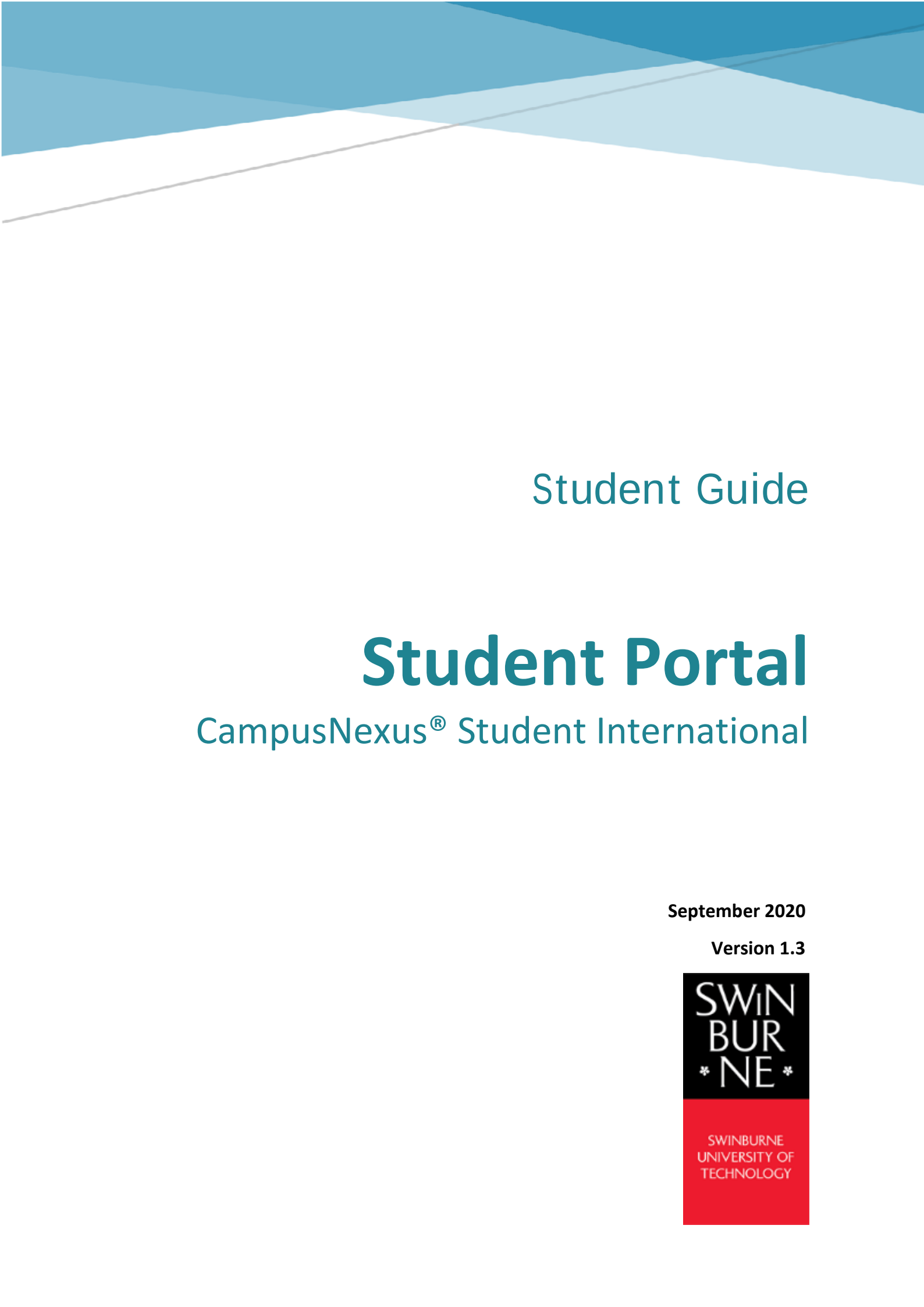




Student Guide

Student Portal

CampusNexus® Student International

September 2020

Version 1.3



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Introduction

Welcome to Swinburne University of Technology's Student Portal!

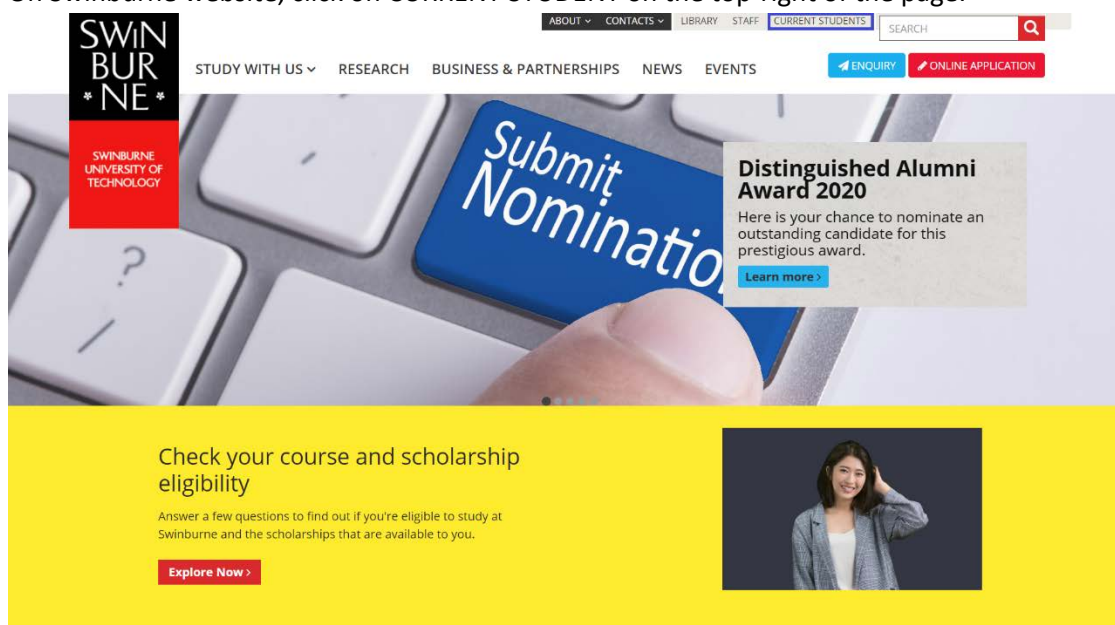
Student Portal is your gateway to the University information, services and more. It provides you the convenience to access various information - academics (e.g. class timetable, exam timetable, results etc.), student accounts and financial aid. You are now able to receive personalized communication and use the self-service tools.

Highlight of the portal is...you can now register and allocate your classes online!

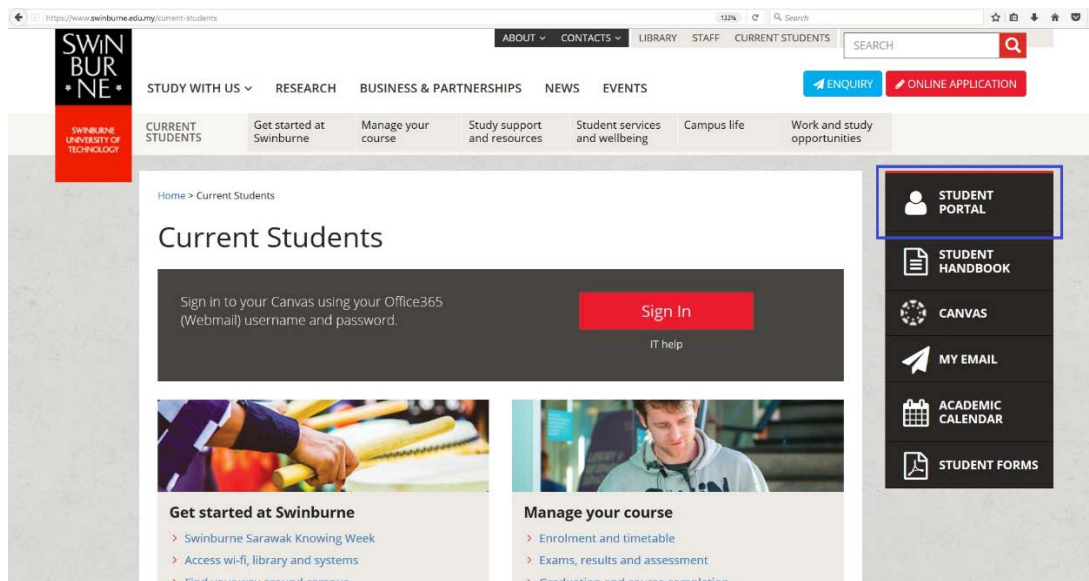
Logging in to Student Portal

To log in:

