Bachelor of Nursing
Class Group Registration

Helpful info...

What is a *Class Group*?

A Class Group is a set of scheduled classes (e.g. lectures, practicals, tutorials) with a fixed weekly timetable.

» Each group has set days and times for all activities across the relevant units.
» When you select a Class Group for a unit, you're automatically enrolled in all associated sessions — there's no need to choose individual class or practical times.

Class Group Benefits

» Your classes are held at the same campus each day
» Your class times don't clash with placements
» This structure helps you connect classroom learning with practical experience

How it works

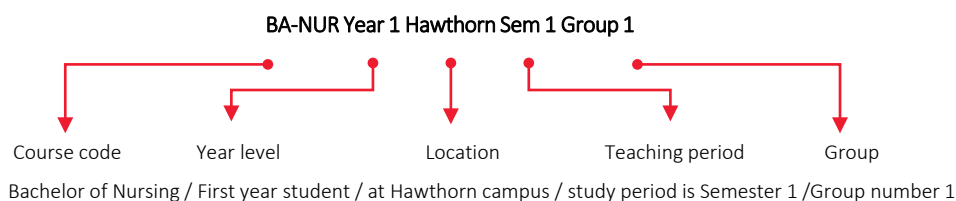The system tracks your Class Group registration to ensure consistency.

» If your unit registrations don't align with a single Class Group, the system will automatically move you into the group with the most available space.
» For the Bachelor of Nursing, you must register in the same Class Group across all your units within a year level. If you don't, your registration will be adjusted to place you into a consistent group across your units.

Before You Register

» Review all group options – each has different days and times.
» Make sure your chosen group has space in all your enrolled units.
» If one class in the group is full, check other groups to find one with space in all required classes and practical.

Timetable code explained

» A Timetable Code is a unique label, it includes the following details: course code, year level, location/campus, teaching period and group number e.g. **BA-NUR Year 1 Hawthorn Sem 1 Group 1**

BA-NUR Year 1 Hawthorn Sem 1 Group 1

| Course code | Year level | Location | Teaching period | Group |

Bachelor of Nursing / First year student / at Hawthorn campus / study period is Semester 1 /Group number 1

Note

» *Timetable is subject to change. Please refer to the Timetable Planner webpage for the most up-to-date information. If you have already registered, log in to My Swinburne and check the My Class Timetable*
» If you see a "**Waitlist**" option, please ignore it — waitlists are not available. This message appears due to a system error.

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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 Timetable website

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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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

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

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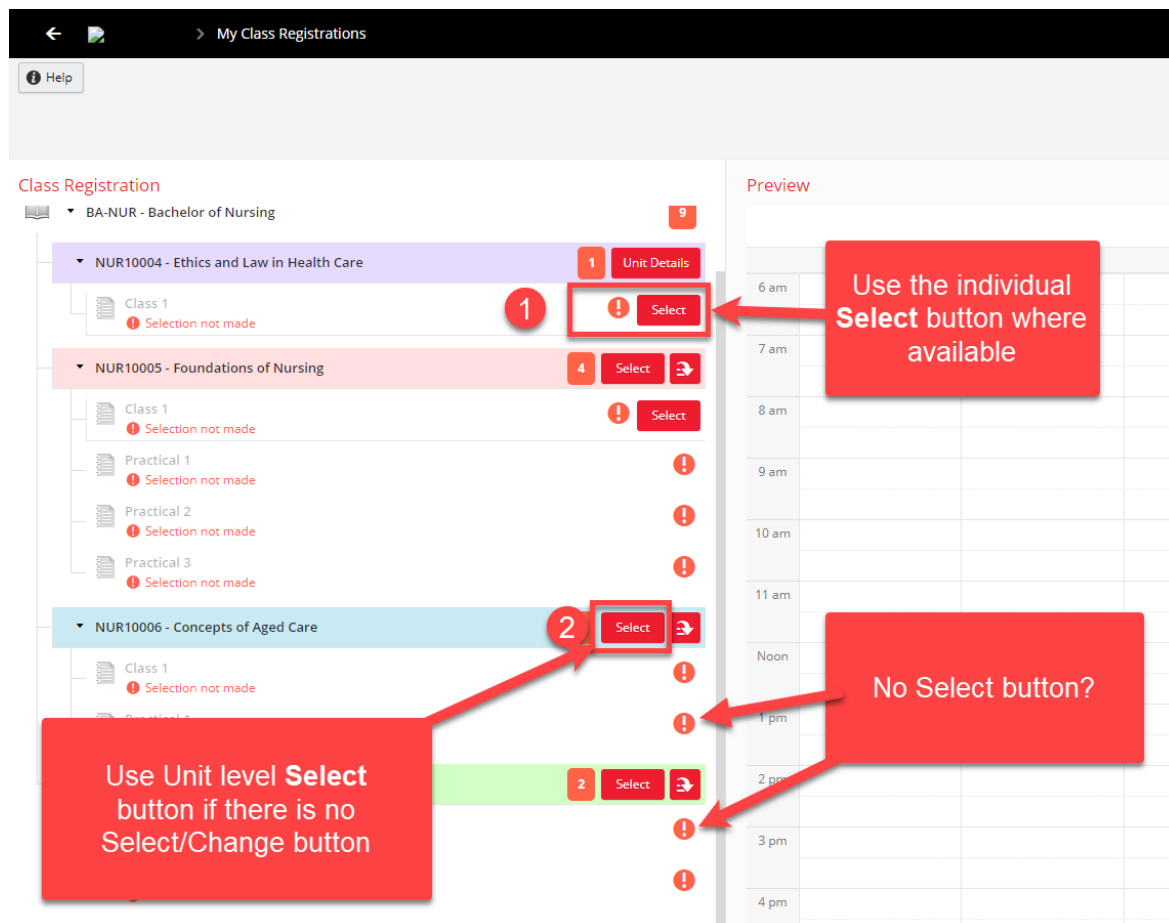
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Go to the Student Portal

