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

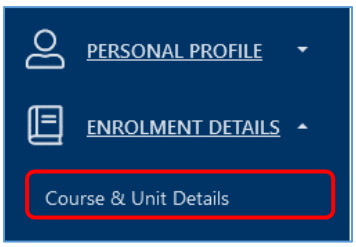
How do I add my Unit Set? 1
How do I remove a Unit Set? 7
How do I reinstate a Unit Set previously removed? 9

How do I add my Unit Set?

Step 1: Go to the Unit Set enrolment page

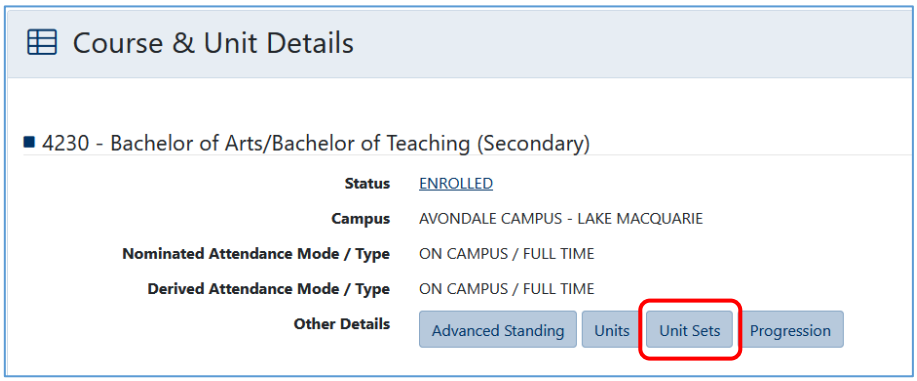
Go to the menu item 'Course & Unit Details' on the left menu, or the icon on the home page.

Menu on Left

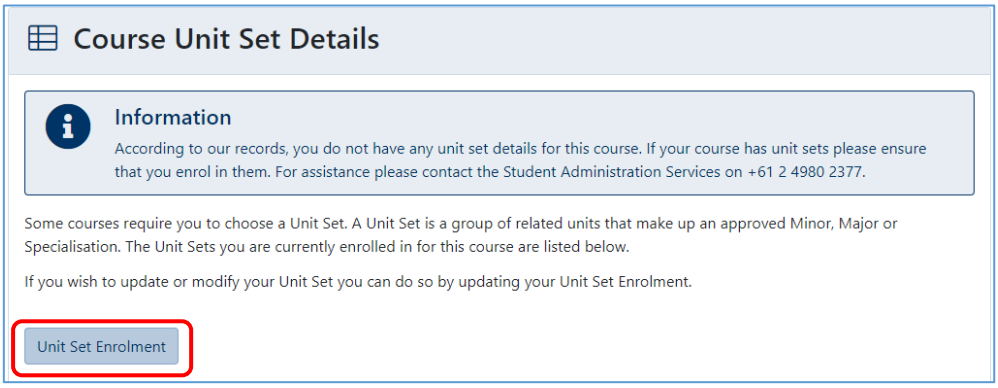


Home page

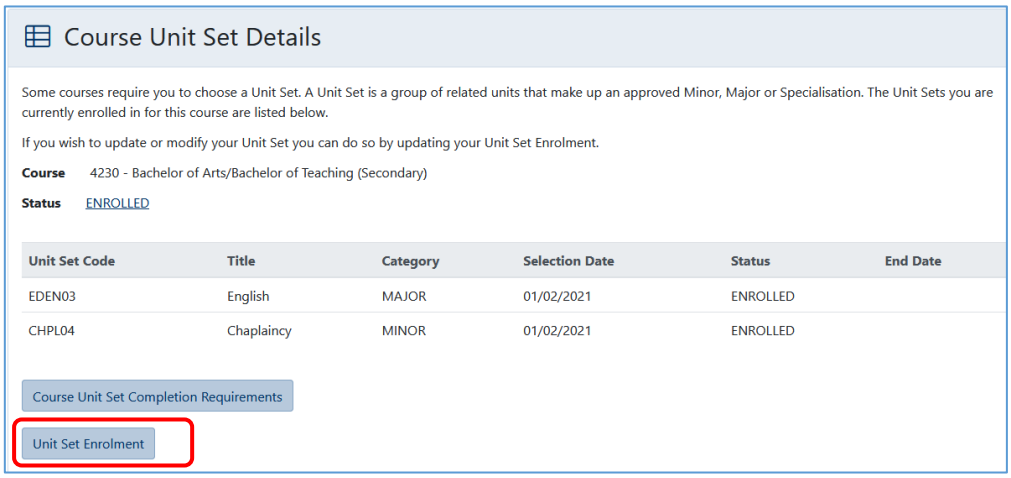
For the selected course go to the Unit Set button.



