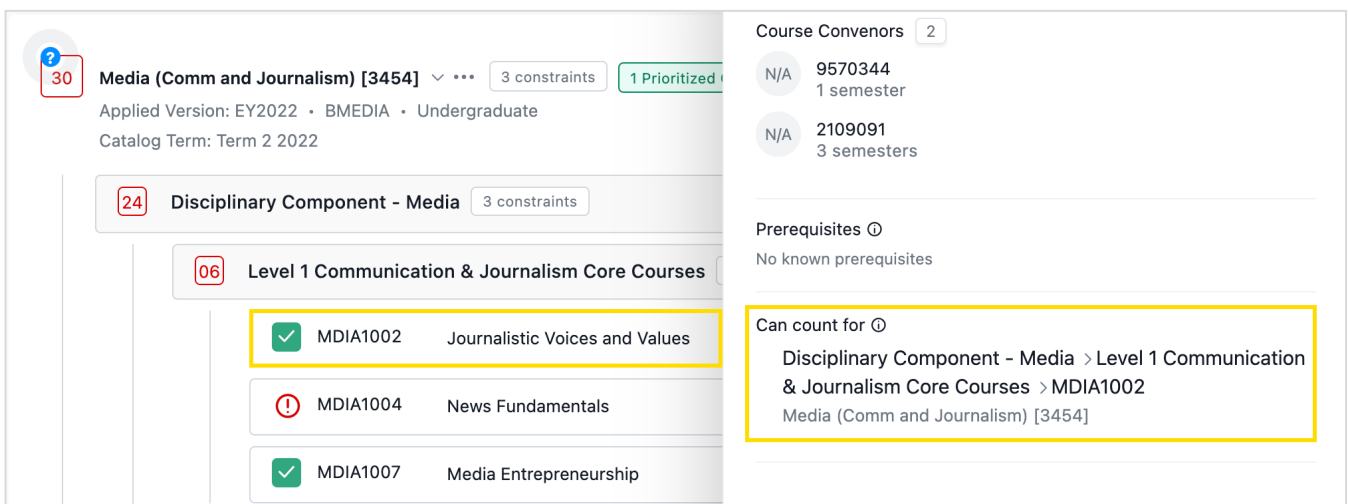# Prioritise an eligible course

If a course satisfies more than one requirement in your program, you may want to change which requirement the course satisfies. For example, moving a course from your General Education requirement to your Free Electives requirement may make room for a different General Education course to count instead. Reprioritisation is only possible where the course satisfies the constraints of the requirement to which it is being moved.

If you're unsure which requirements a course can satisfy, select the course and scroll to the 'Can count for' section in the sidebar to check.

Both students and staff can prioritise a course but:

- when a student prioritises a course, staff and the student can edit or remove the prioritisation
- when a staff member prioritises a course, a student cannot edit or remove the prioritisation.

Instructions:

1. Select **Track Progress** or **See Progress** to access your progression check.

2. Select the **Progress tab** and then the **Official tab** to view your official progress.

3. Hover over the **requirement** you want the course/s to fall into and select the **ellipsis** to view the dropdown.

4. Select **Prioritize Eligible Courses** from the dropdown.

5. Enter the course in the **Course/s to Prioritise** search field.

6. Select the **course to prioritise** from the search results.

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You can prioritise more than one course at a time.

7. Enter the **Justification**.

> ☑ **Communication & Journalism Prescribed Elective Courses** ❯ [3 constraints]
>
> **The following courses will be prioritized** [18 units of credit]
>
> This can only be used if the course satisfies the constraints of the requirement. This will move a course so that it fills this requirement instead of another.
>
> ___
>
> COURSE(S) TO PRIORITIZE
>
> 1. MDIA2003 (Term 2 2023, Grade: 52 PS, 6 units of credit)
>
>   [MDIA2003 (Term 2 2023, Grade: 52 PS, 6 Units Of Credit) ×]
>
> JUSTIFICATION
>
>   [   ]
>
>   [**Submit**] ×

The justification is visible to both you and any UNSW staff member that has access to your progression record in myPlan. But the message is not actively monitored and should not be used as a communication tool.