1. Login to your Student Portal

2. Go to the **My Class Registrations** tile. **Select** the **teaching period** that is listed under **Open Registration**
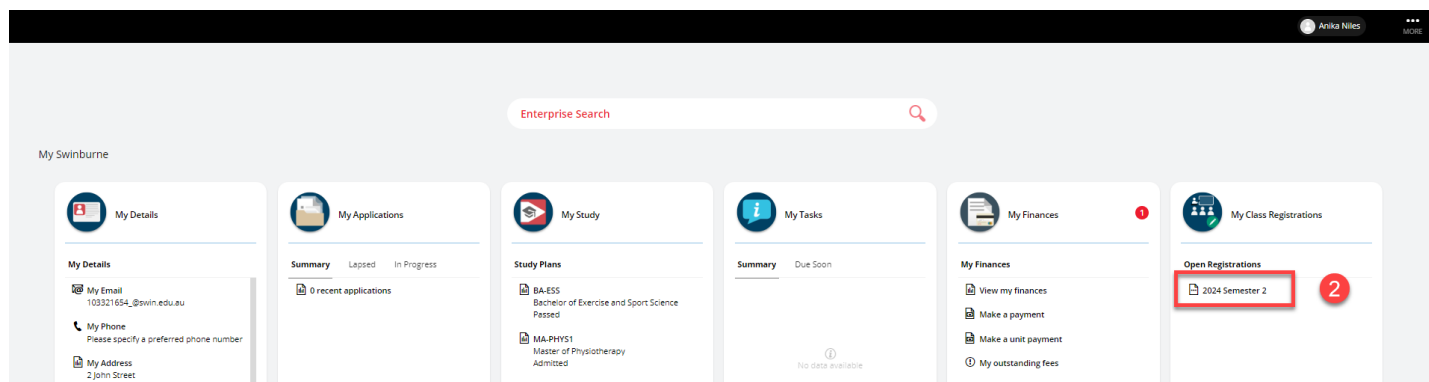
Register into group schedule using the Select/Change button

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

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

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

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 **Class Registration**. Be aware that sometimes the Stream Number doesn't match up. There's an example below
CL = Class, LA = LAB, PR = Practical

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

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

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SWINBURNE UNIVERSITY OF TECHNOLOGY

