

# Class Group Registration

## Bachelor of Nursing



### 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 [Timetable website](#)
2. Select **Courses**
3. Go to the **Refine** field and use the following guide to determine what timetable code to enter:

<b>Course Code</b>	BA-NUR
<b>Year</b>	Choose the year based on when you commenced the course e.g. 1st year students are Year 1
<b>Campus</b>	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**

The screenshot shows the Swinburne University of Technology website's 'Timetable planner' interface. The browser address bar shows the URL: `splusweb.swin.edu.au/timetable2024/default.aspx`. The navigation menu includes 'STUDY WITH US', 'RESEARCH', 'BUSINESS & PARTNERSHIPS', 'NEWS', and 'EVENTS'. The 'CURRENT STUDENTS' section is active, with 'Manage your course' selected. The 'Course Timetables' section is visible, with a search field containing 'ba-nur Year 1 Hawthorn' and a 'Filter' button. A list of course groups is displayed, with the first five items selected. A red callout box with the text 'Select all options by using the mouse + Shift key' points to the selection area. At the bottom, a 'View Timetable' button is highlighted with a red box and the number 6.

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## 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** will 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

The screenshot displays two group schedules for 'BA-NUR Year 1 Wantirna Sem 2'. The top schedule is for 'Group 01' and the bottom for 'Group 02'. Both tables have columns for Activity Name, Unit, Activity Type Name, Day, Start, End, Activity Duration, Teacher, Location, and Teaching Week. Red annotations include:
 

- Box 1: A red box labeled 'Group Numbers' pointing to the 'Group 01' and 'Group 02' headers.
- Box 2: A red box around the 'Day' column header.
- Box 3: A red box around the 'Teaching Week' column header.
- Box 4: A red box around a blue hyperlink in the 'Teaching Week' column.

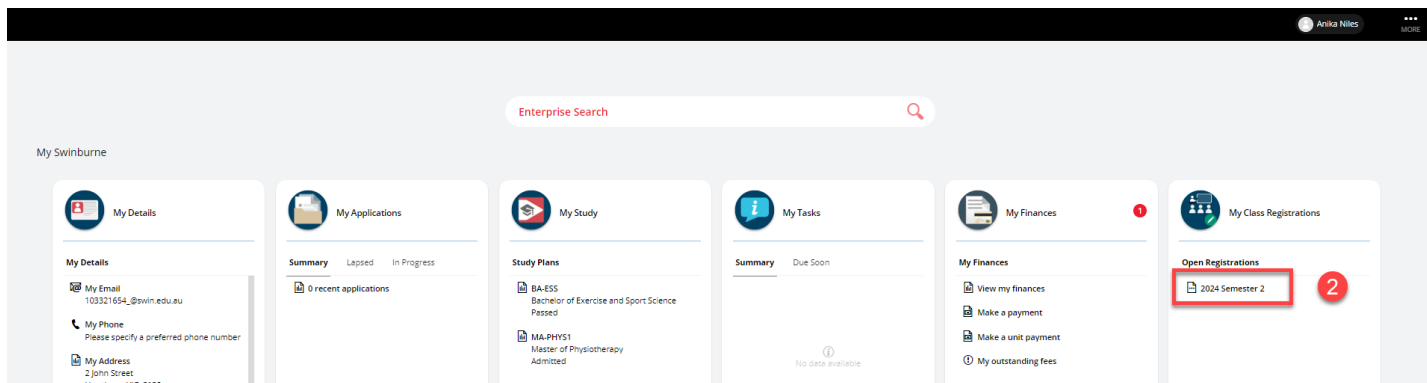
## Choose a Group then order by Activity

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

The screenshot shows a list of activities for 'Group 01'. The 'Activity Name' column is highlighted with a red box and labeled '2'. The activity codes are listed, and the final 6 characters of each code are highlighted with a red box and labeled '3'. A red box labeled '1' points to the 'Group 01' header.

