

SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS

Student Business Systems, Student Operations

STUDENT GUIDE

HOW TO ACCESS AND SUBMIT THE ONLINE "APPLICATION FOR RE-ENROLMENT" FORM

HOW TO ACCESS AND SUBMIT THE ONLINE "APPLICATION FOR RE-ENROLMENT" FORM

- 1) To access the "Application for Re-enrolment" Form, log in through your Blackboard.
 - (a) Click on Course on the top right of the screen; and then click on Swinburne Central under My Courses

Hot Links	Course List	My Courses	
Lab Safety Orientation and Assessment	Courses where you are 'Student	Courses where you are Student	
Assessment and Exams	201405-HBM533: 201405-HBM533 MARKETING STRATEGY DEVELOPMENT Instructor: Shela Pelitua Chua: Chyekok Ho: Minihui Lee, Rodney ThiamHock Lim; MUNYAR NYADZAYO; Cynthia Succher Mana, Sylvia Ling Teo, Diame Shoon Cheen Tien;	201405-HBM533 MARKETING STRATEGY DEVELOPMENT	
		201405-HGM506 LEADING, FOLLOWING AND TEAM DYNAMICS	
Swinburne Sarawak is in the process of transition to the new Assessment and Result Policy to be aligned with Meltourne campus and full	201405-HGM506: 201405-HGM506 LEADING, FOLLOWING AND TEAM DYNAMICS Instructor: Markson WeeChien Chin: Stella PetiHaa Chua; MiinHuui Lee: George KwangSing Ngui; Sylvia LiLing Tee: Elizabeth Allan Voem Hooet Yoon:	201407-HBH681 HUMAN RESOURCE MANAGEMENT FOR MANAGERS	
		201407-HBL680 INTERNATIONAL GOVERNANCE, ETHICS AND LEGAL REQUIREMENTS	
	201407-HBH681: 201407-HBH681 HUMAN RESOURCE MANAGEMENT FOR MANAGERS Instructor: Stella Pal-Has Chua; ChyeKok Ho; Sylvia LiLing Teo; MungLing Voon;	201419-HBE613 ECONOMICS Announcements:	
policies and regulations will start in January 2015.	201407-HBL680: 201407-HBL680 INTERNATIONAL GOVERNANCE, ETHICS AND LEGAL REQUIREMENTS Instructor: Stella PelHua Chua; ChyeKok Ho; Selina LuSiew Sul; Sylvia LiLing Teo;	201419-HBS481 OPERATIONS MANAGEMENT	
To read more about Assessment and Exams, please tick here Should you still need further califications on the above, please contract Student Central via email at at <u>all should have</u> of drop by at their coanter during our builtness house.	201410-HBE813: 201410-HBE813 ECONOMICS Instructor: Stella Pell-tua Chua; ChyeKok Ho; Calle WaiKun Lau; Bodrun Nahar; Lisa LeeHua Ngui; Ismail Alt Saadi; Sylvia LiLing Tex	Master of Business Administration (International)	
	201410-HB5461: 201410-HB5481 OPERATIONS MANAGEMENT Instructor: Olayemi Adabilatied Alyu, Stella PeliHua Chua, Debiprasad Dash, ChyeKek Ho, Ismail Al Saadi; Sylvia LiLing Tee, Erzaketh Aluri Voorg,	Antibustationensis 1 (SIC) Swinburne Dance Club 2 (SIC) Service for balang Stadeng 1 (SIC) Service for balang Stadeng	
	MBA-PRG: Master of Business Administration (International) Instructor: Stella PelHua Chua; ChyeKok Ho; George KwangSing Ngui;	 ISIC Announcement on Aulocate: Briefing ISIS SSC 2015 ELECTIONS - VOTING DAY RESULTS ISIC LITA - Building 0 ISIC LITA - Building 0 ISIC LITA - Building 0 	
	0002: Swinburee Central Instructor: Binley Lim; Charlene YungMau Wong:	FOUNDATION AND TERM 4 (OCT2014) MBA(I)	