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
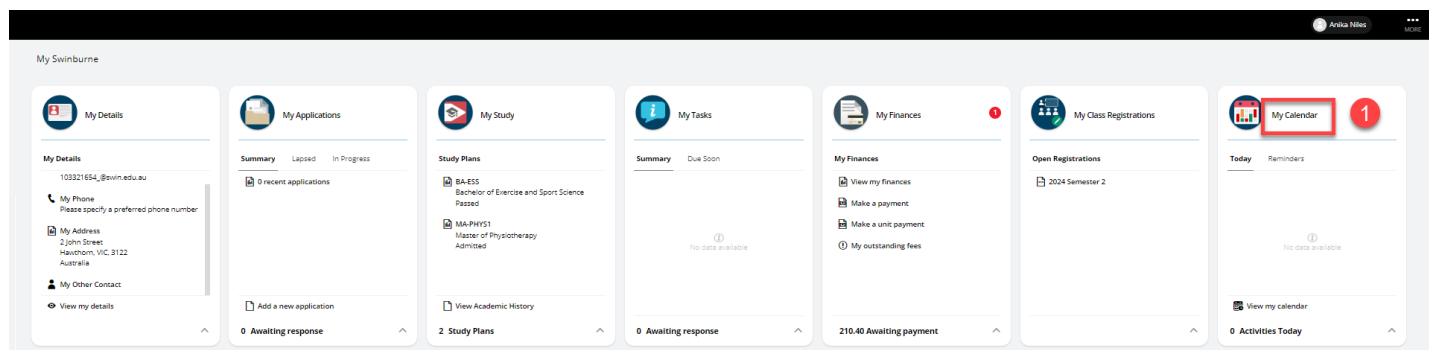
Review weekly schedule in My Calendar (continued)

2. **Click** into the **Date Range**

3. Select a week to review by **clicking** on a **specific date**
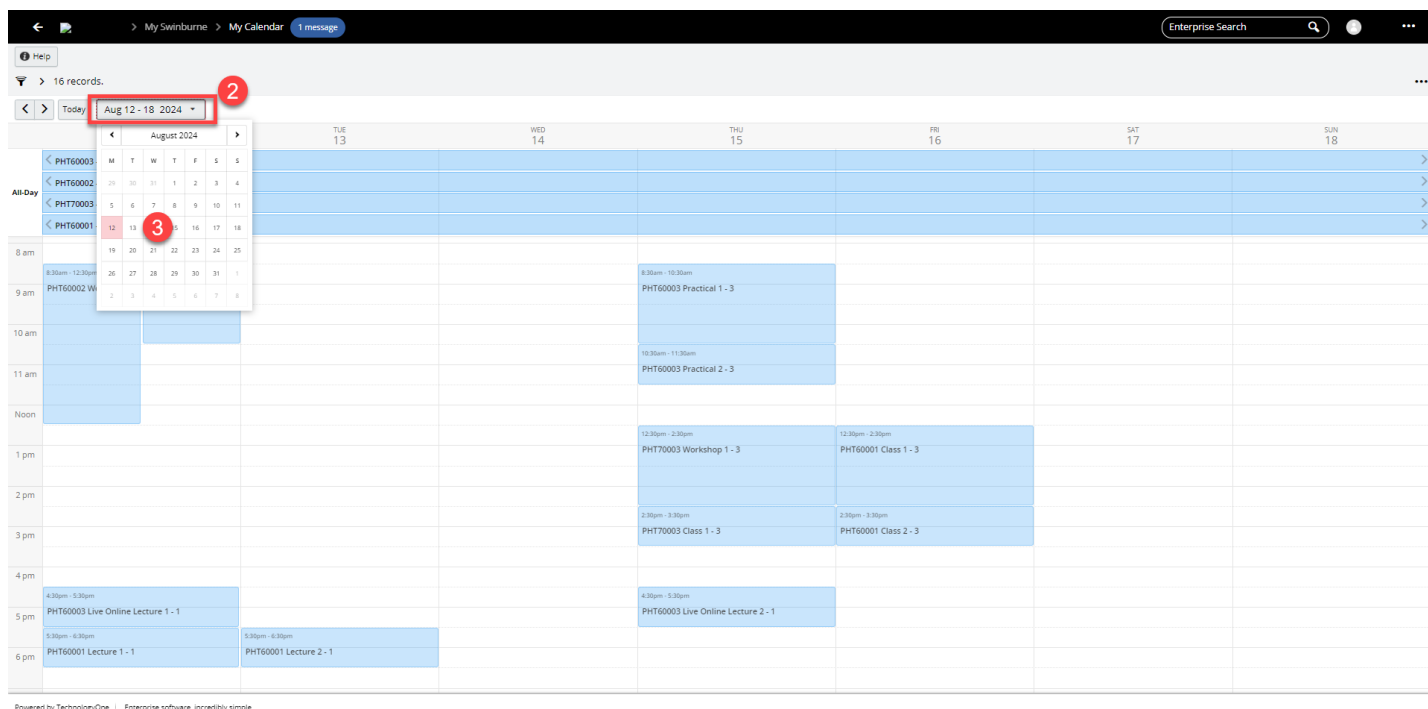
NOTE: Timetable is subject to change

