

Descriptive Transcript

Title: Swapping and Withdrawing from Units
Creator: Swinburne University of Technology
Year: 2023

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



[Background music: White title screen with text “Swapping and Withdrawing from Units”]

In this video, we will show you how to change your units as well as withdraw from enrolled units.

[Screen-capture view of My Swinburne Homepage]

Once you have logged in to My Swinburne, this is your home page. Located in the My Study tile **[My Study tile is highlighted]**, you have the option to change your units. To begin, click on the My Study tile **[My Study tile is clicked]**.

[My Study page is displayed. Manage My Course section in the left menu is selected] You are on the Manage My Course page where you can view your study plan and the units you are enrolled in. On the left hand side, you'll see a section called Swap a Unit **[Swap a Unit section is highlighted. In the right panel there is a list of units. Each has a tag named 'AVAILABLE TO SWAP' and a red button labelled 'Swap this unit'.]** which will display the unit you are currently enrolled in. Make sure you swap or change the units within the permitted period.

Here you can select the unit you wish to change **[Red buttons labelled 'Swap this unit' on the right side of screen are highlighted]**. All units with the Available to Swap tag can be swapped or changed. Select the unit you wish to change by clicking on this button. **[Red swap this unit button is highlighted and clicked]**

[The page heading now reads 'Swap from COS10009'. The left menu displays 'Step 1 - Select a unit to swap into'. In the right panel, units are listed and to the right of each is a red button titled 'Swap into this unit']

Here you can see all the available units that you can change into. If you are an international student. You are required to maintain a full time study load. Select the unit you wish to change by clicking the swap into this unit button. **[Red swap into this unit button is clicked. Red button changes into a green 'SELECTED' tag]**

You can see that your unit has been selected. **[Unit that was selected is now highlighted]** Click next. **[A red button labelled 'Next' at the top right of the screen is highlighted and clicked]**

[The left menu displays 'Step 2 - Select a study combination'. Three example options are listed in a table. Each lists the unit code and name, delivery year, study period, location, and attendance mode. To the right of each option is a red 'Select' button]

Here you can see that the unit has a few different options based on study period, **[study period column is highlighted]** campus, **[location column is highlighted]** and whether the unit is delivered on campus or online **[attendance mode column is highlighted]**.

Once reviewed, you can confirm the unit you have selected **[top example unit is highlighted. Red 'Select' button is clicked]**. Click Next. **[A red button labelled 'Next' at the top right of the screen is highlighted and clicked]**

[The left menu displays 'Step 3 - Confirmation'. In the right panel, two units are listed. The first contains the green header 'This unit will be withdrawn', and the second contains the green header 'This unit will be enrolled']

Here you can view the unit you are withdrawing from **[the first unit is highlighted]** and the unit you are enrolling into **[the second unit is highlighted]**. Then click Next. **[A red button labelled 'Next' at the top right of the screen is highlighted and clicked]**

[The left menu displays 'Step 4 - View Enrolment Quote'. In the right panel there are two sections: the top is information about the change being made, the bottom is itemised fees and a total]

Here you can see the enrolment quote. **[Top section is highlighted]** Make sure you read the information here before you confirm and finish. **[Bottom section is highlighted]** You can now view the unit phase once you have confirmed all the details, click Finish. **[Red Finish button at the bottom of page is highlighted and clicked]** An information message appears confirming that you have successfully changed your unit enrolment. **[Pop-up window at top of screen shows example information messages and a saved message titled 'Successfully saved']**

[My Study page is displayed. 'Swap a Unit' tab is briefly displayed, then the 'Manage My Course' option in left menu is clicked and the page opens. In the right panel, 'Manage My Course' heading is highlighted.]

You can return to Manage My Course to view the changes. **[Page scrolls down to highlighted the updated unit]**

[White screen with text "Withdrawing from units"]

Now let's see how you can withdraw from a unit.

[My Study page is displayed] International students who are required to study a full time load must use the swap function to withdraw from a unit. To begin, click on the My Study tile. **[My Study tile is highlighted and clicked]**

[My Study page is displayed. Manage My Course section in left menu is selected] You are now on the Manage My Course page **[Manage My Course heading is highlighted]** where you can view your study plan and units you are enrolled in.

On the left hand side, you'll see a section called Withdraw from a Unit **[Withdraw from a Unit section in left menu highlighted and clicked. In the right panel, beneath the heading 'Bachelor of Computer Science, 3 units are listed. Beneath each unit code and title are details including semester, census date and last withdrawal without fail]**, which will display the unit you are currently enrolled in before you withdraw from a unit be mindful of the census date. If you withdraw from units before the census date, you will not incur any academic or financial penalties. Each study period has a census date. You will see the census date listed under each unit. **[Census date is highlighted under each unit]**

All units that you can withdraw from will display a checkbox. **[To the left of each unit is a checkbox. These are now highlighted]** You cannot withdraw yourself from a unit after the census date has passed. It is important to check if the unit is a prerequisite for another unit in a future study period. If it is, you will be automatically withdrawn from that unit. Make sure to find out when this unit is offered again as it may not be offered every teaching period. This may cause a delay in completing your course.

Select the checkbox for the unit that you are withdrawing from **[Example checkbox is highlighted and ticked]** and then select the confirm button. **[Red confirm button above list of units is highlighted and selected. Pop-up window opens with the heading 'Withdrawal Summary]** You can click okay to confirm your withdrawal. **[Grey OK button is clicked. Cancel button is also available]** An information message will appear confirming that you have successfully withdrawn from the unit. **[Pop-up information message at top of screen indicated unit has been successfully withdrawn]**

You can return to Manage My Course to view the changes. **[Manage My Course in left menu is clicked. Page scrolls and changed unit is highlighted]**

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

If you have any problems, you can contact StudentHQ on 1300 794 628.

And there you have it. Thank you for watching.

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

[END OF TRANSCRIPT]