

## 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.

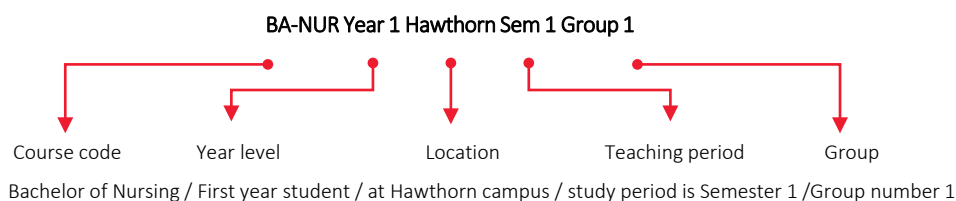
- » If your unit registrations don't align with a single Class Group, the system will automatically move you into the group with the most available space.
- » For the Bachelor of Nursing, you must register in the same Class Group across all your units within a year level. If you don't, your registration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



### 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.

## 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
- Click **Filter**
  - Select all listed groups by using the **Mouse + Shift key**
  - Click **View Timetable**

1

2

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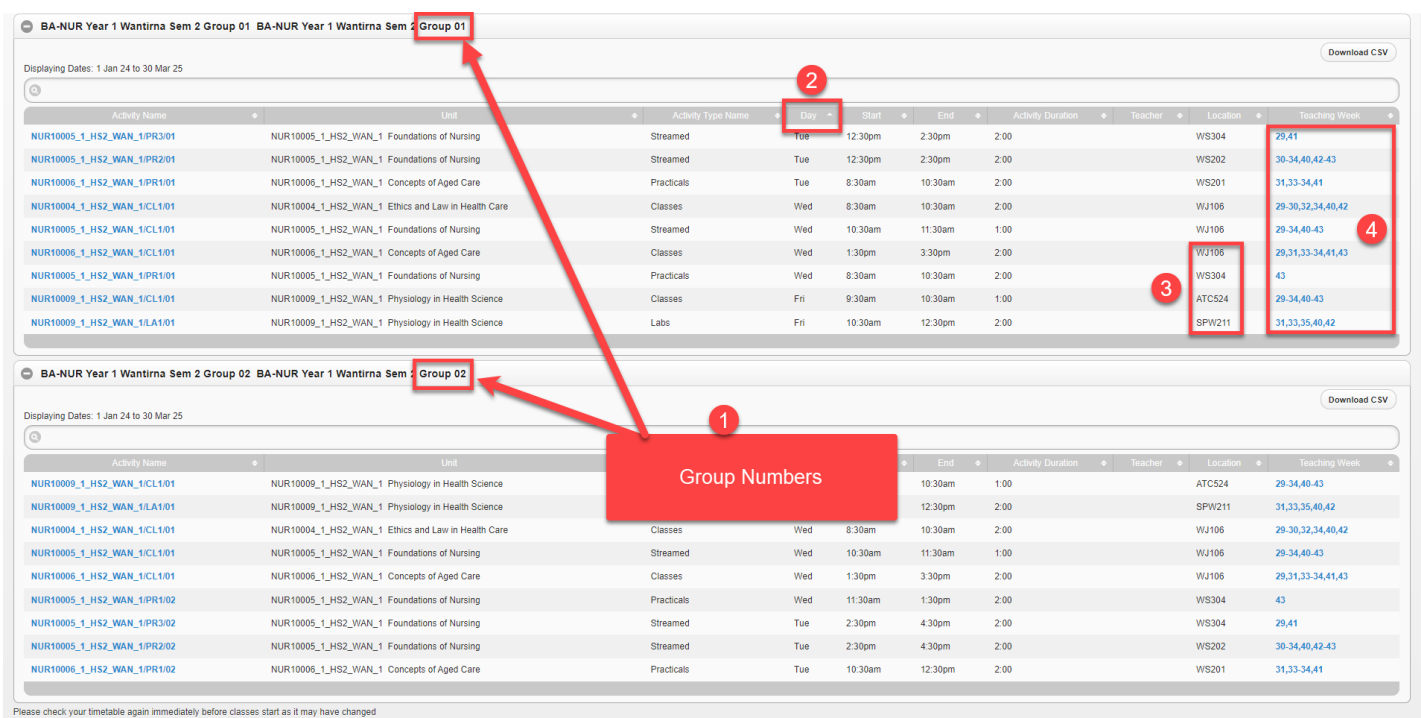
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Select all options by using the mouse + Shift key

