

My Enrolment: How to enrol into units

Log in to My Enrolment

You must accept your offer *before* you can enrol into units online.

1. Log in to [My Enrolment](#) with your SIMS username and password.
(You can also log in via the [Current Students website](#))

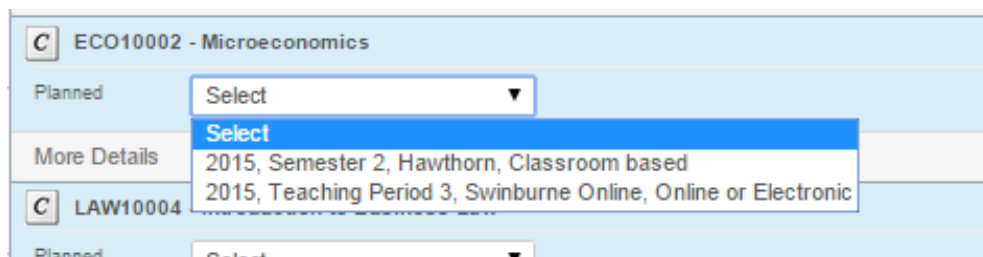
2. Select the units you want to enrol in to on your Study Plan.

Important: You must have accepted your offer and the Institution Terms and Conditions before you can enrol into your units. [View our 'How to manage your offers' Help Guide.](#)

- a. All of the units in your course will be listed as **Planned** as on your Study Plan.
 - **Core units** will show as 'C'
 - **Elective units** will show as 'E'
 - **Specialisation units** will show as 'S'



3. For each unit, **select a teaching period** from the drop-down box e.g. '2015, Semester 2, Hawthorn, Classroom Based'. 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' (see examples below). Online units are delivered directly by Swinburne (often referred to as Hawthorn Online), or through partners such as Swinburne Online or Open Universities Australia.

More details

C ACC10007 - Financial Information for Decision Making

Planned **Period: 2015 Semester 1**

Select

Select

More details

2015, Semester 1, Hawthorn, Classroom based

2015, Teaching Period 1, Swinburne Online **Online or Electronic**

C COM10007

2015, Winter, Hawthorn, Classroom based

2015, Semester 2, Hawthorn, Classroom based

Enrolled

2015, Study Period 4, Hawthorn **Online or Electronic**

More details

C ECO10002 - Microeconomics

Enrolled

2015, Semester 1, Hawthorn, Classroom based

- Once you're happy with your selection/s, tick the **Enrol** checkbox on the far right of the screen. This will select the unit you want to enrol in. **Repeat this for all of the units you're enrolling into.**
- Click the **Enrol** button at the very bottom of the screen.

C INF30001 - Systems Acquisition & Implementation Management

Planned 2015, Semester 2, Hawthorn, Classroom based This is the only remaining availability for this unit this year.

More Details Requisite Information

C INF30018 - Information Systems Management

2015, Semester 2, Hawthorn, Classroom based This is the only remaining availability for this unit this year.

Enrol Reselect Withdraw

- Note: If you do not meet the prerequisite requirements for a unit, a failure message will appear when you attempt to enrol. If a unit has a prerequisite (a condition/requirement to study a particular unit) you will see **Requisite Information** under the unit in your Study Plan.

For more information about the unit, click the words **More Details**.

C INF30005 - Business Process Modelling

Planned 2015, Semester 2, Hawthorn, Classroom based This is the only remaining availability for this unit this year.

More Details Requisite Information

- Your selected unit(s) will now display. Check to make sure that all the details on this page are correct. If correct, click the **Confirm Enrolment** button at the bottom of screen.

Confirm Enrolment Go Back/Change

- You will now receive a success message.
- To view a summary of all your enrolled units click on **Current Enrolment** on the left hand navigation.

Success

Congratulations! You have now enrolled.

Next Steps

If you are an on-campus student, you need to schedule your class.

If you are receiving government support (HECS, VET FEE HELP, FEE HELP) you must complete a HELP form on the 'My Financials' tab

Need help? View the [Help Guide](#), [My Study Plans](#) or search our [Student FAQ's](#) (Ask George)



Need more help?

- Visit [Ask George](#) to search for FAQs on this topic
- Contact [studentHQ](#) for further assistance and support
- View other [Help Guides](#)