



My enrolment:

# HOW TO SWAP YOUR UNITS

STUDENT HELP GUIDE

# 01

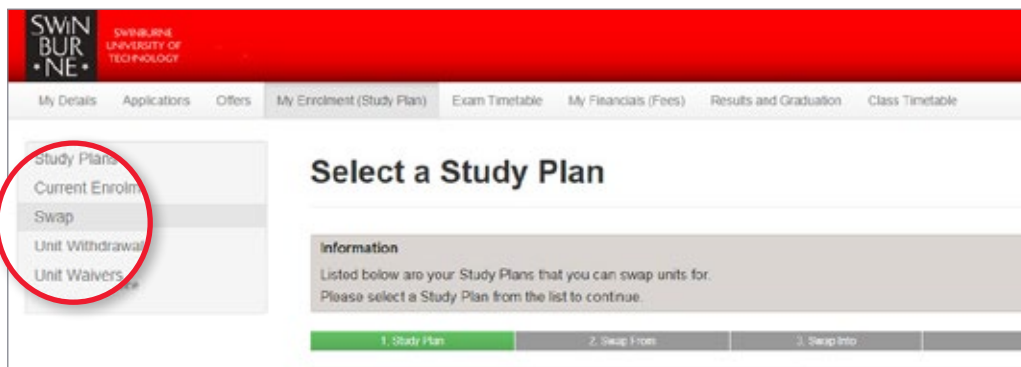
## Login to My Enrolment

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

# 02

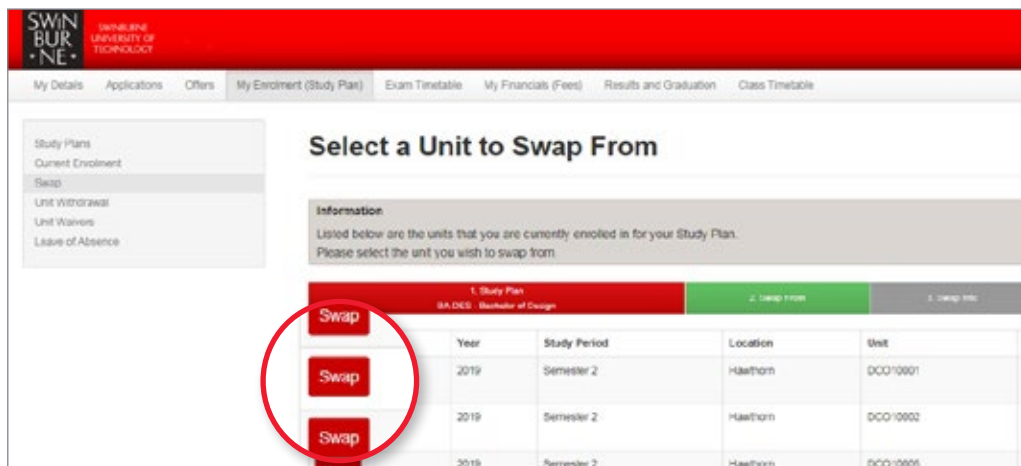
## Swap your units

- Click on **Swap** in the left-hand navigation.

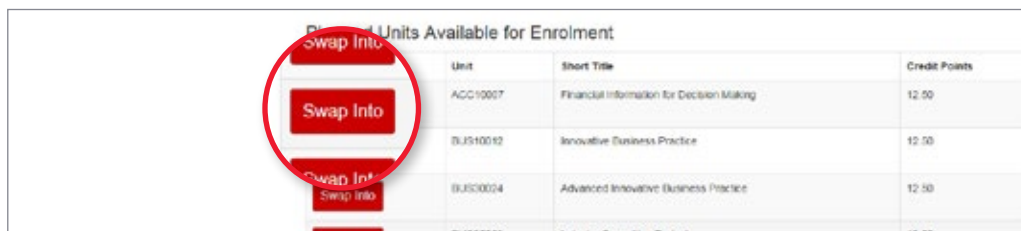


- Click **Swap** next to the unit you wish to swap out on your study plan.

