Swinburne Online

Getting Started

Tonight’s Collaborate Session will begin at 7pm AEST
Aims of this session

Introduce you to:

- The Student Portal
- Completing ‘Getting Started’

Student Liaison Team – Contact Us
Your one-stop-shop for student support

- Help Web Form: www.swinburneonline.edu.au/help
- Email: help@swinburneonline.com
- Phone: 1300 937 765
- Monday - Friday: 9am-9pm (AEST)
- Saturday & Sunday: 10am-6pm (AEST)
Swinburne Online

Your Student ID Number

- Look for your student ID number in the email titled: ‘Congratulations on your Enrolment with Swinburne Online’
Log into the Student Portal by following the link in your Welcome Email.

You will need your Student ID and click on New to the Student Portal.

Click Get my setup link. A confirmation message will appear at the top of the screen. Thanks, please check your email for a link to reset your password.

You will receive an email with a setup link to create a password.

Please note this password as it is unique to the Swinburne Online Student Portal.

Have you logged into the Student Portal?
Due before Teaching Period 2 on the 7th of July.
Ensure your details are correct or amend as necessary
Are your course details correct?
Have you viewed your course planner?
Get to know your course

- All courses have a Course Planner. You can access your course planner in the Swinburne Online Student Portal
- 1. Clicking on Account  2. Course Structure 3. Course Planner

Print this and keep it for your reference

This is one of the most important documents for your course. Please refer to it regularly!
Have you logged into Complete to complete your financial support?

**Logging into Complete Financial Support is different to logging into the portal**

**Username:** Student ID  
**Password:** DOB 6 digits
Which option should I choose?

1. Pay my fees upfront
   - If you are NOT an Australian Citizen or hold a Humanitarian Visa you will have to pay your fees upfront.
   - You will be invoiced each Teaching Period for the cost of your course fees.
   - **DUE DATE: 11th July, 2014**

2. Make a partial payment
   - If you want to pay some of your course fees up front you should choose this option. Payments should be made online in **My Financials**

3. Defer my fees to HECS
   - If you choose to defer your fees to HECS/HELP you will not be required to make any payments towards your fees until you earn over 2013-2014 **$51,309** and 2014-2015 **$53,345**. More information can be found on the Study Assist website [http://studyassist.gov.au](http://studyassist.gov.au)
   - **DUE DATE: 11th July, 2014**
How to complete the form

- Log into the Student Portal by following the link in your Welcome Email
- You will need your Student ID
- Click on Account on the left side
- Click on Fee Details
- Apply for Help Assistance
- Log in using your Student ID & password (6 digit DOB)
- Click Add New
- Select HECS/FEE – Help form

Check your form has been submitted and approved
Please find out what services are available to you.

Financial Support – Student Amenities Fees

Making an upfront payment:
At the bottom of the HECS/HELP form you have the option to either pay upfront or obtain a HECS/HELP loan. If you select “Full upfront payment” you need to make the payment within 10 working days from the start of your first teaching period. You can do this through My Financials.

Step Two. Complete the Student Amenities HELP Assistance form
The annual compulsory Student Amenities (SA) Fee is used to fund student support services including care and support services, counselling and disability support services. You can view your SA Fee, along with your other fees, in My Fin.

To complete your SA-HELP form you will need to:
- Log in to HELP Assistance using your Student ID and Date of birth as your password in DOMMYY format
- Select the red ‘Add New’ button
- Select ‘Complete Form’ next to ‘Request for SA-HELP’

Payment date: If you have elected to pay part or all of your fees upfront, the payment date deadline is always 10 days into the start of your first Teaching Period.

The Student Amenities fee assists students with counselling, disability support, careers and advocacy.

Which option should I choose?

1. Pay my fees upfront

- If you are NOT an Australian Citizen or hold a Humanitarian Visa you will have to pay your Student Amenities fee upfront
- The Student Amenities fee is an annual fee of $126.00
- **Due Date for Students commencing in Teaching Period 2: 11th July 2014**

2. Defer my SA fees to HECS

- If you choose to defer your Student Amenities fee to HECS/HELP you will only need to complete this form once and will not need to make yearly payments of this throughout your course
- **Due Date: 11th July, 2014**
How to complete the form

- Log into the Student Portal by following the link in your Welcome Email.
- You will need your Student ID and Password.
- Click on **Account** on the left side.
- Click on **Fee Details**.
- Apply for **Help Assistance**.
- Log in using your Student ID & password (6 digit DOB).
- Click **Add New**.
- Select **SA – Help form**.

