

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!

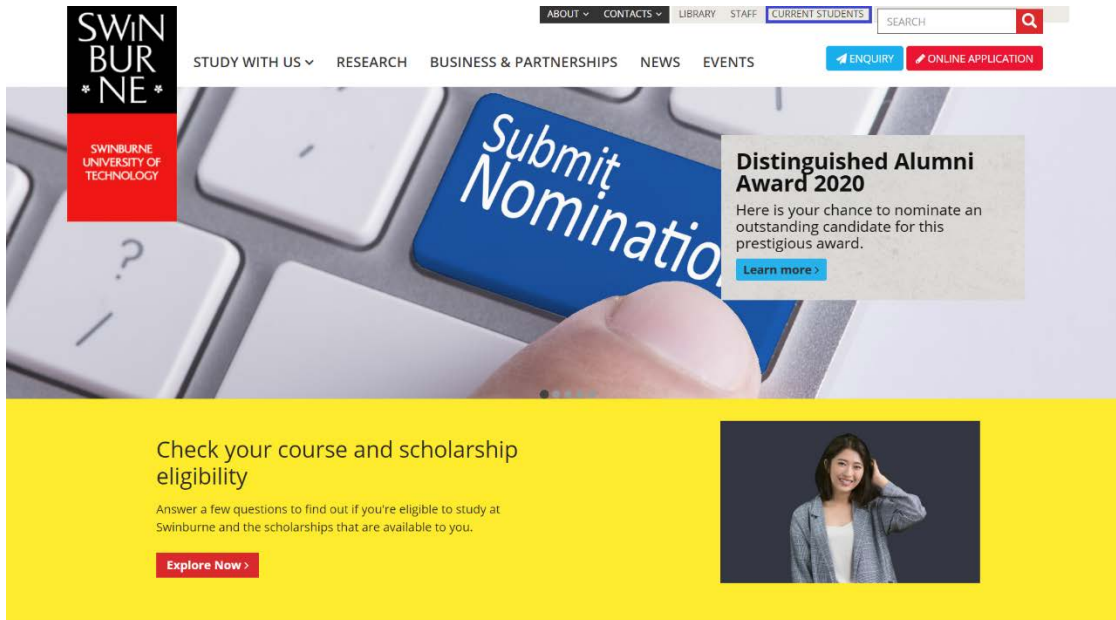
Student Portal is your gateway to the University information, services and more. It provides you the convenience to access various information - academics (e.g. class timetable, exam timetable, results etc.), student accounts and financial aid. You are now able to receive personalized communication and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

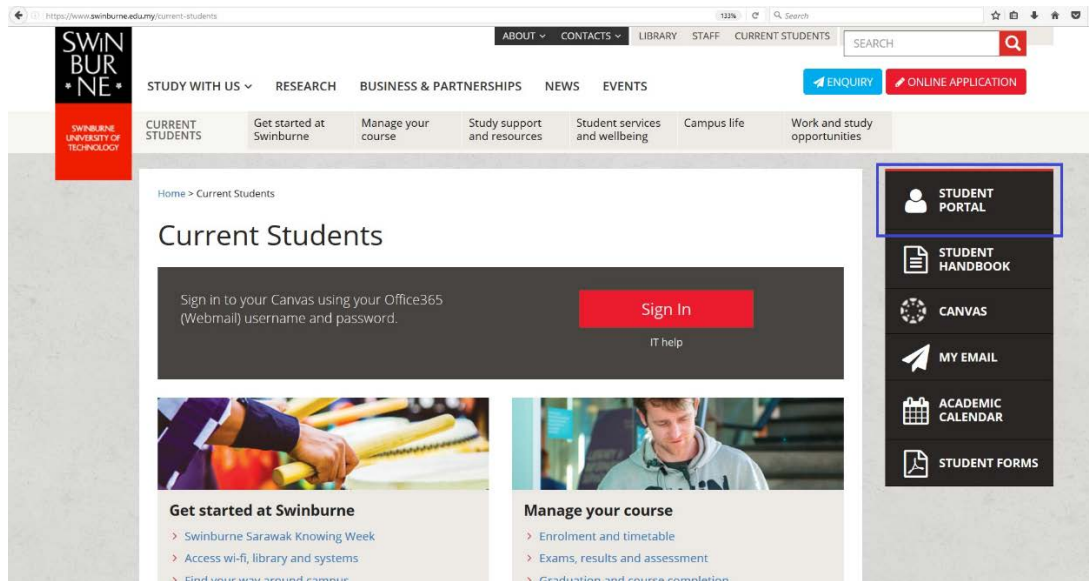


The screenshot displays the top navigation bar of the Swinburne University of Technology website. The navigation menu includes: ABOUT, CONTACTS, LIBRARY, STAFF, CURRENT STUDENTS (highlighted), and a SEARCH box. Below the main menu are links for STUDY WITH US, RESEARCH, BUSINESS & PARTNERSHIPS, NEWS, and EVENTS. Two prominent buttons are visible: ENQUIRY and ONLINE APPLICATION.

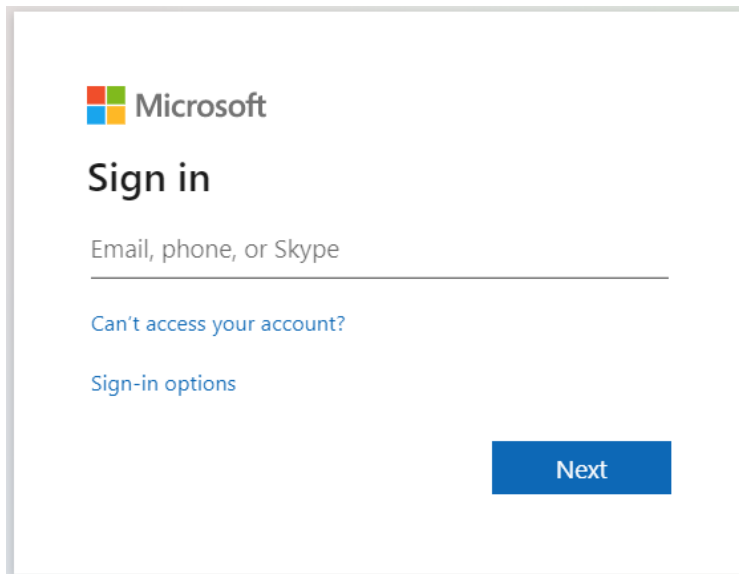
The main content area features a large banner with a keyboard background. A blue key is labeled "Submit Nomination". To the right, a text box reads: "Distinguished Alumni Award 2020. Here is your chance to nominate an outstanding candidate for this prestigious award." with a "Learn more >" link.

Below the banner, a yellow section contains the text: "Check your course and scholarship eligibility. Answer a few questions to find out if you're eligible to study at Swinburne and the scholarships that are available to you." with an "Explore Now >" button. To the right of this text is a photograph of a smiling woman.

