

Student Guide

# Student Portal

CampusNexus® Student International

**December 2021**

**Version 1.10**



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## Introduction

Welcome to Swinburne University of Technology's Student Portal!

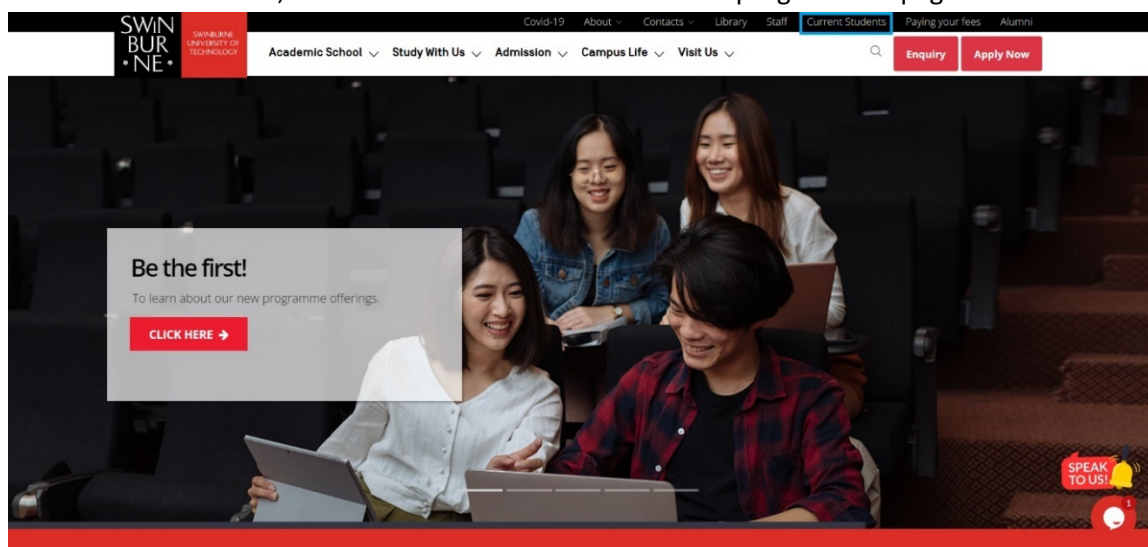
Student Portal is your gateway to the University information, services and more. It provides you the convenience to access various information - academics (e.g. class timetable, exam timetable, results etc.), student accounts and financial aid. You are now able to receive personalized communication and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

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

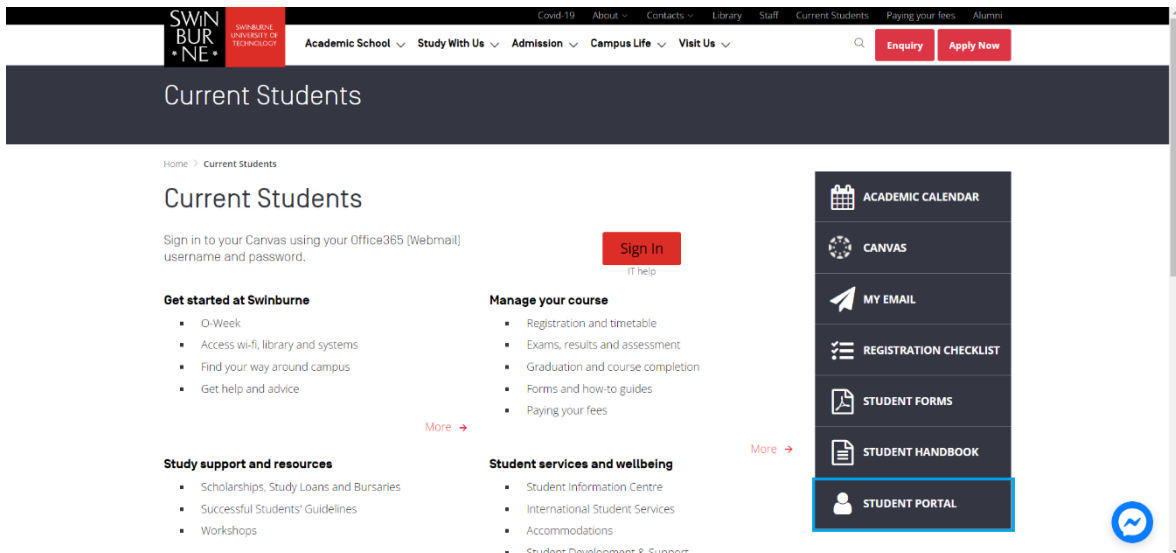
## Logging in to Student Portal

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.

*\*Note: please sign in with the following credentials for first login.*

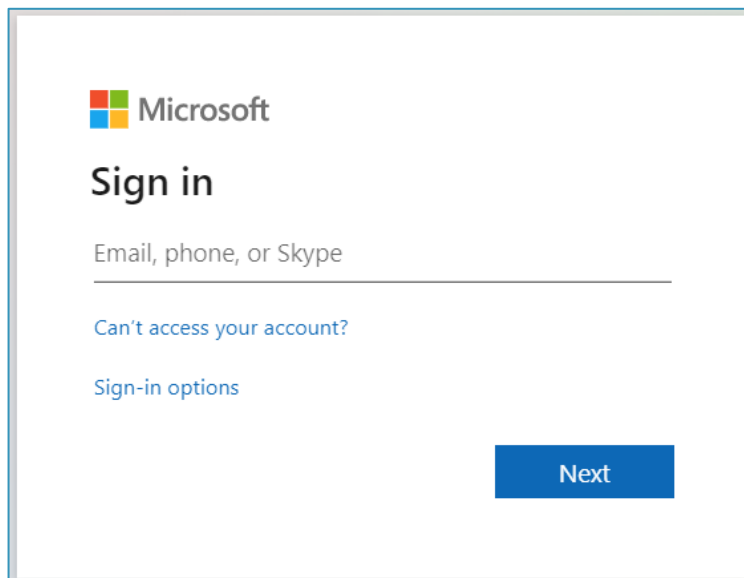
Username: **StudentID@students.swinburne.edu.my**

Example: 102111789@students.swinburne.edu.my

Password: **SUTS@yyyymmdd** (where yyyymmdd is your date of birth)

Example: SUTS@20010201

You are required to change the password at first login.



**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.

Go to **My Profile** → **My Message Center**.

The screenshot shows the 'My Message Center' page with navigation links for 'My Home Page', 'Holds', 'Alerts', and 'Appointments'. The main heading is 'My Message Center' with a sub-note: 'Important Alerts, Holds and Appointments are shown below. Follow instructions carefully to resolve.' Below this, there are tabs for 'Alerts & Holds' (selected) and 'Appointments'. Under the 'Alerts & Holds' tab, there is a section for 'Holds' with a sub-heading 'Resolve your holds immediately. Holds may prevent you from registering for courses, receiving financial aid or receiving your grades and transcripts.' This section includes a table with columns 'Hold Subject' and 'Hold Message'. The table contains one entry: 'Transcript' with a message stating that transcript viewing/printing is withheld due to outstanding fees and provides instructions to approach Finance Treasury Services staff at Student HQ, Block A Lobby for payment details. The table also features pagination controls: 'Show 10 entries Showing 1 to 1 of 1 entries' and 'Previous 1 Next Search'.


### **Alerts & Holds**

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

This is a detailed view of the 'Holds' section from the previous screenshot. It shows the table structure with the following content:

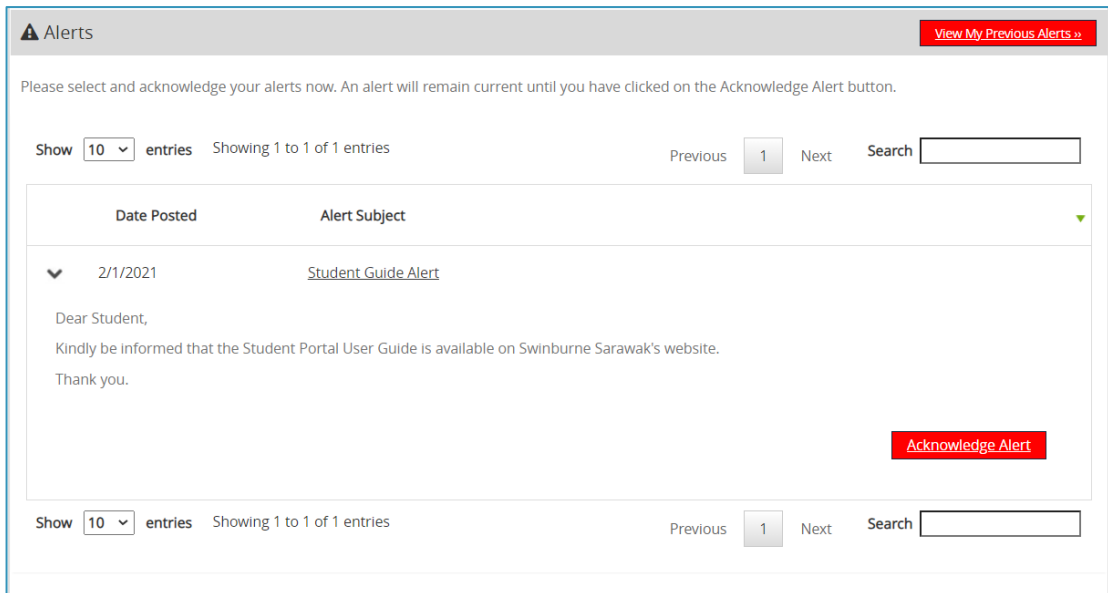
Hold Subject	Hold Message
Transcript	Your transcript viewing/printing is at the moment withheld due to you having outstanding fees with the University. You will be able to resume viewing/printing once some fees payment is made. Please approach the Finance Treasury Services staff at Student HQ, Block A Lobby for details of payment.

The table includes the same pagination and search controls as the previous screenshot: 'Show 10 entries Showing 1 to 1 of 1 entries' and 'Previous 1 Next Search'.

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.

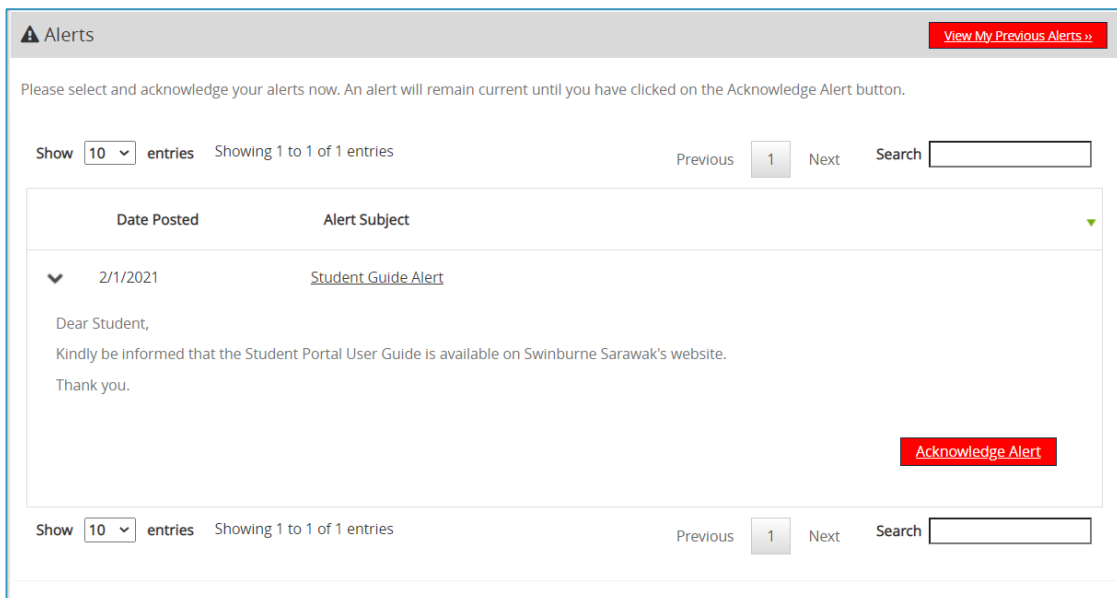
To increase/decrease the number of alert messages in each page, you can change the number of entries per page in the drop-down list in between **Show** and **entries**. Minimum entries to display are defaulted at 10.

