**Transcript**

Title: How to Enrol
Creator: Swinburne Marketing
Year: 2022

Audio/video for this transcript available from: <http://commons.swinburne.edu.au>

[*Music up*]

00:15:00:09 - 00:15:23:24

Riley: Hi. My name's Riley, and I'm studying Advertising at Swinburne University. I'm going to be here to walk you through how to enrol in your subjects.

First of all, make sure you're on a desktop computer rather than your phone sucks on your phone. Trust me, I've tried it. It's not optimized for tablet or mobile use. And make sure you follow your study course planner.

00:15:23:36 - 00:15:56:26

Riley: So to find your course planner, I just went into Google and just searched Swinburne course planners and here you'll find a couple of dropdowns where you can select what year you're in, what year you plan to finish, when you start, and that you're studying the right subjects to ensure that you pass.

So let's get you enrolled. We're going to scroll down a little bit here to my enrolment and then we're going to go into the My Enrolment (Study Plan) area on the website here.

00:15:56:45 - 00:16:20:36

Riley: So if you land in my details, you just want to go up the top here and click across to My Enrolment (Study Plan). So once we're in the My Enrolment section, we're going to go down to this blue area and go ‘Read and accept’ the T&C’s. Click here. We're obviously going to read all of these T&C’s and click I accept these terms and conditions.

00:16:21:21 - 00:16:48:45

Riley: And then save or you can print it if you're that way inclined. And also make sure that you've submitted a request for Commonwealth Support Place if you're eligible.

All right. And here we are ready to enrol in some subjects. And so under your bachelor and under your major, you'll be able to select the… hmm how is the best way to explain this?.

00:16:48:47 - 00:17:18:19

Riley: Your major is your primary area of study and your minor is your secondary area of study. And on top of that, you have electives which are sort of more diverse courses that you could try and see how you feel about. Core units are compulsory units that you'll have to do to complete your bachelor.

00:17:19:17 - 00:17:46:19

Riley: So make sure you look out for them on your study guides. I'm going to be enrolling in my subjects for next year. I'm going to enrol in semester one, but these are all of your options, if you want to enrol at a different time. And I am going to be at Hawthorn campus. So and we can search for what subjects are available.

00:17:47:08 - 00:18:18:25

Riley: Each blue subject is a subject that you can enrol in and as you can see here, some subjects will only be available at some periods of time. So this subject is available for semester one at Hawthorn campus. So I'm going to go ahead and click this tick box at the side. The subject will go green and then I will be able to click ‘Enrol’ down the bottom here.

00:18:19:32 - 00:18:48:31

Riley: That's going to bring up another page. And here we can see an enrolment quote. So it should show the title of your course, the identifier of the course and the amount.

Make sure that you enrol in the right course. So go ahead and confirm your enrolment and you will be enrolled at Swinburne University. Make sure you enrol in your subjects before the census period or else you'll be cut off.

00:18:48:39 - 00:19:06:22

Riley: And if you get stuck, make sure you reach out via email or phone and we'll be able to help you out. Bye, I’ve been Riley. Thank you and good luck.

*Instruction frame swipes on from left*

*End frame swipes up.*

*Swinburne logo*

[END OF TRANSCRIPT]