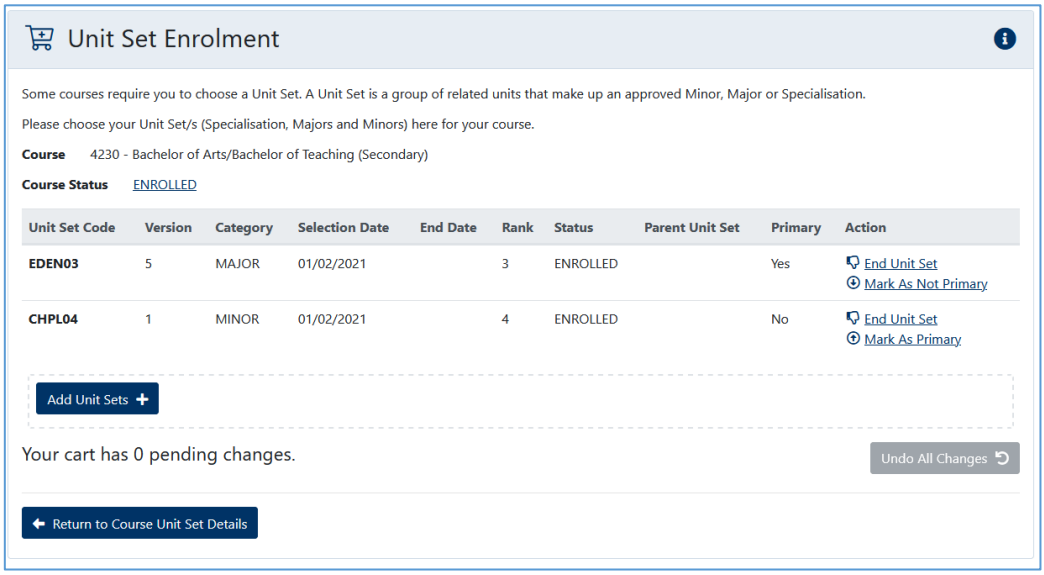
This page will display any unit set that you are currently enrolled in. If you have not yet enrolled in a Unit Set it will indicate this – and you should see a link 'Unit Set Enrolment'



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

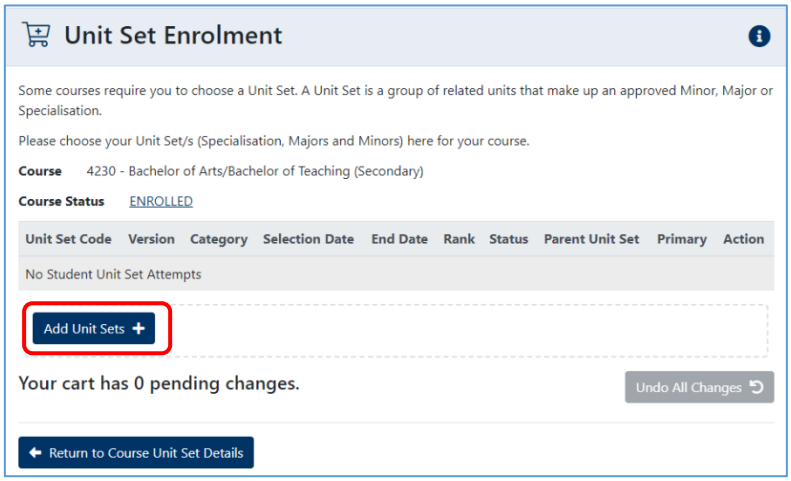


You should have a screen like this:

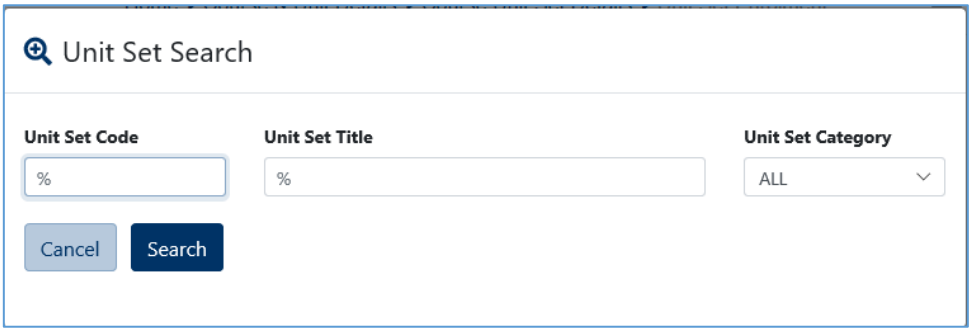


Step 2: Add a Unit Set to your course

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

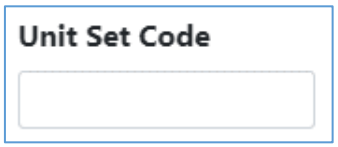
c) Unit Set category

Option A: Search by Unit Set code

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

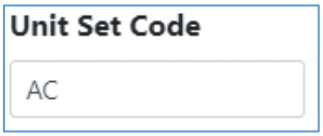
Example 1:

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.



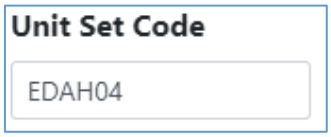
Example 2:

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



Example 3:

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



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

Option B: Search by Unit Set title

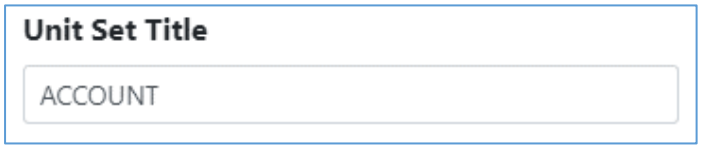
You can search for the Unit Sets that are available in your course by title.

Example 1:

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

Example 2:

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



Example 3:

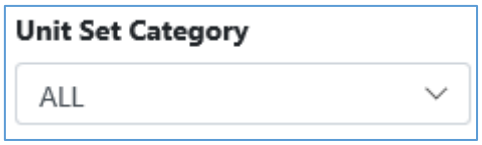
If you know the full name of the Unit Set, you can also search using the title.

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

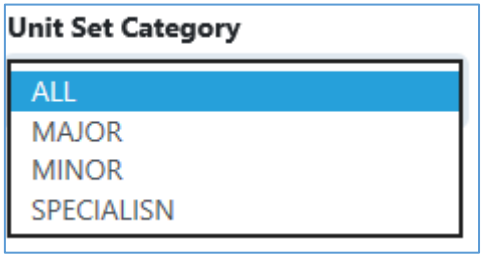
Option C: Search by Unit Set category

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.