(b) Click on Application for Re-enrolment link based on your level of course of study

	Swinburne Announcement Central		
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s/Final Year Paper	Isic Site Visit to Batang Sadong ISIC Site Visit to Batang Sadong	 Contract (7) 	
	(SS) SSSC 2015 ELECTIONS - VOTING DAY RESULTS (SS) SSSC 2015 ELECTIONS - VOTING DAY RESULTS	P Content(47)	
ation Resources	 SIGUIDATED 24112014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 24112014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 24112014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 24112014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 24112014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 24112014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 24112014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 24112014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 24112014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 2412014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 2412014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 2412014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 2412014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 2412014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 2412014FINAL EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 2412000 MILLON EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MA(TESOL), DEGREE, DIPLOMA & SIGUIDATED 2412000 MILLON EXAM TIMETABLE FOR SEMESTER 2 (SEP2014) MILLON EXAM TIMETABLE FOR SEM		Last Updated. November 28, 2014
Scholarship			
antly Asked Questions	Student Operations Online Forms		
	MA (TE SOL), Degree, Diploma & Foundation		
	Application for Re-enrolment		
	Application to Amend Enrolment		
	MBA & Intensive English		
	Application for Re-enrolment		

2) You will be directed to the form which looks like below:

BUR * NE *
Due date to submit your re-enrolment application : midnight. Sunday 31st May 2015 (for Foundation/Articulating students only).
Re-enrolment application received after the deadline will be charged a LATE ENROLMENT PENALTY of RM200.00.
Please make sure that all information provided are accurate. Form that contains inaccurate information will be rejected and ignored.
IMPORTANT INFORMATION
1. It is the student's responsibility to check pre-requisite and mandatory requirements when changing their course components.
2. Enrolment Deadlines:
(i) Addition of units of study must be submitted by close of business on the Friday of the 1st week of classes for a 12 week semester or by close of business on the 1st day of 6 week term.
(ii) Withdrawal of units or before close of business of the Unit of Study will avoid academic penalties. Withdrawal of unit is subject to forfeiture fee. Please refer to the <u>Refund and Tuition Fee Policy</u> .
PERSONAL INFORMATION
Student ID * Full Name (in block latters) *
Please ensure you key in ONLY Student Webmail to get the "SUBMIT" button at the bottom of this form
Student Webmail * eg : yourStudentID@students.swinburne.edu.my Your Student Webmail (e.g. 4010100@students.swinburne.edu.my)
Course Level *
Foundation Diploma Degree Master (by Coursework)
ENROLMENT DETAILS / UNIT SELECTION
International students must normally be enrolled full-time with the exception of their final semester. Part-time enrolments will only be permitted in exceptional circumstances and must be approved by Faculty. Re-enrolment form submitted with less than a full-time load will not be processed.
Please refer to the units offered attachment before selecting your units.
STUDENT DECLARATION
I declare that the information entered on this form is, to the best knowledge, true, correct and complete.
I agree to be bound by the standards of conduct, statutes, regulations, policies and procedures of the University, including any variations to these that the University makes from time to time.
I understand that:
· My personal information will be collected and used for the purpose set out in the University policies.
 I understand that the University will correspond with me by electronic means.
I confirm that I have met the prerequisite requirements for the units of study which I am enrolling. I shall not hold the University or its officials to be liable or responsible for any errors made by me in the selection and enrolment of units.
The submission of this form does not validate a student's enrolment if the student has been withdrawn from the program, does not meet the University's Standards of Progress, or if Unit(s) of Study nominated on the form are not offered in the Semester. If any of these situations occur, the student's enrolment cannot be finalized.