## 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



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	Day	Start	End	Activity Duration	Teacher	Location	Teaching Week
NUR10005_1_HS2_WAN_1/PR3/01	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Streamed	Tue	12:30pm	2:30pm	2:00		WS304	29,41
NUR10005_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
NUR10006_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
NUR10004_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
NUR10005_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
NUR10006_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
NUR10005_1_HS2_WAN_1/PR1/01	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Practicals	Wed	8:30am	10:30am	2:00		WS304	43
NUR10009_1_HS2_WAN_1/CL1/01	NUR10009_1_HS2_WAN_1 Physiology in Health Science	Classes	Fri	9:30am	10:30am	1:00		ATC524	29-34,40,43
NUR10009_1_HS2_WAN_1/LA1/01	NUR10009_1_HS2_WAN_1 Physiology in Health Science	Labs	Fri	10:30am	12:30pm	2:00		SPW211	31,33,35,40,42

BA-NUR Year 1 Wantirna Sem 2 Group 02 BA-NUR Year 1 Wantirna Sem 2 Group 02

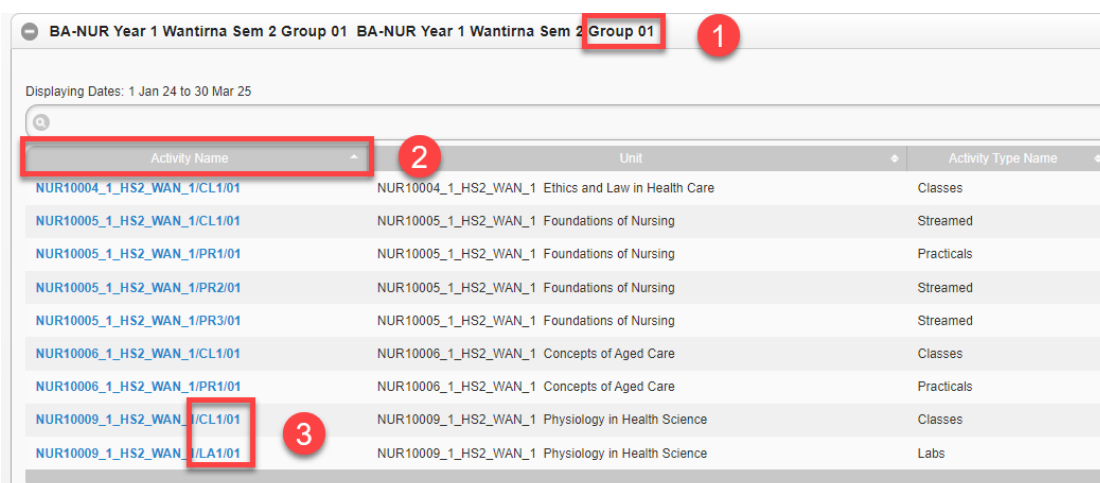
Displaying Dates: 1 Jan 24 to 30 Mar 25

