

Student Guide

# Student Portal

CampusNexus® Student International

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## Introduction

Welcome to Swinburne University of Technology's Student Portal!

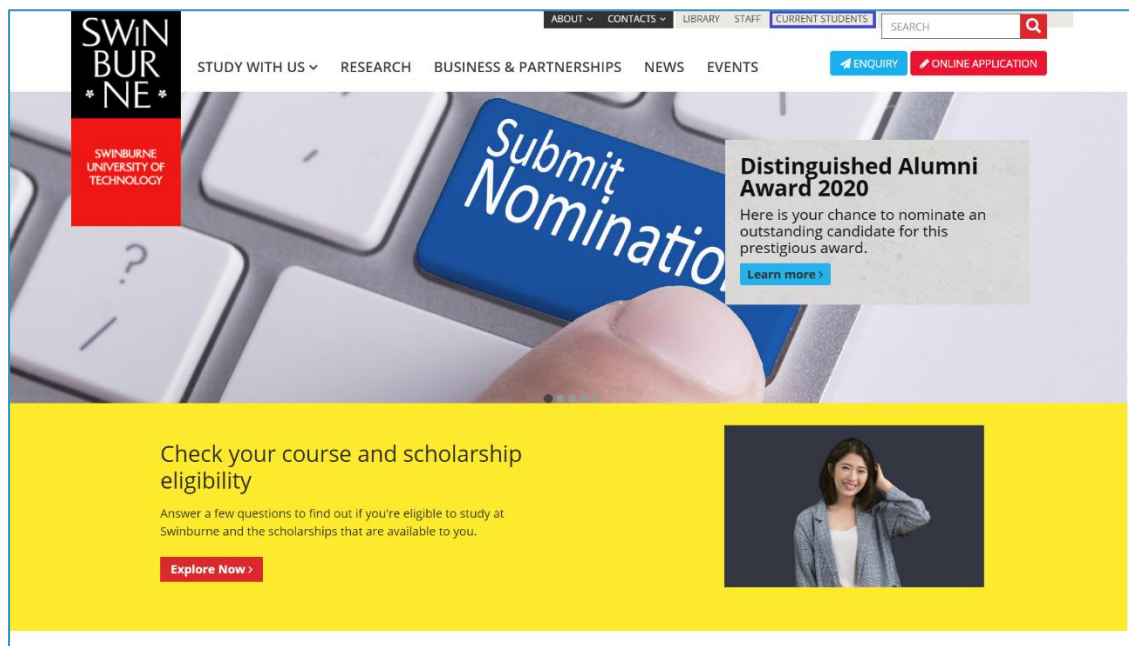
Student Portal is your gateway to the University information, services and more. It provides you the convenience to access various information - academics (e.g. class timetable, exam timetable, results etc.), student accounts and financial aid. You are now able to receive personalized communication and use the self-service tools.

Highlight of the portal is... you can now register your courses and classes online!

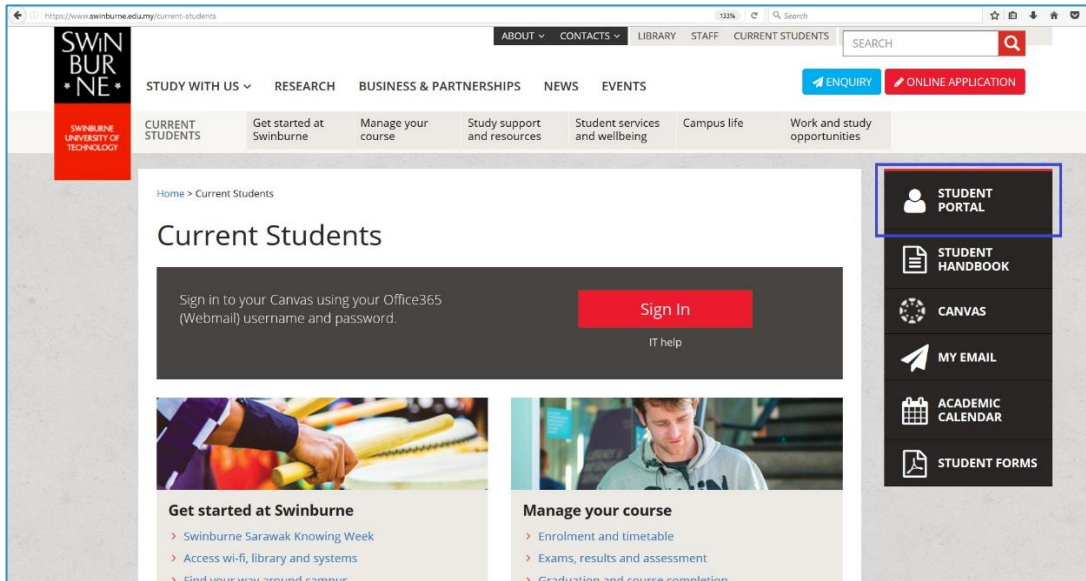
## Logging in to Student Portal

To log in:

(1) On Swinburne website, click on CURRENT STUDENT on the top-right of the page.



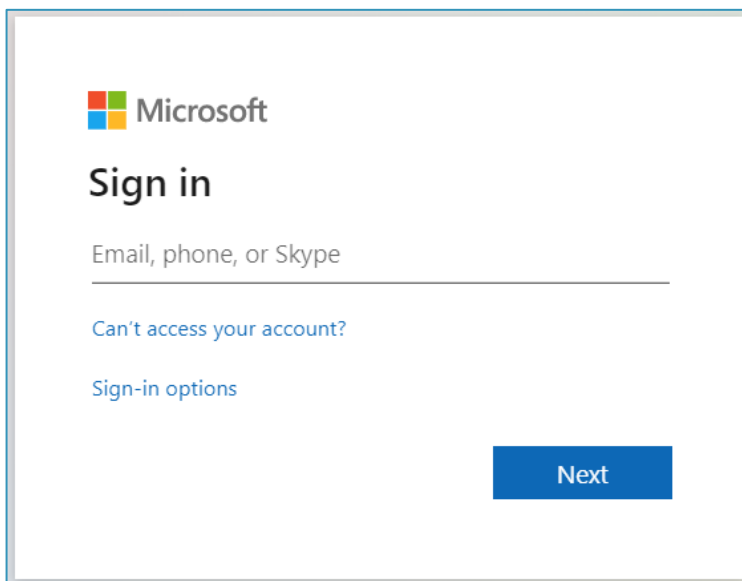
(2) On the right side menu of the page, click on 'STUDENT PORTAL'.



(3) You will be directed to Office 365 login page.

Sign in using your Office 365 (Webmail) username and password.

You are required to change their password at first login.



**Important Note:**

The date throughout the Portal will be in the format of month followed by day and year.

## 1.0 My Profile

### ***My Message Center***

This page displays all the relevant holds and/or alerts besides email notifications. It delivers important message(s) from staff to all/affected students.


Go to **My Profile** → **My Message Center**.

The screenshot shows the 'My Message Center' page with navigation tabs for 'My Home Page', 'Holds', 'Alerts', and 'Appointments'. The main heading is 'My Message Center' with a sub-note: 'Important Alerts, Holds and Appointments are shown below. Follow instructions carefully to resolve.' Below this, there are two tabs: 'Alerts & Holds' (selected) and 'Appointments'. Under the 'Alerts & Holds' tab, there is a section for 'Holds' with a sub-heading 'Holds' and a message: 'Resolve your holds immediately. Holds may prevent you from registering for courses, receiving financial aid or receiving your grades and transcripts.' Below the message, there is a table with two columns: 'Hold Subject' and 'Hold Message'. The table contains one entry with the subject 'Transcript' and the message: 'Your transcript viewing/printing is at the moment withheld due to you having outstanding fees with the University. You will be able to resume viewing/printing once some fees payment is made. Please approach the Finance Treasury Services staff at Student HQ, Block A Lobby for details of payment.' The table is flanked by pagination controls: 'Show 10 entries Showing 1 to 1 of 1 entries' and 'Previous 1 Next Search'.

### **Alerts & Holds**

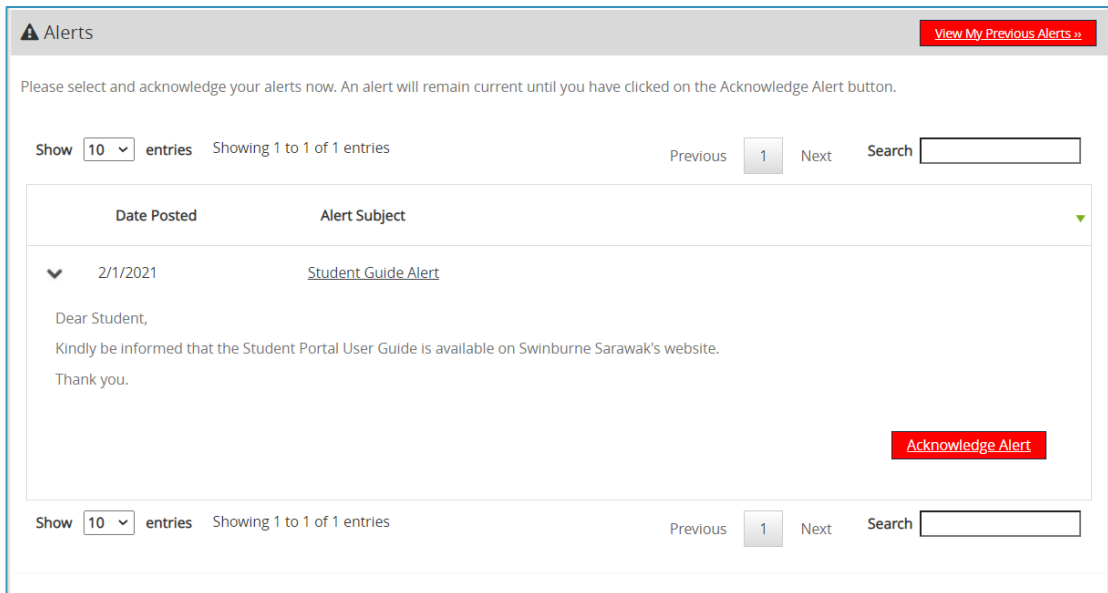
**Holds:** Any holds appearing in this section will prevent you from course registration, viewing transcript etc.

This is a detailed view of the 'Holds' section from the previous screenshot. It shows the 'Holds' heading and the instruction: 'Resolve your holds immediately. Holds may prevent you from registering for courses, receiving financial aid or receiving your grades and transcripts.' Below this, there is a table with two columns: 'Hold Subject' and 'Hold Message'. The table contains one entry with the subject 'Transcript' and the message: 'Your transcript viewing/printing is at the moment withheld due to you having outstanding fees with the University. You will be able to resume viewing/printing once some fees payment is made. Please approach the Finance Treasury Services staff at Student HQ, Block A Lobby for details of payment.' The table is flanked by pagination controls: 'Show 10 entries Showing 1 to 1 of 1 entries' and 'Previous 1 Next Search'.

Alerts: To view the alert details, click on  to expand the message. Clicking on **Acknowledge Alert** after reading will hide the alert message from the main screen.

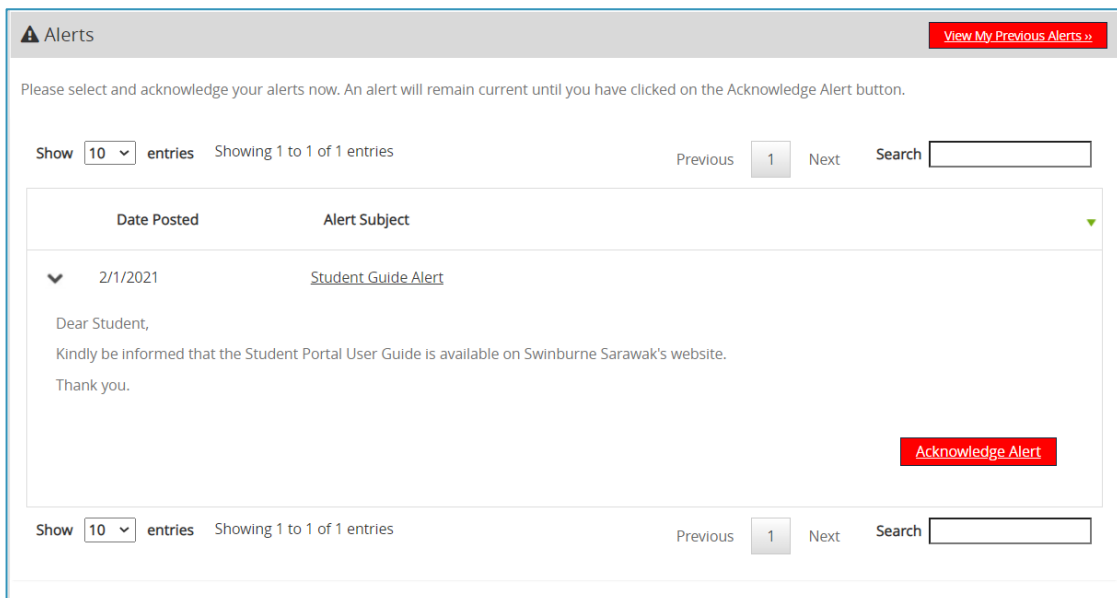
To increase/decrease the number of alert messages in each page, you can change the number of entries per page in the drop-down list in between **Show** and **entries**. Minimum entries to display are defaulted at 10.

