Student Guide

Student Portal

CampusNexus® Student International

September 2020

Version 1.3

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Introduction

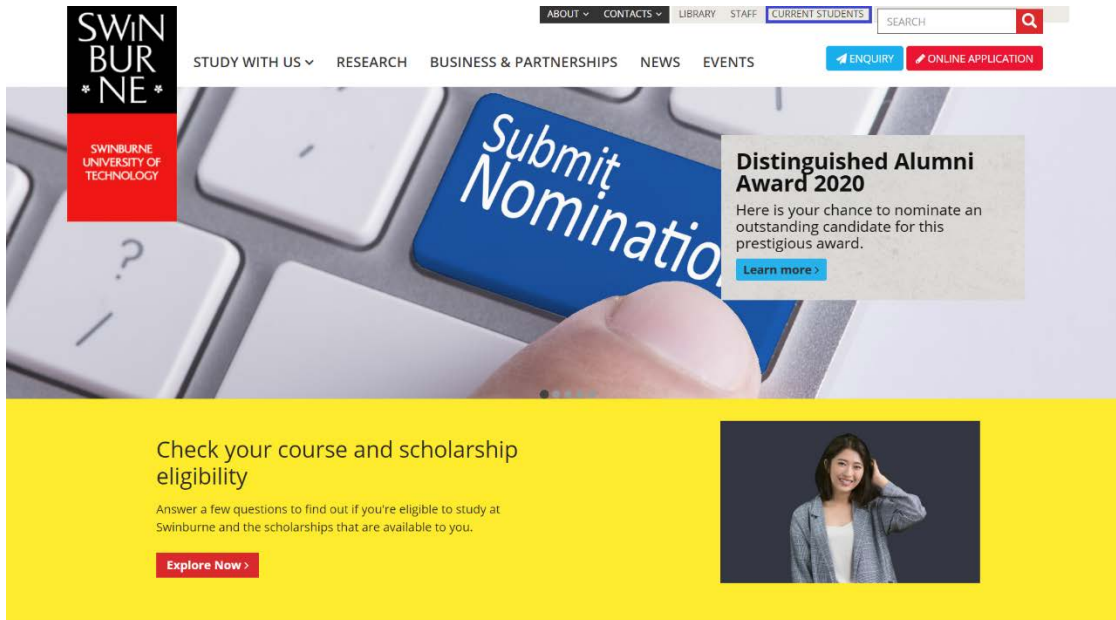Welcome to Swinburne University of Technology's Student Portal!

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

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

Logging in to Student Portal

To log in:

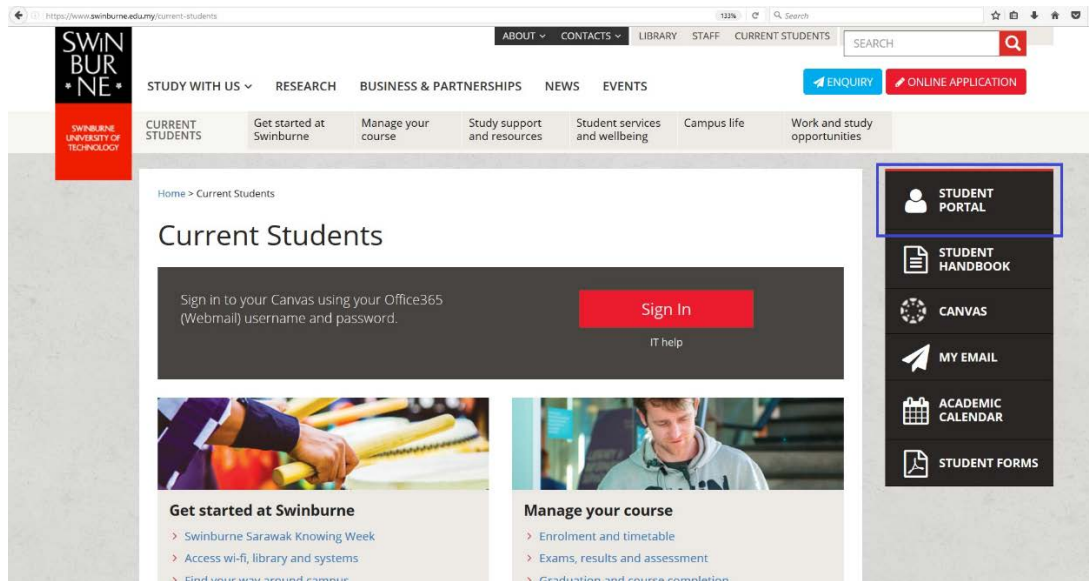(1) On Swinburne website, click on CURRENT STUDENT on the top-right of the page.

