

## 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 assigned appropriately. One example is where you might be completing a placement as a Teacher in a secondary school.

## Quick Links: Unit Set Enrolment

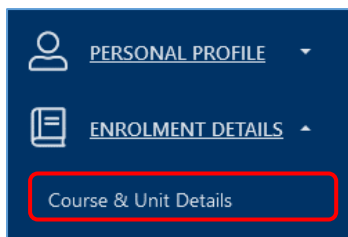
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## How do I add my Unit Set?

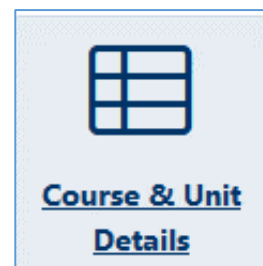
Step 1: Go to the Unit Set enrolment page

Go to the menu item 'Course & Unit Details' on the left menu, or the icon on the home page.

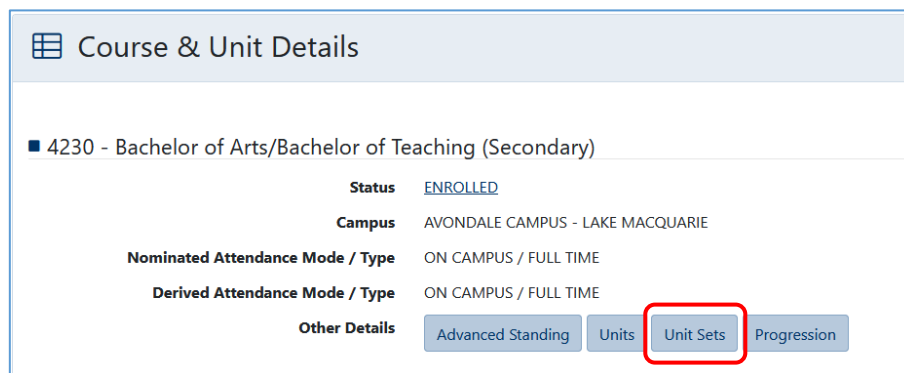
*Menu on Left*



*Home page*



For the selected course go to the Unit Set button.



This page will display any unit set that you are currently enrolled in. If you have not yet enrolled in a Unit Set it will indicate this – and you should see a link ‘Unit Set Enrolment’

### Course Unit Set Details

**Information**

According to our records, you do not have any unit set details for this course. If your course has unit sets please ensure that you enrol in them. For assistance please contact the Student Administration Services on +61 2 4980 2377.

Some courses require you to choose a Unit Set. A Unit Set is a group of related units that make up an approved Minor, Major or Specialisation. The Unit Sets you are currently enrolled in for this course are listed below.

If you wish to update or modify your Unit Set you can do so by updating your Unit Set Enrolment.

[Unit Set Enrolment](#)

To change your unit set enrolment, select the ‘Unit Set Enrolment’ link.

### Course Unit Set Details

Some courses require you to choose a Unit Set. A Unit Set is a group of related units that make up an approved Minor, Major or Specialisation. The Unit Sets you are currently enrolled in for this course are listed below.

If you wish to update or modify your Unit Set you can do so by updating your Unit Set Enrolment.

**Course** 4230 - Bachelor of Arts/Bachelor of Teaching (Secondary)

**Status** ENROLLED

Unit Set Code	Title	Category	Selection Date	Status	End Date
EDEN03	English	MAJOR	01/02/2021	ENROLLED	
CHPL04	Chaplaincy	MINOR	01/02/2021	ENROLLED	

[Course Unit Set Completion Requirements](#)

[Unit Set Enrolment](#)

You should have a screen like this:

### Unit Set Enrolment

Some courses require you to choose a Unit Set. A Unit Set is a group of related units that make up an approved Minor, Major or Specialisation.