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



The screenshot shows the Alerts interface. At the top, there is a header with a warning icon and the text "Alerts", and a red button labeled "View My Previous Alerts >". Below the header, a message reads: "Please select and acknowledge your alerts now. An alert will remain current until you have clicked on the Acknowledge Alert button." The main content area features a table with two columns: "Date Posted" and "Alert Subject". A single row is displayed with the date "2/1/2021" and the subject "Student Guide Alert". Below the subject, the alert text is visible: "Dear Student, Kindly be informed that the Student Portal User Guide is available on Swinburne Sarawak's website. Thank you." A red button labeled "Acknowledge Alert" is positioned at the bottom right of the alert content. Navigation controls include "Show 10 entries" (with a dropdown arrow), "Showing 1 to 1 of 1 entries", "Previous 1 Next", and a search box.

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.



This screenshot is identical to the one above, showing the Alerts page with a single alert message. It includes the header, the instruction to acknowledge alerts, the table with the alert details, the "Acknowledge Alert" button, and the navigation/search controls.

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

The screenshot shows the 'Alerts & Holds' interface. At the top, there are tabs for 'Alerts & Holds' (selected) and 'Appointments'. Below the tabs, the text 'Previous Alerts' is visible. A navigation bar includes 'Show 10 entries', 'Showing 1 to 2 of 2 entries', 'Previous 1', 'Next', and a search box. The main content area is a table with the following structure:

Posted:	Alert Subject	Acknowledged
2/1/2021	<a href="#">SIC Test Alert</a>	2/1/2021
2/1/2021	<a href="#">General Payment Due Date</a>	2/1/2021

Below the table, there is another navigation bar identical to the one above. At the bottom right, there is a red button labeled 'Back to Alerts & Holds'.

**Holds and Alerts** are accessible from the student portal home screen.

The screenshot shows the student portal home screen. The top left features the 'SWINBURNE UNIVERSITY OF TECHNOLOGY' logo. A navigation menu on the left includes 'My Profile', 'My Academics', 'My Class', and 'My Finances'. The main area is titled 'My Home Page' and contains a 'MESSAGE CENTER' widget with icons for messages (1), alerts (1), and appointments (0). A 'Alerts' notification box is overlaid on the right, showing a 'Student Guide Alert' from 2/1/2021 with a 'View all alerts' link. The top right corner shows the date 'Monday, February 1, 2021'. The footer contains the version number 'Version: 2.1.4.4' and a list of links: 'Home | Logout | Help | Site Index | Campus Contacts | Privacy Policy | Feedback Form'.

## 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.

Go to **My Profile** → **Student Information**.

The screenshot shows the 'Student Information' page with two tabs: 'Personal Details' and 'Contact Details'. The 'Personal Details' tab is active. The page displays the following information:

- Student Name: Student GUIDE
- Student Number: [Redacted]
- Campus: Swinburne University of Technology Sarawak Campus
- Student Status: Active
- Program Version: Swinburne Foundation Studies (Business)
- Enrollment Status: Active
- Program Group Name: School of Foundation Studies

At the bottom, there is a pagination control showing '100 items per page' and '1 - 1 of 1 items'.

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.

The screenshot shows the 'Contact Details' page with the 'Address Type' dropdown menu open. The dropdown menu lists the following options:

- Correspondence Address
- Emergency Address
- Permanent Address

The page also shows the following fields:

- Address Type: Select
- Last Name: Select
- Phone Number: [Text Input]
- City: [Text Input]
- Address: [Text Input]
- Postcode: [Text Input]
- First Name: [Text Input]
- Email: [Text Input]
- Mobile Number: [Text Input]
- Country: Select
- State: Select

At the top left, there are 'Save' and 'Clear' buttons.

- **Correspondence Address** is editable. 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.



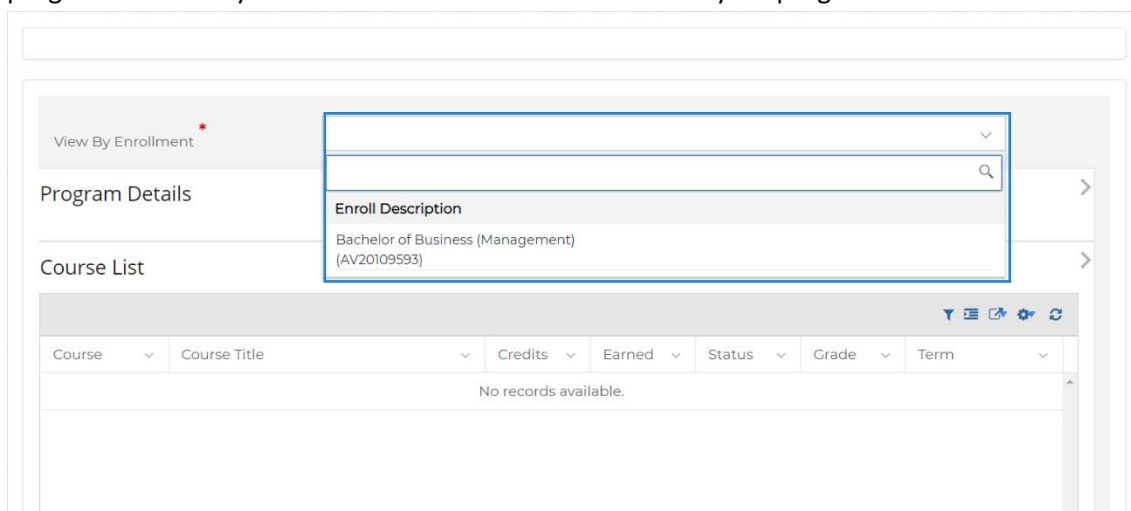
## 2.0 My Academics

This menu allows you to view your degree program audit (academic progress) and your grades by term.

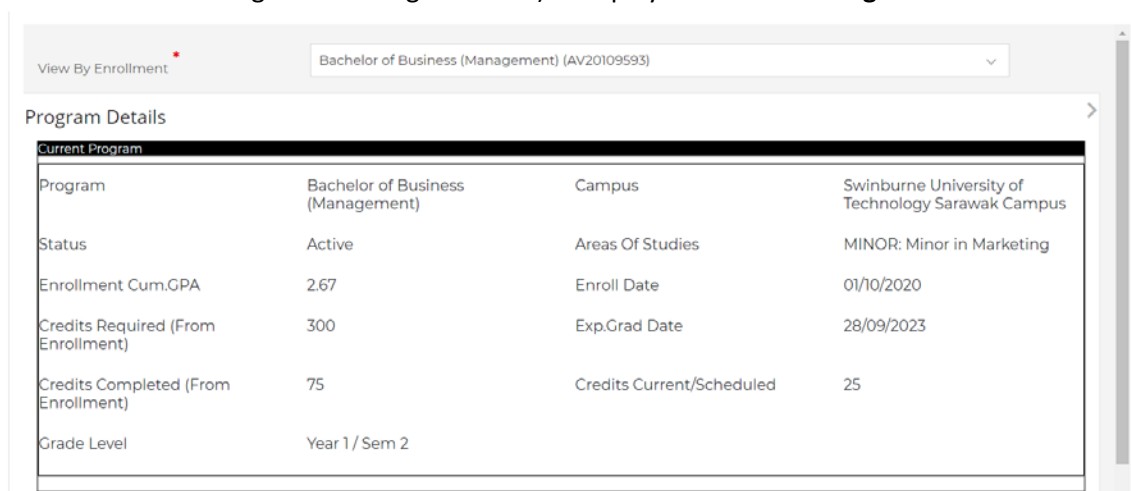
### ***Degree Program Audit***

You can use this option to review your program requirement and academic progress towards completing the program you are undertaking/have undertaken.

Go to **My Academics** → **Degree Progress Audit (DPA)**, on **View by Enrolment**, select the program for which you have enrolled and would like to see your progress.



Your progress and program information (inclusive of your CGPA, number of credits completed, number of credits registered and grade level) is displayed under the **Program Details** section.



You are also able to see your Required courses under the **Course List** section. Elective courses will be in your Course List only after you registered to the course.

Course	Course Title	Credits	Earned	Status	Grade	Term
ACC20014	Management Decision Making	12.5	0	Future		
AE3	Approved Elective 3	12.5	12.5	Complete	EXM	
AIMFBDA	Academic Integrity Training Module (FBDA)	0	0	Future		
AZC001	AZ Course 01	12.5	0	Future		
AZC007	AZ Course 07	12.5	0	Future		
AZC008	AZ Course 08	12.5	0	Future		

**Interpreting the Status:**

- Future**      *Course is made available for registration / re-registration (if you failed the required course)*
  
- Scheduled**      *Course you are currently registered to and you have not attended any classes yet (attendance not posted)*
  
- Current**      *Course you are currently registered to and you have attended one or more classes (attendance posted)*
  
- Complete**      *Course you have exempted, transferred and graded (irrespective of whether you passed or failed)*

## Grades

A copy of your registered courses' results is obtainable through this option based on the Program and Term that you select. As selection is by Program and Term, you will be able to see your results of all your registered courses of the selected term.

- (1) Go to **My Academics** → **Grades** to view your enrolment term result. Select **Enrolled Program** and **Term Results** from the drop-down menu.
- (2) Click on **View** and your results will be generated.
- (3) You can opt to view only or email a copy of your results to your student Email.

To send a copy of the result to your student Email, click on the **Email a copy to me** button and an email will be sent to your mailbox in approximately 15 minutes.

The screenshot shows the 'My Grades' interface. At the top, there are two dropdown menus: 'Enrolled Program\*' with 'Bachelor of Engineering (Civil) (Honours)' selected and 'Term Results\*' with '2016 February Semester 1' selected. A red box labeled '(1)' is around the second dropdown. Below these is a red 'View' button labeled '(2)' and a grey 'Clear Filter' button. A table of course results is displayed below:


Sl no	Course Code	Course Description	Marks	Grade	Grade Point	Credits Attempted	Credits Earned
1	CVE10002	Professional Engineering	70.00	D	3.33	12.50	12.50
2	CVE10004	Mechanics of Structures	50.00	P	2.00	12.50	12.50
3	MTH10006	Engineering Mathematics 1	40.00	N (R)	1.00	12.50	0.00
4	PHY10001	Energy and Motion	50.00	P	2.00	12.50	12.50

Below the table, it shows 'SAP Status: Good Standing', 'Grade Point Average (GPA): 2.08', and 'Cumulative Grade Point Average (CGPA): 2.08'. At the bottom right, there is a red 'Email a copy to me' button labeled '(3)'. A legend indicates '(R) - Repeated Course'.

- (4) After receiving the result in your email, open the PDF attachment and enter the password with your birthdate in YYYYMMDD format to view the result, *e.g. birthdate is 01 January 2001, password will be 20010101.*

The screenshot shows a 'Password' dialog box with a warning icon. The text reads: "'MyGrades\_102761189\_2020\_...'" is protected. Please enter a Document Open Password. Below the text is an 'Enter Password:' label and a text input field. At the bottom are 'OK' and 'Cancel' buttons.

