SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS

Student Business Systems, Student Operations

STUDENT GUIDE

HOW TO ACCESS AND SUBMIT THE ONLINE "APPLICATION TO AMEND ENROLMENT" FORM

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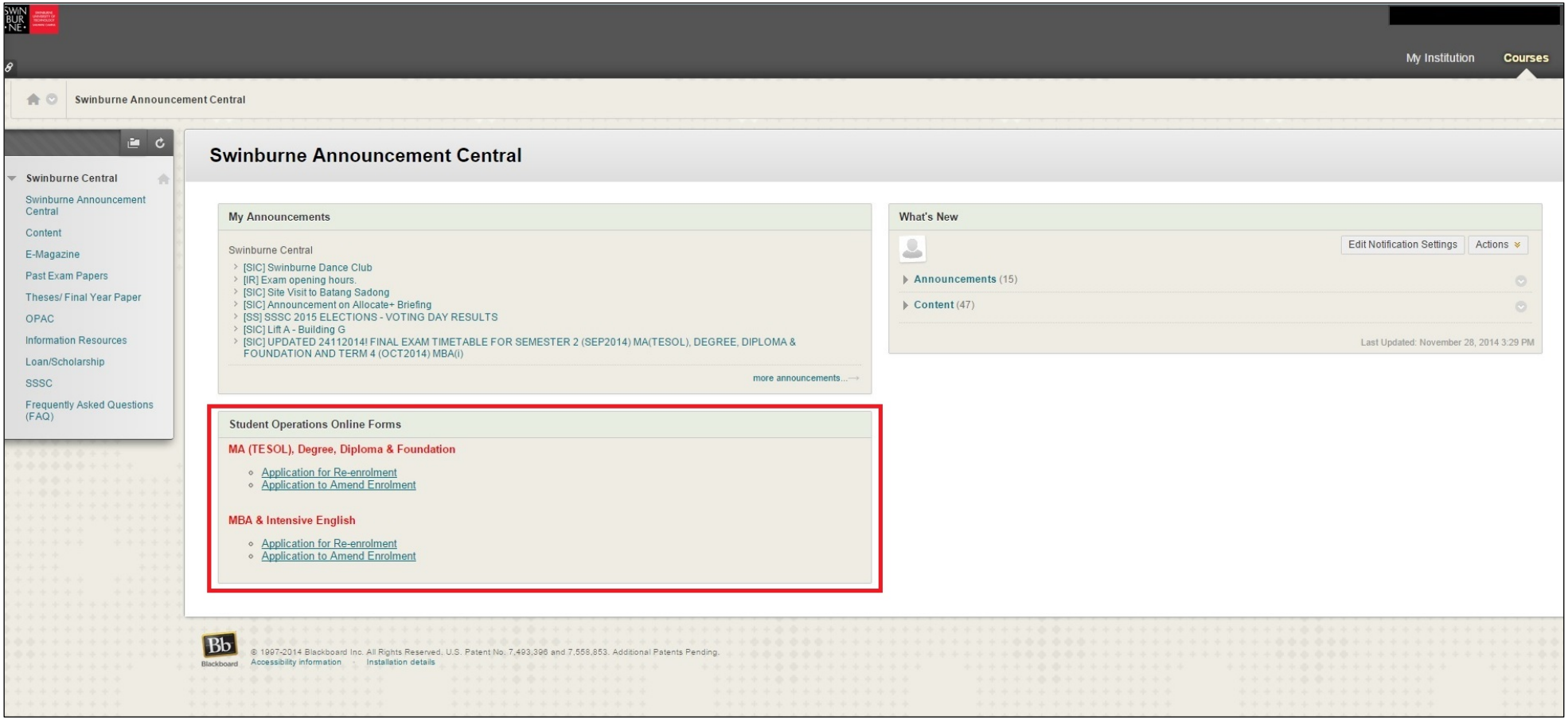
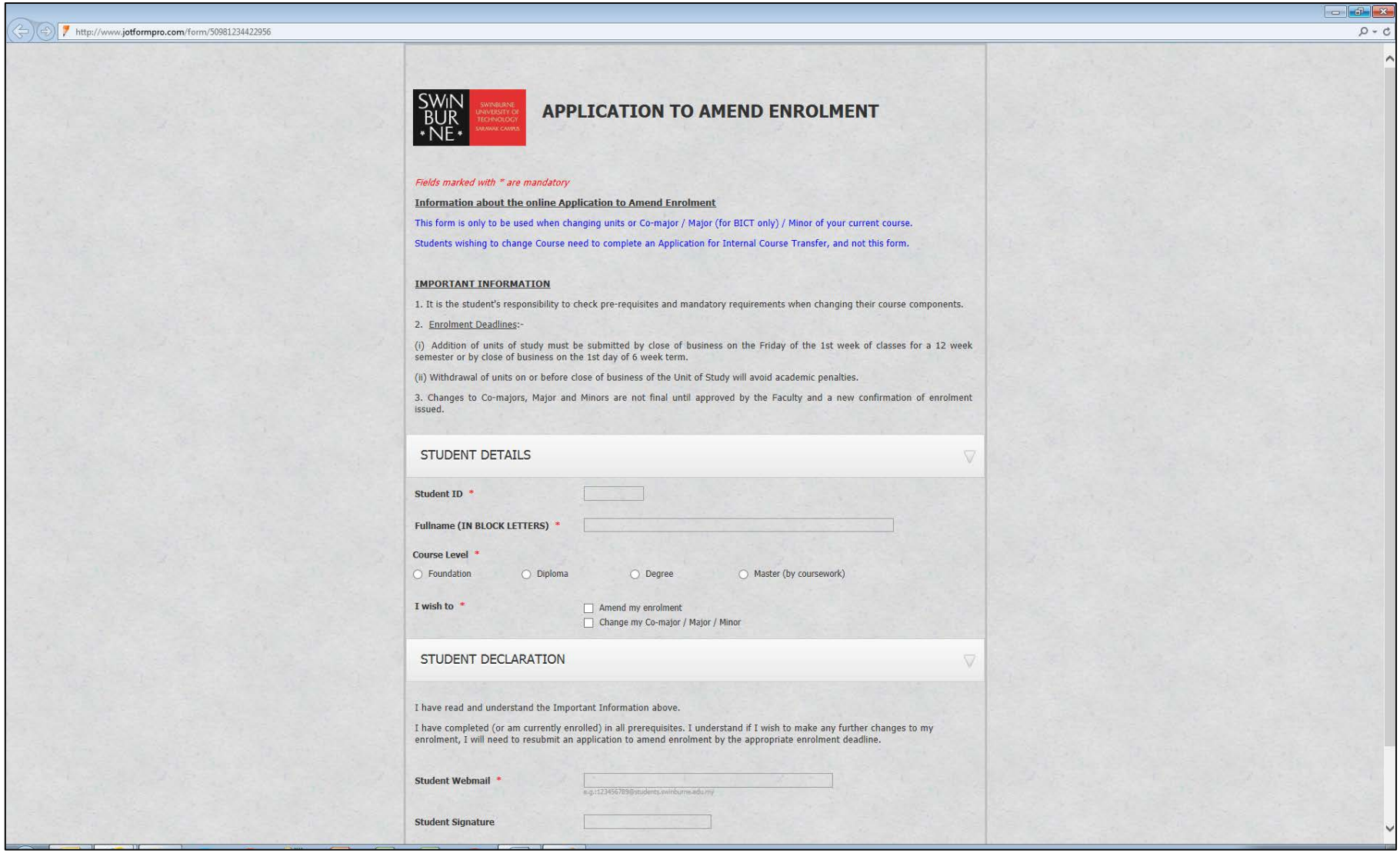
1) To access the **Application to Amend Enrolment** Form,
   (i) Log in to Blackboard,
   (ii) Go to **Courses** and
   (iii) Select **Swinburne Central**.
   The form is available under **Student Operations Online Forms** (as shown in the red box below).