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

(3) You will be directed to Office 365 login page.
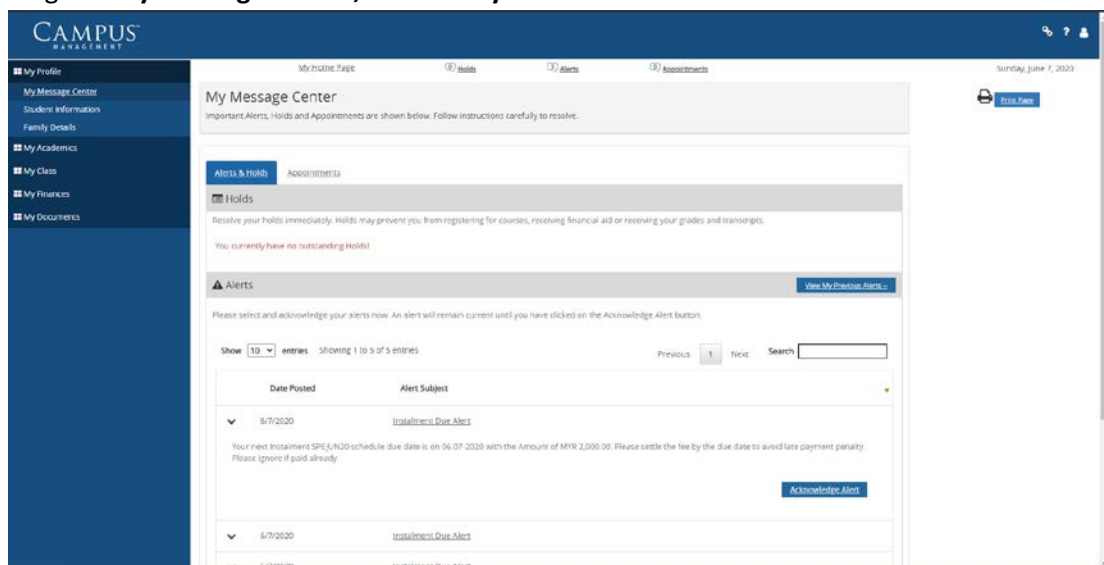Sign in using your Office 365 (Webmail) username and password.
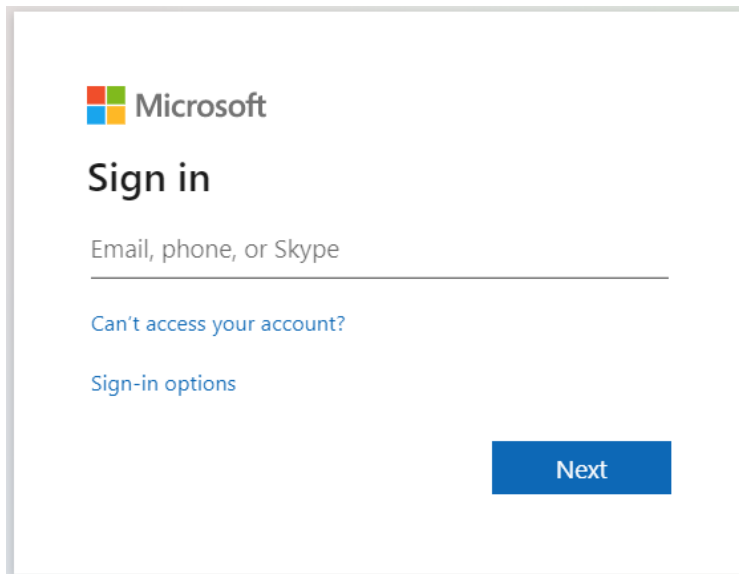
> **Important Note:**
> - The date throughout the Portal will be in the format of month followed by day and year.

