



TAYLOR'S
COLLEGE

Wisdom • Integrity • Excellence

ORIENTATION

March 2023

Intensive English (IEN)

Welcome to Taylor's Lakeside Campus



**TAYLOR'S COLLEGE
CAMPUS DIRECTOR**

It gives me great pleasure to welcome you as you start your journey here at Taylor's College.

As a new member of Malaysia's top private college, you will have access to world class teaching and learning facilities. The Lakeside Campus is the most iconic University campus in Malaysia and has been ranked as the top university campus in Malaysia by international students. I would encourage you to make the most of what we have available for you here at the Lakeside Campus.

You are now part of a multi-ethnic and multi-national community of students from all over the world. This will provide you with the unique opportunity to study alongside the brightest students in Malaysia and from around the world.

I would like to encourage you to make the most of the unique college experiences that we offer here at the Lakeside Campus and if you have come from outside Kuala Lumpur or Malaysia, do enjoy the cultural activities offered by the city and the country.

I wish you every success in your studies and I hope that you enjoy everything our community has to offer. It is my hope that your experience here will take you on a long way in your lives, beyond just a good career.

With best wishes,
Josephine Tan
Campus Director

Welcome to Taylor's Lakeside Campus

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Arriving at Taylor's Lakeside Campus



1. STUDENT ID

It is very important to have your Student ID with you and displayed at all times when you are on campus. To obtain your student ID card, you must first upload your photo. Please refer to [Campus Central Portal](#) on how to do this.

2. PEDESTRIAN ACCESS CARD

If you are staying in PJS7/PJS9 area, or taking public transportation (ie. the RapidKL Bus 783 or BRT) to/from campus, you may access the pedestrian gate using your Student ID card. The gate is open from 6am to 1am daily.

3. PARKING SYSTEM IN LAKESIDE

Free parking bays are available at Zone H and Zone I in Lakeside Campus. Parking fee of RM3 per entry is applicable to Zone J and basement parking at the Boardwalk. The parking facility is on a first-come, first-served basis. Please look for alternative sites if all the parking bays are taken up.

4. COMMUTING TO LAKESIDE CAMPUS

The means of public transportation available for commuting to Taylor's Lakeside Campus are detailed in the pages listed below.

- Transportation guide – Refer to page 4, 5 & 6
- Shuttle bus schedule – Refer to page 7 - 12

5. DRESS CODE POLICY

Students must dress neatly with clean attire at all times. Students are advised to be mindful of the cultural sensitivities of others and the academic environment.

6. SMOKE-FREE CAMPUS ENVIRONMENT

Smoking is not permitted on Taylor's campus grounds. The Syopz Mall is also a smoke-free mall except for the designated smoking area located at LG2 (in front of Happy Wash). Students found smoking on campus grounds will face the below consequences:

First-time offenders will be given a verbal warning and their details will be recorded in a database by Student Welfare Department.

For a second offence, the student will be fined RM50 and receive a warning letter from the College.

If a third offence is committed, the student will be fined RM100 and be subjected to disciplinary action.

Commuting to Taylor's Lakeside Campus

Students may commute to Taylor's Lakeside Campus using public transportation such as BRT Sunway Line (SunMed Station), KTM Komuter (Sentul – Port Klang Line), LRT (Kelana Jaya Line), Rapid KL 783 bus (from Kelana Jaya), or using the Taylor's shuttle buses.



BUS RAPID TRANSIT (BRT) ●

Alight at BRT SunMed station and use the pedestrian bridge (800m walk) to the campus pedestrian gate.

(Please refer to the Klang Valley Integrated Rail System for the complete rail system)



KTM KOMUTER ●

Alight at Setia Jaya Station or Subang Jaya Station and take our Taylor's shuttle bus to Lakeside campus.

(Please refer to the shuttle bus schedule for the pick-up location & time)



TAYLOR'S SHUTTLE BUS ●

The shuttle buses cover the following pick-up points;

- SS15 bus stop (in front of Maybank)
- SuriaMas / Ridzuan Apartment
- Subang Jaya KTM Station
- Setia Jaya KTM Station
- SS15 LRT Station bus stop
- Behind E-Tiara Apartment (morning)
- Bus stop in front of Aeon Big (afternoon)
- Sunway Pyramid bus stop
- Mentari Court / Leisure Commerce Square

(Please refer to the shuttle bus schedule for the pick-up time)



LIGHT RAIL ● TRANSIT (LRT)

Alight at SS15 LRT station and take the Taylor's shuttle bus to Lakeside campus.

