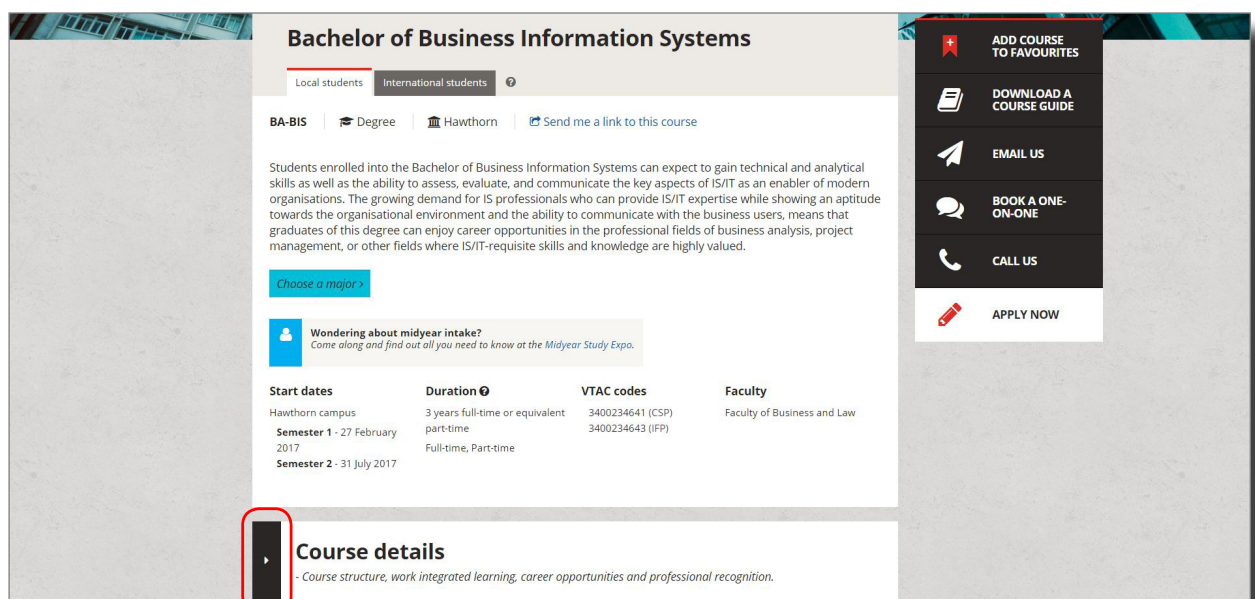
1 Viewing your major, minor and elective options

You can view all your major, minor and elective options for your course by visiting our **Find a course website**. This will allow you to search for your course and show you what major and minor options are available.

a | Search for your course.
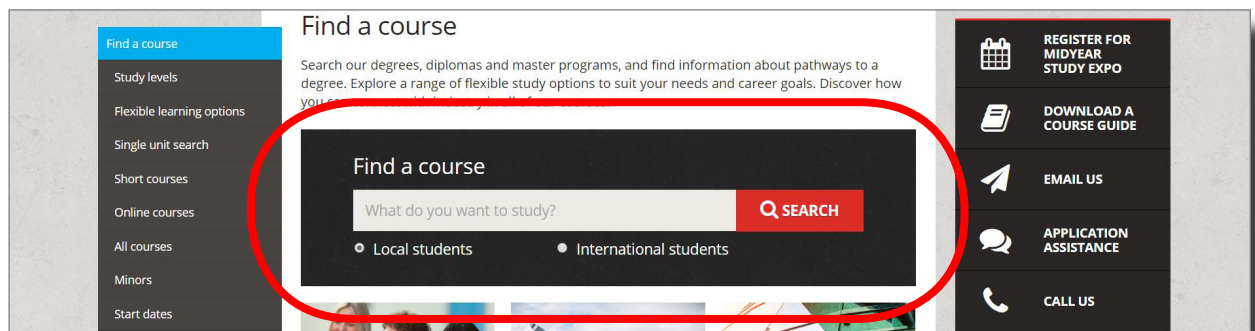
b | When you have located your course, click the drop-down arrow for **Course details**.

*Note: UniLink students, the details are under the **Course information in detail** section.*

Course information in detail
- *Course detail, course structure and units of study.*

c | For higher education courses, you'll now see the major, minor and elective options for your course. Click the buttons shown below to view further options and the units under each option.

Major ⃝
8 units (100 credit points)

Choose a major:

Business Analysis | Data Analytics | Data Management

+

Other studies
8 units (100 credit points)

Choose from a combination of the following course components to complete 100 credit points of other study. Students may also select elective units (12.5 credit points each).

Second major | Advanced minor | Minors | Elective units | Signature Series

For vocational education courses, the electives will automatically show under **Course details**.

Electives

Units
Manage Risk (BSBRSK501)
Undertake project work (BSBPMG522)
Manage people performance (BSBMGT502)
Manage mediation processes (BSBHRM510)
Manage budgets and financial plans (BSBFIM501)
Manage remuneration and employee benefits (BSBHRM505)

For UniLink courses, the electives will automatically show up under **Course information in details**.

Elective units
Students must select two units from the following:
Foundation maths (MTH10011)
Statistics 101 (STA10008)
Foundations of technical programming (COS10008)
Problem solving with ICT (ICT10011)

2 Log in to My Enrolment

a | Log in to **My Enrolment** with your Student ID and password.

Note: You must first accept your offer before you can enrol in units online.

3 Select a major

a | Click **Select** on the section marked **O** to view the list of available degree majors for your course.

