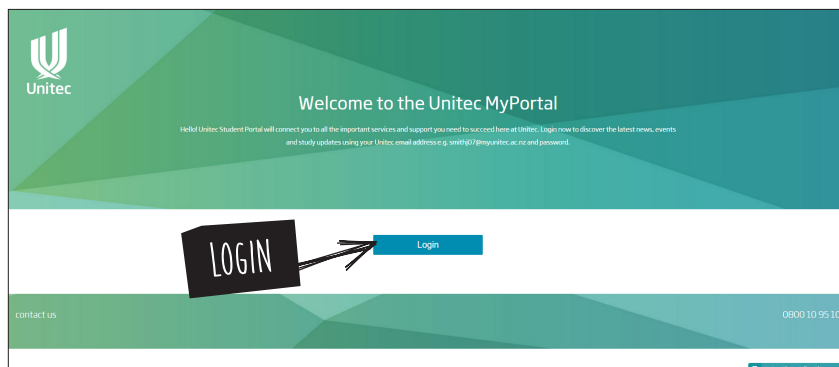


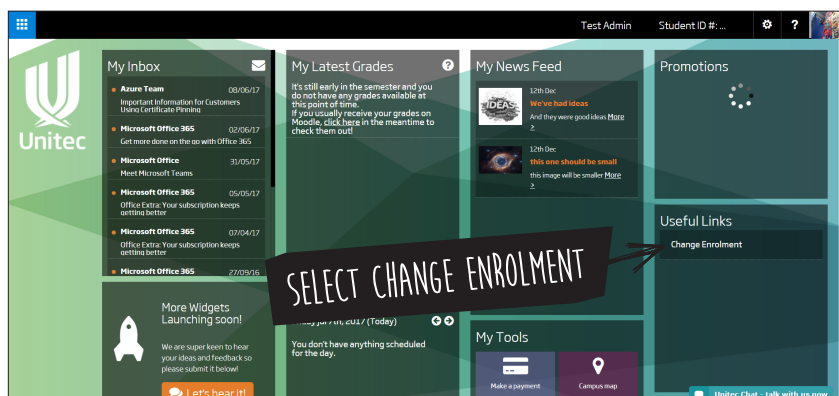
I want to change the time of my class

1. To swap a class means that you're changing class times within the same course.
2. The system doesn't save your details until you submit your request.
3. You can change more than one thing (eg. swap a class time and add a different class) within the same request – remember to check for timetable clashes!

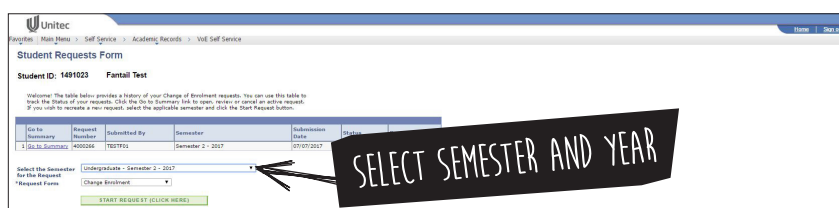
1. Log into MyPortal (<http://myportal.unitec.ac.nz>) using your Unitec login details.



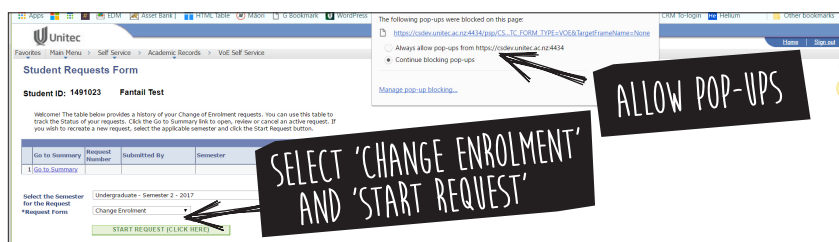
2. Under Useful Links in the bottom right hand corner, select 'Change Enrolment'.



3. The Student Request Form page will open.
4. Select the semester and the year for the request, eg. Semester 2, 2017.



5. You will need to allow pop-ups for this site. Click 'always allow pop-ups...'



6. Select 'Change enrolment' from the drop down menu.
7. Click 'Start request'.
8. Check your details are correct and if necessary, update them (we may need to use these contact details to discuss your request with you).
9. Click on 'Swap' for the class you want to swap out of.

10. Click 'Find Classes'.

Unitec
Favourites Main Menu Self Service Academic Records VLE Self Service Home Sign out

Change Enrolment (New Request)

1491023 Partial Test
UGRD NZCE3 NZCert English Language L3
Semester 2 - 2017 International Student: [X]

Telephone
(We may use this number to contact you if we need more information)

Email Address
[] UPDATE MY DETAILS

If at any stage during this process, you would prefer to talk to a real person, Student Central (0800 10 95 10) will be happy to help between the hours of 8am to 6pm, Monday to Friday and 9am to 4pm, Saturdays.

Your Class Schedule
Use the tick boxes to indicate the change(s) you would like to make.

Class Number	Subject Area	Catalogue No.	Start Date	End Date	Course	Swap Class	Drop Class	Change to Class Nbr
1 5012	EAPL 3151	24/07/2017	24/11/2017	English Academic Purposes (L3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5012	
2 5013	EAPL 3150	24/07/2017	24/11/2017	Oral & Test-based Skills (L3)	<input type="checkbox"/>	<input type="checkbox"/>	5013	
3 5024	EAPL 3153	24/07/2017	24/11/2017	English Social Community Purp L3	<input type="checkbox"/>	<input type="checkbox"/>	5024	

REMOVE SELECTED

Add New Class
Class Number: [] ADD CLASS FIND CLASSES

International Students If the change(s) you are requesting reduces your total credits to 45 or fewer for the semester, please email studentcentral@unitec.ac.nz to ensure that your visa is not affected.