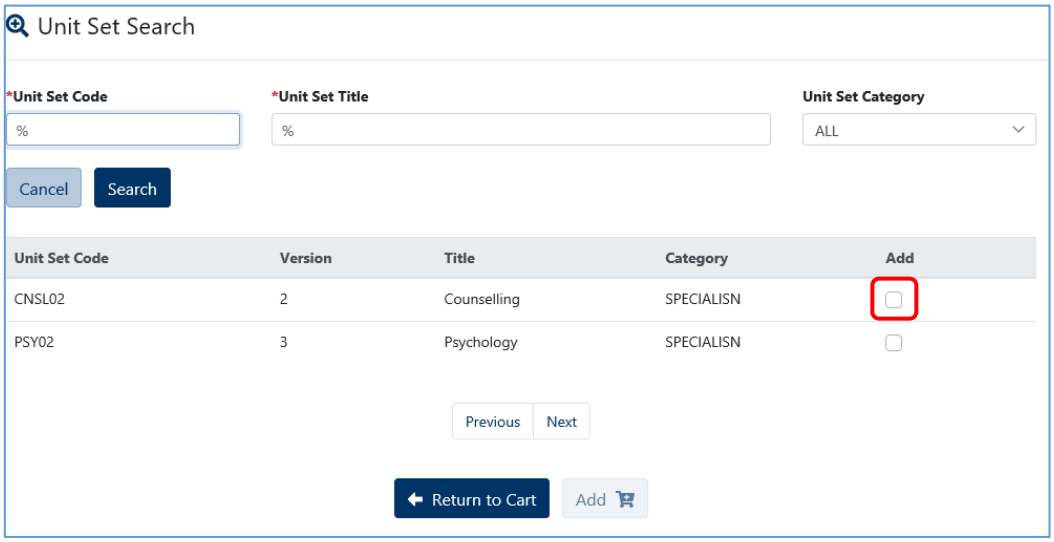
Choose the category you wish to view.



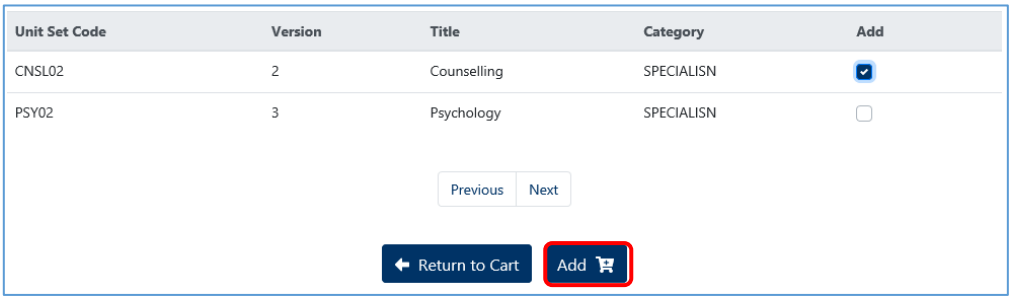
Select the search button

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.



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.



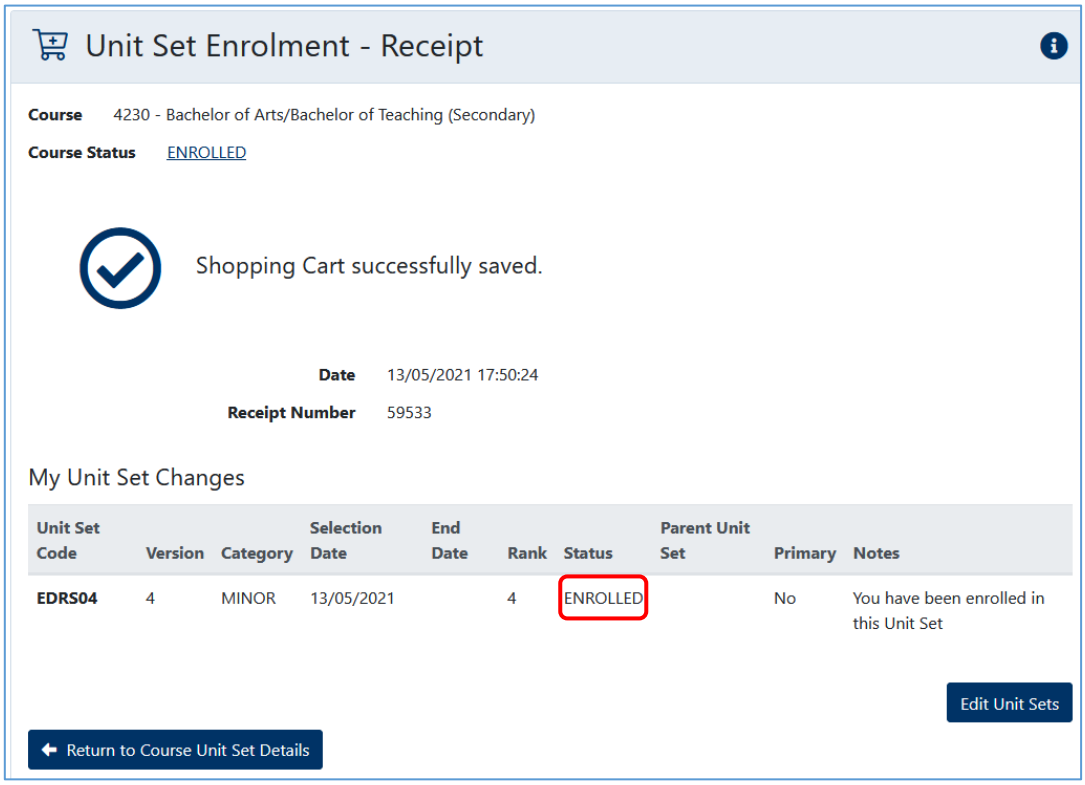
If the Unit Set has been added to the Shopping Cart, it will show in the listing with a “TO BE ADDED” ‘status’.

