

## What is a Unit Set?

A Unit Set is a group of related units, which together make up an approved Minor, Major or Specialisation. A successfully completed Major or Specialisation is listed on your academic transcript. Not all courses have Majors and/or Specialisations. Courses without a major or specialisation will generally have a defined set of units to meet the course requirements. If you are not sure whether your course requires you to enrol in Unit Sets, please contact your Course Convenor for assistance.

## Why do I need to make sure that my Unit Set is updated throughout my course?

Some courses require you to have placements based on your current Unit Set. It is important that the Unit Set we have recorded is correct so that placements are assign appropriately. One example is where you might be completing a placement as a Teacher in a secondary school.

## Quick Links: Unit Set Enrolment

How do I add my Unit Set? .....	1
How do I remove a Unit Set? .....	7
How do I reinstate a Unit Set previously removed? .....	8

## How do I add my Unit Set?

Step 1: Go to the Unit Set enrolment page

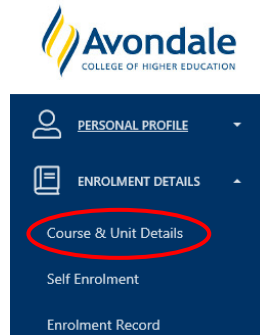
Go to the menu item 'Unit Set' in the Self Enrolment Steps or 'Course & Unit Details' on the left menu. For the selected course go to the Unit Set button. To update the Unit Set enrolment select the Unit Set Enrolment link.

**See below screenshots:**

### Self-Enrolment



## Menu Page



### ■ 4000 - Bachelor of Arts

<b>Status</b>	ENROLLED
<b>Campus</b>	AVONDALE CAMPUS - LAKE MACQUARIE
<b>Nominated Attendance Mode / Type</b>	ON CAMPUS / FULL TIME
<b>Derived Attendance Mode / Type</b>	** / **
<b>Other Details</b>	<a href="#">Advanced Standing</a> <a href="#">Unit</a> <a href="#">Unit Sets</a> (circled in red)
	<a href="#">Progression</a>

This page will display any unit set that you are currently enrolled in. To change your unit set enrolment, select the 'Unit Set Enrolment' link.

### Course Unit Set Details

**Information**

According to our records, you do not have any unit set details for this course. Please contact the Academic Office on [+61 2 4980 2122](tel:+61249802122) for assistance if needed.

[Unit Set Enrolment](#) (circled in red)

## Step 2: Add a Unit Set to your course

To add or enrol in a Unit Set click the 'Add Unit Set' button.

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### Unit Set Enrolment

Please choose your Unit Set/s (Specialisation, Majors and Minors) here for your course.

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**Course Status** ENROLLED

Unit set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action
No Student Unit Set Attempts									

Save
Add Unit Sets +

You will need to search for the Unit Set that you wish to add to your course.

🔍

### Unit Set Search

**Unit Set Code**

**Unit Set Title**

**Unit Set Category**

ALL
▼

Cancel
Search

You can search for unit sets using the following ways:

- a) Unit Set code
- b) Unit Set title
- c) Unit Set category

### Option A: Search by Unit Set code

If you know the Unit Set code, you can search for it in several ways:

#### Example 1:

Place a '%' in the search field and then select the search button, this will search and show ALL unit sets.

#### \*Unit Set Code

**Example 2:**

If you enter part of the Unit Set code with a '%' you can search for anything starting with certain letters.

**\*Unit Set Code****Example 3:**

If you know what the full Unit Set code is you can also search for the full code.

**\*Unit Set Code**

To execute any of the above searches select the search button.

**Option B: Search by Unit Set title**

You can search for the Unit Sets that are available in your course by title.

To search for all titles, enter %.

**Unit Set Title**

To search for a partial title, you can enter the first part of the title with a %.

**\*Unit Set Title**

If you know the full name of the Unit Set, you can also search using the title.

**\*Unit Set Title**

To execute any of the above searches select the search button.

**Option C: Search by Unit Set category**

To search for specialisations, majors or minors that are available in your course you can do so by using the Unit Set Category field.

The drop-down defaults to 'ALL'. Select the drop down to view the categories available.

### Unit Set Category

Choose the category you wish to view.

### Unit Set Category

- ALL
- MAJOR
- MINOR
- SPECIALISN

Select the search button



The system will return all Unit Sets from your course that match your search criteria. If you get no results, try making your search broader (e.g. use '%' in the Unit Set code search).