Activity Name	Unit	Activity Type Name	Day	Start	End	Activity Duration	Teacher	Location	Teaching Week
NUR10009_1_HS2_WAN_1/CL1/01	NUR10009_1_HS2_WAN_1 Physiology in Health Science			10:30am	1:00			ATC524	29-34,40,43
NUR10009_1_HS2_WAN_1/LA1/01	NUR10009_1_HS2_WAN_1 Physiology in Health Science			12:30pm	2:00			SPW211	31,33,35,40,42
NUR10004_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
NUR10005_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
NUR10006_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
NUR10005_1_HS2_WAN_1/PR1/01	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Practicals	Wed	11:30am	1:30pm	2:00		WS304	43
NUR10005_1_HS2_WAN_1/PR3/02	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Streamed	Tue	2:30pm	4:30pm	2:00		WS202	29,41
NUR10005_1_HS2_WAN_1/PR2/02	NUR10005_1_HS2_WAN_1 Foundations of Nursing	Streamed	Tue	2:30pm	4:30pm	2:00		WS202	30-34,40,42,43
NUR10006_1_HS2_WAN_1/PR1/02	NUR10006_1_HS2_WAN_1 Concepts of Aged Care	Practicals	Tue	10:30am	12:30pm	2:00		WS201	31,33-34,41

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



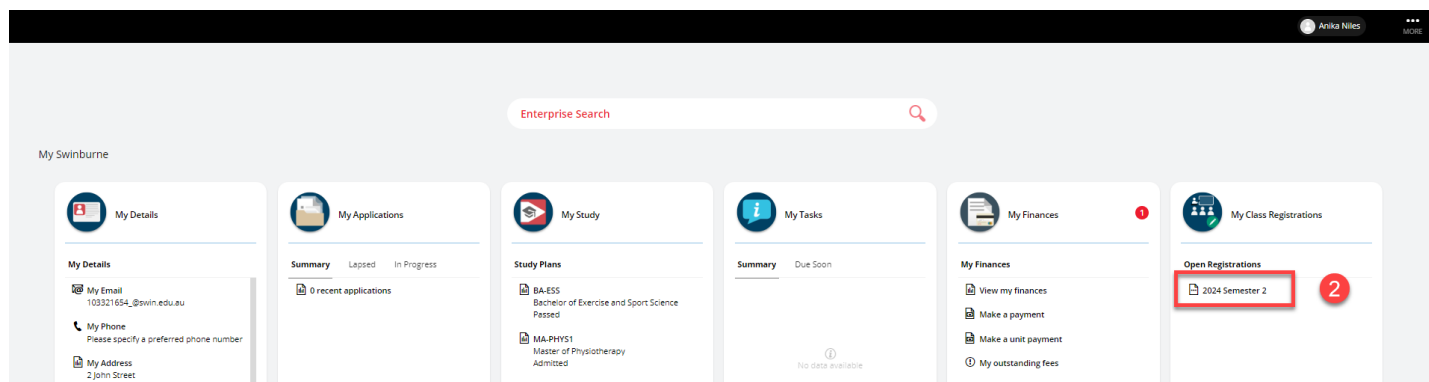
BA-NUR Year 1 Wantirna Sem 2 Group 01 BA-NUR Year 1 Wantirna Sem 2 Group 01