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.



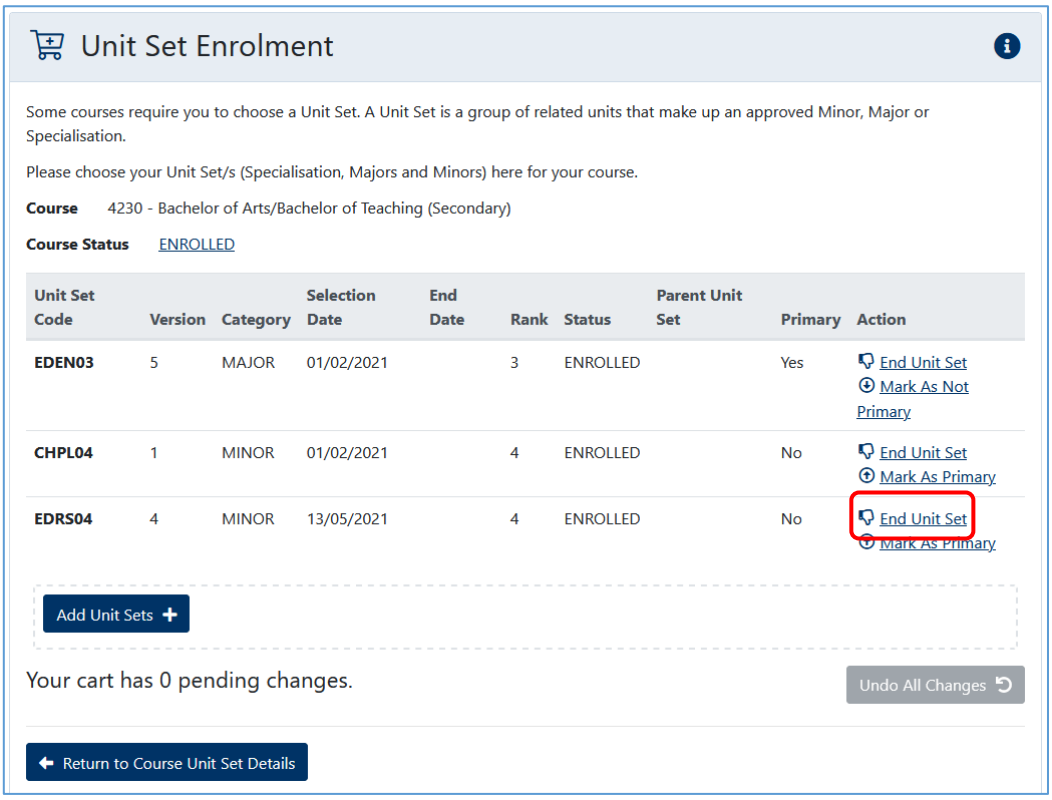
How do I remove a Unit Set?

Step 1: Go to the Unit Set enrolment page

Follow the steps to the Unit Set Enrolment page.

