

Student Administration Help Guides

Managing your course via the 'Current Students' page



Offers:

How to accept, defer or decline your Swinburne offer online (Domestic students only)

[Visit the Enrolment page where you will accept, defer or decline your offer](#)

[How to accept my offer \(Higher Education\)](#)

[How to accept my offer \(Vocational Education\)](#)

[How to defer my offer \(Higher Education and Vocational Education\)](#)

Visit the Enrolment page where you will accept, defer or decline your offer

1. Follow the instructions as per your offer letter.
2. Go to the Enrolment page, here: www.swinburne.edu.au/student-administration/enrolment. This page provides a range of information to get you started.

How to accept my offer (Higher Education)

1. From the Enrolment page, click on the red enrolment button under 'Higher Education'.
2. You will now be redirected to the Higher Education Enrolment page. Read the information on this page, including any steps, carefully.
3. When you get to *Step 2: Start to enrol*, click on the red **Enrol Now** button.
4. Select the 'domestic student' option and login to the system. Your username will be your Swinburne Student ID (this can be found on your offer letter) and your password will be your date of birth in DDMMYY format.
5. From the 'Offer' tab, select the offer you wish to accept (if you have more than one), otherwise you will be taken directly to the Offer Details page.

Offers

Information
Listed below are the Offer details we have recorded for you.
To accept, decline, defer, or view an offer's details, please select an option below.

	Course / Unit	Title	Ver	Offer Status	Offer Lapse Date	Application No	Application Date	Application Stage	Application Status	Preference	Admsn Ctr Pref No	Year	Study Period	Attendance Mode	Location	Has Conditions
View	BB-EMEBUS3	Bachelor of Engineering (Mechanical) (Honours) Bachelor of Business	2	Offered	11-Aug-2014	1	12-Jun-2014	Offered	Qualified			2014	Semester 2 Intake	Classroom based	Hawthorn	No
View	BB-EMECOM	Bachelor of Engineering (Mechanical Engg) Bachelor of Commerce	2	Admitted	13-Jul-2012	1	13-Jul-2012	Assessed	Admitted			2012	DH5	Classroom based	Hawthorn	No

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6. From the Offer Details page, click on the **Accept** button.

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My Details **Offers** Study Plans HELP Assistance My Financials Results and C

Offers > Offer Details

Information
Listed below are details of your offer.

Course / Unit	BB-EMEBUS3 Bachelor of Engineering (Mechan
Admission Centre Course Code	
Round No.	
Offer Status	Offered
Offer Lapse Date	11/08/2014
Offer Created Date	12/06/2014
Enrolment Lapse Date	10/09/2014
Application No	1
Application Type	Direct
Application Stage	Offered
Application Status	Qualified
Application Date	12/06/2014
Preference	
Admsn Ctr Pref No	
Study Basis	Credit
Study Type	Coursework
Availability	2014 Semester 2 Intake Hawthorn, No 1 - Seme
Availability Start Date	4/08/2014
Availability End Date	2/11/2014
Load Category	Full Time
Attendance Mode	Classroom based
Study Mode	Default
Liability Category	HED Commonwealth Support Place
Adv Standing Appln Received	Yes
Expected Start Date	Secondary Education
Time Slot	
Owning Org Unit	18 - Faculty of Science, Engineering and Technic

7. You will now be redirected to the 'Change Details Confirmation' page, with a message stating that your offer has been accepted.

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My Details Offers Study Plans HELP Assistance My Financials Results and Graduation

Offers > Change Details Confirmation

Information
You have until 10/09/2014 to enrol into any core, optional or elective course / component study packages.

Success
Your Offer for BB-EMEBUS3 - Bachelor of Engineering (Mechanical) (Honours)/Bachelor of Business Version 2 Number 1 has been accepted.

If you experience any problems or questions, please contact [studentHQ](#).

How to accept my offer (Vocational Education)

In most cases, Vocational Education students have the ability to complete their enrolment in person at an enrolment session, or online. Details on both options are below.

Note: Enrolment sessions are the best way to get help with your enrolment; you can speak with a Course Advice Specialist and submit all eligibility documents.

1. From the Enrolment page, click on the red enrolment button under 'Vocational Education (VE)'.
2. You will now be redirected to the Vocational Education Enrolment page. Read the information on this page, including any steps, carefully.

To complete your enrolment in person (at an enrolment session):

- a) Select which enrolment session you would like to attend from the Upcoming Enrolment Sessions listings and click the red **Register now** button.
- b) From here, fill in the 'Register for an Enrolment Session (Vocational Education)' online form.

To complete your enrolment online:

- a) When you get to *Step 2: Start to enrol*, click on the red **Enrol Now** button under *Complete your enrolment online*.
- b) Select the 'domestic student' option and login to the system. Your username will be your Swinburne Student ID (this can be found on your offer letter) and your password will be your date of birth in DDMMYY format.
- c) From the 'Offer' tab, select the offer you wish to accept (if you have more than one), otherwise you will be taken directly to the Offer Details page.