Clicking on **Previous** or **Next** allows you to navigate between pages if there are more than one (1) page.



The screenshot shows the Alerts interface. At the top, there is a header with a warning icon and the text "Alerts", and a red button labeled "View My Previous Alerts >>". Below the header, a message reads: "Please select and acknowledge your alerts now. An alert will remain current until you have clicked on the Acknowledge Alert button." The main content area features a table with two columns: "Date Posted" and "Alert Subject". A single row is displayed with the date "2/1/2021" and the subject "Student Guide Alert". To the left of the date is a small downward arrow icon. Below the subject, the alert text reads: "Dear Student, Kindly be informed that the Student Portal User Guide is available on Swinburne Sarawak's website. Thank you." A red button labeled "Acknowledge Alert" is positioned at the bottom right of the alert content. Navigation controls include "Show 10 entries" (with a dropdown arrow), "Showing 1 to 1 of 1 entries", "Previous 1", "Next", and a "Search" input field. This entire set of controls is repeated at the bottom of the page.

To view the Alert which was previously acknowledged, click on **View My Previous Alerts**. On the **Previous Alerts** screen, you can check when the alert message was acknowledged.



This screenshot is identical to the one above, showing the Alerts page with a single alert message. It includes the header, the instruction to acknowledge alerts, the table with the "Student Guide Alert" entry, the "Acknowledge Alert" button, and the navigation controls at the top and bottom of the page.

To go back into the main **Alerts & Holds** screen, click on **Back to Alerts & Holds**.

The screenshot shows the 'Alerts & Holds' interface. At the top, there are two tabs: 'Alerts & Holds' (selected) and 'Appointments'. Below the tabs, the text 'Previous Alerts' is displayed. A navigation bar includes a 'Show' dropdown set to '10', the text 'entries Showing 1 to 2 of 2 entries', and buttons for 'Previous', '1', and 'Next', along with a search box. The main content is a table with the following structure:

Posted:	Alert Subject	Acknowledged
2/1/2021	<a href="#">SIC Test Alert</a>	2/1/2021
2/1/2021	<a href="#">General Payment Due Date</a>	2/1/2021

Below the table is another search bar and a second navigation bar identical to the one above. At the bottom right, there is a red button labeled 'Back to Alerts & Holds'.

**Holds and Alerts** are accessible from the student portal home screen.

The screenshot shows the student portal home screen. The top left features the 'SWINBURNE UNIVERSITY OF TECHNOLOGY' logo. A navigation menu on the left includes 'My Profile', 'My Academics', 'My Class', and 'My Finances'. The main area is titled 'My Home Page' and contains a 'MESSAGE CENTER' widget with icons for messages (1), alerts (1), and appointments (0). A notification window titled 'Alerts' is open, showing a '2/1/2021 Student Guide Alert' with a 'view all alerts' link. The top right corner shows the date 'Monday, February 1, 2021'. The footer contains the version number 'Version: 2.1.4.4' and a list of links: 'Home | Logout | Help | Site Index | Campus Contacts | Privacy Policy | Feedback Form'.

## Student Information

This page contains your personal details such as profile picture, assigned Student Number inclusive of program information and program status. As this page is a read-only page, you may need to approach the SIC staff if there is any misinformation.

Go to **My Profile** → **Student Information**.

The screenshot shows the 'Student Information' page with two tabs: 'Personal Details' and 'Contact Details'. The 'Personal Details' tab is active. The page header includes a profile picture icon, the name 'Student GUIDE', and the following information: Student Number, Campus: Swinburne University of Technology Sarawak Campus, and Student Status: Active. Below this is a table with three columns: Program Version, Enrollment Status, and Program Group Name. The table contains one row: Swinburne Foundation Studies (Business), Active, and School of Foundation Studies. At the bottom, there is a pagination bar with '100 items per page' and '1 - 1 of 1 items'.

Click on **Contact Details** and select **Address Type** to view and/or edit various address type.

To update Correspondence or Emergency details, select **Correspondence Address** or **Emergency Address** in the Address Type drop-down list, edit the affected information and click **Save** to update the information.

Click on **Clear** to cancel the update and return to the default Contact Details screen.

The screenshot shows the 'Contact Details' page with the 'Address Type' dropdown menu open. The dropdown menu lists three options: Correspondence Address, Emergency Address, and Permanent Address. The page also shows fields for First Name, Email, Mobile Number, Country, State, Address, and Postcode. The 'Save' and 'Clear' buttons are visible at the top left of the form.

- **Correspondence Address** is editable. It refers to your contact information while studying in Swinburne Sarawak.
- **Emergency Address** is editable and will be used by the staff during emergency.
- **Permanent Address** is not editable by you. If you find your address type to be incorrect, you should approach the SIC staff for amendment to be made.



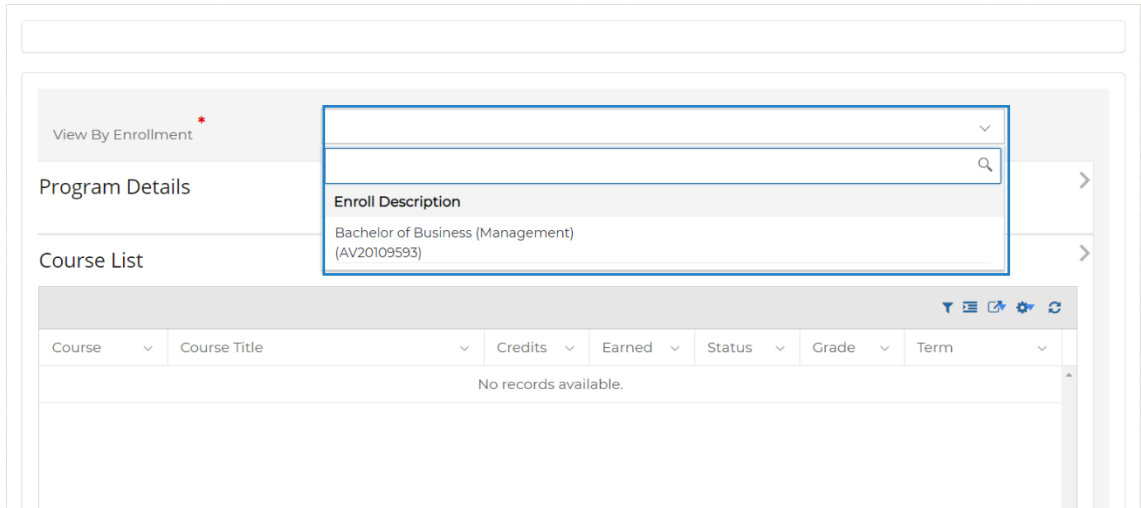
## 2.0 My Academics

This menu allows you to view your degree program audit (academic progress) and your grades by term.

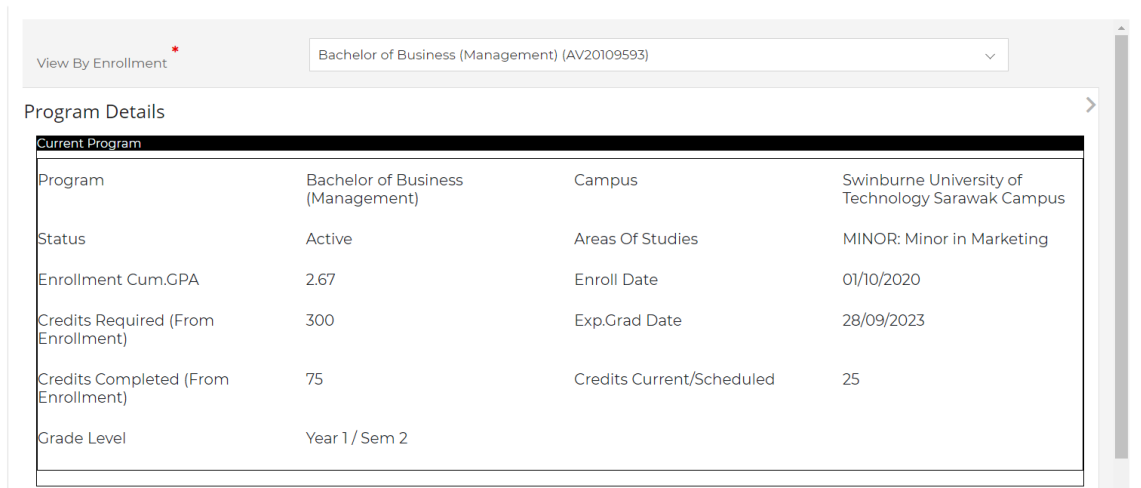
### ***Degree Program Audit***

You can use this option to review your program requirement and academic progress towards completing the program you are undertaking/have undertaken.

Go to **My Academics** → **Degree Progress Audit (DPA)**, on **View by Enrolment**, select the program for which you have enrolled and would like to see your progress.



Your progress and program information (inclusive of your CGPA, number of credits completed, number of credits registered and grade level) is displayed under the **Program Details** section.



You are also able to see your Required courses under the **Course List** section. Elective courses will be in your Course List only after you registered to the course.

Course	Course Title	Credits	Earned	Status	Grade	Term
ACC20014	Management Decision Making	12.5	0	Future		
AE3	Approved Elective 3	12.5	12.5	Complete	EXM	
AIMFBDA	Academic Integrity Training Module (FBDA)	0	0	Future		
AZC001	AZ Course 01	12.5	0	Future		
AZC007	AZ Course 07	12.5	0	Future		
AZC008	AZ Course 08	12.5	0	Future		

**Interpreting the Status:**

- Future**      *Course is made available for registration / re-registration (if you failed the required course)*
  
- Scheduled**      *Course you are currently registered to and you have not attended any classes yet (attendance not posted)*
  
- Current**      *Course you are currently registered to and you have attended one or more classes (attendance posted)*
  
- Complete**      *Course you have exempted, transferred and graded (irrespective of whether you passed or failed)*

## Grades

A copy of your registered courses' results is obtainable through this option based on the Program and Term that you select. As selection is by Program and Term, you will be able to see your results of all your registered courses of the selected term.

- (1) Go to **My Academics** → **Grades** to view your enrolment term result. Select **Enrolled Program** and **Term Results** from the drop-down menu.
- (2) Click on **View** and your results will be generated.
- (3) You can opt to view only or email a copy of your results to your student Email.

To send a copy of the result to your student Email, click on the **Email a copy to me** button and an email will be sent to your mailbox in approximately 15 minutes.

The screenshot shows the 'My Grades' interface. At the top, there are two dropdown menus: 'Enrolled Program\*' set to 'Bachelor of Engineering (Civil) (Honours)' and 'Term Results\*' set to '2016 February Semester 1'. A red box labeled '(1)' highlights the dropdown arrows. Below these is a red 'View' button labeled '(2)' and a grey 'Clear Filter' button. A table displays the following data:


Sl no	Course Code	Course Description	Marks	Grade	Grade Point	Credits Attempted	Credits Earned
1	CVE10002	Professional Engineering	70.00	D	3.33	12.50	12.50
2	CVE10004	Mechanics of Structures	50.00	P	2.00	12.50	12.50
3	MTH10006	Engineering Mathematics 1	40.00	N (R)	1.00	12.50	0.00
4	PHY10001	Energy and Motion	50.00	P	2.00	12.50	12.50

Below the table, it shows 'SAP Status: Good Standing', 'Grade Point Average (GPA): 2.08', and 'Cumulative Grade Point Average (CGPA): 2.08'. A legend indicates '(R) - Repeated Course'. A red box labeled '(3)' highlights the 'Email a copy to me' button at the bottom right.

- (4) After receiving the result in your email, open the PDF attachment and enter the password with your birthdate in YYYYMMDD format to view the result, e.g. birthdate is 01 January 2001, password will be 20010101.

The screenshot shows a 'Password' dialog box with a warning icon. The text reads: "'MyGrades\_102761189\_2020\_...' is protected. Please enter a Document Open Password.' Below this is a text input field labeled 'Enter Password:' and two buttons: 'OK' and 'Cancel'.

