

Descriptive Transcript



Title: Managing Your Study Plan
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 “Managing Your Study Plan”]

In this video, we'll show you how to manage your study plan for your course. This is step one in a two-step process to enrol in your units.

[Screen-capture view of My Swinburne Homepage]

To access your study plan for the course you're admitted into, first, go to the My Study tile in your My Swinburne home page. **[My Study tile is highlighted and clicked]**

[My Study page is displayed] If you've studied more than one course at Swinburne, you'll be taken to a page to view your admitted and completed courses. **[Scrolls down page to show the list of courses. Beneath each course title are two red buttons: Manage my course and Plan and enrol]**

Go to the course you want to enrol into and click on 'Manage My Course' to make selections in your study plan. **[Manage my course button is highlighted and clicked. My Study page is displayed. In the left-menu, the Manage My Course tab is selected. In the right panel, a heading reads Current Course Structure, and a fold-out list of units is displayed].**

[White screen with dot-points: majors, co-majors, minors and electives”]

Depending on the course that you're admitted into, you may be asked to select Majors, Co-Majors Minors or Electives.

[White screen with dot-points: Enrolling in Units or Enrolling as a New VET Student”]

If there are no options to select as part of your course, please go to the enrolling in units or enrolling as a new vet student under the How to Enrol web page.

[Screen from the Swinburne website displays. It shows the ‘How to enrol’ page]

Your course structure is a guide which shows the requirements for your course, including the units you'll need to complete to graduate from your course. **[My Study page displays. From the left menu, Manage My Course tab is selected]**

[My Study page is displayed. In the left-menu, the Manage My Course tab is selected. In the right panel, a heading reads Current Course Structure and a fold-out list of units is displayed. Beneath each course title is an icon and text indicating either 'Selection Required', indicated by an orange exclamation mark icon or 'Core, Not enrolled', indicated by a blue exclamation mark icon. At the right side of the screen, red buttons give the option of 'Select' or 'View' depending on the unit's status].

Start by choosing your Major or specialisation. If your course doesn't require you to select a Major or specialisation [The top option in the fold out units reads 'Select a First Major' and this is marked "Selection Required". This is now highlighted], don't forget to complete any other required selections in the course structure.

[Red button 'Select' is highlighted for the 'Select a First Major' option] Click on the Select button to view and add selections to your study plan. Let's use the Bachelor of Computer Science as an example.

Under the current course structure, you can see all the selections required, including your major selection. To choose a Major click on the Select button on the right-hand side [Red button 'Select' is highlighted for the 'Select a First Major' option. Once clicked, an extra right-side panels opens with the heading 'Select a First Major...'. A list of majors is displayed, each with a red Add to plan button], you'll be presented with all the available Majors for this course.

Search through the list of available Majors. [Curser is shown in the search box beneath the panel heading]. Once you find the Major you'd like to select, click 'Add to Plan'. In this example will choose a Cybersecurity Major [Red Add to plan button beside the Cyber Security Major is highlighted and clicked. A pop-up window opens titled 'Preview', with a list of units. Buttons OK and Cancel are available at the bottom of the pop-up window]. Here you can see all the units you'll need to complete to qualify for this Major. If you want to make a different selection, simply click Cancel [Cancel button is highlighted]. Then choose another Major or specialisation and Add to Plan.

Once you're happy with your selection, click the OK button to confirm [OK button is highlighted] and this will load your selection onto your study plan. [Back on the My Study page, 'Select a First Major' is now ticked in green and the text reads 'Selection Made']

[Screen from the Swinburne website displays. It shows the 'Student Forms' page. The form is titled 'Enrolment amendment']

Please choose carefully as you'll need to submit an enrolment amendment form via student forms. If you'd like to change your selection after you've completed any units as part of that Major.

[Screen from the Swinburne website displays. It shows the 'Find a course' page]

If you're unsure about which Major you should select, visit the Course Search page to learn more about your options or Contact Student HQ for help.

[My Study page is displayed]

With your major or specialisation now added to your Study Plan, you can now see the selection made icon with planned units from that Major. **[Beneath the 'Select a First Major' option, the green tick and text 'Selection Made' is highlighted]**

Follow the same steps to complete any other required selections. Some of these choices can be made later in your course. Please note that you may see units that are tagged as not enrolled or unscheduled. **[The text 'Not enrolled' beneath several example units is highlighted]** This means that you will need to enrol in these units in the 'Plan and enrol' screen where you can enrol for the whole year and plan your course for future years.

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

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

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

[END OF TRANSCRIPT]