HOW TO ACCESS AND SUBMIT THE ONLINE "APPLICATION FOR RE-ENROLMENT" FORM

- 3) All fields marked with asterisk (*) are compulsory.
- 4) On the PERSONAL INFORMATION section :
 - (a) Fill in the Student ID your 7-digit or 9-digit number on your Student ID card
 - (b) Fill in the Full Name your name as per Identity Card/Passport in capital letters
 - (c) Fill in the Student Webmail yourStudentID@students.swinburne.edu.my
 - Student webmail is an **official email** used for all university correspondence. Kindly ensure that this field is filled in correctly.
 - You will <u>not be able to submit</u> the form if the e-mail filled in is not your Student Webmail, i.e. Submit button will not be displayed at the bottom of the form.

PERSONAL	INFORMATION			
Student ID *	Full Name (in block letters) *			
3010010	ANNABELLE PETERS			
Please ensure	you key in ONLY Student Webm	ail to get the "SUBMIT" but	ton at the bottom of this form	
Student Webm	ail * 3010010 students.	swinburne.edu.my		
	Tob r Steve nt Webmail (e.g. 4010	ougstudents.swinburne.edu.my)		
Course Level	*			
O Foundation	🔘 Diploma	O Degree	Master (by Coursework)	

(d) Click to select one Course Level – the level of course you are going to re-enrol into. Clicking on any one of the Course Levels will allow you to select the Course you are going to re-enrol into from the drop-down list.

Student ID * Full	Name (in block letters) *	
3010010 AN	NABELLE PETERS]
Please ensure you k	ey in ONLY Student Webmail to get the "SUBMIT" butto	n at the bottom of this f
Student Wehmail *	30100100 students swinburne edu mu	
Student Webmail *	3010010@students.swinburne.edu.my Your Student Webmail (e.g. 4010100@students.swinburne.edu.my)	
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Student Webmail * Course Level *) Foundation	3010010@students.swinburne.edu.my Your Student Webmail (e.g. 4010100@students.swinburne.edu.my) O Diploma O Degree	Master (by Coursework)

5) After selecting the Course to re-enrol, you will next be required to select from the drop-down list the unit(s) that you want to re-enrol in the ENROLMENT DETAILS / UNIT SELECTION section.

ENROLMENT DETAILS / UNIT SELECTION
International students must normally be enrolled full-time with the exception of their final semester. Part-time enrolmen will only be permitted in exceptional circumstances and must be approved by Faculty. Re-enrolment form submitted with less than a full-time load will not be processed.
Please refer to the units offered attachment before selecting your units.
RE-ENROLMENT FOR SEMESTER 1, 2015
T
MAT511-THEORIES AND PRACTICES (1): LISTENING AND SPEAKING SKILLS
MAT511-THEORIES AND PRACTICES (1): LISTENING AND SPEAKING SKILLS MAT512-THEORIES AND PRACTICES (2): READING AND WRITING SKILLS

- 6) Finally, ensuring you have read and understood the Student Declaration, you can opt to:
 - (a) print the completed form by clicking on the **Print Form** (B) button at the bottom of the form

STUDENT DECLARATION				
I declare that the information entered on this form is, to the best knowledge, true, correct and complete.				
I agree to be bound by the standards of conduct, statutes, regulations, policies and procedures of the University, including any variations to these that the University makes from time to time.				
I understand that:				
· My personal information will be collected and used for the purpose set out in the University policies.				
· I understand that the University will correspond with me by electronic means.				
I confirm that I have met the prerequisite requirements for the units of study which I am enrolling. I shall not hold the University or its officials to be liable or responsible for any errors made by me in the selection and enrolment of units.				
The submission of this form does not validate a student's enrolment if the student has been withdrawn from the program, does not meet the University's Standards of Progress, or if Unit(s) of Study nominated on the form are not offered in the Semester. If any of these situations occur, the student's enrolment cannot be finalized.				
A B				
Submit 🖨 Print Form				

You will get the following print popup after clicking on the Print Form button. Select your printer from the drop-down list and click OK.