(5) Sample of your Result Statement is as below:

	<b>SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS</b> (owned by Swinburne Sarawak sdn.Bhd) Jalan Simpang Tiga 93350 Kuching, Sarawak, Malaysia. Tel: +60 82 415 353 Fax: +60 82 426 353, +60 82 423 594 Website: www.swinburne.edu.my						
<b>Bachelor of Business (Accounting and Finance)</b>							
<b>Name:</b>	Testapplication TEST 9092	<b>Student Number:</b>	102761189				
<b>Address:</b>	345, 5th Main Test Jup Street1 45345345 Kuching Vastra Gotaland Madagascar	<b>IC/Passport No:</b>	Passpo88234				
		<b>Term:</b>	2020_MAR_S1				
		<b>Semester:</b>	1				
		<b>Date:</b>	24 Jan 2021				
SI no	Course Code	Course Description	Marks	Grade	Grade Point	Credits Attempted	Credits Earned
1	ACC10007	Financial Information for Decision Making	77.00	D	3.67	12.50	12.50
2	ACC10008	Financial Information Systems	89.00	HD	4.00	12.50	12.50
SAP Status: <b>Good Standing</b>							
Grade Point Average (GPA): <b>3.84</b>							
Cumulative Grade Point Average (CGPA): <b>3.84</b>							
This is autogenerated report and no signature is required							

### SAP Status Indicator

*SAP Status = Student Academic Progress Status*, whether or not you are in Good Standing, At Risk or Unsatisfactory based on your results, as per stipulated in the University assessment policy.

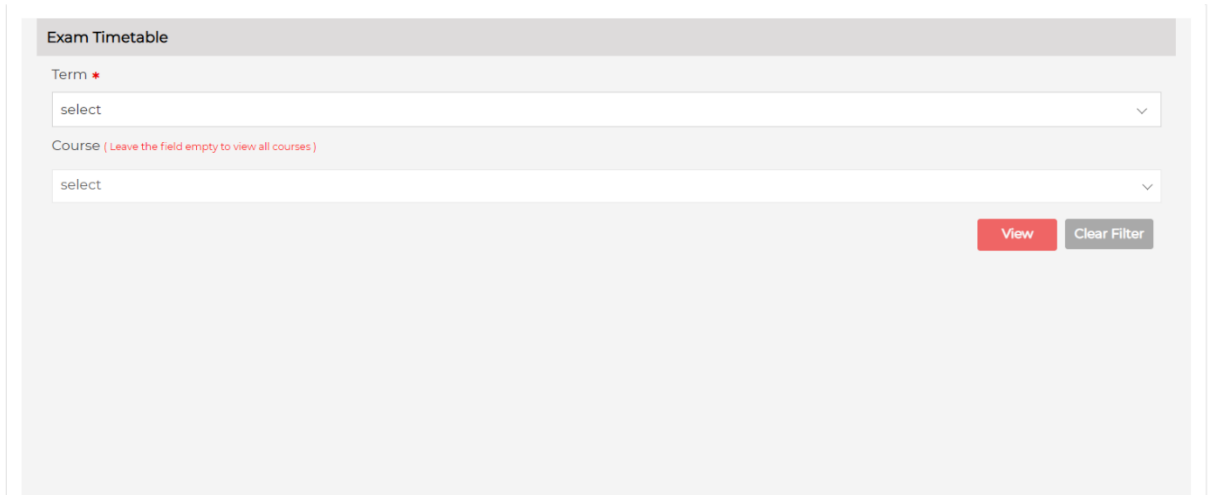
## Exam Timetable

You may view the timetable of your registered courses only with this option.

### Go to **My Academic** → **Exam Timetable**

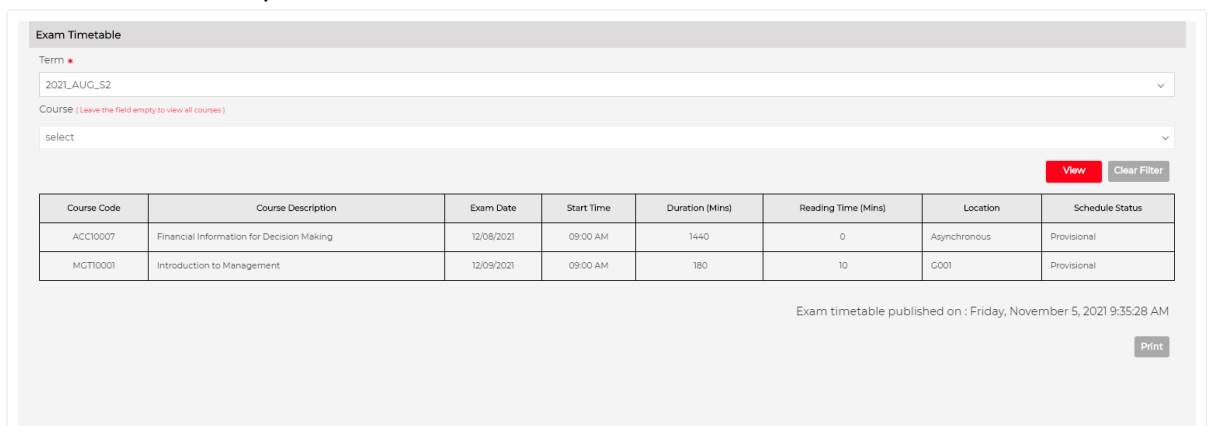
Select from the **Term** drop-down you would like to see and get your exam timetable.

The **Course** drop-down will show a list of registered course(s) based on the selected **Term**, you may leave the **Course** field empty to view exam timetable of all the registered course(s), or select course(s) individually.



The screenshot shows the 'Exam Timetable' interface. It features two dropdown menus: 'Term' with a red asterisk and 'Course' with a red note '(Leave the field empty to view all courses)'. Both dropdowns currently show 'select'. To the right of the dropdowns are two buttons: a red 'View' button and a grey 'Clear Filter' button.

Click on the **View** button, the exam timetable will be displayed if it is available. You may print the exam timetable by click on the **Print** button.



The screenshot shows the 'Exam Timetable' interface after clicking the 'View' button. The 'Term' dropdown is now set to '2021\_AUG\_S2' and the 'Course' dropdown is still 'select'. The 'View' and 'Clear Filter' buttons are still present. Below the dropdowns is a table with the following data:

Course Code	Course Description	Exam Date	Start Time	Duration (Mins)	Reading Time (Mins)	Location	Schedule Status
ACC10007	Financial Information for Decision Making	12/08/2021	09:00 AM	1440	0	Asynchronous	Provisional
MGT0001	Introduction to Management	12/09/2021	09:00 AM	180	10	C001	Provisional

Below the table, it says 'Exam timetable published on : Friday, November 5, 2021 9:35:28 AM' and there is a 'Print' button.

### 3.0 My Class

With the **My Class** option available, you are able to register to courses and classes. For all the classes you have registered, you are then able to get your timetable and see your attendance progress.

#### Course Registration

##### Course Registration

To register your courses, go to **My Class** → **Course Registration**. Select the **Term** you wish to register. You cannot proceed to Registration until you select a valid **Enrollment** and **Term**.

**Note:**

*When there are multiple Enrollment, please register Principal Program course(s) first, then followed by Supplementary English(SE)/Mata Pelajaran Umum(MPU) course.*

The screenshot shows the 'Course Registration' interface. At the top, it says 'Welcome to Online Registration. Please select your term below and check your registration status.' Below this is a 'Note' section with three instructions: 1) For Degree, MA (TESOL) and Master of Construction Management, select Term = 2021 March Semester 1; 2) For Master of Business Administration (International), select Term = 2021 March Term 1; 3) For Foundation and Diploma, select Term = 2021 April Semester 1. There are two buttons: 'Refresh Page' and 'View Registration Tutorial'. Below these is a summary box showing 'Enrollment: 10/1/2020 Bachelor of Business (Management)' and 'Term: 2021 March Semester 1'. A red bar indicates 'Registration Status :'. At the bottom, there is a pagination control showing 'Show 10 entries Showing 1 to 1 of 1 entries' and a search box.

The **Registration Status** will show you the information on your selected term such as term period, registration period and last day to add/drop. Next, click on the **Register** button.

This screenshot shows the 'Registration Status' section with a table of registration details. The table has columns for Code, Term Description, Term Period, Registration Period, Last Day to Add, Last Day to Drop, and Status. The data row shows: Code: 2021\_MAR\_TS1, Term Description: 2021 March Semester 1, Term Period: 3/1/2021-6/20/2021, Registration Period: 1/21/2021 12:00 AM - 2/28/2021 12:00 AM, Last Day to Add: 2/28/2021 12:00 AM, Last Day to Drop: 2/28/2021 12:00 AM, Status: Open. Below the table is a 'Register' button highlighted with a red box. At the bottom, there is a red bar showing 'Registered Courses ( 0 )' with a dropdown arrow.

**Note:**

**Change your Enrollment program to Mata Pelajaran Umum if you wish to register for MPU courses.**

Refresh Page [View Registration Tutorial](#)

Enrollment: 10/1/2020 Mata Pelajaran Umum (Local) Term: 2021 March Semester 1

Click on the Display drop-down menu. There are two options: Required and Elective. The default selection is Required which will show the core units offered under your program in your selected term.

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

Search Courses & Quick Add

Course Search: Display: Required, Meeting Days: [dropdown], Type: \*All\*, Level: \*All\*, Course Code: [input], Class Starts: \*Any\*, Class Ends: \*Any\*, [Reset] [Search]

Required Courses

Show 10 entries Showing 1 to 2 of 2 entries

Add	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Availability
[+]	MGT10001	Introduction to Management		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	21 of 25
[+]	MGT10002	Critical Thinking in Management		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	22 of 25

If you would like to register for elective units, select 'Elective' and click on Search. A list of elective units offered in your selected term will be displayed.


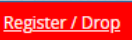
Search Courses & Quick Add

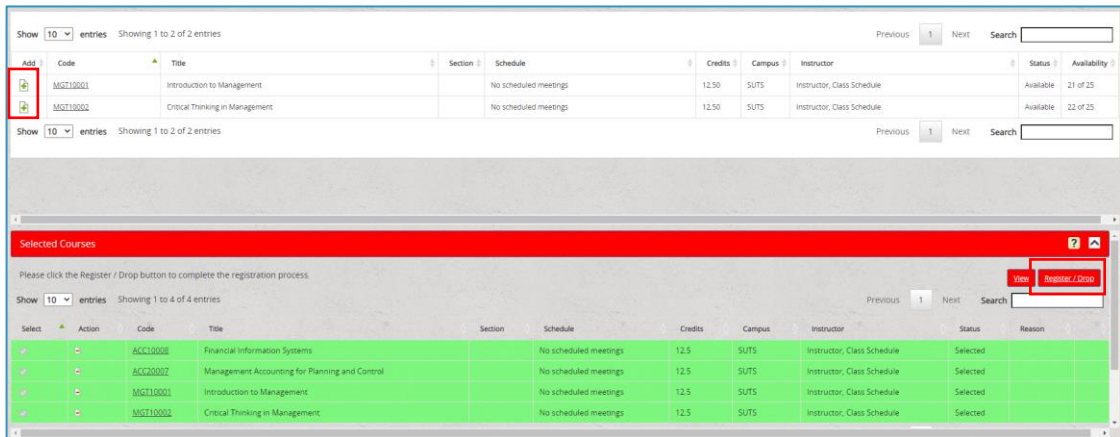
Course Search: Display: Elective, Meeting Days: MO TU WE TH FR SA SU, Meets ONLY on these days, Type: \*All\*, Level: \*All\*, Course Code: [input], Class Starts: \*Any\*, Class Ends: \*Any\*, [Reset] [Search]



Elective Courses

Show 10 entries Showing 1 to 4 of 4 entries









Add	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Availability
[+]	ACC10008	Financial Information Systems		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	11 of 13
[+]	ACC20007	Management Accounting for Planning and Control		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	12 of 12
[+]	COM10002	Professional Communication Practice		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	21 of 25
[+]	FIN10002	Financial Statistics		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	24 of 25

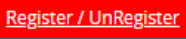
Click on the **Add**  button to choose the course you wish to register. Your selected courses will be shown in the **Selection Courses** section as below. After that, click on the **Register/Drop**  button to register.

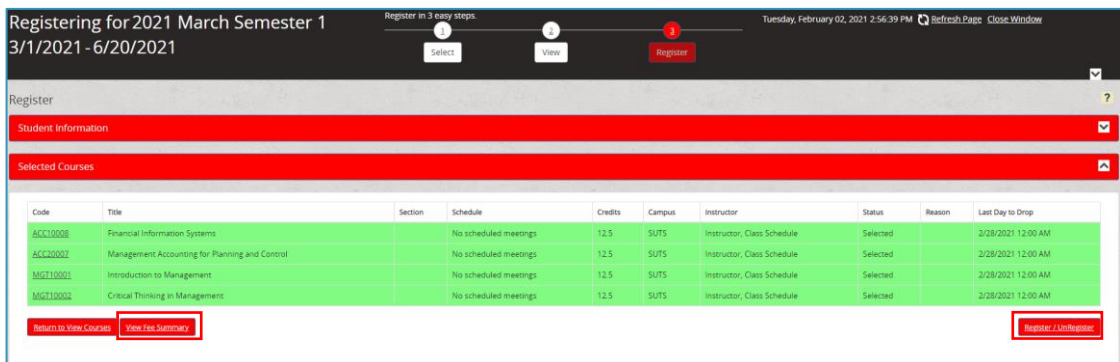


Add	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Availability
	MGT10001	Introduction to Management		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	21 of 25
	MGT10002	Critical Thinking in Management		No scheduled meetings	12.50	SUTS	Instructor, Class Schedule	Available	22 of 25

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Reason
		ACC10008	Financial Information Systems		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected	
		ACC20007	Management Accounting for Planning and Control		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected	
		MGT10001	Introduction to Management		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected	
		MGT10002	Critical Thinking in Management		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected	

It will bring you to the following page which shows you the summary of your selected courses. You may click on **View Fee Summary** button to check on the fees charged. Lastly, click on the **Register/UnRegister**  button to confirm your course registration.