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**.
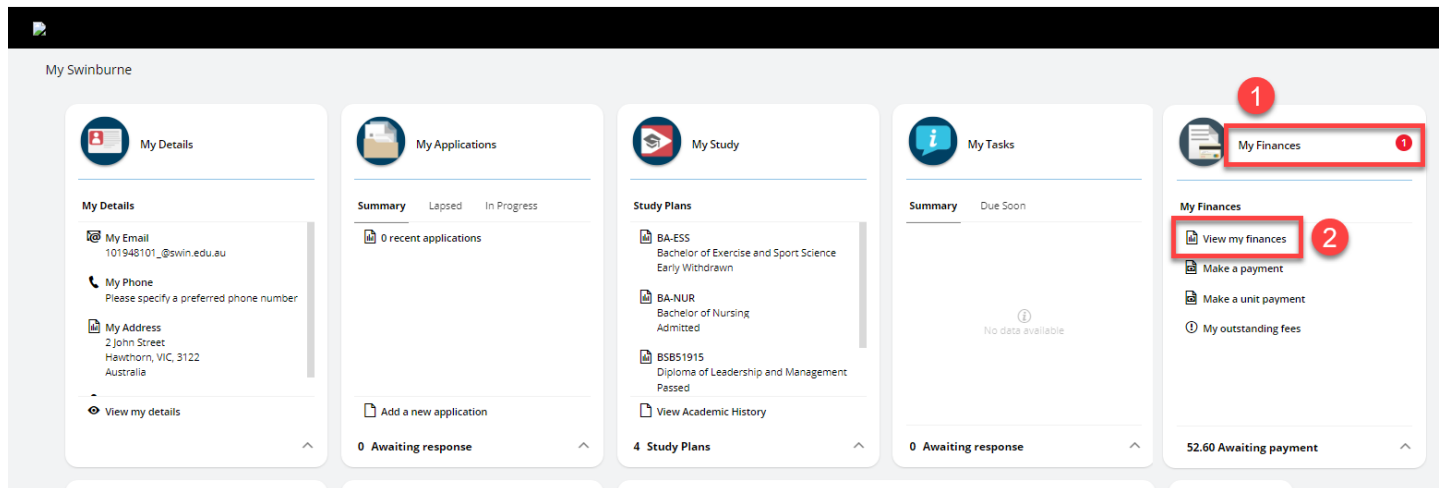
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Payments Due and Census Date

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.

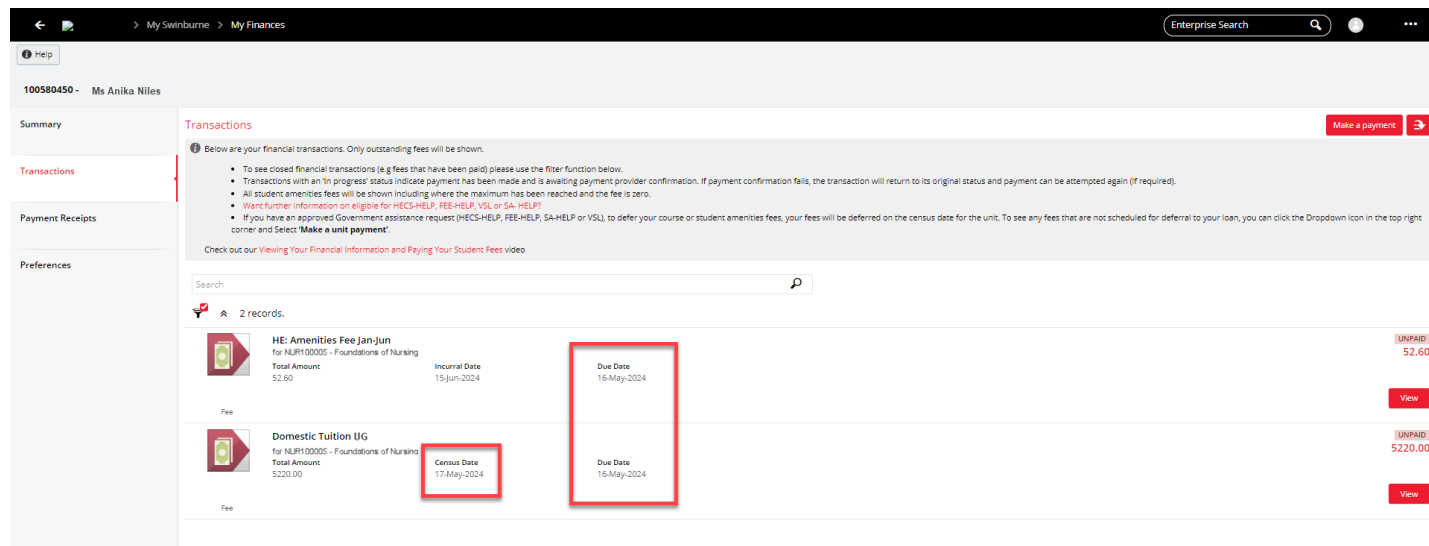1. Upcoming fees will add a notification to the **My Finances** tile