(Please refer to the shuttle bus schedule for the pick-up time)



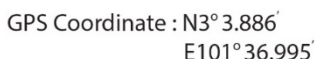
RAPID KL 783 BUS ●

This bus runs from the Kelana Jaya LRT Station to Sunway area via the LDP.

You should alight at the bus stop at Jalan PJS 7/8, PJS7 and take a 5-min walk to the campus pedestrian gate. To return to Kelana Jaya, the bus will run pass Subang Jaya before heading back to Kelana Jaya LRT station via Federal Highway. (Please refer to the bus route for RapidKL 783 in the next page)

Note :

For those taking RapidKL 783 Bus or BRT, you need a Pedestrian Access Card to enter the Campus. Please refer to page 3 (Arriving at Taylor's Lakeside Campus), point no. 2 for details.



RAPIDKL 783 (Bus Route):

Stesen LRT Kelana Jaya to Sunway & Subang Parade

Stesen LRT Kelana Jaya

- 📍 Stesen LRT Kelana Jaya, LDP
- 📍 SMK Kelana Jaya, LDP
- 📍 Pos Malaysia, LDP
- 📍 Bus Stop @ PJS 7, Jalan PJS 7/8
- 📍 Tokong Cina, Jalan PJS 7/13
- 📍 Carry Boy, Jalan PJS 7/13
- 📍 Sunway Pyramid, Lebuhraya NPE
- 📍 Sekolah Sri KML, Persiaran Kewajipan
- 📍 SJMC (opp), Persiaran Kewajipan

- ➡ Stesen LRT Kelana Jaya, LDP
- ➡ Simpang Jalan SS 2/3
- ➡ Stesen LRT Kelana Jaya 7-11, LDP
- ➡ KJMC, LDP
- ➡ Giant Kelana Jaya (opp), LDP
- ➡ Western Digital, LDP
- ➡ Nanyang Siang Pau, Lebuhraya Persekutuan
- ➡ Seksyen 19, Persiaran Subang Kemajuan
- ➡ ESSO / SHELL
- ➡ Subang Parade (opp), Persiaran Kemajuan Subang

Sunway / Subang Parade

- ▼ Hotel Park, Persiaran Kemajuan Subang
- ▼ Aeon Big

First Bus : 6.00am
Last Bus : 11.30pm

Klang Valley Integrated Rail System

PETUNJUK LEGEND

LALUAN REL RAIL LINES

- 1** KTM LALUAN SEREMBAN
KTM SEREMBAN LINE
- 2** KTM LALUAN PELABUHAN KLANG
KTM PORT KLANG LINE
- 3** LRT LALUAN AMPANG
LRT AMPANG LINE
- 4** LRT LALUAN SRI PETALING
LRT SRI PETALING LINE
- 5** LRT LALUAN KELANA JAYA
LRT KELANA JAYA LINE
- 6** ERL LALUAN KLIA EKSPRES
ERL KLIA EKSPRES LINE
- 7** ERL LALUAN KLIA TRANSIT
ERL KLIA TRANSIT LINE
- 8** LALUAN MONOREL KL
KL MONORAIL LINE
- 9** MRT LALUAN SUNGAI BULOH - KAJANG
MRT SUNGAI BULOH - KAJANG LINE
- 10** KTM LALUAN TERMINAL SKYPARK
KTM TERMINAL SKYPARK LINE

BUS RAPID TRANSIT (BRT)

- B1** BRT LALUAN SUNWAY
BRT SUNWAY LINE

- Stesen Sambungan**
Transfer from one line to another station. Passengers are required to exit the current line and enter the connecting line.
- Stesen Pertukaran**
Transfer from one line to another station. Passengers are required to exit the current line and enter the connecting line.
- Terminal Rel**
Rail Terminal
- Stesen Bas Antara Bandar**
Inter-city Bus Station
- Terminal Lapangan Terbang**
Airport Terminal
- Medan Keras**
Park and Ride

- Penumpang diperlukan untuk menggunakan kad MyRapid Touch 'n Go. Untuk Rapid KL, kad ini akan dikenakan caj MyRapid Touch 'n Go. Untuk Rapid KL, kad ini akan dikenakan caj MyRapid Touch 'n Go.
- Penumpang yang menggunakan kad MyRapid Touch 'n Go akan dikenakan caj MyRapid Touch 'n Go. Untuk Rapid KL, kad ini akan dikenakan caj MyRapid Touch 'n Go.
- Penumpang yang menggunakan kad MyRapid Touch 'n Go akan dikenakan caj MyRapid Touch 'n Go. Untuk Rapid KL, kad ini akan dikenakan caj MyRapid Touch 'n Go.

