

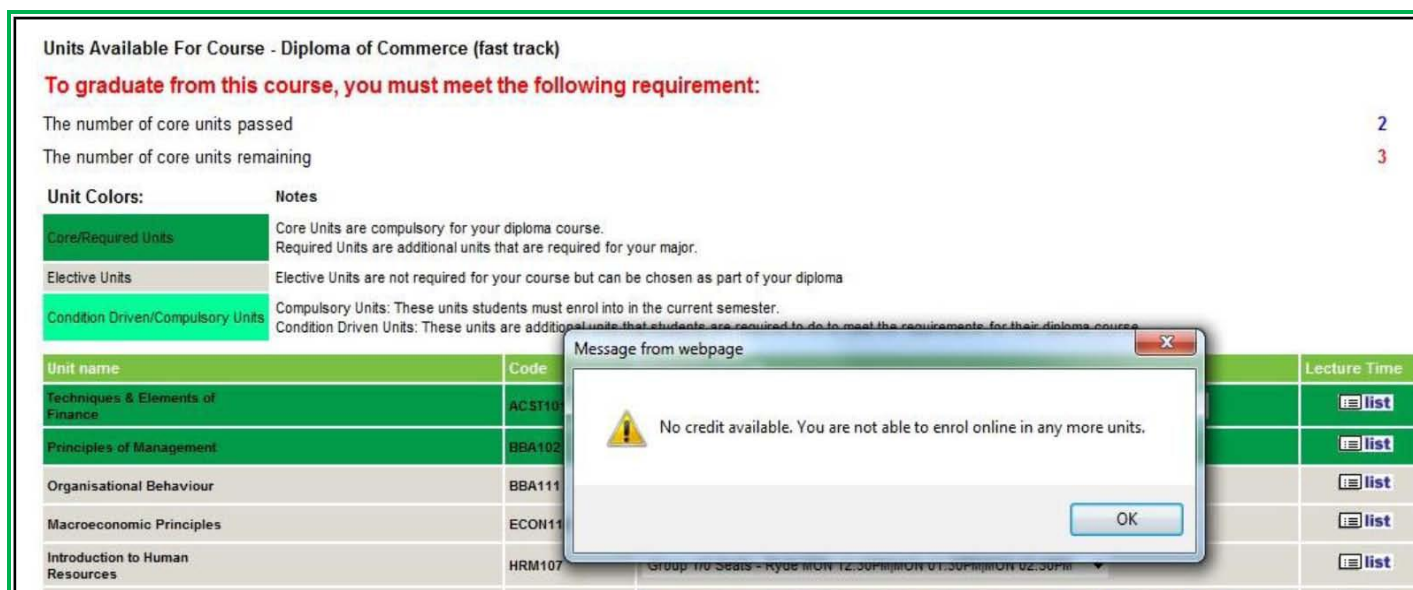
SIBT Online Enrolment Troubleshooting

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1. I have paid my fees but the portal states that I have insufficient funds to enrol.

You will see the one of the following messages on the screen.



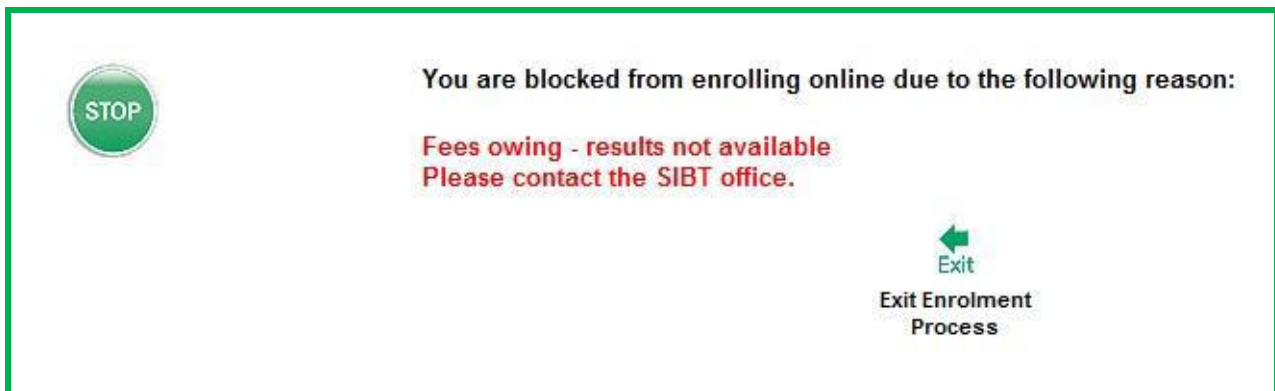
Please email to accounts@sibt.nsw.edu.au a copy of the Transfer / Payment Confirmation with your student ID. Please note that a copy of the Transfer / Payment Confirmation should be clearly visible. If the payment is already deposited into SIBT bank account, it will take 1 – 2 working days (not weekend) to be credited into your student account if your payment reference included your Student ID.

