Course Registration Quick Guide
Student Portal - CampusNexus® Student International

Important Note:

- Before you start Course Registration, refer to your Program Study Planner of your **Principal Program** for courses to register and its prerequisites (if any).
- Registration for **MPU course (Degree and Diploma)** is required *(mandatory to be eligible for graduation).*
- If you are recommended to register for **Supplementary English (SE)**, you are required to register the course in your first semester. MPU course can be registered at subsequent semesters *(note: SE and MPU courses cannot be taken concurrently in a semester).*

Course Registration

Step 1: Go to **My Class → Course Registration**.

Step 2: Select the relevant **Enrollment** and **Term** that you wish to register. If only one term exists, the term is already selected.

Select the program to enrol, for example: Bachelor of Engineering (Honours)(Civil) or Supplementary English (SE)/Mata Pelajaran Umum (MPU).

The **Registration Status** section contains your course's Term Period, Registration Period and Last Day to Add/Drop and Status information. ("*Open*" status indicates that the registration period has started and *"Close"* status indicates that the period has passed).

Step 3: Click on the **Register** button. A Course List Selection page will pop-up.

Course List Selection

The pop-up Course List Selection window has 3 Steps; which are **Step 1-*Select***, **Step 2-*View*** and **Step 3-*Register***.


Step 1 - SELECT

(1) Go to **Display** → select "*Required*" (for core courses list) or "*Elective*" (for elective courses list).
By default, the Required Courses is displayed when the page is load.

(2) Click on the **Search** button – if the default Course List is not displayed.
If you see "Currently no courses are available" on your screen, please make sure that you have selected the correct "Enrolment" and "Term" (refer to Page 1: Step 2)

(3) **Add Course**

(a) From the course list, click on the ⊞ button to add course(s) you wish to add to the **Selected Courses** section.

(b) To remove course(s) from the **Selected Courses** section, click on the ⊟ button.

(4) Click on the **View** button to load the **Step 2-*View*** page.
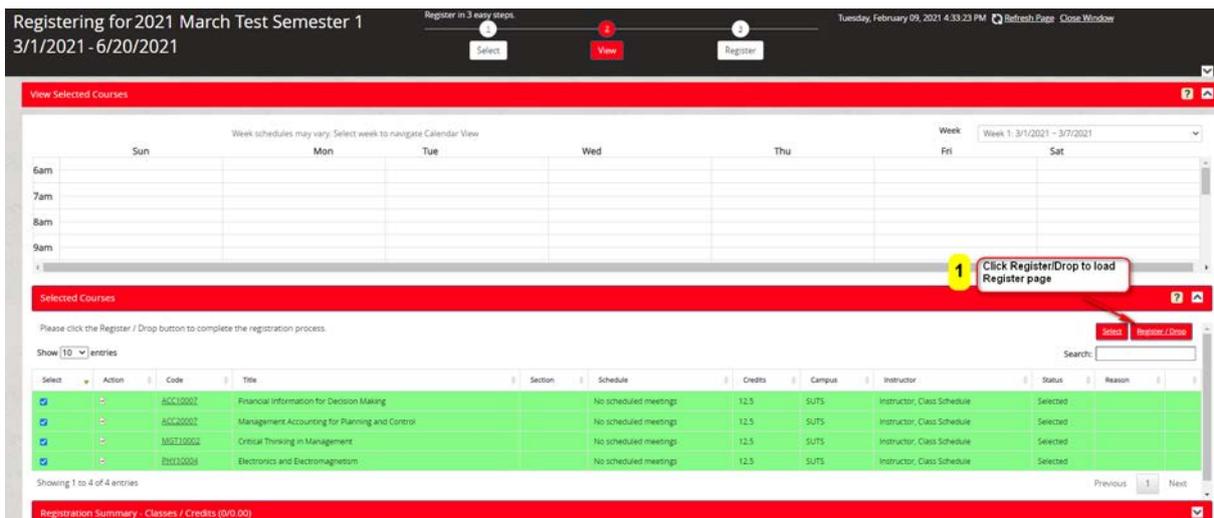
Step 2 – VIEW

On this page, you will be able to view the **Selected Courses** you have added.
(1) Click on the **Register/Drop** button to load the **Step 3-***Register* page.
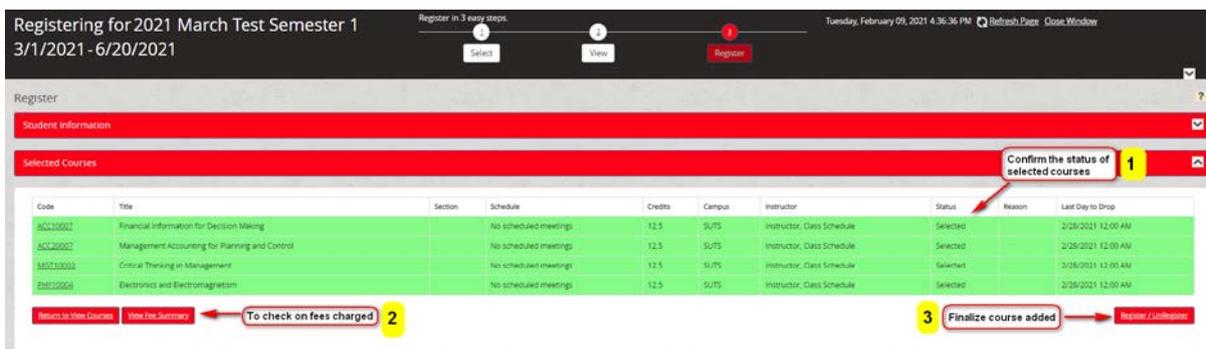
Step 3 – REGISTER

