

# How to drop a subject

If you have selected too many subjects, or the wrong subject you can fix this in the Student Portal.

Log back into the Torrens Student Portal.

When you get to your subjects follow the directions below.

The “drop” subject option, may not always be available to you.

This will depend on when in the semester you are trying to drop a subject.

If you have any problems, just let the Facilitation Team know and we can help you.

The screenshot shows the subject selection interface. On the left, there are radio buttons for selecting subjects like 'TSE - 101FC Travel System' and 'BIZ - 102FC Understanding P...'. Below that, 'Study Period 4 (DIPTT20)' is selected, with options for 'Core' and 'Elective'. A red box highlights the 'Summary' area, with a red arrow pointing to a table of registered subjects. The table has columns for Title, Details, Hours, CRN, Schedule Ty, Status, and Action. The subjects listed are 'Successful Sales Tec...', 'Introduction to Market...', 'Travel Trends and Insi...', and 'Succeeding In Business', all with a status of 'Registered'.

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Successful Sales Tec...	Successful Sales Techniques			Blended	Registered	None
Introduction to Market...	IMB 101FC, 0	10	3	Blended	Registered	None
Travel Trends and Insi...	TTI 101FC, 0	10	15	Blended	Registered	None
Succeeding In Business	SIB 101FC, 0	10	7	Blended	Registered	None

C

The screenshot shows a close-up of the 'Action' dropdown menu for a subject. The menu is open, showing options: 'None', 'None', 'None', and 'DROP'. A red arrow points to the 'DROP' option. A red box contains text: 'Made a mistake? No problems - just click on the Action drop down, in the Summary box on the bottom right of the screen, and you can DROP or REMOVE a subject. If this option is not available to you, just contact the FCTA Facilitation Team and we can assist'.

The Diploma of Travel and Tourism is designed for the subjects to be completed in a specific order.

This order is listed below:

Not sure how many subjects to study in a semester or which ones to choose?

We suggest choosing up to 4 subjects for those studying Full Time and 2 subjects for those studying Part-Time.

It is also important that you complete your subjects in the correct order:

1	SIB101FC	Succeeding in Business
2	TTI101FC	Travel Trends & Insights
3	SST101FC	Successful Sales Techniques ##
4	IMB101FC	Introduction to Marketing and Branding ##
5	TSE101FC	Travel System Essentials
6	BIZ102FC	Understanding People and Organisations
7	SUS101FC	Sustainable Tourism
8	INF101FC	Industry in Focus

**## IMPORTANT NOTE:**

Successful Sales Techniques (SST101FC) & Introduction to Marketing and Branding (IMB101FC) are not offered every intake.

If you find that these subjects are not offered, it is permitted for you to enrol in Travel System Essentials (TSE101FC) and Understanding People and Organisations (BIZ102FC)

Successful Sales Techniques (SST101FC) & Introduction to Marketing and Branding (IMB101FC) can then be picked up in your next semester