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SWINBURNE
UNIVERSITY OF
TECHNOLOGY
SARAWAK CAMPUS

**Student Business Systems,
Student Operations**

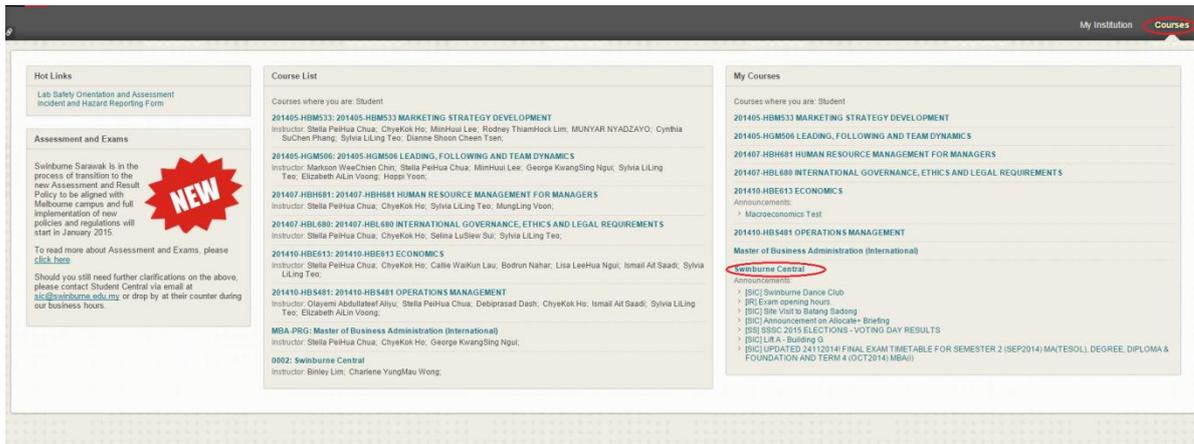
STUDENT GUIDE

**HOW TO ACCESS AND SUBMIT THE
ONLINE “APPLICATION FOR RE-ENROLMENT” FORM**

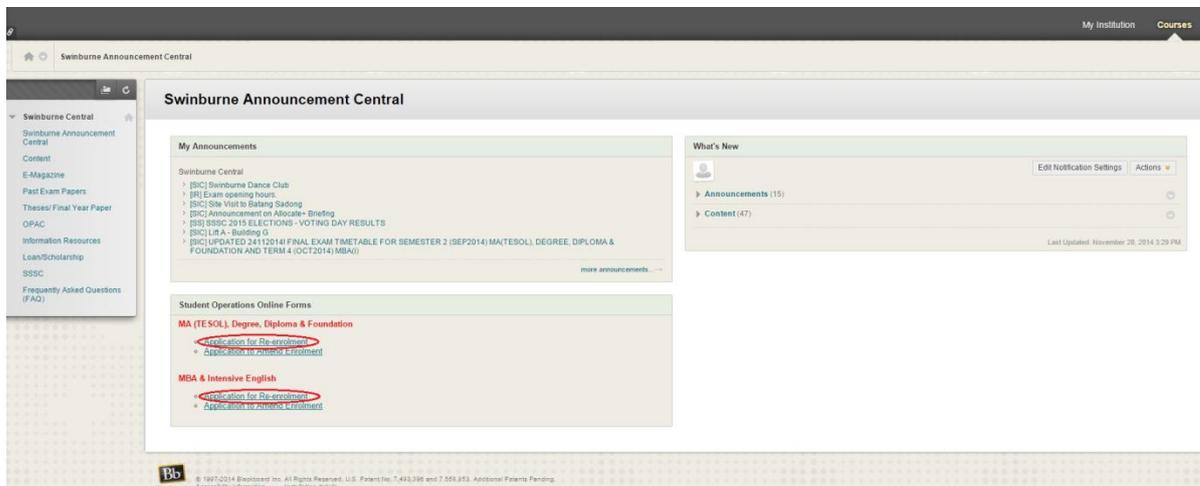
HOW TO ACCESS AND SUBMIT THE ONLINE “APPLICATION FOR RE-ENROLMENT” FORM

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



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



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



APPLICATION FOR RE-ENROLMENT

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 [Refund and Tuition Fee Policy](#).

PERSONAL INFORMATION

Student ID * Full Name (in block letters) *

Please ensure you key in **ONLY Student Webmail** to get the "SUBMIT" button at the bottom of this form

Student Webmail *
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 not be able to submit 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 Webmail to get the "SUBMIT" button at the bottom of this form

Student Webmail * 3010010@students.swinburne.edu.my
Your Student Webmail (e.g. 4010100@students.swinburne.edu.my)

Course Level *

Foundation Diploma 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.

