

**HOW TO ACCESS AND SUBMIT THE
ONLINE “APPLICATION TO AMEND ENROLMENT” FORM**

HOW TO ACCESS AND SUBMIT THE ONLINE “APPLICATION TO AMEND ENROLMENT” FORM

- 1) To access the **Application to Amend Enrolment** Form,
 - (i) Log in to Blackboard,
 - (ii) Go to **Courses** and
 - (iii) Select **Swinburne Central**.

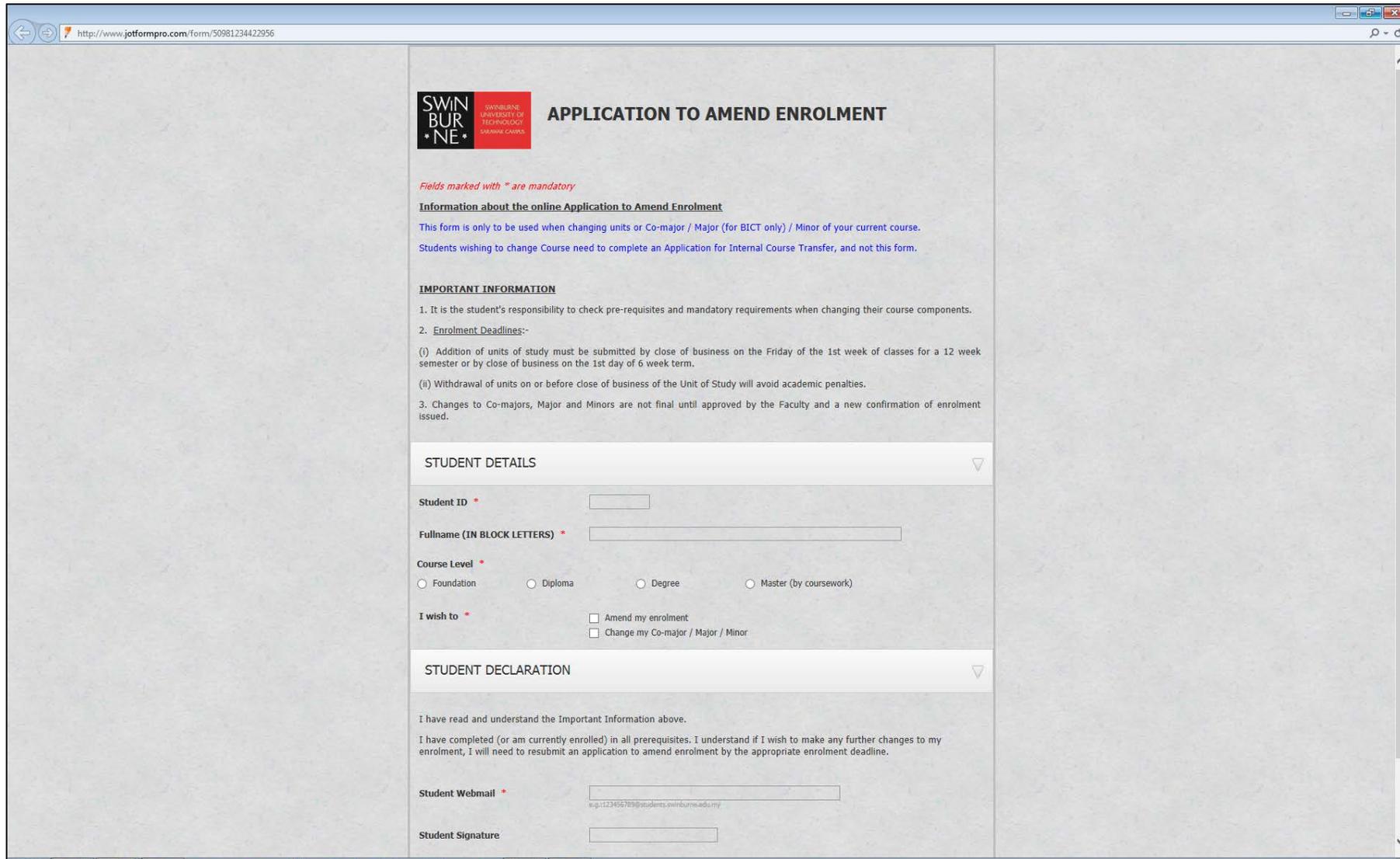
The form is available under **Student Operations Online Forms** (as shown in the red box below).