(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:

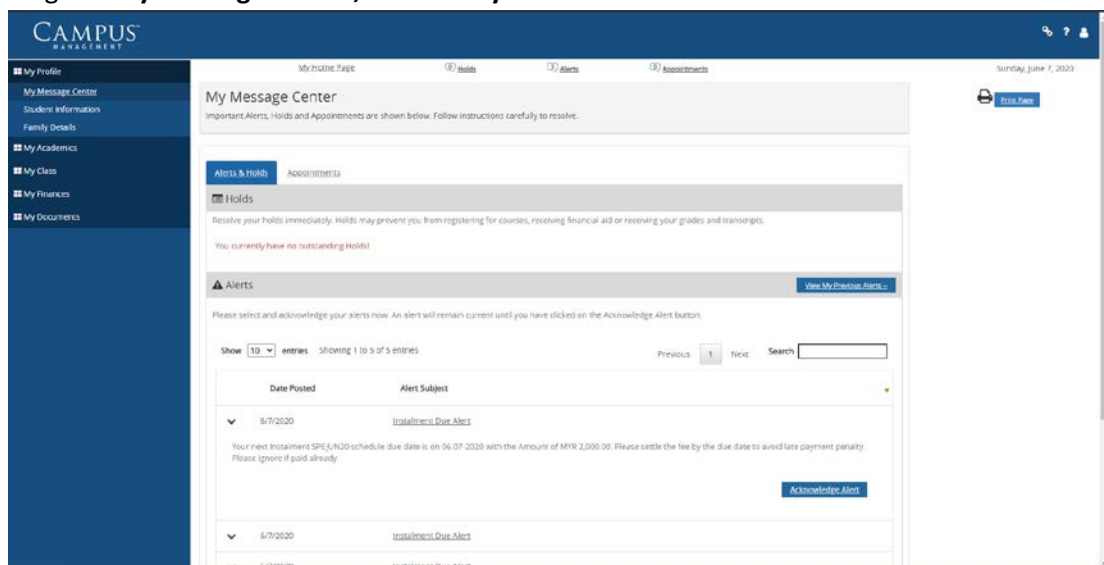
- The date throughout the Portal will be in the format of month followed by day and year.

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.

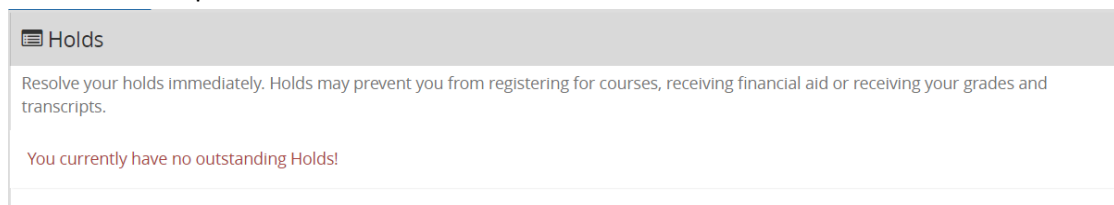
To go to **My Message Center**, click on **My Profile**.



The screenshot shows the 'My Message Center' interface. The left sidebar contains navigation options: My Profile, My Message Center (selected), Student Information, Family Details, My Academics, My Class, My Finance, and My Documents. The main content area is titled 'My Message Center' and includes a 'Print Page' button. It features two sections: 'Alerts & Holds' and 'Alerts'. The 'Alerts & Holds' section has a 'Holds' sub-section with a message: 'Resolve your holds immediately. Holds may prevent you from registering for courses, receiving financial aid or receiving your grades and transcripts. You currently have no outstanding Holds!'. The 'Alerts' section has a 'View My Existing Alerts...' button and a message: 'Please select and acknowledge your alerts now. An alert will remain current until you have clicked on the Acknowledge Alert button.' Below this is a table with columns 'Date Posted' and 'Alert Subject'. The table shows three entries, all with a date of 6/7/2020 and subject 'Installment Due Alert'. The first entry includes a detailed message: 'Your next installment SPEJUN20 schedule due date is on 06/07/2020 with the Amount of MYR 2,000.00. Please settle the fee by the due date to avoid late payment penalty. Please ignore if paid already.' and an 'Acknowledge Alert' button.


Alerts & Holds

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




This close-up screenshot shows the 'Holds' section. It features a header with a 'Holds' icon and text: 'Resolve your holds immediately. Holds may prevent you from registering for courses, receiving financial aid or receiving your grades and transcripts.' Below this, a message states: 'You currently have no outstanding Holds!'.

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 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:-

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 entries Showing 1 to 2 of 2 entries Previous 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
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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 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](#)

CAMPUS MANAGEMENT

My Profile
My Academics
My Class
My Finances
My Documents

My Home Page

MESSAGE CENTER

DOCUMENT CENTER

Alerts

- 6/7/2020 - [Instalment Due Alert](#)
- 6/4/2020 - [General Payment Due Date Alert](#)

Monday, June 8, 2020

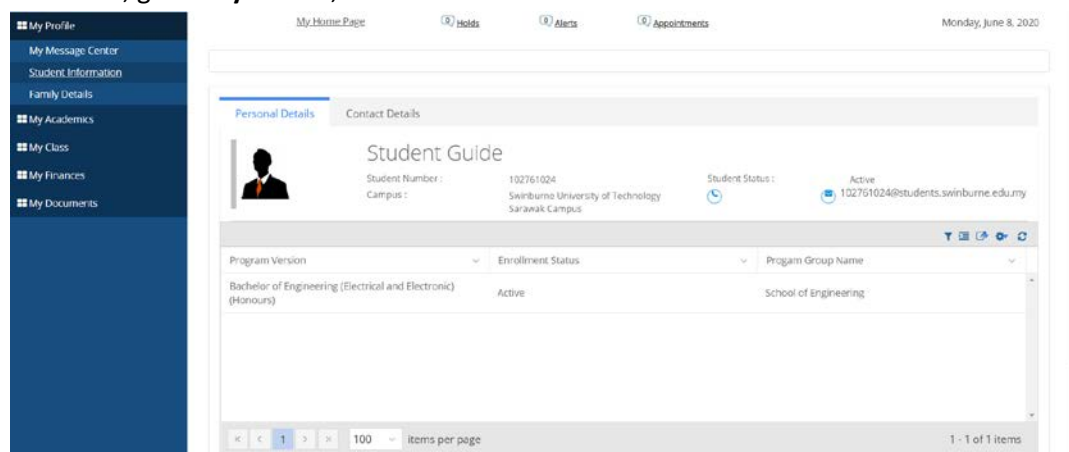
Version: 2.1.4.4

[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.