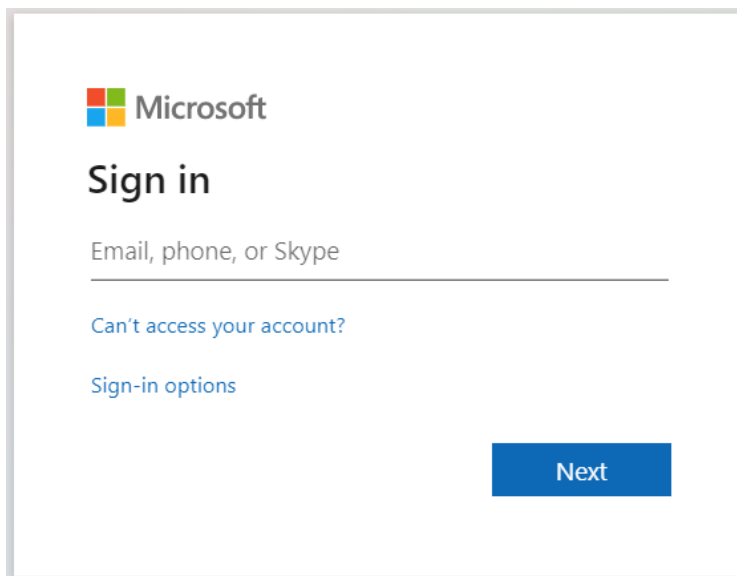
- (1) On Swinburne website, click on CURRENT STUDENT on the top-right of the page.



(2) On the right side menu of the page, click on 'STUDENT PORTAL'.



(3) You will be directed to Office 365 login page.
Sign in using your Office 365 (Webmail) username and password.



Important Note:

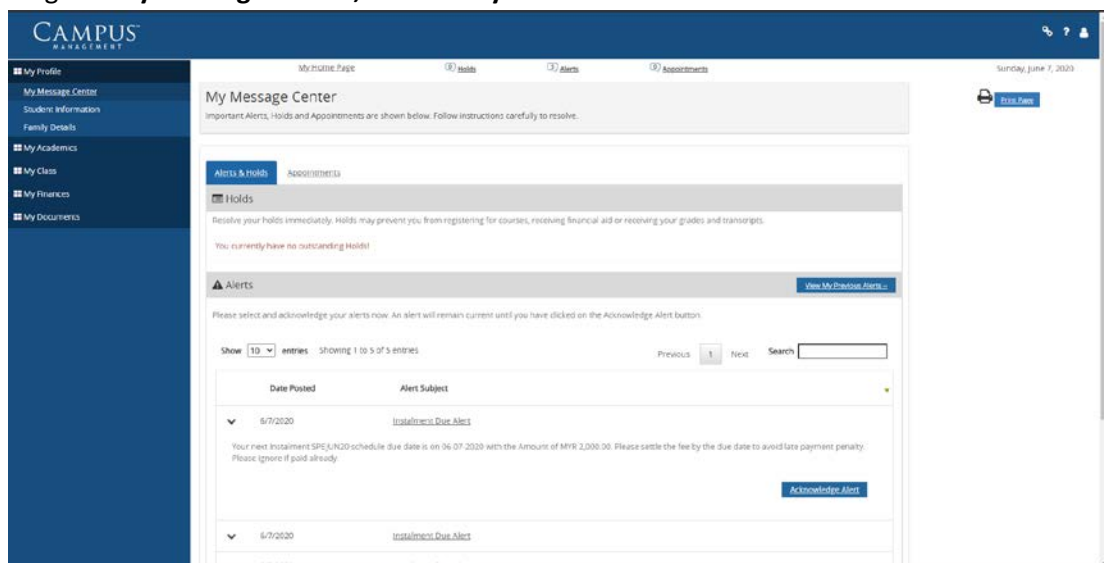
- The date throughout the Portal will be in the format of month followed by day and year.

1.0 My Profile

My Message Center

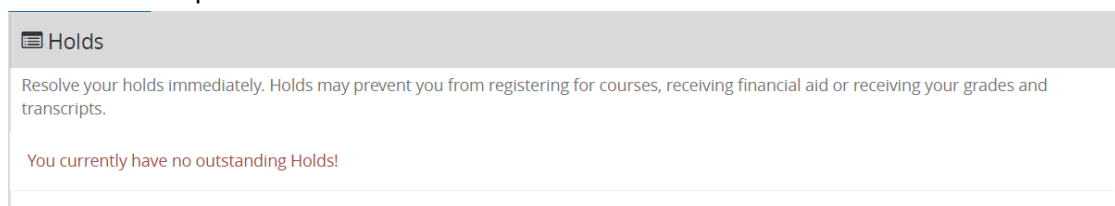
This page displays all the relevant holds and/or alerts besides email notifications. It delivers important message(s) from staff to all/affected students.

To go to **My Message Center**, click on **My Profile**.



Alerts & Holds

Holds: Any holds appearing in this section will prevent you from course registration, viewing transcript etc.



Alerts:

To view the alert details, click on ▼ to expand the message. Clicking on **Acknowledge Alert** after reading will hide the alert message from the main screen.

To increase/decrease the number of alert messages in each page, you can change the number of entries per page in the dropdown list in between **Show** and **entries**. Minimum entries to display is defaulted at 10.

Clicking on **Previous** or **Next** allows you to navigate between pages if there are is than one (1) page.

 Alerts

[View My Previous Alerts >](#)

Please select and acknowledge your alerts now. An alert will remain current until you have clicked on the Acknowledge Alert button.

Show

10 ▼

 entries Showing 1 to 2 of 2 entries Previous

1

 Next Search

Date Posted	Alert Subject	
▼ 6/7/2020	Instalment Due Alert	
▼ 6/4/2020	General Payment Due Date Alert	

Kindly be informed that the semester fees are payable within seven (7) working days after the commencement of a term. The payment due date for the term is mentioned below:-

Program	Term	Payment Due Date
BH-EEE	2020_MAR_S1	Mar-10-2020

Your updated fees payable can be viewed at your Student Statement. Take note that the late payment penalty is payable for any outstanding debt after the payment due date.

[Acknowledge Alert](#)

Show

10 ▼

 entries Showing 1 to 2 of 2 entries Previous

1

 Next Search

To view the Alert which was previously acknowledged, click on **View My Previous Alerts**.
On the **Previous Alerts** screen, you can check when the alert message was acknowledged.

Alerts
 [View My Previous Alerts >>](#)

Please select and acknowledge your alerts now. An alert will remain current until you have clicked on the Acknowledge Alert button.

Show entries Showing 1 to 2 of 2 entries
 Previous Next Search

Date Posted	Alert Subject						
6/7/2020	Instalment Due Alert						
6/4/2020	General Payment Due Date Alert Kindly be informed that the semester fees are payable within seven (7) working days after the commencement of a term. The payment due date for the term is mentioned below:- <table> <thead> <tr> <th>Program</th> <th>Term</th> <th>Payment Due Date</th> </tr> </thead> <tbody> <tr> <td>BH-EEE</td> <td>2020_MAR_S1</td> <td>Mar-10-2020</td> </tr> </tbody> </table> Your updated fees payable can be viewed at your Student Statement. Take note that the late payment penalty is payable for any outstanding debt after the payment due date. Acknowledge Alert	Program	Term	Payment Due Date	BH-EEE	2020_MAR_S1	Mar-10-2020
Program	Term	Payment Due Date					
BH-EEE	2020_MAR_S1	Mar-10-2020					

Show entries Showing 1 to 2 of 2 entries
 Previous Next Search

To go back into the main **Alerts & Holds** screen, click on **Back to Alerts & Holds**.

Alerts & Holds
 Appointments

Previous Alerts

Show entries Showing 1 to 1 of 1 entries
 Previous Next Search

Posted:	Alert Subject	Acknowledged
6/4/2020	General Payment Due Date Alert	6/5/2020

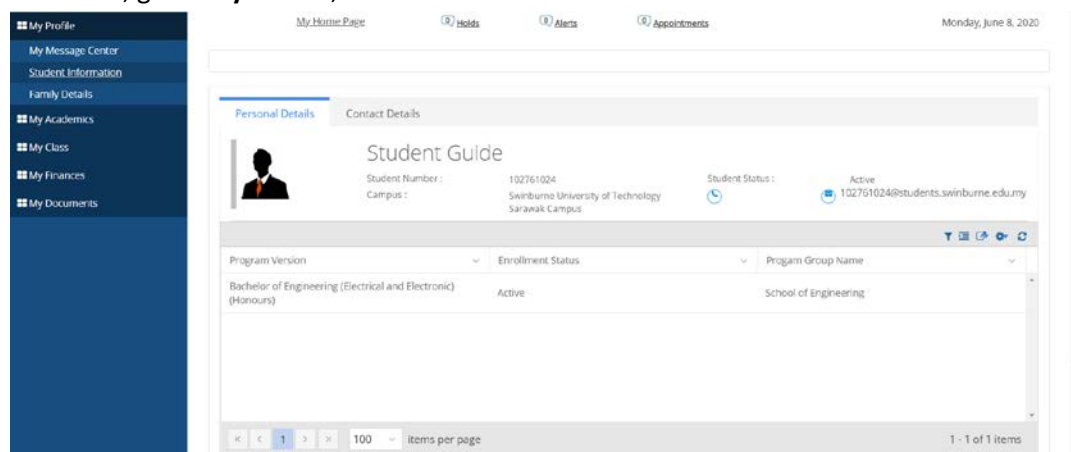
Show entries Showing 1 to 1 of 1 entries
 Previous Next Search

Back to Alerts & Holds

Student Information

This page contains your personal details such as profile picture, assigned Student Number inclusive of program information and program status. As this page is a read-only page, you may need to approach the SIC staff if there is any misinformation.