Check your form has been submitted and approved.
Government changes to Uni fees

The higher education reform measures which are most likely to affect you are:

- Changes to Commonwealth subsidies and student contribution amounts;
- Support for diploma, advanced diploma and associate degree courses;
- Support for students at all higher education institutions;
- Changes affecting the repayment of HELP loans.

The new funding arrangements will affect all Commonwealth supported students who accept an offer of enrolment after 13 May 2014. Changes to Commonwealth subsidies and student contributions do not take effect until 1 January 2016. Students who accept a Commonwealth Supported Place (CSP) after 13 May 2014 will be charged under the existing arrangements until 31 December 2015.

A new minimum repayment threshold for HELP will be introduced from the 2016-17 income year (1 July 2016-30 June 2017). In that year, students will commence repaying their HELP debt once their income reaches an estimated $50,638.

HELP debts will be indexed by the Treasury 10 year bond rate (to a maximum of 6.0 per cent per annum) rather than the Consumer Price Index (CPI). The new arrangements will apply to all HELP debts (including those incurred by former students, continuing students and new students) beginning with the indexation of debts on 1 June 2016.

Student Charter

This Charter describes what students can reasonably expect from Swinburne Online in order to enjoy a quality learning experience. It also defines the University’s expectations of students, because students contribute to their own learning experience and to that of their fellow students.

The statements in this Charter complement, but do not substitute for, the University’s regulations, policies and procedures. Rather the Charter provides a summary of expectations that assists students in their understanding of how to maximise their learning experience.

If you have any comments about the expectations defined in the Student Charter, please contact us.

Swinburne Online will endeavour to provide you, as a student, with:

1. Program content and resources that are up-to-date in terms of the latest research, technologies, industry developments, skill requirements and global perspectives in the area in which you are studying.
2. Access to the information you need to prepare for your studies and to undertake them successfully.
3. Relevant learning activities that enable you to develop career skills such as teamwork, critical thinking, problem-solving and communication.
4. Staff who are well prepared and use appropriate methods and technologies to maximise your opportunities for learning and scholarship.
5. Staff who treat you with respect and courtesy, are interested in your progress, respond to your communications in a timely manner and are accessible at designated times outside formal learning activities.
6. Fair and rigorous assessment that is conducted consistently against clear criteria.
7. Constructive and timely feedback on your progress, to allow you to improve your academic performance and career skills.

Have you read the Student Charter?
Child Safety Screening

EDUCATION STUDENTS ONLY

Please attend the Collaborate session at 7:00pm on the 10th of July (AEST) for more information about professional placements.
Have you noted important dates?

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Important Dates

You can view important dates by accessing the Calendar in your Student Portal.

- **Teaching Periods:** There are 3 Teaching Periods in an Academic year at Swinburne Online. Each Teaching Period contains 12 weeks of contact time. Teaching Period 2 starts on the 7th of July.

- **Census Date:** This is important to note as it is the last date you can remove a unit without receiving Academic or Financial penalties. For Teaching Period 2 this is the 1st of August.

- **Consolidation Week:** This is a week break in the middle of the Teaching Period at week 6. For Teaching Period 2 this is from 18th of August to 24th of August.

- **Exams:** If your unit has an exam (you will see this in the assessment section of Blackboard) it will be held in the 2 week exam period after week 12 of the Teaching Period. For Teaching Period 2 this is from the 6th of October to 17th of October.

- **Holidays:** You will have holidays for 2 weeks after the exam period (this is a little different at Christmas) before you commence the next Teaching Period. For Teaching Period 2 this is from 20th of October – 31st of October.
Orientation

You will have recently received an email about completing our Online Orientation. You can access Orientation in the Student Portal. This will help you to:

- Understand the expectations as a Swinburne Online student
- Learn how to navigate Blackboard, our online classroom
- Learn how to access learning materials and resources to assist your learning
- Find out about the range of student services available

If you haven’t complete the Orientation please do so as soon as possible.
Swinburne Online

Orientation will introduce you to Blackboard

Blackboard is your online classroom. This is where you will spend the most time during your course.

For more information about using Blackboard attend the Collaborate session on the 1\textsuperscript{st} or 8\textsuperscript{th} of July at 7:00pm (AEST)

Here you will gain access to:
- Your learning materials
- Meet your eLA (eLearning Advisor)
- Meet your classmates
- View and submit your assessments and;
- Review your results

Have you logged into Blackboard?
Welcome to Office 365 Email
All of your University correspondence will be sent to your student email. It is important that you check your email regularly.

