IMPORTANT DATES

16 March  
Online enrolment for continuing students from 5pm

19 March  
Orientation day for new students

20 - 23 March  
Enrolment for new students in Campus

21 - 23 March  
Supplementary & special exams (continuing students from Tri 3 2017)

26 March  
Start of classes and fees due date

3 April  
Release of supplementary & special exams results

6 April  
Online enrolment closes for all students

20 April  
Census date

15 June  
End of classes

18 - 19 June  
Study break

20 - 29 June  
Exam period

13 July  
Release of exam results (from 5pm)

16 February  
End of classes

19 - 20 February  
Study break

21 February - 3 March  
Exam period

16 March  
Release of exam results (from 5pm)

Public holidays & University closures

PUBLIC HOLIDAYS & UNIVERSITY CLOSURES

30 March  
Good Friday

31 March  
Easter Saturday

01 April  
Easter Sunday

02 April  
Easter Monday

25 April  
Anzac Day

11 June  
Queen’s Birthday

Note: if a public holiday affects class delivery, a catch up class will be scheduled.

Harbour Walk - Every Tuesday, 2nd & 4th Week of each month

Social Media

Like us on facebook - Victoria University Sydney Australia
Like us on You Tube - Victoria University Sydney Australia
Follow us on Instagram - @VUSydney
Follow us on Linkedin - Victoria University Sydney
ENROLMENT CHECKLIST

☐ Admissions - Clear conditions
☐ Student Services registration
☐ Learning Support Unit
☐ Academic advice
☐ Online enrolment
☐ Apply for VU ID card
☐ Complete online survey
☐ Like us on Facebook & Instagram
☐ Allocate yourself on time-table
Students can now preview their class timetable at the beginning of each semester through Timetable Planner:

*The timetable planner provides indicative information as to the days or times classes may run. After you have enrolled, you need to use My Timetable (through MYVU) to create your personalised timetable.

*Timetables may change (including withdrawing or restructuring with units/programs)

**GETTING STARTED**

1. Please type in or click on the link below:
   (timetableplanner.vu.edu.au/2018)
2. You will be taken to the following page as per the following screen shot.
   Select Teaching Areas, Under Select Teaching Areas - scroll down and click on VU Sydney and click on >. Under Select Period(s), click on VU Sydney Trimester 1, 2 or 3. Under Select Day(s), click on All Week (Mon - Sun). Under Select Time Period, click on All Day / Evening (8am to 11pm). Under Select Report Type, click on List Timetable.
3. Click on “View Timetable”.

**TIPS FOR SELECTING UNITS:**
Please refer to COURSE STRUCTURE and STUDY PLANS handed to you during your Orientation.
MYVU Student Portal is a gateway to all your Victoria University student details including online enrolment, results and examination details. MYVU allows multiple applications that service your student admin to be viewed on a single web page and provides direct access to your personalised information. MYVU also allows you access to:

- Enrolment details
- Student email & timetables
- Library access & exam results

**STEPS**

1. Go to myvuportal.vu.edu.au
2. Enter your username and password as follows: Username: Use “s” (lower case) followed by your Student ID number; for example: s1234567. Your default password will be set to “Temp” (uppercase T) followed by your date of birth in the format Tempddmmyyyy. For example, 12 May 1983 is written as Temp12051983 (you must use the 19 for the year).
3. Set up Password reset method. Enter your personal email (yahoo, hotmail, gmail, etc...) enter your mobile number
4. Change your password, click “Change”
1. Before you enrol: Speak to an Academic Coordinator if you would like advice.

2. Log on to MYVU Portal
   Go to MYVU Portal (http://myvuportal.vu.edu.au/)

3. Go to online enrolment in MYVU Portal
   - Select the “My Details” menu
   - Select the “Online Enrolment” option
   - Choose the “proceed to accept my offer and enrol” Option

4. Steps to complete

4.1 Course details
   Confirm the course you will be undertaking, click “Save” to continue.

4.2 Declaration
   read and confirm that you agree with the Victoria University Students Declaration, click “Confirm” to continue.
5.3 Profile
Confirm and/or update your preferred name and name order. A pop up will appear when saving, click “OK” to continue.

5.4 Contact details
Confirm and/or update your postal, semester and home addresses. Click “Save” to continue.

Example 1: Pre-populated Units
- Select confirm for all the units you would like to enrol in
- Click “Proceed to Enrol” to continue
- Confirm that you have enrolled into the correct units
- Click “Save” to continue.