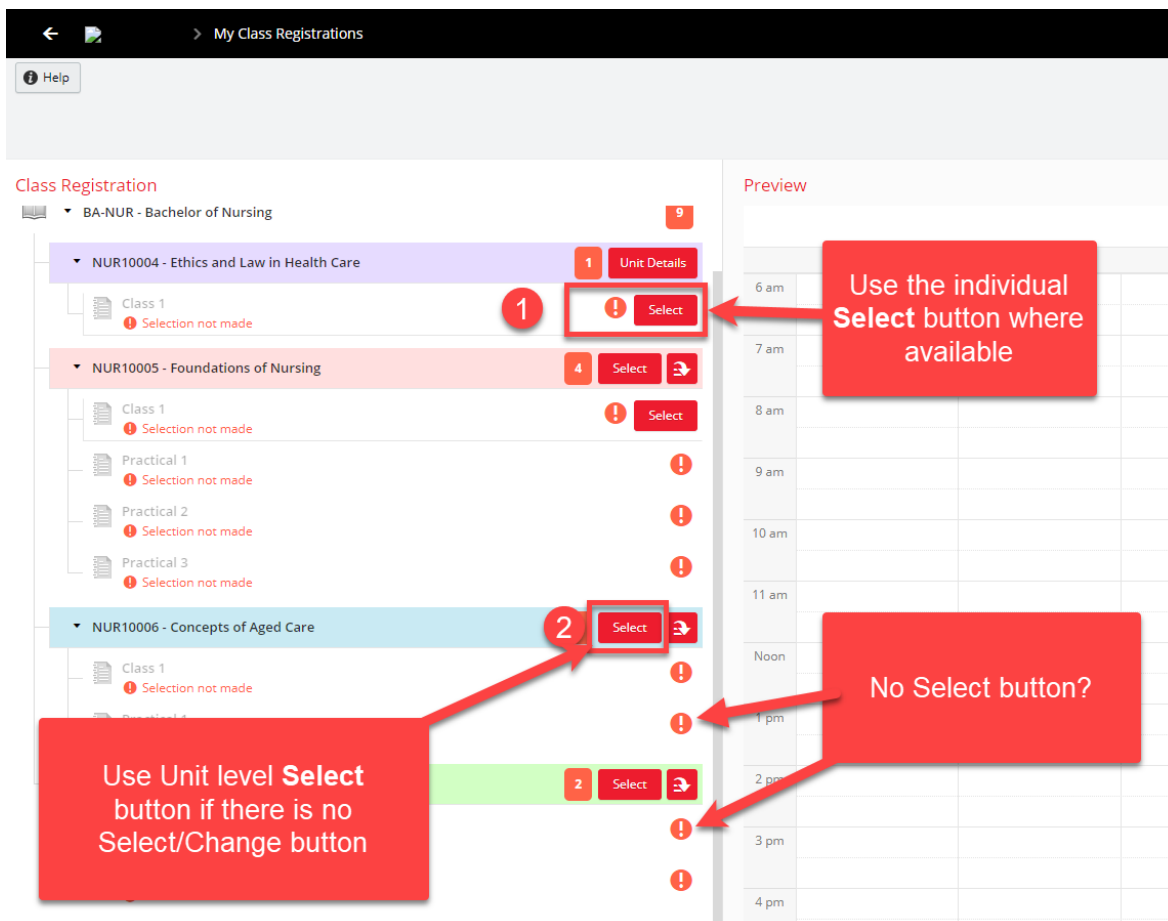
## Go to the Student Portal

1. Login to your [Student Portal](#)
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



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## 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

Class 1 options for NUR10004 - Ethics and Law in Health Care

3 records.

Class 1 - 1 11 PLACES LEFT

WEDNESDAY, 10:30 AM - 10:30 AM  
WJ106, WJ, WANTIRNA

View on Calendar

Register

Match the final 6 characters in the Group Schedule to the Unit Activity in Class Registration

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

Activity Name	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

## 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

Class Registration

Stream options for NUR10005 - Foundations of Nursing

6 records.

Stream 1 - CL1, PR1, PR2, PR3

Practical 1 1 - Wednesday, 12:30 PM - 12:30 PM / WS304, WS, Wantirna  
Practical 2 1 - Tuesday, 12:30 PM - 2:30 PM / WS202, WS, Wantirna  
Practical 3 1 - Tuesday, 12:30 PM - 2:30 PM / WS304, WS, Wantirna

View on Calendar

Register

Stream 2 - CL1, PR1, PR2, PR3

Practical 1 2 - Wednesday, 12:30 PM - 2:30 PM / WS304, WS, Wantirna  
Practical 2 2 - Tuesday, 2:30 PM - 4:30 PM / WS202, WS, Wantirna  
Practical 3 2 - Tuesday, 2:30 PM - 4:30 PM / WS304, WS, Wantirna

View on Calendar

Register

Stream 3 - CL1, PR1, PR2, PR3

Practical 1 3 - Thursday, 10:30 AM - 12:30 PM / WS304, WS, Wantirna  
Practical 2 3 - Wednesday, 8:30 AM - 10:30 AM / WS202, WS, Wantirna  
Practical 3 3 - Wednesday, 8:30 AM - 10:30 AM / WS304, WS, Wantirna