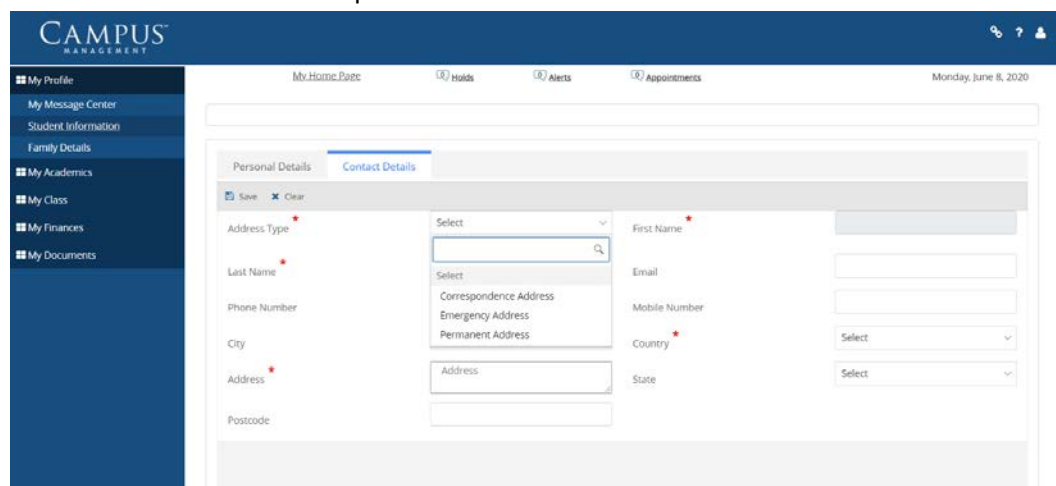
To access, go to **My Profile**, click on **Student Information**.



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.

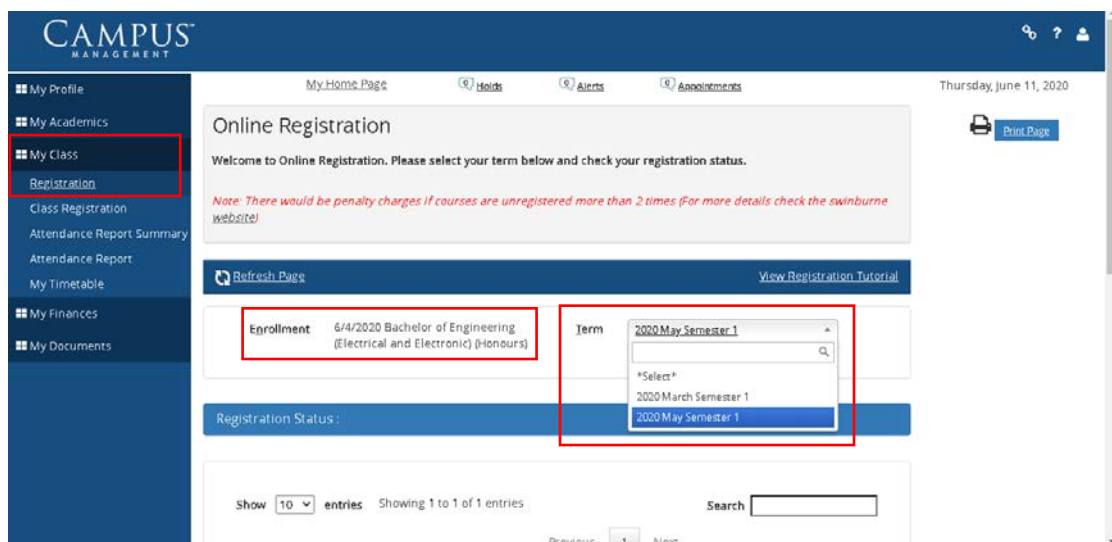
Registration

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**.

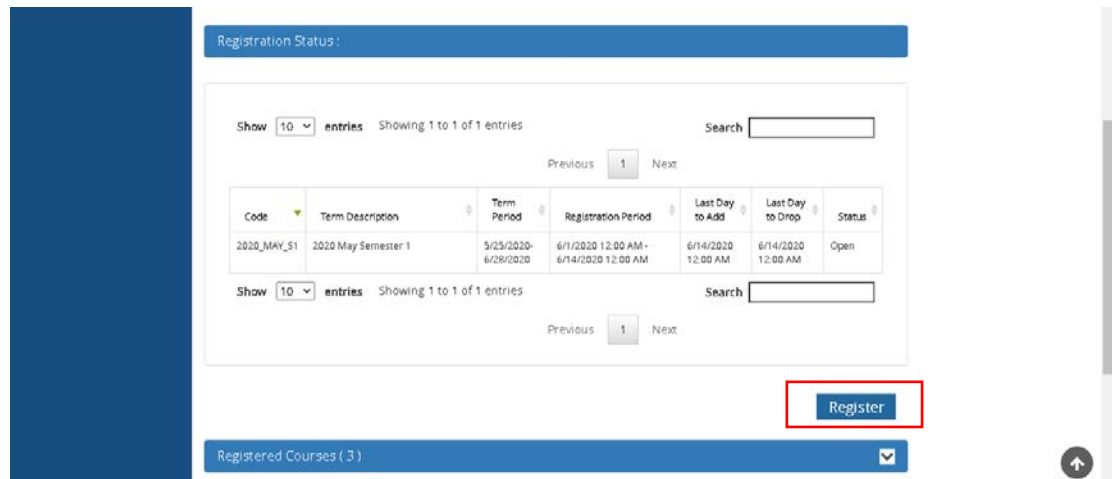
Note:

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



The screenshot shows the 'Online Registration' page. The left sidebar has 'My Class' and 'Registration' highlighted. The main content area has a header 'Online Registration' and a welcome message. Below the header, there is a note: 'Note: There would be penalty charges if courses are unregistered more than 2 times (For more details check the swinburne website)'. There are two main form fields: 'Enrollment' with the value '6/4/2020 Bachelor of Engineering (Electrical and Electronic) (Honours)' and 'Term' with a dropdown menu showing '2020 May Semester 1'. Below these fields is a 'Registration Status' section. At the bottom, there is a 'Show 10 entries' dropdown 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' page. It features a table with the following data:

Code	Term Description	Term Period	Registration Period	Last Day to Add	Last Day to Drop	Status
2020_MAY_S1	2020 May Semester 1	5/25/2020-6/26/2020	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

Below the table, there is a 'Show 10 entries' dropdown and a search box. At the bottom right, there is a 'Register' button highlighted in a red box. Below the table, there is a 'Registered Courses (3)' section.