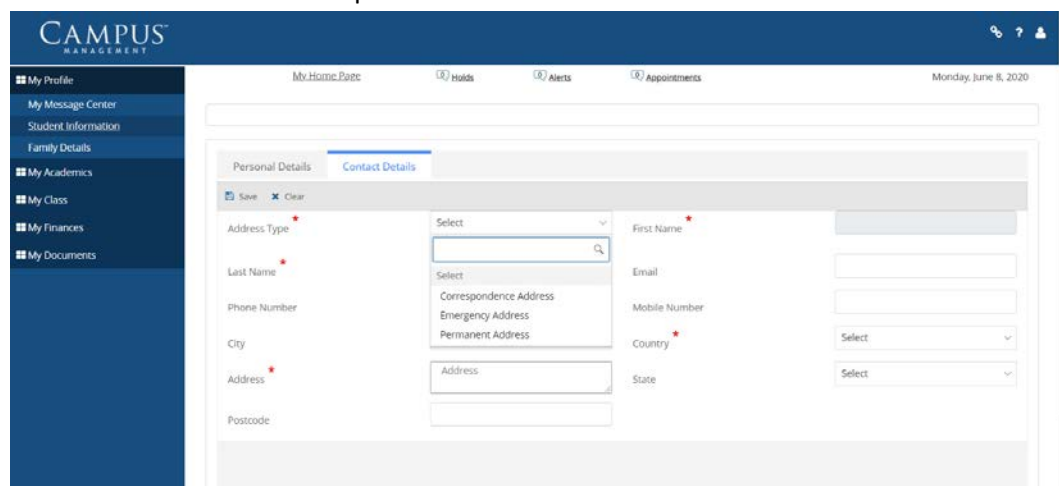
To access, go to **My Profile**, click on **Student Information**.



Click on **Contact Details** and select **Address Type** to view and/or edit various address type.

To update Correspondence or Emergency details, select **Correspondence Address** or **Emergency Address** in the Address Type drop-down list, edit the affected information and click **Save** to update the information.

Click on **Clear** to cancel the update and return to the default Contact Details screen.



Correspondence Address is editable and it refers to your contact information while studying in Swinburne Sarawak.

Emergency Address is editable and will be used by the staff during emergency.

Permanent Address is not editable by you. If you find your address type to be incorrect, you should approach the SIC staff for amendment to be made.

2.0 My Class

With the **My Class** option available, you are able to register to courses and allocate yourself to classes. For all the classes you have allocated, you are then able to get your timetable and see your attendance progress.

Registration

Course Registration

To register your courses, go to My Class -> **Registration**. Select the **Term** you wish to register. You cannot proceed to Registration until you select a valid **Enrollment** and **Term**.

Note:

When there are multiple Enrollment, please register Principal Program course(s) first, then followed by Supplementary English(SE)/Mata Pelajaran Umum(MPU) course.

Online Registration

Welcome to Online Registration. Please select your term below and check your registration status.

Note: There would be penalty charges if courses are unregistered more than 2 times (For more details check the swinburne website)

Refresh Page View Registration Tutorial

Enrollment: 6/4/2020 Bachelor of Engineering (Electrical and Electronic) (Honours)

Term: 2020 May Semester 1

Registration Status:

Show 10 entries Showing 1 to 1 of 1 entries Search

Code	Term Description	Term Period	Registration Period	Last Day to Add	Last Day to Drop	Status
2020_MAY_S1	2020 May Semester 1	5/25/2020-6/28/2020	6/1/2020 12:00 AM - 6/14/2020 12:00 AM	6/14/2020 12:00 AM	6/14/2020 12:00 AM	Open

The **Registration Status** will show you the information on your selected term such as term period, registration period and last day to add/drop. Next, click on the **Register** button.

Registration Status:

Show 10 entries Showing 1 to 1 of 1 entries Search

Code	Term Description	Term Period	Registration Period	Last Day to Add	Last Day to Drop	Status
2020_MAY_S1	2020 May Semester 1	5/25/2020-6/28/2020	6/1/2020 12:00 AM - 6/14/2020 12:00 AM	6/14/2020 12:00 AM	6/14/2020 12:00 AM	Open

Register

Registered Courses (3)

Note:

Change your Enrollment program to Mata Pelajaran Umum if you wish to register for MPU courses.

Online Registration

Welcome to Online Registration. Please select your term below and check your registration status.

[Refresh Page](#) [View Registration Tutorial](#)

Enrollment: **7/15/2020 Mata Pelajaran Umum (Local)** Term: 2020 August Semester 2

Click on the Display drop down menu. There are two options: Required and Elective. The default selection is Required which will show the core units offered under your program in your selected term.

Search Courses & Quick Add

COURSE SEARCH **QUICK ADD**

Display: **Required** (dropdown menu) Type: *All* Level: *All* Course Code: Meeting Days: ☐ Meets ONLY on these days: Class Starts: *Any* Class Ends: *Any*

Required Courses

Show 10 entries Showing 1 to 5 of 5 entries

Add	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Availability
	MMG2001	Engineering Management 1		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	25 of 25
	MMG2002	Engineering Management 2		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	25 of 25
	MTD1001	Linear Algebra and Applications		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	25 of 25
	PHI1001	Energy and Motion		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	25 of 25
	PHI1002	Electronics and Electromagnetism		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	25 of 25

If you would like to register for elective units, select 'Elective' and click on Search. A list of elective units offered in your selected term will be displayed.

Search Courses & Quick Add

COURSE SEARCH **QUICK ADD**

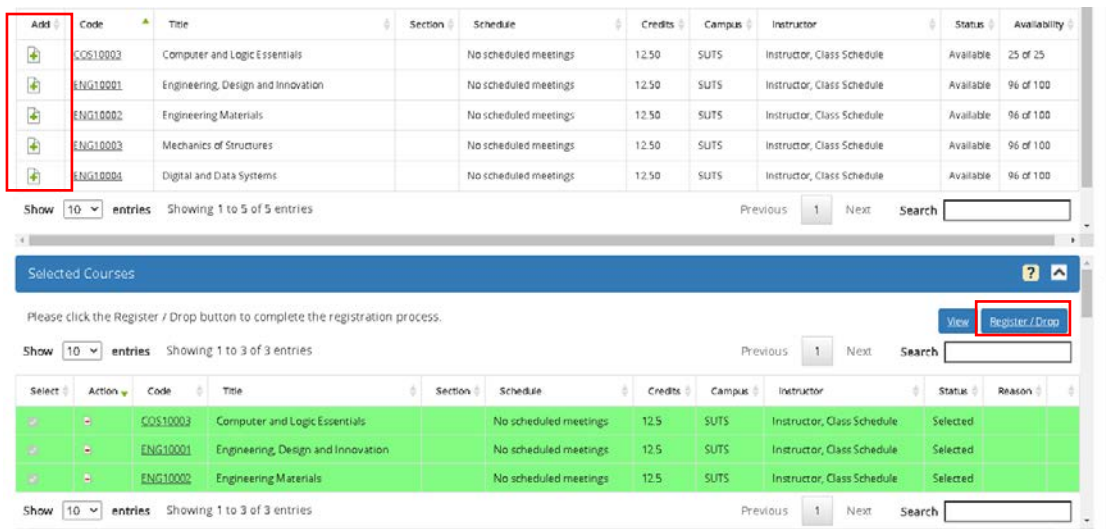
Display: **Elective** (dropdown menu) Type: *All* Level: *All* Course Code: Meeting Days: ☒ MO ☒ TU ☒ WE ☒ TH ☒ FR ☒ SA ☒ SU ☐ Meets ONLY on these days: Class Starts: *Any* Class Ends: *Any*

Elective Courses

Show 10 entries Showing 1 to 2 of 2 entries

Add	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Availability
	COG10003	Computer and Logic Essentials		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	24 of 25
	PEH20003	Communicable Disease Control		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	100 of 100

Click on the **Add**  button to choose the course you wish to register. Your selected courses will be shown in the **Selection Courses** section as below. After that, click on the **Register/Drop** [Register / Drop](#) button to register.



