

Course Registration Quick Guide

Student Portal - CampusNexus® Student International

March 2021

Version 1.2

Important Note:

- Before you start Course Registration, refer to your [Program Study Planner](#) of your **Principal Program** for courses to register and its prerequisites (if any).
- Registration for **MPU course (Degree and Diploma)** is required (*mandatory to be eligible for graduation*).
- If you are recommended to register for **Supplementary English (SE)**, you are required to register the course in your first semester. MPU course can be registered at subsequent semesters (*note: SE and MPU courses cannot be taken concurrently in a semester*).

Course Registration

1

2

3

Select relevant Enrollment and Term. (If only one term exist, the term is already selected)

Click Register to proceed to Course List Selection

Code	Term Description	Term Period	Registration Period	Last Day to Add	Last Day to Drop	Status
2021_MAR_TS1	2021 March Test Semester 1	3/1/2021-6/20/2021	1/21/2021 12:00 AM - 2/28/2021 12:00 AM	2/28/2021 12:00 AM	2/28/2021 12:00 AM	Open

Step 1: Go to **My Class** → **Course Registration**.

Step 2: Select the relevant **Enrollment** and **Term** that you wish to register. If only one term exists, the term is already selected.

Select the program to enrol, for example: Bachelor of Engineering (Honours)(Civil) or Supplementary English (SE)/Mata Pelajaran Umum (MPU).

The **Registration Status** section contains your course's Term Period, Registration Period and Last Day to Add/Drop and Status information. ("*Open*" status indicates that the registration period has started and "*Close*" status indicates that the period has passed).

Step 3: Click on the **Register** button. A Course List Selection page will pop-up.

Prepared by: **Student Systems & Administration, Student Engagement**

Last Updated: **12 March 2021**

Course List Selection

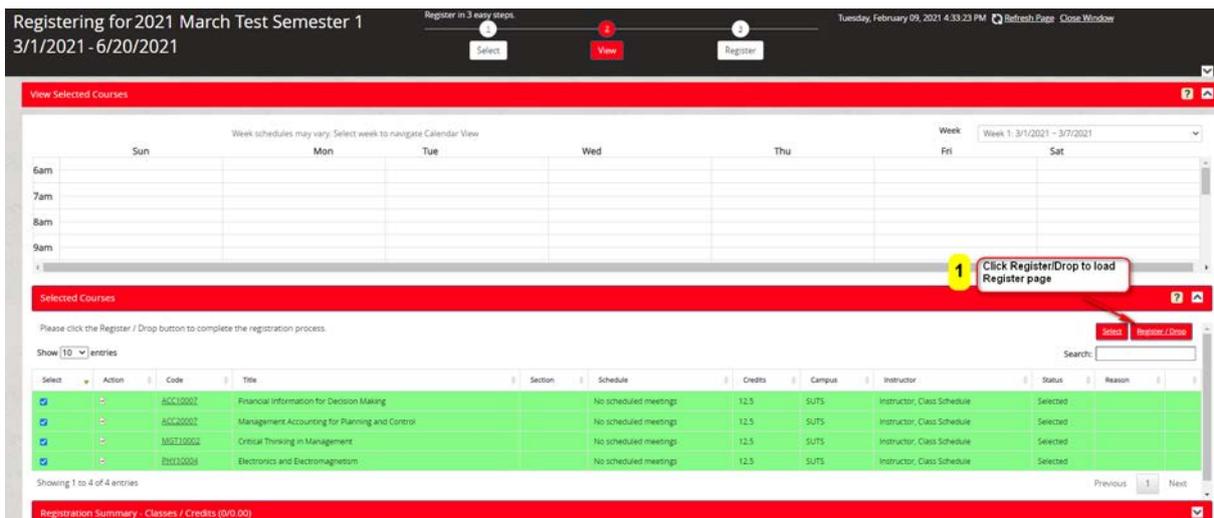
The pop-up Course List Selection window has 3 Steps; which are **Step 1-Select**, **Step 2-View** and **Step 3-Register**.

The screenshot shows the 'Course Search' window with the following elements:

- Step 1:** A dropdown menu for 'Display' is set to 'Required'. A callout box says 'Select "Required" for core course list or "Elective" for elective course list'.
- Step 2:** A red box highlights the 'Search' button. A callout box says 'Click Search if default course list is not displayed'.
- Required Courses:** A table with columns: Add, Course Code, Section, Schedule, Credits, Campus, Instructor, Status, Availability. Courses listed include ACC10001, ACC10008, ACC20007, FIN10009, MGT10001, MGT10009, and BUS10001.
- Selected Courses:** A table with columns: Select, Action, Course Code, Section, Schedule, Credits, Campus, Instructor, Status, Reason. The same courses as above are listed with a 'Selected' status.