> **O** Select the First Major - Step 1 - Click 'Select' (found on the right hand side below), to add a first major component. Step 2 - To add the first major onto your study plan click 'Add to Study Planner' (found on the right hand side below). Step 3 – Click 'Save changes on Study Planner' to confirm your selection. Step 4 - Click 'Expand' on the right hand side below to add the units for the first major onto the study plan. Step 5 – Click 'Save changes on Study Planner' to confirm the selection.
>
> *200 Credit Points remaining for selection*
>
> Select
>
> More details

c | To add the major you have selected, click **Add to Study Planner**.

> **S** HS-BISBUSANA - BA-BIS Business Analysis Major
>
> Add to Study Planner
>
> More Details Additional Information Requisite Information
>
> **S** HS-BISDATANA - BA-BIS Data Analytics Major
>
> Add to Study Planner
>
> More Details Additional Information Requisite Information
>
> **S** HS-BISDATMAN - BA-BIS Data Management Major
>
> Add to Study Planner
>
> More Details Additional Information Requisite Information

d | Click **Save Changes on Study Planner** to confirm your selection.

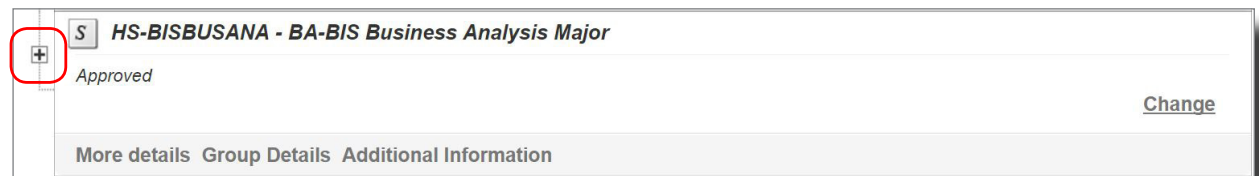> Save changes on Study Planner   Choose a different Study Plan   Discard changes and return to Study Plan

The units of your major will now appear on your study plan, highlighted in blue, ready for you to enrol in.

4 Expand a major to view units

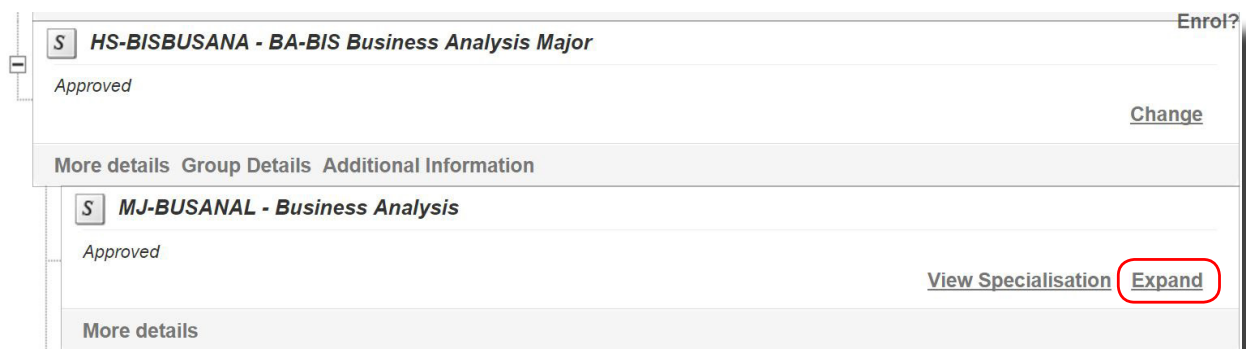In some cases, you may need to expand your major to view the units that make up the major.

a | Click the **+ (plus)** symbol next to your major.

b | Click **Expand**. You can now enrol in the units.

View our **My Enrolment: How to enrol in units** help guide for more info.
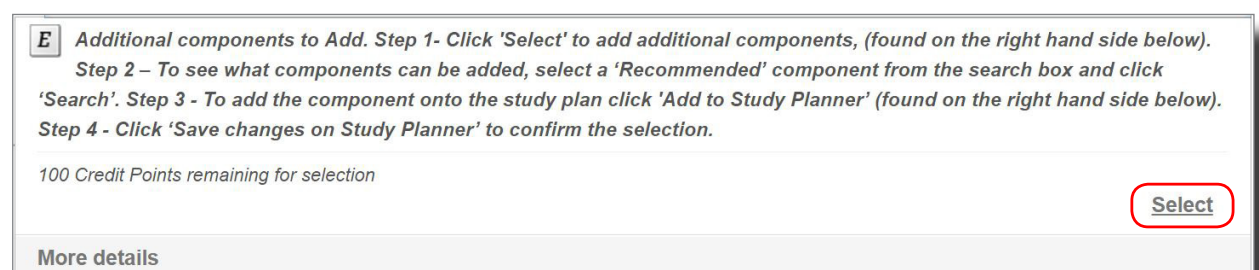

*If you wish to change the major you have enrolled in, you'll need to submit an *Enrolment amendment form*.

5 How to select a minor or elective within a major/minor

a | Click **Select** on the section marked **E** to view your minor and elective options.

b | Click the drop-down box to view a list of available minors/electives. Select **All** from the drop down list to view all; then click **Search**.

c | To add the minor/elective you wish to study, click **Add to Study Planner**.

d | Click **Save changes on Study Planner** to confirm your selection.

Your units will now appear on your study plan, highlighted in blue, ready for you to enrol in.

Need more help?

Ask George
studentHQ
Help Guides