Add	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Availability
	COS10003	Computer and Logic Essentials		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	25 of 25
	ENG10001	Engineering, Design and Innovation		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	96 of 100
	ENG10002	Engineering Materials		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	96 of 100
	ENG10003	Mechanics of Structures		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	96 of 100
	ENG10004	Digital and Data Systems		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	96 of 100

Show 10 entries Showing 1 to 5 of 5 entries Previous 1 Next Search

Selected Courses

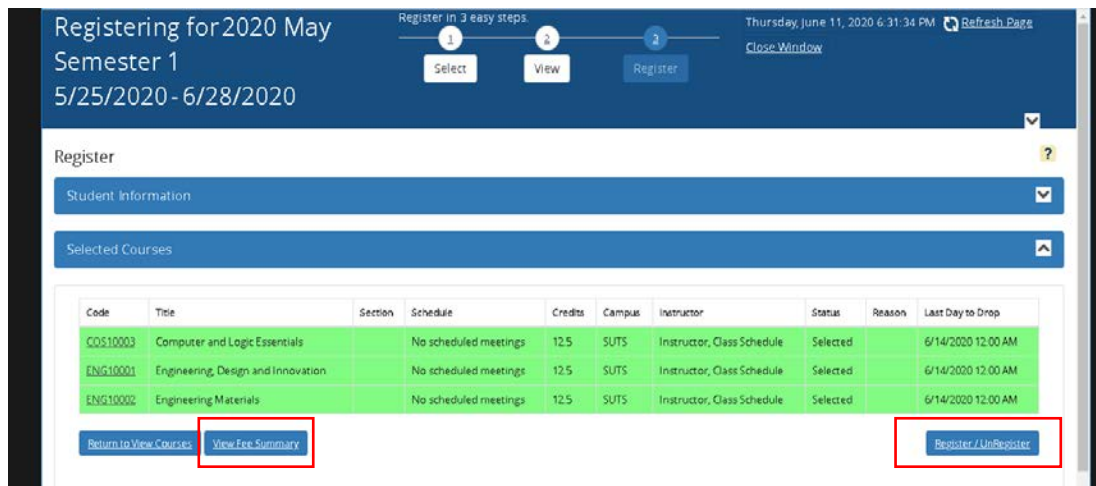
Please click the Register / Drop button to complete the registration process.

Show 10 entries Showing 1 to 3 of 3 entries Previous 1 Next Search

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Reason
		COS10003	Computer and Logic Essentials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected	
		ENG10001	Engineering, Design and Innovation		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected	
		ENG10002	Engineering Materials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected	

Show 10 entries Showing 1 to 3 of 3 entries Previous 1 Next Search

It will bring you to the following page which shows you the summary of your selected courses. You may click on **View Fee Summary** button to check on the fees charged. Lastly, click on the **Register/UnRegister** [Register / UnRegister](#) button to confirm your course registration.



Registering for 2020 May Semester 1
5/25/2020 - 6/28/2020

Register in 3 easy steps: 1. Select, 2. View, 3. Register

Thursday, June 11, 2020 6:31:34 PM Refresh Page Close Window

Register

Student Information

Selected Courses

Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Reason	Last Day to Drop
COS10003	Computer and Logic Essentials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected		6/14/2020 12:00 AM
ENG10001	Engineering, Design and Innovation		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected		6/14/2020 12:00 AM
ENG10002	Engineering Materials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected		6/14/2020 12:00 AM

Return to View Courses View Fee Summary Register/UnRegister

You are now confirmed registered to all your selected courses. Only when the **Status** is 'Registered' that your registration is complete.

Registering for 2020 May Semester 1
5/25/2020 - 6/28/2020

Register in 3 easy steps:
1 Select 2 View 3 Register

Thursday, June 11, 2020 6:33:24 PM Refresh Page Close Window

Course Schedule

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

Close Window Return to View Courses

Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Reason	Last Day to Drop
COOS10003	Computer and Logic Essentials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered		6/14/2020 12:00 AM
ENG10001	Engineering, Design and Innovation		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered		6/14/2020 12:00 AM
ENG10002	Engineering Materials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered		6/14/2020 12:00 AM

Registration Information

Click **Close Window** to exit the page or you may scroll down to view the Attendance and Withdrawal Policy in the **Registration Information** section.

Registering for 2020 May Semester 1
5/25/2020 - 6/28/2020

Register in 3 easy steps:
1 Select 2 View 3 Register

Thursday, June 11, 2020 6:34:45 PM Refresh Page Close Window

Registration Information

Attendance and Withdrawal Policy:

In accordance with the University's Refund and Tuition Fees policy – Section 2 to 5, all tuition fees payable are subjected to financial penalty where a certain percentage fees are forfeited (refer to the table below), if a student enrolled in a course: -

- Withdraws, takes a leave of absence, or has their enrolment cancelled.
- Withdraws from units of study.

Long semester (Teaching period of 12 weeks and above)

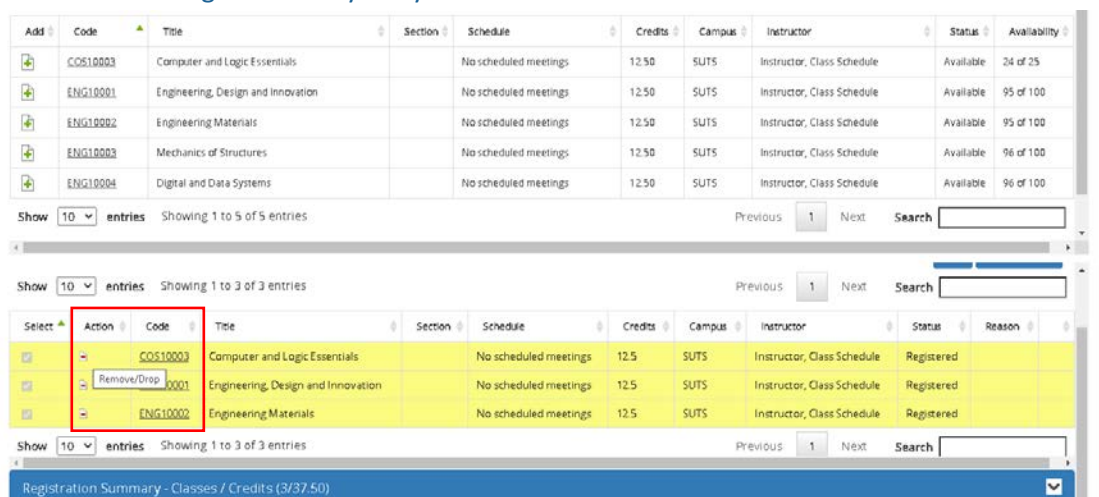
Time Frame	Forfeiture Percentage
For commencing student	
Prior to semester commencement	10% of the fees payable stated in the offer letter or fees incurred in the enrolment
For both commencing and continuing student	
Within 4 weeks after semester commencement	50% of the fees payable on the withdrawn unit(s)

Drop Course

First, click on the delete sign  on the Action column for the course (e.g. COS10003) which you wish to remove/drop.

Note:

Do not drop AIM – Academic Integrity Training Module course (if any, e.g. AIMFECS, AIMFBDA, AIMSFS) from the course list. AIM course is a compulsory non-credit online module for new student that is registered for you by our staff.