- Penumpang yang menggunakan kad MyRapid Touch 'n Go akan dikenakan caj MyRapid Touch 'n Go. Untuk Rapid KL, kad ini akan dikenakan caj MyRapid Touch 'n Go.
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- Penumpang yang menggunakan kad MyRapid Touch 'n Go akan dikenakan caj MyRapid Touch 'n Go. Untuk Rapid KL, kad ini akan dikenakan caj MyRapid Touch 'n Go.

NOTA :

Sila ikut langkah berikut apabila menggunakan stesen sambungan Rapid KL :

- **Dang Wangi dan Bukit Nanas**
Beli token untuk perjalanan hingga stesen Dang Wangi (jika dari LRT Kelana Jaya Line) dan stesen Bukit Nanas (jika dari LRT Kelana Jaya Line). Keluar dari stesen destinasi tersebut dan beli token perjalanan baharu untuk memasuki stesen sambungan.
- **Sultan Ismail dan Medan Tuanku**
Beli token untuk perjalanan hingga stesen Sultan Ismail (jika dari LRT Kelana Jaya Line) dan stesen Medan Tuanku (jika dari LRT Kelana Jaya Line). Keluar dari stesen destinasi tersebut dan beli token perjalanan baharu untuk memasuki stesen sambungan.
- **KL Sentral (LRT Kelana Jaya Line), KL Sentral (KL Monorail Line) dan Muzium Negara (MRT LRT Kelana Jaya Line)**
Beli token untuk perjalanan hingga stesen KL Sentral atau Muzium Negara (di kedua-dua mana anda berlepas). Keluar dari stesen destinasi tersebut dan beli token perjalanan baharu untuk memasuki stesen sambungan.
- **Air Asia - Bukit Bintang (LRT Kelana Jaya Line) dan Bukit Bintang (MRT LRT Kelana Jaya Line)**
Beli token untuk perjalanan hingga stesen Air Asia - Bukit Bintang (jika dari LRT Kelana Jaya Line) dan stesen Bukit Bintang (jika dari MRT LRT Kelana Jaya Line). Keluar dari stesen destinasi tersebut dan beli token perjalanan baharu untuk memasuki stesen sambungan.