(5) Sample of your Result Statement is as below:

	<b>SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS</b> (owned by Swinburne Sarawak sdn.Bhd) Jalan Simpang Tiga 93350 Kuching, Sarawak, Malaysia. Tel: +60 82 415 353 Fax: +60 82 426 353, +60 82 423 594 Website: www.swinburne.edu.my						
<b>Bachelor of Business (Accounting and Finance)</b>							
<b>Name:</b>	Testapplication TEST 9092	<b>Student Number:</b>	102761189				
<b>Address:</b>	345, 5th Main Test Jup Street1 45345345 Kuching Vastra Gotaland Madagascar	<b>IC/Passport No:</b>	Passpo88234				
		<b>Term:</b>	2020_MAR_S1				
		<b>Semester:</b>	1				
		<b>Date:</b>	24 Jan 2021				
SI no	Course Code	Course Description	Marks	Grade	Grade Point	Credits Attempted	Credits Earned
1	ACC10007	Financial Information for Decision Making	77.00	D	3.67	12.50	12.50
2	ACC10008	Financial Information Systems	89.00	HD	4.00	12.50	12.50
SAP Status: <b>Good Standing</b>							
Grade Point Average (GPA): <b>3.84</b>							
Cumulative Grade Point Average (CGPA): <b>3.84</b>							
This is autogenerated report and no signature is required							

### SAP Status Indicator

*SAP Status = Student Academic Progress Status*, whether or not you are in Good Standing, At Risk or Unsatisfactory based on your results, as per stipulated in the University assessment policy.

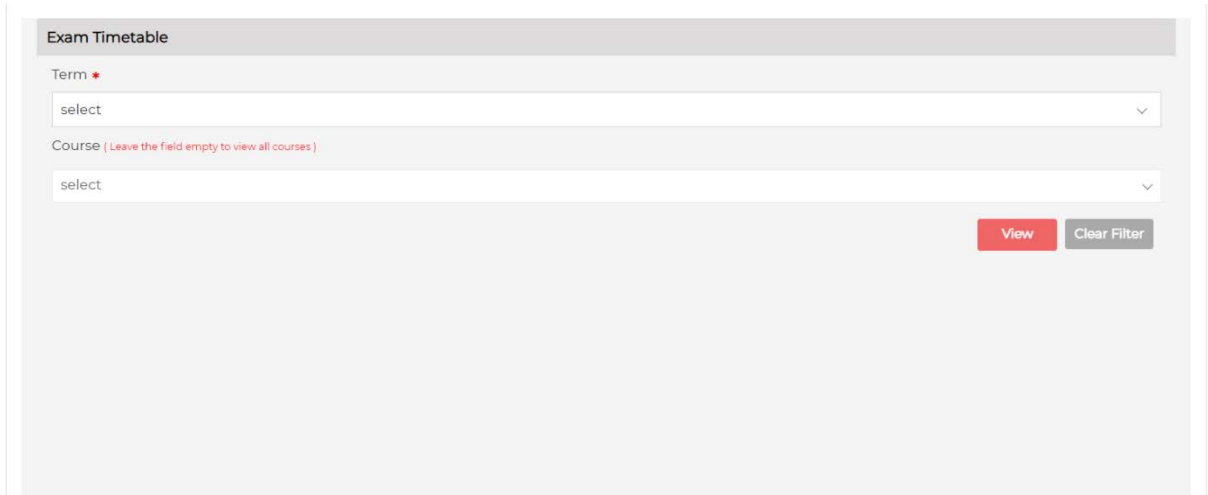
## Exam Timetable

You may view the timetable of your registered courses only with this option.

### Go to **My Academic** → **Exam Timetable**

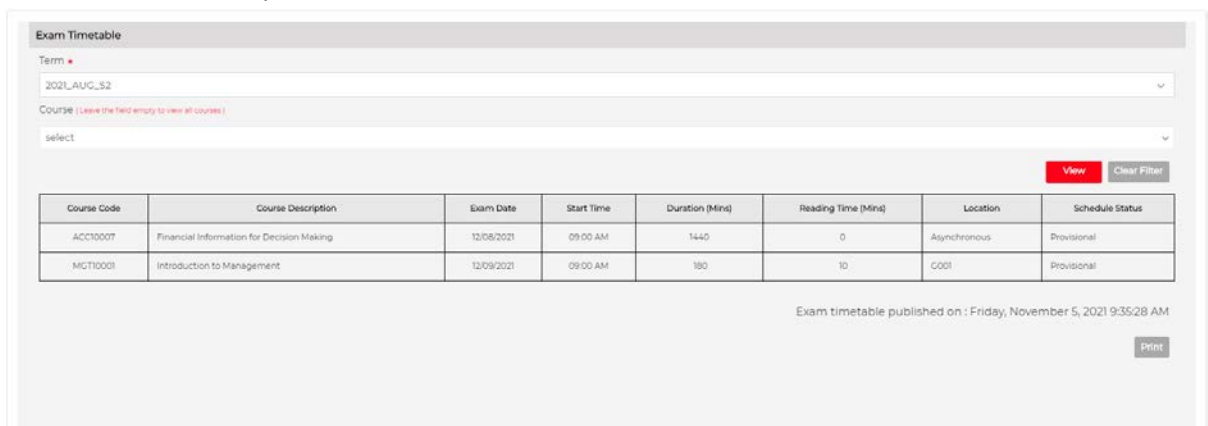
Select from the **Term** drop-down you would like to see and get your exam timetable.

The **Course** drop-down will show a list of registered course(s) based on the selected **Term**, you may leave the **Course** field empty to view exam timetable of all the registered course(s), or select course(s) individually.



The screenshot shows the 'Exam Timetable' interface. It features two dropdown menus: 'Term' and 'Course'. The 'Term' dropdown is currently set to 'select'. The 'Course' dropdown is also set to 'select' and includes a red note: '(Leave the field empty to view all courses)'. To the right of the dropdowns are two buttons: a red 'View' button and a grey 'Clear Filter' button.

Click on the **View** button, the exam timetable will be displayed if it is available. You may print the exam timetable by click on the **Print** button.



The screenshot shows the 'Exam Timetable' interface after the 'View' button has been clicked. The 'Term' dropdown is now set to '2021\_AUG\_S2' and the 'Course' dropdown is still set to 'select'. The 'View' and 'Clear Filter' buttons are still present. Below the dropdowns is a table with the following data:

Course Code	Course Description	Exam Date	Start Time	Duration (Mins)	Reading Time (Mins)	Location	Schedule Status
ACCT0007	Financial Information for Decision Making	12/06/2021	09:00 AM	1440	0	Asynchronous	Provisional
MGT10001	Introduction to Management	12/09/2021	09:00 AM	180	10	C001	Provisional

Below the table, there is a timestamp: 'Exam timetable published on : Friday, November 5, 2021 9:35:28 AM' and a 'Print' button.

## Unofficial Transcript

A transcript is considered unofficial if it is not printed on the University special, watermarked paper and it is without authorized signature. It can only be used for your reference.

- (1) Go to **My Academics** → **Unofficial Transcript**.
- (2) Select **Program Version** of which you would like to view the transcript.
- (3) Click on the **View** button and the transcript will be displayed.
- (4) The unofficial transcript will be displayed based on your program version selection when it is available.

The screenshot shows the 'Unofficial Transcript' page. At the top, there is a header 'Unofficial Transcript'. Below it, there is a dropdown menu labeled 'Program Version\*' with the text 'Select' inside. To the right of the dropdown are two buttons: a red 'View' button and a grey 'Clear Filter' button.

- (5) You can opt to view only or email a copy of the unofficial transcript to your student Email. To send a copy of the unofficial transcript to your student Email, click on the **Email a copy to me** button and an email will be sent to your mailbox in approximately 15 minutes.
- (6) After receiving the result in your email, open the PDF attachment and enter the password with your birthdate in YYYYMMDD format to view the unofficial transcript, *e.g. birthdate is 01 February 2001, password will be 20010201.*

The screenshot shows the 'Unofficial Transcript' page with results. The 'Program Version\*' dropdown is now populated with 'Swinburne Foundation Studies (Business) (CT20089486)'. The 'View' button is red and the 'Clear Filter' button is grey. Below the buttons, there is a text line: 'This is to certify that Ms Student GUIDE was enrolled in the course leading to the Swinburne Foundation Studies (Business) and obtained the following results:'. Below this is a table with the following data:

Session	Unit	Unit Description	Marks	Grade	Grade Point
2020_APR_S1	FCE10020	Introductory Mathematics	68	C	3.00
	FCL10001	Academic and Communication Skills A	39	N	1.33
	FCL10003	Innovation and Change	63	C	3.00
	PCT10010	Information Technology	93	HD	4.00
	F5B10031	Economics	77	D	3.67
Grade Point Average for Semester:					3.00
Cumulative Grade Point Average:					3.00

Below the table, there is a text line: 'This is not an official certificate or transcript of your results. To obtain a formal result certificate/transcript, please request from SIC.' To the right of this text is a red button labeled 'Email a copy to me'.

### 3.0 My Class

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

#### Course Registration

##### Course Registration

To register your courses, go to **My Class** → **Course 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.*

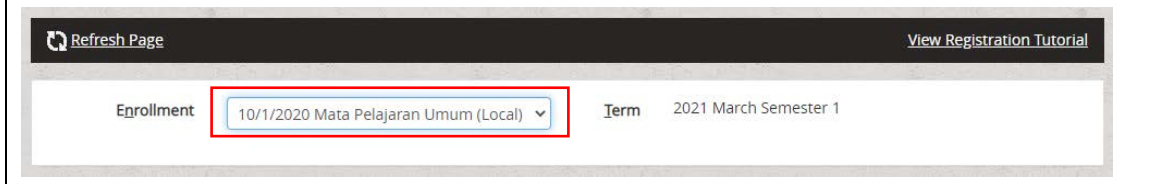
The screenshot shows the 'Course Registration' interface. At the top, it says 'Welcome to Online Registration. Please select your term below and check your registration status.' Below this is a 'Note' section with three instructions: 1) For Degree, MA (TESOL) and Master of Construction Management, select Term = 2021 March Semester 1; 2) For Master of Business Administration (International), select Term = 2021 March Term 1; 3) For Foundation and Diploma, select Term = 2021 April Semester 1. There are two buttons: 'Refresh Page' and 'View Registration Tutorial'. Below these, the 'Enrollment' is set to '10/1/2020 Bachelor of Business (Management)' and the 'Term' is '2021 March Semester 1'. A red bar indicates the 'Registration Status :'. At the bottom, there is a pagination control showing 'Show 10 entries Showing 1 to 1 of 1 entries' and a search box.

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.

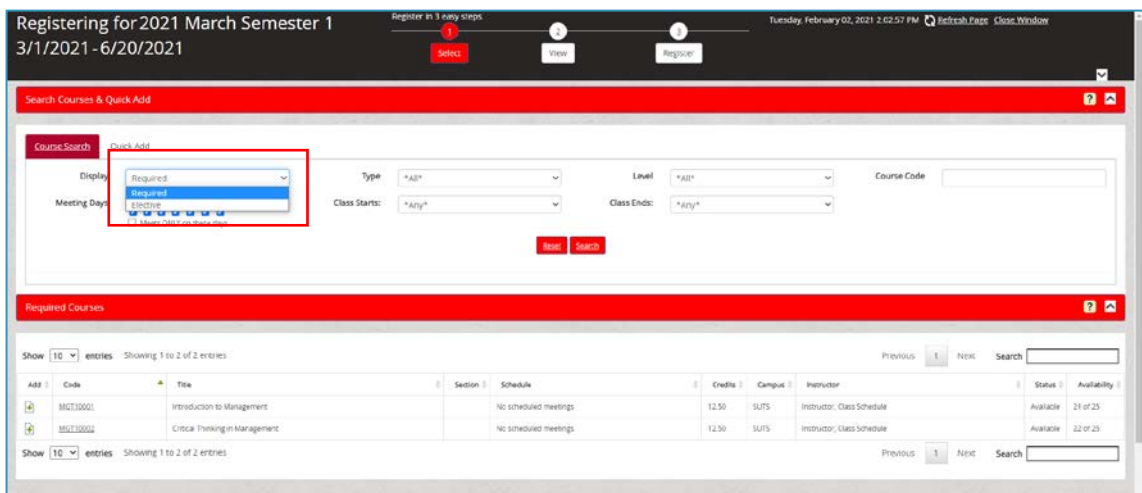
The screenshot shows the 'Registration Status' section with a table of registration details. The table has columns for Code, Term Description, Term Period, Registration Period, Last Day to Add, Last Day to Drop, and Status. The data row shows: Code: 2021\_MAR\_T51, Term Description: 2021 March Semester 1, Term Period: 3/1/2021-6/20/2021, Registration Period: 1/21/2021 12:00 AM - 2/28/2021 12:00 AM, Last Day to Add: 2/28/2021 12:00 AM, Last Day to Drop: 2/28/2021 12:00 AM, Status: Open. Below the table is a 'Register' button highlighted with a red box. At the bottom, there is a red bar labeled 'Registered Courses ( 0 )' with a dropdown arrow.