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A sample of your printout:

14/09/2015	Application for Re-enrolment	14/09/2015	Application for Re-enrolment
SWINUERAT BUR * NE*	APPLICATION FOR RE-ENROLMENT	RE-ENROLMENT FOR SEN Unit MAT611-METHODS AND A	AESTER 2, 2015 PPROACHES TO L V
Due date to submit your re-enrols students only).	ment application : midnight, Sunday 31st May 2015 (for Foundation/Articulating		 ¥
Re-enrolment application receive Please make sure that all inform rejected and ignored.	ed after the deadline will be charged a LATE ENROLMENT PENALTY of RM200.00. nation provided are accurate. Form that contains inaccurate information will be		
IMPORTANT INFORMATION	/ In check pre-requisite and mandatory requirements when channing their course		
components. 2. Enrolment Deadlines:		STUDENT DECLARATIO	N
 (i) Addition of units of study must semester or by close of business (ii) Withdrawal of units or before subject to forfeiture fee. Please r 	the submitted by close of business on the Friday of the 1st week of classes for a 12 week on the 1st day of 6 week term. close of business of the Unit of Study will avoid academic penalties. Withdrawal of unit is efer to the <u>Refund and Tubion Fee Policy</u> .	I declare that the information I agree to be bound by the t including any variations to th I understand that:	entered on this form is, to the best knowledge, true, correct and complete. standards of conduct, statutes, regulations, policies and procedures of the University, ease that the University makes from time to time.
PERSONAL INFORMATION	I	· My personal information	will be collected and used for the purpose set out in the University policies.
Student ID Full Name (in bl 3010010 ANNABELLE F	ock letters) * PETERS	I confirm that I have met the the University or its officials of units.	inversity will conseque will nee by electronic means. e prerequisite requirements for the units of study which I am enrolling. I shall not hold to be liable or responsible for any errors made by me in the selection and enrolment
Please ensure you key in ONLY	Student Webmail to get the "SUBMIT" button at the bottom of this form	The submission of this form program, does not meet the not offered in the Semester.	n does not validate a student's enrolment if the student has been withdrawn from the University's Standards of Progress, or if Unit(s) of Study nominated on the form are If any of these situations occur, the student's enrolment cannot be finalized.
Student Webmail	@students.swinburne.edu.my Nebrual (e.g. 4010100@sludents.sanburne.edu.my)		
Course Level *	iploma O Degree (Master (by Coursework)		
Course * SK650 -	MASTER OF ARTS (TESOL)		
ENROLMENT DETAILS / UI	NIT SELECTION		
International students must norr will only be permitted in exceptio less than a full-time load will not	nally be enrolled full-time with the exception of their final semester. Part-time enrolments nal discumstances and must be approved by Faculty. Re-enrolment form submitted with be processed.		
Please refer to the units offered a	Ittachment before selecting your units.		

(b) submit the form by clicking on the **Submit** (A) button at the bottom of the form.

You will be directed to the Thank You page which looks something like below:



Thank you for your submission.

Your re-enrolment application summary has been sent to your Student Webmail.

Please note that the Invoice and Registration Summary for your enrolment will be emailed to you latest by:

Degree/Foundation/Diploma - Summer Term, 2015 : 10th January 2015 MA (Tesol)/Degree/Diploma - Semester 1, 2015 : 8th February 2015 Foundation - Semester 1, 2015 : 14th March 2015

If you have not received our e-mail by the mentioned date, please inform us at enrolment@swinburne.edu.my.

You are advised to check your Student Webmail regularly in case there is any problem/update in your enrolment after submitting your application. The commencement date :

For Degree/Foundation/Diploma - Summer Term, 2015 : 12th January 2015 For MA(Tesol)/Degree/Diploma - Semester 1, 2015 : 2nd March 2015 For Foundation - Semester 1, 2015 : 23rd March 2015

At the same time, a notification e-mail will be sent to your Student Webmail acknowledging your successful submission.



7) Your re-enrolment completes upon reaching the Thank You page and receiving the e-mail notification.