Quick guide to re-enrolling

1. Make sure you have sent your payment receipt to accounts@sibt.nsw.edu.au by 8th February; this is just so that the funds will be available when you enrol on 15th February from 10am.

2. Log in to your Student Portal and enter your student ID and password.

3. Check for any Enrolment Conditions. This is a list of your enrolment conditions for this semester. Please read the following messages carefully, then click next button to continue your web enrolment.

4. Choose your units and build your timetable.

5. Enrol in your green and yellow units first

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Do you have more questions?

Go to the SIBT Student Portal Noticeboard

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Semester 1 2016 Enrolment

Important dates

Friday 12 February @ 3pm
Results released on Portal

Monday 15 February @ 10am
Online enrolment starts

Friday 26 February @ 5pm
Last day for payment of fees without late enrolment charge fee

Monday 29 February
Classes commence

Friday 4 March @ 5pm
Online enrolment ends

You will not be able to make your own changes to the timetable after Friday Week 1 (4th March @ 5pm) and will need to speak to a Student Advisor instead.
Why enrol early
Classes fill quickly from the moment the online enrolment starts.

There are limited places in some units, so early enrolment gets you the units and timetable you want.

Attendance
Attendance and participation = academic success. You are required to attend a minimum of 80% of your classes each semester. If you fail to meet attendance requirements you may be placed on a conditional enrolment.

Missing week 1 classes seriously affects your attendance.

Attend all classes every week. It is more efficient learning in class with your teachers. They will highlight the important information and be able to assist you with queries you have about concepts covered in the course.

Enrol online 24/7
You can enrol online anytime, anywhere, but to confirm your place at SIBT you need to pay your fees by Monday 8 February 2016. This ensures your fees are received in preparation for your enrolment commencing at 10 am on Monday 15 February.

Staff will be available to assist you with your enrolment in City Campus.

Sydney City Campus
Enrolment will only be available at the SIBT Sydney Campus. Assistance with your enrolment will be available in the SIBT City campus computer Labs.

Can I change my course?
Yes, you can. It is best to see an Advisor prior to the enrolment period to assist you with any change to your course, as a change of course may affect the length of study, and you need to know the consequence of your decision.

A change of course means a change in units available and you may need to pick up extra units to graduate, so ensure the Change of Course process is completed before you commence enrolment for the semester.

How can I pay my fees?
SI BT preferred payment method is BPAY
• Include the SIBT BPAY Biller Code: 505248 AND
• Your own BPay reference number - You can find this in your Profile section on the Portal.

Your SIBT account balance will be updated within 1 – 2 working days if you pay using BPay method. Please check your current balance in your student portal before you start enrolling.

Other payment methods may take longer to be processed. The SIBT Portal Student Noticeboard has details of other payment methods.

FEE-HELP If you have already enrolled as a FEE-HELP student in a previous semester, you can simply continue enrolment at SIBT as a FEE-HELP Student for future semesters.

A Late enrolment fee of $250 will be charged if tuition fees are not paid by Friday 26 February 2016, 5 pm.

The Online Late Payment Application facility is no longer available. Tuition fees need to be paid in full prior to the enrolment.

IT issues with enrolment
The SIBT Portal is fully supported by Internet Explorer (IE) version 6, 7, 8, 9, 10 based on Microsoft Windows Systems (PC).

There may be problems using Firefox, Safari, Chrome and MACs.

Grade Reviews and Deferred or Supplementary Exams
1. If you applied for a grade review of a ‘Fail’ final result, you are advised to re-enrol in that failed unit until the result of the review is known.

2. If you are sitting a supplementary or a deferred examination, (held in Enrolment Week) for a specific unit, you should enrol in that unit until the result is known.

IMPORTANT: It is your responsibility to check the date of any alternative exam for which you have been approved.

Missed deferred or supplementary examinations will not be re-scheduled.

If you pass the deferred/ supplementary examination you will be permitted to enrol in another unit.

Remember Enrolment for Semester 1 2016 starts on Monday 15 Feb at 10 am.

Staff will be available to assist you on the Sydney City campus at Wynyard – just above Wynyard station.