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

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

Register

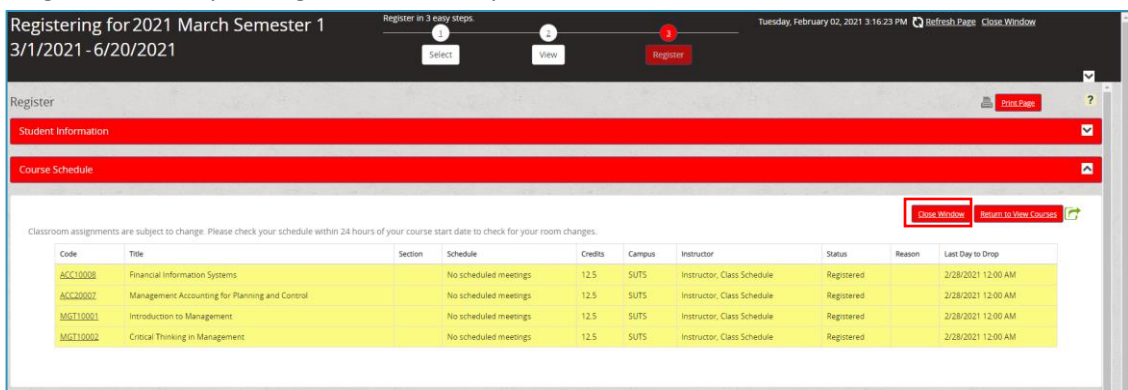
Student Information

Selected Courses

Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	Reason	Last Day to Drop
ACC10008	Financial Information Systems		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected		2/28/2021 12:00 AM
ACC20007	Management Accounting for Planning and Control		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected		2/28/2021 12:00 AM
MGT10001	Introduction to Management		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected		2/28/2021 12:00 AM
MGT10002	Critical Thinking in Management		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Selected		2/28/2021 12:00 AM

Buttons: Return to View Courses, View Fee Summary, Register / UnRegister

You are now confirmed registered to all your selected courses. Only when the **Status** is 'Registered' that your registration is complete.



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

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

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
ACC10008	Financial Information Systems		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered		2/28/2021 12:00 AM
ACC20007	Management Accounting for Planning and Control		No scheduled meetings	12.5	SUTS	Instructor, Class Schedule	Registered		2/28/2021 12:00 AM
MGT10001	Introduction to Management		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

Buttons: Close Window, Return to View Courses



Click **Close Window** to exit the page or you may scroll down to view the Attendance and Withdrawal Policy in the **Registration Information** section.

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

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

Tuesday, February 02, 2021 3:19:15 PM Refresh Page Close Window

**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)

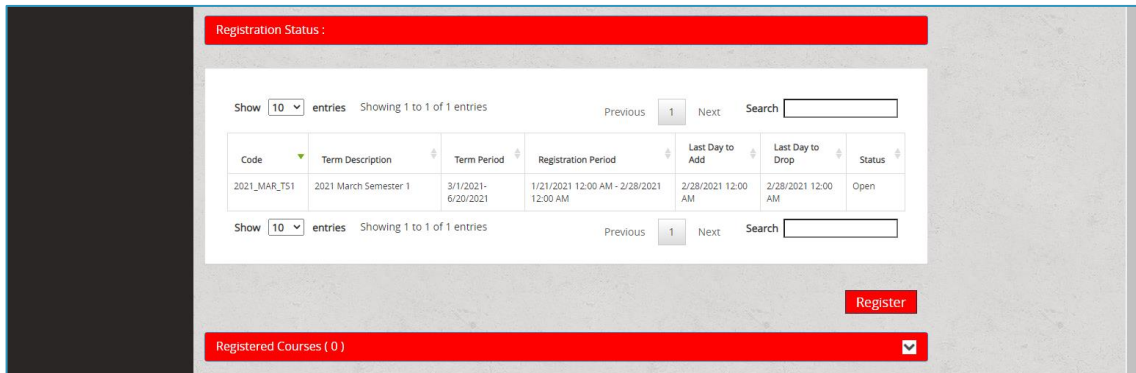
Time Frame	Forfeiture Percentage
<b>For commencing student</b>	
Prior to semester commencement	10% of the fees payable stated in the offer letter
<b>For both commencing and continuing student</b>	
Within 4 weeks after semester commencement	50% of the fees payable on the withdrawn units(s)
4 weeks after semester commencement	100% of the fees payable on the withdrawn units(s)


Short semester (Teaching period less than 12 weeks)

Time Frame	Forfeiture Percentage
<b>For commencing student</b>	
Prior to semester commencement	10% of the fees payable stated in the offer letter

## Drop Course

To drop a course, you will need to go back into **My Class > Course Registration** and click on the **Register** button.



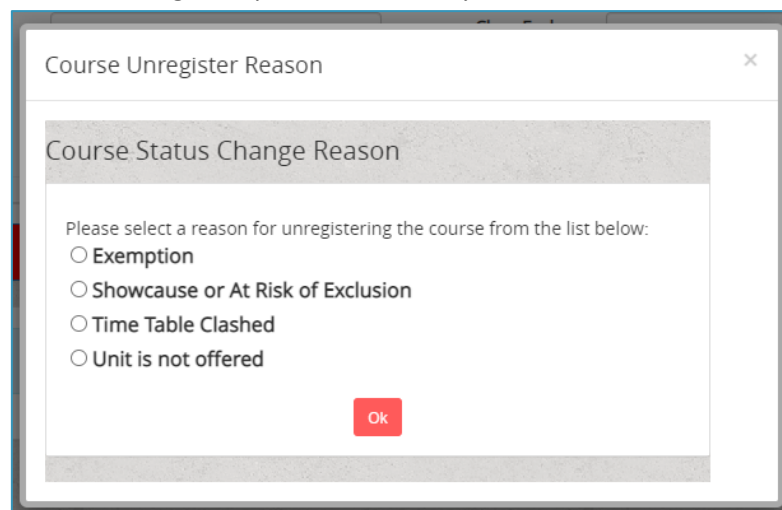
Scroll down to **Selected Courses** to find the list of your registered courses. Click on the  in the action column next to the course you wish to remove/drop.



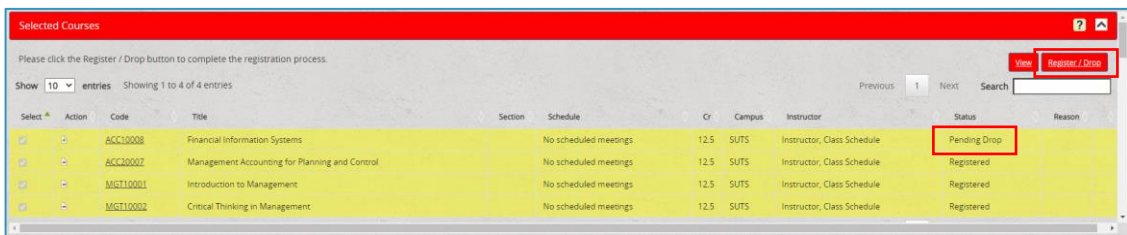
### Note:

Do not drop AIM – Academic Integrity Training Module course (if any, e.g. AIMFECS, AIMFBDA, AIMSFS) from the course list. AIM course is a compulsory non-credit online module for new student that is registered for you by our staff.

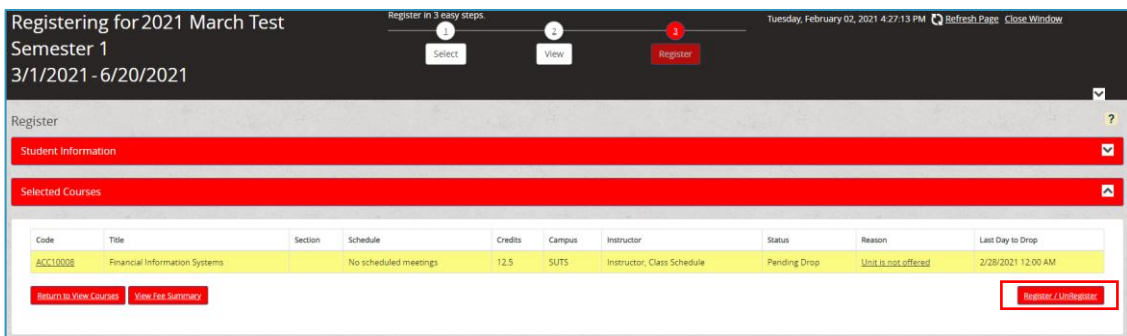
The following popup will appear where you have to select the reason for unregistering the course. Click **OK** after ticking the option relevant to you.



The course **Status** is now changed from 'Registered' to 'Pending Drop'. Click on the Register/Drop **Register / Drop** button to proceed.



A summary of your dropped course(s) will be shown. Lastly, click on the **Register/UnRegister** **Register / UnRegister** button to confirm your course un-registration/drop.



Your dropping of course ACC10008 is now confirmed. The dropped course(s) will not be shown anymore. Click **Close Window** to exit the page.

## Class Registration

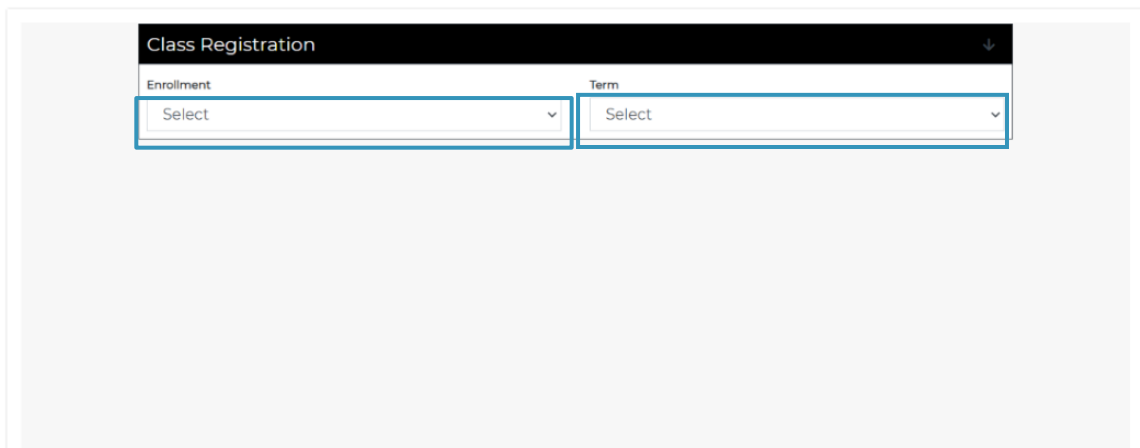
This is where you register yourself to classes of your preference.

**Note:**

**Class Registration** is not applicable for students who are in Foundation/MA(TESOL)/ MBA(I) programs. You may skip this part and proceed to view your timetable under “**My timetable**”. Please refer to the Important Dates (Start Date for Class Registration) of the term on the Student Portal.

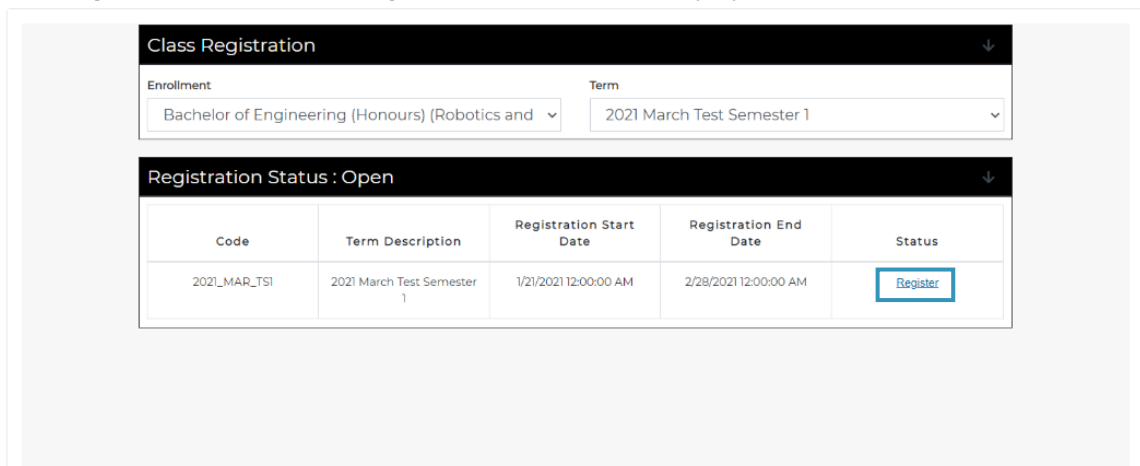
Go to **My Class** → **Class Registration**. In the Class Registration screen, select **Enrollment** and **Term** from the drop-down menu.