View on Calendar

Register

Match the final 6 characters in the Group Schedule to the Unit Activity in Class Registration

BA-NUR Year 1 Wantirna Sem 2 Group 01 BA-NUR Year 1 Wantirna Sem 2 Group 01

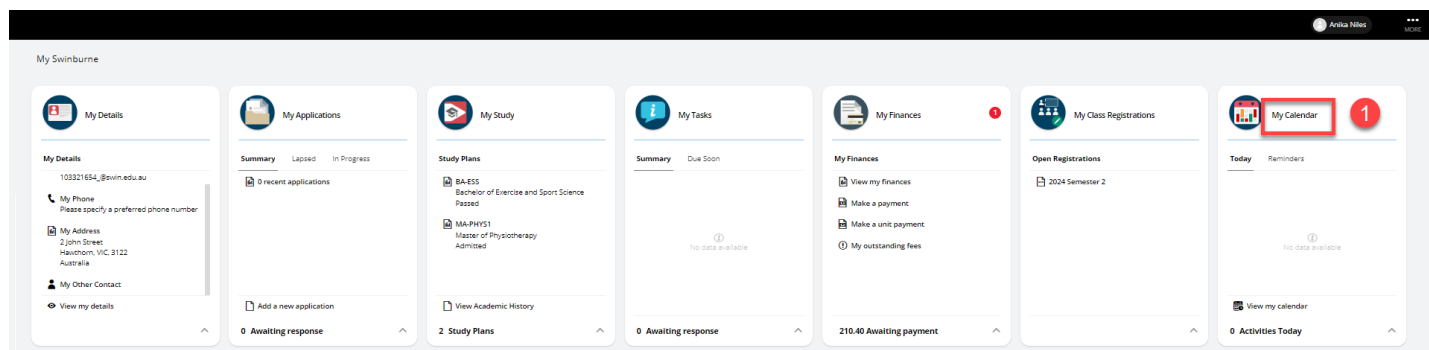
Activity Name	Unit	Activity Type Name
NUR10004_1_HS2_WAN_1/CL1/01	NUR10004_1_HS2_WAN_1 Ethics and Law in Health Care	Classes
NUR10005_1_HS2_WAN_1/CL1/01	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Classes
NUR10005_1_HS2_WAN_1/PR1/01	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Streamed
NUR10005_1_HS2_WAN_1/PR2/01	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

NOTE: this example where the Activity numbers don't match the Stream number

## Review weekly schedule in My Calendar

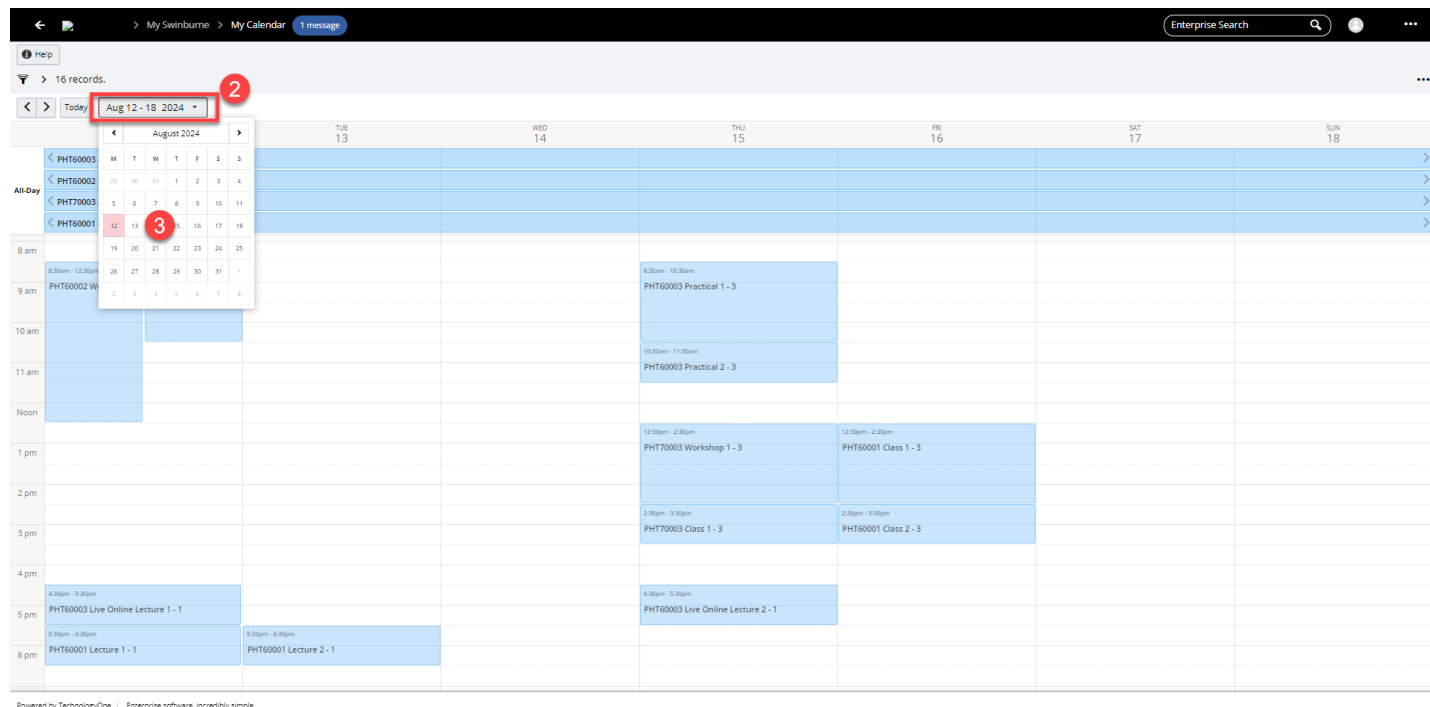
You can review your weekly schedule once you have registered into all classes. NOTE: it will take an hour after registering for this data to appear in your Calendar