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 (highlighted)

Meeting Days: Meets ONLY on these days

Type: *All* Level: *All* Course Code:

Class Starts: *Any* Class Ends: *Any*

Reset Search

Required Courses

Show 10 entries Showing 1 to 5 of 5 entries

Add	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Availability
	MMS4001	Engineering Management 1		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	25 of 25
	MMS4002	Engineering Management 2		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	25 of 25
	MTH1001	Linear Algebra and Applications		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	25 of 25
	PHY1001	Energy and Motion		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	25 of 25
	PHY1004	Electronics and Electromagnetism		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	25 of 25

Show 10 entries Showing 1 to 5 of 5 entries

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 (highlighted)

Meeting Days: MO TU WE TH FR SA SU Meets ONLY on these days

Type: *All* Level: *All* Course Code:

Class Starts: *Any* Class Ends: *Any*


Reset Search

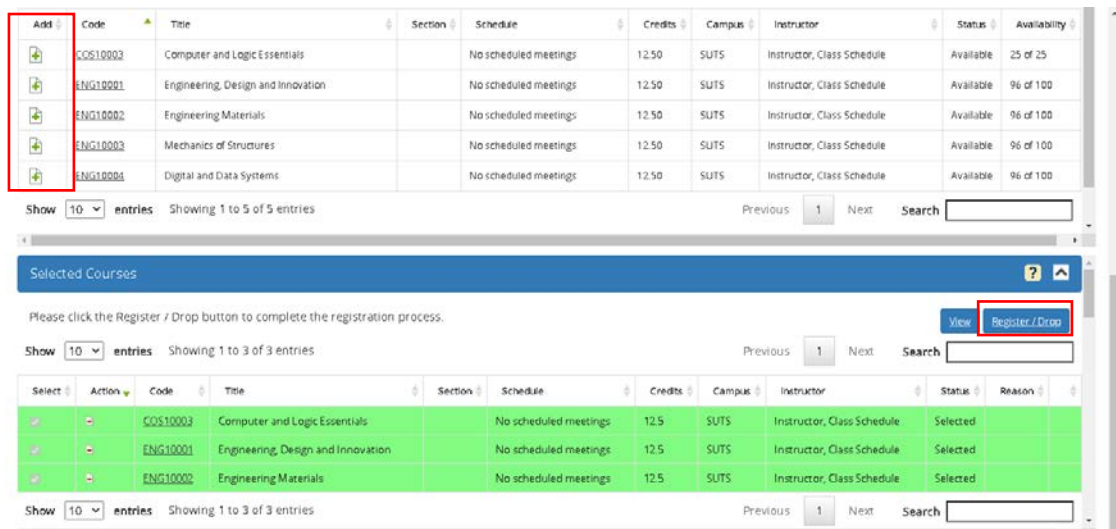
Elective Courses

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
	PHH20002	Communicable Disease Control		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	100 of 100

Show 10 entries Showing 1 to 2 of 2 entries

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

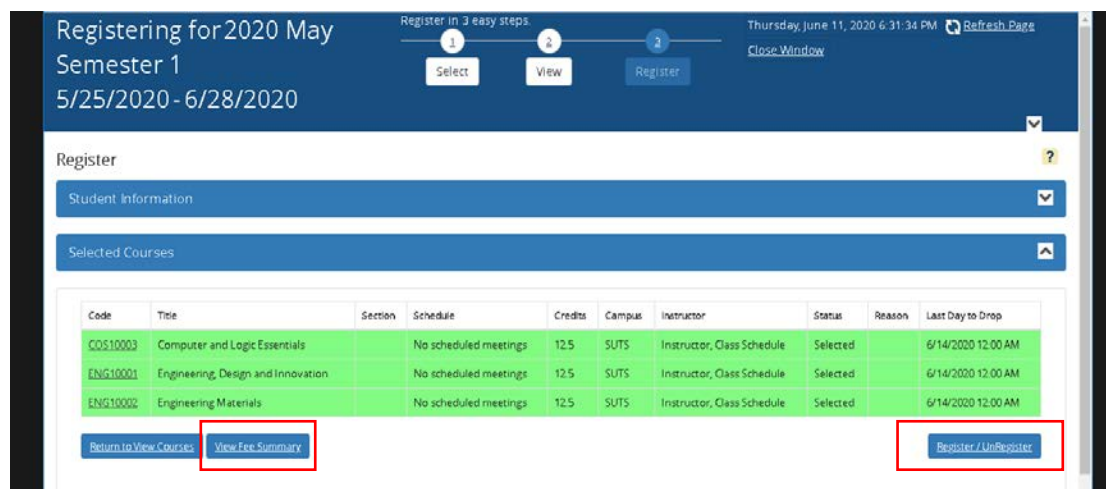
Please click the Register / Drop button to complete the registration process.

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
COS10003	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)

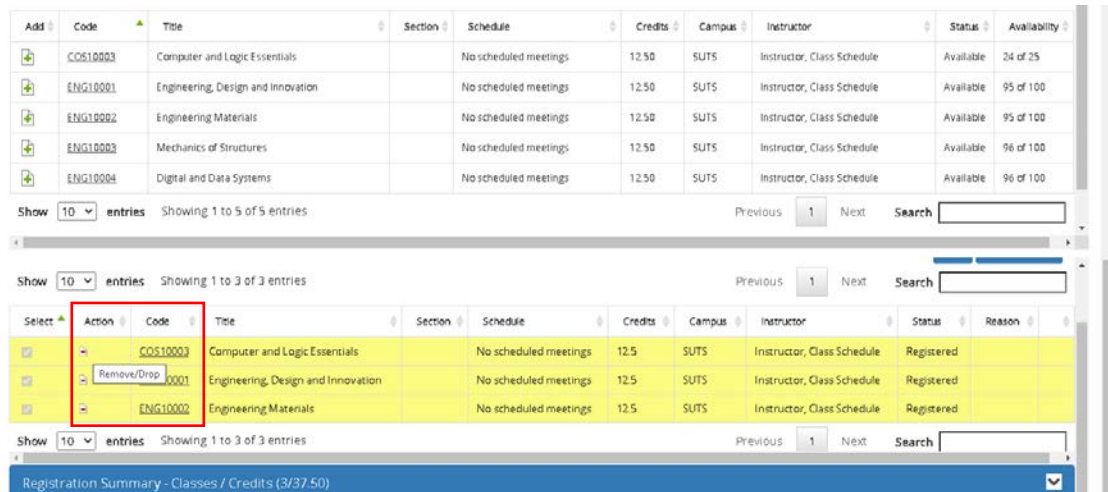
Time Frame	Forfeiture Percentage
For commencing student	
Prior to semester commencement	10% of the fees payable stated in the offer letter or fees incurred in the enrolment
For both commencing and continuing student	
Within 4 weeks after semester commencement	50% of the fees payable on the withdrawn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