**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 is a header 'Class Registration' with a downward arrow. Below the header, there are two dropdown menus: 'Enrollment' and 'Term'. Both dropdown menus currently display 'Select' as the selected option. The 'Enrollment' dropdown is highlighted with a blue border.

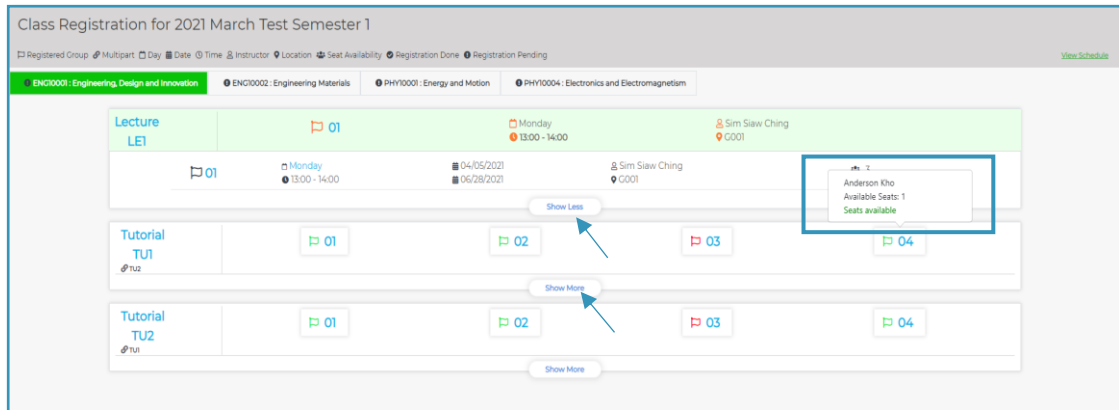
Click **Register** button. The class registration screen will be displayed.



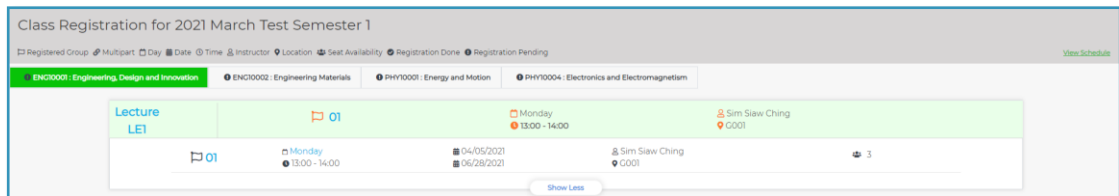
The screenshot shows the 'Class Registration' interface after the 'Register' button has been clicked. The 'Enrollment' dropdown menu is now populated with 'Bachelor of Engineering (Honours) (Robotics and ...)' and the 'Term' dropdown menu is populated with '2021 March Test Semester 1'. Below the dropdown menus, there is a section titled 'Registration Status : Open' with a downward arrow. Underneath this section is a table with the following data:

Code	Term Description	Registration Start Date	Registration End Date	Status
2021_MAR_TSI	2021 March Test Semester 1	1/21/2021 12:00:00 AM	2/28/2021 12:00:00 AM	<a href="#">Register</a>

The courses which you have registered in **Course Registration** module will be shown here. 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. E.g. ENG10001 – Engineering, Design and Innovation



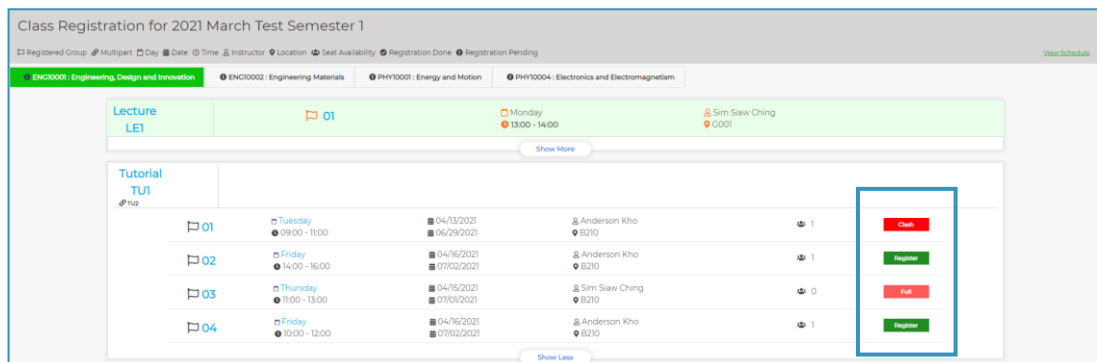
LE1 - Lecture is a single group activity, thus you will be registered to the class automatically if there is no timetable clash.



**Colour Indication:**

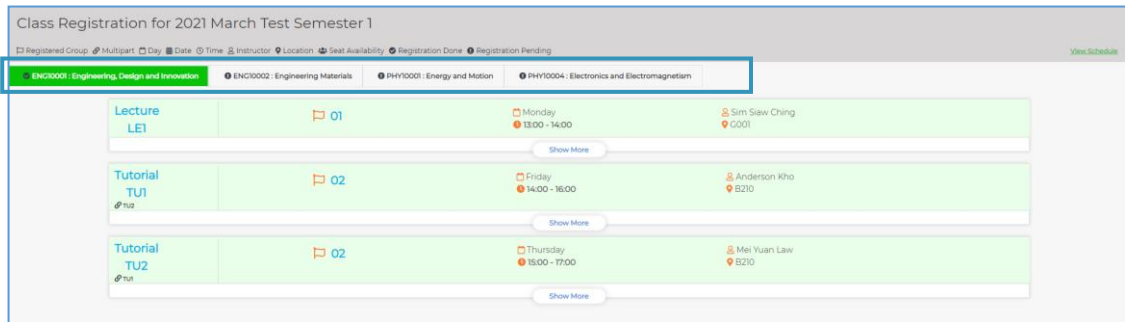
<b>Register</b>	Course subcomponent activity group which <u>can be registered</u> . Click to register your preferred group.
<b>Unregister</b>	Course subcomponent activity group which you <u>have already registered</u> . Click to release the selection or click another subcomponent group to register directly.
<b>Full</b>	Course subcomponent activity group with <u>no seat available</u> .
<b>Clash</b>	Course subcomponent activity group due to <u>timetable conflict</u> . Click on the button to view the clash details.

Continue with the next activity of the same course, if there is, for this case, TU1 - Tutorial. From here, we can see that there are four groups - two groups are available, one group clash with other courses and another one group fully occupied. Select your preferred group by clicking on the Register button.



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.

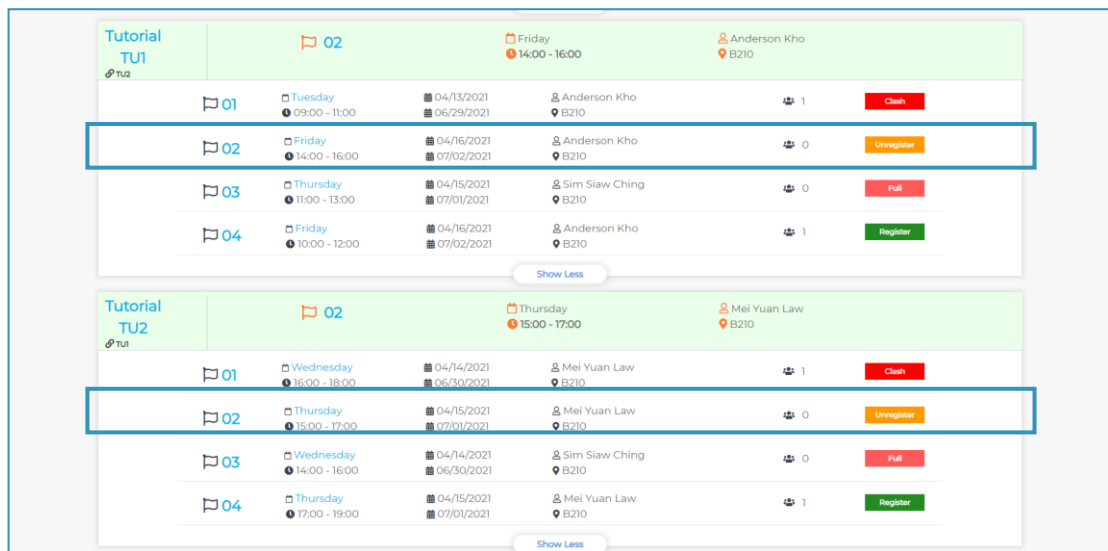
*Note: Please ensure all the courses registered successfully.*



### **Multi-part Activity**

Some courses have multi-part activities as shown below. When you select multipart activities, you are selecting a group of classes that you must attend. The classes within these groups cannot be mixed.

E.g. When you select TU1 02 for ENG10001, the system will assign you to TU2 02 automatically.



## Class conflicts – Timetable clashes

The activity showed in red colour means that there is a conflict with your current timetable. You will not be able to select the class due to timetable clash. Click on the activity in red colour and the system will show the class it has conflict with.

The screenshot shows the 'Class Registration for 2021 March Test Semester 1' interface. It displays a list of classes under the 'ENG10001: Engineering, Design and Innovation' group. The classes are:

- Lecture LE1: Monday, 13:00 - 14:00, Instructor: Sim Siaw Ching, Location: C001.
- Tutorial TU1: Friday, 14:00 - 16:00, Instructor: Anderson Kho, Location: B210.
- Tutorial TU2: Thursday, 15:00 - 17:00, Instructor: Mei Yuan Law, Location: B210.

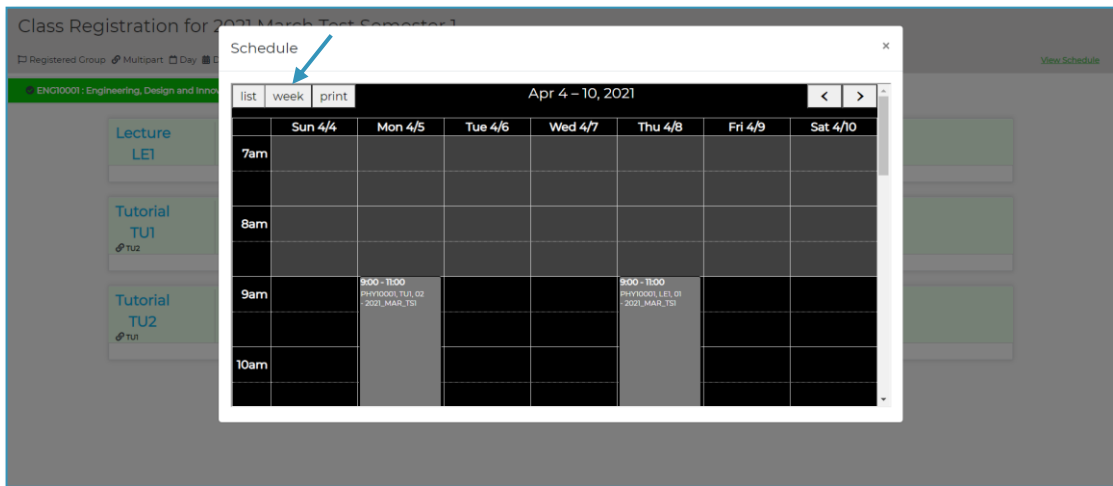
Below the TU2 entry, a detailed schedule is shown with four sessions (01-04). Session 01 is highlighted in red, indicating a conflict. A tooltip box points to this red session with the text: 'Multipart TU1 : 01 Time conflict with TU1 : 03 : ENG10002 Engineering Materials : 2021\_MAR\_TS1'. The registration status for session 01 is 'Full'.

You may check whether or not you can change the group for ENG10001-TU1 to resolve the timetable conflict.

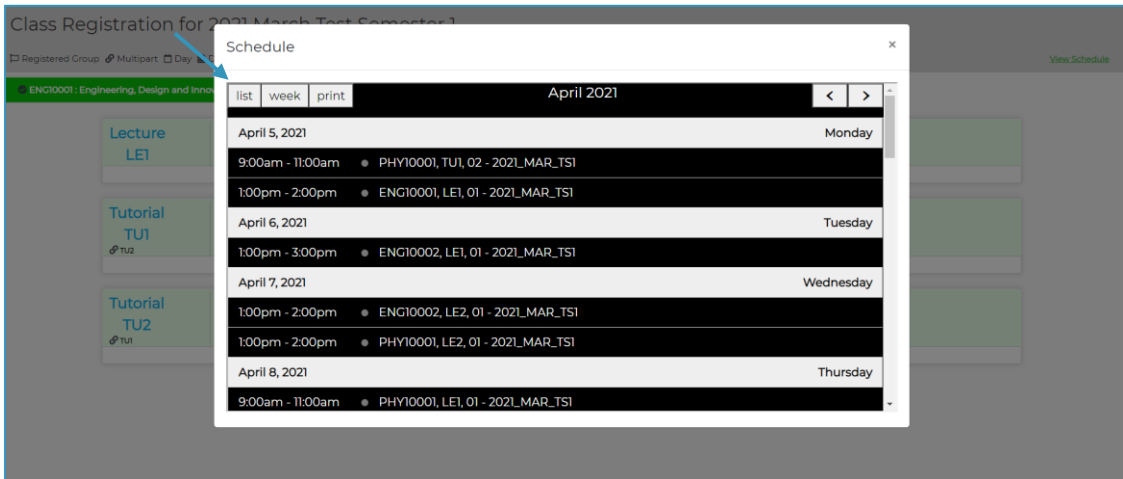
Click on **View Schedule** to see your timetable.