Logging in to your student email
Log into the Swinburne Online Student Portal and access Email

Redirecting your email
You can forward your student emails to your personal email by following these steps:
1. Go to settings (cog in top right corner) and click on options
2. Click on forward your email
3. Enter your personal email address
4. Click start forwarding

Have you logged into your student email account?
Your Support Team

Student Liaison Officers

Student Liaison Officers are available to answer your questions at the following times:

Monday – Friday: 9am - 9pm (AEST)
Saturday – Sunday: 10am - 6pm (AEST)

Telephone: 1300 937 765
International: +61 3 9956 0777

Email: help@swinburneonline.com


Facebook Groups

Search for Swinburne Online
* Business students
* Social Science students
* Education students
* Communication students
* Design students
Let’s look at some course planning together. You are ultimately responsible to planning your course. Our Enrolment Team will select appropriate units for you based on your preferences for the number of units you wish to study in a Teaching Period (1-4) however if you want to make changes you need to ensure you have taken into consideration unit availability and pre-requisite requirements.

<table>
<thead>
<tr>
<th>2013 Unit Code</th>
<th>2014 Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisites Units that you must complete to be considered for entry into another unit</th>
<th>Unit Type</th>
<th>I will study this unit in: Year</th>
<th>Unit Availability</th>
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<td>S12E111</td>
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<td>S12E100</td>
<td>MGT30001</td>
<td>Introduction to Management</td>
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</table>

2014 Course Updates
- All unit and course codes have changed for 2014

Correct as of November 2013. Planners are subject to change.
Electives

- **What are electives?**
  - Electives are units you can choose, compared to compulsory units that you must complete. Electives are chosen from the courses offered at Swinburne Online. Elective units, when added to the compulsory (required) units, enable you to meet your degree requirements.

- **How many electives will I have?**
  - Ranges between four and nine.
  - Postgraduate degrees have none.

- **What subjects can I choose?**
  - Subjects can be chosen from any of our undergraduate degrees.

- **When can I choose my electives?**
  - Whenever you like (providing you have satisfied the pre-requisites).
**Electives: What should I choose?**

<table>
<thead>
<tr>
<th><strong>Option 1: Area of Interest</strong></th>
<th><strong>Option 2: Subjects of interest</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ Select a second set of majors from your current degree.</td>
<td>❖ Select subjects from across all three degrees (Business, Communication and Social Science).</td>
</tr>
<tr>
<td>❖ No issues with pre-requisites as you will complete the core units as part of your current degree.</td>
<td>❖ Post Graduate education students can select undergraduate Education subjects.</td>
</tr>
<tr>
<td>❖ Graduate with a second potentially very useful “area of expertise”.</td>
<td>❖ May be limited by pre-requisites.</td>
</tr>
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</table>
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Example - Option 1: Area of Interest

<table>
<thead>
<tr>
<th>2013 Unit Code</th>
<th>2014 Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisites</th>
<th>Unit Type</th>
<th>I will study this unit in Year</th>
<th>Teaching Period</th>
<th>Unit Availability</th>
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<td>Core</td>
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<td>SLEDE100</td>
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<td>Microeconomics</td>
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<td>Introduction to Commercial Law</td>
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<td>MKT10002</td>
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<td>Core</td>
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<td>SLE111</td>
<td>INF10013</td>
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<td>MGT10001</td>
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<td>SLPR100</td>
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<td>SLM204</td>
<td>MKT20014</td>
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<td>SLTE302</td>
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<td>SLTE330</td>
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<td>SLTE330</td>
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Management area of interest
### Example - Option 2: Subjects of Interest

#### MY SWINBURNE ONLINE PROGRAM PLANNER: BUSINESS (MARKETING)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisites</th>
<th>Unit Type</th>
<th>I will study this unit in:</th>
<th>Unit Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Units that you must complete to be considered for entry into another unit</td>
<td></td>
<td>Year</td>
<td>Teaching Period</td>
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<tr>
<td>SLCG100</td>
<td>Learning &amp; Communicating Online</td>
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<td>Core</td>
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<td>SLBM100</td>
<td>Marketing Concepts</td>
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<td>SLCR102</td>
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<td>SLTE100</td>
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<td>Core</td>
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<td>SLBE100</td>
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<td>SLEB111</td>
<td>Foundations of Business Systems and eCommerce</td>
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We’re done!

This session has been recorded and can be accessed in the Student Portal via:

1. Forms and Resources section
2. Student Toolbox
3. Student Collaborate Links

Thanks for your attendance. Any questions?