The screenshot displays the Blackboard interface for Swinburne Central. The top navigation bar includes 'My Institution' and 'Courses'. The main content area is titled 'Swinburne Announcement Central'. On the left, a navigation menu lists various resources. The main content area is divided into several sections: 'My Announcements' with a list of recent announcements, 'What's New' with notification settings and counts for 'Announcements (15)' and 'Content (47)', and 'Student Operations Online Forms' which is highlighted with a red box. This section contains links for 'Application for Re-enrolment' and 'Application to Amend Enrolment' under two categories: 'MA (TESOL), Degree, Diploma & Foundation' and 'MBA & Intensive English'. The footer includes the Blackboard logo and copyright information.

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2) You will be directed to the online form (as shown below).

****** Please ensure that you read and understand the Important Information before you proceed to fill in the online application.



The screenshot shows a web browser window with the URL <http://www.jotformpro.com/form/50981234422956>. The page header features the Swinburne University of Technology logo and the title "APPLICATION TO AMEND ENROLMENT".

Fields marked with * are mandatory

Information about the online Application to Amend Enrolment
This form is only to be used when changing units or Co-major / Major (for BICT only) / Minor of your current course.
Students wishing to change Course need to complete an Application for Internal Course Transfer, and not this form.

IMPORTANT INFORMATION

- It is the student's responsibility to check pre-requisites and mandatory requirements when changing their course components.
- Enrolment Deadlines:-**
(i) Addition of units of study must be submitted by close of business on the Friday of the 1st week of classes for a 12 week semester or by close of business on the 1st day of 6 week term.
(ii) Withdrawal of units on or before close of business of the Unit of Study will avoid academic penalties.
- Changes to Co-majors, Major and Minors are not final until approved by the Faculty and a new confirmation of enrolment issued.

STUDENT DETAILS

Student ID *

Fullname (IN BLOCK LETTERS) *

Course Level *
 Foundation Diploma Degree Master (by coursework)

I wish to *
 Amend my enrolment
 Change my Co-major / Major / Minor

STUDENT DECLARATION

I have read and understand the Important Information above.
I have completed (or am currently enrolled) in all prerequisites. I understand if I wish to make any further changes to my enrolment, I will need to resubmit an application to amend enrolment by the appropriate enrolment deadline.

Student Webmail *
e.g.:123456789@students.swinburne.edu.au

Student Signature

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- 3) All fields marked with asterisk (*) are required to be filled.
- 4) On the **STUDENT DETAILS** section :
 - (a) Fill in your Student ID (7-digit or 9-digit number on your Student ID card).
 - (b) Fill in your Full Name in BLOCK LETTERS (as per stated in your Identity Card/Passport).
 - (c) Select your Course Level (Course is the new term for Program).
 - (d) Upon selecting your Course Level, you are required to select the Course that you are currently enrolled into, from the drop-down list.

The screenshot shows the 'STUDENT DETAILS' section of an online form. The form includes the following fields and options:

- Student ID ***: 100060000
- Fullname (IN BLOCK LETTERS) ***: JOHN DOE
- Course Level ***: Radio buttons for Foundation, Diploma, Degree (selected), and Master (by coursework).
- Course ***: A dropdown menu is open, displaying a list of courses. The selected course is BA-SCBIO2-BACHELOR OF SCIENCE (BIOTECHNOLOGY). Other visible courses include BA-ICT-BACHELOR OF INFORMATION AND COMMUNICATION TECHNOLOGY, BCAC140-BACHELOR OF COMMERCE (ACCOUNTING), BCAF140-BACHELOR OF COMMERCE (ACCOUNTING AND FINANCE), BCFI140-BACHELOR OF COMMERCE (FINANCE), BCHR140-BACHELOR OF COMMERCE (HUMAN RESOURCE MANAGEMENT), BCIB140-BACHELOR OF COMMERCE (INTERNATIONAL BUSINESS), BCMG140-BACHELOR OF COMMERCE (MANAGEMENT), BCMK140-BACHELOR OF COMMERCE (MARKETING), BCOM140-BACHELOR OF COMMERCE, C050-BACHELOR OF ENGINEERING (CIVIL ENGINEERING), DMM10-BACHELOR OF DESIGN (MULTIMEDIA DESIGN), E057-BACHELOR OF ENGINEERING (ELECTRICAL AND ELECTRONIC ENGINEERING), ECM050-BACHELOR OF ENGINEERING (CIVIL ENGINEERING) / BACHELOR OF COMMERCE, EMM050-BACHELOR OF ENGINEERING (MECHANICAL ENGINEERING) / BACHELOR OF COMMERCE, ERCS050N-BACHELOR OF ENGINEERING (ROBOTICS AND MECHATRONICS) / BACHELOR OF COMPUTER SCIENCE, I047-BACHELOR OF COMPUTER SCIENCE, I059-BACHELOR OF ENGINEERING (TELECOMMUNICATION & NETWORK ENGINEERING), M050-BACHELOR OF ENGINEERING (MECHANICAL ENGINEERING), R050-BACHELOR OF ENGINEERING (ROBOTICS AND MECHATRONICS), SGD10-BACHELOR OF DESIGN (GRAPHIC DESIGN), and SK401-BACHELOR OF ENGINEERING (HONOURS) IN CHEMICAL ENGINEERING.
- I wish to ***: (Empty field)
- STUDENT DECLARATION**: A section with a text area for a declaration.
- Student Webmail ***: (Empty field)
- Student Signature**: (Empty field)

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- (e) After selecting your Course, you can select the amendment that you wish to perform. You may select either one or both.

The screenshot shows the 'STUDENT DETAILS' section of the application form. It includes the following fields and options:

- Student ID ***: Text input field containing '100060000'.
- Fullname (IN BLOCK LETTERS) ***: Text input field containing 'JOHN DOE'.
- Course Level ***: Radio button options for 'Foundation', 'Diploma', 'Degree' (selected), and 'Master (by coursework)'.
- Course ***: Dropdown menu showing 'BA-SCBIO2-BACHELOR OF SCIENCE (BIOTECHNOLOGY)'.
- I wish to ***: Checkboxes for 'Amend my enrolment' (checked) and 'Change my Co-major / Major / Minor' (unchecked).

- 5) On the **AMENDMENT DETAILS** section:
(a) You are required to select the Semester or Term that you wish to amend your enrolment.

The screenshot shows the 'AMENDMENT DETAILS' section of the application form. It includes the following elements:

- AMENDMENT DETAILS**: Section header with a dropdown arrow.
- Semester / Term in which you wish to amend: ***: Label for a dropdown menu.
- Dropdown menu options**: 'Summer Term 2015' and 'Semester 1 2015' (highlighted in blue).
- Red warning text**: 'Please check the units offered before adding or withdrawing.'

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- (b) Select the unit of study that you wish to add or withdraw from the drop down list.
Please indicate the reason for adding or withdrawing.

****** Before selecting the unit of study to amend, it is recommended that you check the **Units Offered Listing** to ensure that you will select the correct unit of study to amend.

The screenshot shows a web form with two main sections: 'UNIT OF STUDY TO BE ADDED' and 'UNIT OF STUDY TO BE WITHDRAWN'. Each section contains a primary dropdown menu, followed by four smaller dropdown menus. Below the 'ADDED' section is a 'REASON FOR ADDING' dropdown menu. Below the 'WITHDRAWN' section is a 'REASON FOR WITHDRAWING' dropdown menu. A note in yellow text states: 'Note: Withdrawal of unit is subject to forfeiture fee. Please refer to the [Refund and Tuition Fee Policy](#).' Below this, it asks for prior approval from the Course Coordinator and provides the email enrolment@swinburne.edu.my. A list of two categories for withdrawal is provided: 1) Withdraw Mata Pelajaran Umum (MPU) or Mata Pelajaran Wajib (MPW) unit(s) or; 2) Withdraw Supplementary English or English Proficiency unit(s). A note states: 'Note : Your application will not be processed if no approval obtained from Course Coordinator.' It also says: 'If you are not under the above categories, please state your Reason for Withdrawing.'