2) You will be directed to the online form (as shown below).
** Please ensure that you read and understand the Important Information before you proceed to fill in the online application.



3) All fields marked with asterisk (*) are required to be filled.

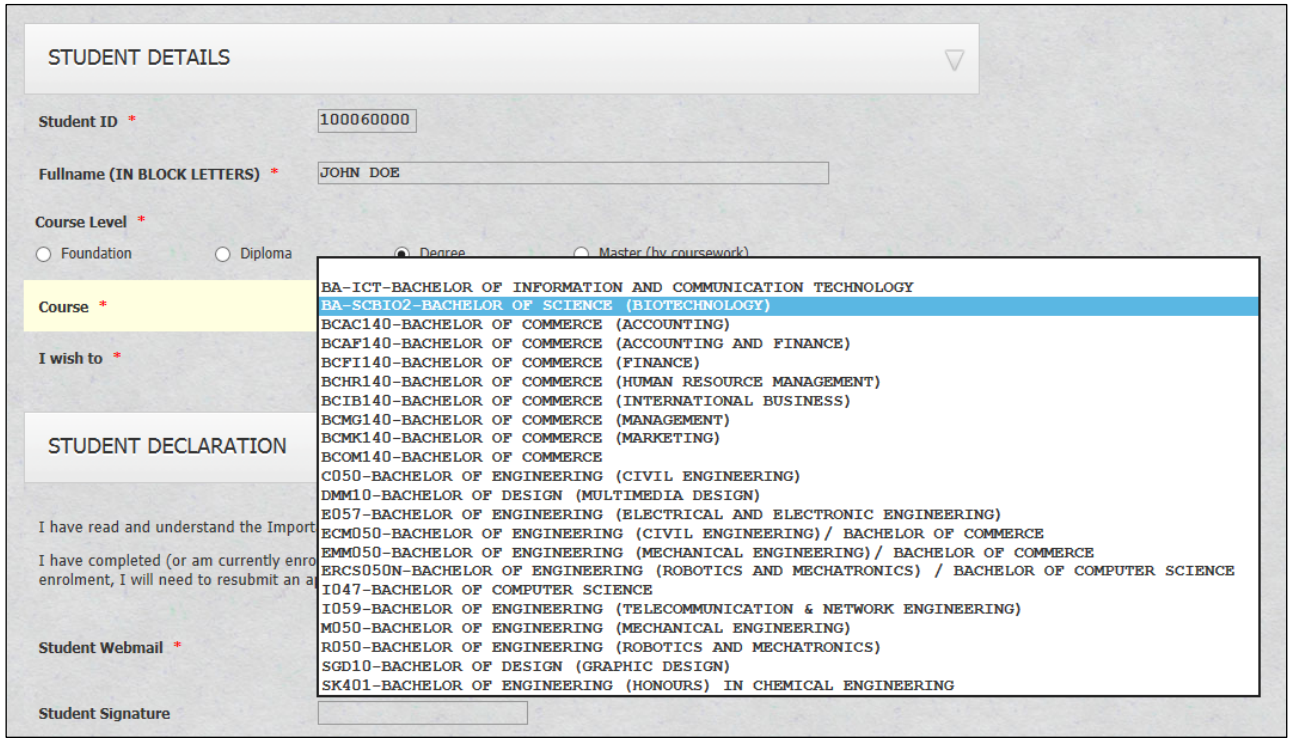
4) On the **STUDENT DETAILS** section :

(a) Fill in your Student ID (*7-digit or 9-digit number on your Student ID card*).