1.0 My Profile

My Message Center

This page displays all the relevant holds and/or alerts besides email notifications. It delivers important message(s) from staff to all/affected students.
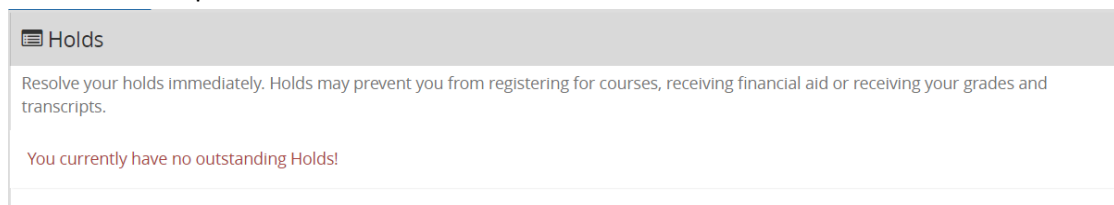
To go to **My Message Center,** click on **My Profile**.

Alerts & Holds

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

Alerts:

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

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

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

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 [10 ⌄] entries   Showing 1 to 2 of 2 entries   Previous [1] Next   Search [   ]

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

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

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

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

                                                                      Acknowledge Alert

Show [10 ⌄] entries   Showing 1 to 2 of 2 entries   Previous [1] Next   Search [   ]

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

| Alerts & Holds | Appointments |

Previous Alerts

Show [10 ⌄] entries   Showing 1 to 1 of 1 entries   Previous [1] Next   Search [   ]

	Posted:	Alert Subject	Acknowledged ▼
⌄	6/4/2020	General Payment Due Date Alert	6/5/2020
[ ]			

Show [10 ⌄] entries   Showing 1 to 1 of 1 entries   Previous [1] Next   Search [   ]

                                                                      Back to Alerts & Holds

Student Information

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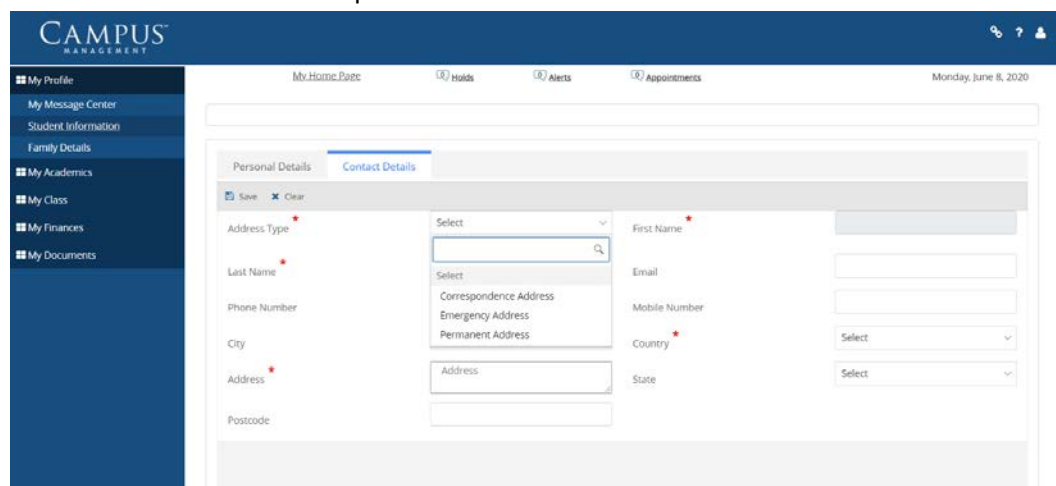
To access, go to **My Profile**, click on **Student Information**.

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

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

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

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

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

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

2.0   My Class

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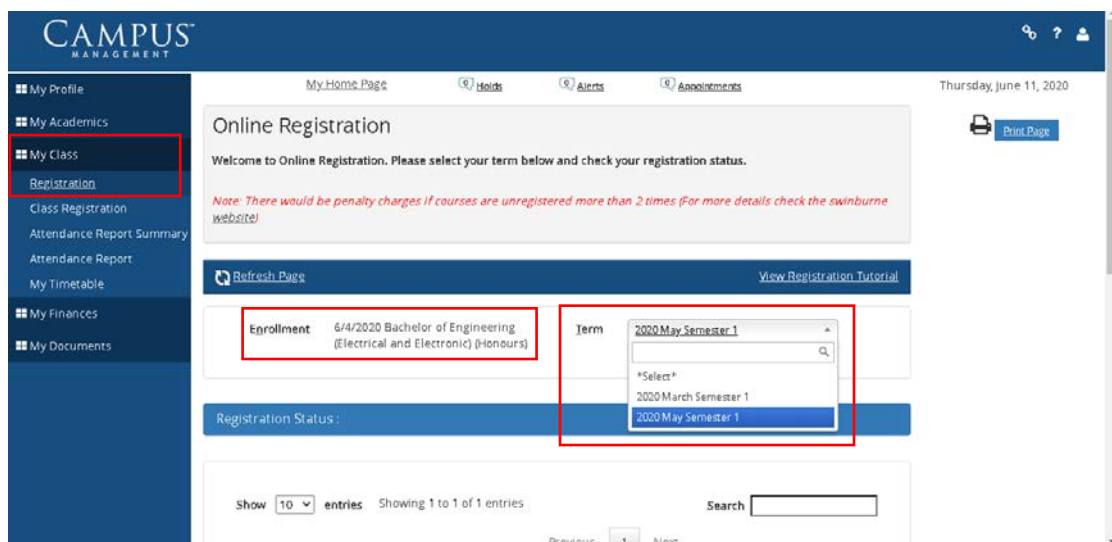
Registration