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- (c) ** For those who intend to;
- (i) Withdraw Mata Pelajaran Umum (MPU) / Mata Pelajaran Wajib (MPW) unit(s) or;
 - (ii) Withdraw Supplementary English or English Proficiency unit(s)

You are required to fill in the FACULTY APPROVAL section after you obtain approval from your Course Coordinator to withdraw the units mentioned in (i) & (ii) above.

The approval from the Course Coordinator must be forwarded to Enrolment e-mail (enrolment@swinburne.edu.my) to support your application.

Your application will not be processed if no approval obtained.

<u>FACULTY APPROVAL</u>	
Approved by:	
Course Coordinator Name	Date of Approval
<input type="text"/>	<input type="text"/>

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- 6) On the **CHANGE OF CO-MAJOR / MAJOR / MINOR** section:
- (a) You are to select the component of your course that you wish to change.
From your current *Co-Major / Major / Minor* **to** the chosen *Co-Major / Major / Minor*.
- (b) You are required to fill in the FACULTY APPROVAL section after you obtain approval to change your Co-Major/Major/Minor via e-mail from your Course Coordinator.
The approval e-mail from the Course Coordinator must be forwarded to Enrolment e-mail (enrolment@swinburne.edu.my) to support your application.
Your application will not be processed if no approval obtained.

CHANGE OF CO-MAJOR / MAJOR / MINOR

Changing your Co-major / Major / Minor requires you to get a prior approval from your Course Co-ordinator. Kindly email the approval from your Course Co-ordinator to enrolment@swinburne.edu.my before submitting this form. Your application will not be processed if no approval obtained from Course Coordinator.

Please complete the section below once you have gotten approval from your Course Co-ordinator:

I wish to change my * Co-Major Major (for BICT only) Minor

From Major
None

to * Co-Major Major (for BICT only) Minor

Major
Major in Games Technology

FACULTY APPROVAL

Approved by:

Course Coordinator Name	Date of Approval
<input type="text"/>	<input type="text"/>

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- 7) On the **STUDENT DECLARATION** section:
- You are required to fill in your **Student Webmail** (which ends with @students.swinburne.edu.my) for the **Submit Form** Button to appear.
Please ensure that you have entered your **Student Webmail** correctly as your copy of submission will be sent to your **Student Webmail** entered in this field.
It is important that you use **YOUR Student Webmail** and **NOT** other students as your submission may contain your personal information.
 - Finally, ensuring that you read and understand the Important Information you may then submit your application by clicking the Submit Form button.

STUDENT DECLARATION

I have read and understand the Important Information above.

I have completed (or am currently enrolled) in all prerequisites. I understand if I wish to make any further changes to my enrolment, I will need to resubmit an application to amend enrolment by the appropriate enrolment deadline.