**Note:**

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

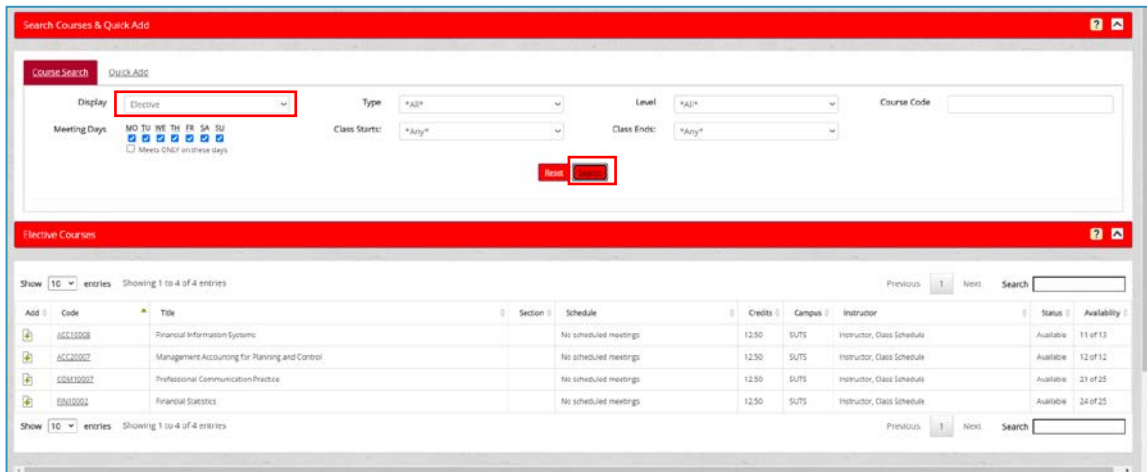


Click on the Display drop-down menu. There are two options: Required and Elective. The default selection is Required which will show the core units offered under your program in your selected term.




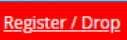
Add	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Availability
	MGT10001	Introduction to Management		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	21 of 25
	MGT10002	Critical Thinking in Management		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	22 of 25

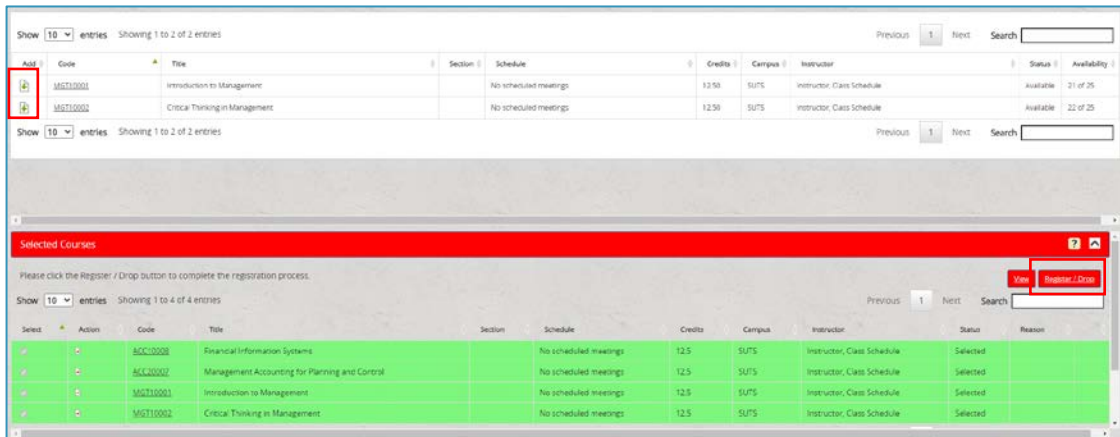
If you would like to register for elective units, select 'Elective' and click on Search. A list of elective units offered in your selected term will be displayed.

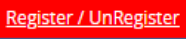


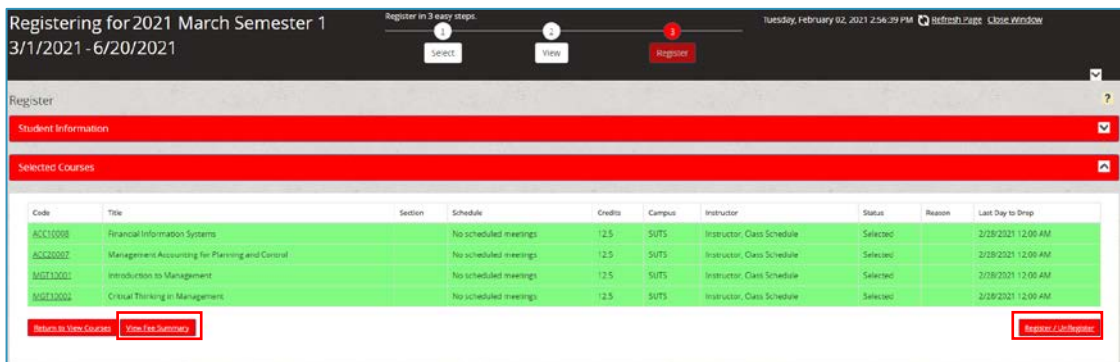
Add	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Availability
	ACC11008	Financial Information Systems		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	11 of 13
	ACC20002	Management Accounting for Planning and Control		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	12 of 12
	COM10002	Professional Communications Practice		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	21 of 25
	FIN10002	Financial Statistics		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	24 of 25



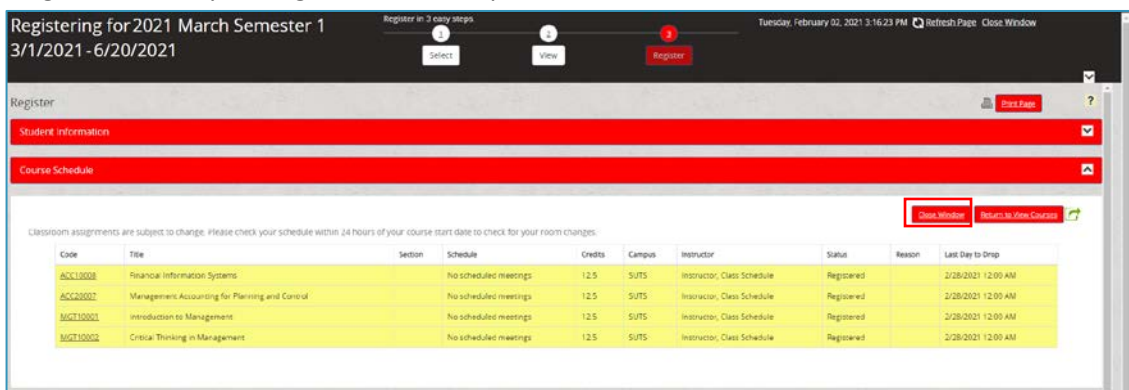
Click on the **Add**  button to choose the course you wish to register. Your selected courses will be shown in the **Selection Courses** section as below. After that, click on the **Register/Drop**  button to register.



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**  button to confirm your course registration.



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



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 2021 March Semester 1  
3/1/2021 - 6/20/2021

Register in 3 easy steps.

1 Select 2 View 3 Register

Tuesday, February 02, 2021 3:19:15 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 canceled.
- Withdraws from units of study.

Long semester (teaching period of 12 weeks and above)

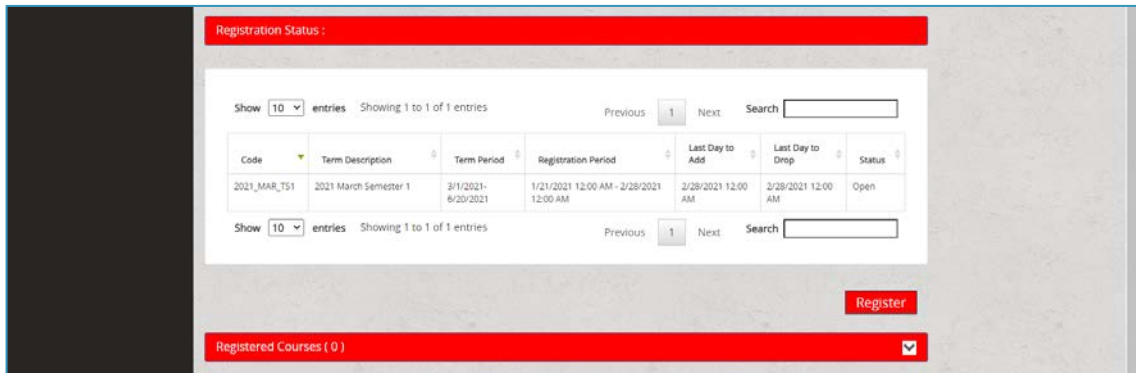
Time Frame	Forfeiture Percentage
<b>For commencing student</b>	
Prior to semester commencement	10% of the fees payable stated in the offer letter
<b>For both commencing and continuing student</b>	
Within 4 weeks after semester commencement	50% of the fees payable on the withdrawn unit(s)
4 weeks after semester commencement	100% of the fees payable on the withdrawn unit(s)


Short semester (teaching period less than 12 weeks)

Time Frame	Forfeiture Percentage
<b>For commencing student</b>	
Prior to semester commencement	10% of the fees payable stated in the offer letter

## Drop Course

To drop a course, you will need to go back into **My Class > Course Registration** and click on the **Register** button.



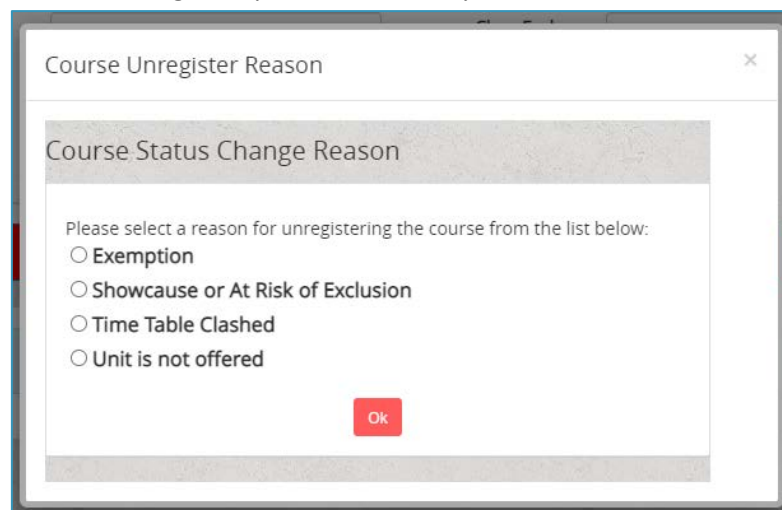
Scroll down to **Selected Courses** to find the list of your registered courses. Click on the  in the action column next to the course you wish to remove/drop.



### 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.

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.



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



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.



Your dropping of course ACC10008 is now confirmed. The dropped course(s) will not be shown anymore. Click **Close Window** to exit the page.

