

## Descriptive Transcript

Title: Enrolling into Units as an HE Student  
Creator: Swinburne University of Technology  
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Audio/video for this transcript available from: <https://commons.swinburne.edu.au>



**[Background music: White title screen with text “Enrolling into Units as a HE Student”]**

In this video, we'll show you how to enrol into your units.

If your unit is not on your study plan, you'll need to add it. Please watch the “Managing Your Study Plan” video if you haven't already.

**[Screen-capture view of My Swinburne Homepage. My Study tile is highlighted]**

We'll start with the My Study tile.

**[My Study tile is clicked and the Academic History screen displays]**

This will take you to your Academic History screen if you have commenced more than one course at Swinburne, otherwise you'll be taken straight to the Manage My Course screen for your course. **[Red ‘Manage my course’ button on left of the screen is highlighted. Button is clicked]**

**[My Study page opens. Red ‘Plan and enrol’ button on top left of the screen is highlighted]** To enrol into units, select the Plan and Enrol button in the top left corner of the screen. **[Button is clicked]**

**[Plan and Enrol page opens. A pop-up window is shown. The title is ‘Study Planner Help’]**

You will then see the Study Planner Help page. Please read the information carefully before you enrol into your units. Here you can find key information about the steps to enrol, how to find course information, what a requisite is and what enrolment rules you need to know.

**[Grey ‘Help’ button in the top left corner of the screen is highlighted. The button includes a letter i inside a black circle]** You can view this information later by clicking on the help button.

**[Plan and enrol page displays. It shows one column per study period, with a list of available course units below]**

You may see that some of the units that are available or have been added to your study plan, are listed in the first column as **Unscheduled** **[The first column on the far left is highlighted. This is coloured grey and has the heading 'Unscheduled']** which means that a study period has not been selected for the unit.

If your selected units already have a study period associated to them, they will be pre-populated into those available study periods.

You can see all the information about the unit here, such as unit code **[an example unitcode 'COS20007' is highlighted]** and name **[an example unit name 'Object Oriented Programming' is highlighted]**, whether it is a Core or Elective unit, **[an icon is highlighted. It shows the letter C in a blue square next to the word Core]** how many credit points it is worth, **[Credit Points are highlighted]** and any unsatisfied requisites. **[A red box is highlighted. The text reads 'UNSATISFIED REQUISITES']**

Clicking on the unit will display more information about the unit such as Requisites and Confirmed Study Periods **[Unit information side bar opens on the right of the screen. It shows more detail including credit points, prerequisites, corequisites]**. Please note the unit you would like to enrol may be offered in different locations and attendance modes.

**[Side bar closes. Plan and enrol page displays]** If your intended study period is not shown on the screen, click on the "Plan a study period" button. **[Grey 'Plan a study period' button on the top left of the screen is highlighted. The button has a calendar icon. Button is clicked]**

**[Plan a Study Period page displays. On the left panel there is a list of steps]** The first step is to add a new Study Period to your plan by selecting when you intend to study.

**[Step 1 is highlighted. It reads 'Select a Study Period']**

**[In the right panel, 3 drop-down menus are shown: Year, Study Period and Study Period Date. The Year selector is highlighted and clicked. A drop-down list of years displays. 2023 is selected]** Select the year **[Study Period selector is highlighted and clicked. A drop-down list displays. Teaching Period 3 is selected then the Study Period Date selector is automatically populated with dates]** and the study period you wish to add to your study plan, then click Next. **[Red 'Next' button is highlighted and clicked]**

**[Step 2 is now highlighted. It reads 'Select Units']**

Here you can select units to add to the study period **[example unit is ticked and turns green]**. Once you're happy with your units, click Finish. **[Red 'Finish' button is highlighted and clicked]**

**[Plan and Enrol page is displayed]**

You can also add a new Study Period without making unit selections and allocate units to the Study Period later.

You can now plan units in different study periods by dragging and dropping a unit.

In this example, we are going to drag Professional Communications Practice from “Unscheduled” to “Semester 1 ”

**[Unit in left column Unscheduled is dragged and moved into the next column to the right].**

You can also click on the Move button to make the change.

**['Move' button at the bottom right of the example unit is highlighted]**

Please note that you can schedule units for how you would like to plan your study for future years, however there is no guarantee that units will be offered in the study period of your choice.