Payments Due and Census Date (Continued)

2. The amount owing will display in the **Upcoming Fees** section

3. Click the **Transactions** tab
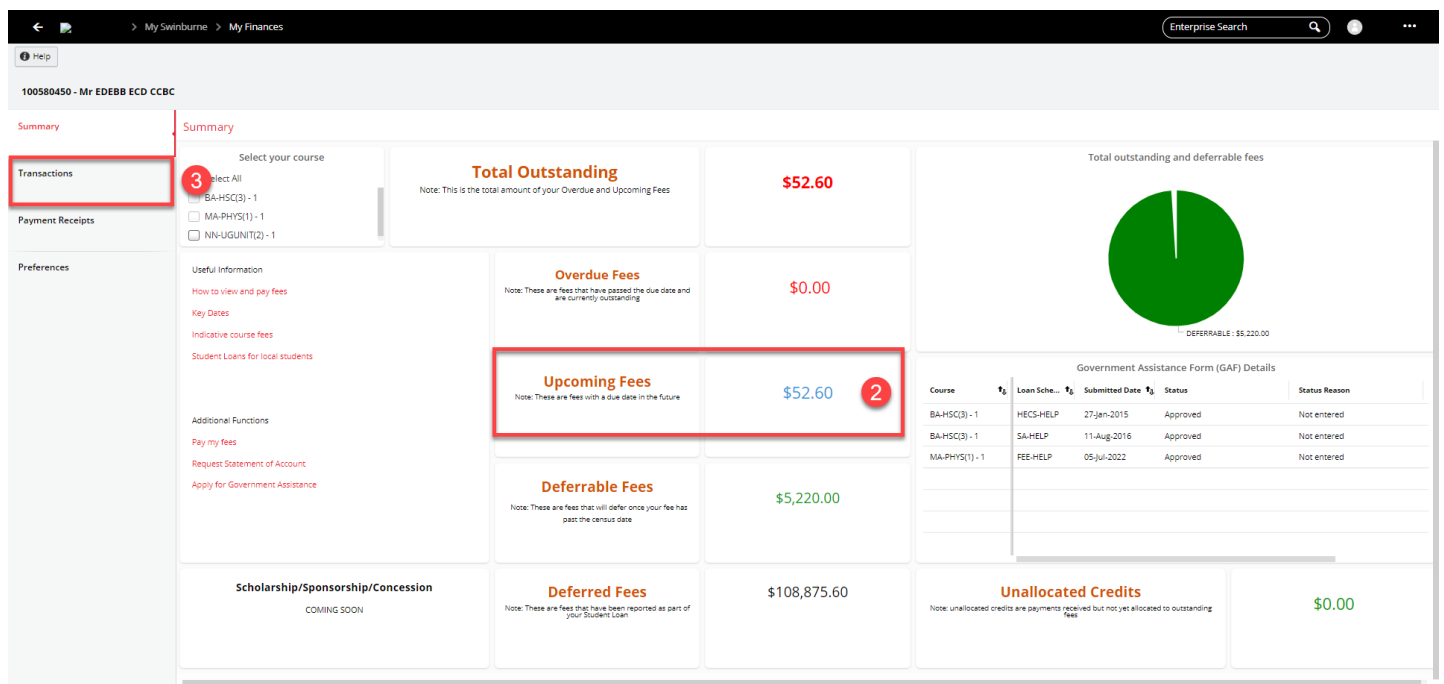
Payments Due and Census Date (Continued)

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

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