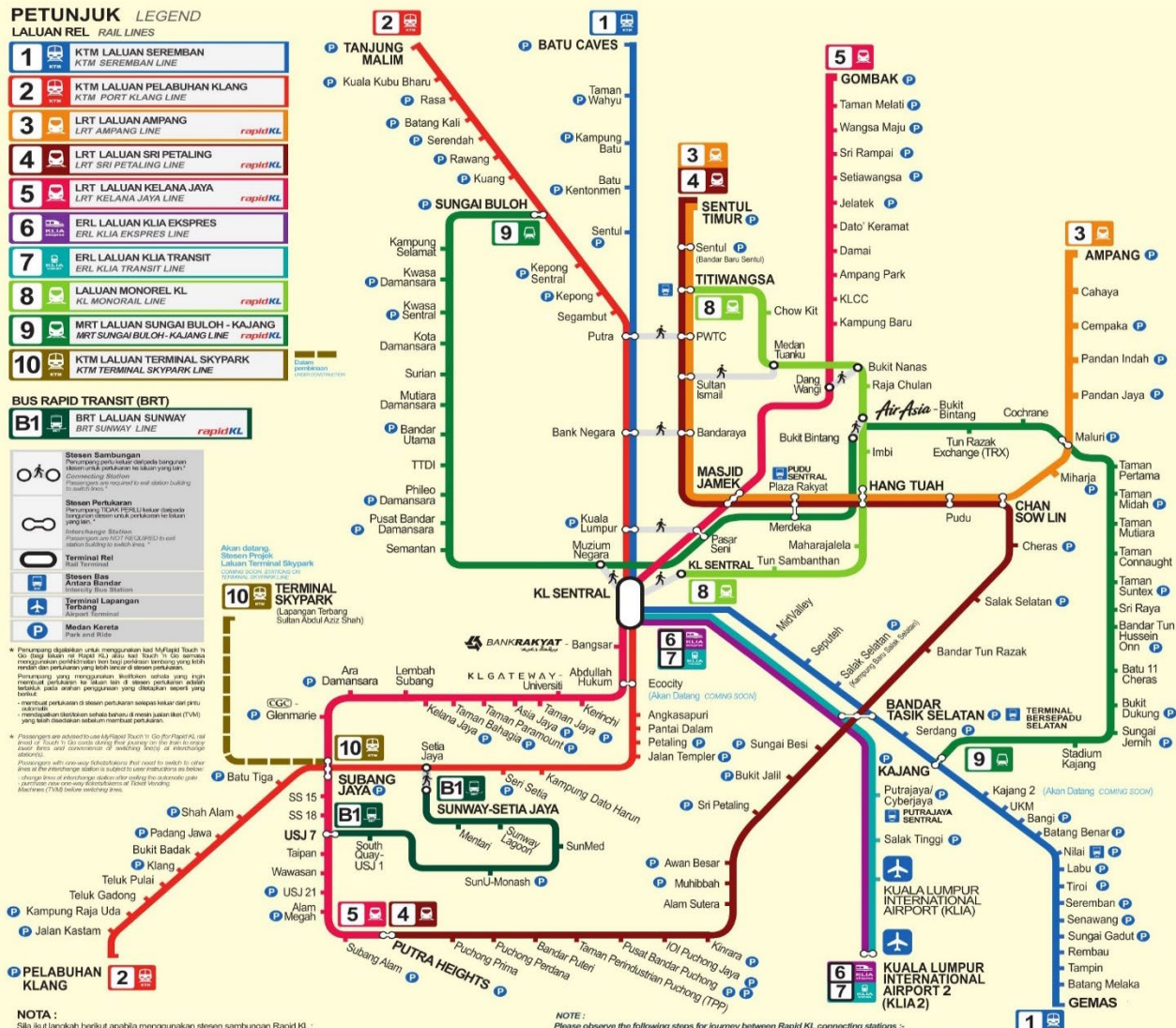
Bagi pengguna kad MyRapid Touch 'n Go, tambang akan didebit berdasarkan perjalanan anda.

NOTE :

Please observe the following steps for journey between Rapid KL connecting stations :-

- **Dang Wangi and Bukit Nanas**
Purchase tokens up to Dang Wangi (if from LRT Kelana Jaya Line) and Bukit Nanas (if from LRT Kelana Jaya Line). Exit station upon arrival and purchase another new token to enter connecting station.
- **Sultan Ismail and Medan Tuanku**
Purchase tokens up to Sultan Ismail (if from LRT Kelana Jaya Line) and Medan Tuanku (if from LRT Kelana Jaya Line). Exit station upon arrival and purchase another new token to enter connecting station.
- **KL Sentral (LRT Kelana Jaya Line), KL Sentral (KL Monorail Line) and Muzium Negara (MRT LRT Kelana Jaya Line)**
Purchase tokens up to KL Sentral or Muzium Negara (on the current line you are on). Exit station upon arrival and purchase another new token to enter connecting station.
- **Air Asia - Bukit Bintang (LRT Kelana Jaya Line) and Bukit Bintang (MRT LRT Kelana Jaya Line)**
Purchase tokens up to Air Asia - Bukit Bintang (if from LRT Kelana Jaya Line) and Bukit Bintang (if from MRT LRT Kelana Jaya Line). Exit station upon arrival and purchase another new token to enter connecting station.

For MyRapid Touch 'n Go card users, fare will be deducted accordingly as you travel.



rapidKL
KUALA LUMPUR
INTERNATIONAL
AIRPORT 2 (KLIA2)

03 7885 2585

@MyRapidKL

MyRapidKL

suggest@rapidkl.com.my

myrapid.com.my

myrapid

Shuttle Bus Schedule

The following bus schedule is effective from **Tuesday, 7 February 2023.**

Shuttle bus services are NOT AVAILABLE on Public Holidays & Replacement Public Holidays. Please adhere to the guidelines and obey instructions provided by the bus operator.

BUS FARE:

RM 1.50 per trip (Cashless payment by Touch 'n Go card with a minimum credit of RM5.00. Please purchase the Touch 'n Go card from the driver if you don't have it. The card price is RM30.00 with a credit of RM10.00). Touch 'n Go reload service is not provided by the shuttle bus operator.

