Bachelor of Nursing

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The importance of selecting a Class Group

The Bachelor of Nursing timetable has been organised into grouped schedules. Each student must choose one specific group of classes from among multiple options to be registered.

The grouped timetable is designed to accommodate scheduling for placements, and set days at a single campus. Failure to adhere strictly to the allocated group timetable may result in conflicts with your placement schedule, and travel to multiple campuses on a single day.

The university reserves the right to amend class registration for any student who does not adhere to the grouped schedule.

To view a video of these instructions click here

Search for the Group timetables

- **1.** Go to the <u>Timetable website</u>
- 2. Select **Courses**
- 3. Go to the **Refine** field and use the following guide to determine what timetable code to enter:

Course Code	BA-NUR
Year	Choose the year based on when you commenced the course e.g. 1st year students are Year 1
Campus	Choose the Campus based on what campus you were admitted into for your course

- Type in the **timetable code** based on the code guide above. Examples of this code : 1st year student admitted into the Hawthorn campus version of the course = BA-NUR Year 1 Hawthorn 2nd year student admitted into the Wantirna campus version of the course = BA-NUR Year 2 Wantirna
- 4. Click Filter
- 5. Select all listed groups by using the **Mouse + Shift key**
- 6. Click **View Timetable**

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			How to enrol		Information		Course Timetables				
			Planning your	course structure	Units		Define very search by two	Please Select		•	
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My Swinburne

Class Group Registration

Bachelor of Nursing



Review all Group schedules and choose a Group Number

- 1. This is a scrollable page that outlines each Group Schedule. Review and choose the group number that suits
- 2. You can **sort** the schedule into day order by clicking on the **Day** header to see when you're required on campus
- 3. Any classes that are at **Wantirna Campus** with have a prefix of **"W"** for the Location name. All other prefixes indicate a Hawthorn Campus activity
- 4. The **Teaching Week** column indicates the teaching pattern for each activity. You can click on the blue hyperlinks to view the corresponding dates. NOTE: some activities do not run every week

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playing Dates: 1 Jan 24 to 30 Mar 25			2					
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UR10005 1 HS2 WAN 1/PR2/01	NUR10005 1 HS2 WAN 1 Foundations of Nursing	Streamed	Tue	12:30pm	2:30pm	2:00	WS202	30-34.40.42-43
JR10006_1_HS2_WAN_1/PR1/01	NUR10006_1_HS2_WAN_1 Concepts of Aged Care	Practicals	Tue	8:30am	10:30am	2:00	WS201	31,33-34,41
JR10004_1_HS2_WAN_1/CL1/01	NUR10004_1_HS2_WAN_1 Ethics and Law in Health Care	Classes	Wed	8:30am	10:30am	2:00	WJ106	29-30,32,34,40,42
JR10005_1_HS2_WAN_1/CL1/01	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Streamed	Wed	10:30am	11:30am	1:00	WJ106	29-34,40-43
JR10006_1_HS2_WAN_1/CL1/01	NUR10006_1_HS2_WAN_1 Concepts of Aged Care	Classes	Wed	1:30pm	3:30pm	2:00	WJ106	29,31,33-34,41,43
JR10005_1_HS2_WAN_1/PR1/01	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Practicals	Wed	8:30am	10:30am	2:00	W\$304	43
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Actively Name BA-NUR Year 1 Wantima Sem 2 G Actively Name Actively Name UR10009_1_HS2_WAN_10C1101 UR10009_1_HS2_WAN_11CL101 UR10009_1_HS2_WAN_11CL101 UR10005_1_HS2_WAN_11CL101 UR10005_1_HS2_WAN_11CR102 UR10005_1_HS2_WAN_11PR102 UR10005_1_HS2_WAN_11PR202 UR1005_1_HS2_WAN_11PR202 UR1005_1_HS2_WAN_	Tour 0005_1_102_UNA_1 Flysiology in Health Science NUR10005_1_H52_WAN_1 Physiology in Health Science NUR10006_1_H52_WAN_1 Flysiology in Health Science NUR10005_1_H52_WAN_1 Flysiology in Health Science NUR1005_1_H52_WAN_1 Flysiology in Health Science NUR105_1_H52_WAN_1 F	Classe Classes Streamed Classes Practicals Streamed Streamed	Vumbers Wed Wed Wed Tue Tue	8:30am 10:30am 11:30am 11:30am 2:30pm 2:30pm	End 10:30am 12:30pm 10:30am 11:30am 11:30am 1:30pm 4:30pm 4:30pm	 Activity Duration 1:00 2:00 	Teacher Location ATC524 SFW211 W3106 W1106 W304 W3304 W3304 W322	Download C: 1 Tasching Week 29.34,40.43 31,33,35,40,42 29.33,33,44,43 29,34,1,43 29.34,13,33,44,1,43 29,34,1,43 29.34,13,33,44,1,43 30,34,40,42,43