Step 1 - SELECT

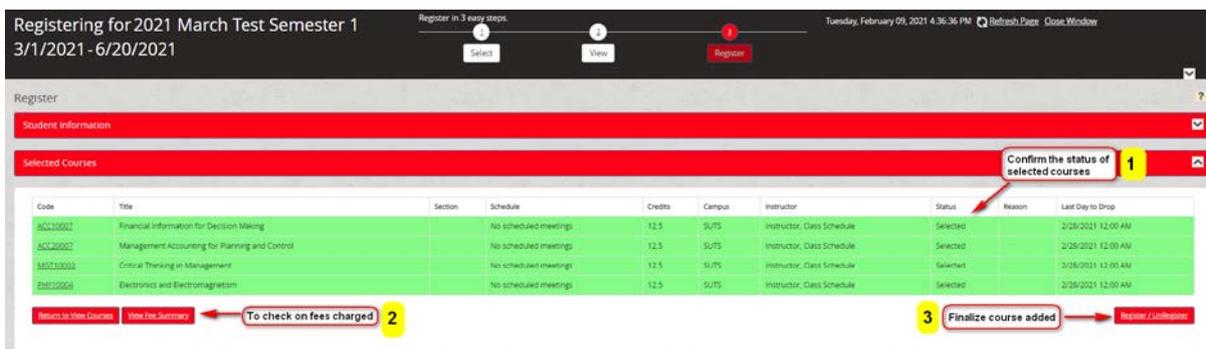
- (1) Go to **Display** → select “Required” (for core courses list) or “Elective” (for elective courses list).
By default, the Required Courses is displayed when the page is load.
- (2) Click on the **Search** button – if the default Course List is not displayed.
If you see “Currently no courses are available” on your screen, please make sure that you have selected the correct “Enrolment” and “Term” (refer to [Page 1: Step 2](#))
- (3) **Add Course**
 - (a) From the course list, click on the  button to add course(s) you wish to add to the **Selected Courses** section.
 - (b) To remove course(s) from the **Selected Courses** section, click on the  button.
- (4) Click on the **View** button to load the **Step 2-View** page.



Step 2 – VIEW

On this page, you will be able to view the **Selected Courses** you have added.

(1) Click on the **Register/Drop** button to load the **Step 3-Register** page.



Step 3 – REGISTER

This page shows the selected course(s) and the current status (“Selected”, “Registered” or “Pending Drop”) before finalizing.

(1) Confirm on the **Status** of the Selected Courses.

(2) **View Fee Summary** – to check on the fees charged.

(3) **Finalize Course Added** - Click on the **Register/Unregister** button to complete the course add. A summary page will open.

Registering for 2021 March Test Semester 1
3/1/2021 - 6/20/2021

Register in 3 easy steps: 1 Select, 2 View, 3 Register

Tuesday, February 09, 2021 4:44:21 PM Refresh Page Close Window

Register

Student Information

Course Schedule

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Reason	Last Day to Drop
ACC10002	Financial Information for Decision Making		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered		2/28/2021 12:00 AM
ACC20002	Management Accounting for Planning and Control		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered		2/28/2021 12:00 AM
MGT10002	Critical Thinking in Management		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered		2/28/2021 12:00 AM
PHY10004	Electronics and Electromagnetism		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered		2/28/2021 12:00 AM

Close Window Results View Courses

4(a) Ensure Status of course(s) selected are Registered accordingly

4(b) Recommended to read through

4(c) To close the summary page

Registration Information

Attendance and Withdrawal Policy:

In accordance with the University's Refund and Tuition Fees policy - Section 2 to 5, all tuition fees payable are subjected to financial penalty where a certain percentage fees are forfeited (refer to the table below), if a student enrolled in a course:

- Withdraws, takes a leave of absence, or has their enrolment cancelled.
- Withdraws from units of study.

Long semester (Teaching period of 12 weeks and above)