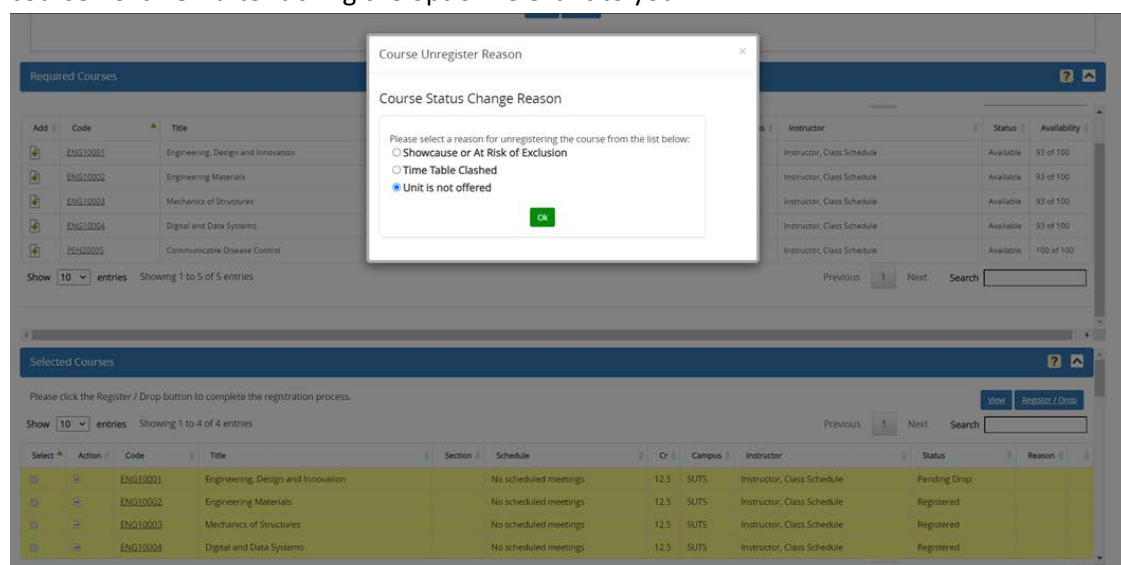
Show 10 entries Showing 1 to 5 of 5 entries Previous 1 Next Search

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Reason
		COS10003	Computer and Logic Essentials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered	
		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	

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:

- Showcase or At Risk of Exclusion
- Time Table Clashed
- Unit is not offered

OK

Required Courses

Add	Code	Title
	ENG10001	Engineering, Design and Innovation
	ENG10002	Engineering Materials
	ENG10003	Mechanics of Structures
	ENG10004	Digital and Data Systems
	ENG10005	Communicable Disease Control

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 4 of 4 entries Previous 1 Next Search

Select	Action	Code	Title	Section	Schedule	Cr	Campus	Instructor	Status	Reason
<input type="checkbox"/>		ENG10001	Engineering, Design and Innovation		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Pending Drop	
<input type="checkbox"/>		ENG10002	Engineering Materials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered	
<input type="checkbox"/>		ENG10003	Mechanics of Structures		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered	
<input type="checkbox"/>		ENG10004	Digital and Data Systems		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered	

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 courses with the following data:

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

Below the table, a 'Selected Courses' section shows a summary and a 'Register / Drop' button highlighted in red. The table below that shows the status of the selected courses:

Select	Action	Code	Title	Section	Schedule	Cr	Campus	Instructor	Status	Reason
<input checked="" type="checkbox"/>		COS10003	Computer and Logic Essentials		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Pending Drop	
<input checked="" type="checkbox"/>		ENG10001	Engineering, Design and Innovation		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered	
<input checked="" type="checkbox"/>		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 registration process summary for 'Registering for 2020 May Semester 1' (5/25/2020 - 6/28/2020). The progress bar shows 'Register' as the current step. Below the summary, a table shows the status of the dropped course:

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

A 'Register / UnRegister' button is highlighted in red at the bottom right of the table.

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 registration process summary page after the course has been dropped. The 'Dropped Courses' section lists the following course(s) as dropped: .COS10003. A 'Close Window' button is highlighted in red at the top right of the page.

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.



	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

7 Allocated

0 Pending

0 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 shows the Allocate+ web application interface. At the top, there is a navigation bar with links for Home, Timetable, Preferences, Help, and Logout. The user profile section shows the email @students.swinburne.edu.my and BA-BUSACF1. The enrollment list on the left includes:

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

The main area displays a weekly timetable grid for 'All Weeks'. The grid shows classes for Monday, Wednesday, Thursday, and Friday. A grey arrow points to the 'Timetable' link in the top navigation bar.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
9:00 AM	SE2_S2 READING AND WRITING LE 03-P1 22/8-26/9, 10/10-14/11 G217 Ida Fatimawati Adi Badocoman			SE2_S2 READING AND WRITING LE 03-P2 25/8-29/9, 13/10-17/11 G713 Ida Fatimawati Adi Badocoman	LAW10004_S2 INTRODUCTION TO BUSINESS LAW TU1 06 29-30/9, 14/10-18/11 A313 Faith Lim Ai Ling		
10:00 AM			LAW10004_S2 INTRODUCTION TO BUSINESS LAW LE1 01 24/8-29/9, 12/10-16/11 L001 Jacob Ting King	ACC10007_S2 FINANCIAL INFORMATION FOR DECISION MAKING LE1 01 25/8-29/9, 13/10-17/11 L001			
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM	ACC10007_S2 FINANCIAL INFORMATION FOR DECISION MAKING TU1 03						

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

View a course timetable outside your registration

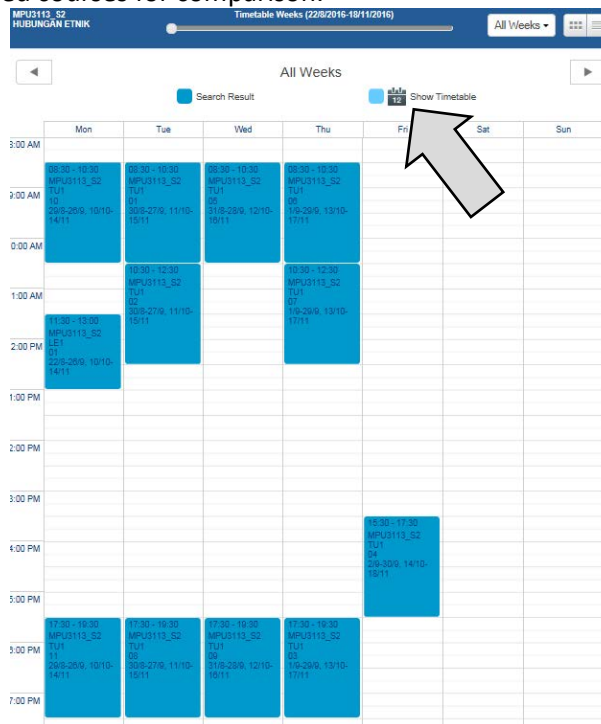
- (1) For example, if you wish to amend your course due to timetable clashes, you can view a course(subject) timetable that you wish to add by keying the course code or description and click on the search icon as shown below:

The screenshot shows a student's profile with the email @students.swinburne.edu.my and course BA-BUSACF1. It displays enrolment statistics: 7 Allocated, 0 Pending, and 0 Not Allocated. Below this is an 'Enrolment' section with a 'Sort by: Alpha' dropdown. Three courses are listed: ACC10007_S2 (FINANCIAL INFORMATION FOR DECISION MAKING), ECO10002_S2 (MICROECONOMICS), and LAW10004_S2 (INTRODUCTION TO BUSINESS LAW). Each course has two sessions (LE1 and TU1) marked as 'ADJUST' with green checkmarks. At the bottom, a 'Search' bar contains the text 'MPU3113' and a search icon. A large grey arrow points to the search icon.

