

# HOW TO SWAP YOUR UNITS

## 1 Log in to My Enrolment

- a | Log in to **My Enrolment** with your Student ID and password.
- b | Click on **Swap** in the left-hand navigation.

The screenshot shows the 'My Enrolment (Study Plan)' page. The left-hand navigation menu has 'Swap' highlighted with a red circle. The main content area is titled 'Select a Unit to Swap From' and contains an 'Information' box with the text: 'Listed below are the units that you are currently enrolled in for your Study Plan. Please select the unit you wish to swap from.'

## 2 Swap your units

- a | Click **Swap** next to the unit you wish to swap out on your study plan.

*Note: This is the unit you're currently enrolled in that you wish to withdraw from.*

1. Study Plan BA-BUS10 - Bachelor of Business		2. Swap From		3. Swap Info		4. Attendance Mode		5. When and Where		6. Confirm	
	Year	Study Period	Location	Unit	Short Title	Credit Points	Census Date				
<b>Swap</b>	2017	Semester 2	Hawthorn	BUS10012	Innovative Business Practice	12.50	31-Aug-2017				
<b>Swap</b>	2017	Semester 2	Hawthorn	INF10003	Introduction to Business Information Systems	12.50	31-Aug-2017				
<b>Swap</b>	2017	Semester 2	Hawthorn	MGT10001	Introduction to Management	12.50	31-Aug-2017				

**b |** Click **Swap Into** next to the unit you wish to swap/enrol into.

Planned Units Available for Enrolment							
	Unit	Short Title	Credit Points	Type	Year Level	Study Period	Extra Detail
<b>Swap Into</b>	BUS30024	Advanced Innovative Business Practice	12.50	Core		VE Semester 1 (Feb)	
<b>Swap Into</b>	BUS30009	Industry Consulting Project	12.50	Core			
<b>Swap Into</b>	BUS10012	Innovative Business Practice	12.50	Core		Semester 2	

**c |** Choose the attendance mode for the unit by selecting an option from the drop down box (e.g. classroom based).

*Note: The type of attendance may already be pre-populated for you as other attendance options may not be available.*

**d |** Click **Confirm**.

**Information**  
Please let us know the type of attendance you plan for this unit.

1. Study Plan BA.BUS10-    2. Swap From BUS10012- Innov Bus Prac    3. Swap Into BUS30024 - Adv Innov Bus Prac    4. Attendance Mode    5. When and Where    6. Confirm

The type/s of attendance available unit are

**Confirm**    Return

Classroom based  
Classroom based  
Online or Electronic

**e |** If the unit details are correct, click **Save**.

**Save**    Return

You will now receive a 'successfully swapped' message.

*Note: If you received a failure message, this means you did not meet the prerequisite requirements of the unit you wish to swap into.*

**Need more help ?**

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