## Class Registration

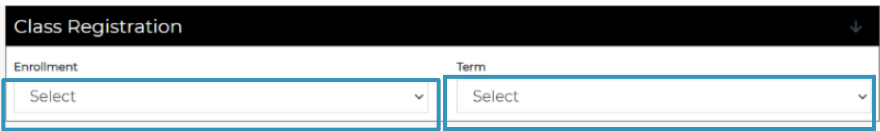
This is where you register yourself to classes of your preference.

**Note:**

**Class Registration** is not applicable for students who are in Foundation/MA(TESOL)/ MBA(I) programs. You may skip this part and proceed to view your timetable under **“My timetable”**. Please refer to the Important Dates (Start Date for Class Registration) of the term on the Student Portal.

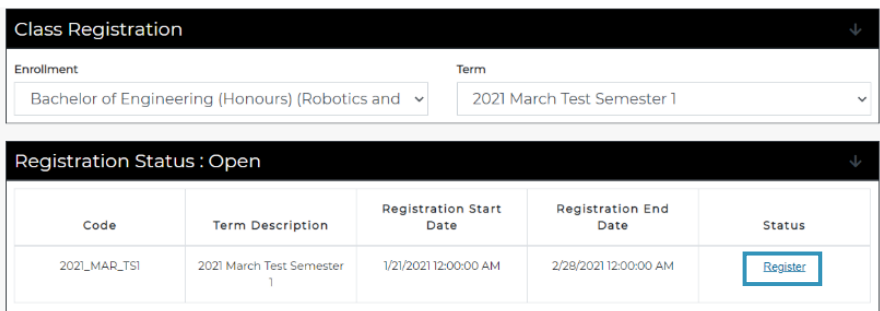
Go to **My Class** → **Class Registration**. In the Class Registration screen, select **Enrollment** and **Term** from the drop-down menu.

**Note:** Courses with timetable activity will be displayed when the University makes them available on Student Portal. Please refer to the Important Dates (Start Date for Class Registration) of the term on the Student Portal.



The screenshot shows the 'Class Registration' header with a dropdown arrow. Below it are two dropdown menus: 'Enrollment' with 'Select' and 'Term' with 'Select'. Both dropdowns are highlighted with a blue border.

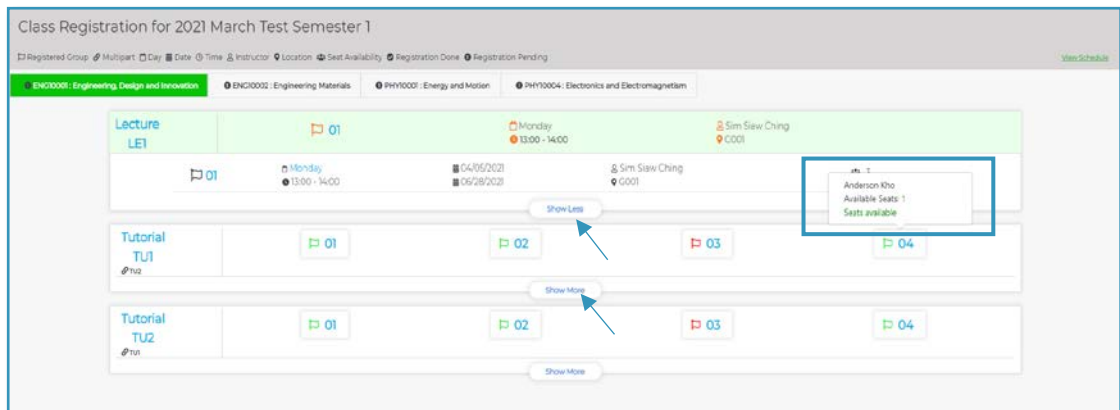
Click **Register** button. The class registration screen will be displayed.



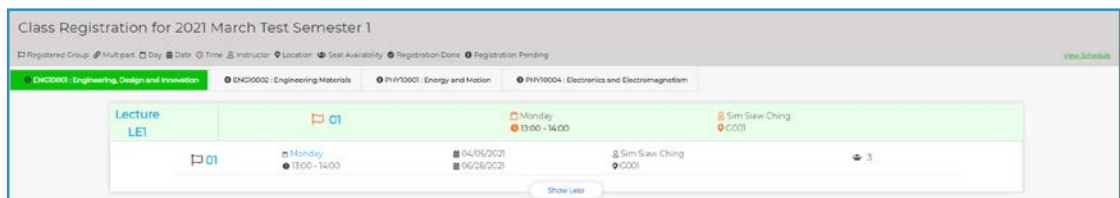
The screenshot shows the 'Class Registration' header with a dropdown arrow. Below it are two dropdown menus: 'Enrollment' with 'Bachelor of Engineering (Honours) (Robotics and ...)' and 'Term' with '2021 March Test Semester 1'. Below these is a section titled 'Registration Status : Open' with a dropdown arrow. Underneath is a table with columns: Code, Term Description, Registration Start Date, Registration End Date, and Status. The 'Register' button is highlighted in the Status column.

Code	Term Description	Registration Start Date	Registration End Date	Status
2021_MAR_TSI	2021 March Test Semester 1	1/21/2021 12:00:00 AM	2/28/2021 12:00:00 AM	Register

The courses which you have registered in **Course Registration** module will be shown here. Click on **“Show More / Show Less”** to view or hide the course’s subcomponent and groups. You can mouse over to the Flag icon (Registered Group) under **“Show Less”** to see the instructor’s name and seats availability. E.g. ENG10001 – Engineering, Design and Innovation



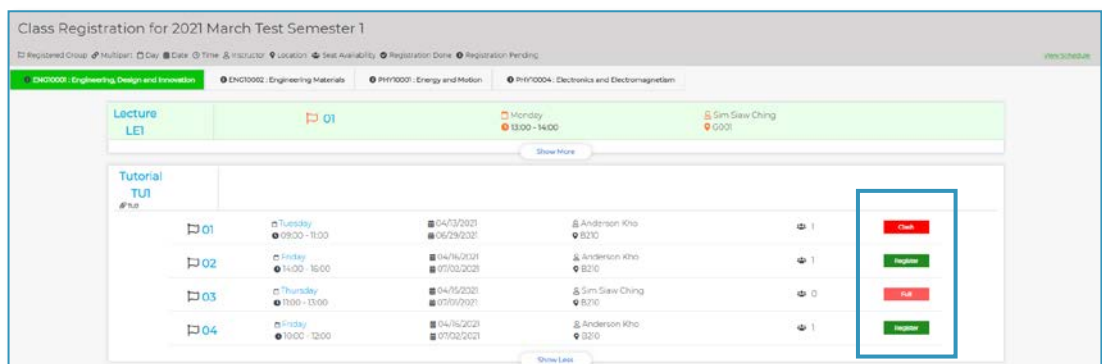
LE1 - Lecture is a single group activity, thus you will be registered to the class automatically if there is no timetable clash.





**Colour Indication:**

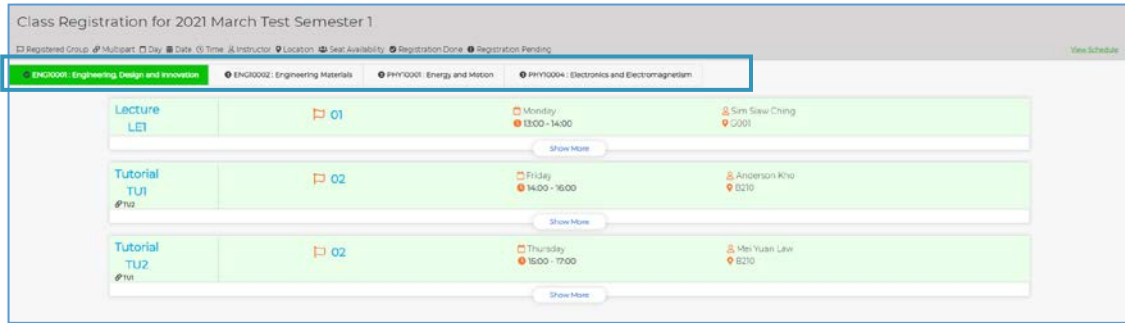
<b>Register</b>	Course subcomponent activity group which <u>can be registered</u> . Click to register your preferred group.
<b>Unregister</b>	Course subcomponent activity group which you <u>have already registered</u> . Click to release the selection or click another subcomponent group to register directly.
<b>Full</b>	Course subcomponent activity group with <u>no seat available</u> .
<b>Clash</b>	Course subcomponent activity group due to <u>timetable conflict</u> . Click on the button to view the clash details.

Continue with the next activity of the same course, if there is, for this case, TU1 - Tutorial. From here, we can see that there are four groups - two groups are available, one group clash with other courses and another one group fully occupied. Select your preferred group by clicking on the Register button.



A  (Tick) will appear in-line with course when all subcomponents of a course is registered successfully. Meanwhile, an  (Exclamation mark) refer to the incomplete registration subcomponent activity group.

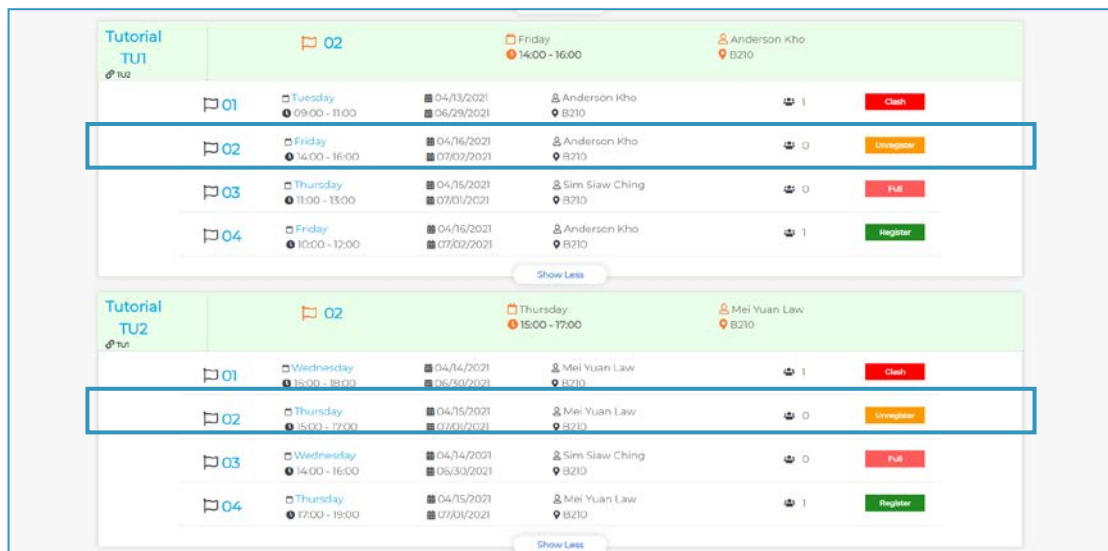
*Note: Please ensure all the courses registered successfully.*



### **Multi-part Activity**

Some courses have multi-part activities as shown below. When you select multipart activities, you are selecting a group of classes that you must attend. The classes within these groups cannot be mixed.

E.g. When you select TU1 02 for ENG1001, the system will assign you to TU2 02 automatically.



## Class conflicts – Timetable clashes

The activity showed in red colour means that there is a conflict with your current timetable. You will not be able to select the class due to timetable clash. Click on the activity in red colour and the system will show the class it has conflict with.

The screenshot shows the 'Class Registration for 2021 March Test Semester 1' interface. It displays a list of activities for the selected group 'ENG10001: Engineering, Design and Innovation'. The activities are:

- Lecture LE1: Monday, 13:00 - 14:00, Instructor: Sim Siaw Ching, Location: G001.
- Tutorial TU1: Friday, 14:00 - 16:00, Instructor: Anderson Kho, Location: B210.
- Tutorial TU2: Thursday, 15:00 - 17:00, Instructor: Mei Yuan Law, Location: B210.

