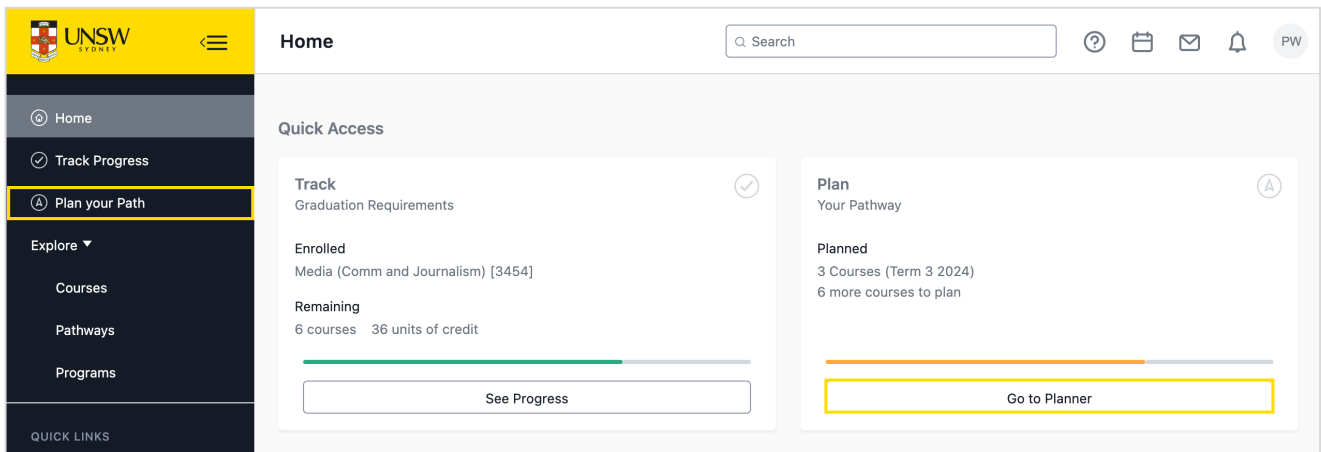


Enrol in courses I have planned in myPlan

You can plan courses in myPlan and import into myUNSW to streamline the enrolment process.

Instructions:

1. Log into [myPlan](#).
2. Select **Plan your Path** in the side menu or **Go to Planner** to access the Planner.



The screenshot shows the 'Home' page of the myUNSW system. On the left is a dark sidebar with navigation options: Home, Track Progress, Plan your Path (highlighted), Explore (with sub-options: Courses, Pathways, Programs), and QUICK LINKS. The main content area has a search bar and navigation icons. Under 'Quick Access', there are two panels: 'Track' (Graduation Requirements) and 'Plan' (Your Pathway). The 'Track' panel shows 'Enrolled' (Media (Comm and Journalism) [3454]) and 'Remaining' (6 courses, 36 units of credit) with a 'See Progress' button. The 'Plan' panel shows 'Planned' (3 Courses (Term 3 2024), 6 more courses to plan) with a highlighted 'Go to Planner' button.

3. Add **course/s** for current and future teaching periods in myPlan.

You can [add a course to the study plan](#) in any of these ways:

- a. **Drag and drop a course** from Remaining Courses or Progress tabs
- b. Search for a course in the sidebar via the **Search Courses** tab
- c. Search for a specific course via the **Add button** in the study plan
- d. **Add to Plan button** from Remaining Courses within a specific course

- Log into [myUNSW](#).
- Select **My Student Profile** in the navigation menu.

- Select **Update Your Enrolment** to access the Year Selection page.

- Select **Update Enrolment** to access the Enrolment Pages.

Year	Career	Program	Campus	
2025	Undergraduate	3502 - Commerce	Sydney	Update Enrolment
2024	Undergraduate	3502 - Commerce	Sydney	View Enrolment History
2023	Undergraduate	3502 - Commerce	Sydney	View Enrolment History
2022	Undergraduate	3502 - Commerce	Sydney	View Enrolment History
2021	Undergraduate	3502 - Commerce	Sydney	View Enrolment History
2020	Undergraduate	3502 - Commerce	Sydney	View Enrolment History



8. Select the **tab** for the relevant current and future terms.

The screenshot shows the 'Course Enrolment' page for the year 2025, program 'Undergraduate - 3502 - Commerce', and plan 'FINSA13502 - Finance'. The 'Term 1 2025' tab is highlighted in yellow. Below the tabs, a table header is visible with columns: Course, Title, Mode of Delivery, Location, UoC, Enrolled / Registered, Registration Closes, and Enrols / Capacity. The table content is empty, with the message 'No courses found for this term.' displayed. A 'Back to Years' button is located at the bottom left.

9. Select **Get myPlan Courses** to access courses from the myPlan study plan for the nominated term.

The screenshot shows the 'Course Enrolment' page for the year 2025, program 'Undergraduate - 3502 - Commerce', and plan 'FINSA13502 - Finance'. The 'Term 1 2025' tab is selected. A table lists a course: FINS3630 Bank Financial Management, In Person, Kensington, 6.0 UoC, with green status icons. Below the table, a search bar contains 'SUBJ1234, Solar Cells'. The 'Get myPlan Courses' button is highlighted in yellow. Other buttons include 'Back to Years', 'View Timetable', and 'Select Classes'.

10. Select **Search** to import the planned course/s from myPlan.

The screenshot shows the 'Course Search' page for the term 'Term 1 2025'. It features a 'Multiple Courses' field containing 'COMM1100'. Below this are several filter fields: Subject (dropdown), Catalogue Number (text input with '1234'), Mode of Delivery (dropdown), Location (dropdown), Campus (dropdown with 'Sydney'), Teaching Period (dropdown), Faculty (dropdown), and Career (dropdown with 'Undergraduate'). A 'Cancel' button is on the left and a 'Search' button is on the right, both highlighted in yellow.

Course/s listed in the Multiple Courses field are imported from myPlan.



11. Select the **checkbox** next to the course/s to include in the myUNSW enrolment basket.

Course	Title	Career	Mode of Delivery	Campus	Location	Teaching Period	Capacity	
COMM1100	Business Decision Making	Undergraduate	In Person	Sydney	Kensington	Teaching Period One	1237 / 1263	<input type="checkbox"/>

12. Select the button for **Select Courses**.

Course	Title	Career	Mode of Delivery	Campus	Location	Teaching Period	Capacity	
COMM1100	Business Decision Making	Undergraduate	In Person	Sydney	Kensington	Teaching Period One	1237 / 1263	<input checked="" type="checkbox"/>

13. Select **Confirm Enrolment Request**.

Course	Title	Mode of Delivery	Location	UoC	Enrolled / Registered	Registration Closes	Enrols / Capacity	Select?
FINS3630	Bank Financial Management	In Person	Kensington	6.0	🟢🟢	23/02/2025	229 / 240	Swap Drop
COMM1100	Business Decision Making	In Person	Kensington	6.0	🟡🟡	23/02/2025	1237 / 1263	<input checked="" type="checkbox"/> Remove

14. Select **Submit Enrolment Request** to finalise the enrolment using myPlan.

Enrol in **COMM1100 - Business Decision Making**, In Person, Kensington
Undergraduate - 3502 - Commerce

Warning: Class registration is open but you have not selected any classes. [More info...](#)



15. The **confirmation message** of Success displays.

Return to Main Menu	Help	Penny Walters (1234567)	Log Out
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Enrolment Results

Enrol in	COMM1100 - Business Decision Making, In Person, Kensington Undergraduate - 3502 - Commerce	Success
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[Back to Courses](#)

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