You'll also notice some units may have a tag for Unsatisfied Requisites **[All appearances of a red box that reads 'UNSATISFIED REQUISITES' within unit sections are highlighted]** This means you will not be able to enrol into that unit until all pre-requisites are satisfied. You can click on the unit to view more information. **[One unit is highlighted and clicked. A unit information side bar opens. It shows more detail including credit points and prerequisites].**

It is recommended that you enrol for the whole academic year. As a full-time student, you would typically enrol into eight units or 100 credit points for a full year. This is normally four units a semester.

If you are an international student on a student visa, you are required to undertake a full-time study load. You will need to enrol into eight units or 100 credit points for a full year.

Once you have planned the units you wish to enrol into for the selected study period, select the enrol button. **[A Semester 2 column is highlighted. The header bar is orange and displays a red 'Enrol' button to the right. The button is highlighted and clicked]**

**[The Enrolment Summary screen displays]** This is the enrolment Summary screen. **[There is a message in a red box across the top which reads 'You have tasks that you need to complete before you can enrol']** Before you can finalise your enrolment, you may be required to complete some mandatory tasks if you haven't previously done so, especially if you're new to Swinburne.

**[A red 'Complete my tasks' button in the centre of the screen is highlighted and clicked]** Click on “Complete my tasks” to respond to all required tasks. **[The My Tasks screen displays]** For more information on how to complete mandatory tasks, please go to the How to enrol webpage.

**[The Enrolment Summary screen displays]** If your units have multiple study combinations, such as classroom-based, online or multi-modal, you may be notified ‘Further action is required’, before you can confirm your enrolment. **[A red section titled 'Further action required' is highlighted. It**

**contains a grey 'Select Study Combination' button]** To do this, click on the Select Study Combination button to make a selection. **[Button is clicked. Pop-up window with the heading 'Select Study Combination' appears. This lists the attendance modes available. Each one has a red 'Select' button to the right]**

**['Select' button is highlighted]** When you have selected your preferred Study Combination, Click OK. **['OK' button at the bottom of the pop-up window is highlighted and clicked.]**

**[The Enrolment Summary screen displays. It now shows a bar of blue text across the top which reads 'You will be enrolled in the following units upon selecting 'Confirm''. In the centre left of the screen are red 'Confirm' and 'Cancel' buttons]** After you've selected the year and study period for your units and completed any mandatory tasks or Study Combination choices, this summary page will appear confirming your enrolment in these units.

To proceed, click the Confirm button to enrol. **[The red 'Confirm' button is highlighted and clicked]**

**[A pop-up window with the heading 'Enrolment Quote' appears. This lists units and related fees. There are grey 'OK' and 'Cancel' buttons at the bottom left of the pop-up window]**

Here you can view the quote for the units you just enrolled into. Click Ok to enrol. **['OK' button is highlighted and clicked]**

Success! **[Plan and Enrol page displays. The Semester 2 column now has a green header. The units below show the status 'Enrolled']** You're now enrolled into some units.

**[Red 'My Study' button in the top left corner is highlighted]** If you click on My Study to return to your study plan, **[My Study page displays. The central section 'Current Course Structure' shows a nested list of units. The page scrolls down and the status of some units is highlighted. They have a green tick, next to the text 'Core, Enrolled']** you'll see there is an Enrolled status underneath these units.

**[My Study page displays. It shows some study period columns with a grey header and a red 'Enrol' button]** Please note that you will need to repeat the enrolment steps for each study period you're planning to enrol into for the current year. **[A red 'Enrol' button is highlighted]** Click on the red Enrol button to enrol into units for that study period.

Okay, all done! **[Screen-capture from the Swinburne website displays. It shows the 'Setting up your class timetable' page]** The next step is to create your timetable. Head over to 'Setting up your class timetable' to learn how to register into classes to create your timetable for your enrolled units.

**[Screen-capture from the Swinburne website displays. It shows the 'Changing your units' page]** If you want to know how to withdraw from these units, head over to the 'Changing your units' webpage.

**[White screen with text "Contact StudentHQ on 1300 794 628 (Option 1) for assistance"]**

Remember, if you have any questions, don't hesitate to reach out to StudentHQ on 1300 794 628.

[Background music: White screen. Swinburne logo swipes up]

[END OF TRANSCRIPT]