Displaying Dates: 1 Jan 24 to 30 Mar 25

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

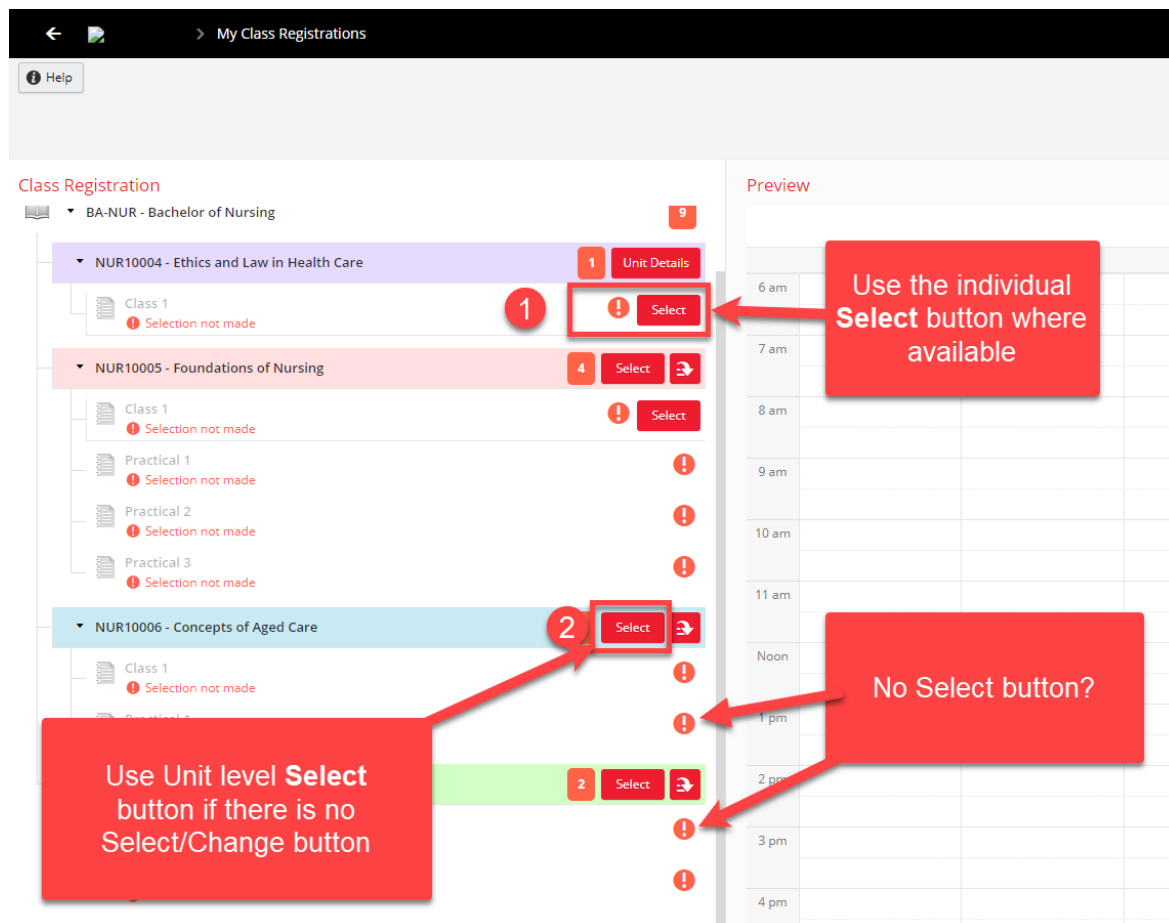
## Go to the Student Portal

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



**Class Registration**

BA-NUR - Bachelor of Nursing

**Unit Details**

**1** **Select**

**2** **Select**

**Use the individual Select button where available**

**Use Unit level Select button if there is no Select/Change button**

**No Select button?**

**Preview**

Time	6 am	7 am	8 am	9 am	10 am	11 am	Noon	1 pm	2 pm	3 pm	4 pm
Class 1											
Practical 1											
Practical 2											
Practical 3											
Class 1											
Practical 1											
Practical 2											
Practical 3											

# My Swinburne Class Group Registration

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

The screenshot shows the 'Class Registration' interface. On the left, there are three class options for 'NUR10004 - Ethics and Law in Health Care'. The first option, 'Class 1 - 1', is selected. A red box highlights the 'Register' button next to it. A red arrow points from the 'Register' button to the 'Unit Activity' table on the right. The table shows the following activities:

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

A red box highlights the 'Unit' column, and a red arrow points from the 'Unit' column to the 'Class Registration' interface. A red box also highlights the 'Activity Name' column, and a red arrow points from the 'Activity Name' column to the 'Class Registration' interface. A red box highlights the 'Activity Type Name' column, and a red arrow points from the 'Activity Type Name' column to the 'Class Registration' interface. A red box highlights the 'Register' button, and a red arrow points from the 'Register' button to the 'Class Registration' interface. A red box highlights the 'Back Arrow' button, and a red arrow points from the 'Back Arrow' button to the 'Class Registration' interface.