If you paid via Direct Deposit (Deposit at Westpac bank branch), you must bring the following to the SIBT office on working days to have the money credited into your student account;

- (a) Original Westpac Deposit Receipt and
- (b) Write on the back of the receipt your student ID and the name of the Bank Branch

If you have already paid, please do not apply for the Online Late Payment Application via your student portal. You will get charged the Online Late Payment Application Fee of \$250 if you apply even though you do not use this facility. Your Online Late Payment Application will be assessed for approval within 1 – 2 working days.

2. I am unable to view my results.



Do you have outstanding tuition or library fees?

If so these debts need to be cleared prior to enrolment.

Pay your library fines at the Cashiers Office at the Lincoln Building (C8A), and then bring the receipt to SIBT reception.

3. I have been granted a deferred exam, what should I enrol in?

Current Course Code: DDH		KEY TO RESULTS		
Semester	Subject Code	Subject Name	Mark(%)	Grade
201101	STAT170	Introductory Statistics	62	P
201101	MKTG101	Marketing Fundamentals	41	F
201101	BBA102	Principles of Management	**	Z
201101	SS100	Study Skills 1		F
201003	HRM107	Introduction to Human Resources	35	F
201003	BBA102	Principles of Management	41	F
201003	MKTG101	Marketing Fundamentals	40	F
201003	ACST101	Techniques ; Elements of Finance	45	PC
201002	ACCG106	Accounting Information for Decision Making	59	P
201002	ECON111	Microeconomic Principles	67	CR
201002	ACBE100	Academic Communication in Business and Economics	27	F
201002	STAT170	Introductory Statistics	33	F
GPA				
Diploma Level				0.8

Notes: this is not an official transcript

A 'z' grade means that you have a deferred or supplementary exam scheduled in the future.

It is highly recommended that you enrol in that unit again. Should you do well in the exam and pass the unit, you will then be withdrawn from that unit and permitted to select a new one.

4. I am waiting for the results of a Grade Review, should I enrol in the unit?

It is recommended that you enrol in that unit again until the grade review is complete.

5. I want to change my major, what should I do?

You can change your university major

Course Pathway

Course ID	Course Name	Provider
DDHF	Diploma of Commerce (fast track)	SIBT
C4S	Certificate IV in University Foundation Studies	SIBT
BC-ACCG	Bachelor of Commerce (Accounting)	Macquarie University
BC	Bachelor of Commerce	Macquarie University

Your current university major: BC-ACCG - Bachelor of Commerce (Accounting)
If you wish to change your major, please select one major from the following list and then click the 'Change your major' button.
Notes: before you make a decision, please check the required units for each major by clicking the 'view unit list' button.

Select	Major ID	Major Name	View Unit List
<input type="radio"/>	BC	Bachelor of Commerce	View Unit List
<input type="radio"/>	BC-MKTG	Bachelor of Commerce (Marketing)	View Unit List
<input type="radio"/>	BC-ECON	Bachelor of Commerce (Economics)	View Unit List
<input type="radio"/>	BC-FIN	Bachelor of Commerce (Finance)	View Unit List
<input type="radio"/>	BC-IB	Bachelor of Commerce (International Business)	View Unit List
<input type="radio"/>	BC-HR	Bachelor of Commerce (Human Resources)	View Unit List
<input type="radio"/>	BC-CL	Bachelor of Commerce (Commercial Law)	View Unit List
<input type="radio"/>	BC-AE	Bachelor of Commerce (Applied Econometrics)	View Unit List

Select your major and then select 'change your major'.

Note: To change your **course** you must make an appointment to meet with an advisor.

6. I have been able to select your units but have had difficulty in completing your enrolment?

A possible reason is that the SIBT Portal is designed to work with Internet Explorer 8

7. I am uncertain of which units to select this semester?

Please refer to the suggested programs of study available on the Noticeboard section of the Student Portal.

8. Do you want to continue studying units at SIBT in an Advanced Diploma course with us?

Selecting Advanced Diploma units at SIBT offers a number of advantages:

- Studying in a smaller class
- Personalised assistance offered
- Faster completion of degree

Simply click "Enrol in Advanced Diploma Course"

Note: You do not need to complete the Advanced Diploma before you transfer to Macquarie University, but units you have completed may be accredited to your Bachelor course.

If you have other questions please check out the Frequently Asked Questions on the Noticeboard. SIBT is always willing to assist you

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