Below the Tutorial TU2 activity, a detailed view shows four sessions:

Session	Day	Time	Instructor	Location	Registration Status
01	Wednesday	16:00 - 18:00	Mei Yuan Law	B210	Full
02	Thursday	15:00 - 17:00	Mei Yuan Law	B210	Unregister
03	Wednesday	14:00 - 16:00	Sim Siaw Ching	B210	Full
04	Thursday	17:00 - 19:00	Mei Yuan Law	B210	Register

A red box highlights the 'Full' status of session 01, with a tooltip indicating a conflict: 'Multipart TU1 : 01 Time conflict with TU1 : 03 : ENG10002 Engineering Materials : 2021\_MAR\_T51'.

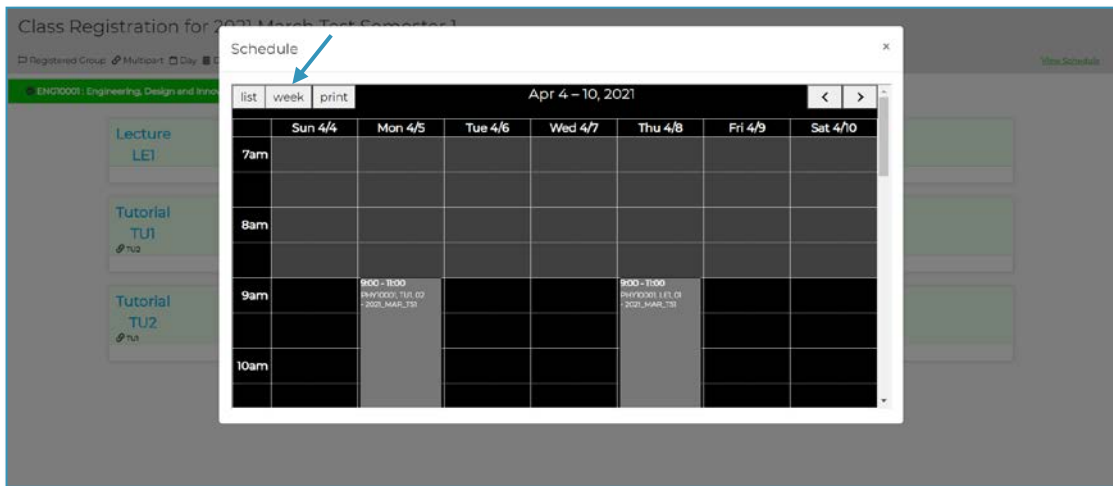
You may check whether or not you can change the group for ENG10001-TU1 to resolve the timetable conflict.

Click on **View Schedule** to see your timetable.

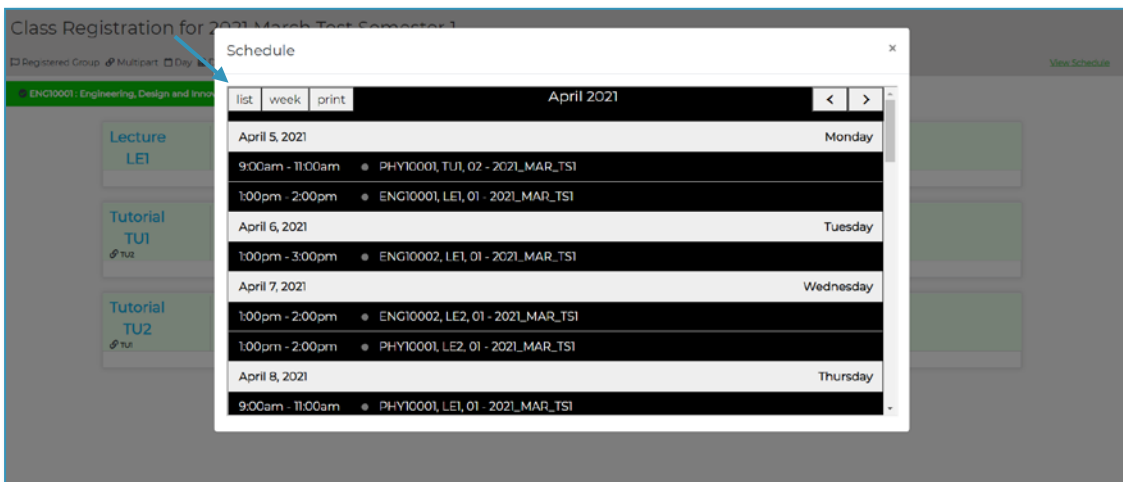
This screenshot shows the same 'Class Registration for 2021 March Test Semester 1' interface. The 'View Schedule' link in the top right corner is highlighted with a blue arrow, indicating where to click to view the user's current timetable.



You have the option to view your timetable in week or in list view. To see your timetable in week view, simply click on the week button.



Or to see it in list view, click on the list button. You may also print your timetable by clicking on the print button.





## 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) Go to **My Class** → **My Timetable**
- (2) Select a value from the drop-down **Term**.

Code	Description
2021_MAR_TS1	2021 March Test Semester 1
2020_JAN_ZIN	2020 Jan Zin Term
ZINDA_TERM	Zinda Term
2020_MAR_SL_T	2020 March Semester 1 (Test)

- (3) Click **View Timetable** and scheduled timetable will be displayed.
- (4) 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.
- (5) 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.*

Selection Criteria

Term\*

select

All Week

View Timetable Clear Filters

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

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
7am								
8am								
9am		9:00 - 11:00 PHY10001 - LA1 02, E408 - 04/2 05/24, 06/04, Richard Belanda Dagang	9:00 - 11:00 PHY10001 - TU1 - 02, B412 - 04/05 - 04/28, 05/03 - 05/10, 05/31 - 06/07, 06/21 - 06/28, Richard Belanda Dagang	9:00 - 11:00 ENG1000 ENG1000 ENG1000 LA1 - 03, E LA2 - 03,   TU1 - 05/11, Ping 05/15, Ping 05, B407 - 04/13 - 05/04, 05/25 06/08, 06/22 - 06/29, Pin Chung		9:00 - 11:00 PHY10001 - LE1 - 01, G001 - 04/08 - 05/13, 05/27 - 07/01, Richard Belanda		
10am								

PHY10001 - LE1 - 01; G001 - 04/08 - 05/13, 05/27 - 07/01, Richard Belanda Dagang

Start Time: 09:00 AM  
End Time: 11:00 AM

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

### The list view

The screenshot shows a web interface for viewing a timetable. At the top, there is a 'Selection Criteria' section with a 'Term' dropdown menu set to '2021\_MAR\_TS1' and an 'All Week' checkbox that is unchecked. To the right of these are 'View Timetable' and 'Clear Filters' buttons. Below this is a navigation bar with 'list', 'week', and 'print' buttons, and the text 'April 2021' with left and right arrow buttons. The main content area displays a list of classes for each day of the week:

April 5, 2021		Monday
9:00am - 11:00am	●	PHY10001 - TU1 - 02 - B412 - Richard Belanda Dagang
1:00pm - 2:00pm	●	ENG10001 - LE1 - 01 - G001 - Sim Siaw Ching
April 6, 2021		Tuesday
1:00pm - 3:00pm	●	ENG10002 - LE1 - 01 - G001 - PingPing Chung
April 7, 2021		Wednesday
1:00pm - 2:00pm	●	ENG10002 - LE2 - 01 - G705 - PingPing Chung
1:00pm - 2:00pm	●	PHY10001 - LE2 - 01 - G001 - Richard Belanda Dagang


To print this view, click on **print** button.

### The week view

The screenshot shows the same web interface as above, but with the 'week' button selected in the navigation bar. The main content area displays a weekly grid for 'Apr 4 - 10, 2021'. The grid has columns for each day of the week and rows for time slots. The 'week' button is highlighted with a red box. The grid shows the following classes:

	Sun 4/4	Mon 4/5	Tue 4/6	Wed 4/7	Thu 4/8	Fri 4/9	Sat 4/10
7am							
8am							
9am		9:00 - 11:00 PHY10001 - TU1 - 02 - B412 - Richard Belanda Dagang			9:00 - 11:00 PHY10001 - LE1 - 01 - G001 - Richard Belanda Dagang		
10am							

Click on the arrow button   to navigate the week.

To print this view, click on .

### Attendance Report Summary

This is a summarized report of your attendance of your registered courses according to the selected term.

- (1) Go to **My Class** → **Attendance Report Summary**
- (2) Select a value from the **Term** drop-down.
- (3) Click **View** and the attendance summary of term with attendance posted will be generated.

The screenshot shows the 'Attendance Summary Report' interface. At the top, there is a header 'Attendance Summary Report'. Below it, a 'Term' dropdown menu is set to 'Select'. To the right of the dropdown are two buttons: a red 'View' button and a grey 'Clear Filter' button.

- (4) The summary shows the dates and percentage of your attendance and absenteeism for all registered courses with attendance marked in the selected term.
- (5) You may opt to just view or print them for your own record/reference.

The screenshot shows the 'Attendance Summary Report' interface with the 'Term' dropdown set to '2021 March Test Semester 1'. The 'View' button is highlighted in red. Below the form is a table with the following data:

Course Code	Course Description	Subcomponent Name	Present Dates	Absent Dates	Present %	Absent %
ENG10001	Engineering, Design and Innovation	LE1 - 01	12/21, 12/22, 12/23		100.00	0.00
ENG10001	Engineering, Design and Innovation	TU1 - 01		12/22, 12/23	0.00	100.00
ENG10001	Engineering, Design and Innovation	TU2 - 01	12/21	12/23	50.00	50.00
MGT10001	Introduction to Management	LE1 - 01	12/21, 12/22, 12/23		100.00	0.00
MGT10001	Introduction to Management	TU1 - 01	12/22	12/21, 12/23	33.33	66.67

At the bottom right of the table area, there is a grey 'Print' button.

## 4.0 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) Go to **My Finances** → **Student Ledger**
- (2) Select 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.
- (3) Select the **Term** from the drop-down. Again, you have the option to view all terms' transactions or one particular term's transactions.
- (4) Click **Apply** to view the transaction details.

The screenshot displays the 'Student Ledger' interface. At the top right, it shows 'Balance: 20,722.50' and 'Deposit: 500.00'. Below this are two dropdown menus: 'Program Version' and 'Term', both currently set to 'All'. To the right of these are three buttons: 'Apply' (highlighted in red), 'Reset', and 'Pay Now'. Below the filters is a table with columns: Code, Name, Description, Currency, FCY Charges, and Charges. The table contains several rows of transaction data, including 'SECDEP', 'Tuition Fee-Add Course', 'Cash', 'ADMINF-Instalment-SAJUN20', and 'SAJUN20 Instalment Payment'. At the bottom, there is a pagination control showing '10 items per page' and '1 - 10 of 16 items'.

Code	Name	Description	Currency	FCY Charges	Charges
All	All	SECDEP	MYR	500.00	
CT20089486	Swinburne Foundation Studies (Business)	Tuition Fee-Add Course	MYR	9,750.00	
01/08/2021 09:07	10/01/20	PAYMEN	OR21001414	Cash	MYR
01/08/2021 09:10	01/08/20	INV	INV2110046FB00317	ADMINF-Instalment-SAJUN20	MYR 100.00
01/08/2021 09:11	01/08/20	PAYMEN	OR21001415	SAJUN20 Instalment Payment	MYR

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. A popup-up screen will appear upon clicking on it.