Example 2: Adding Units
- Click “Add Units”
- Type in your Unit code
- Click “Search”
- Select the tick box to confirm that the unit details are correct
- Click “Add units”
- Repeat this process to continue adding units
- Click “Proceed to Enrol”
- Click “Save” to continue.

Select your units of study based on the advice you received and your course structure. You must enrol in a full time load. Confirm and save your selected units.

When undertaking your unit selection, you will not be able to save units with a status of “breach”. You must remove them to complete enrolment.

5.5 Statistics
Confirm and complete any gaps in your statistical information.

5.6 Units
Your Unit selection must be for CAMPUS SY only

Select your units of study based on the advice you received and your course structure. You must enrol in a full time load. Confirm and save your selected units.

When undertaking your unit selection, you will not be able to save units with a status of “breach”. You must remove them to complete enrolment.

5.7 Submit: Click “Submit” to finalise your enrolment
Activate your student email (allow 48 hours to process your enrolment first) for:

- Updates on your course
- Events
- Messages from your lecturers and students
- Important student information

**STEPS:**

Once logged into the MYVU portal,
1. Click on “My Learning”
2. Click on “Email”
3. Choose “Access your VU student email”

**CHECK YOUR EMAIL REGULARLY**

For information on how to activate your email via web and mobile device visit

vu.edu.au/student-email
1. Go to myvuportal.vu.edu.au & Login

2. Select “My learning tab” and choose My VU Collaborate

3. Access units enrolled

4. Unit Content
   - On your Unit space homepage, click content in the navigation bar or View content.
5. Submitting assignments
   - Go to Assessments menu and choose “assessment drop box”
   - Upload your assignment
   - You will get a confirmation email once you have submitted successfully

6. Submitting quizzes
   - Go to Assessments menu and choose “Quizzes”
   - Click on the name to begin
   - The first page will give you the quiz instructions- here you will find out if there is a time limit on the quiz and how many attempts you are allowed

7. VU Collaborate
   - To communicate with lecturers
   - Announcements from lecturers & unit coordinators
   - Information on unit guides, content and required readings
   - Information on tests, assessments and exams
   - Information from the academics officer and academics team
   - Assignment extension forms submission to unit coordinators

8. Grades
   - Go to “Results” menu and choose Grades or click View my Grades quicklink
   - Your grades will be here when your lecturer releases them

9. Viewing your results
   - To see how you are traveling through the course, go to “Results” menu and choose User Progress
   - Or click View my Progress quicklink
   - Here you will find summary of your grades, objectives progress through content, login history and more.
ASKVU is an interactive web portal for current students. ASKVU has information and FAQs related to student administration and more.

1. Go to askvu.edu.au
2. Log in with your student ID and password

ASKVU
- FAQ search
- Email VU Melbourne
- Live Chat with VU Melbourne Student Centre
- Request student ID card
- Submit special consideration
- Apply for academic transcript
Your student card is your passport to:
• Validating your VU enrolment status
• Library services including PC bookings
• Services like counseling and student advisory services

STEPS:
1. Go to askvu.vu.eu.au, click ‘Request student ID card’ and LOG IN
2. Read the important uses of student ID cards. Fill in the following details and attach your photo where requested
3. Click Submit. You will receive an email confirming your request has been submitted. Your ID card will be ready to collect from the Campus in 3 weeks

PHOTO QUALITY REQUIREMENTS:
• The photo must be a colour, high-resolution JPEG file
• The background should be uniform and light-coloured
• You must be facing forward, with your head and shoulders clearly visible
• No photos with sunglasses or hats will be accepted. (With the exception of clothing or hats worn for cultural or religious purposes)
1. Go to myvuportal.vu.edu.au
2. Select “My Details” tab and choose “My Timetable” from the drop down menu.

Your current enrolment details are shown down the left hand side of the screen. Each Unit of Study lists the activity group/s for that unit (eg: Lectures, Tutorials, Workshops, Laboratories and Practicals). All you need to do is select and enter the required number of attendance times in your order of preference.

3. Select Units from list

4. Select preferred time

5. Button will turn green if allocation was successful. Repeat the process to choose your class times.

6. To view your timetable allocation, click Timetable tab. The default view is weekly.

This step will take between 1 hr to 24 hrs after completing your online enrolment.