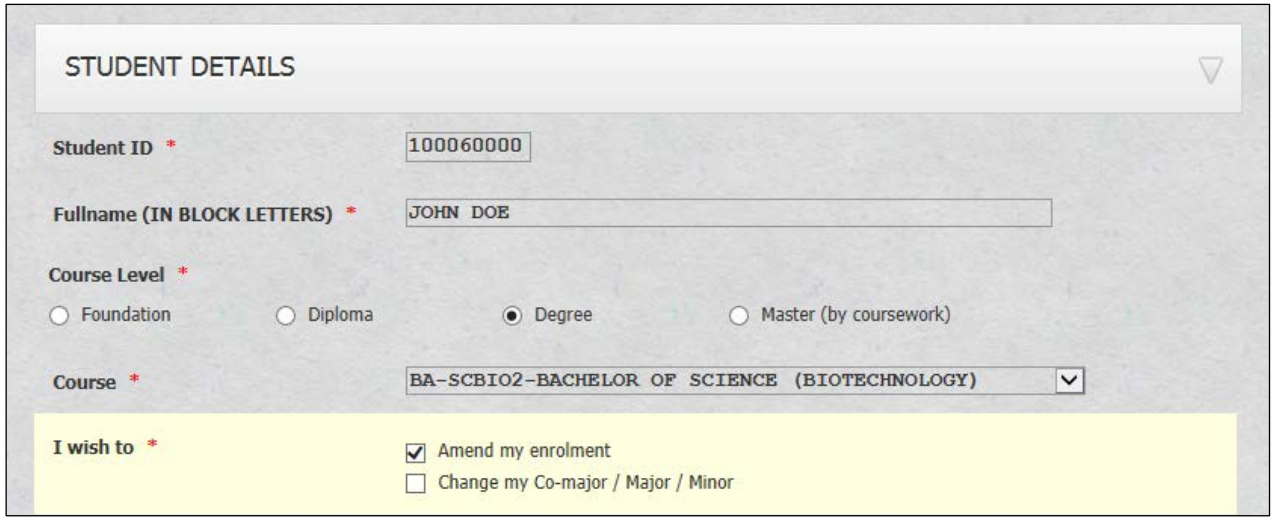
(b) Fill in your Full Name in BLOCK LETTERS (*as per stated in your Identity Card/Passport*).

(c) Select your Course Level (*Course is the new term for Program*).

(d) Upon selecting your Course Level, you are required to select the Course that you are currently enrolled into, from the drop-down list.

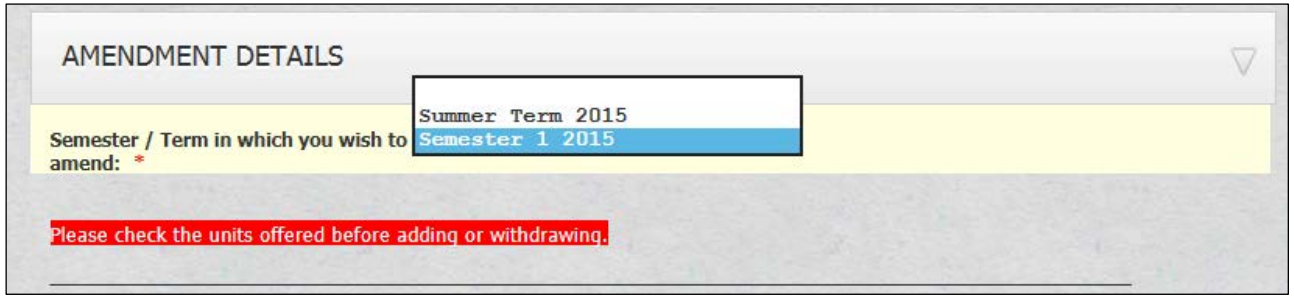


(e) After selecting your Course, you can select the amendment that you wish to perform. You may select either one or both.