PERSONAL INFORMATION

Student ID * Full Name (in block letters) *

3010010 ANNABELLE PETERS

Please ensure you key in ONLY Student Webmail to get the "SUBMIT" button at the bottom of this form

Student Webmail * 3010010@students.swinburne.edu.my
Your Student Webmail (e.g. 4010100@students.swinburne.edu.my)

Course Level *

Foundation Diploma Degree Master (by Coursework)

Course * SK650 - MASTER OF ARTS (TESOL)

ENROLMENT DE SK650 - MASTER OF ARTS (TESOL)

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

- 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

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Please refer to the units offered attachment before selecting your units.

RE-ENROLMENT FOR SEMESTER 1, 2015

Unit

- MAT511-THEORIES AND PRACTICES (1): LISTENING AND SPEAKING SKILLS
- MAT512-THEORIES AND PRACTICES (2): READING AND WRITING SKILLS
- MAT513-ENGLISH FOR SPECIFIC PURPOSES
- MAT514-ENGLISH FOR ACADEMIC PURPOSES

- 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.

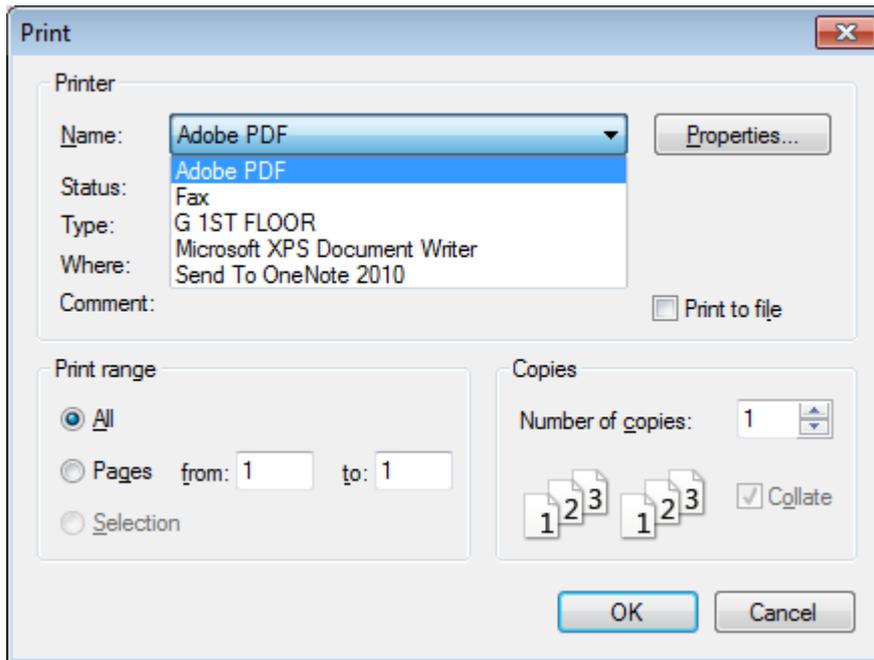
I confirm that I have met the prerequisite requirements for the units of study which I am enrolling. I shall not hold the University or its officials to be liable or responsible for any errors made by me in the selection and enrolment of units.

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) **Submit** **(B)** **Print Form**

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



A sample of your printout:

14/09/2015 Application for Re-enrolment



APPLICATION FOR RE-ENROLMENT

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

- It is the student's responsibility to check pre-requisite and mandatory requirements when changing their course components.
- Enrolment Deadlines:
 - 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.
 - 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 [Refund and Tuition Fee Policy](#).

PERSONAL INFORMATION

Student ID * Full Name (in block letters) *

Please ensure you key in ONLY Student Webmail to get the "SUBMIT" button at the bottom of this form

Student Webmail *
Your Student Webmail (e.g. 4010150@students.swinburne.edu.my)

Course Level *
 Foundation Diploma Degree Master (by Coursework)

Course *

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.

<http://form.jotformpro.com/form/50681321175668> 1/2

14/09/2015 Application for Re-enrolment

RE-ENROLMENT FOR SEMESTER 2, 2015

Unit

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.

<http://form.jotformpro.com/form/50681321175668> 2/2

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

(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.

A screenshot of an Outlook email interface. The email title is "Your Submission For Re-enrolment Has Been Received - Message (HTML)". The sender is "Enrolment @ Student Operations, Swinburne University of Technology Sarawak Campus...". The subject is "Your Submission For Re-enrolment Has Been Received". The email content includes a thank you message, a list of enrolment dates for different programs, and a table of enrolment details.

Thank you for your submission.

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

Question	Answer
Student ID	3010010
Full Name (in block letters)	ANNABELLE PETERS
Student Webmail	3010010@students.swinburne.edu.my
Course Level	Master (by Coursework)
Course	SK650 - MASTER OF ARTS (TESOL)
Enrolment for	SUMMER TERM, 2015
Enrolment for	SEMESTER 1, 2015
Unit	MATS11-THEORIES AND PRACTICES (1): LISTENING AND SPEAKING SKILLS

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