

# Class Registration Quick Guide

## Student Portal - CampusNexus® Student International

February 2021

Version 1.2

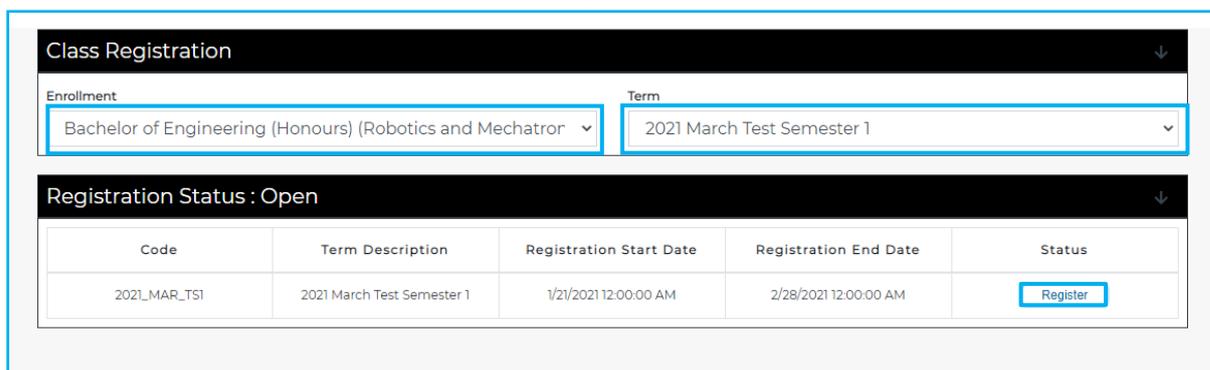
### Class Registration

#### Subcomponent Terminology

- LE - Lecture
- LA - Lab
- TU - Tutorial
- FW - Fieldwork
- WS - Workshop

- 1) To view your class schedule, go to **My Class** → **Class Registration**, select **Enrollment** and **Term** from the drop-down menu, then click **Register** button. The class registration screen will be displayed.

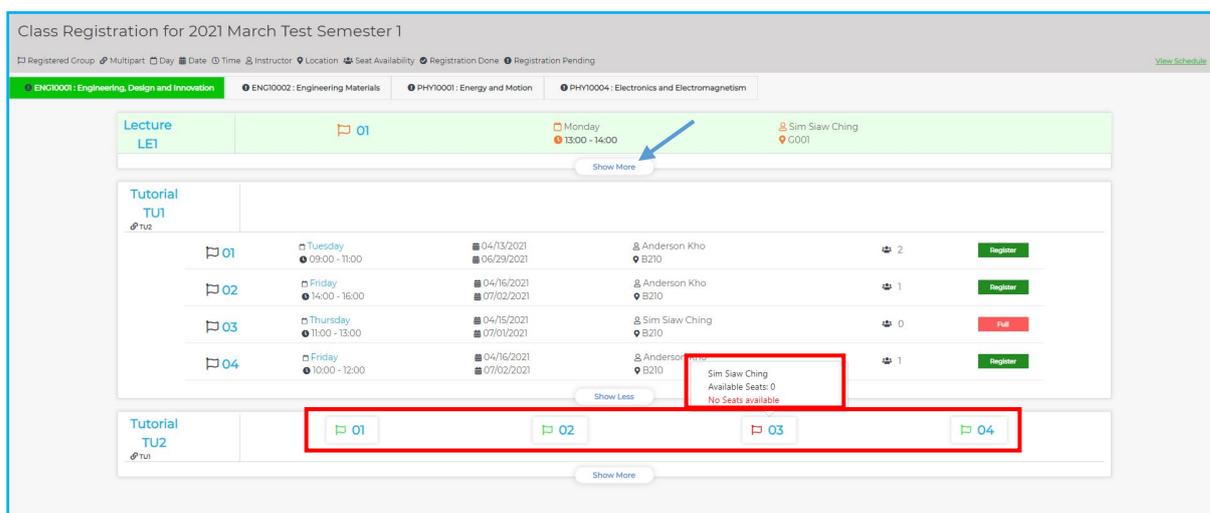
*Note: Courses with timetable activity will be displayed when the University makes them available on Student Portal. Please refer to the Important Dates (Start Date for Class Registration) of the term on the Student Portal.*



The screenshot shows the 'Class Registration' interface. At the top, there are two dropdown menus: 'Enrollment' set to 'Bachelor of Engineering (Honours) (Robotics and Mechatronics)' and 'Term' set to '2021 March Test Semester 1'. Below these is a section titled 'Registration Status : Open' containing a table with the following data:

Code	Term Description	Registration Start Date	Registration End Date	Status
2021_MAR_T51	2021 March Test Semester 1	1/21/2021 12:00:00 AM	2/28/2021 12:00:00 AM	Register

- 2) Click on **“Show More / Show Less”** to view or hide the course’s subcomponent and groups. You can mouse over to the Flag icon (Registered Group) under **“Show Less”** to see the instructor’s name and seats availability.