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

**Course** 4230 - Bachelor of Arts/Bachelor of Teaching (Secondary)

**Course Status** ENROLLED

Unit Set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action
EDEN03	5	MAJOR	01/02/2021		3	ENROLLED		Yes	<a href="#">End Unit Set</a> <a href="#">Mark As Not Primary</a>
CHPL04	1	MINOR	01/02/2021		4	ENROLLED		No	<a href="#">End Unit Set</a> <a href="#">Mark As Primary</a>

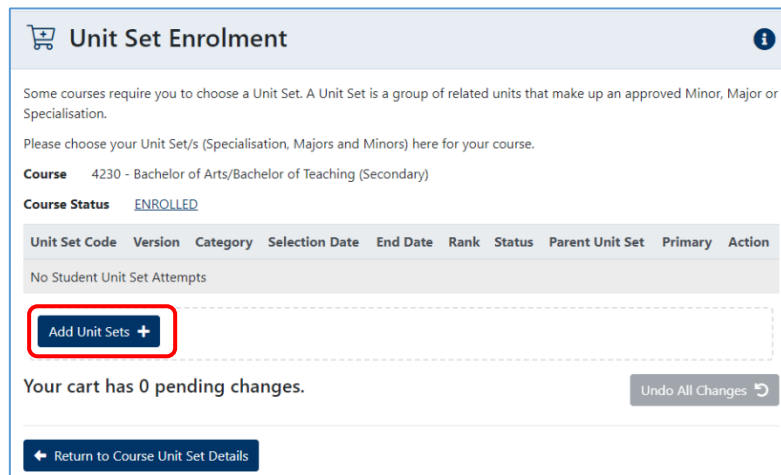
[Add Unit Sets +](#)

Your cart has 0 pending changes. [Undo All Changes ↻](#)

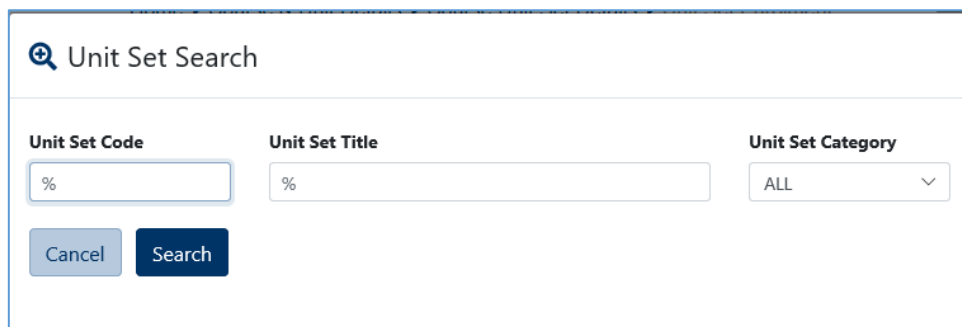
[← Return to Course Unit Set Details](#)

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

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



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



You can search for unit sets using the following ways:

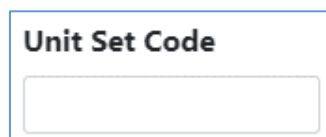
- a) Unit Set code
- b) Unit Set title
- c) Unit Set category

### 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 '%' or leave the value 'blank' in the search field and then select the search button, this will search and show ALL unit sets.



**Example 2:**

If you enter part of the Unit Set code and select the search button. This will search for anything starting with certain letters.

Unit Set Code
AC

**Example 3:**

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

Unit Set Code
EDAH04

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

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

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

**Example 1:**

To search for all titles, enter % or leave this field blank.

Unit Set Title
%

**Example 2:**

To search for a partial title, you can enter the first part of the title and select search.

Unit Set Title
ACCOUNT

**Example 3:**

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

Unit Set Title
ACCOUNTING

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

Search
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### 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**

ALL ▼

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 '%' or blank 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**

**\*Unit Set Code**

**\*Unit Set Title**

**Unit Set Category**

ALL ▼

Cancel
Search

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

Previous
Next

← Return to Cart
Add

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"/>

[Previous](#)   [Next](#)

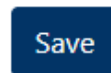
[← Return to Cart](#)   [Add !\[\]\(fb41783a50215a0d15dff548f1a7f541\_img.jpg\)](#)

If the Unit Set has been added to the Shopping Cart, it will show in the listing with a “TO BE ADDED” ‘status’.