Add	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Availability
	COS10003	Computer and Logic Essentials		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	24 of 25
	ENG10001	Engineering, Design and Innovation		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	95 of 100
	ENG10002	Engineering Materials		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	95 of 100
	ENG10003	Mechanics of Structures		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	96 of 100
	ENG10004	Digital and Data Systems		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	96 of 100

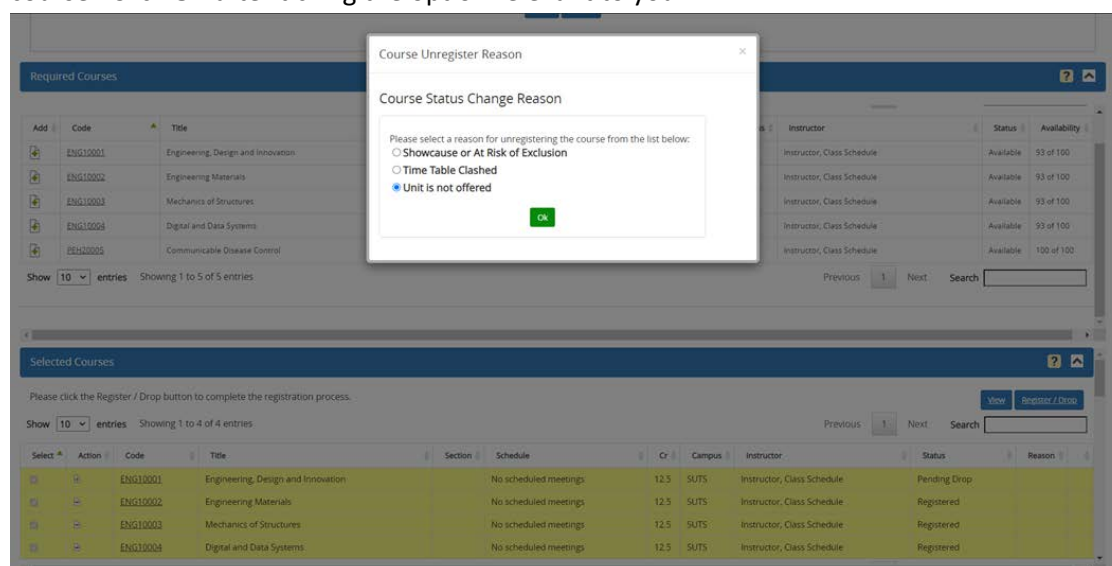
Show 10 entries Showing 1 to 5 of 5 entries Previous 1 Next Search

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Reason
☒	Remove/Drop	COS10003	Computer and Logic Essentials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered	
☒	Register	ENG10001	Engineering, Design and Innovation		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered	
☒	Register	ENG10002	Engineering Materials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered	

Show 10 entries Showing 1 to 3 of 3 entries Previous 1 Next Search

Registration Summary - Classes / Credits (3/37.50)

The following popup will appear where you have to select the reason for unregistering the course. Click **OK** after ticking the option relevant to you.



Course Unregister Reason

Course Status Change Reason

Please select a reason for unregistering the course from the list below:

- ☐ Showcause or At Risk of Exclusion
- ☐ Time Table Clashed
- ☒ Unit is not offered

OK

The course **Status** is now changed from 'Registered' to 'Pending Drop'. Click on the Register/Drop [Register / Drop](#) button to proceed.

The screenshot shows a table of available courses. Below the table, there is a section titled 'Selected Courses' with a message: 'Please click the Register / Drop button to complete the registration process.' A 'View' button and a 'Register / Drop' button (highlighted in a red box) are visible. Below this, there is a table showing the status of the selected courses. The 'Status' column for COS10003 is highlighted in a red box and shows 'Pending Drop'.

Add	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Availability
	COS10003	Computer and Logic Essentials		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	24 of 25
	ENG10001	Engineering, Design and Innovation		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	95 of 100
	ENG10002	Engineering Materials		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	95 of 100
	ENG10003	Mechanics of Structures		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	96 of 100
	ENG10004	Digital and Data Systems		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	96 of 100

Select	Action	Code	Title	Section	Schedule	Cr	Campus	Instructor	Status	Reason
☒		COS10003	Computer and Logic Essentials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Pending Drop	
☒		ENG10001	Engineering, Design and Innovation		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered	
☒		ENG10002	Engineering Materials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered	

A summary of your dropped course(s) will be shown. Lastly, click on the **Register/UnRegister** [Register / UnRegister](#) button to confirm your course un-registration/drop.

The screenshot shows the 'Registering for 2020 May Semester 1' page. A progress bar indicates three steps: 1. Select, 2. View, and 3. Register. The 'Register' button is highlighted in a red box. Below the progress bar, there is a table showing the status of the selected courses. The 'Status' column for COS10003 is highlighted in a red box and shows 'Pending Drop'.

Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Reason	Last Day to Drop
COS10003	Computer and Logic Essentials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Pending Drop	Time Table Clashed	6/14/2020 12:00 AM

Your dropping of course COS10003 is now confirmed. The dropped course(s) will not be shown anymore. Click **Close Window** to exit the page.

The screenshot shows the 'Registering for 2020 May Semester 1' page. A progress bar indicates three steps: 1. Select, 2. View, and 3. Register. The 'Register' button is highlighted in a red box. Below the progress bar, there is a table showing the status of the selected courses. The 'Status' column for COS10003 is highlighted in a red box and shows 'Pending Drop'.

Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Reason	Last Day to Drop
COS10003	Computer and Logic Essentials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Pending Drop	Time Table Clashed	6/14/2020 12:00 AM

Class Registration

This is where you allocate yourself to classes of your preference.

Requirement

- 2 hours after completion of Course Registration. Upon Course Registration, the University has scheduled creation of multiple accounts on University system which includes Office 365 activation, CANVAS, Campus PC Login, Library.NET and Allocate+.
- This is only applicable to Master of Construction Management (MCM), Degree and Diploma.

Class Registration in Allocate+

- (1) After you have registered in **Course Registration**, you should be able to access Allocate+ via Student Portal under **My Class → Class Registration**.
- (2) To login into Allocate+, key in your **student ID number and Campus PC Login password**.
****The default Campus PC Login password is your birth date (YYMMDD).**
- (3) The Allocate+ will be in **Allocation Adjustment** mode, you may register(allocate) into class activity by selecting the group that is not full and not clash. This is on a first come first served basis.
- (4) View or print out your allocations from the "Timetable" link and logout of the system – This is your final timetable. The same timetable is also available under **My Class > My Timetable** in the **Student Portal** after 1 hour.
- (5) A full guide is available at: https://www.swinburne.edu.my/wp-content/uploads/so-media/docs/guides/Allocate-Student_Guide-2016-revised.pdf

Activity Group Terminology

LE – Lecture

LA – Lab

TU – Tutorial

FW – Fieldwork

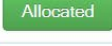
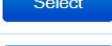
WS – Workshop

Allocation Adjustment Mode

- (1) Once logging in to Allocate+, on the left of the screen is a list of course(subject) code and description which you have registered, and the classes that you are required to attend for each of these courses.
- (2) For activity (class) that has only one group (usually LE), you will be automatically allocated to the class (unless timetable clash). Just click on the activity to view the timetable.

LAW10004_S2 INTRODUCTION TO BUSINESS LAW LE1										Refresh	
✔ You're allocated.											
	Activity	Day	Time	Free	Campus	Location	Staff	Duration	Weeks	Description	
Allocated	01	Wed	10:30	0	Sarawak	L001	Jacob Ting King Soon	2 hrs	24/8-28/9, 12/10-16/11	--	

- (3) For activity (class) that has more than one group (usually TU or LA or CLASS), please click on the activity to allocate yourself to your preferred group. Click on the  button against your preferred day/time.

ACC10007_S2 FINANCIAL INFORMATION FOR DECISION MAKING TU1										
Refresh  										
 You're allocated.										
	Activity	Day	Time	Free	Campus	Location	Staff	Duration	Weeks	Description
	01	Tue	13:30	4	Sarawak	B221	Kevin Tan Tee Liang	2 hrs	30/8-27/9, 11/10-15/11	--
	02	Thu	15:30	3	Sarawak	B310	Ling Chui Ching	2 hrs	1/9-29/9, 13/10-17/11	--
	03	Mon	13:30	9	Sarawak	B310	Ling Chui Ching	2 hrs	29/8-26/9, 10/10-14/11	--
	04	Wed	08:30	0	Sarawak	A313	Ling Chui Ching	2 hrs	31/8-28/9, 12/10-16/11	--
	05	Fri	10:30	8	Sarawak	B310	Kevin Tan Tee Liang	2 hrs	2/9-30/9, 14/10-18/11	--
	06	Tue	08:30	2	Sarawak	G507	Kevin Tan Tee Liang	2 hrs	30/8-27/9, 11/10-15/11	--
	07	Fri	08:30	0	Sarawak	B310	Kevin Tan Tee Liang	2 hrs	2/9-30/9, 14/10-18/11	--

- (4) You will not be able to allocate the activity that is showing  or .
- (5) Allocate yourself to all the activities for the courses that you have registered.
- (6) To ensure that you have been fully allocated to all your registered classes, make sure that the Not Allocated (in Red) at the top left hand side of the screen is showing 0.