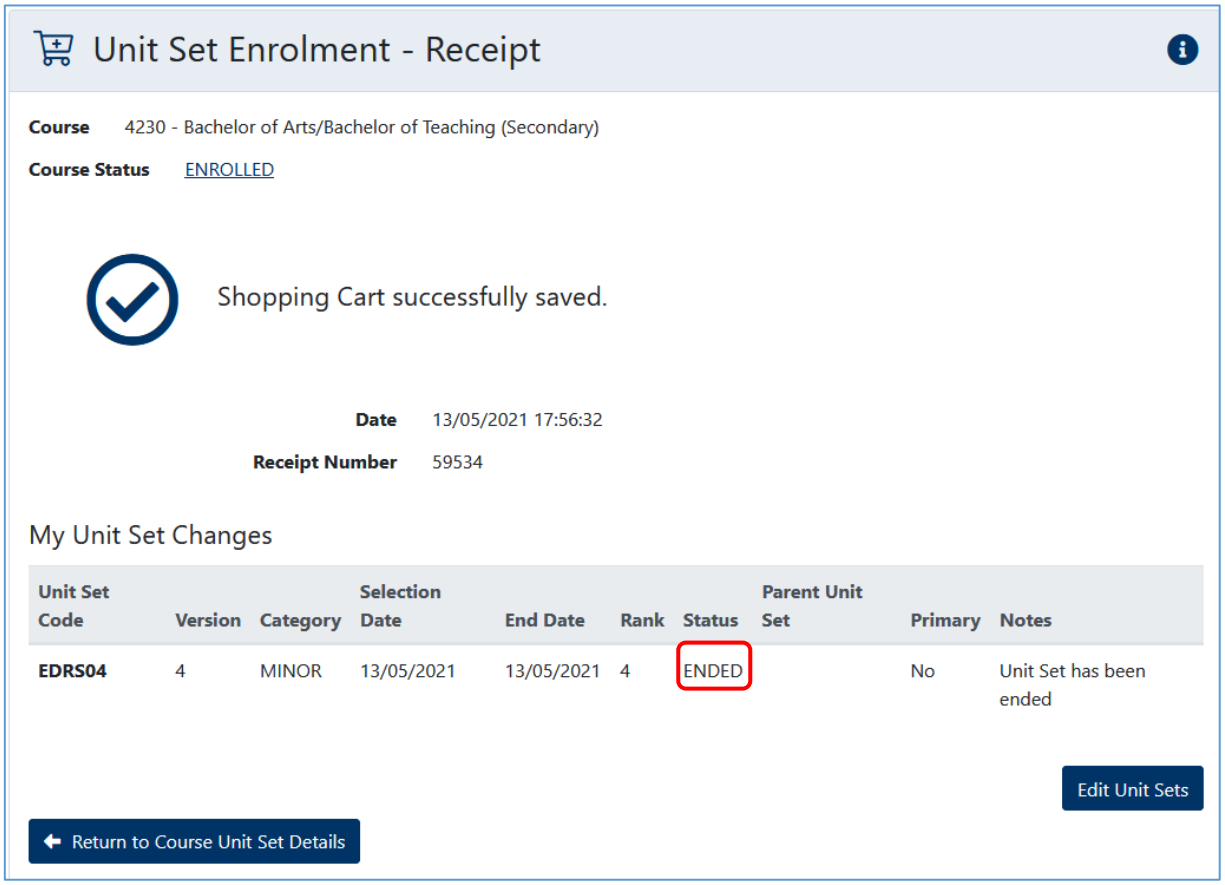
Step 2: Remove the Unit Set

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



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

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



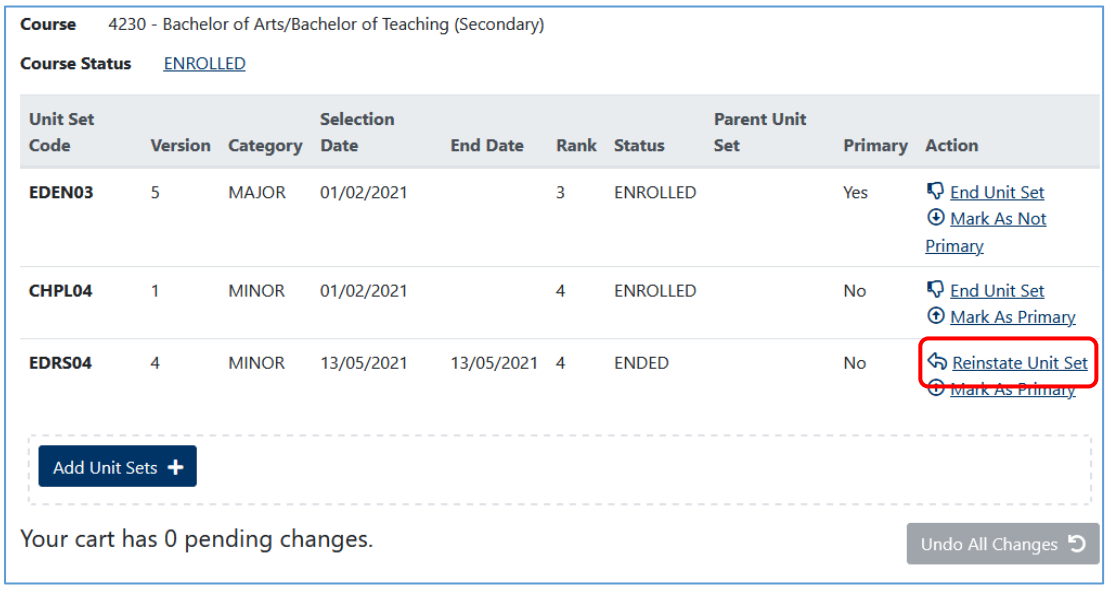
How do I reinstate a Unit Set previously removed?

