

HOW TO ENROL INTO AND WITHDRAW FROM UNITS

- a) Log in to [My Enrolment](#) with your Student ID and password.
- b) Accept our terms and conditions by following the **Read and Accept** link. If you are asked for your parent/guardian details, click **Provide**, enter your details and then click **Update Information** to submit.

Before enrolling you need to ...
[Read and accept](#) Swinburne's terms and conditions
[Provide](#) your Parent / Guardian Highest Educational Attainment details.

- c) You can now view your study plan. *Note: Refer to your [Degree Planner](#) to help you enrol in the correct units.*

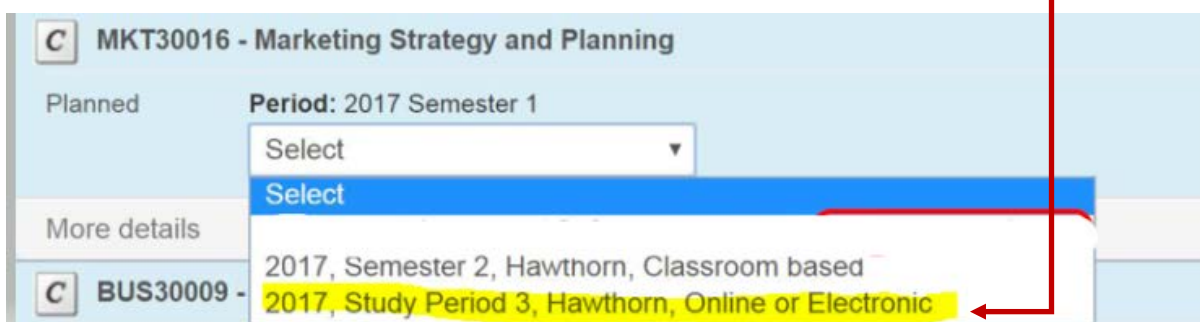
The units you still need to complete will be listed as **Planned** on your study plan.

Core units = **C** | Elective units = **E** | Specialisation units = **S**

Note: Have you been approved for a replacement unit of study? If you believe your study plan has not been updated with an approved replacement unit please [contact our course advice specialists](#) for assistance.

- d) Select each unit you wish to enrol in, and choose a teaching study period and study mode from the drop-down box.

*Note: If a unit has only one study period availability (i.e. there is no choice of teaching periods), the study period will be pre-populated for you. To enrol in an online unit, select the **'Hawthorn, Online or Electronic'** study mode.*

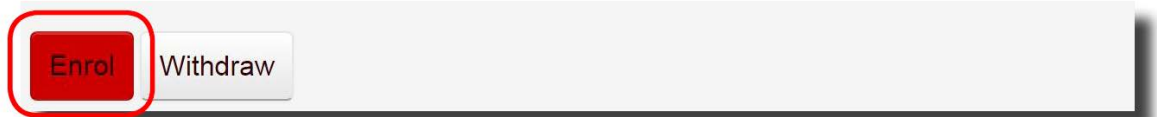


The screenshot shows a user interface for selecting units. The top unit is 'MKT30016 - Marketing Strategy and Planning', which is marked as 'Planned' and has 'Period: 2017 Semester 1' selected. Below this, there is a dropdown menu with 'Select' as the current selection. A red arrow points from the text in the note above to this dropdown menu. The dropdown menu is open, showing two options: '2017, Semester 2, Hawthorn, Classroom based' and '2017, Study Period 3, Hawthorn, Online or Electronic'. The second option is highlighted in yellow. Below the dropdown menu, there is a 'More details' button. The bottom unit is 'BUS30009 -', which is also marked as 'Planned'.

- e) Check the enrol checkbox next to each unit you want to enrol in.

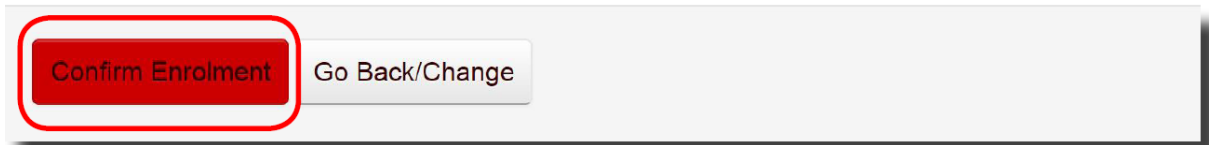


- f) Click **Enrol** at the very bottom of the screen.

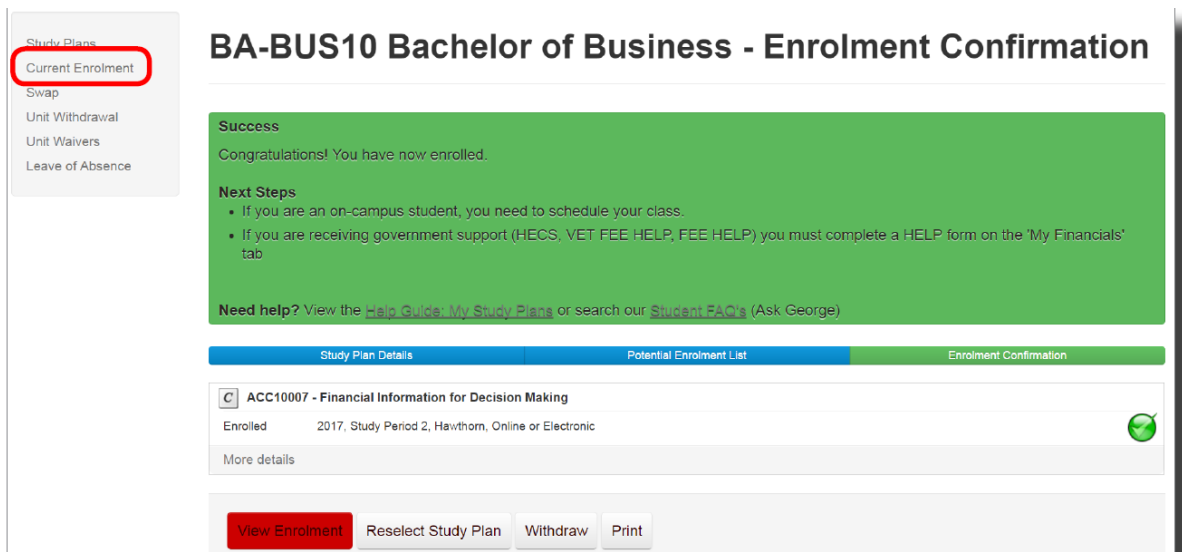


*Note: If you do not meet the prerequisite requirements to study a unit a failure message will appear when you attempt to enrol. You will be able to view a unit's **Requisite Information** in your study plan. For more information about the unit, click **More Details**.*

- g) Your selected unit/s will now display. Check to make sure that all the details on this page are correct; then click **Confirm Enrolment**.



- h) To view a summary of your enrolled units, click **Current Enrolment** in the left-hand navigation.



Information on how to **withdraw** from units can be accessed [here](#)