Once you have found the Unit Set you wish to enrol in, add that Unit Set to the Shopping Cart by the check box.

### Unit Set Search

%     
  %     
  ALL

Unit Set Code	Version	Title	Category	Add
CNSL02	2	Counselling	SPECIALISN	<input type="checkbox"/>
PSY02	3	Psychology	SPECIALISN	<input type="checkbox"/>

You can repeat this step for as many Unit Sets as you need. Once you have all Unit Sets selected, select the 'Add' Button to add the selected Unit Set(s) to the Shopping Cart.

Unit Set Code	Version	Title	Category	Add
CNSL02	2	Counselling	SPECIALISN	<input checked="" type="checkbox"/>
PSY02	3	Psychology	SPECIALISN	<input type="checkbox"/>

If the Unit Set has been added to the Shopping Cart, it will show in the listing with no 'status':

**Example:**

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Course Status [ENROLLED](#)

Unit set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action
CNSL02	2	SPECIALISN			2			<input type="checkbox"/>	<input type="checkbox"/> REMOVE

Save Add Unit Sets +

← Previous Continue →

You can repeat the 'Add Unit Sets' step until you have selected all the unit sets you want to be enrolled in.

**Step 3: Enrol in the Unit Set by Saving**

To finalise the Unit Set enrolment and add your selected Unit Set(s) to your course you MUST make sure that you save your selection using the 'Save' button.

Once saved the Unit Set status will change to Enrolled.

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Course Status [ENROLLED](#)

Unit set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action
CNSL02	2	SPECIALISN	24/09/2019		2	<b>ENROLLED</b>		<input type="checkbox"/>	<input type="checkbox"/> END

Save Add Unit Sets +

## How do I remove a Unit Set?

Step 1: Go to the Unit Set enrolment page

Follow the steps to the [Unit Set Enrolment page](#).

Step 2: Remove the Unit Set

To remove a Unit Set, select the 'End' checkbox in the Action column for the unit set you wish to remove.

🛒 Step 8. Unit Set Enrolment i

Please choose your Unit Set/s (Specialisation, Majors and Minors) here for your course.

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**Course Status** ENROLLED

Unit set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action
CNSL02	2	SPECIALISN	24/09/2019		2	<span style="color: #0070c0; text-decoration: underline;">ENROLLED</span>		<input type="checkbox"/>	<input type="checkbox"/> END

Save
Add Unit Sets +

← Previous
Continue →

To finalise the removal of this Unit Set, select the 'Save' button.

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**Course Status** ENROLLED

Unit set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action
CNSL02	2	SPECIALISN	24/09/2019		2	<span style="color: #0070c0; text-decoration: underline;">ENROLLED</span>		<input type="checkbox"/>	<input checked="" type="checkbox"/> END

Save
Add Unit Sets +

← Previous
Continue →

Once saved the status of the Unit Set will change to 'Ended'.

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Course Status [ENROLLED](#)

Unit set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action
CNSL02	2	SPECIALISN	24/09/2019	24/09/2019	2	ENDED		<input type="checkbox"/>	<input type="checkbox"/> REINST.

Save

Add Unit Sets +

## How do I reinstate a Unit Set previously removed?

Step 1: Go to the Unit Set enrolment page

Follow the steps to the [Unit Set Enrolment page](#).

Step 2: Reinstate the Unit Set

To reinstate a Unit Set, select the 'Reinstate' checkbox in the Action column for the Unit Set you wish to reinstate.

## ■ 4000 - Bachelor of Arts

Course Status [ENROLLED](#)

Unit set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action
CNSL02	2	SPECIALISN	24/09/2019	24/09/2019	2	ENDED		<input type="checkbox"/>	<input type="checkbox"/> REINST.

Save

Add Unit Sets +

← Previous

Continue →



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Course Status [ENROLLED](#)

Unit set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action
CNSL02	2	SPECIALISN	24/09/2019	24/09/2019	2	<a href="#">ENDED</a>		<input type="checkbox"/>	<input checked="" type="checkbox"/> REINST.

To finalise, select the 'Save' button.

Once saved, the Unit Set status will change to enrolled.

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Course Status [ENROLLED](#)

Unit set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action
CNSL02	2	SPECIALISN	24/09/2019		2	<a href="#">ENROLLED</a>		<input type="checkbox"/>	<input type="checkbox"/> END