8. Select **Submit**.

> ☑ **Communication & Journalism Prescribed Elective Courses** ❯ [3 constraints]
>
> **The following courses will be prioritized** [18 units of credit]
>
> This can only be used if the course satisfies the constraints of the requirement. This will move a course so that it fills this requirement instead of another.
>
> ___
>
> COURSE(S) TO PRIORITIZE
>
> 1. MDIA2003 (Term 2 2023, Grade: 52 PS, 6 units of credit)
>
>   [MDIA2003 (Term 2 2023, Grade: 52 PS, 6 Units Of Credit) ×]
>
> JUSTIFICATION
>
>   [Taking Features Journalism so MDIA2008 can count towards Elective Courses.]
>
>   [**Submit**] ×

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9. The confirmation message **Courses have been successfully prioritized** displays.
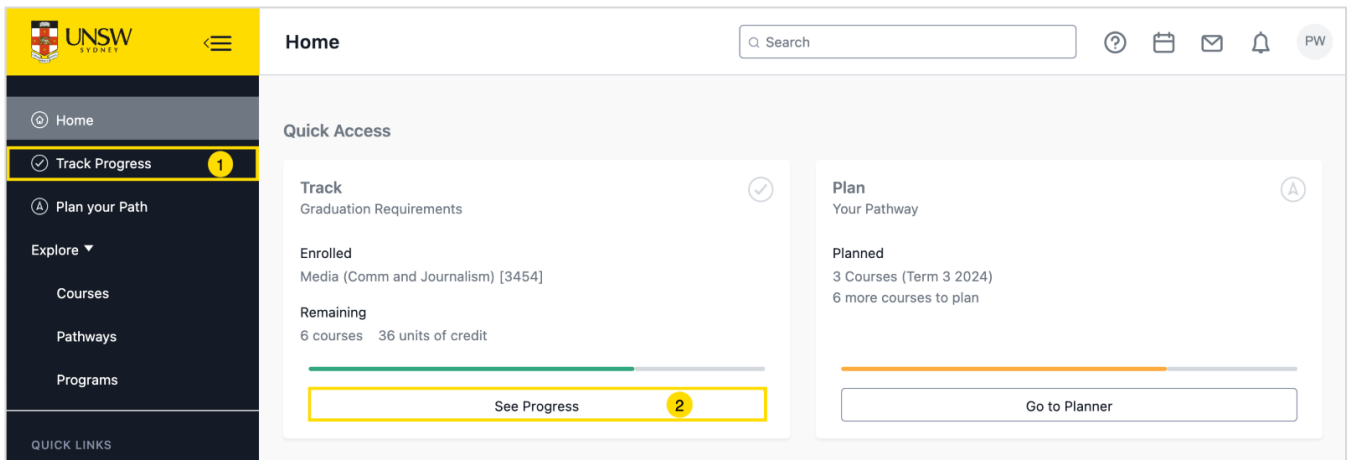
Edit a prioritised course

A prioritised course can be updated in myPlan, if required. You'll follow a similar process to prioritising an eligible course but you'll need to override the existing prioritised course.
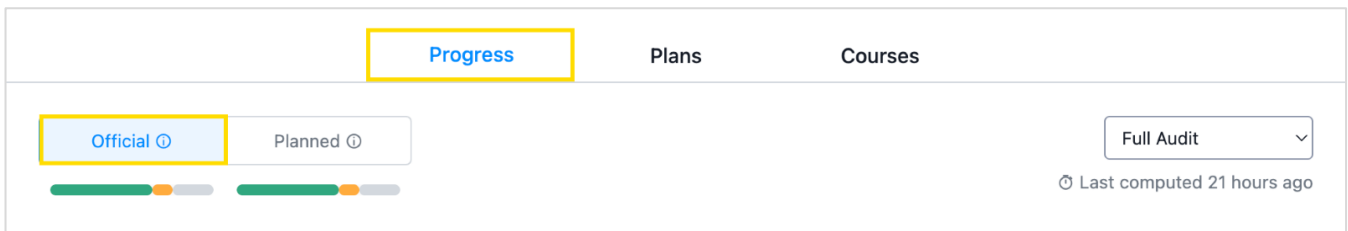
Instructions:

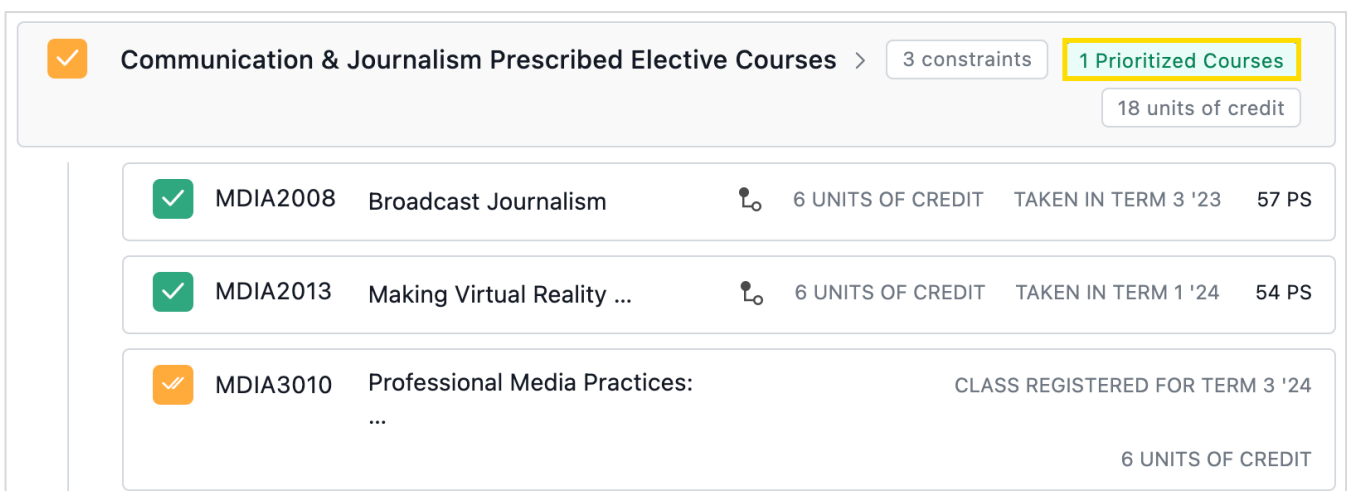1. Select **Track Progress** or **See Progress** to access your progression check.

2. Select the **Progress tab** and then the **Official tab** to view your official progress.

3. Select the green **Prioritized Courses** label to access the edit option.

4. Select **edit**.

5. Select the **X** associated with the prioritised course to delete.

6. Enter the course/s to prioritise in the **search** field.

7. Select the **course to prioritise** from the search results.

8. Update the **Justification** for the newly prioritised course.

✓ **Communication & Journalism Prescribed Elective Courses** ❯ | 3 constraints | | 1 Prioritized Courses |

18 units of credit

The following courses will be prioritized

This can only be used if the course satisfies the constraints of the requirement. This will move a course so that it fills this requirement instead of another.

COURSE(S) TO PRIORITIZE

1. MDIA2002 (Term 3 2023, Grade: 62 PS, 6 units of credit)

MDIA2002 (Term 3 2023, Grade: 62 PS, 6 Units Of Credit) ×

JUSTIFICATION

[   ]

Submit ×

9. Select **Submit**.

✓ **Communication & Journalism Prescribed Elective Courses** ❯ | 3 constraints | | 1 Prioritized Courses |

18 units of credit

The following courses will be prioritized

This can only be used if the course satisfies the constraints of the requirement. This will move a course so that it fills this requirement instead of another.

COURSE(S) TO PRIORITIZE

1. MDIA2002 (Term 3 2023, Grade: 62 PS, 6 units of credit)

MDIA2002 (Term 3 2023, Grade: 62 PS, 6 Units Of Credit) ×

JUSTIFICATION

Taking Opinion Journalism so MDIA2008 can count towards Elective Courses.

Submit ×

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10. The confirmation messages **Prioritization has been updated** and **Courses have been successfully prioritized** display.