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



## 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**



	TUE 13	WED 14	THU 15	FRI 16	SAT 17	SUN 18
8 am						
8:30am - 12:30pm						
9 am						
10 am						
11 am						
Noon						
1 pm						
2 pm						
3 pm						
4 pm						
4:30pm - 5:30pm						
5 pm						
5:30pm - 6:30pm						
6 pm						

## 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**.

# My Swinburne

## Class Group Registration

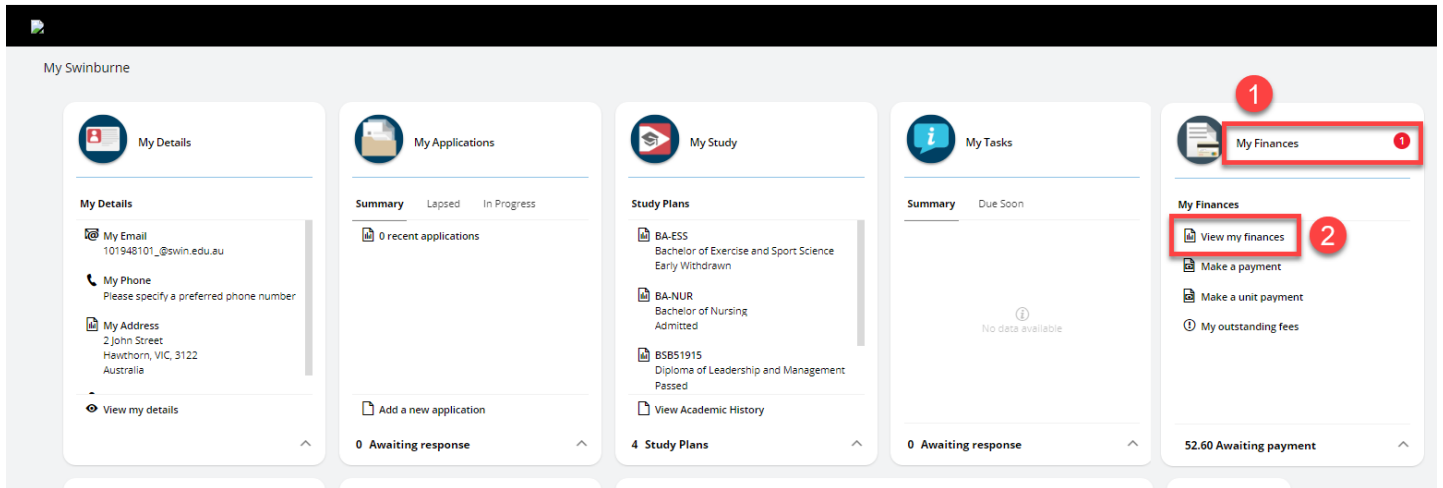
Bachelor of Nursing



### Payments Due and Census Date

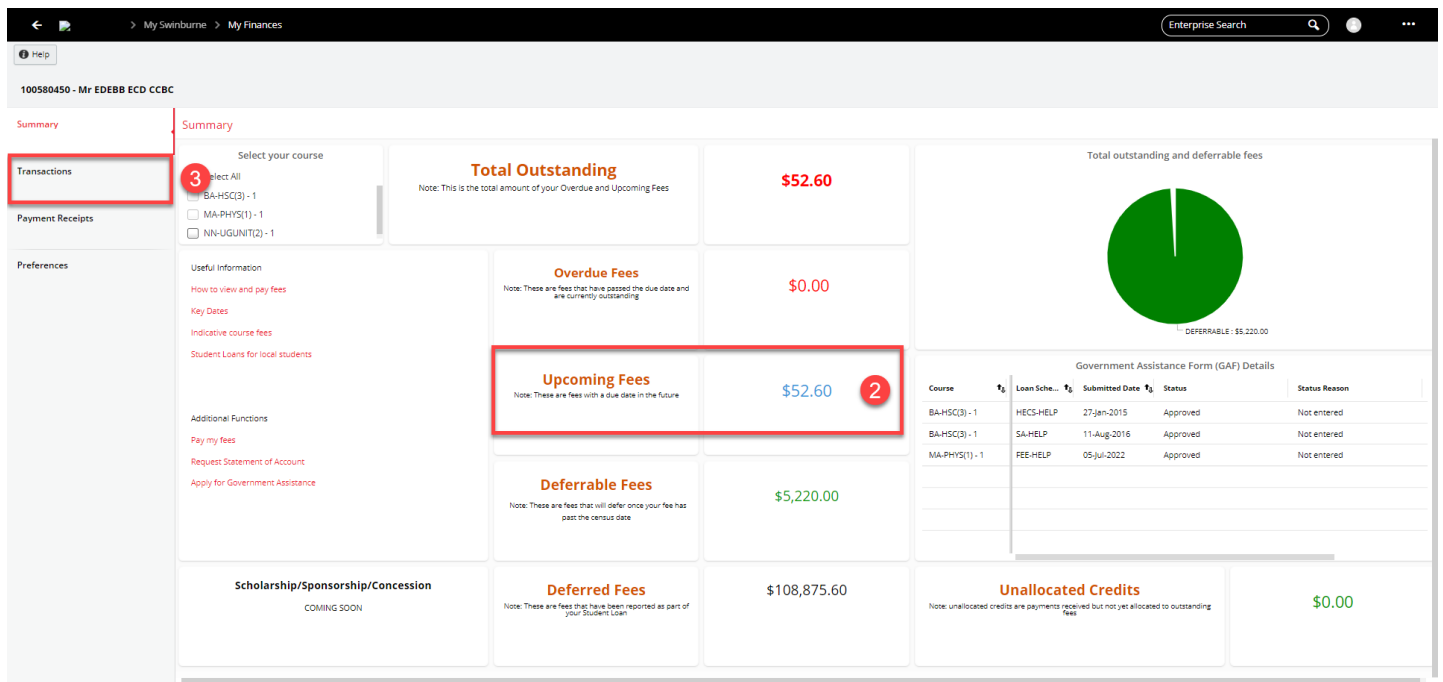
Some units fall outside of normal Census dates. The Census date is the last day you can withdraw from a unit without being liable for any fees that relate to that unit or course.

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



### Payments Due and Census Date (Continued)

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



# My Swinburne

# Class Group Registration

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## Payments Due and Census Date (Continued)

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

100580450 - Ms Anika Niles

Summary

Transactions

Payment Receipts

Preferences

Enterprise Search

Make a payment

Below are your financial transactions. Only outstanding fees will be shown.

- To see closed financial transactions (e.g. fees that have been paid) please use the filter function below.
- Transactions with an 'In 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 required).
- All student amenities fees will be shown including where the maximum has been reached and the fee is zero.
- Want further information on eligible for HECS-HELP, FEE-HELP, VSL or SA-HELP?
- If you have an approved Government assistance request (HECS-HELP, FEE-HELP, SA-HELP 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 deferral to your loan, you can click the Dropdown icon in the top right corner and Select 'Make a unit payment'.

Check out our [Viewing Your Financial Information and Paying Your Student Fees](#) video

Search

2 records.

	<b>HE: Amenities Fee Jan-Jun</b> for NUR100005 - Foundations of Nursing Total Amount 52.60	Incurral Date 15-Jun-2024	Due Date 18-May-2024	UNPAID 52.60
	<b>Domestic Tuition UG</b> for NUR100005 - Foundations of Nursing Total Amount 5220.00	Census Date 17-May-2024	Due Date 18-May-2024	UNPAID 5220.00

## 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.

## Need help?

Visit studentHQ | Phone: 1300 794 628 (option 1) | Email: askgeorge@swin.edu.au