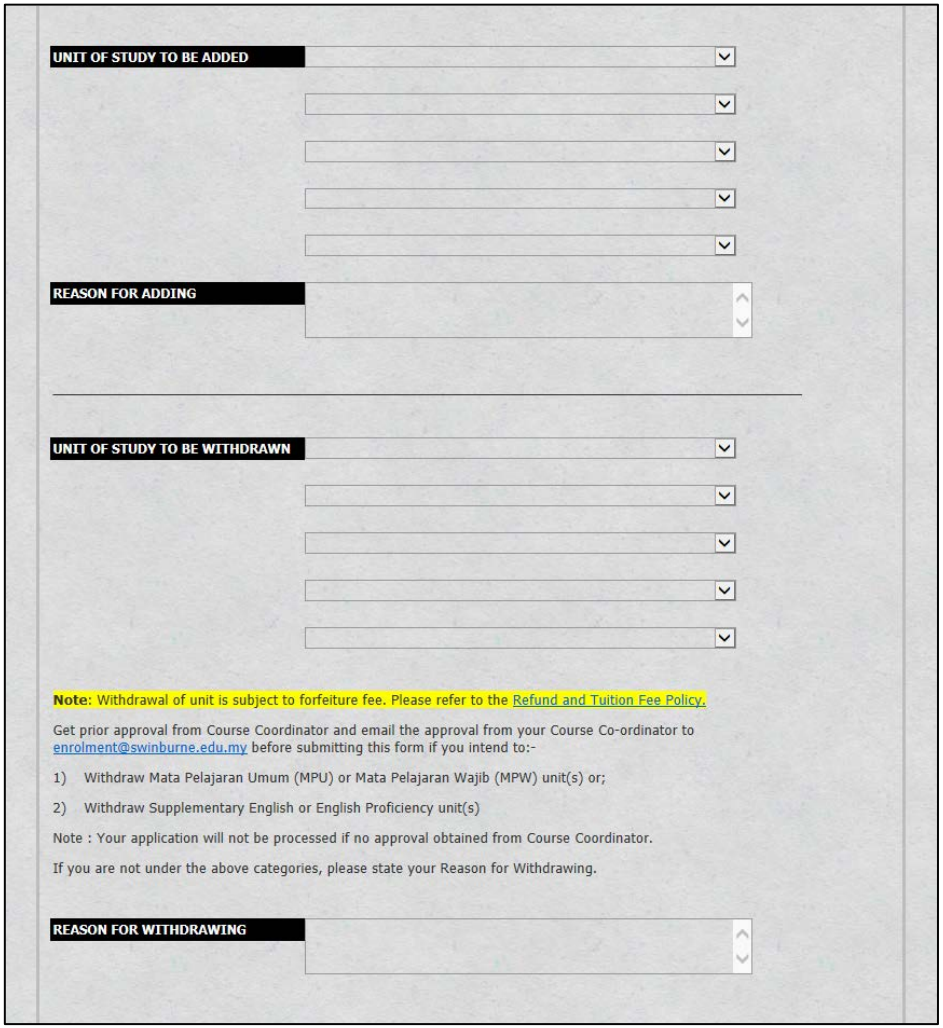


5) On the **AMENDMENT DETAILS** section:

(a) You are required to select the Semester or Term that you wish to amend your enrolment.



(b) Select the unit of study that you wish to add or withdraw from the drop down list.
Please indicate the reason for adding or withdrawing.
** Before selecting the unit of study to amend, it is recommended that you check the **Units Offered Listing** to ensure that you will select the correct unit of study to amend.



(c) ** For those who intend to;

(i) Withdraw Mata Pelajaran Umum (MPU) / Mata Pelajaran Wajib (MPW) unit(s) or;

(ii) Withdraw Supplementary English or English Proficiency unit(s)

You are required to fill in the FACULTY APPROVAL section after you obtain approval from your Course Coordinator to withdraw the units mentioned in (i) & (ii) above.

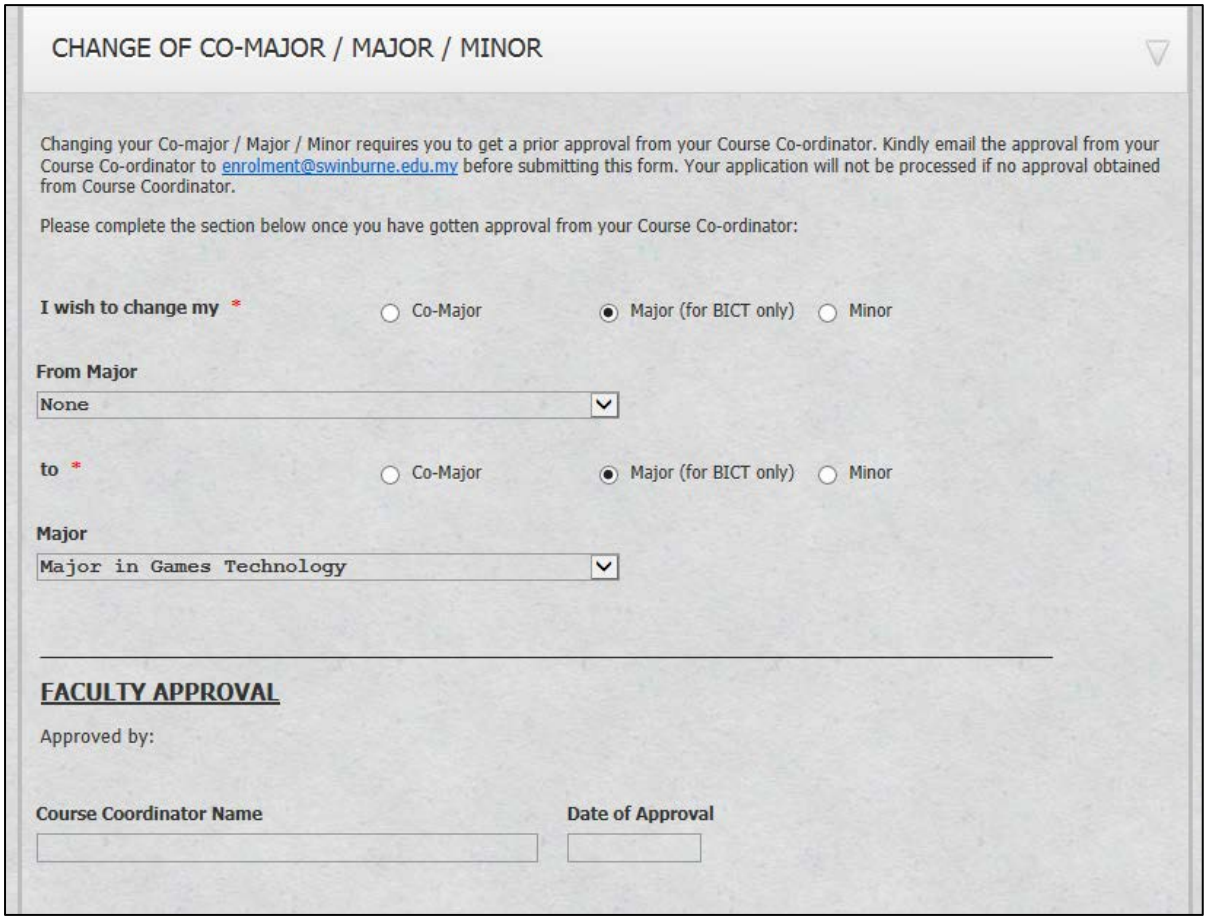
The approval from the Course Coordinator must be forwarded to Enrolment e-mail (enrolment@swinburne.edu.my) to support your application.