This page shows the selected course(s) and the current status ("*Selected*", "*Registered*" or "*Pending Drop*") before finalizing.

(1) Confirm on the **Status** of the Selected Courses.
(2) **View Fee Summary** – to check on the fees charged.
(3) **Finalize Course Added -** Click on the **Register/Unregister** button to complete the course add. A summary page will open.

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(4) The summary page shows a Course Schedule.

(5) Ensure that the **Status** of the course(s) you selected are **Registered** accordingly.

    (a) Registration Information – you are recommended to read through **The Attendance and Withdrawal Policy** outlined.

    (b) Click on **Close Window** to close the summary page.

You have completed the **Course Registration process for the Principal Program**.

For Registration for **MPU course (Degree and Diploma)** or **Supplementary English course** – please repeat the process (refer to Course Registration)

Drop Registered Course
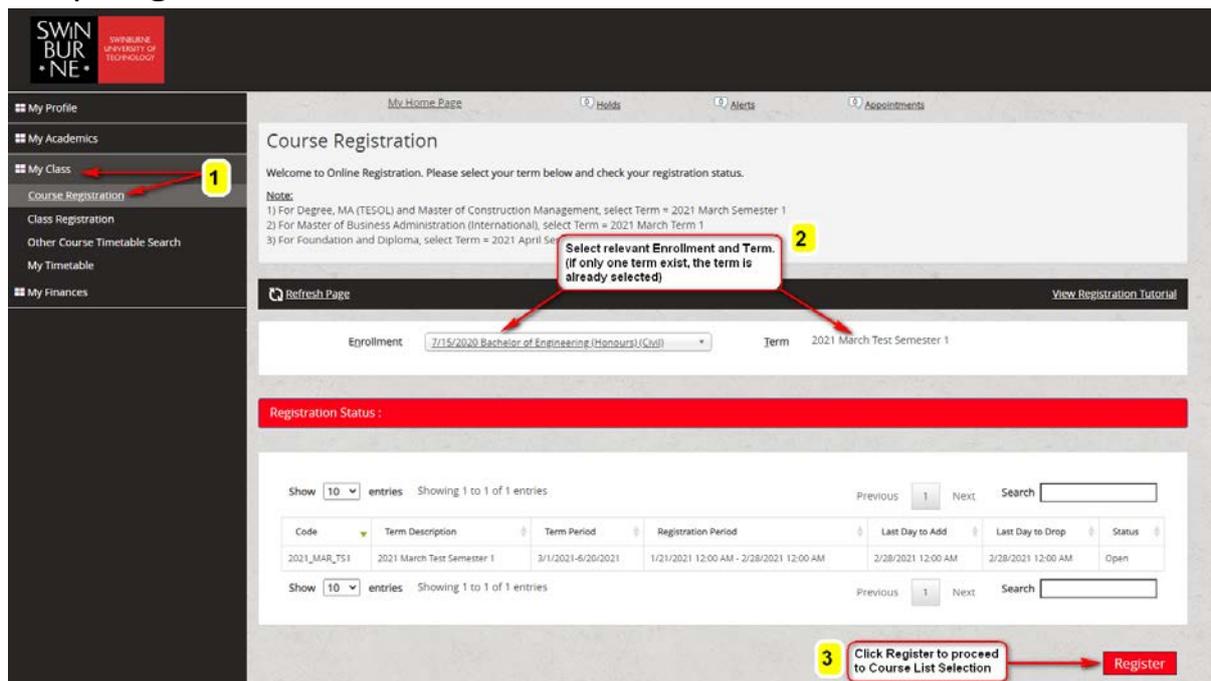
(1) For dropping of course(s) you have previously registered, go to **My Class→Course Registration→ Register**.


Step 1 - SELECT

(1) Under the **Selected Courses** section, click on the ⬛ button of the registered course (e.g. MGT10001) which you wish to drop.

Important Note:
Do not drop AIM (Academic Integrity Training Module) courses (e.g. AIMFECS, AIMFBDA, AIMFBDA-PG, AIMSFS) from the course list. (AIM courses are compulsory non-credit online modules for new student which are registered for you by our staff).