The screenshot shows a detailed view of the 'Class Registration for 2021 March Test Semester 1' interface. It displays a list of subcomponents and groups. A 'Lecture LE1' is shown with a 'Show More' button. Below it, a 'Tutorial TU1' is expanded, showing four groups (01, 02, 03, 04) with their respective schedules, instructors, and seat availability. A red box highlights the 'Show Less' button and the instructor information for group 04: 'Sim Siaw Ching, Available Seats: 0, No Seats available'.

4) Registering and unregistering into subcomponent activity group:

- Course subcomponent activity group can be registered when there are multiple groups.

02	Wednesday 11:00 - 13:00	04/14/2021 06/30/2021	PingPing Chung B404	1	Register
03	Tuesday 09:00 - 11:00	04/13/2021 06/29/2021	PingPing Chung B407	1	Register

- Course subcomponent with only one activity group will be auto-registered (i.e. auto-registration details indicated on the subcomponent)

Lecture LE1	01	Tuesday 13:00 - 15:00	PingPing Chung G001		
	01	Tuesday 13:00 - 15:00	PingPing Chung G001	7	

Show Less

- Multi-part activity is a group of activities that must be attended as a set. Once any subcomponent activity group is selected, the other subcomponent activity group in the series will be automatically selected, e.g. TU1 – 02 was selected, LA1 – 02 and LA2 – 02 under the same series will also be selected automatically:

Tutorial TU1 LA1, LA2	02	Wednesday 11:00 - 13:00	PingPing Chung B404		
	01	Monday 09:00 - 11:00	PingPing Chung B406	1	Clash
	02	Wednesday 11:00 - 13:00	PingPing Chung B404	0	Unregister

Lab LA1 LA2, TU1	02	Wednesday 11:00 - 13:00	PingPing Chung E005		
	01	Monday 09:00 - 11:00	PingPing Chung E005	1	Clash
	02	Wednesday 11:00 - 13:00	PingPing Chung E005	0	Unregister

Lab LA2 LA1, TU1	02	Wednesday 11:00 - 13:00	PingPing Chung E211		
	01	Monday 09:00 - 11:00	PingPing Chung E211	1	Clash
	02	Wednesday 11:00 - 13:00	PingPing Chung E211	0	Unregister

5) Colour indication:

Course subcomponent activity group which can be registered is indicated by **Green Register** button.

02	Wednesday 11:00 - 13:00	04/14/2021 06/30/2021	PingPing Chung B404	1	Register
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Course subcomponent activity group which you have already registered is indicated by **Orange Unregister** button. Click to release the selection or click another subcomponent group to register directly.

03	Tuesday 09:00 - 11:00	04/13/2021 06/29/2021	PingPing Chung B407	0	Unregister
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Course subcomponent activity group due to timetable conflict is indicated by **Red Clash** button. Click on the button to view the clash details.

01	Monday 09:00 - 11:00	04/12/2021 06/28/2021	PingPing Chung B406	1	Clash
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Course subcomponent activity group with no seat available is indicated by **Pink Full** button.

01	Wednesday 16:00 - 18:00	04/14/2021 06/30/2021	Mei Yuan Law B210	0	Full
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- 6) A ✓ (Tick) will appear in-line with course when all subcomponents of a course is registered successfully. Meanwhile, an ! (Exclamation mark) refer to the incomplete registration subcomponent activity group.

*Note: Please ensure all the courses registered successfully.*

Class Registration for 2021 March Test Semester 1

Registered Group: Multipart Day Date Time Instructor Location Seat Availability Registration Done Registration Pending [View Schedule](#)

ENC10001: Engineering, Design and Innovation    ENC10002: Engineering Materials    PHY10001: Energy and Motion    PHY10004: Electronics and Electromagnetism

Class Registration for 2021 March Test Semester 1

Registered Group: Multipart Day Date Time Instructor Location Seat Availability Registration Done Registration Pending [View Schedule](#)

ENC10001: Engineering, Design and Innovation    ENC10002: Engineering Materials    PHY10001: Energy and Motion    PHY10004: Electronics and Electromagnetism

Lecture LE1	01	Monday 13:00 - 14:00	Sim Siaw Ching C001
<a href="#">Show More</a>			
Tutorial TU1	02	Friday 14:00 - 16:00	Anderson Kho B210
<a href="#">Show More</a>			
Tutorial TU2	02	Thursday 15:00 - 17:00	Mei Yuan Law B210
<a href="#">Show More</a>			