Your application will not be processed if no approval obtained.

6) On the **CHANGE OF CO-MAJOR / MAJOR / MINOR** section:

(a) You are to select the component of your course that you wish to change.
From your current *Co-Major / Major / Minor* **to** the chosen *Co-Major / Major / Minor.*

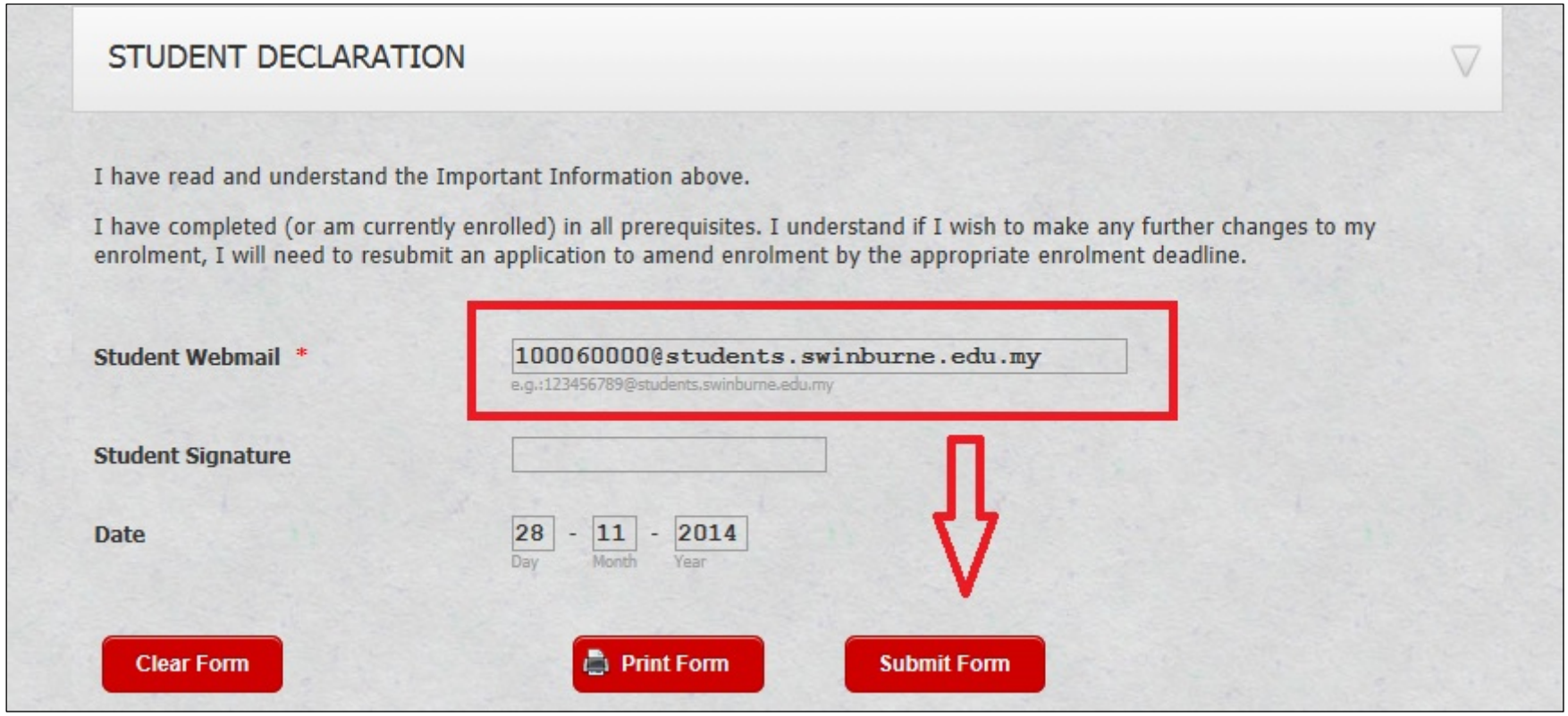
(b) You are required to fill in the FACULTY APPROVAL section after you obtain approval to change your Co-Major/Major/Minor via e-mail from your Course Coordinator.
The approval e-mail from the Course Coordinator must be forwarded to Enrolment e-mail (enrolment@swinburne.edu.my) to support your application.
Your application will not be processed if no approval obtained.