(2) A **Course Status Change Reason** dialog box will pop-up. Select the most relevant reason and click on the **OK** button.
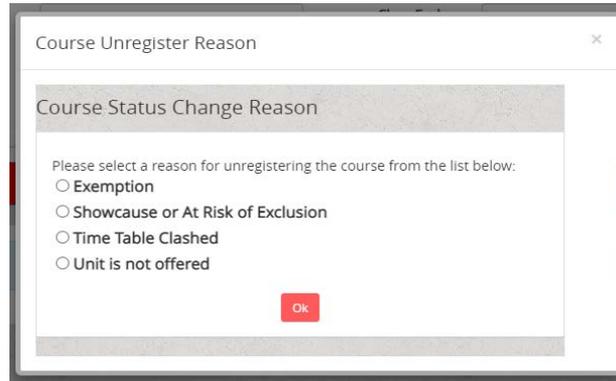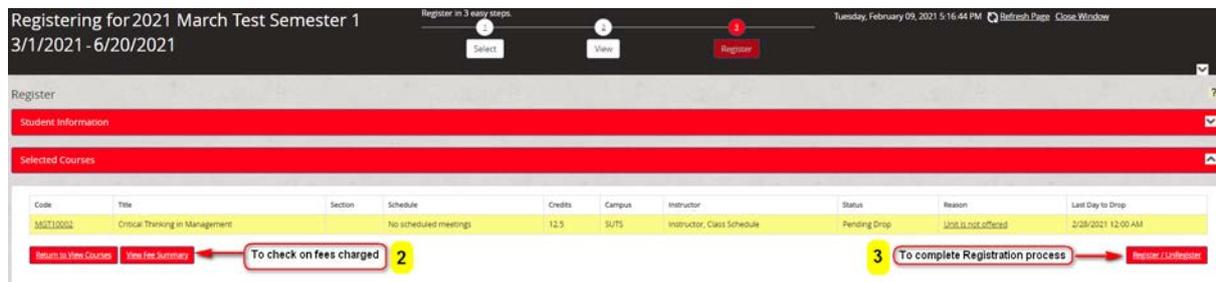

Step 2 – VIEW

On this page, you will be able to view the **Selected Courses** you have dropped.
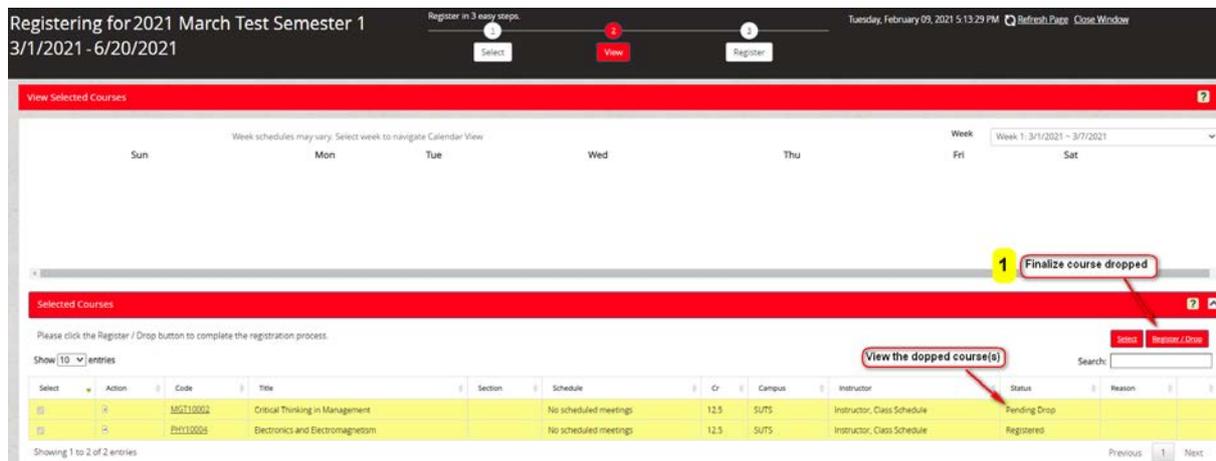
(1) Click on the **Register/Drop** button to load the **Step 3-*Register*** page.

(2) Click on **View Fee Summary** button to check on the fees charged.

There may be forfeiture fee charged if you drop courses before and after semester/term commencement. To check on financial penalties involved, click on **Important Dates** on the right menu bar on Portal and select the intake you are in.

(3) Click **Register/Unregister** to complete the Registration process.

Step 3 – REGISTER

This page shows the selected course(s) and the current status ("*Selected*", "*Registered*" or "*Pending Drop*") before finalizing.

(1) Confirm on the **status** of the Selected Courses.
(2) **View Fee Summary** – to check on the fees charged.
(3) **Finalize Course Dropped -** Click on the **Register/Unregister** button to complete the course drop. A summary page will open.
(4) The summary page shows a Course Schedule.

You have completed the **Drop Registered Course** process.

Further Information

For any registration-related information, contact Student Records at enrolment@swinburne.edu.my