		@students.swinburne.edu.my BA-BUSACF1	
	Allocated		Pending
	Not Allocated		



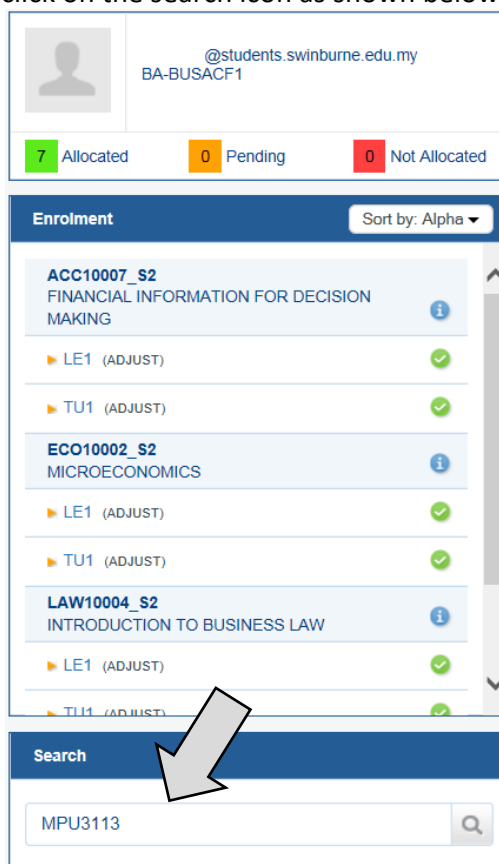
- (7) To view your allocations/timetable, click on the *Timetable* link at the top right hand side of the screen. This is your final timetable for the current semester.

The screenshot displays the Allocate+ web application interface. At the top, there is a navigation bar with links for Home, Timetable, Preferences, Help, and Logout. Below this, a sidebar on the left shows the user's profile (@students.swinburne.edu.my, BA-BUSACP1) and enrollment details for three subjects: ACC10007_S2, ECO10002_S2, and LAW10004_S2. The main area displays a weekly timetable grid for 'All Weeks'. A grey arrow points to the 'Timetable' link in the top navigation bar. The timetable shows classes for Monday, Wednesday, and Friday, with subjects like SE2_S2, ACC10007_S2, and LAW10004_S2.

****Reminder: Please check your student email regularly for notification on any changes to your timetable/allocations.**

View a course timetable outside your registration

- (1) For example, if you wish to amend your course due to timetable clashes, you can view a course(subject) timetable that you wish to add by keying the course code or description and click on the search icon as shown below:



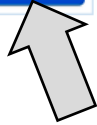
The screenshot shows a student portal interface. At the top, there is a user profile section with a placeholder icon, the email address @students.swinburne.edu.my, and the course code BA-BUSACF1. Below this, there are three status indicators: 7 Allocated (green), 0 Pending (orange), and 0 Not Allocated (red). The main section is titled 'Enrolment' and includes a 'Sort by: Alpha' dropdown. It lists three courses with their respective timetables:

- ACC10007_S2** FINANCIAL INFORMATION FOR DECISION MAKING
 - LE1 (ADJUST) ✓
 - TU1 (ADJUST) ✓
- ECO10002_S2** MICROECONOMICS
 - LE1 (ADJUST) ✓
 - TU1 (ADJUST) ✓
- LAW10004_S2** INTRODUCTION TO BUSINESS LAW
 - LE1 (ADJUST) ✓
 - TU1 (ADJUST) ✓

Below the enrolment section is a 'Search' bar with the text 'MPU3113' entered and a search icon. A large grey arrow points to the search bar.

- (2) Then, click on the view button to show the timetable for course(subject) that you have entered.

Subject	Description	Campus	
MPU3113_S2	HUBUNGAN ETNIK	SWK	View



- (3) The timetable for all activities (classes) of this course will be displayed. You can also click on the icon besides the “Show Timetable” to incorporate the existing timetable of your registered courses for comparison.

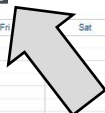
MPUS113_S2
HUBUNGAN ETNIK

Timetable Weeks (22/8/2016-18/11/2016)

All Weeks

Search Result

Show Timetable



	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:30 - 10:30	MPUS113_S2 TU1 03-P1 03/8-20/9, 10/10-14/11	MPUS113_S2 TU1 01 03/8-27/9, 11/10-15/11	MPUS113_S2 TU1 05 01/8-28/9, 12/10-16/11	MPUS113_S2 TU1 09 15/8-20/9, 13/10-17/11			
10:30 - 12:30		MPUS113_S2 TU1 02 03/8-27/9, 11/10-15/11		MPUS113_S2 TU1 03 15/8-20/9, 13/10-17/11			
12:30 - 1:30	MPUS113_S2 LE1 01 03/8-20/9, 10/10-14/11						
1:30 - 3:30							
3:30 - 5:30					MPUS113_S2 TU1 04 03/8-20/9, 14/10-18/11		
5:30 - 7:30	MPUS113_S2 TU1 11 03/8-20/9, 10/10-14/11	MPUS113_S2 TU1 06 03/8-27/9, 11/10-15/11	MPUS113_S2 TU1 08 01/8-28/9, 12/10-16/11	MPUS113_S2 TU1 06 15/8-20/9, 13/10-17/11			

- (4) The timetable after incorporate with your existing timetable:

MPUS113_S2
HUBUNGAN ETNIK

Timetable Weeks (22/8/2016-18/11/2016)

All Weeks

Search Result

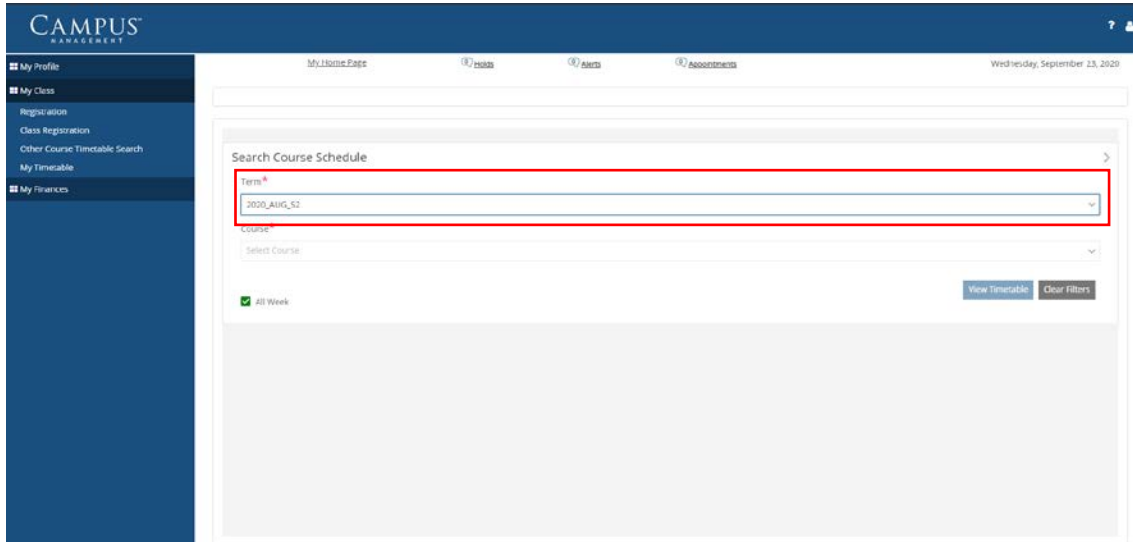
Hide Timetable

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:30 - 10:30	MPUS113_S2 TU1 03-P1 03/8-20/9, 10/10-14/11	MPUS113_S2 TU1 01 03/8-27/9, 11/10-15/11	MPUS113_S2 TU1 05 01/8-28/9, 12/10-16/11	MPUS113_S2 TU1 09 15/8-20/9, 13/10-17/11	MPUS113_S2 TU1 03 03/8-20/9, 14/10-18/11		
10:30 - 12:30		MPUS113_S2 TU1 02 03/8-27/9, 11/10-15/11	LAW10004_S2 LE1 01 01/8-28/9, 12/10-16/11	MPUS113_S2 TU1 03 15/8-20/9, 13/10-17/11			
12:30 - 1:30	MPUS113_S2 LE1 01 03/8-20/9, 10/10-14/11						
1:30 - 3:30							
3:30 - 5:30							
5:30 - 7:30	MPUS113_S2 TU1 11 03/8-20/9, 10/10-14/11	MPUS113_S2 TU1 06 03/8-27/9, 11/10-15/11	MPUS113_S2 TU1 08 01/8-28/9, 12/10-16/11	MPUS113_S2 TU1 06 15/8-20/9, 13/10-17/11			