Student Ledger

Balance: 500.00  
Deposit : 500.00

Program Version Term

Swinburne Foundation Studies (Business) 2020\_SEP\_S2 Apply Reset Pay Now

Post Date	Tra...	Type	Ref No	Code	Description	Currency	FCY Charges	Charges
08/11/2020 22:31	08/11/20	INV	<b>INV20L0046FB00079!</b>	SECDEP	SECDEP	MYR		500.00

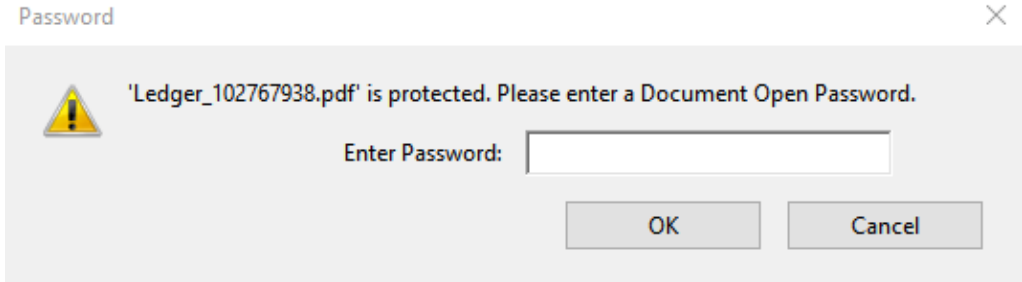
10 items per page 1 - 1 of 1 items

You can opt to view or e-mail a copy of the document to yourself at your student E-mail. To send a copy of the document to your Student E-mail, click on the **Email a copy to me** button and the document will be sent to your mailbox in approximately fifteen (15) minutes.

**Sample invoice:**

<p>Student Name : Student GUIDE</p> <p>Student Number :</p> <p>Identity Card/Passport No :</p> <p>Address :</p> <p>Telephone No :</p>	<p>Invoice No : INV21L0046FB003172</p> <p>Date : 01/07/2021</p> <p>Program : Swinburne Foundation Studies (Business)</p> <p>Intake : 2020_APR_S1</p> <p>Year/Semester : Year 1 / Sem 1</p>	<p><b>INVOICE</b></p>						
<table border="1" style="width: 100%;"> <thead> <tr> <th>Description</th> <th>Amount MYR</th> </tr> </thead> <tbody> <tr> <td>Tuition Fee-Add Course</td> <td style="text-align: right;">9,750.00</td> </tr> <tr> <td><b>Grand Total</b></td> <td style="text-align: right;"><b>9,750.00</b></td> </tr> </tbody> </table> <p>Remark: Add Course</p>		Description	Amount MYR	Tuition Fee-Add Course	9,750.00	<b>Grand Total</b>	<b>9,750.00</b>	
Description	Amount MYR							
Tuition Fee-Add Course	9,750.00							
<b>Grand Total</b>	<b>9,750.00</b>							
<p>1. <b>Paying from within Malaysia</b> Online Payment (Saving Account, Current Account and Credit Card)</p> <p><b>Online Payment</b> (Saving Account, Current Account and Credit Card)</p> <p><b>Pay to: Student ID No</b> <b>Ref: 25 Purpose of Payment</b></p> <p><small>Remember: Online is intended only for students enrolling with your Current, Savings or Credit Card accounts.</small></p>								
<p>2. <b>Paying from overseas:</b> Swinburne Sarawak has partnered with Flywire to ensure streamlined and secure payments from students who would like to settle their payment from their overseas accounts or credit cards.</p> <p>With Flywire you will:</p> <ul style="list-style-type: none"> <li>- Save on intermediary bank fees</li> <li>- Have access to 24/7 multilingual customer support</li> <li>- Save on intermediary bank fees</li> </ul> <p>To begin your payment, visit the link - <a href="http://swinburne-my.flywire.com">swinburne-my.flywire.com</a></p>								
<p>3. All cheques/bank drafts should be made payable to <b>Swinburne Sarawak Sdn Bhd.</b></p>								
<p>4. <b>Bank Account Details:</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Account Name: Swinburne Sarawak Sdn Bhd</p> <p>Bank Name: CIMB Bank Berhad</p> <p>Account Number: 80-026988-9</p> <p>Address: Lot T10 &amp; T11, Section 49 K.L.D. Jalan Chan Chin Ann, 93100 Kuching, Sarawak, Malaysia.</p> <p>SWIFT Code: CIBBMVKL</p> </td> <td style="width: 50%;"> <p>Account Name: Swinburne Sarawak Sdn Bhd</p> <p>Bank Name: SHB Bank Berhad</p> <p>Account Number: 2-1036-00065209</p> <p>Address: Suite 2 &amp; 3, 3rd Floor, Yung Kong Abel, Lot 365, Abel Road, 93100 Kuching, Sarawak, Malaysia.</p> <p>RHBBNVKL</p> </td> </tr> </table>			<p>Account Name: Swinburne Sarawak Sdn Bhd</p> <p>Bank Name: CIMB Bank Berhad</p> <p>Account Number: 80-026988-9</p> <p>Address: Lot T10 &amp; T11, Section 49 K.L.D. Jalan Chan Chin Ann, 93100 Kuching, Sarawak, Malaysia.</p> <p>SWIFT Code: CIBBMVKL</p>	<p>Account Name: Swinburne Sarawak Sdn Bhd</p> <p>Bank Name: SHB Bank Berhad</p> <p>Account Number: 2-1036-00065209</p> <p>Address: Suite 2 &amp; 3, 3rd Floor, Yung Kong Abel, Lot 365, Abel Road, 93100 Kuching, Sarawak, Malaysia.</p> <p>RHBBNVKL</p>				
<p>Account Name: Swinburne Sarawak Sdn Bhd</p> <p>Bank Name: CIMB Bank Berhad</p> <p>Account Number: 80-026988-9</p> <p>Address: Lot T10 &amp; T11, Section 49 K.L.D. Jalan Chan Chin Ann, 93100 Kuching, Sarawak, Malaysia.</p> <p>SWIFT Code: CIBBMVKL</p>	<p>Account Name: Swinburne Sarawak Sdn Bhd</p> <p>Bank Name: SHB Bank Berhad</p> <p>Account Number: 2-1036-00065209</p> <p>Address: Suite 2 &amp; 3, 3rd Floor, Yung Kong Abel, Lot 365, Abel Road, 93100 Kuching, Sarawak, Malaysia.</p> <p>RHBBNVKL</p>							
<p>5. Please forward copy of the payment slip to Finance Cashier Counter or email to <a href="mailto:finstu@swinburne.edu.my">finstu@swinburne.edu.my</a> for issuance of Official Receipt.</p> <p><small>This is a computer generated document. No signature is required. Please update your personal information with SIC should there be any changes.</small></p>								
		<p><b>Email a copy to me</b></p>						

After receiving the document in your e-mail, open the PDF attachment and key in the password with your birthdate in YYYYMMDD format to view,  
*e.g. birth date is 01 December 2001, password will be 20011201.*





## How to Pay Online via Student Portal

- (1) Go to **My Finances** → **Student Ledger**
- (2) In the Student Ledger, click **Pay Now** button.

Student Ledger

Balance: 20,722.50  
Deposit : 500.00

Program Version\*  
All

Term\*  
All

Apply Reset **Pay Now**

Post Date	Tra...	Type	Ref No	Code	Description	Currency	FCY Charges	Charges
08/11/2020 22:31	08/11/20	INV	<a href="#">INV20L0046FB00079</a>	SECDEP	SECDEP	MYR	500.00	
01/07/2021 09:26	01/07/20	INV	<a href="#">INV21L0046FB00317</a>	TUIT	Tuition Fee-Add Course	MYR	9,750.00	
01/08/2021 09:07	10/01/20	PAYMEN	<a href="#">QR21001414</a>		Cash	MYR		
01/08/2021 09:10	01/08/20	INV	<a href="#">INV21L0046FB00317</a>	ADMINF	ADMINF-Instalment-SAJUN20	MYR	100.00	

SAJUN20

- (3) Select the **Program Version** and **Term**. Please also select **Yes** if you are paying by **Installment**. Lastly, enter the amount for payment and click **Pay** button.

Payment Gateway\*  
Credit Card

Program Version\*  
Select

Term\*  
Select

Installment\*  
No

Enter Amount (MYR)\*  
0.00

**Pay**

**SCAM ALERT:** Please be reminded that the University will never ask for your login credentials (neither email ID nor password) or demanding for outstanding debts through personal telephone calls. In the event you received or previously received such calls, please report to [servicedesk@swinburne.edu.my](mailto:servicedesk@swinburne.edu.my) with the scammer details such as name, department, telephone number, bank accounts and etc.

The University does not appoint/assign/authorise any third party as our fee collection agent. We will not be liable for any payment made to any third party account(s) except to the University bank account. Please refer to [How Do I Pay My Fees for the University official payment platforms](#).

Finally, do stay vigilant against scammer and do not reveal your personal data or share it in social media.

- (4) You will be directed to the **Secure payment** page.
- (5) Fill-in the required card information correctly, tick on the **Confirm Payment** checkbox and click **Pay Now** button.

Secure payment - Profile 1 - Microsoft Edge  
 https://ap-gateway.mastercard.com/checkout/pay/SESSION0002228846997F1167736173

**SWINBURNE SARAWAK**  
 SWINBURNE UNIVERSITY OF TECHNOLOGY  
 Secure payment

Card number \*

Expiry month \* Expiry year \*  
 MM YY

Cardholder name \*

Security code \*  
 3 digits on back of your card

Order details

Student Fees

TOTAL MYR: RM5.00

The next screen you see may be payment card verification through your card issuer.

Confirm payment

[Cancel](#) [Pay now](#)

- (6) You will be directed to **preview and verification** page. Please enter the Authorisation Code provided by your bank and tick on the **T&C** checkbox after you have read the Terms & Conditions. Then click **Submit** button.
- (7) Payment is completed upon successful payment. Official Receipt will be automatically generated by the system.

PaymentResponse Swinburne Payment Gateway - Profile 1 - Microsoft Edge  
 https://custom-test-100380.campusnexus.cloud/PGI/Payment/PaymentResponse?resultIndicator=4bc0e8f8e98f4112&sessionVersion=...

**SWINBURNE SARAWAK**  
 SWINBURNE UNIVERSITY OF TECHNOLOGY

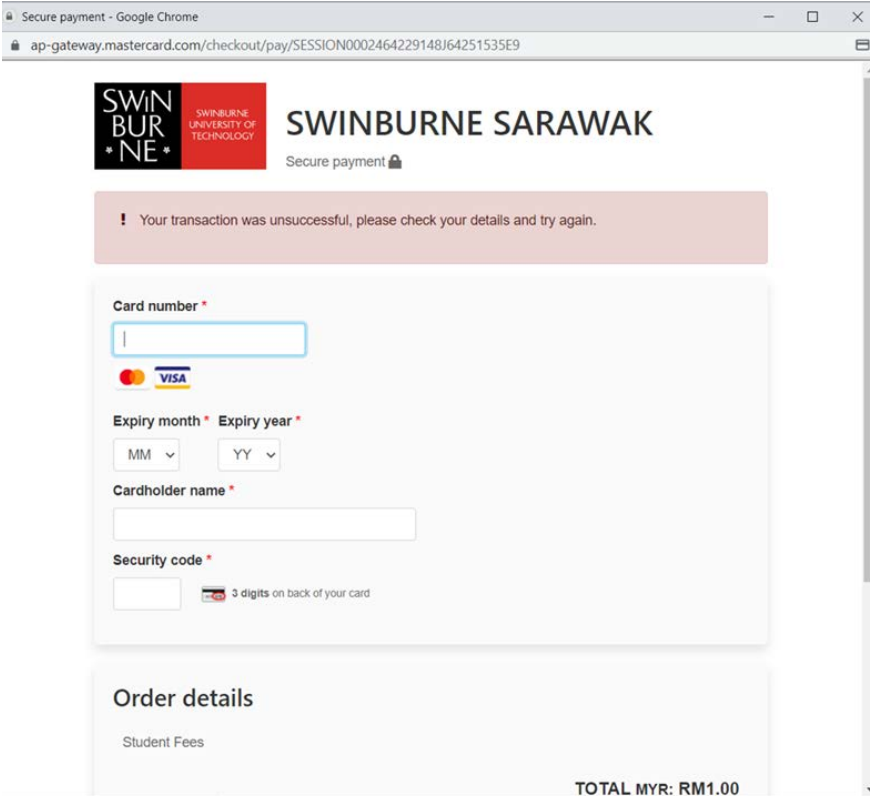
Payment Response Page

Payment Successful

Close

- (8) View and print the Official Receipt from the **Student Ledger**.