Course Registration

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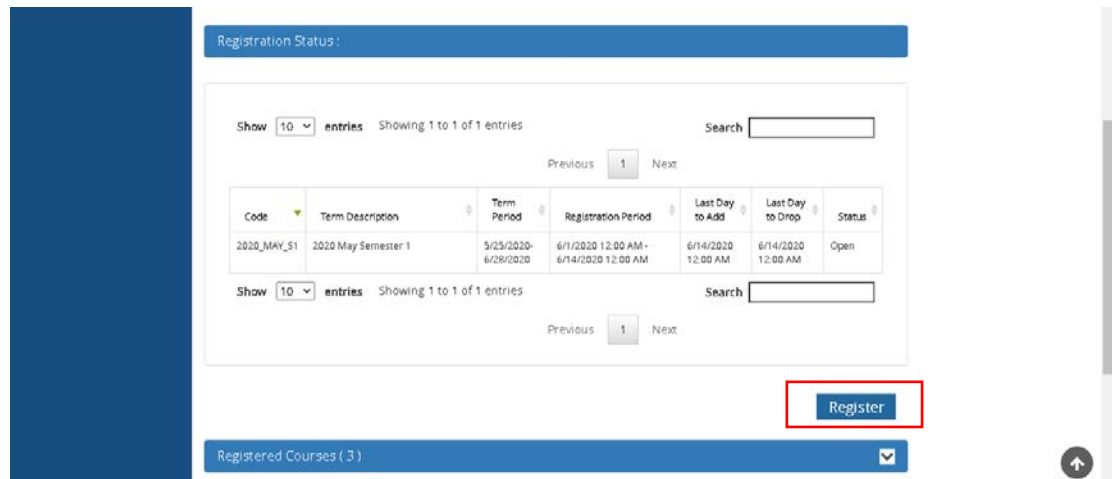
Note:

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

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.

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.

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.

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.

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.

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.

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.

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 COS10003 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 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) V i e w o r 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 c o u r s e (subject) code and description which you have registered, and the classes that you are required to attend for each of these courses.
(2) For activity (class) that has only one group (usually LE), you will be automatically allocated to the class (unless timetable clash). Just click on the activity to view the timetable.

LAW10004_S2
INTRODUCTION TO BUSINESS LAW
LE1

✓ You're allocated.

	Activity	Day	Time	Free	Campus	Location	Staff	Duration	Weeks	Description
Allocated	01	Wed	10:30	0	Sarawak	L001	Jacob Ting King Soon	2 hrs	24/8-28/9, 12/10-16/11	--

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

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

(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 <u>final timetable</u> for the current semester.

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

<u>View a course timetable outside your registration</u>

(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:

(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.
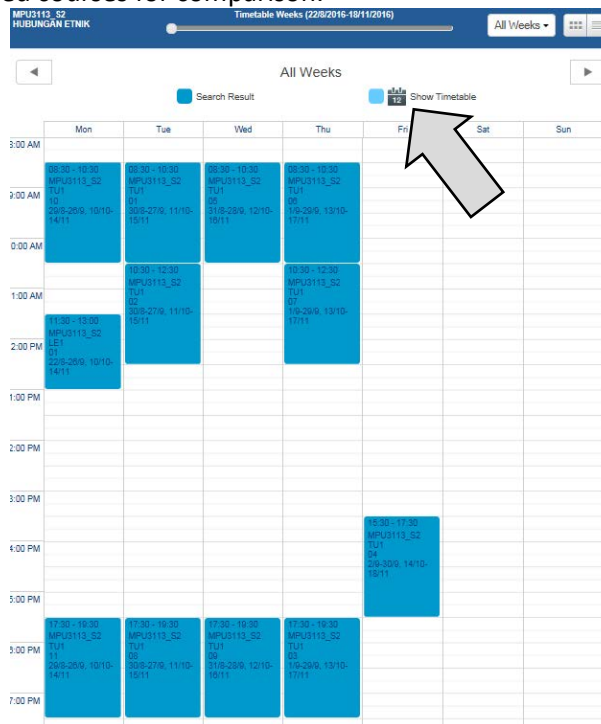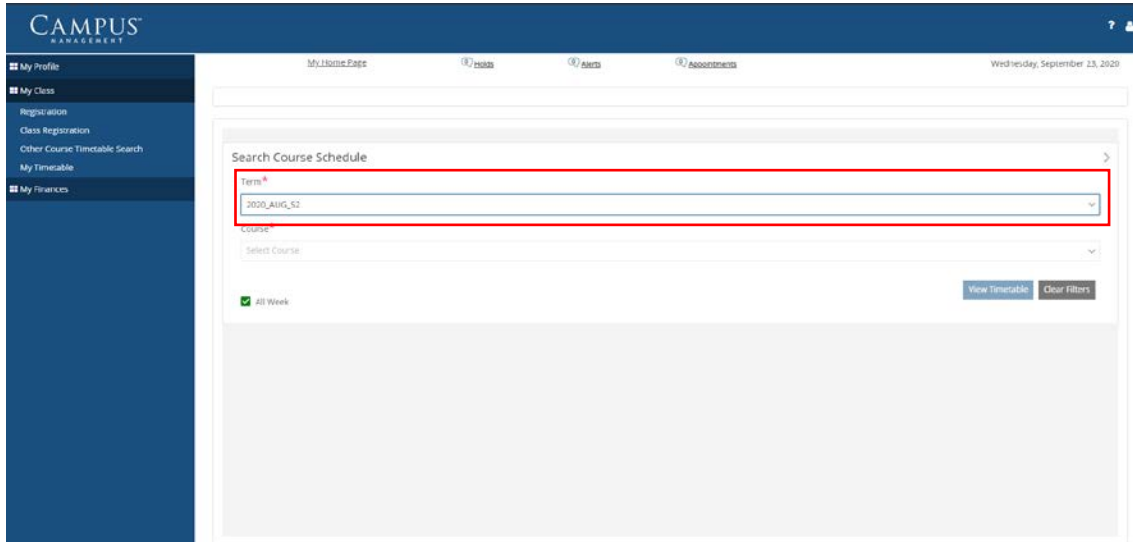
(4) The timetable after incorporate with your existing timetable:
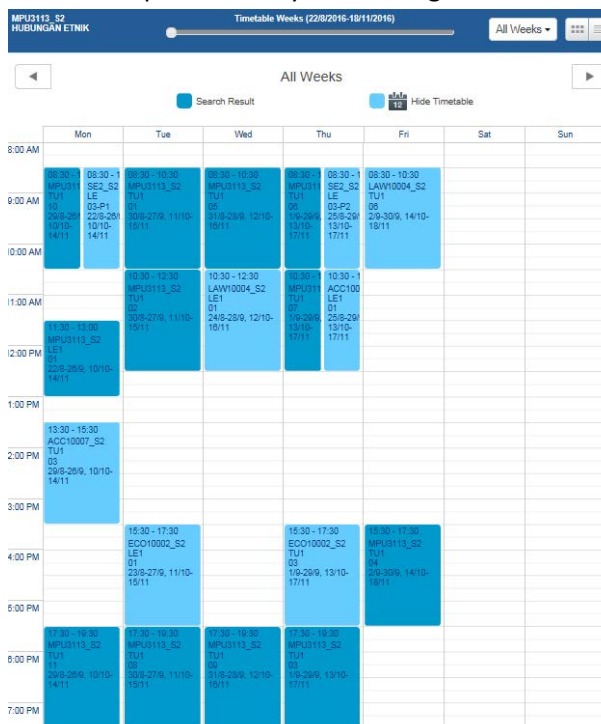
Other Course Timetable Search
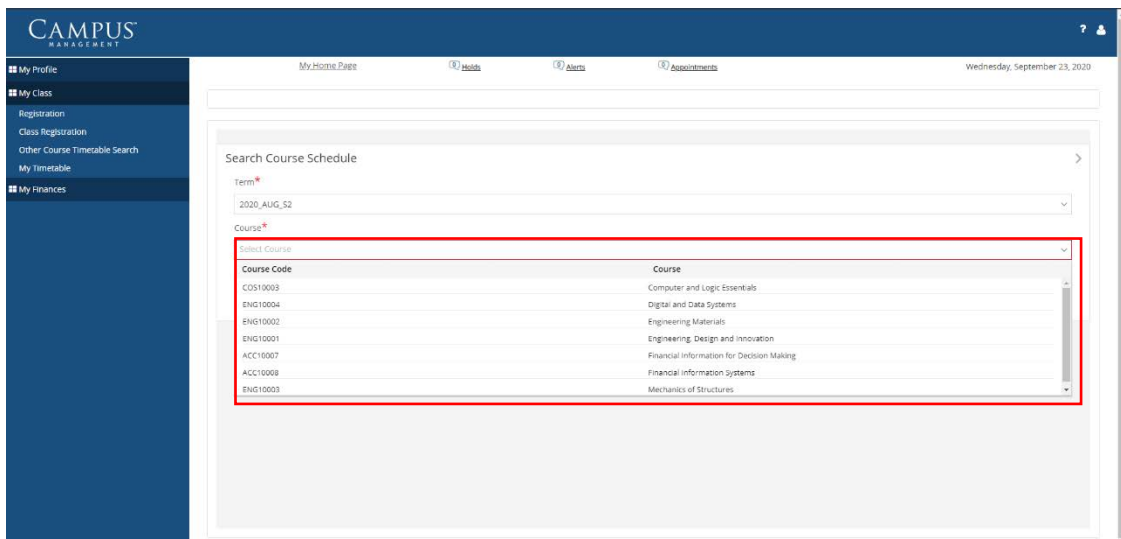
This is where you are able to view the other course timetable in a term and identify any clash before adding the course in registration.