## 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

The screenshot shows the 'Class Registration' interface. On the left, there are three stream options for 'NUR10005 - Foundations of Nursing'. The first option, 'Stream 1 - CL1, PR1, PR2, PR3', is selected. A red box highlights the 'Register' button next to it. A red arrow points from the 'Register' button to the 'Unit Activity' table on the right. The table shows the following activities:

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

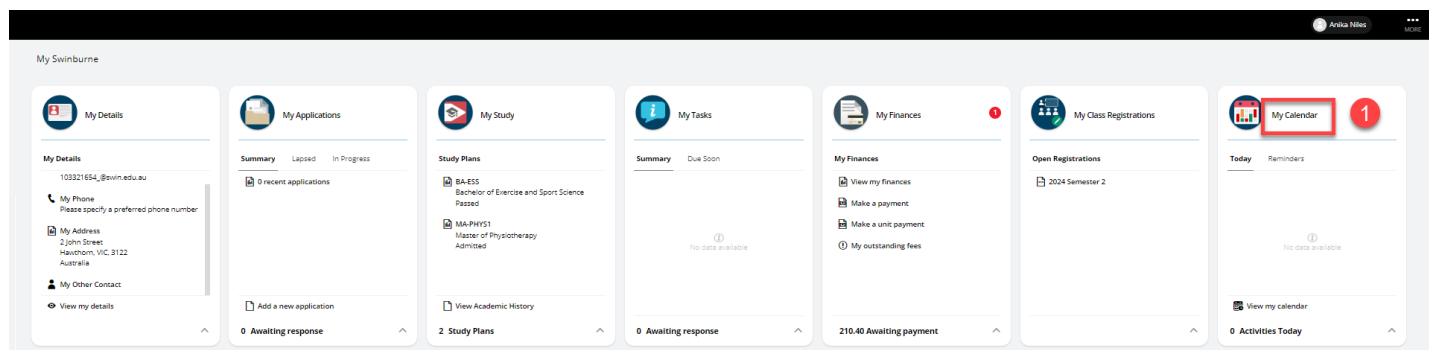
A red box highlights the 'Unit' column, and a red arrow points from the 'Unit' column to the 'Class Registration' interface. A red box also highlights the 'Activity Name' column, and a red arrow points from the 'Activity Name' column to the 'Class Registration' interface. A red box highlights the 'Activity Type Name' column, and a red arrow points from the 'Activity Type Name' column to the 'Class Registration' interface. A red box highlights the 'Register' button, and a red arrow points from the 'Register' button to the 'Class Registration' interface. A red box highlights the 'Back Arrow' button, and a red arrow points from the 'Back Arrow' button to the 'Class Registration' interface.