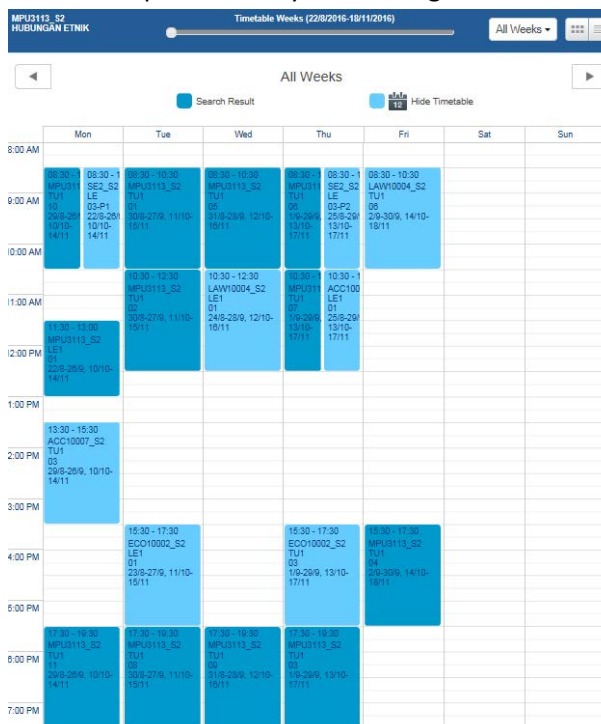
- (2) Then, click on the view button to show the timetable for course(subject) that you have entered.

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.



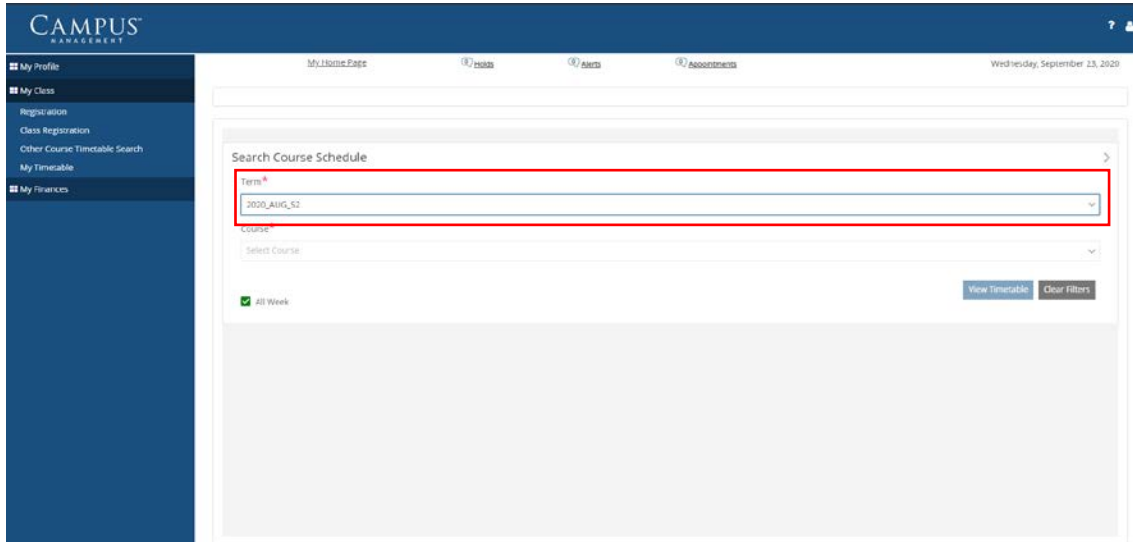
- (4) The timetable after incorporate with your existing timetable:



Other Course Timetable Search

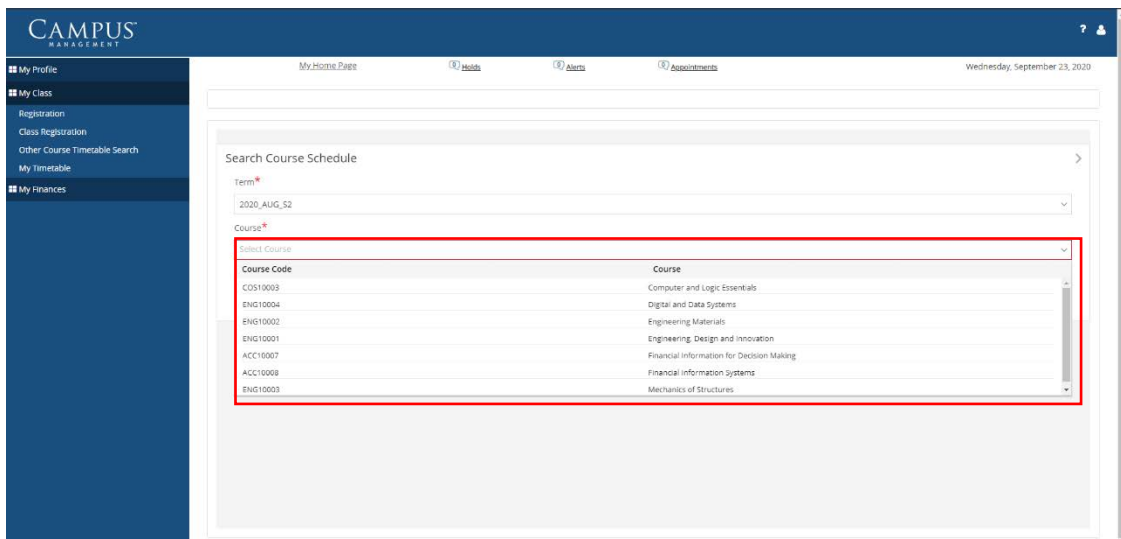
This is where you are able to view the other course timetable in a term and identify any clash before adding the course in registration.

- (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'. Below it, the 'Course' dropdown is empty. There is a checked checkbox for 'All Week' and buttons for 'View Timetable' and 'Clear Filters'.