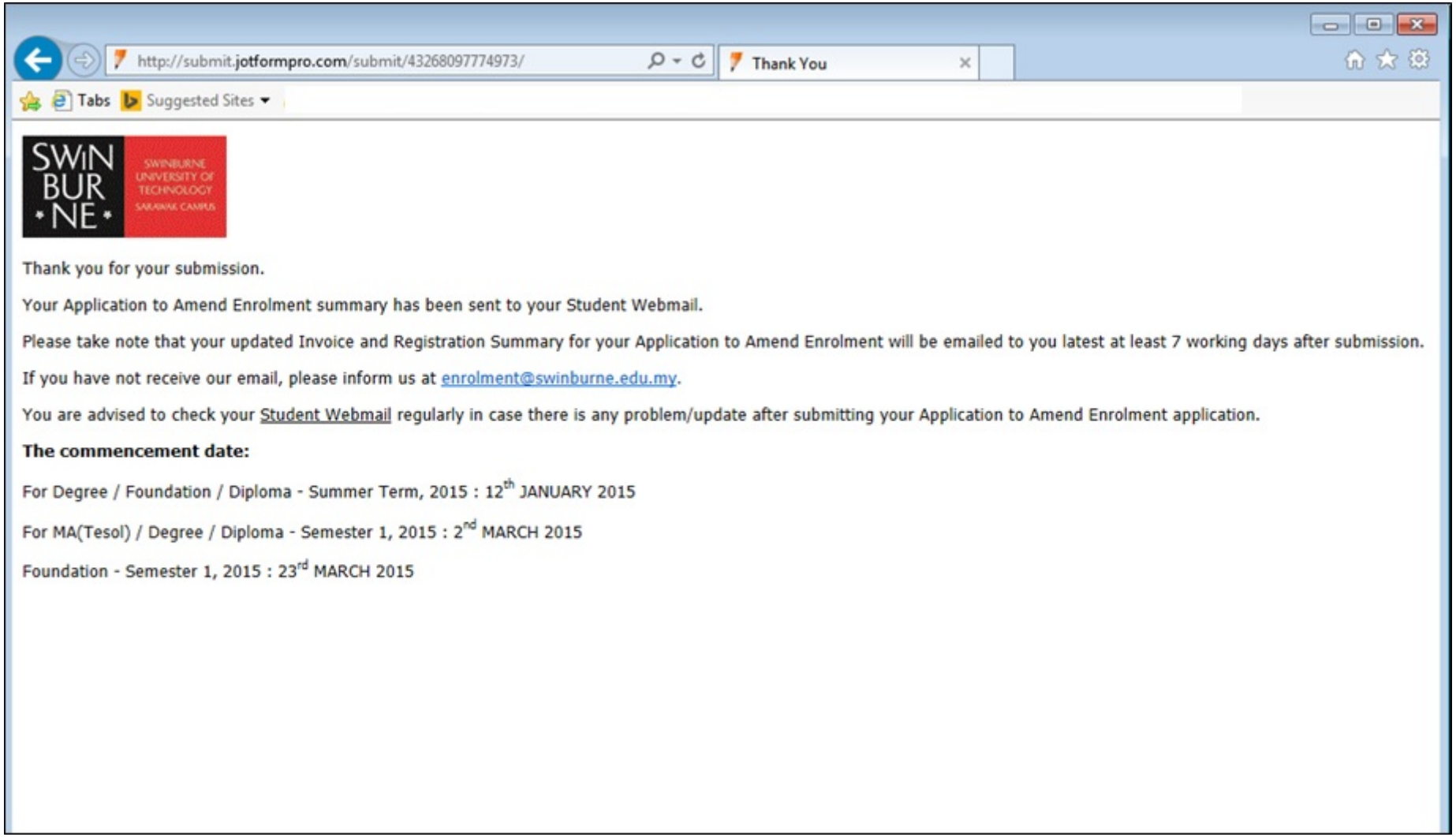
7) On the **STUDENT DECLARATION** section:

(a) You are required to fill in your **Student Webmail** (which ends with @students.swinburne.edu.my) for the **Submit Form** Button to appear.
Please ensure that you have entered your **Student Webmail** correctly as your copy of submission will be sent to your **Student Webmail** entered in this field.
It is important that you use **YOUR Student Webmail** and **NOT** other students as your submission may contain your personal information.