TAYLOR'S SHUTTLE BUS TRACKER:

Please download "EUP-GPS (Malaysia)" from Play Store or Apple Store and fill the details as follows:-

Company : Taylor
Username : Passenger
Password : 1234



REEL SHARED ON 21 AUGUST 2020
BY PGSC, TAYLORS

MONDAY - FRIDAY

Morning

Route TU1A

Bus stop opposite Mentari Court and LCS (can be access from KTM Setia Jaya)	Aman / Suria Mas / Ridzuan Apt	Caltex opposite Sunway Pyramid (near pedestrian bridge)	DK Senza	Lakeside Campus
7.00am, 7.30am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to LCS / Mentari Court
8.00am, 8.30am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to LCS / Mentari Court
9.00am, 9.30am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to LCS / Mentari Court
10.00am, 10.30am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to LCS / Mentari Court
11.00am, 11.30am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to LCS / Mentari Court
12.00pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to LCS / Mentari Court
12.30pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off (Trip ends)

Route TU2A

KTM Subang Jaya Bus Stop	E-Tiara / Behind Aeon Big	SS15 LRT Station Gate B Bus Stop	Bus stop at SS15 Maybank / RHB	Caltex opposite Sunway Pyramid (near pedestrian bridge)	Lakeside Campus
7.00am, 7.30am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to E-Tiara
8.00am, 8.30am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to E-Tiara
9.00am, 9.30am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to E-Tiara
10.00am, 10.30am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to E-Tiara
11.00am, 11.30am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to E-Tiara
12.00pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to E-Tiara
12.30pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off (Trip ends)

Shuttle Bus Schedule

TU1A



Bus stop opposite
Mentari Court and
LCS (can be access
from KTM Setia
Jaya)



Aman / Suria Mas /
Ridzuan Apt



Caltex opposite
Sunway Pyramid
(near pedestrian
bridge)



DK Senza



Block B, bus stop,
Lakeside Campus

TU2A



KTM Subang Jaya
bus stop



Behind E-tiara



SS15 LRT Station
Gate B Bus Stop



Bus stop at SS15
Maybank / RHB



Caltex opposite
Sunway
Pyramid (near
pedestrian
bridge)



Block B, bus stop,
Lakeside Campus

Shuttle Bus Schedule

MONDAY - FRIDAY

Afternoon / Night

Route TU1C

<u>Lakeside Campus</u>	<u>Sunway Pyramid (new wing bus stop)</u>	<u>Aman / Ridzuan Apt / Suria Mas</u>	<u>**DK Senza</u>
1.00pm	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
2.15pm , 2.45pm	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
3.15pm , 3.45pm	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
4.15pm , 4.45pm	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
5.15pm	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
6.15pm	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
7.15pm	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
8.15pm , 8.45pm	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
9.15pm , 9.45pm	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
*10.15pm	Drop-off / Pickup	Drop-off / Pickup	Back to Campus (Trip ends)

Route TU2B

<u>Lakeside Campus</u>	<u>Bus stop at KTM Setia Jaya (Federal Highway side)</u>	<u>Bus stop opposite E-Tiara, Aeon Big and Subang Parade</u>	<u>SS15 LRT Station Gate B Bus Stop</u>	<u>Bus stop at SS15 Maybank / RHB, Caltex opposite Sunway Pyramid (near pedestrian bridge) / **DK Senza</u>
1.00pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
2.15pm , 2.45pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
3.15pm , 3.45pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
4.15pm , 4.45pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
5.15pm , 5.45pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
6.15pm , 6.45pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
7.15pm , 7.45pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
8.15pm , 8.45pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
9.15pm , 9.45pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
*10.15pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus (Trip ends)

* Last trip from Taylor's Lakeside Campus at 10.15pm

** Buses will not stop at DK Senza if the traffic within campus is too congested

Students are advised to be at the bus stop at least 10 minutes before the departure time. If you have any concerns about the shuttle services or experience delays, please contact the bus supervisor at **016-787 3173 (Mr. Peter)** or email to CampusCentral@taylors.edu.my. Please take note that the arrival and departure times are only indicative and may vary due to traffic condition. Bus schedule may be changed without prior notice due to heavy traffic or weather condition.