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.



You’ll see a Unit Set Enrolment – Receipt like the one below. Once saved the Unit Set status will change to Enrolled.

 **Unit Set Enrolment - Receipt** i

**Course** 4230 - Bachelor of Arts/Bachelor of Teaching (Secondary)  
**Course Status** [ENROLLED](#)

 Shopping Cart successfully saved.

**Date** 13/05/2021 17:50:24  
**Receipt Number** 59533

**My Unit Set Changes**

Unit Set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Notes
EDRS04	4	MINOR	13/05/2021		4	ENROLLED		No	You have been enrolled in this Unit Set

[Edit Unit Sets](#)

[← Return to Course Unit Set Details](#)



## 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 Unit Set' button in the Action column for the unit set you wish to remove.

 Unit Set Enrolment


Some courses require you to choose a Unit Set. A Unit Set is a group of related units that make up an approved Minor, Major or Specialisation.

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

**Course** 4230 - Bachelor of Arts/Bachelor of Teaching (Secondary)

**Course Status** ENROLLED

Unit Set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action
EDEN03	5	MAJOR	01/02/2021		3	ENROLLED		Yes	<a href="#">End Unit Set</a> <a href="#">Mark As Not Primary</a>
CHPL04	1	MINOR	01/02/2021		4	ENROLLED		No	<a href="#">End Unit Set</a> <a href="#">Mark As Primary</a>
EDRS04	4	MINOR	13/05/2021		4	ENROLLED		No	<a href="#">End Unit Set</a> <a href="#">Mark As Primary</a>

Add Unit Sets +

Your cart has 0 pending changes. Undo All Changes ↺

← Return to Course Unit Set Details

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

**EDRS04**    **4**    **MINOR**    **13/05/2021**    **4**    **TO BE ENDED**    **No**



↺ Undo End Unit Set

Add Unit Sets +


Your cart has 1 pending change. Undo All Changes ↺

Save

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

 Unit Set Enrolment - Receipt


**Course** 4230 - Bachelor of Arts/Bachelor of Teaching (Secondary)  
**Course Status** [ENROLLED](#)


Shopping Cart successfully saved.

**Date** 13/05/2021 17:56:32  
**Receipt Number** 59534

**My Unit Set Changes**

Unit Set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Notes
EDRS04	4	MINOR	13/05/2021	13/05/2021	4	ENDED		No	Unit Set has been ended

[← Return to Course Unit Set Details](#)

[Edit 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' button in the Action column for the Unit Set you wish to reinstate.

Course 4230 - Bachelor of Arts/Bachelor of Teaching (Secondary)

Course Status [ENROLLED](#)

Unit Set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Action
EDEN03	5	MAJOR	01/02/2021		3	ENROLLED		Yes	<a href="#">End Unit Set</a> <a href="#">Mark As Not Primary</a>
CHPL04	1	MINOR	01/02/2021		4	ENROLLED		No	<a href="#">End Unit Set</a> <a href="#">Mark As Primary</a>
EDRS04	4	MINOR	13/05/2021	13/05/2021	4	ENDED		No	<a href="#">Reinstate Unit Set</a> <a href="#">Mark As Primary</a>

Add Unit Sets +

Your cart has 0 pending changes. [Undo All Changes](#)

To finalise, select the 'Save' button.

EDRS04	4	MINOR	13/05/2021	13/05/2021	4	TO BE REINSTATED		No	<a href="#">Undo Reinstate Unit Set</a>
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Add Unit Sets +

Your cart has 1 pending change. [Undo All Changes](#)

[Save](#)

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

My Unit Set Changes

Unit Set Code	Version	Category	Selection Date	End Date	Rank	Status	Parent Unit Set	Primary	Notes
EDRS04	4	MINOR	13/05/2021		4	ENROLLED		No	Unit Set has been reinstated