This screenshot shows the same 'Class Registration for 2021 March Test Semester 1' interface, but with the 'View Schedule' link in the top right corner highlighted by a blue arrow. The class list is the same as in the previous screenshot, but the detailed schedule for TU2 is not expanded.

You have the option to view your timetable in week or in list view. To see your timetable in week view, simply click on the week button.



Or to see it in list view, click on the list button. You may also print your timetable by clicking on the print button.





### Other Course Timetable Search

This is where you are able to view the other course timetable in a term and identify any clash before adding the course in registration.

- (1) Go to **My Class** → **Other Course Timetable Search**
- (2) Select a value from the drop-down **Term**.
- (3) Select a course or multiple courses from the drop-down **Course**.
- (4) Click on **View Timetable** button.

Search Course Schedule

Term\*  
2021\_MAR\_TS1

Course\*  
Select Course

All Week

**View Timetable** Clear Filters

Search Course Schedule

Term\*  
2021\_MAR\_TS1

Course\*  
Select Course

Course Code	Course
MGT10002	Critical Thinking in Management
PHY10001	Energy and Motion
ENG10002	Engineering Materials
ENG10001	Engineering, Design and Innovation
ACCI0007	Financial Information for Decision Making
ACCI0008	Financial Information Systems
FIN10002	Financial Statistics

- (5) The timetable of the selected course(s) in the term will be displayed.
- (6) You may print your timetable by clicking on the Printer button.

Course\*  
ENG10002 x PHY10001 x

All Week

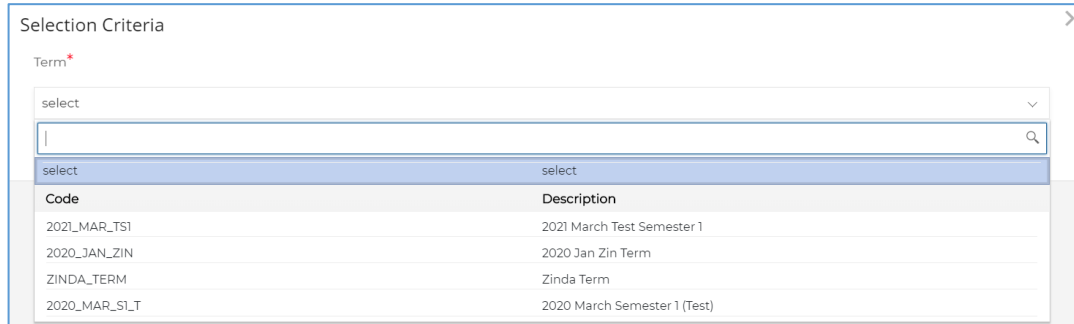
**View Timetable** Clear Filters

	Sun	Mon	Tue	Wed	Thu	Fri
7am						
8am						
9am		9:00 - 9:00 - 9:00 - 9:00 - 9:00 - ENG10002 ENG10002 PHY10001 - LA1 - LA2 - TU1 - LA1 - TU1 01, 01, 01, 02, - 02, PingP PingP PingP Richa Richa Chung Chung Chung Belan Belan E005 - E211 - B406 Dagat Dagat 05/10 06/14 04/12 1E408 - B412 05/03 04/26 - 05/24 05/24 04/05 06/07 06/14 to 06/21 04/19 06/28 05/03 to 05/10	9:00 - 11:00 9:00 - 11:00 9:00 - 11:00 ENG10002 ENG10002 ENG10002 03, PingP 03, PingP Chung, E0 Chung, E2 PingPing 05/11 06/15 Chung; B407 - 04/13 to 05/04, 05/25 to 06/08, 06/22 to 06/29		9:00 - 11:00 PHY10001 - LE1 - 01, Richard Belanda Dagang; C001 - 04/08 to 05/13, 05/27 to 07/01	
10am						

## My Timetable

This is where you are able to see your scheduled timetable of your registered courses in a term. If you are enrolled and are active in multiple terms, you will have to repeat the below steps.

- (1) Go to **My Class → My Timetable**
- (2) Select a value from the drop-down **Term**.

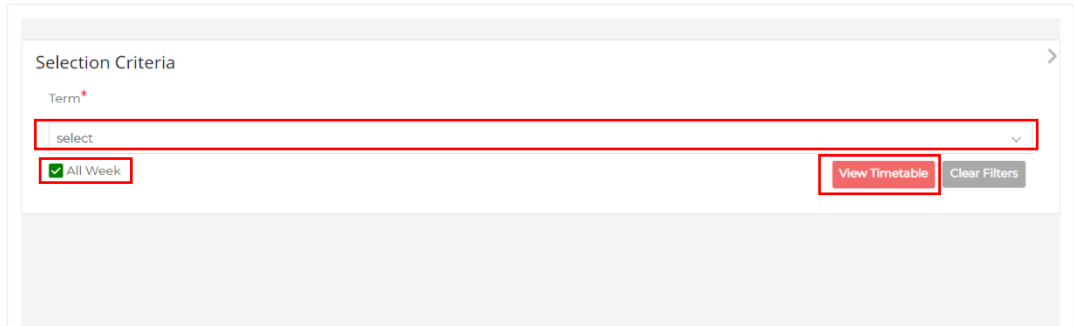


The screenshot shows a 'Selection Criteria' dropdown menu. The 'Term\*' field is set to 'select'. Below the dropdown is a search bar and a list of terms with their descriptions:

Code	Description
2021_MAR_TS1	2021 March Test Semester 1
2020_JAN_ZIN	2020 Jan Zin Term
ZINDA_TERM	Zinda Term
2020_MAR_SL_T	2020 March Semester 1 (Test)

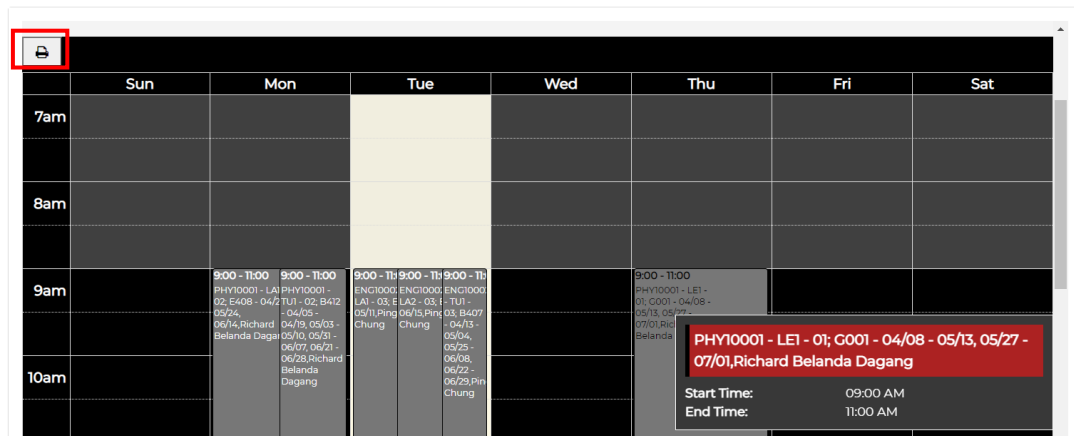
- (3) Click **View Timetable** and scheduled timetable will be displayed.
- (4) The timetable shows the courses you have registered and their corresponding time of classes, activities type (LE/TU/LA), the group, venue and the teaching staff. You may hover your mouse over the timetable to get a clearer view of the details.
- (5) Ticking **All Week** will enable you to see your timetable throughout the term.

*This is recommended for use before class commencement. The view will include the timetable that you have attended if you switch between groups after class commencement.*



The screenshot shows the 'Selection Criteria' form with the 'Term\*' dropdown set to 'select'. The 'All Week' checkbox is checked. The 'View Timetable' button is highlighted with a red box.

- (6) You may print your timetable by clicking on the Printer button.



The screenshot shows a timetable grid with a printer icon in the top left corner. The grid has columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for times (7am, 8am, 9am, 10am). A popup window is visible over the 9am slot on Thursday, showing course details:

**PHY10001 - LE1 - 01; G001 - 04/08 - 05/13, 05/27 - 07/01, Richard Belanda Dagang**

Start Time: 09:00 AM  
End Time: 11:00 AM

Unticking **All Week** will enable you to see your timetable by in a list view or weekly.

### The list view

The screenshot shows a web interface for viewing a timetable. At the top, there is a 'Selection Criteria' section with a 'Term\*' dropdown menu set to '2021\_MAR\_TS1' and an unchecked 'All Week' checkbox. To the right are 'View Timetable' and 'Clear Filters' buttons. Below this is a navigation bar with 'list', 'week', and 'print' buttons, and the text 'April 2021' with left and right arrow buttons. The main content area displays a list of classes for each day of the week:

Date	Day	Class
April 5, 2021	Monday	9:00am - 11:00am • PHY10001 - TU1 - 02 - B412 - Richard Belanda Dagang 1:00pm - 2:00pm • ENG10001 - LE1 - 01 - G001 - Sim Siaw Ching
April 6, 2021	Tuesday	1:00pm - 3:00pm • ENG10002 - LE1 - 01 - G001 - PingPing Chung
April 7, 2021	Wednesday	1:00pm - 2:00pm • ENG10002 - LE2 - 01 - G705 - PingPing Chung 1:00pm - 2:00pm • PHY10001 - LE2 - 01 - G001 - Richard Belanda Dagang


To print this view, click on **print** button.

### The week view

The screenshot shows the same web interface but in 'week' view. The 'list', 'week', and 'print' buttons are at the top, with 'week' highlighted. The main content area is a grid for the week of 'Apr 4 - 10, 2021'. The columns represent days from Sunday 4/4 to Saturday 4/10, and the rows represent times from 7am to 10am. Class entries are shown in the grid cells:

	Sun 4/4	Mon 4/5	Tue 4/6	Wed 4/7	Thu 4/8	Fri 4/9	Sat 4/10
7am							
8am							
9am		9:00 - 11:00 PHY10001 - TU1 - 02 - B412 - Richard Belanda Dagang			9:00 - 11:00 PHY10001 - LE1 - 01 - G001 - Richard Belanda Dagang		
10am							

Click on the arrow button   to navigate the week.

To print this view, click on .

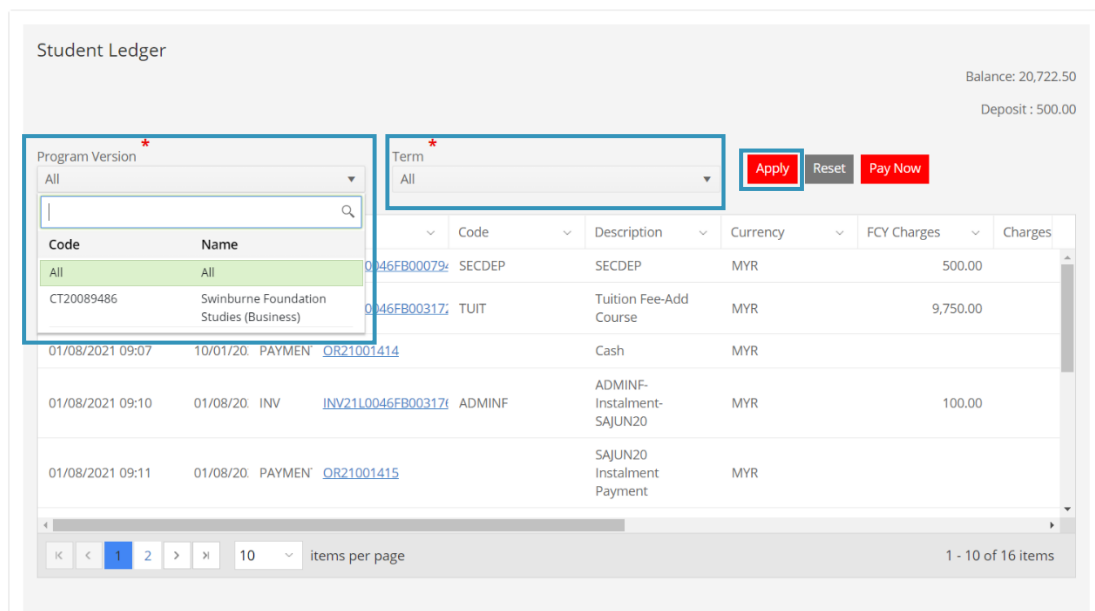
## 4.0 My Finances

This option lets you view how your financial transactions being managed during your course of studies in the University.

### Student Ledger

You can view your individual financial transactions, documents and account balance for the selected program and term through this option.