Domestic Students If the changes you are requesting affect your Full Time Student status with StudyLink, your loan or allowance may be impacted.

REVIEW CANCEL

11. If you recognise the new class number for the class you want to swap to, click on it. If you don't know the number, you can do the following:

- Open Unitec.ac.nz (in a different window).
- Search for your programme name.
- Scroll down the programme page to courses and timetables.
- Click on the name of the course you're swapping classes within.
- Find the four-digit number of the class you want to start attending.

Unitec
Favourites Main Menu Self Service Academic Records VLE Self Service Home Sign out

Change Enrolment (New Request)

1491023 Partial Test
UGRD NZCE3 NZCert English Language L3
Semester 2 - 2017 International Student: [X]

Telephone
(We may use this number to contact you if we need more information)

Email Address
[] UPDATE MY DETAILS

If at any stage during this process, you would prefer to talk to a real person, Student Central (0800 10 95 10) will be happy to help between the hours of 8am to 6pm, Monday to Friday and 9am to 4pm, Saturdays.

Your Class Schedule
Use the tick boxes to indicate the change(s) you would like to make.

Class Number	Subject Area	Catalogue No.	Start Date	End Date	Course	Swap Class	Drop Class	Change to Class Nbr
1 5012	EAPL 3151	24/07/2017	24/11/2017	English Academic Purposes (L3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5012	
2 5013	EAPL 3150	24/07/2017	24/11/2017	Oral & Test-based Skills (L3)	<input type="checkbox"/>	<input type="checkbox"/>	5013	
3 5024	EAPL 3153	24/07/2017	24/11/2017	English Social Community Purp L3	<input type="checkbox"/>	<input type="checkbox"/>	5024	

REMOVE SELECTED

Add New Class
Class Number: [] ADD CLASS FIND CLASSES

International Students If the change(s) you are requesting reduces your total credits to 45 or fewer for the semester, please email studentcentral@unitec.ac.nz to ensure that your visa is not affected.

Domestic Students If the changes you are requesting affect your Full Time Student status with StudyLink, your loan or allowance may be impacted.

REVIEW CANCEL

12. Click on 'Review' if you're happy with your new class time (please double check that you don't have any timetable clashes).

Unitec
Favourites Main Menu Self Service Academic Records VLE Self Service Home Sign out

Change Enrolment (New Request)

1491023 Partial Test
UGRD NZCE3 NZCert English Language L3
Semester 2 - 2017 International Student: [X]

Telephone
(We may use this number to contact you if we need more information)

Email Address
[] UPDATE MY DETAILS

If at any stage during this process, you would prefer to talk to a real person, Student Central (0800 10 95 10) will be happy to help between the hours of 8am to 6pm, Monday to Friday and 9am to 4pm, Saturdays.

Your Class Schedule
Use the tick boxes to indicate the change(s) you would like to make.

Class Number	Subject Area	Catalogue No.	Start Date	End Date	Course	Swap Class	Drop Class	Change to Class Nbr
1 5012	EAPL 3151	24/07/2017	24/11/2017	English Academic Purposes (L3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5012	
2 5013	EAPL 3150	24/07/2017	24/11/2017	Oral & Test-based Skills (L3)	<input type="checkbox"/>	<input type="checkbox"/>	5013	
3 5024	EAPL 3153	24/07/2017	24/11/2017	English Social Community Purp L3	<input type="checkbox"/>	<input type="checkbox"/>	5024	

REMOVE SELECTED

Add New Class
Class Number: [] ADD CLASS FIND CLASSES

International Students If the change(s) you are requesting reduces your total credits to 45 or fewer for the semester, please email studentcentral@unitec.ac.nz to ensure that your visa is not affected.

Domestic Students If the changes you are requesting affect your Full Time Student status with StudyLink, your loan or allowance may be impacted.

REVIEW CANCEL

13. The system needs a reason for why you are changing your class - please select 'Swap' (it won't let you submit your request without a reason).

14. Then click 'Submit' - you're done!

Unitec
Favourites Main Menu Self Service Academic Records VLE Self Service Home Sign out

Change Enrolment (Review and Submit)

1491023 Partial Test
UGRD NZCE3 NZCert English Language L3
Semester 2 - 2017 International Student: [X]

Reason for Changing: [SWAP]

Class Nbr	Subject Area	Catalogue No.	Start Date	End Date	Course	Swap	Drop	Change to Class Nbr
1 5012	EAPL 3151	24/07/2017	24/11/2017	English Academic Purposes (L3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5012	
2 5013	EAPL 3150	24/07/2017	24/11/2017	Oral & Test-based Skills (L3)	<input type="checkbox"/>	<input type="checkbox"/>	5013	
3 5024	EAPL 3153	24/07/2017	24/11/2017	English Social Community Purp L3	<input type="checkbox"/>	<input type="checkbox"/>	5024	

Supporting Information
(If on, this field is in this class and he is an enrolment)

SUBMIT BACK CANCEL

15. You'll be taken to the summary page - this is where you can check the status of your request.