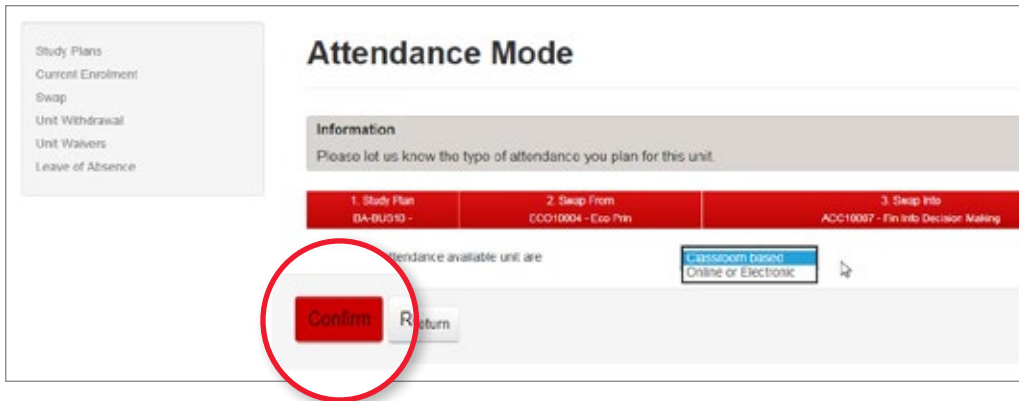
Note: This is the unit you're currently enrolled in that you wish to withdraw from.



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

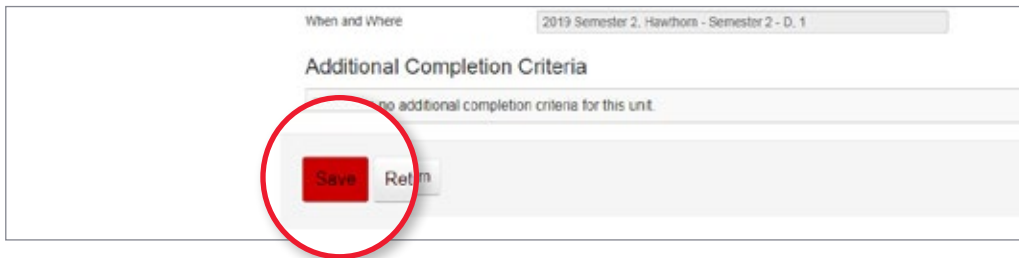


- Choose the attendance mode for the unit by selecting an option from the drop down box (e.g. classrom based).  
Note: The type of attendance may already be pre-populated for you as other attendance options may not be available.
- Click **Confirm**.



The screenshot shows a web form titled "Attendance Mode". On the left is a sidebar menu with options: Study Plans, Current Enrolment, Swap, Unit Withdrawal, Unit Waivers, and Leave of Absence. The main content area has a header "Attendance Mode" and an "Information" section with the text "Please let us know the type of attendance you plan for this unit." Below this is a red navigation bar with three tabs: "1. Study Plan BA-BUS210 -", "2. Swap From ECO10004 - Eco Prin", and "3. Swap Into ACC10037 - Fin Info Decision Making". A dropdown menu is open, showing "Attendance available unit are" with options "Classroom based" and "Online or Electronic". At the bottom, there are two buttons: "Confirm" (circled in red) and "Return".

- If the unit details are correct, click **Save**. You will now receive a 'successfully swapped' message.



The screenshot shows a web form titled "Additional Completion Criteria". At the top, it says "When and Where" with a dropdown menu set to "2019 Semester 2, Hawthorn - Semester 2 - D, 1". Below the title is a text box containing "no additional completion criteria for this unit." At the bottom, there are two buttons: "Save" (circled in red) and "Return".

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?

Contact studentHQ



1300 794 628



[Email us](#)