Shuttle Bus Schedule

TU1C



Block B, bus stop,
Lakeside Campus



Sunway Pyramid
(new wing bus stop)



Aman / Suria Mas /
Ridzuan Apt



DK Senza



Block B, bus stop,
Lakeside Campus



Bus stop at KTM Setia
Jaya (Federal Highway
side)



Bus stop
opposite E-Tiara
& Aeon Big



Bus stop at SS15
Maybank / RHB



SS15 LRT Station
Gate B Bus Stop



Bus stop opposite
Subang Parade



Caltex opposite
Sunway Pyramid
(near pedestrian
bridge)



TU2B

DK Senza

Shuttle Bus Schedule

SATURDAY & SUNDAY

Route TU3A (Estimated arrival time only. Please be ahead of schedule and wait for the bus.)

Bus stop opposite E-Tiara, Aeon Big and Subang Parade	SS15 LRT Station Gate B Bus Stop	Bus stop at SS15 Maybank / RHB	Bus stop opposite Mentari Court and LCS (can be access from KTM Setia Jaya)	Aman / Ridzuan Apt / Suria Mas and Caltex opposite Sunway Pyramid (near pedestrian bridge)	DK Senza / Lakeside Campus
7.00am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to E-Tiara
8.00am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to E-Tiara
9.00am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to E-Tiara

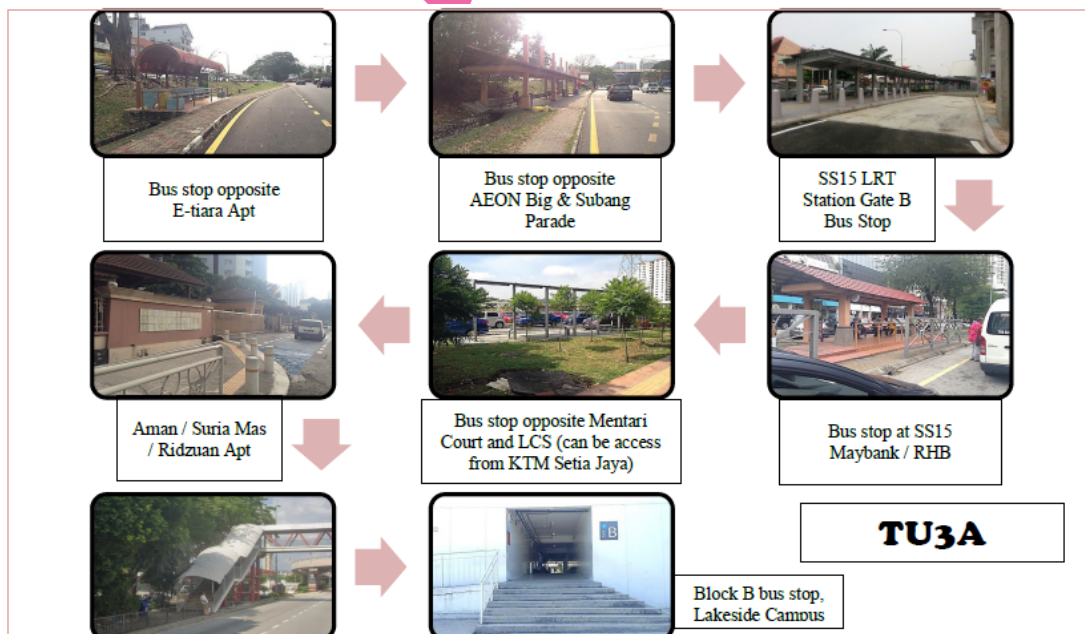
Route TU3B - Round-Trip (Estimated arrival time only. Please be ahead of schedule and wait for the bus.)

Lakeside Campus	Sunway Pyramid (new wing bus stop)	Bus stop opposite E-Tiara, Aeon Big and Subang Parade	SS15 LRT Station Gate B Bus Stop	Bus stop at SS15 Maybank / RHB	Aman / Ridzuan Apt / Suria Mas, Bus stop opposite Mentari Court and LCS (can be access from KTM Setia Jaya) and Caltex opposite Sunway Pyramid (near pedestrian bridge)	DK Senza
10.15am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
11.15am	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
12.15pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
2.15pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
3.15pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
4.15pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
5.15pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
*6.15pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Trip ends

* Last trip from Taylor's Lakeside Campus at 6.15pm

Students are advised to be at the bus stop at least 10 minutes before the departure time. If you have any concerns about the shuttle services or experience delays, please contact the bus supervisor at **016-787 3173 (Mr. Peter)** or email to CampusCentral@taylors.edu.my. Please take note that the arrival and departure times are only indicative and may vary due to traffic condition. Bus schedule may be changed without prior notice due to heavy traffic or weather condition.