**ALERT!** In the event that credit card information and credentials e.g. credit card expiry date, Security Code or Authorisation Code is incorrectly entered in the first attempt, you will be redirected to the **Secure payment** page again.



The screenshot shows a web browser window with the URL `ap-gateway.mastercard.com/checkout/pay/SESSION0002464229148J64251535E9`. The page header features the Swinburne University of Technology logo and the text "SWINBURNE SARAWAK Secure payment". A red error message states: "Your transaction was unsuccessful, please check your details and try again." Below this is a payment form with the following fields:

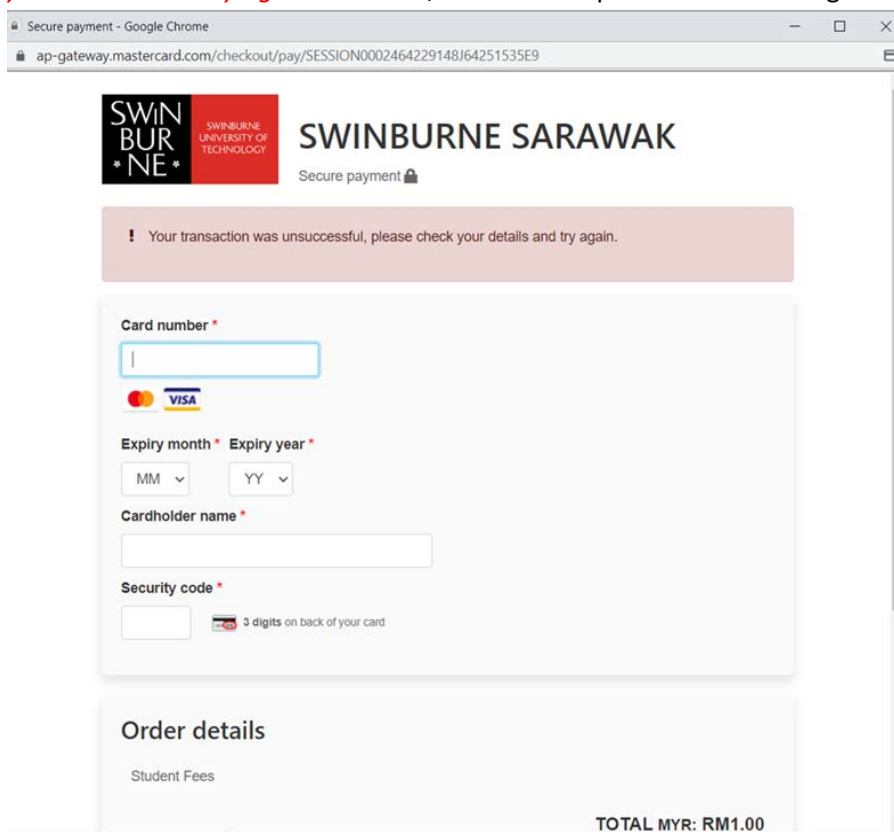
- Card number \* (input field)
- Expiry month \* Expiry year \* (MM and YY dropdown menus)
- Cardholder name \* (input field)
- Security code \* (input field) with a note "3 digits on back of your card"

The "Order details" section shows "Student Fees" and a total amount of "TOTAL MYR: RM1.00".

Instead of re-entering the correct credit card information, please **close** this **Secure payment** page and start again a new process from the **Student Ledger** and click **Pay Now**, i.e. as per **How to Pay Online via Student Portal's STEP 2** as subsequent submission of payment using the SAME **Secure payment** page will still be NOT successful.

Scenario on how to handle unsuccessful transactions:

- (1) Go to **My Finances** → **Student Ledger**
- (2) In the Student Ledger, click **Pay Now** button
- (3) Select the **Program Version** and **Term**. Please also select **Yes** if you are paying by **Installment**. Lastly, enter the amount for payment and click **Pay** button.
- (4) Fill-in the required credit card information in the **Secure payment** page but accidentally key-in the **incorrect** Security Code and click **Pay Now** button.
- (5) You will be directed to **preview and verification** page. You provide the Authorisation Code given by your bank, tick on the **T&C** checkbox and then click **Submit**.
- (6) Result: You will receive notification that *“Your transaction was unsuccessful, please check your details and try again”*. Besides, Official Receipt will also NOT be generated.



The screenshot shows a web browser window with the URL `ap-gateway.mastercard.com/checkout/pay/SESSION0002464229148J64251535E9`. The page header includes the Swinburne University of Technology logo and the text "SWINBURNE SARAWAK Secure payment". A red notification banner at the top states: "Your transaction was unsuccessful, please check your details and try again." Below this is a payment form with the following fields:

- Card number \***: A text input field.
- Expiry month \*** and **Expiry year \***: Two dropdown menus labeled "MM" and "YY".
- Cardholder name \***: A text input field.
- Security code \***: A text input field with a note "3 digits on back of your card".

Below the form is the "Order details" section, which lists "Student Fees" and a total amount of "TOTAL MYR: RM1.00".

- (7) Instead of re-entering the same credit card information with the **correct** Security Code this round, please **close** this **Secure payment** page and start again a new process from **How to Pay Online via Student Portal's STEP 2**.

## Student Statement

Similarly, you can also view your financial transactions and account balance for your selected range of dates through this option.

- (1) Go to **My Finances** → **Student Statement**
- (2) Select the **From Date** and **To Date** from the date-picker drop-down.
- (3) Click **View** to display your statement.

The screenshot shows the 'Student Statement' interface. The 'From Date' field is set to '09/14/2021'. A date picker calendar is open, showing the month of September 2021. The 'To Date' field is empty. A red 'View' button and a grey 'Clear Filter' button are visible below the date picker.

- (4) You can opt to view or e-mail a copy of the statement to yourself at your student E-mail. To send a copy of the statement to your Student E-mail, click on the **Email a copy to me** button and the statement will be sent to your mailbox in approximately fifteen (15) minutes.

The screenshot shows the 'Student Statement' interface with the 'From Date' set to '04/14/2021' and the 'To Date' set to '09/14/2021'. A red 'View' button and a grey 'Clear Filter' button are visible. Below the buttons is a table of transactions.

Date	Type	Reference No.	Description	Amount Charge (MYR)	Amount Paid (MYR)	Balance (MYR)	Tax Amount (MYR)
04/14/2021			Balance Brought Forward			7,654.50	
04/20/2021	TI	TI21L0046FB000380	Tuition Fee	3,000.00		10,654.50	169.81
04/20/2021	TI	TI21L0046FB000380	Sales of textbook	318.00		10,972.50	18.00
04/20/2021	TCN	TCN21L0046FB000392	Tuition Fee	(3,000.00)		7,972.50	(169.81)
04/20/2021	TDN	TDN21L0046FB000389	Forfeited Fee	9,750.00		12,722.50	0.00
04/20/2021	TCN	TCN21L0046FB000392	Sales of textbook	(318.00)		17,404.50	(18.00)
04/20/2021	TI	TI21L0046FB000381	Tuition Fee	3,000.00		20,404.50	169.81
04/20/2021	TI	TI21L0046FB000381	Sales of textbook	318.00		20,722.50	18.00
			Total	13,068.00	0.00	20,722.50	187.81

[Email a copy to me](#)

- (5) After receiving the statement in your e-mail, open the PDF attachment and key in the password with your birthdate in YYYYMMDD format to view, *e.g. birth date is 01 December 2001, password will be 20011201.*

The screenshot shows a 'Password' dialog box with a warning icon. The text reads: "'StudentStatement\_1027608...' is protected. Please enter a Document Open Password.' Below the text is a text input field labeled 'Enter Password:'. At the bottom are 'OK' and 'Cancel' buttons.

## Installment

You can view all the payment schedules for all the programs you have enrolled.

- (1) Go to **My Finances** → **Installment**
- (2) Pick from the drop-down **Program Version** you would like to see your payment schedule.
- (3) Pick from the **Installment Type** drop-down the type of instalment you are approved of.
- (4) Click on **View** to see your instalment details.

The screenshot shows a web form titled "Student Installment Plan". It contains two dropdown menus: "Program Version" and "Installment Type", both currently set to "Select". Below the dropdowns are two buttons: a red "View" button and a grey "Clear Filter" button.

- (5) You can opt to view only or email a copy of your instalment details to your student Email. To send a copy of the instalment details to your student Email, click on the **Email a copy to me** button and an email will be sent to your mailbox in approximately 15 minutes.
- (6) After receiving the instalment details in your email, open the PDF attachment and enter the password with your birthdate in YYYYMMDD format to view the instalment details, e.g. birthdate is 01 February 2001, password will be 20010201.

The screenshot shows the "Student Installment Plan" details page. The "Program Version" dropdown is set to "Swinburne Foundation Studies (Business) (CT20089486)" and the "Installment Type" dropdown is set to "Special Arrangement JUN2020". Below the dropdowns are "View" and "Clear Filter" buttons. A table displays the installment schedule, and an "Email a copy to me" button is visible at the bottom right.

Installment Name : Special Arrangement JUN2020		Installment Approval Status : Approved			Installment Type : Annual	
Scheduled Date	Rate	Amount (MYR)	Amount Paid (MYR)	Balance (MYR)	Status	
06/10/2020	25.00 %	1,312.50	1,312.50	0.00	Paid	
07/10/2020	25.00 %	1,312.50	0.00	1312.50	Scheduled	
08/10/2020	25.00 %	1,312.50	0.00	1312.50	Scheduled	
09/10/2020	25.00 %	1,312.50	0.00	1312.50	Scheduled	
Total :		5250.00	1312.50	3937.50		

1. Cheque to be made payable to 'Swinburne Sarawak Sdn Bhd'.  
2. A copy of the bank in or transaction slip is to be presented to the Finance Cashier Counter or email to [fintu@swinburne.edu.my](mailto:fintu@swinburne.edu.my) for issuance of the Official Receipt.  
3. Payment to be made by the indicated due date. Late payment penalty will be imposed and/or liable to autodrop if payment is made after the due date.  
4. Please take note that access to result is subjected to full settlement of fees. However, you will not be blocked from the final exam and enrolment to the next intake if the plan is being followed through.

## Glossary

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<b>Activity Group</b>	Types of activity available for one particular course: LE – Lecture LA – Lab TU – Tutorial
<b>Auto Register</b>	Registration of class(es) when there is only one possible choice/activity for you to attend
<b>Course</b>	Unit of Study for your enrolled course of study e.g. FCT10010 Information Technology ACC10007 Financial Information for Decision Making
<b>Enrolment</b>	The action of being registered to <i>Program</i> of study of your choice as offered by the University
<b>Multi-part</b>	Grouping of particular same stream coded classes that forces student to select not an individual but a group of activity
<b>Program</b>	Course of study of your choice as offered by the University e.g. BA-BUSACC7 Bachelor of Business (Accounting) DP-MGMT Diploma of Business Management
<b>Registration</b>	The action of being registered to <i>Course(s)</i> of the Program of your choice as offered by the University
<b>Term</b>	The intake semester you are registered to in the format of <year>_<month of commencement>_<semester/term> e.g. 2021_MAR_S1 (2021 March Semester 1) 2021_JUN_WT_F (2021 June Winter Term (Foundation))