Student Webmail *
e.g.:123456789@students.swinburne.edu.my

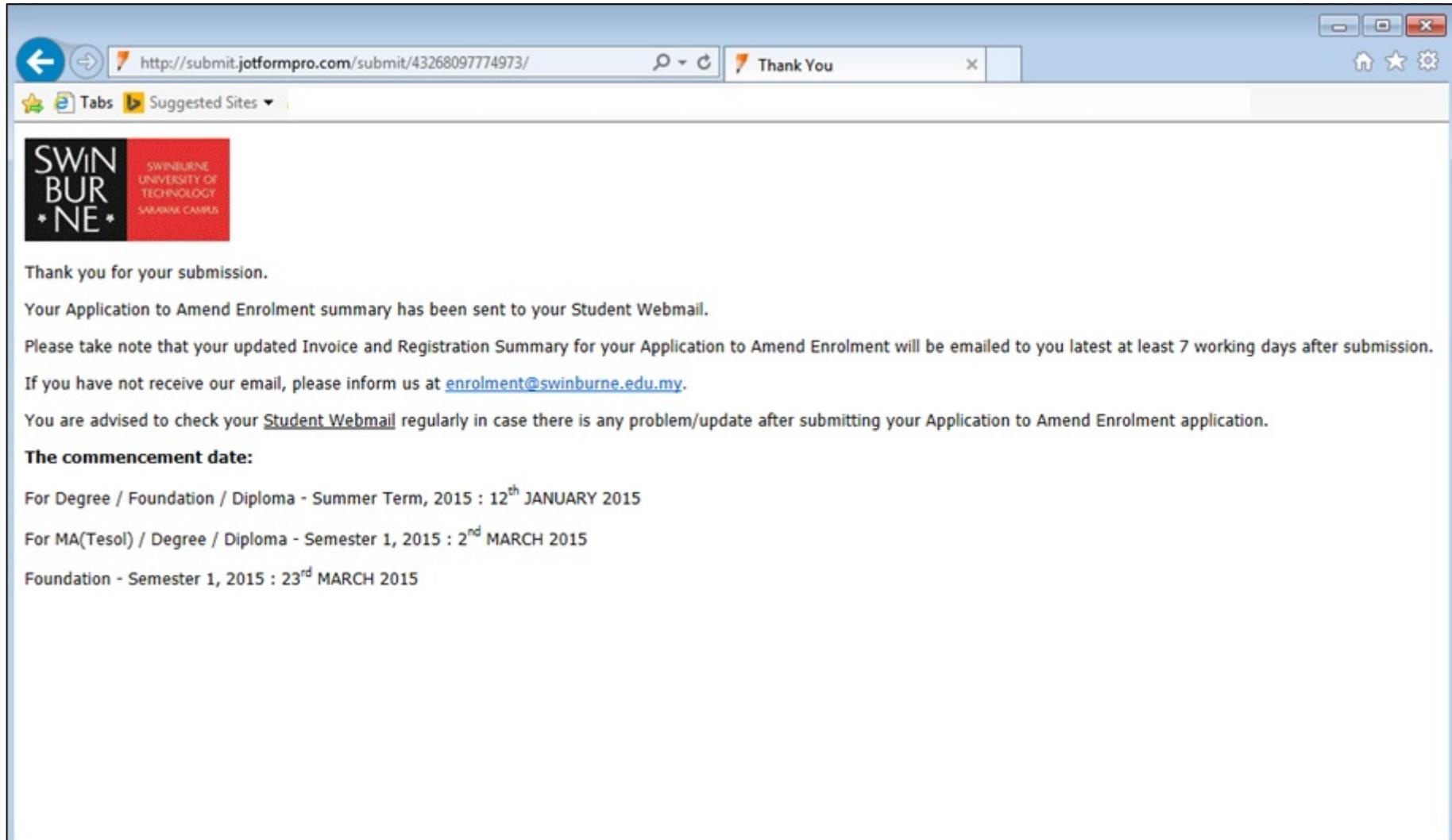
Student Signature

Date - -
Day Month Year

Clear Form **Print Form** **Submit Form**

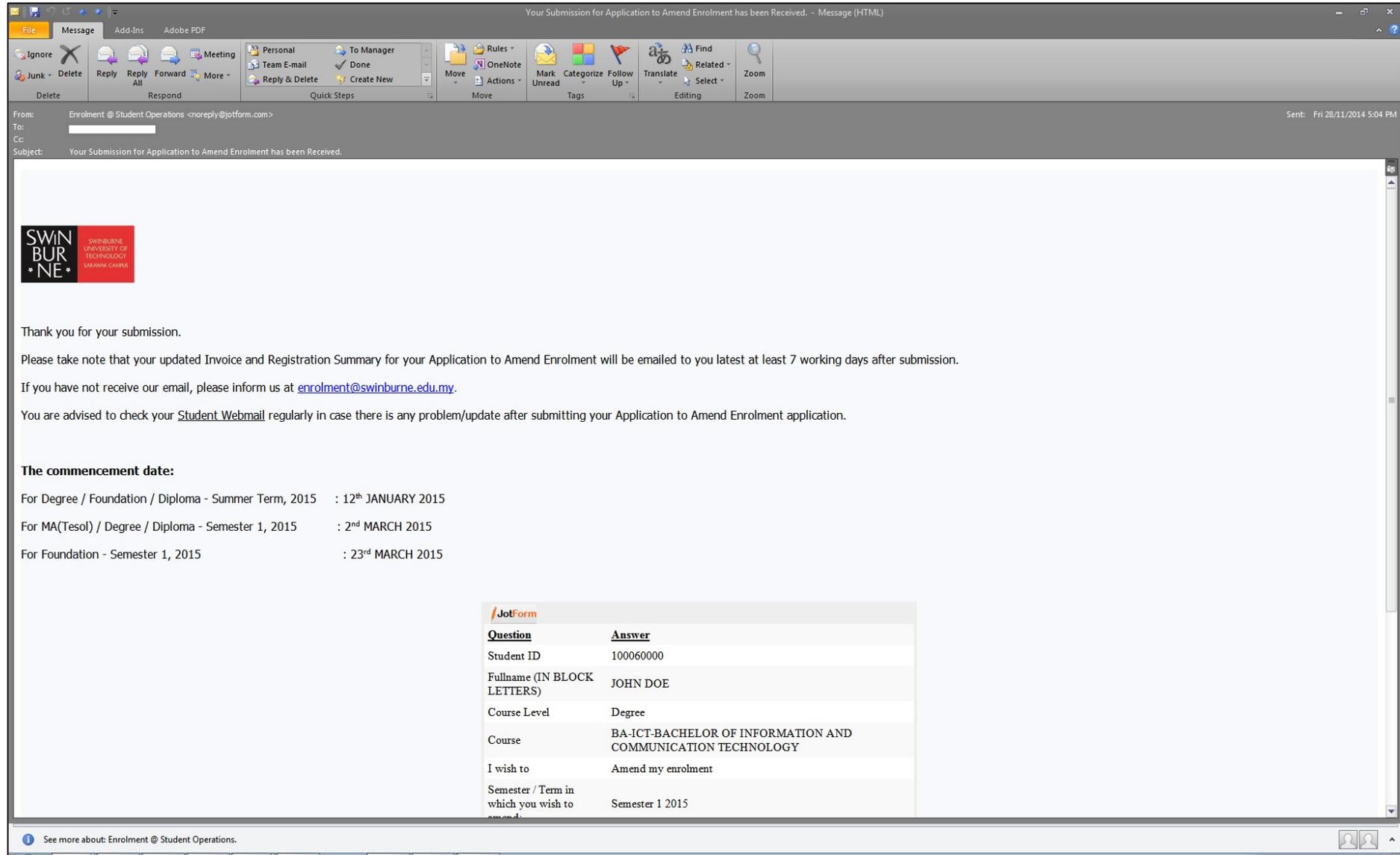
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(c) Upon submission, you will be directed to a Thank You Page as shown below;



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(d) Copy of Your Submission can be obtain from your Student Webmail as shown as below;



From: Enrolment @ Student Operations <noreply@jotform.com>
To: [Redacted]
Cc: [Redacted]
Subject: Your Submission for Application to Amend Enrolment has been Received.

Sent: Fri 28/11/2014 5:04 PM



Thank you for your submission.

Please take note that your updated Invoice and Registration Summary for your Application to Amend Enrolment will be emailed to you latest at least 7 working days after submission.

If you have not receive our email, please inform us at enrolment@swinburne.edu.my.

You are advised to check your Student Webmail regularly in case there is any problem/update after submitting your Application to Amend Enrolment application.

The commencement date:

For Degree / Foundation / Diploma - Summer Term, 2015 : 12th JANUARY 2015
For MA(Tesol) / Degree / Diploma - Semester 1, 2015 : 2nd MARCH 2015
For Foundation - Semester 1, 2015 : 23rd MARCH 2015

Question	Answer
Student ID	100060000
Fullname (IN BLOCK LETTERS)	JOHN DOE
Course Level	Degree
Course	BA-ICT-BACHELOR OF INFORMATION AND COMMUNICATION TECHNOLOGY
I wish to	Amend my enrolment
Semester / Term in which you wish to amend	Semester 1 2015

See more about: Enrolment @ Student Operations.

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- 8) Your application to Amend Enrolment is complete upon reaching the Thank You Page and receiving the e-mail notification.
- 9) Printing the online form for printable option.
 - (a) Click the **Print Form Button** on the **STUDENT DECLARATION SECTION**.

STUDENT DECLARATION ▼

I have read and understand the Important Information above.

I have completed (or am currently enrolled) in all prerequisites. I understand if I wish to make any further changes to my enrolment, I will need to resubmit an application to amend enrolment by the appropriate enrolment deadline.

Student Webmail *
e.g.:123456789@students.swinburne.edu.my

Student Signature

Date - -
Day Month Year

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(b) You will be directed to the Print options on your browser. Select your Printer and Print.