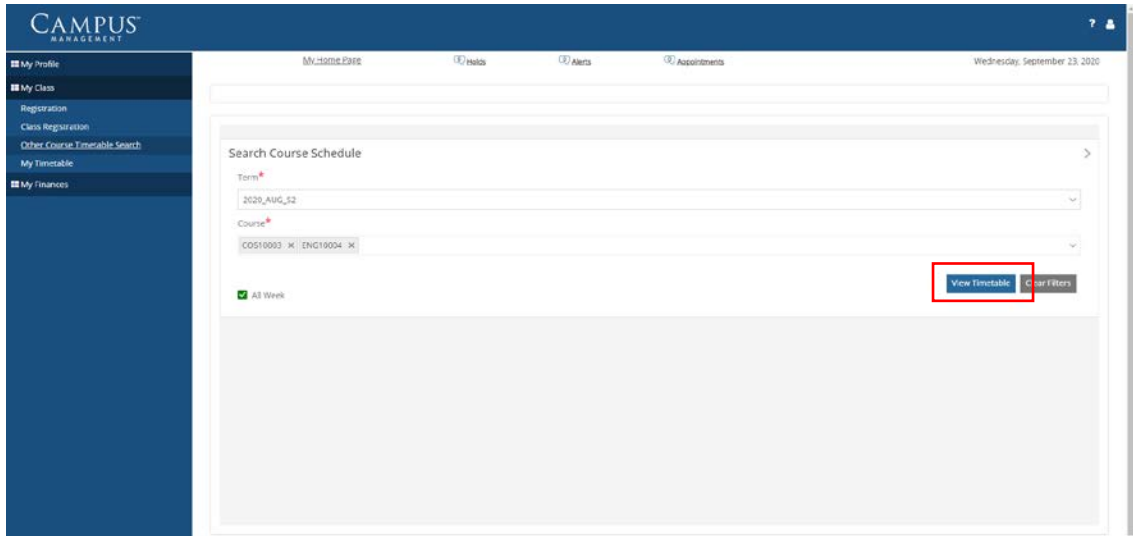
- (2) Select a course or multiple courses from the drop-down **Course**.



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 above it is set to '2020_AUG_S2'.

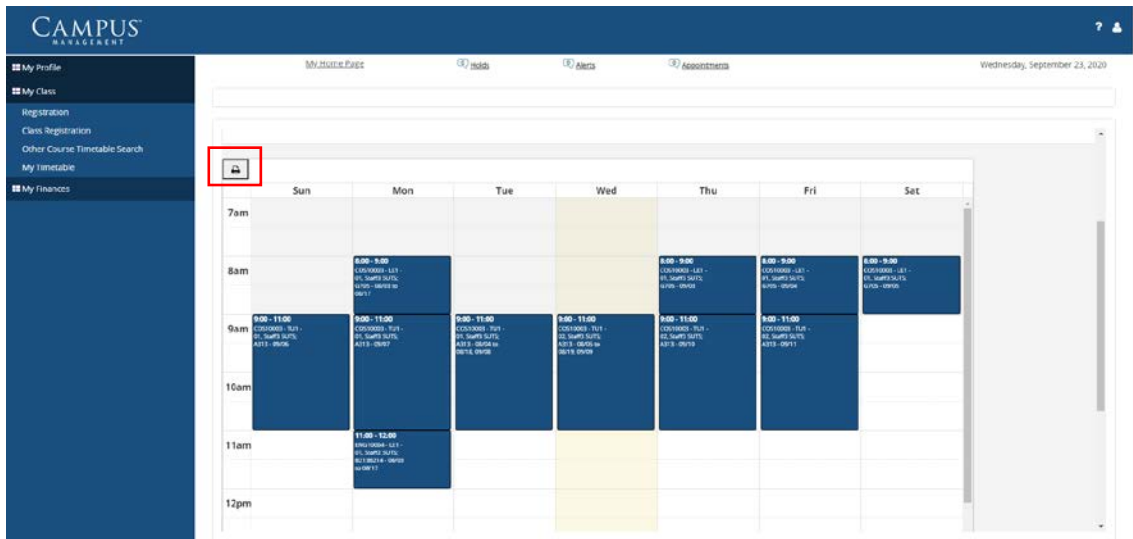
Course Code	Course
COS10003	Computer and Logic Essentials
ENG10004	Digital and Data Systems
ENG10002	Engineering Materials
ENG10001	Engineering, Design and Innovation
ACC10007	Financial Information for Decision Making
ACC10008	Financial Information Systems
ENG10003	Mechanics of Structures

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



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

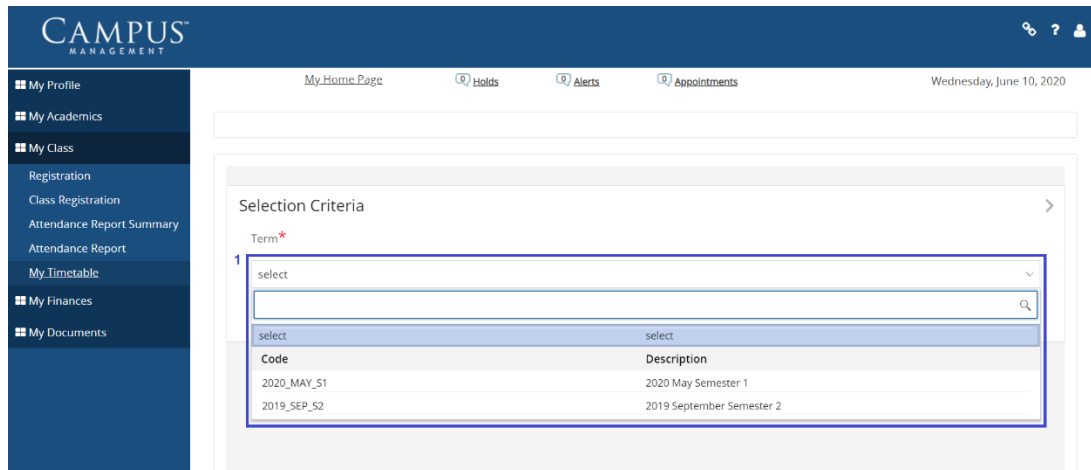
(5) You may print your timetable by clicking on the Printer button.



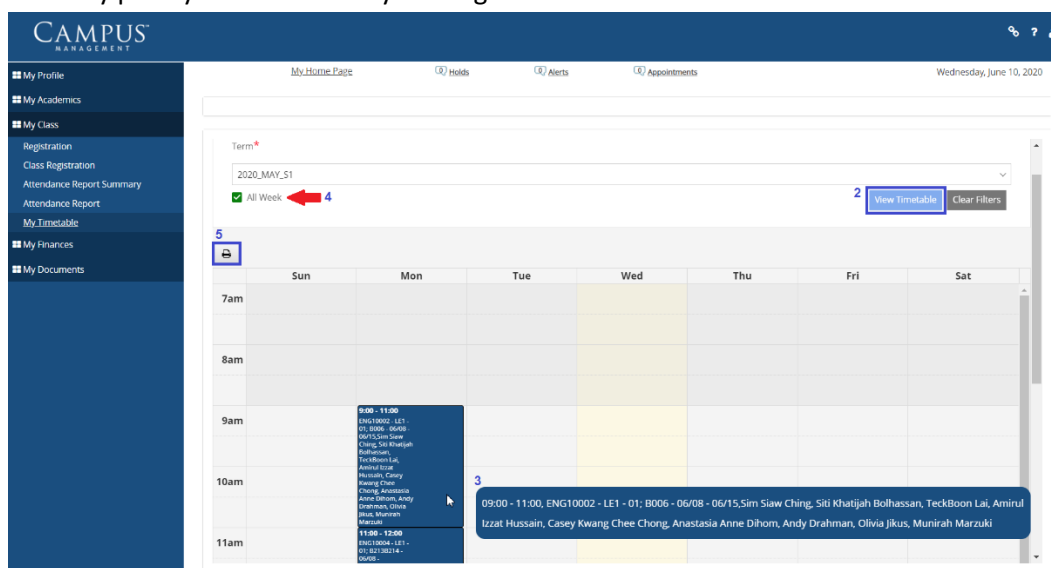
My Timetable

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**.