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

## Review weekly schedule in My Calendar

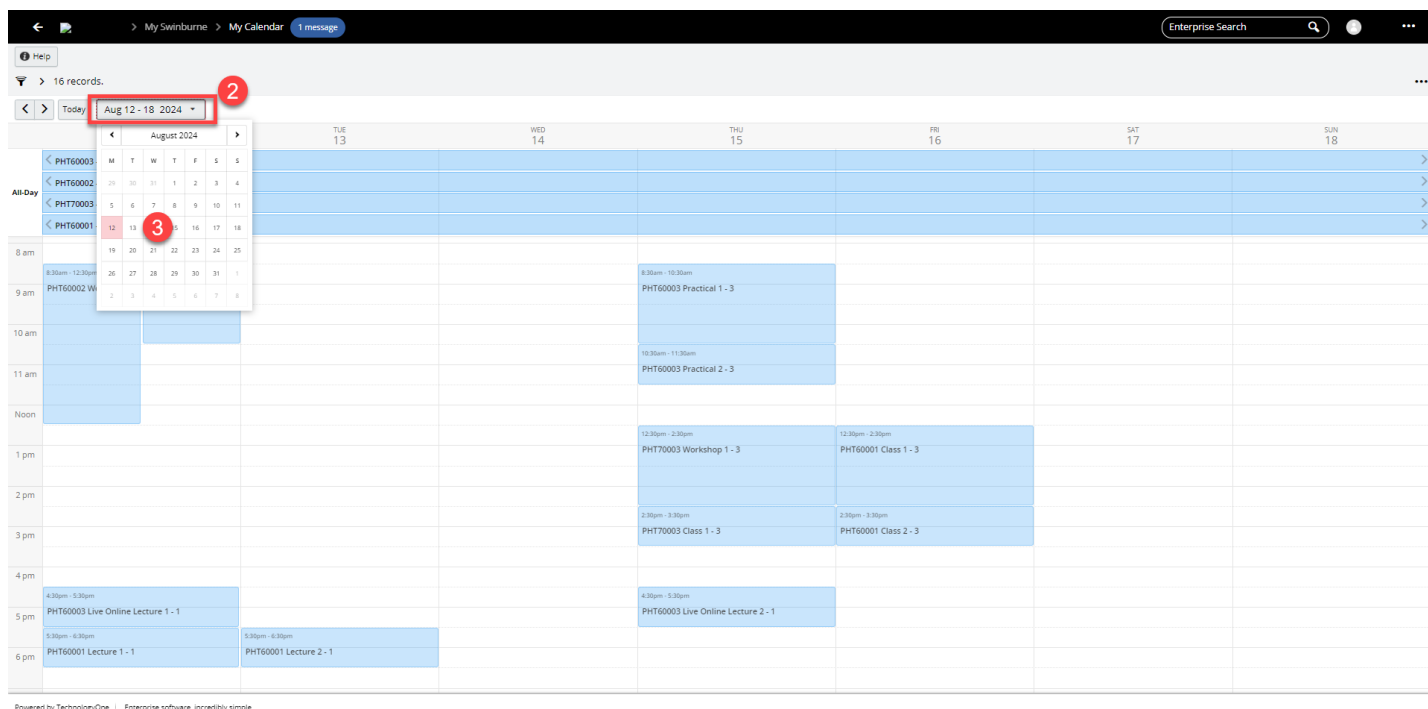
You can review your weekly schedule once you have registered into all classes. NOTE: it will take an hour after registering for this data to appear in your Calendar