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My Details Offers Study Plans HELP Assistance My Financials Results and Graduation Welcome

Offers

Information
Listed below are the Offer details we have recorded for you.
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Course / Unit	Title	Ver	Offer Status	Offer Lapse Date	Application No	Application Date	Application Stage	Application Status	Preference	Admn Ctr Pref No	Year	Study Period	Attendance Mode	Location	Has Conditions
View BB-EMEBUS3	Bachelor of Engineering (Mechanical) (Honours)/Bachelor of Business	2	Offered	11-Aug-2014	1	12-Jun-2014	Offered	Qualified			2014	Semester 2 Intake	Classroom based	Hawthorn	No
View BB-EMECOM	Bachelor of Engineering (Mechanical Engg)/Bachelor of Commerce	2	Admitted	13-Jul-2012	1	13-Jul-2012	Assessed	Admitted			2012	DHS	Classroom based	Hawthorn	No

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d) From the Offer Details page, click on the **Accept** button.

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My Details **Offers** Study Plans HELP Assistance My Financials Results and C

Offers > Offer Details

Information
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Application No	1
Application Type	Direct
Application Stage	Offered
Application Status	Qualified
Application Date	12/06/2014
Preference	
Admsn Ctr Pref No	
Study Basis	Credit
Study Type	Coursework
Availability	2014 Semester 2 Intake Hawthorn, No 1 - Seme
Availability Start Date	4/08/2014
Availability End Date	2/11/2014
Load Category	Full Time
Attendance Mode	Classroom based
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Liability Category	HED Commonwealth Support Place
Adv Standing Appin Received	Yes
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Time Slot	
Owning Org Unit	18 - Faculty of Science, Engineering and Technic

e) You will now arrive on the 'Change Details Confirmation' page, with a message stating that your offer has been accepted.

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My Details **Offers** Study Plans HELP Assistance My Financials Results and Graduation

Offers > Change Details Confirmation

Information
You have until 10/09/2014 to enrol into any core, optional or elective course / component study packages.

Success
Your Offer for BB-EMEBUS3 - Bachelor of Engineering (Mechanical) (Honours)/Bachelor of Business Version 2 Number 1 has been accepted.

If you experience any problems or questions, please contact [studentHQ](#).

How to defer my offer (Higher Education and Vocational Education)

1. From the Enrolment page, click on the **Defer your offer** button.
2. You will now arrive on the 'Defer your offer' page. Click on the red **Defer Now** button.
3. Login to the system. Your username will be your Swinburne Student ID (this can be found on your offer letter) and your password will be your date of birth in DDMMYY format.
4. From the 'Offer' tab, select the offer you wish to defer (if you have more than one), otherwise you will be taken directly to the Offer Details page.

Offers

Information
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To accept, decline, defer, or view an offer's details, please select an option below.

	Course / Unit	Title	Ver	Offer Status	Offer Lapse Date	Application No	Application Date	Application Stage	Application Status	Preference	Admsn Ctr Pref No	Year	Study Period	Attendance Mode	Location	Has Conditions
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View	BB-EMECOM	Bachelor of Engineering (Mechanical Engg)/Bachelor of Commerce	2	Admitted	13-Jul-2012	1	13-Jul-2012	Assessed	Admitted			2012	DHS	Classroom based	Hawthorn	No

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- From the Offer Details page, click on the **Defer** button.
Note: should you wish to decline your offer at this stage, click on the **Decline** button.

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Offers > Offer Details

Information
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Round No.	
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Study Mode	Default
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Expected Start Date	Secondary Education
Time Slot	
Owning Org Unit	18 - Faculty of Science, Engineering and Technic

- You will now arrive on the 'Deferral Details' page. Fill in your deferral details and click **Continue**.

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My Details Offers **Study Plans** HELP Assistance My Financials Results and Graduation

Offers > Deferral Details

Information
Enter in the Year and Study Period to defer this Offer to.

Defer Year

Defer Study Period

Note: if you have chosen to decline your offer, you will instead arrive on the 'Decline Offer' page. Fill in your details and click **Decline**.

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My Details Offers Study Plans HELP Assistance My Financials Results and Graduation

Offers > Decline Offer

Information
Please let us know why you are declining the offer for Course / Unit BB-EMEBUS3 Bachelor of Engineering (Mechanical) (Honours)/Bachelor of Business Version 2.

Decline Reason *
Decline Reason Notes

The reason for declining the offer.

- Accepting another offer at this institution
- Accepting another offer from another institution
- Personal Reasons
- Financial Reasons
- Relocating Interstate
- Relocating Overseas
- Other
- Workforce Employment

Decline Return to Offer Details Return to Offers Overview

- You will now arrive on the 'Change Details Confirmation' page, with a message stating that your deferral (or request to decline your offer) has been successful.

If you experience any problems or questions, please contact [studentHQ](#).



Need more help?

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