- (1) Go to **My Finances** → **Student Ledger**
- (2) Select the **Program Version** from the drop-down. You have the option to view transactions throughout your years in Swinburne by choosing 'All', or one particular program's transaction.
- (3) Select the **Term** from the drop-down. Again, you have the option to view all terms' transactions or one particular term's transactions.
- (4) Click **Apply** to view the transaction details.



The screenshot displays the 'Student Ledger' interface. At the top right, it shows 'Balance: 20,722.50' and 'Deposit: 500.00'. Below this, there are two dropdown menus: 'Program Version' and 'Term', both currently set to 'All'. To the right of these menus are three buttons: 'Apply' (highlighted in red), 'Reset', and 'Pay Now' (highlighted in red). Below the filters is a table with columns: Code, Name, Description, Currency, FCY Charges, and Charges. The table contains several rows of transaction data, including entries for 'SECDEP', 'Tuition Fee-Add Course', 'Cash', 'ADMINF-Instalment-SAJUN20', and 'SAJUN20 Instalment Payment'. At the bottom, there is a pagination control showing '10 items per page' and '1 - 10 of 16 items'.

Code	Name	Description	Currency	FCY Charges	Charges
All	All	SECDEP	MYR		500.00
CT20089486	Swinburne Foundation Studies (Business)	Tuition Fee-Add Course	MYR		9,750.00
01/08/2021 09:07	10/01/20. PAYMEN	Cash	MYR		
01/08/2021 09:10	01/08/20. INV	ADMINF-Instalment-SAJUN20	MYR		100.00
01/08/2021 09:11	01/08/20. PAYMEN	SAJUN20 Instalment Payment	MYR		

For each of the transaction made, you are issued with finance document (invoice, credit note, debit note, receipt, etc.). You can view these documents online by clicking on the Ref No. A popup-up screen will appear upon clicking on it.

Student Ledger

Balance: 500.00  
Deposit : 500.00

Program Version Term

Swinburne Foundation Studies (Business) 2020\_SEP\_S2 Apply Reset Pay Now

Post Date	Tra...	Type	Ref No	Code	Description	Currency	FCY Charges	Charges
08/11/2020 22:31	08/11/20	INV	INV20L0046FB00079	SECDEP	SECDEP	MYR		500.00

10 items per page 1 - 1 of 1 items

You can opt to view or e-mail a copy of the document to yourself at your student E-mail. To send a copy of the document to your Student E-mail, click on the **Email a copy to me** button and the document will be sent to your mailbox in approximately fifteen (15) minutes.

**Sample invoice:**

<p>Student Name : Student Number : Identity Card/Passport No : Address : Telephone No :</p>	<p>Student GUIDE</p>	<p>Invoice No : Date :</p>	<p><b>INVOICE</b> INV21L0046FB003172 01/07/2021 Swinburne Foundation Studies (Business) Intake : 2020_APR_S1 Year/Semester : Year 1 / Sem 1</p>
---	----------------------	--------------------------------	---

Description	Amount MYR
Tuition Fee-Add Course	9,750.00
<b>Grand Total</b>	<b>9,750.00</b>

Remark: Add Course

1. **Paying from within Malaysia**  
Online Payment (Saving Account, Current Account and Credit Card)

**Billers Code: 00020**  
**Ref: 1: Student ID / IC / No**  
**Ref: 2: Purpose of Payment**

Remember: Online bill payments are subject to approval with your Current, Savings or Credit Card account.

2. **Paying from overseas:**  
Swinburne Sarawak has partnered with Flywire to ensure streamlined and secure payments from students who would like to settle their payment from their overseas accounts or credit cards.

With Flywire you will:  
- Save on intermediary bank fees  
- Have access to 24/7 multilingual customer support  
- Save on intermediary bank fees

To begin your payment, visit the link - [swinburne-my.flywire.com](http://swinburne-my.flywire.com)

3. All cheques/bank drafts should be made payable to **Swinburne Sarawak Sdn Bhd.**

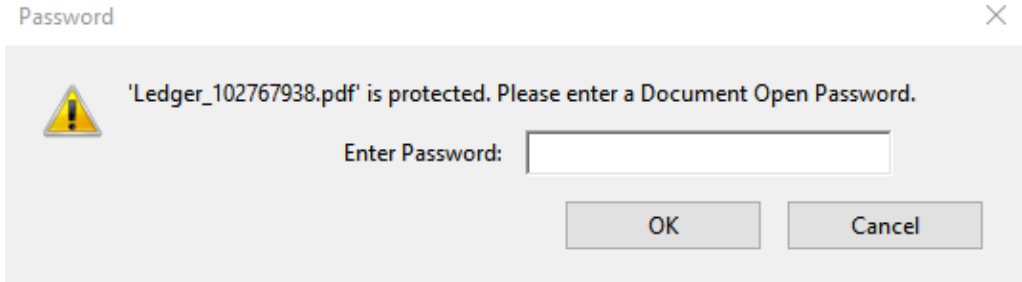
4. **Bank Account Details:**

<p>Account Name: Swinburne Sarawak Sdn Bhd Bank Name: CIMB Bank Berhad Account Number: 80-020988-9 Address: Lot T10 &amp; T11, Section 49 K.L.O. Jalan Chan Chin Ann, 93100 Kuching, Sarawak, Malaysia. SWIFT Code: CIBM3333</p>	<p>Account Name: Swinburne Sarawak Sdn Bhd Bank Name: SHB Bank Berhad Account Number: 2-1036-00065209 Address: Suite 2 &amp; 3, 3rd Floor, Yung Kong Abell, Lot 365, Abell Road, 93100 Kuching, Sarawak, Malaysia. SWIFT Code: RHB33333</p>
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5. Please forward copy of the payment slip to Finance Cashier Counter or email to [finstu@swinburne.edu.my](mailto:finstu@swinburne.edu.my) for issuance of Official Receipt.  
This is a computer generated document. No signature is required.  
Please update your personal information with SIC should there be any changes.

**Email a copy to me**

After receiving the document in your e-mail, open the PDF attachment and key in the password with your birthdate in YYYYMMDD format to view,  
*e.g. birth date is 01 December 2001, password will be 20011201.*



## How to Pay Online via Student Portal

- (1) Go to **My Finances** → **Student Ledger**
- (2) In the Student Ledger, click **Pay Now** button.

Student Ledger

Balance: 20,722.50  
Deposit : 500.00

Program Version \*  
All

Term \*  
All

Apply Reset **Pay Now**

Post Date	Tra...	Type	Ref No	Code	Description	Currency	FCY Charges	Charges
08/11/2020 22:31	08/11/20	INV	<a href="#">INV20L0046FB00079</a>	SECDEP	SECDEP	MYR	500.00	
01/07/2021 09:26	01/07/20	INV	<a href="#">INV21L0046FB00317</a>	TUIT	Tuition Fee-Add Course	MYR	9,750.00	
01/08/2021 09:07	10/01/20	PAYMEN	<a href="#">OR21001414</a>		Cash	MYR		
01/08/2021 09:10	01/08/20	INV	<a href="#">INV21L0046FB00317</a>	ADMINF	ADMINF-Instalment-SAJUN20	MYR	100.00	
					SAJUN20			

- (3) Select the **Program Version** and **Term**. Please also select **Yes** if you are paying by **Installment**. Lastly, enter the amount for payment and click **Pay** button.

Payment Gateway\*  
Credit Card

Program Version\*  
Select

Term\*  
Select

Installment\*  
No

Enter Amount (MYR)\*  
0.00

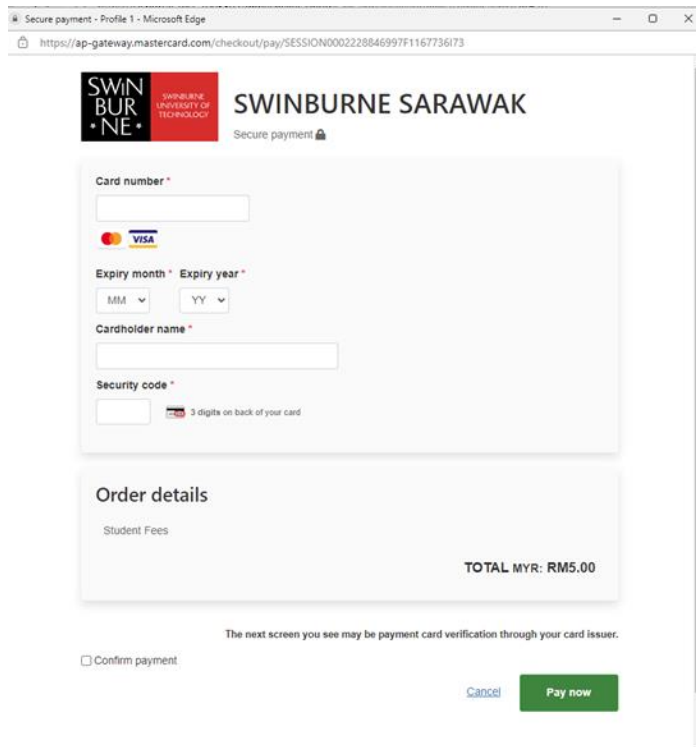
**Pay**

**SCAM ALERT:** Please be reminded that the University will never ask for your login credentials (neither email ID nor password) or demanding for outstanding debts through personal telephone calls. In the event you received or previously received such calls, please report to [servicedesk@swinburne.edu.my](mailto:servicedesk@swinburne.edu.my) with the scammer details such as name, department, telephone number, bank accounts and etc.

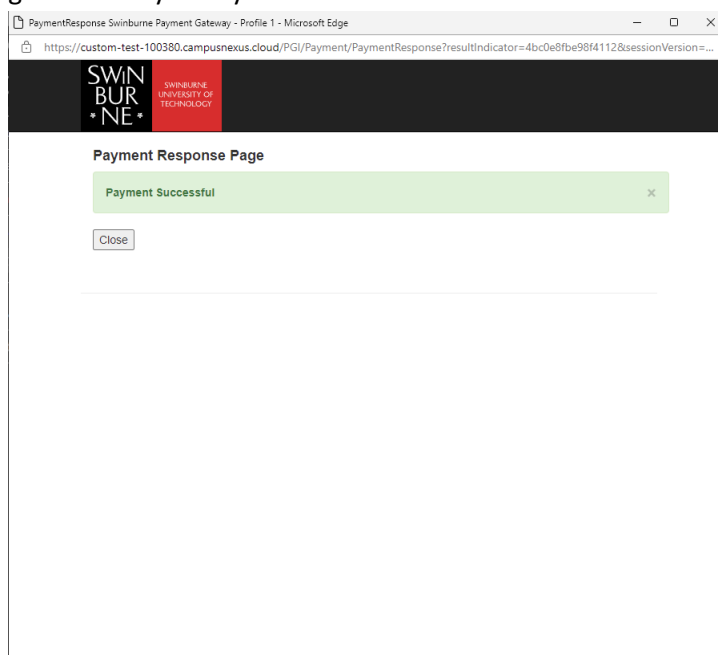
The University does not appoint/assign/authorise any third party as our fee collection agent. We will not be liable for any payment made to any third party account(s) except to the University bank account. Please refer to [How Do I Pay My Fees for the University official payment platforms](#).

Finally, do stay vigilant against scammer and do not reveal your personal data or share it in social media.

- (4) You will be directed to the **Secure payment** page.
- (5) Fill-in the required card information correctly, tick on the **Confirm Payment** checkbox and click **Pay Now** button.



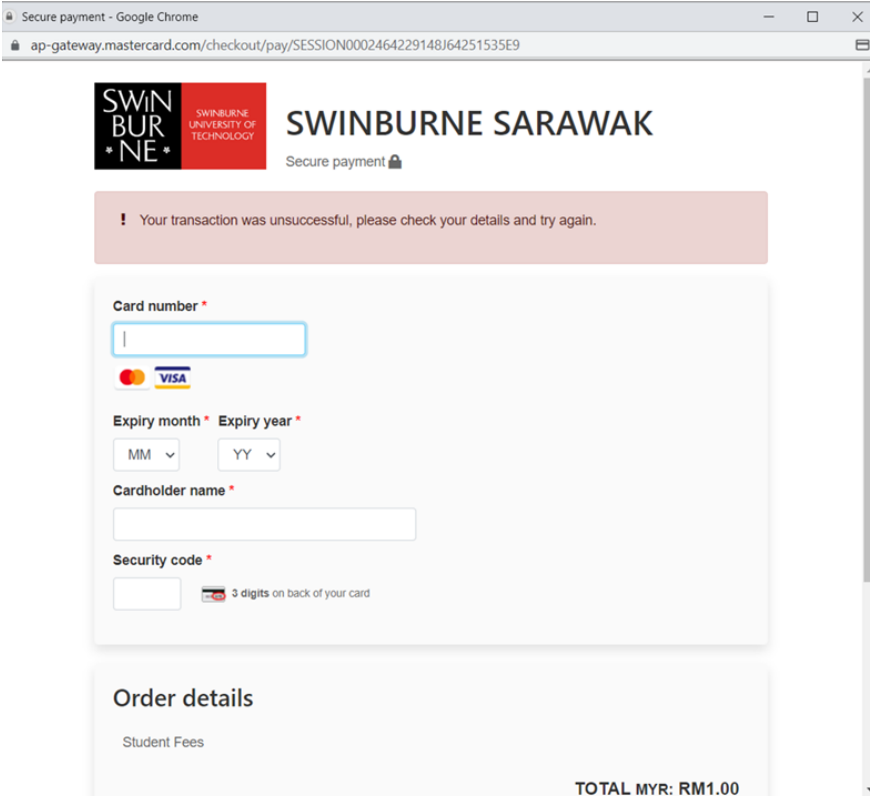
- (6) You will be directed to **preview and verification** page. Please enter the Authorisation Code provided by your bank and tick on the **T&C** checkbox after you have read the Terms & Conditions. Then click **Submit** button.
- (7) Payment is completed upon successful payment. Official Receipt will be automatically generated by the system.



