

# Change of Course Enrolment Procedure

<b>Policy Supported:</b>	<i>Change of Course Enrolment Policy</i>		
<b>Audience:</b>	Staff, Students		
<b>Contact Officer:</b>	Manager Student Records	<b>Phone:</b>	See Campus Directory

**Printed copies are for reference only. Please refer to the electronic copy in Policy and Procedure Manager™ [the electronic policy management system (EPMS)] to ensure you are referring to the latest version.**

## Objectives:

There are no objectives.

## Implementation Steps:

- Students are to apply to change their course enrolment by making their application in accordance with the following table.

<b>Change Type</b>	<b>All Students</b>
Course transfer	Submit <i>Change of Course Application</i> via MyAnswers/Ask a Question
Add restricted major	Submit <i>Change of Course Application</i> via MyAnswers/Ask a Question
Discontinue restricted major	Submit request via MyAnswers/Ask a Question
Transfer between onshore campuses	Submit request via MyAnswers/Ask a Question
Transfer onshore to offshore campus	Submit request to Partner Admissions Office
Transfer offshore to onshore campus	Submit request to Admissions Office

<b>Change Type</b>	<b>Domestic Undergraduate in Post-2014 Course</b>	<b>All others</b>
Add non-restricted major	Self-enrol via MyInfo	Submit request via MyAnswers/Ask a Question
Discontinue non-restricted major	Discontinue via MyInfo	Submit request via MyAnswers/Ask a Question
Add minor	Self-enrol via MyInfo	Submit request via MyAnswers/Ask a Question
Discontinue minor	Withdraw via MyInfo	Submit request via MyAnswers/Ask a Question

2. Application submission periods and deadlines will be adequately communicated to students by the Offices responsible for processing student enrolment change applications.
3. Applications submitted after a closing date will be considered with applications submitted by the next closing date.
4. Applications to transfer course are processed after grades in the semester/trimester in which the application was submitted are approved by Boards of Examiners and before the next semester/trimester commences wherever possible.
5. Applications to add restricted majors are processed after grades in the semester/trimester in which the application was submitted are approved by Boards of Examiners and before the next semester/trimester commences.
6. Applications to add non-restricted majors are processed upon receipt.
7. Applications by students excluded from a course or major will be processed upon receipt.
8. Applications to transfer between onshore campuses are processed in the same manner as transfers between courses.
9. Application to transfer between onshore and offshore campuses are processed by the Admissions Office or the Partner Admissions Office. Applications should be made several months before the start of semester/trimester at the new campus.

**Performance Indicators:**

There are no performance indicators.

**Definitions:**

**The definition of these terms appears in the "Dictionary of Terms". Please refer to the "Dictionary of Terms" in Policy and Procedure Manager™ to ensure you are referring to the latest version.**

"Course"

"Major"

"Non-Restricted Course"

"Restricted Course"

**Related Documents:**

[Coursework Regulations](#)

[Student Appeals Policy](#)

Change of Course Enrolment application form <http://our.murdoch.edu.au/Student-life/Get-organised/Useful-forms/>

**References:**

There are no references.

**Approval and Implementation:**

<b>Approval Authority:</b>	Director Student Management
<b>Responsible Officer(s):</b>	Manager Student Records

**Revision History:**

<b>Version</b>	<b>Date Approved</b>	<b>Effective Date (if later than 'Date Approved')</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
Administrative amendment	08/03/2019			
Administrative amendment	31/05/2018		15/03/2020	
Approved with name change	27/03/2017		15/03/2020	
Policy approved with name change	15/03/2017		15/03/2020	AC/39/2017(i)
Policy approved with name change	11/08/2010		26/08/2013	AC/112/2010(i)
Policy approved	18/06/2008			AC/88/2008(i)
Policy approved	05/03/2008			AC/36/2008(i)
Policy approved	14/06/2006			AC/93/2006(i)
Policy approved with name change	25/01/2006			AC/9/2006(i)
Policy approved	15/09/2004			AC/162/2004(i)
Policy approved	21/07/2004			AC/124/2004(i)
Policy approved	26/11/1997			AC/142/1997
Policy approved	01/11/1995			AC/150/1995