Other Course Timetable Search

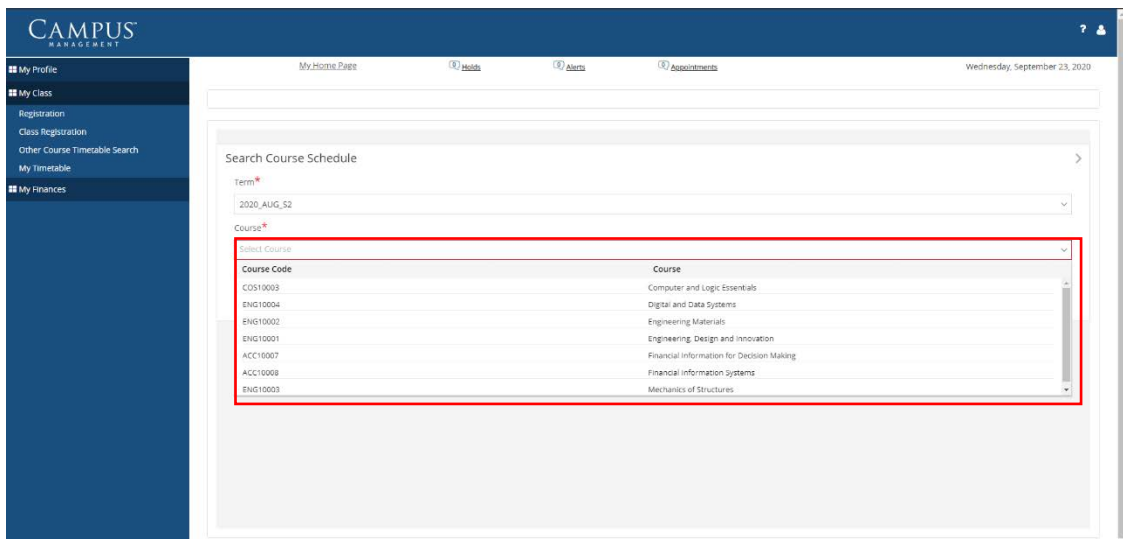
This is where you are able to view the other course timetable in a term and identify any clash before adding the course in registration.

- (1) Select a value from the drop-down **Term**.



The screenshot shows the 'Search Course Schedule' form in the Campus Management system. The 'Term' dropdown menu is highlighted with a red box and contains the value '2020_AUG_S2'. The 'Course' dropdown is empty. The 'All Week' checkbox is checked. The 'View Timetable' and 'Clear Filters' buttons are visible.

- (2) Select a course or multiple courses from the drop-down **Course**.



The screenshot shows the 'Search Course Schedule' form with the 'Course' dropdown menu highlighted by a red box. The dropdown is open, displaying a list of courses with their codes and names. The 'Term' dropdown is set to '2020_AUG_S2'.

Course Code	Course
COS10003	Computer and Logic Essentials
ENG10004	Digital and Data Systems
ENG10002	Engineering Materials
ENG10001	Engineering, Design and Innovation
ACC10007	Financial Information for Decision Making
ACC10008	Financial Information Systems
ENG10003	Mechanics of Structures

(3) Click on **View Timetable** button.

CAMPUS MANAGEMENT

My Profile | My Class | Registration | Class Registration | Other Course Timetable Search | My Timetable | My Finances

My Home Page | Help | Alerts | Appointments | Wednesday, September 23, 2020

Search Course Schedule

Term*
2020_AUG_52

Course*
COS10003 - K; ENG10004 - K

☒ All Week

View Timetable | Clear Filters

(4) The timetable of the selected course(s) in the term will be displayed.

(5) You may print your timetable by clicking on the Printer button.

CAMPUS MANAGEMENT

My Profile | My Class | Registration | Class Registration | Other Course Timetable Search | My Timetable | My Finances

My Home Page | Help | Alerts | Appointments | Wednesday, September 23, 2020

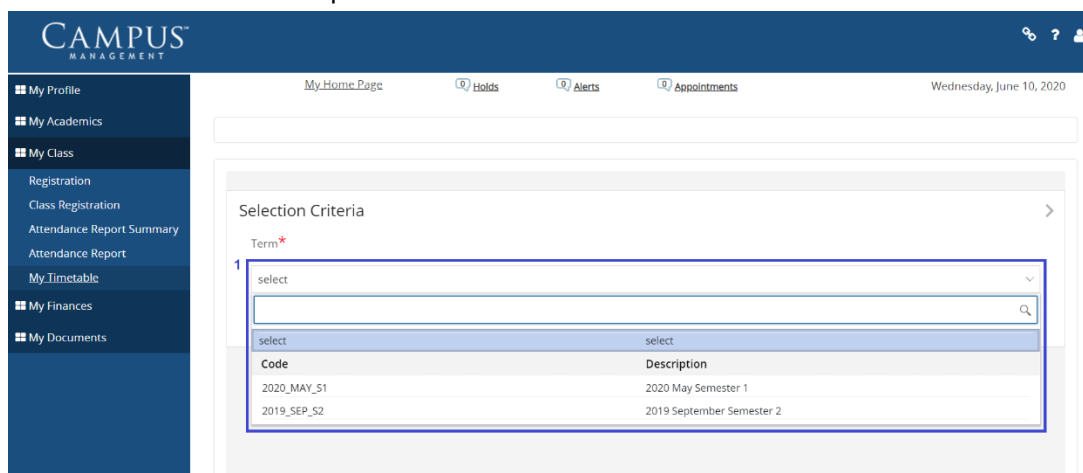
Printer

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		8:00 - 9:00 COS10003 - L11 AL13 - 0805 AL13 - 0805			8:00 - 9:00 COS10003 - L11 AL13 - 0805 AL13 - 0805	8:00 - 9:00 COS10003 - L11 AL13 - 0805 AL13 - 0805	8:00 - 9:00 COS10003 - L11 AL13 - 0805 AL13 - 0805
9am	9:00 - 11:00 COS10003 - L11 AL13 - 0805 AL13 - 0805	9:00 - 11:00 COS10003 - L11 AL13 - 0805 AL13 - 0805	9:00 - 11:00 COS10003 - L11 AL13 - 0805 AL13 - 0805	9:00 - 11:00 COS10003 - L11 AL13 - 0805 AL13 - 0805	9:00 - 11:00 COS10003 - L11 AL13 - 0805 AL13 - 0805	9:00 - 11:00 COS10003 - L11 AL13 - 0805 AL13 - 0805	
10am							
11am		11:00 - 12:00 COS10003 - L11 AL13 - 0805 AL13 - 0805					
12pm							

My Timetable

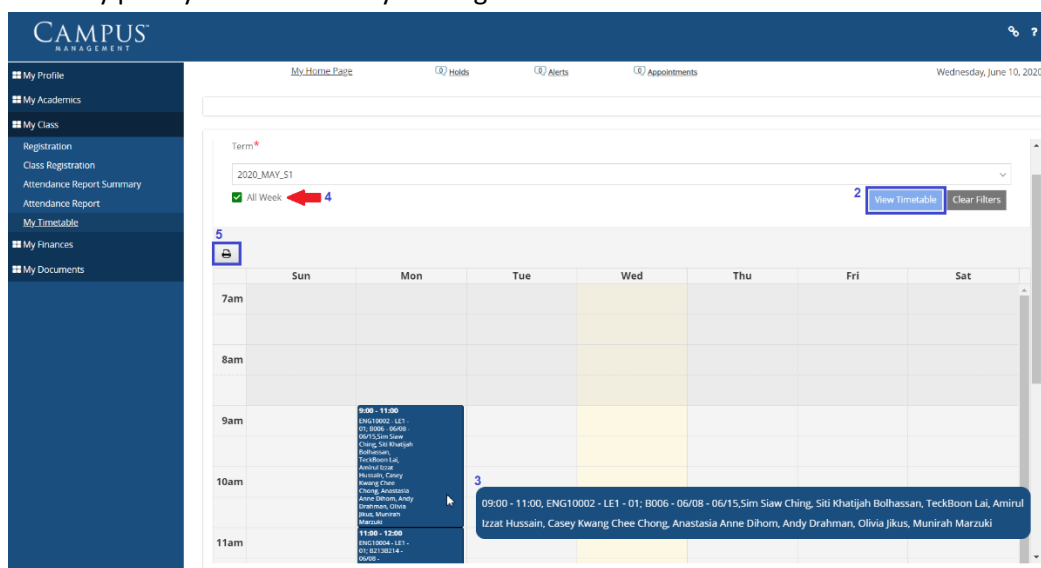
This is where you are able to see your scheduled timetable of your registered courses in a term. If you are enrolled and are active in multiple terms, you will have to repeat the below steps.

- (1) Select a value from the drop-down **Term**.