- (8) View and print the Official Receipt from the **Student Ledger**.



**ALERT!** In the event that credit card information and credentials e.g. credit card expiry date, Security Code or Authorisation Code is incorrectly entered in the first attempt, you will be redirected to the **Secure payment** page again.



The screenshot shows a web browser window with the URL `ap-gateway.mastercard.com/checkout/pay/SESSION0002464229148J64251535E9`. The page header features the Swinburne University of Technology logo and the text "SWINBURNE SARAWAK Secure payment". A red error message states: "Your transaction was unsuccessful, please check your details and try again." Below this is a payment form with the following fields:

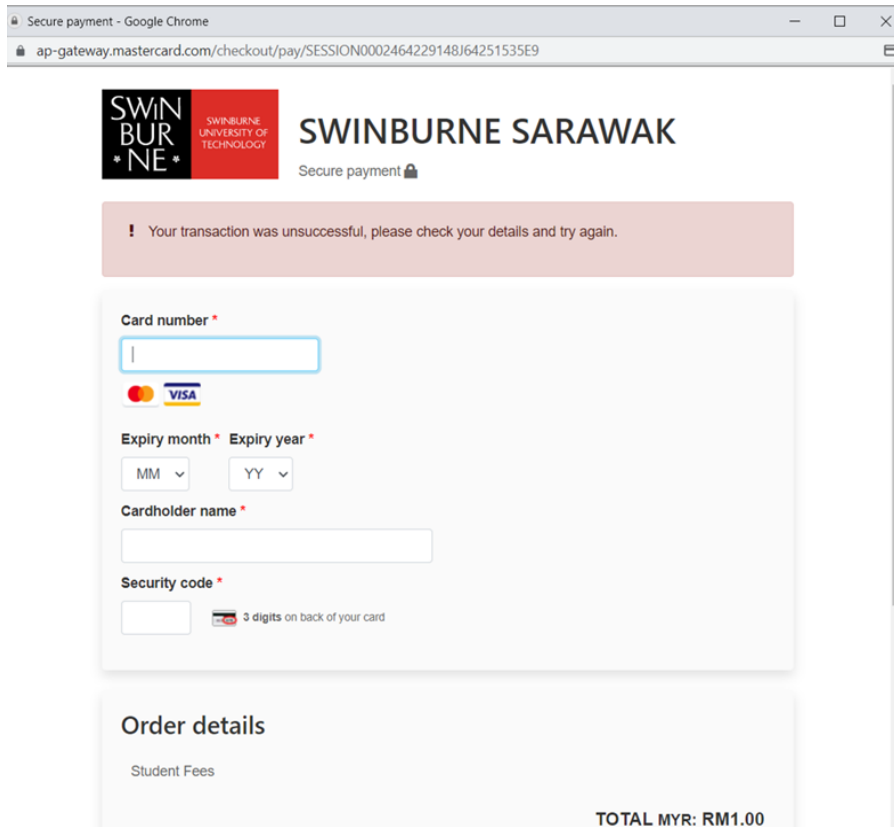
- Card number \* (input field)
- Expiry month \* Expiry year \* (MM and YY dropdown menus)
- Cardholder name \* (input field)
- Security code \* (input field with a note: "3 digits on back of your card")

The "Order details" section shows "Student Fees" and a total amount of "TOTAL MYR: RM1.00".

Instead of re-entering the correct credit card information, please **close** this **Secure payment** page and start again a new process from the **Student Ledger** and click **Pay Now**, i.e. as per **How to Pay Online via Student Portal's STEP 2** as subsequent submission of payment using the SAME **Secure payment** page will still be NOT successful.

Scenario on how to handle unsuccessful transactions:

- (1) Go to **My Finances** → **Student Ledger**
- (2) In the Student Ledger, click **Pay Now** button
- (3) Select the **Program Version** and **Term**. Please also select **Yes** if you are paying by **Installment**. Lastly, enter the amount for payment and click **Pay** button.
- (4) Fill-in the required credit card information in the **Secure payment** page but accidentally key-in the **incorrect** Security Code and click **Pay Now** button.
- (5) You will be directed to **preview and verification** page. You provide the Authorisation Code given by your bank, tick on the **T&C** checkbox and then click **Submit**.
- (6) Result: You will receive notification that *“Your transaction was unsuccessful, please check your details and try again”*. Besides, Official Receipt will also NOT be generated.



The screenshot shows a web browser window with the URL `ap-gateway.mastercard.com/checkout/pay/SESSION0002464229148J64251535E9`. The page header features the Swinburne University of Technology logo and the text "SWINBURNE SARAWAK Secure payment". A red notification banner at the top states: "Your transaction was unsuccessful, please check your details and try again." Below this is a payment form with the following fields:

- Card number \***: A text input field.
- Expiry month \*** and **Expiry year \***: Two dropdown menus labeled "MM" and "YY".
- Cardholder name \***: A text input field.
- Security code \***: A text input field with a note "3 digits on back of your card".

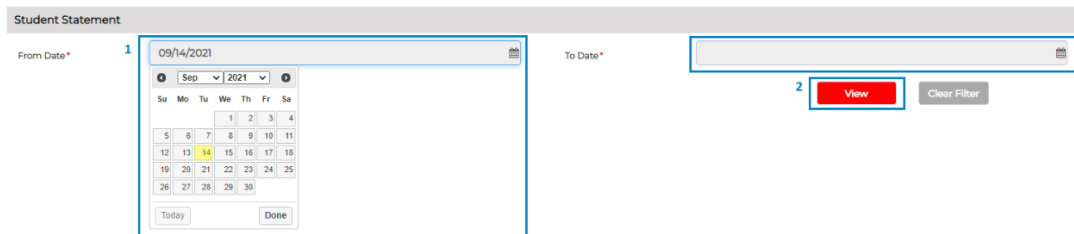
Below the form is the "Order details" section, which lists "Student Fees" and a total amount of "TOTAL MYR: RM1.00".

- (7) Instead of re-entering the same credit card information with the **correct** Security Code this round, please **close** this **Secure payment** page and start again a new process from **How to Pay Online via Student Portal's STEP 2.**

## Student Statement

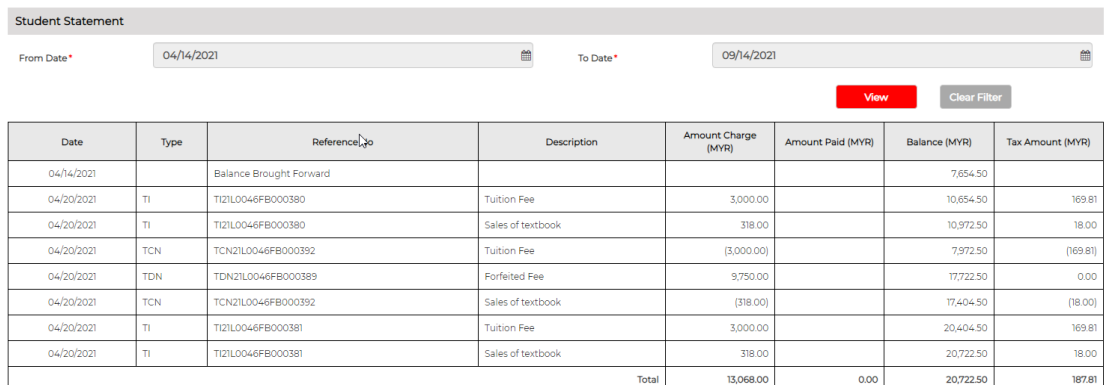
Similarly, you can also view your financial transactions and account balance for your selected range of dates through this option.

- (1) Go to **My Finances** → **Student Statement**
- (2) Select the **From Date** and **To Date** from the date-picker drop-down.
- (3) Click **View** to display your statement.



The screenshot shows the 'Student Statement' interface. The 'From Date' field is set to '09/14/2021'. A date picker calendar is open, showing the month of September 2021. The 'To Date' field is empty. A red 'View' button and a grey 'Clear Filter' button are visible.

- (4) You can opt to view or e-mail a copy of the statement to yourself at your student E-mail. To send a copy of the statement to your Student E-mail, click on the **Email a copy to me** button and the statement will be sent to your mailbox in approximately fifteen (15) minutes.

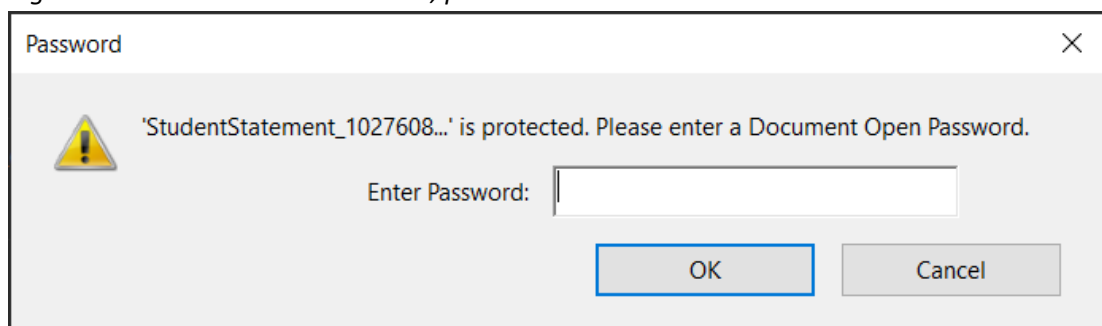


The screenshot shows the 'Student Statement' interface with the 'From Date' set to '04/14/2021' and the 'To Date' set to '09/14/2021'. A red 'View' button and a grey 'Clear Filter' button are visible. Below the buttons is a table with the following data:

Date	Type	Reference No	Description	Amount Charge (MYR)	Amount Paid (MYR)	Balance (MYR)	Tax Amount (MYR)
04/14/2021		Balance Brought Forward				7,654.50	
04/20/2021	TI	TI21L0046FB000380	Tuition Fee	3,000.00		10,654.50	169.81
04/20/2021	TI	TI21L0046FB000380	Sales of textbook	318.00		10,972.50	18.00
04/20/2021	TCN	TCN21L0046FB000392	Tuition Fee	(3,000.00)		7,972.50	(169.81)
04/20/2021	TDN	TDN21L0046FB000389	Forfeited Fee	9,750.00		17,722.50	0.00
04/20/2021	TCN	TCN21L0046FB000392	Sales of textbook	(318.00)		17,404.50	(18.00)
04/20/2021	TI	TI21L0046FB000381	Tuition Fee	3,000.00		20,404.50	169.81
04/20/2021	TI	TI21L0046FB000381	Sales of textbook	318.00		20,722.50	18.00
			Total	13,068.00	0.00	20,722.50	187.81

[Email a copy to me](#)

- (5) After receiving the statement in your e-mail, open the PDF attachment and key in the password with your birthdate in YYYYMMDD format to view, *e.g. birth date is 01 December 2001, password will be 20011201.*



The screenshot shows a 'Password' dialog box with a warning icon. The text reads: "'StudentStatement\_1027608...' is protected. Please enter a Document Open Password.' Below the text is a text input field labeled 'Enter Password:'. At the bottom are 'OK' and 'Cancel' buttons.

## Glossary

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<b>Activity Group</b>	Types of activity available for one particular course: LE – Lecture LA – Lab TU – Tutorial
<b>Auto Registered</b>	Registration of class(es) when there is only possible choice/activity for you to attend
<b>Course</b>	Previously known as Unit of Study
<b>Enrolment</b>	Previously known as <b>Registration</b> ; It is the action of being registered to <i>Program</i> of study of your choice as offered by the University
<b>Multi-part</b>	Grouping of particular same stream coded classes that forces student to select not an individual but a group of activity
<b>Program</b>	Previously known as <b>Course</b> ; It is the Program of study of your choice as offered by the University
<b>Registration</b>	Previously known as <b>Enrolment</b> ; It is the action of being registered to <i>Course(s)</i> of the Program of your choice as offered by the University
<b>Term</b>	The intake semester you are registered to in the format of <i>&lt;year&gt;_&lt;month of commencement&gt;_&lt;semester/term&gt;</i> , e.g. 2021_MAR_S1 (2021 March Semester 1)