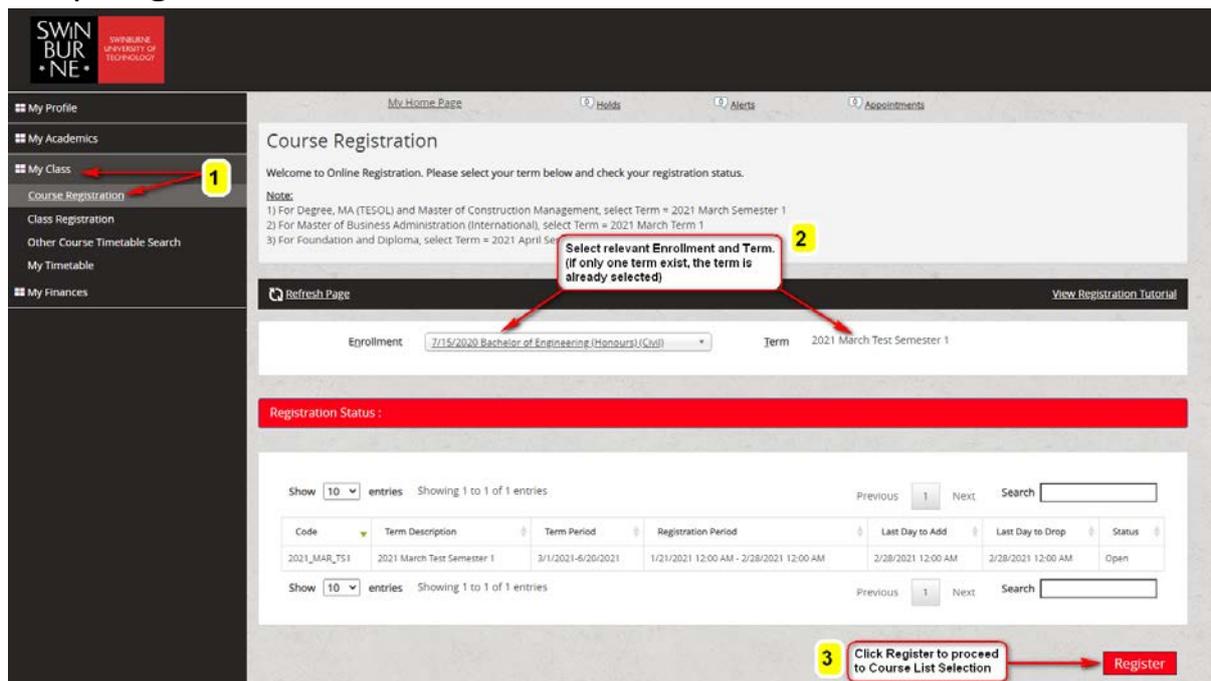
Time Frame	Forfeiture Percentage
For commencing student	
Prior to semester commencement	10% of the fees payable stated in the offer letter
For both commencing and continuing student	
Within 4 weeks after semester commencement	50% of the fees payable on the withdrawn units

- (4) The summary page shows a **Course Schedule**.
- (5) Ensure that the **Status** of the course(s) you selected are **Registered** accordingly.
- (a) **Registration Information** – you are recommended to read through **The Attendance and Withdrawal Policy** outlined.
- (b) Click on **Close Window** to close the summary page.

You have completed the **Course Registration process for the Principal Program**.

For Registration for **MPU course (Degree and Diploma)** or **Supplementary English course** – please repeat the process (refer to [Course Registration](#))

Drop Registered Course



(1) For dropping of course(s) you have previously registered, go to **My Class** → **Course Registration** → **Register**.



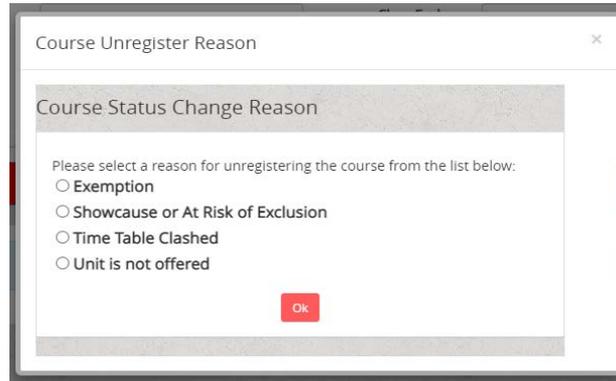
Step 1 - SELECT

(1) Under the **Selected Courses** section, click on the  button of the registered course (e.g. MGT10001) which you wish to drop.

Important Note:

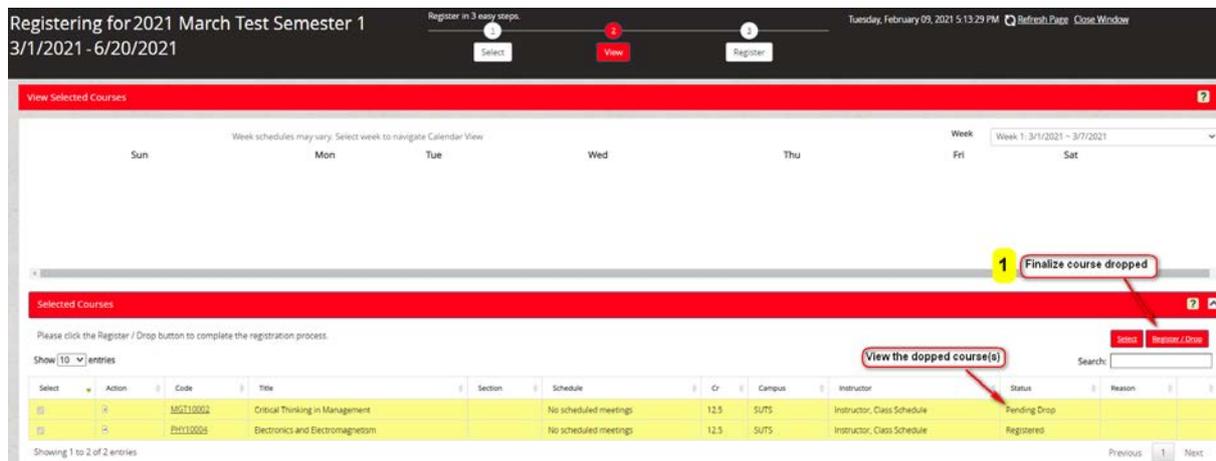
Do not drop AIM (Academic Integrity Training Module) courses (e.g. AIMFECS, AIMFBDA, AIMFBDA-PG, AIMSFS) from the course list. (AIM courses are compulsory non-credit online modules for new student which are registered for you by our staff).

- (2) A **Course Status Change Reason** dialog box will pop-up. Select the most relevant reason and click on the **OK** button.

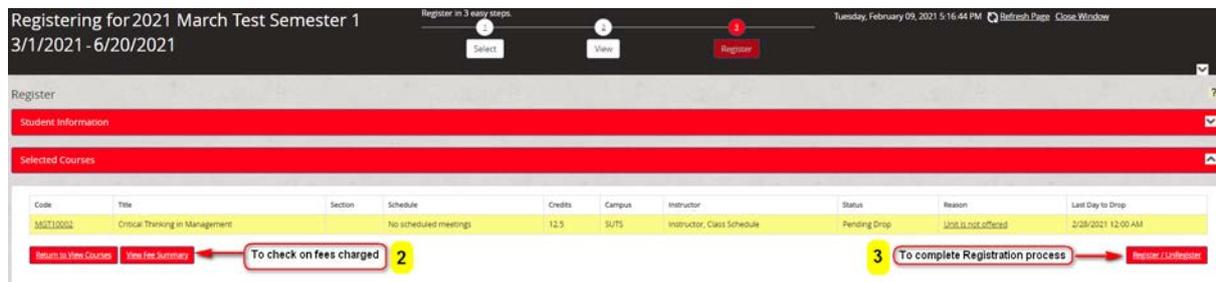


Step 2 – VIEW

On this page, you will be able to view the **Selected Courses** you have dropped.



- (1) Click on the **Register/Drop** button to load the **Step 3-Register** page.



- (2) Click on **View Fee Summary** button to check on the fees charged.

There may be forfeiture fee charged if you drop courses before and after semester/term commencement. To check on financial penalties involved, click on **Important Dates** on the right menu bar on Portal and select the intake you are in.

(3) Click **Register/Unregister** to complete the Registration process.

Registering for 2021 March Test Semester 1
3/1/2021 - 6/20/2021

Register in 3 easy steps:
1 Select 2 View 3 Register

Tuesday, February 09, 2021 5:20:16 PM Refresh Page Close Window

Register

Student Information

Course Schedule

Dropped Courses

The following course(s) are dropped.
AMGT10002

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Reason	Last Day to Drop
AMGT10002	Electronics and Electromagnetism		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered		2/28/2021 12:00 AM

Close Window Return to View Courses

1 Ensure Status of course(s) selected are Registered accordingly

3 To close the summary page

2 Recommended to read through

Registration Information

Attendance and Withdrawal Policy:

In accordance with the University's Refund and Tuition Fees policy - Section 2 to 5, all tuition fees payable are subjected to financial penalty where a certain percentage fees are forfeited (refer to the table below), if a student enrolled in a course: -

- Withdraws, takes a leave of absence, or has their enrolment cancelled.
- Withdraws from units of study.

Step 3 – REGISTER

This page shows the selected course(s) and the current status (“Selected”, “Registered” or “Pending Drop”) before finalizing.

- (1) Confirm on the **status** of the Selected Courses.
- (2) **View Fee Summary** – to check on the fees charged.
- (3) **Finalize Course Dropped** - Click on the **Register/Unregister** button to complete the course drop. A summary page will open.
- (4) The summary page shows a **Course Schedule**.

You have completed the **Drop Registered Course** process.

Further Information

For any registration-related information, contact Student Records at enrolment@swinburne.edu.my