- (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.



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

The list view

Selection Criteria

Term
2020_MAY_S1
All Week

View Timetable Clear Filters

list week print

June 8, 2020 Monday

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 Wednesday

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

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

The week view

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

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](#)

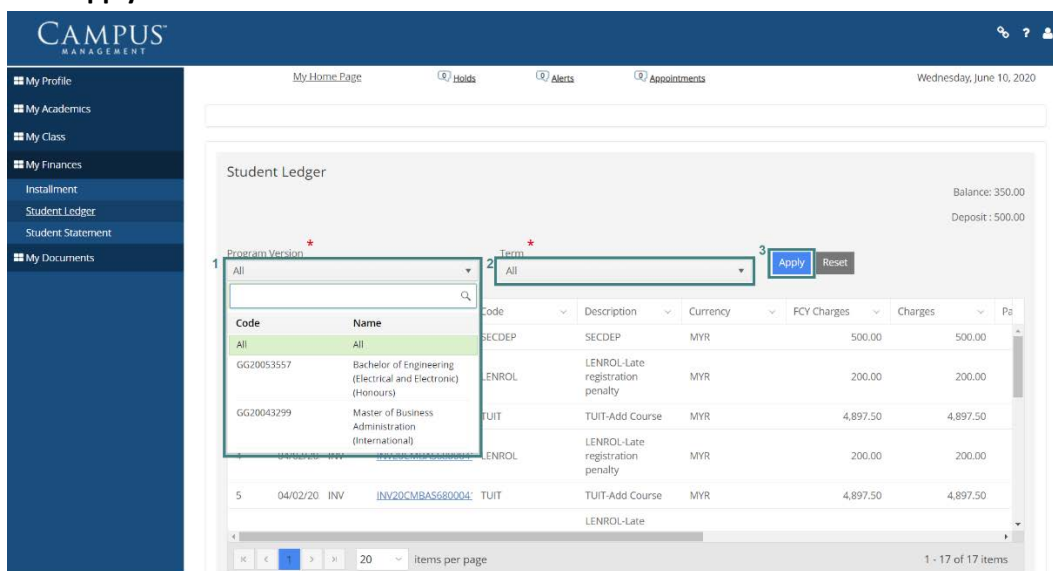
3.0 My Finances

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

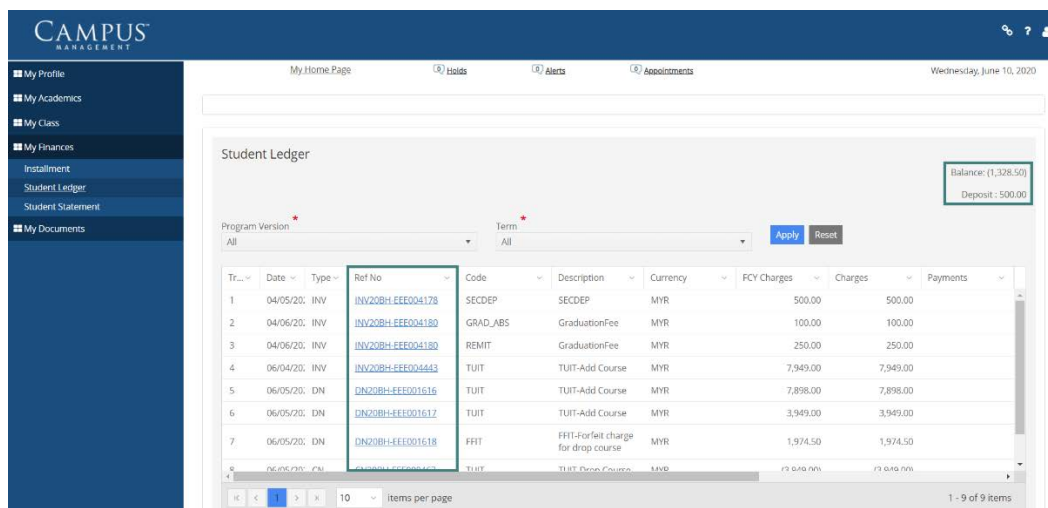
Student Ledger

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.



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.



You can opt to save and/or print the document.

To save,

(1) Click on the **Save** button.

Click on the format (e.g. Word, Excel, PDF etc.) you want to download/save the document into. The document will be downloaded to your selected storage location.

To download for printing,

(2) Click on the **Printer** button.

Select the preferred layout and click **Print**.

Click **Done** when you complete your download.



SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS

(owned by Swinburne Sarawak Sdn.Bhd:497194-M)

Jalan Simpang Tiga,93350.

Tel: 6082-41 5353 Fax: 6082-42 8353

Website: www.swinburne.edu.my

INVOICE

Student Name: Student Guide
Student Number: 102761024
Identity Card/Passport No: 990909-09-1231
Address: Student Guide Home Address,
93300, Kuching,
Sarawak, Malaysia
Telephone No:

Invoice No: INV20BH-EEE004443
Date: 06/04/2020
Program: Bachelor of Engineering
(Electrical and Electronic)
(Honours)
Intake: 2020_MAY_S1
Year/Semester: Year 1 / Sem 1

Description	Amount MYR
TUIT-Add Course	7,949.00
Grand Total	7,949.00
Remarks: Add Course	

1. All cheques/bank draft should be made payable to **Swinburne Sarawak Sdn Bhd.**

2. Bank Account Details:

Account Name: Swinburne Sarawak Sdn Bhd
Bank Name: CIMB Bank Berhad
Account Number: 80-0526998-9
Address: Lot 170 & 171, Section 49 KTLD,
Jalan Chan Chin Ann,93100 Kuching,
Sarawak, Malaysia.
SWIFT Code: CIBBMYKL

Account Name: Swinburne Sarawak Sdn Bhd
Bank Name: RHB Bank Berhad
Account Number: 2-11016-00065829
Address: Suite 2 & 3, Grd Floor, Yung Kong Abell,
Lot 365, Abell Road, 93100 Kuching,
Sarawak, Malaysia.
SWIFT Code: CIBBMYKL

3. Please forward copy of the payment slip to Finance Cashier Counter or email to fintu@swinburne.edu.my for issuance of Official Receipt.

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 *Program* 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 *Course(s)* of the Program of your choice as offered by the University

Term The intake semester you are registered to in the format of *<year>_<month of commencement>_<semester/term>*, e.g. 2020_JUN_WT (2020 June Winter Term)