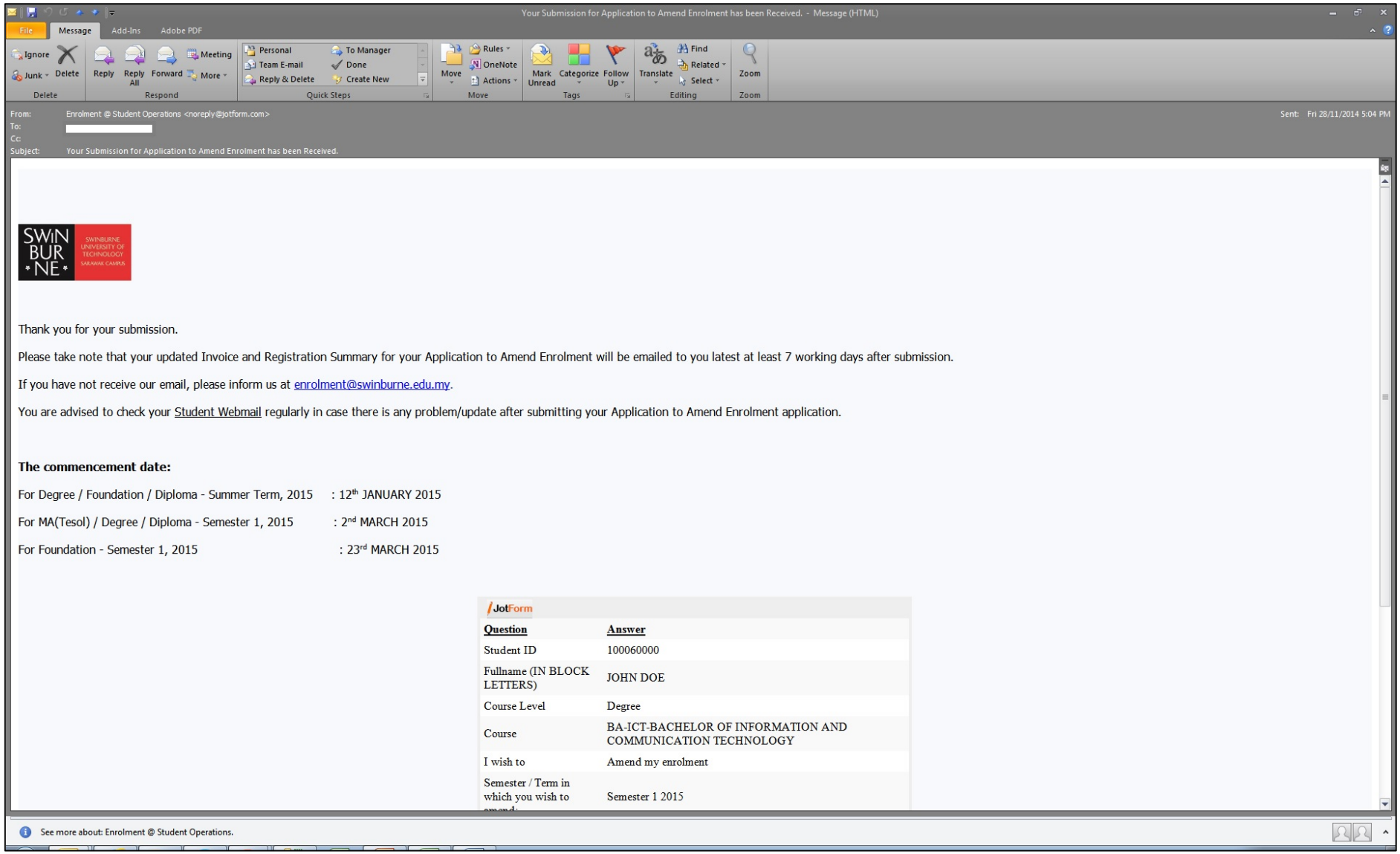
(b) Finally, ensuring that you read and understand the Important Information you may then submit your application by clicking the Submit Form button.



(c) Upon submission, you will be directed to a Thank You Page as shown below;



(d) Copy of Your Submission can be obtain from your Student Webmail as shown as below;



Your Submission for Application to Amend Enrolment has been Received. - Message (HTML)

File | Message | Add-Ins | Adobe PDF

Ignore | Junk | Delete | Reply | Reply All | Forward | Meeting | More | Personal | Team E-mail | Reply & Delete | To Manager | Done | Create New | Move | Rules | OneNote | Actions | Mark Unread | Categorize | Follow Up | Translate | Find | Related | Select | Zoom

From: Enrolment @ Student Operations <noreply@jotform.com>
To:
Cc:
Subject: Your Submission for Application to Amend Enrolment has been Received.
Sent: Fri 28/11/2014 5:04 PM

Thank you for your submission.

Please take note that your updated Invoice and Registration Summary for your Application to Amend Enrolment will be emailed to you latest at least 7 working days after submission.

If you have not receive our email, please inform us at enrolment@swinburne.edu.my.

You are advised to check your Student Webmail regularly in case there is any problem/update after submitting your Application to Amend Enrolment 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