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**



## 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

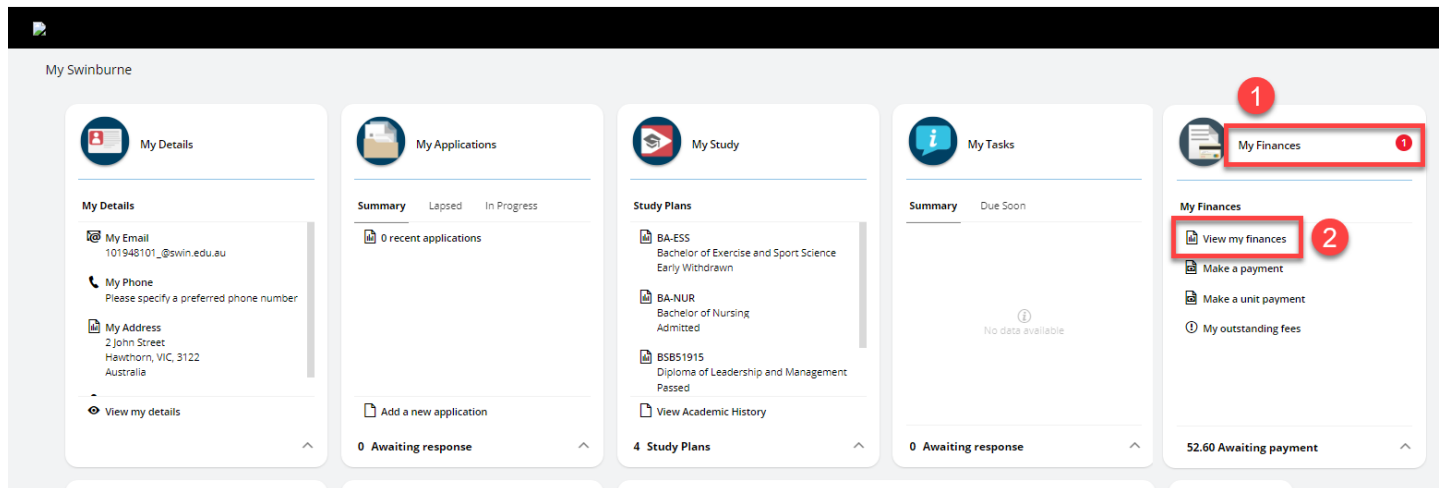
### Bachelor of Nursing



## Payments Due and Census Date

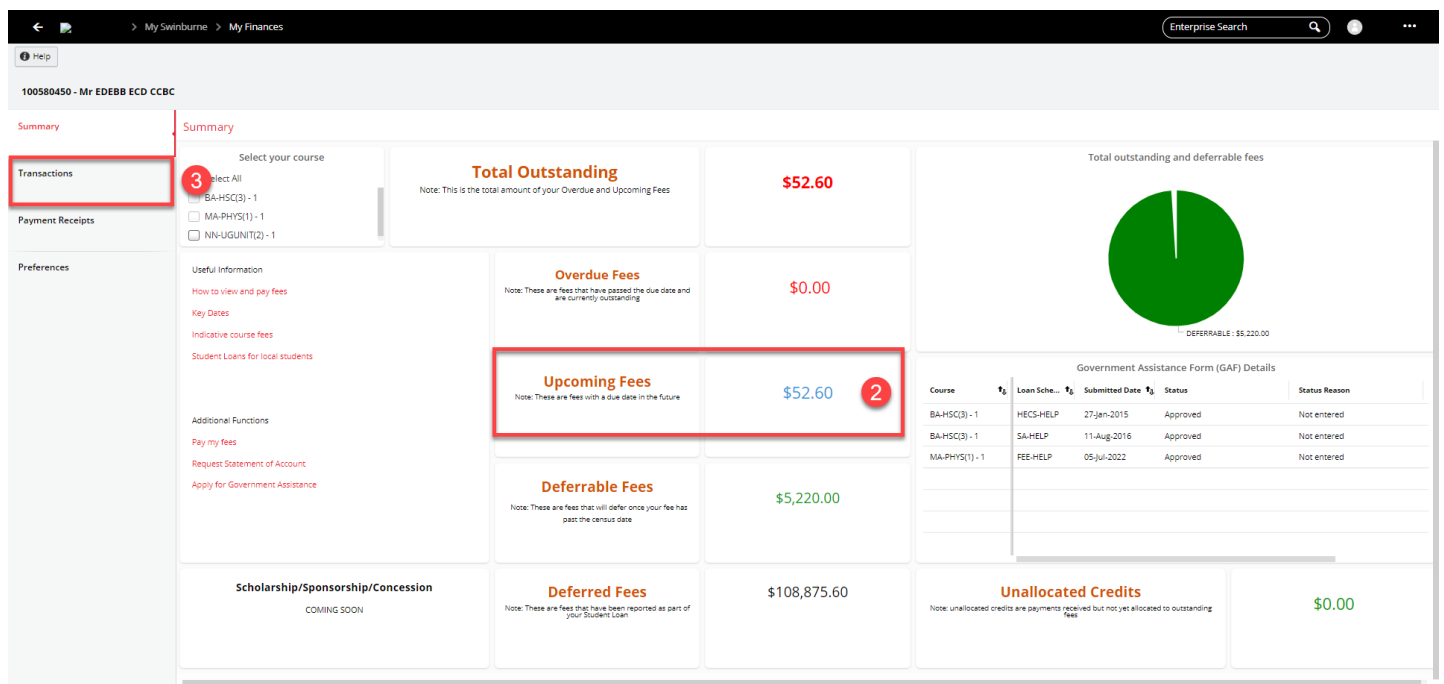
Some units fall outside of normal Census dates. The Census date is the last day you can withdraw from a unit without being liable for any fees that relate to that unit or course.