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

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

(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.
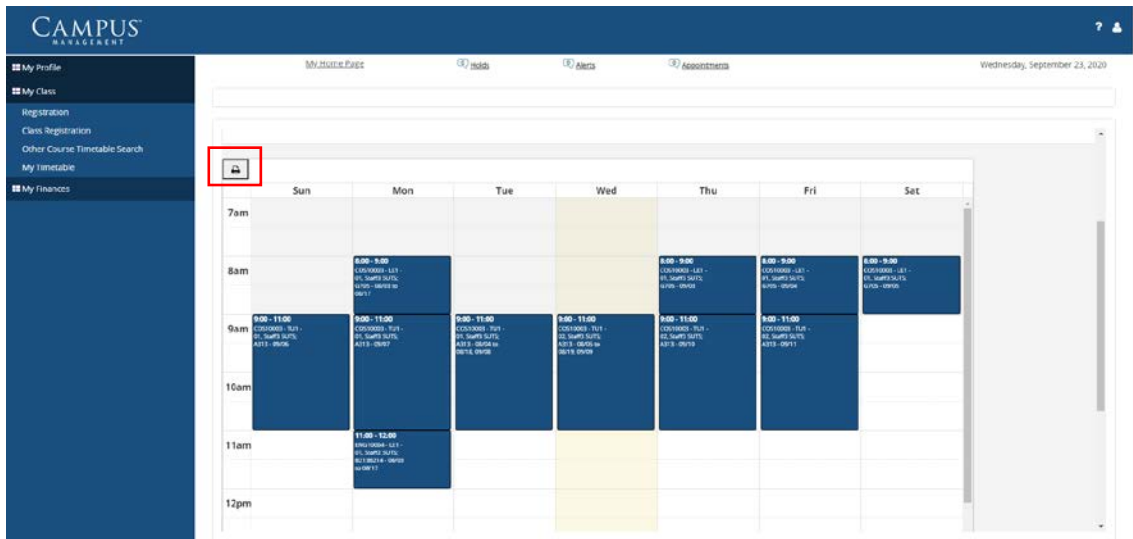
My Timetable