JotForm

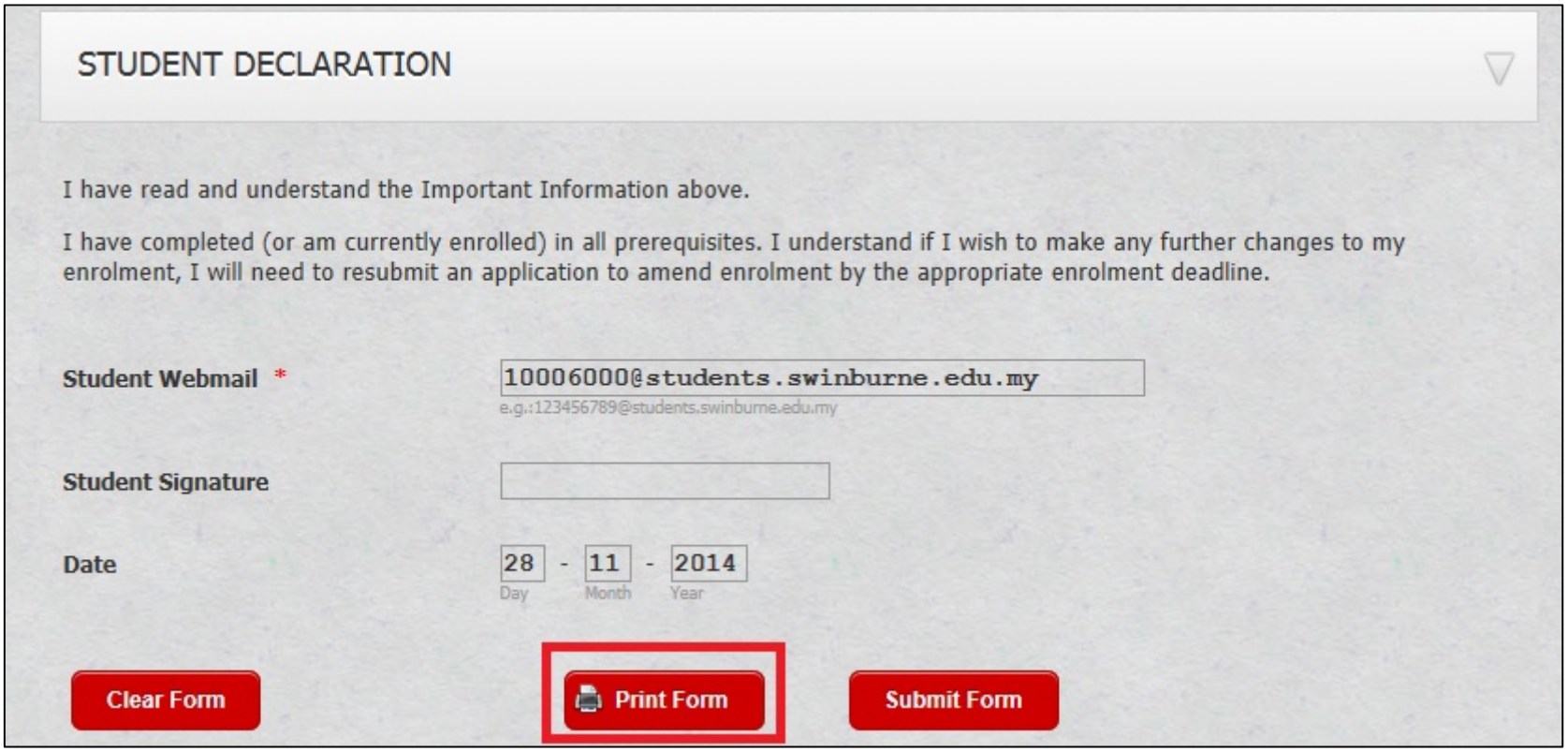
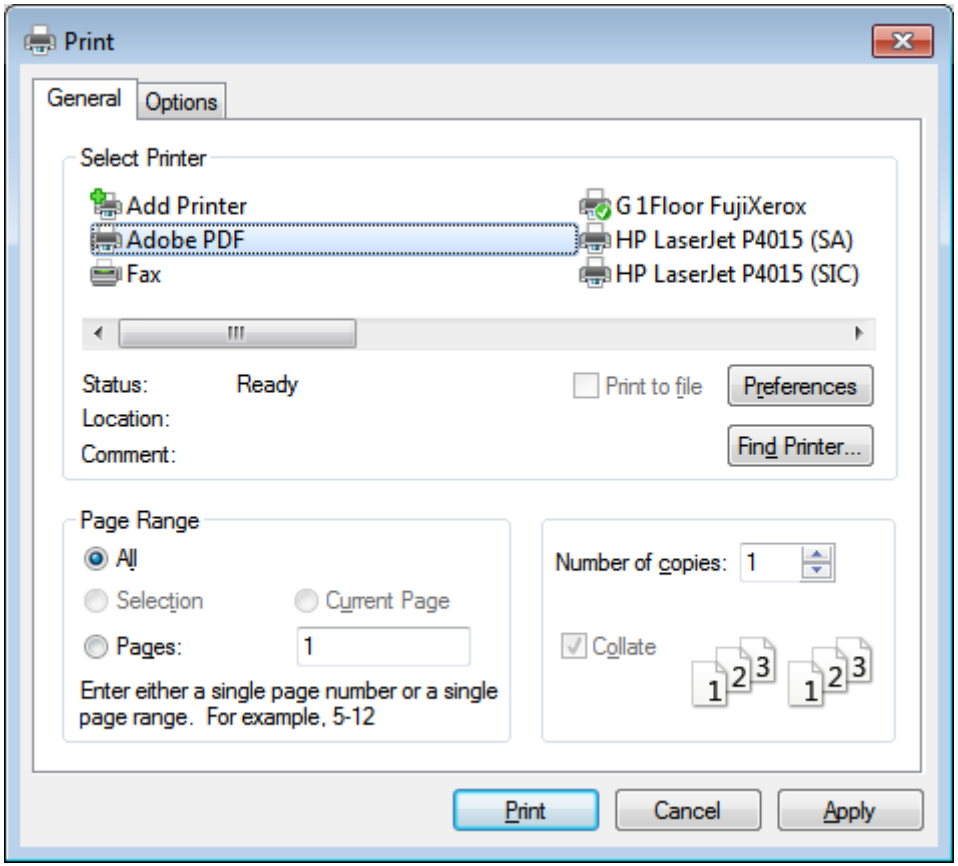
Question	Answer
Student ID	100060000
Fullname (IN BLOCK LETTERS)	JOHN DOE
Course Level	Degree
Course	BA-ICT-BACHELOR OF INFORMATION AND COMMUNICATION TECHNOLOGY
I wish to	Amend my enrolment
Semester / Term in which you wish to	Semester 1 2015

See more about: Enrolment @ Student Operations.

8) Your application to Amend Enrolment is complete upon reaching the Thank You Page and receiving the e-mail notification.

9) Printing the online form for printable option.

   (a) Click the **Print Form Button** on the **STUDENT DECLARATION SECTION**.



(b) You will be directed to the Print options on your browser. Select your Printer and Print.