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



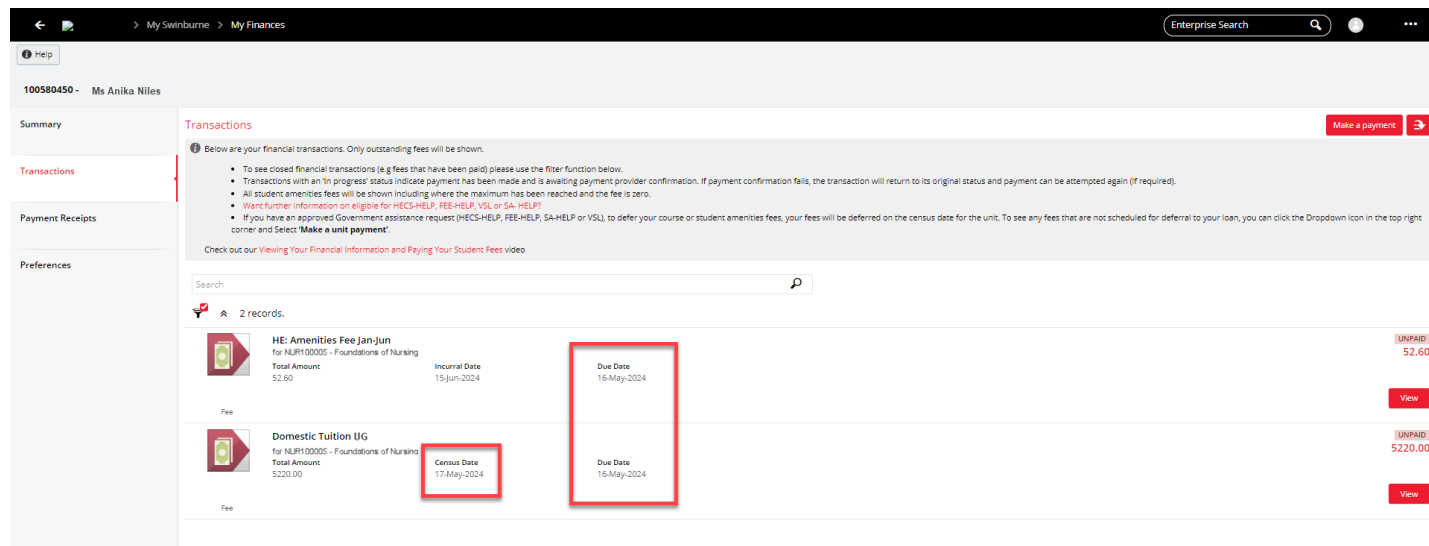
## Payments Due and Census Date (Continued)

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



## 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

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.

Transaction	Incurral Date	Census Date	Due Date	Amount	Status
HE: Amenities Fee Jan-Jun for NUR100005 - Foundations of Nursing Total Amount 52.60	15-Jun-2024		16-May-2024	52.60	UNPAID
Domestic Tuition UG for NUR100005 - Foundations of Nursing Total Amount 5220.00		17-May-2024	16-May-2024	5220.00	UNPAID

## 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](mailto:askgeorge@swin.edu.au)