Shuttle Bus Schedule



Orientation Programme

WHY I SHOULD ATTEND THE ORIENTATION

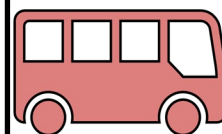


SMOOTH TRANSITION

Orientation eases new students' transition and setting into Taylor's education system, and the life and culture at our Lakeside Campus

GAIN FULL ACCESS

Find your way around and gain access to facilities, support services, general amenities and transportation



BE INTRODUCED AND GET INVOLVED

There are many activities beyond the classroom on offer at Taylor's to cater to every need

MEET OTHER STUDENTS

Get acquainted with the globalized population on campus



DON'T MISS OUT

Important information, checklist and to-dos when you arrive and throughout the duration of your studies, both from Faculty Offices and Support Services

Orientation FAQ

1. What can I expect from my orientation?

The Orientation which will take place from **27 – 31 March 2023 (Monday - Friday)** will be conducted in hybrid mode (online and on-campus) where you will meet and greet staff and student representative who will guide you through your academic and non-academic journey here at Taylor's. Learn about your academic journey and participate in meaningful engagement activities during your Orientation.

2. What should I do if I cannot attend orientation on Campus?

Live Streaming and recording for selected sessions will be available for those unable to attend with valid reasons. Kindly indicate your reason for non-attendance in the RSVP link which will be sent to you via email on **1 March 2023, Wednesday**. The link for Live Streaming will be provided to you on the Orientation Timetable which will be uploaded on the [myTImeS Portal](#) for your easy reference. The link for recordings will be available in myTImeS three (3) working days after the last day of Orientation.

3. What is the information I would have received before my orientation?

You will receive the Welcome email, Pre-Orientation Survey and the Get Connected Guide on **1 March 2023, Wednesday**. Kindly refer to your email to understand the breakdown of items you will receive prior to your orientation. If you have not received any of the abovementioned documents, please email to orientation@taylors.edu.my

Orientation FAQ

4. How do I prepare for orientation?

For the best orientation experience, you are recommended to login to [Taylor's Integrated Moodle e-Learning System \(myTIMeS\) Portal](#) to watch a series of videos to start your journey as a Taylorian. To help you navigate through myTIMeS Portal, we will email you the myTIMeS Guide on **22 March 2023, Wednesday**. You will be able to login to myTIMeS and **download your Orientation Timetable** that will be uploaded on myTIMeS Portal from **22 March 2023, Wednesday** onwards.

5. I am unable to access myTIMeS Portal. What should I do?

You will only be able to view any uploaded content on [Campus Central Portal](#) and [myTIMeS Portal](#) 48 - 72 hours (2 to 3 working days) after you have accepted the offer to study at Taylor's. Please email to Campus Central at campuscentral@taylors.edu.my if you are not able to access the portal after 72 hours of receipt of letter of offer acceptance.

6. I have access to my student ID and myTIMeS, but I cannot see Orientation modules on myTIMeS. What should I do?

Kindly email your details (full name, student ID, programme name) and screenshot of your myTIMeS modules to orientation@taylors.edu.my and Taylor's Orientation Team will assist you.

7. Whom do I contact if I have inquiries about the orientation?

Drop us your orientation inquiries at orientation@taylors.edu.my

If you have any inquiries which **does not** relate to Orientation, please use the [Online Enquiry Form](#) on Campus Central Portal. You may also use the Live chat function on the portal or the Mobile app to chat with us.

Academic Orientation FAQ

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The information below is only applicable for those who have completed the enrollment procedures and received their Student ID number (kindly wait for 3 working days for your myTIMeS Portal to be updated).

CLASSES & TIMETABLE

a. How will my classes be conducted?

Classes will mostly be conducted via physical mode except for some lecturers. You should refer to your personal timetable for the mode of delivery of your classes. If you have issues attending physical classes, please refer to your [Programme Director](#).

b. How do I start my classes?

Students need to attend classes according to their class timetable. Do check your timetable in your portal / Taylor's Mobile app for more details.

c. How do I view my class timetable?

You may view your class timetable using the instructions below: -

Step 1: Login to [Campus Central Portal](#)

Step 2: Enter your Taylor's Student ID or studentID@sd.taylors.edu.my (e.g. 0334577@sd.taylors.edu.my). The password will be sent to your personal email address.