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**.
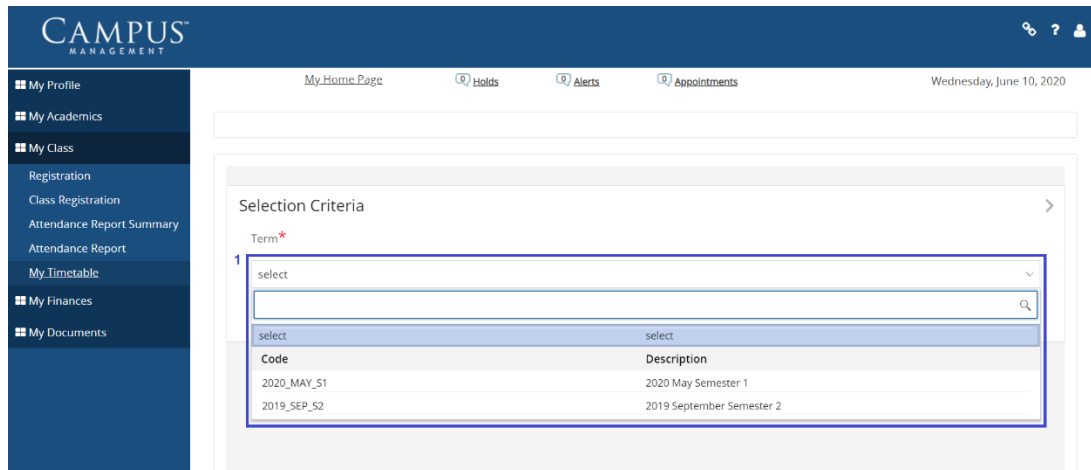
(2) Click **View Timetable** and scheduled timetable will be displayed.

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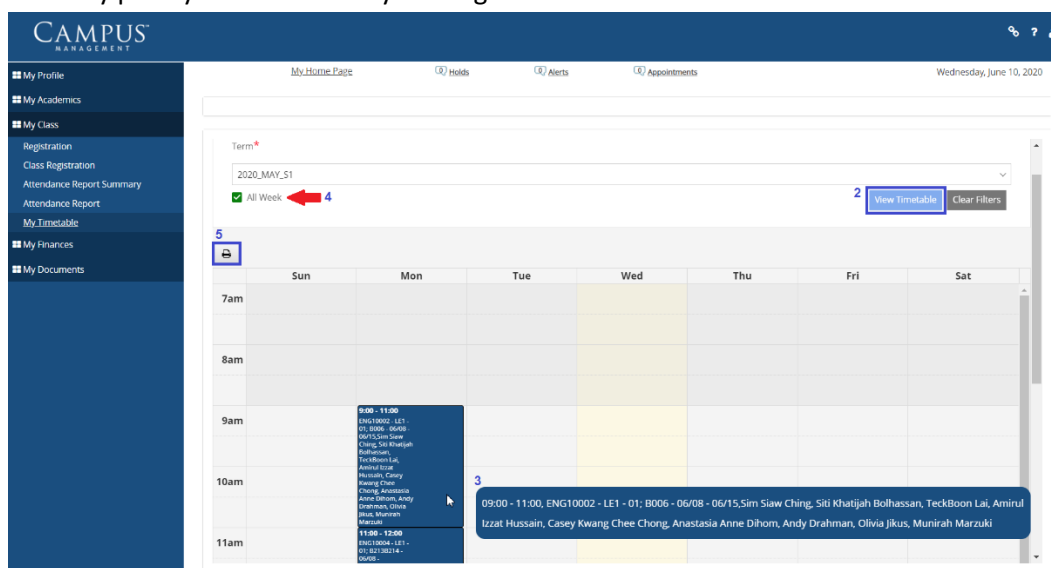
Unticking **All Week** will enable you to see your timetable by in a list view or weekly.