Step 1: Go to the Unit Set enrolment page

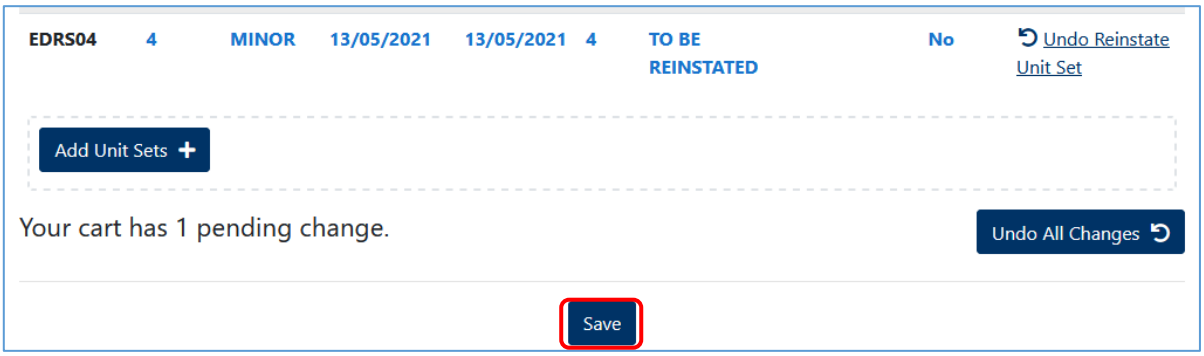
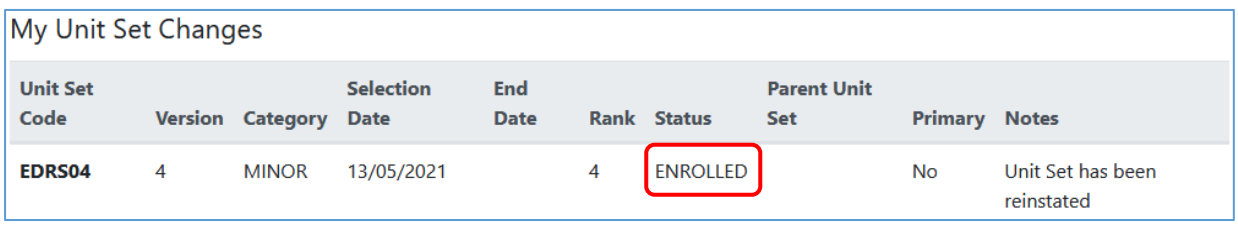
Follow the steps to the Unit Set Enrolment page.

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 re-instate.



To finalise, select the 'Save' button.



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