Please check your timetable again immediately before classes start as it may have changed

Choose a Group then order by Activity

- 1. Choose the **Group Schedule** you want to follow
- 2. Sort the Schedule by **Activity Name** so the Unit Codes group together
- 3. The **final 6 characters** in each Activity name indicate what activity, and activity no. you will need to select for the Group Schedule.

CL = Class, LA = LAB, PR = Practical

BA-NUR Year 1 Wantirna Sem 2 Group 01 BA-NUR Year 1 Wantirna Sem 2 Group 01							
Displaying Dates: 1 Jan 24 to 30 Mar 25							
0							
Activity Name	• 2 Unit	Activity Type Name					
NUR10004_1_HS2_WAN_1/CL1/01	NUR10004_1_HS2_WAN_1 Ethics and Law in Health Care	Classes					
NUR10005_1_HS2_WAN_1/CL1/01	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Streamed					
NUR10005_1_HS2_WAN_1/PR1/01	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Practicals					
NUR10005_1_HS2_WAN_1/PR2/01	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Streamed					
NUR10005_1_HS2_WAN_1/PR3/01	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Streamed					
NUR10006_1_HS2_WAN_1/CL1/01	NUR10006_1_HS2_WAN_1 Concepts of Aged Care	Classes					
NUR10006_1_HS2_WAN_1/PR1/01	NUR10006_1_HS2_WAN_1 Concepts of Aged Care	Practicals					
NUR10009_1_HS2_WAN_1/CL1/01	NUR10009_1_HS2_WAN_1 Physiology in Health Science	Classes					
NUR10009_1_HS2_WAN_1/LA1/01	NUR10009_1_HS2_WAN_1 Physiology in Health Science	Labs					

Bachelor of Nursing



Go to the Student Portal

- **1.** Login to your <u>Student Portal</u>
- 2. Go to the My Class Registrations tile. Select the teaching period that is listed under Open Registration



Register into group schedule using the Select/Change button

- 1. Some activities will provide a **Select** button to click on for choosing your Group Schedule
- 2. If there is no Select button, but an **Orange warning**, click the Unit level **Change** button

← 📄 > My Class Registrations	
Help	
Class Registration Image: Segment of Segmentof Segment of Segment of Segment of Se	Preview
NUR10004 - Ethics and Law in Health Care Unit Details	Lico the individual
Class 1 O Select	Select button where
NUR10005 - Foundations of Nursing	⁷ am available
Class 1 Select	8 am
Practical 1 () Selection not made	9 am
Practical 2 Selection not made	10 am
Practical 3 () Selection not made	11 am
NUR10006 - Concepts of Aged Care	
Class 1	No Select button?
9	1 pm
Use Unit level Select 2 Select 3	2 pp
Select/Change button	3 pm
•	4 pm



Bachelor of Nursing

Choose your Group Schedule

Register into the activity number that reflects the Group Schedule you chose. For Example: if you chose the Group 1 schedule then find the matching activity from the timetable

- 1. Click **Register** against the activity number that reflects your chosen Group Schedule Activity
- 2. Click the **Back Arrow** to return to My Class Registrations and register into all remaining activities