The screenshot shows the 'Campus Management' interface. On the left is a navigation menu with options like 'My Profile', 'My Academics', 'My Class', 'Registration', 'Class Registration', 'Attendance Report Summary', 'Attendance Report', 'My Timetable', 'My Finances', and 'My Documents'. The 'My Timetable' option is selected. The main content area is titled 'Selection Criteria'. It has a 'Term*' dropdown menu which is currently set to 'select'. A red box highlights this dropdown, and a red arrow points to it. The dropdown menu is open, showing two options: '2020_MAY_S1' and '2019_SEP_S2'. Below the dropdown is a table with two columns: 'Code' and 'Description'. The table contains two rows: '2020_MAY_S1' with description '2020 May Semester 1' and '2019_SEP_S2' with description '2019 September Semester 2'.

- (2) Click **View Timetable** and scheduled timetable will be displayed.
- (3) The timetable shows the courses you have registered and their corresponding time of classes, activities type (LE/TU/LA), the group, venue and the teaching staff. You may hover your mouse over the timetable to get a clearer view of the details.
- (4) Ticking **All Week** will enable you to see your timetable throughout the term.
This is recommended for use before class commencement. The view will include the timetable that you have attended if you switch between groups after class commencement.
- (5) You may print your timetable by clicking on the Printer button.



The screenshot shows the 'Campus Management' interface. On the left is a navigation menu with options like 'My Profile', 'My Academics', 'My Class', 'Registration', 'Class Registration', 'Attendance Report Summary', 'Attendance Report', 'My Timetable', 'My Finances', and 'My Documents'. The 'My Timetable' option is selected. The main content area is titled 'View Timetable'. It has a 'Term*' dropdown menu which is currently set to '2020_MAY_S1'. Below the dropdown is a checkbox labeled 'All Week' which is checked. A red box highlights this checkbox, and a red arrow points to it. To the right of the checkbox is a 'View Timetable' button, which is highlighted with a red box. To the right of the button is a 'Clear Filters' button. Below these buttons is a timetable grid. The grid has columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for times (7am, 8am, 9am, 10am, 11am). A red box highlights the 'Print' button in the top left corner of the timetable grid. The grid shows courses for each day of the week. For example, on Monday, there is a course from 9:00 - 11:00, ENG10002 - LE1 - 01: B006 - 06/15, Sim Siaw Ching, Siti Khatijah Bolhassan, TeckBoon Lai, Amirul Izzat Hussain, Casey Kwang Chee Chong, Anastasia Anne Dihom, Andy Drahman, Olivia Jikus, Munirah Marzuki.

Unticking **All Week** will enable you to see your timetable by in a list view or weekly.

The list view

CAMPUS MANAGEMENT

My Home Page | Holds | Alerts | Appointments | Wednesday, June 10, 2020

Selection Criteria

Term: 2020_MAY_S1

All Week

View Timetable | Clear Filters

list | week | print

June 8, 2020

9:00am - 11:00am • ENG10002 - LE1 - 01 - B006 - Sim Siaw Ching, Siti Khatijah Bolhassan, TeckBoon Lai, Amirul Izzat Hussain, Casey Kwang Chee Chong, Anastasia Anne Dihom, Andy Drahman, Olivia Jikus, Munirah Marzuki

11:00am - 12:00pm • ENG10004 - LE1 - 01 - B213-B214 - Staff2 SUTS

June 9, 2020

3:00pm - 6:00pm • ENG10004 - LA2 - 01 - E404 - Staff2 SUTS

June 10, 2020

1:00pm - 2:00pm • ENG10002 - LE2 - 01 - G608 - Sim Siaw Ching, Siti Khatijah Bolhassan, TeckBoon Lai, Amirul Izzat Hussain, Casey Kwang Chee Chong, Anastasia Anne Dihom, Andy Drahman, Olivia Jikus, Munirah Marzuki

2:00pm - 4:00pm • ENG10002 - LA2 - 02 - E211 - Sim Siaw Ching, Siti Khatijah Bolhassan, TeckBoon Lai, Amirul Izzat Hussain, Casey Kwang Chee Chong, Anastasia Anne Dihom, Andy Drahman, Olivia Jikus, Munirah Marzuki

09:00 - 11:00, ENG10002 - LE1 - 01 - B006 - Sim Siaw Ching, Siti Khatijah Bolhassan, TeckBoon Lai, Amirul Izzat Hussain, Casey Kwang Chee Chong, Anastasia Anne Dihom, Andy Drahman, Olivia Jikus, Munirah Marzuki

To print this view, click on [print](#)

The week view

CAMPUS MANAGEMENT

My Home Page | Holds | Alerts | Appointments | Wednesday, June 10, 2020

Selection Criteria

Term: 2020_MAY_S1

All Week

View Timetable | Clear Filters

list | week | print

Sun 6/14 | Mon 6/15 | Tue 6/16 | Wed 6/17 | Thu 6/18 | Fri 6/19 | Sat 6/20

7am

8am

9am

10am

11am

09:00 - 11:00, ENG10002 - LE1 - 01 - B006 - Sim Siaw Ching, Siti Khatijah Bolhassan, TeckBoon Lai, Amirul Izzat Hussain, Casey Kwang Chee Chong, Anastasia Anne Dihom, Andy Drahman, Olivia Jikus, Munirah Marzuki

Click on the arrow button [<](#) [>](#) to navigate the week.

To print this view, click on [print](#)

3.0 My Finances

This option lets you view how your financial transactions being managed during your course of studies in the University.

Student Ledger

You can view your individual financial transactions, documents and account balance for the selected program and term through this option.

- (1) Pick the **Program Version** from the drop-down. You have the option to view transactions throughout your years in Swinburne by choosing All, or one particular program's transaction.
- (2) Pick the **Term** from the drop-down. Again, you have the option to view transactions or one particular term's transactions.
- (3) Click **Apply** to view the transaction details.

The screenshot shows the 'Student Ledger' page in the Campus Management system. The left sidebar contains navigation links: My Profile, My Academics, My Class, My Finances, Installment, Student Ledger, Student Statement, and My Documents. The main content area has a header with 'My Home Page', 'Holds', 'Alerts', and 'Appointments'. Below this, the 'Student Ledger' section features two dropdown menus for 'Program Version' and 'Term', both set to 'All'. An 'Apply' button is next to the 'Term' dropdown. A table displays transaction details with columns: Tr..., Date, Type, Ref No, Code, Description, Currency, FCY Charges, Charges, and Payments. The table shows several transactions, including 'SECDEP', 'LENROL-Late registration penalty', and 'TUIT-Add Course'. The balance is 350.00 and the deposit is 500.00.

For each of the transaction made, you are issued with finance document (invoice, credit note, debit note, receipt, etc.). You can view these documents online by clicking on the Ref No. Popup-up screen will appear upon clicking on it.

The screenshot shows the 'Student Ledger' page with a detailed view of a transaction. The 'Ref No.' column is highlighted, and a popup window displays the transaction details. The popup window shows the following information: Ref No., Date, Type, Code, Description, Currency, FCY Charges, Charges, and Payments. The transaction details are as follows:

Tr...	Date	Type	Ref No	Code	Description	Currency	FCY Charges	Charges	Payments
1	04/05/20	INV	INV20BH-EEE004178	SECDEP	SECDEP	MYR	500.00	500.00	
2	04/06/20	INV	INV20BH-EEE004180	GRAD_ABS	GraduationFee	MYR	100.00	100.00	
3	04/06/20	INV	INV20BH-EEE004180	REMIT	GraduationFee	MYR	250.00	250.00	
4	06/04/20	INV	INV20BH-EEE004443	TUIT	TUIT-Add Course	MYR	7,949.00	7,949.00	
5	06/05/20	DN	DN20BH-EEE001616	TUIT	TUIT-Add Course	MYR	7,898.00	7,898.00	
6	06/05/20	DN	DN20BH-EEE001617	TUIT	TUIT-Add Course	MYR	3,949.00	3,949.00	
7	06/05/20	DN	DN20BH-EEE001618	FFHT	FFHT-Forfeit charge for drop course	MYR	1,974.50	1,974.50	

The balance is 1,328.50 and the deposit is 500.00.

Glossary

Activity Group	Types of activity available for one particular course: LE – Lecture LA – Lab TU – Tutorial
Auto-allocate	Allocation of class(es) when there is only possible choice/activity for you to attend
Course	Previously known as Unit of Study
Enrolment	Previously known as Registration ; It is the action of being registered to <i>Program</i> of study of your choice as offered by the University
Multi-part	Grouping of particular same stream coded classes that forces student to select not an individual but a group of activity
Program	Previously known as Course ; It is the Program of study of your choice as offered by the University
Registration	Previously known as Enrolment ; It is the action of being registered to <i>Course(s)</i> of the Program of your choice as offered by the University
Term	The intake semester you are registered to in the format of <i><year>_<month of commencement>_<semester/term></i> , e.g. 2020_JUN_WT (2020 June Winter Term)