## 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.

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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.

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

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- 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'.



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

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Favorites Main Menu > Self Service > Academic Records > VoE Self Service		
Change Enrolment (New Request)		
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(We may use this number to contact you if we need more information)	Search by: Change to Class Nbr	
Email Address	Look Up Cancel Advanced Lookup	
UPDATE MY DETAILS	Con op Carce Revenue Lowep	
If at any stage during this process, you would grefe to take a real person. Studier, Composition Studier, March Studier,	CLICK ON CLASS NUMBER	
2 3033 EMPL 3130		
Add New Class		
Class Number#	FIND CLASSES	
International Students If the change(s) you are requesting reduces your total credits to email <u>studentvisa@unitec.ar.nz</u> to ensure that your visa is not affected.	45 or fewer for the semester, please	
Domestic Students If the changes you are requesting affect your Full Time Student statur may be impacted.	s with StudyLink, your loan or allowance	
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).

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Change Enrolment (New Request)	
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Telephone (We may use this number to contact you if we need more information)	
Email Address	
If at any stage during this process, you would prefer to tak to a real person. Studezt Central (0000 10 95 10) will be happy to help between the hours of Barn to Bonny. Noting's to Friday and Sam to 4gm, Saturdays.	
Your Class Schedule	
Use the tick boxes to indicate the change(a) you would like to make.	
Class Subject Catalog Start Date End Date Course Swap Drop New Class Class Humber Area Nor	
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3 5024 EAPL 3153 24/07/2017 24/11/2017 English Social Comunity Purp L3	
REMOVE SELECTED	
Add New Class Class Networks Class N	

- 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!

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