← 2 gistration				
Class 1 options fo NUR100	04 - Ethics and Law in Health Care	BA-NUR Year 1 Wantirna Sem 2 Gro	up 01 BA-NUR Year 1 Wantirna Sem 2 Group 01	
🖉 🔎 3 records.		Displaying Dates: 1 Jan 24 to 30 Mar 25		
Class 1 - 1	11 PLACES LEFT	0		
 WEDNESDAY, 9:30 AM - 10:30 AM WJ106, WJ, WARRANA 		Activity Name	↓ Unit	Activity Type Name
View on Calendar		NUR10004_1_HS2_WAN_ /CL1/01	NUR10004_1_HS2_WAN_1 Ethics and Law in Health Care	Classes
	1 Register 🗨	NUR10005 1	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Streamed
Class 1 - 2	13 PLACES LEFT		NUR10005_1_HS2_WAN_1 Foundations of Nursing	Practicals
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WEDNESDAY, 12:30 PM - 2:30 PM WJ106, WJ, WANTIRNA		NUR10009_1_HS2_WAN_1/LA1/01	NUR10009_1_HS2_WAN_1 Physiology in Health Science	Labs
 View on Calendar 				
	Register 🕞			

Matching Streamed Activities

Streamed activities combine multiple activities into one fixed schedule.

To select the correct Stream, you need to match the final 6 characters in the Group Schedule to the Unit Activity in the **Class Registration**. Be aware that sometimes the Stream Number doesn't match up. There's an example below

CL = Class, LA = LAB, PR = Practical



My Swinburne

Class Group Registration



Bachelor of Nursing

Review weekly schedule in My Calendar

You can review your weekly schedule once you have registered into all classes. NOTE: it will take an hour after registering for this data to appear in your Calendar

1. Return to your Student Portal Dashboard, and **click** on the **My Calendar** tile

						Anika Niles
My Swinburne						
My Details	My Applications	My Study	My Tasks	My Finances	My Class Registrations	My Calendar 1
My Details	Summary Lapsed In Progress	Study Plans	Summary Due Soon	My Finances	Open Registrations	Today Reminders
103321654_@swin.edu.au Wy Phone Please specify a preferred phone number	0 recent applications	BA-ESS Bachelor of Exercise and Sport Science Passed		 View my finances Make a payment 	2024 Semester 2	_
Wy Address 2 John Street Hawthorn, VIC, 3122 Australia		Admitted	D No data available	 Make a unit payment My outstanding fees 		D No data available
And the Contact						
 View my details 	Add a new application	View Academic History				🕞 View my calendar
^	0 Awaiting response	2 Study Plans	0 Awaiting response	210.40 Awaiting payment ^	^	0 Activities Today

Review weekly schedule in My Calendar (continued)

- 2. Click into the Date Range
- 3. Select a week to review by **clicking** on a **specific date**

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		_								
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							10:30am - 11:30am			
11 am							PHT60003 Practical 2 - 3			
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							12:30pm - 2:30pm	12:30pm - 2:30pm		
1 pm							PHT70003 Workshop 1 - 3	PHT60001 Class 1 - 3		
2 pm										
							2:30pm - 3:30pm	2:30pm - 3:30pm		
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6 pm		coure r-								
Dowere	l by Technolog	000 1 50	terorize coffuere incr	redibly simpl						

NOTE: Timetable is subject to change

To ensure you are viewing the most up-to-date timetable, we recommend you refer back to the **Timetable website** as provided above, OR, once you have registered into classes, refer to the **My Calendar** tile in your **Student Portal**.

Bachelor of Nursing



Payments Due and Census Date

Some units fall outside of normal Census dates. The Census date is the last day you can withdraw from a unit without being liable for any fees that relate to that unit or course.

