

Swinburne Commons

Transcript

Title: Before you accept your offer

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Audio/video available from: <http://commons.swinburne.edu.au>



[MUSIC PLAYING]

PRESENTER: Congratulations. You've been made an offer into a course at Swinburne and received notification via your nominated email account. Before you go online to accept your offer, you need to get a few things ready.

First, open the attached offer letter.

Carefully read the contents. It tells you everything you need to do.

Beginning with Step 1, have your Tax File Number for a Tax File Number - available.

To help you enrol into the right units click onto the 'Course Planner' hyperlink. This hyperlink will open the Swinburne 'Course planners' web page. Now enter some of the course details that are in your offer letter. Enter your course code or course title. Select the year you will be commencing from the 'Course start year' dropdown menu. Select the qualification level from the 'Course Type' dropdown menu. Click 'Search'.

To find your specific course planner, look in the 'Course title' column for the major or specialization you are studying. Find the correct campus or stream in the 'Campus' column.

If you are a degree student and you haven't decided on a major yet, then look through the course planners to help you decide which major you would like to nominate. Click the hyperlink to open your 'Course planner'. Your 'Course planner' will open in a new tab in your browser. Save a copy to assist when you start enrolling into your units.

Now you're ready to accept your offer.

[MUSIC PLAYING]