

## Changing preferences in a SATAC application

<b>Log into your application via the SATAC website</b>	<ul style="list-style-type: none"><li>• You will need your username and password</li><li>• Choose <b>Change Preferences</b> from the services menu</li><li>• A change of preference includes changes to the order of existing preferences, the addition of new preferences, or the deletion of preferences in an application</li></ul>
<b>You can add new preferences to your application</b>	<ul style="list-style-type: none"><li>• You can list up to six (6) preferences in your application</li><li>• Check the course entry details carefully for closing dates and additional application requirements</li><li>• List courses in order of interest, with preference number 1 being the course you'd most like to study</li></ul>
<b>You can reorder or delete preferences in your application</b>	<ul style="list-style-type: none"><li>• Use lower preferences as a "safety net", and list courses you'd consider studying should you not be made an offer to your first preference</li><li>• List semester 1 courses above courses that start later in the year</li><li>• Be mindful of change of preference deadlines</li></ul>
<b>Don't forget to Save your changes</b>	<ul style="list-style-type: none"><li>• You will receive an email confirming your change of preference, check it carefully</li></ul>

## Changing preferences after receiving an offer

<b>Check and, if necessary, respond to your offer</b>	<ul style="list-style-type: none"><li>• Choose <b>Offer Status</b> from the services menu</li><li>• 1st preference offers are accepted automatically</li><li>• If your offer is to a lower preference, enter your response and save</li></ul>
<b>Change your preferences</b>	<ul style="list-style-type: none"><li>• Choose <b>Change Preferences</b> from the services menu</li><li>• Add new, or reorder existing, preferences above your offered course so they can be considered in the next scheduled offer round</li><li>• If you are made an offer to a course, you can no longer delete that preference</li></ul>
<b>Check or change the response to your offer</b>	<ul style="list-style-type: none"><li>• After changing preferences you may need to change the response to your offer in <b>Offer Status</b></li><li>• Choose a response option that indicates you <i>'still wish to be considered for your higher preferences'</i></li></ul>

### Adding or 'shuffling' semester 1 preferences after the main January offer round

If you add a new preference after the change of preference deadline, you will not be guaranteed equal consideration for the newly added preference.

Similarly, if you 'shuffle' your existing preferences to move a lower preference course to a higher preference position after the change of preference deadline, you will not be guaranteed equal consideration for the shuffled preferences.

The meaning of 'not guaranteed equal consideration' in this context is as follows:

*For some courses there may be no further offers made; for others, even if further offers are made, you may not receive an offer even if your selection rank is equal to or higher than that of an applicant who received an offer to the same course in the main offer round.*