1. Upcoming fees will add a notification to the **My Finances** tile

Swinburne				4
My Details	My Applications	My Study	MyTasks	My Finances
My Details	Summary Lapsed In Progress	Study Plans	Summary Due Soon	My Finances
Wy Email 101948101_@swin.edu.au My Phone Please specify a preferred phone number My Address 2 John Street Hawthon, VIC, 3122 Australia	0 recent applications	BA-ESS Bachelor of Exercise and Sport Science Early Withdrawn Ba-NUR Bachelor of Nursing Admitted BSS51915 Diploma of Leadership and Management Passed	() No data avellable	View my finances Make a payment Make a unit payment My outstanding fees
• View my details	Add a new application	View Academic History		
^	0 Awaiting response	4 Study Plans	0 Awaiting response	52.60 Awaiting payment

Payments Due and Census Date (Continued)

- 2. The amount owing will display in the **Upcoming Fees** section
- 3. Click the **Transactions** tab

← 📄 → My Sw	vinburne > My Finances			Enterprise Search Q III ····
Help				
100580450 - Mr EDEBB ECD CCB0	:			
Summary	Summary			
Transactions	Select your course	Total Outstanding e: This is the total amount of your Overdue and Upcoming Fees	\$52.60	Total outstanding and deferrable fees
Payment Receipts	MA-PHY5(1) - 1			
Preferences	Useful Information How to view and pay fees Key Dates Indicative course fees	Overdue Fees Note: These and fees that have assessed the due date and are currently outstanding	\$0.00	- DEFERMELE: 55.220.00
	Student Loans for local students	Upcoming Fees Note: These are fees with a due date in the future	\$52.60 2	Government Assistance Form (GAF) Details Course 12 Loan Sche 12 Status Status Reason BAHSC(3)-1 HECS-HELP 27/jon-2015 Approved Not entered
	Pay my fees Request Satement of Account Apply for Government Assistance	Deferrable Fees Note: These with the that will addre one your fee has past the census date	\$5,220.00	BLHEIC(3)-1 SAHELP 11.4ug-2016 Approved Not entered MA-PHIS(1)-1 PEE-HELP 05.jul.2022 Approved Not entered
	Scholarship/Sponsorship/Concession COMING SOON	Deferred Fees Note: These an fee that have been reported as part of your Student Loan	\$108,875.60	Unallocated Credits Note: Unallocated credits are payments required but not yet allocated to outstanding \$0.00

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Bachelor of Nursing

Payments Due and Census Date (Continued)

An itemised account of what is due, the Census Date and the Due Date will list

← 📄 → My Sv	winburne > My Finances	Enterprise Search	۹ 🕘
() Help			
100580450 - Ms Anika Niles			
Summary	Transactions		Make a payment
	🚯 Below are your financial transactions. Only oustanding fees will be shown.		
Transactions	 To see doed financial transactions (eg fees that have been paid) please use the filter function below. Transactions with an 'n progress' status indicate payment, has been made and is awaiting payment provider confirmation. If payment confirmation fails, the transaction will return to its original status and payment can be attempted again (if require All student amenices fees will be shown including where the maximum tas been remarked and me fee is zero. 	2d).	
Payment Receipts	Ware turble information on eligible for HEC-HEU, FEE-HEU, VSL or SA-HEUP "If you have an approved downment assistance request (HEC-HEUP, FEE-HEUP, SA-HEUP or VSL) to defer your course or student amenities fees, your fees will be deferred on the census date for the unit. To see any fees that are not scheduled for corner and Select Make a unit payment".	leferral to your loan, you can clic	tk the Dropdown icon in the top right
Preferences	Check out our Viewing Your Financial Information and Paying Your Student Fees Video		
	Search P		
	₽ x 2 records.		
	HE: Amenities Fee Jan-Jun for NR 00005 - Foundations of Narsing Teal Amount incurral Date 52.60 15/un-2024 16/day-2024		UNPAID 52.60
	Fee		View
	Domestic Tuition UG for NR100005 - Foundations of Narsins Teaal Amount 5220.00 Census Date 17.Mey-2024 Dee Date 16.Mey-2024		UNPAID 5220.00
	Fee		View

Payments Due and Census Date (Continued)

Higher education, UniLink and Vocational Education students are liable for fees if they withdraw after the Census date.

Higher education and UniLink students will incur an academic penalty (fail grade) after the academic penalty date.

The Census date is also the deadline for all of the following:

Completing and submitting your Request for Commonwealth support and any HELP assistance forms (if applicable);

Paying part or all of your student contribution up-front (if applicable); and

Providing your Tax File Number (TFN)

Paying your Student Services and Amenities Fee (SSAF), if applicable.