The list view

To print this view, click on print

The week view

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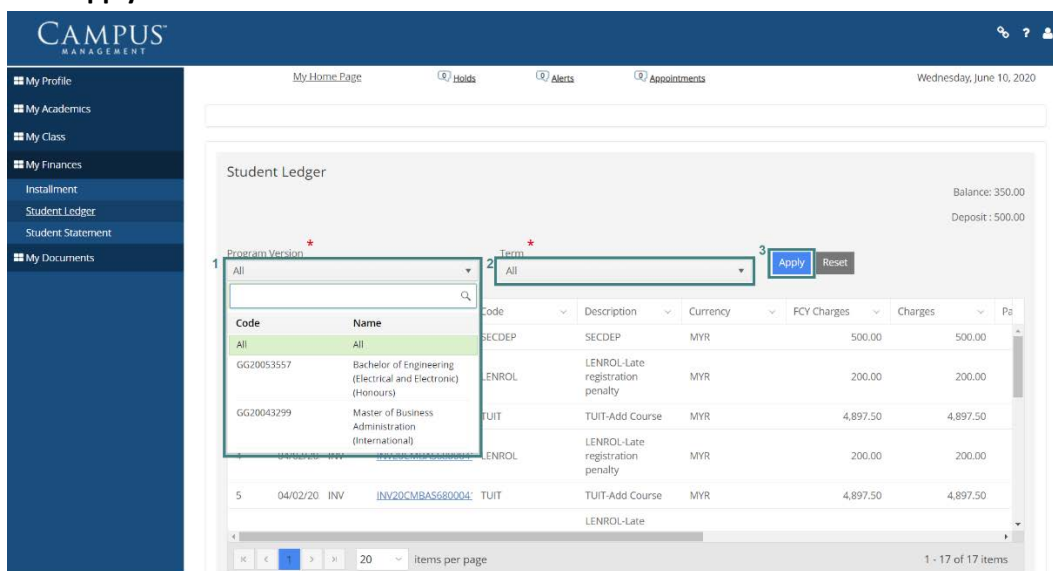
For each of the transaction made, you are issued with finance document (invoice, credit note, debit note, receipt, etc.). You can view these documents online by clicking on the Ref No. Popup-up screen will appear upon clicking on it.
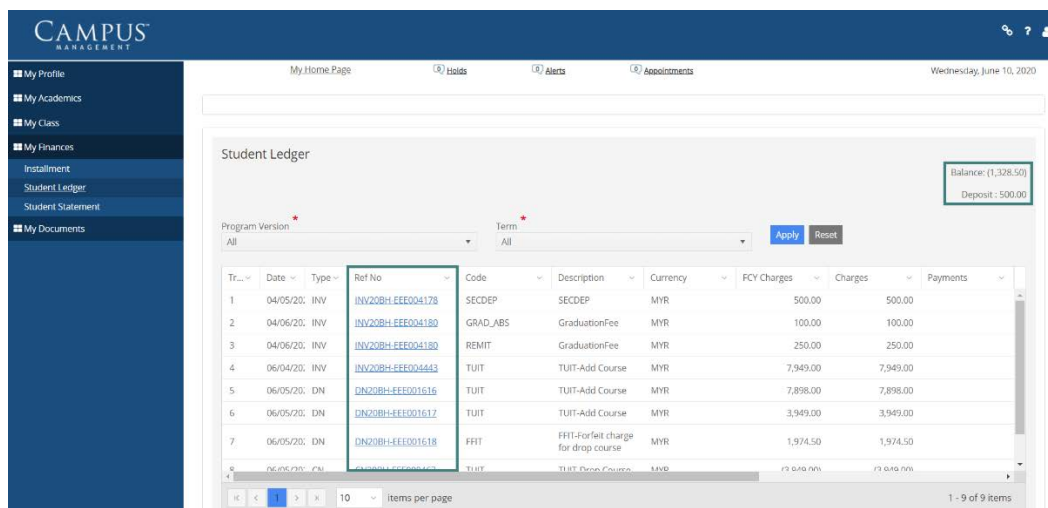
You can opt to save and/or print the document.

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.

| |◁ | < | 1 | of 1 | > | ▷| | ↻ | ⊖ | 100% ▼ | 1 💾 | 2 🖶 |

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

Invoice No:	INV20BH-EEE004443
Date:	06/04/2020

Student Name:	Student Guide	Program:	Bachelor of Engineering (Electrical and Electronic) (Honours)
Student Number:	102761024		
Identity Card/Passport No:	990909-09-1231		
Address:	Student Guide Home Address, 93300, Kuching, Sarawak, Malaysia	Intake:	2020_MAY_S1
		Year/Semester:	Year 1 / Sem 1
Telephone No:			

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	Account Name:	Swinburne Sarawak Sdn Bhd
Bank Name:	CIMB Bank Berhad	Bank Name:	RHB Bank Berhad
Account Number:	80-0526998-9	Account Number:	2-11016-00065829
Address:	Lot 170 & 171, Section 49 KTLD, Jalan Chan Chin Ann,93100 Kuching, Sarawak, Malaysia.	Address:	Suite 2 & 3, Grd Floor, Yung Kong Abell, Lot 365, Abell Road, 93100 Kuching, Sarawak,Malaysia.
SWIFT Code:	CIBBMYKL	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)