Step 3: Click 'My Information'

Step 4: Click 'My Timetable'

You can also view your timetable via Taylor's Mobile App (Download at App Store or Google Play). In your class timetable, you will find details such as Module Code, Module Name, Time, Day, Lecturers Name.

d. When is my class commencement date?

Your class will commence on **3 April 2023, Monday**. Please refer to your class timetable for more details.

Academic Orientation FAQ

e. I cannot view my class timetable. What should I do?

Please email to the Timetabling Department at tlsc.timetabling@taylor's.edu.my immediately.

f. Which module in myTIMeS portal should I view first?

Students will need to follow the details stated in your timetable schedule, such as day and time.

g. My country's time zone is different compared to Malaysia, which time zone should I follow for the online classes? (Applicable for International students)

For the first class of the modules, students should follow the Malaysian Standard Time (MST) zone. For the subsequent classes, students should check with their respective lecturers for the online class arrangement.

h. What should I do if I missed my first class?

Contact your module lecturers via email and inform your lecturers about your situation. Seek advice on the learning materials that you have missed.

i. I just received my student ID today. I understand that it takes 48 – 72 hours for me to access the portals. How can I get access to classes this week?

Kindly provide the following details to capm@taylor's.edu.my and we will get back to you by the next working day:

- Full Name
- Student ID
- Programme

You will only be able to view any uploaded content on Campus Central Portal and myTIMeS Portal 48 -72 hours (2 to 3 working days) after you have accepted the offer to study at Taylor's. Please be assured that additional support, consultation and class recording will be made available for you.

Academic Orientation FAQ

j. Who is my lecturer and how do I find my lecturers contact details?

Students can find the lecturer's names in the class timetable. You can message your lecturer via myTIMeS Portal messaging feature. Alternatively, you can find your lecturers details by searching their names in this link: <https://expert.taylors.edu.my/>.

k. What are the platforms used for online classes?

The main platform is myTIMeS Portal. The lecturers also use various other platforms such as [Zoom](#) and [Microsoft Teams](#) . The guides to use the platforms are also available in myTIMeS Portal. Students who have issues accessing the platform, please contact the following department:

myTIMeS	ela.helpdesk@taylors.edu.my
ZOOM	ela.helpdesk@taylors.edu.my
MICROSOFT TEAMS	TLSC.ICTServiceDesk@taylors.edu.my

l. How can I find the Zoom or Microsoft Teams link for my classes?

Student are encouraged to contact their module lecturers for class information. Students can find the lecturer's name in the class timetable. You can message your lecturer via myTIMeS Portal messaging feature. Alternatively, you can find your lecturers details by searching their names via <https://expert.taylors.edu.my/>.

Academic Orientation FAQ

ATTENDANCE

a. Will my attendance be recorded?

Yes, your attendance will be recorded. Students are required to mark attendance using the Taylor's Mobile app or [Campus Central Portal](#). Attendance records are automatically updated in the student's record which is linked to the portal.

b. How can I check my attendance record?

Student can view their attendance at the Campus Central Portal:

Step 1: Login to [Campus Central Portal](#)

Step 2: Enter your Taylor's Student ID or studentID@sd.taylors.edu.my (e.g. 0334577@sd.taylors.edu.my). The password will be sent to your personal email address.

Step 3: Click 'My Information'

Step 4: Click 'My Attendance Record'

You may also refer to your Taylor's Mobile app for your Attendance Marking History.

c. I joined the classes, but I was marked absent. What should I do?

Please contact your module lecturers and explain your situation. Do ensure your attendance is updated correctly.

OTHERS

a. What should I do if I have questions regarding my modules, such as assessment, assignment, presentation, group work, etc?

Please contact your module lecturer for advice.

b. Do I need to do Online Module Registration (OMR) this semester?

Semester 1 students are not required to perform OMR for their first semester.

Academic Orientation FAQ

c. Where can I find my Taylor's email address?

Step 1: Download Taylor's Mobile App at App Store or Google Play

Step 2: Login as student. Enter your Taylor's Student ID or studentID@sd.taylors.edu.my (e.g. 0334577@ sd.taylors.edu.my). The password will be sent to your personal email address.

Step 3: You will see your email address in the home page.

d. What should I do if I have questions regarding my programme, such as programme information, study plan, completion criteria or graduation etc?

Please refer to [Campus Central Portal](#) or contact your [Programme Director](#) for more details.

e. What should I do if I require further assistance on academic orientation matter?

Please contact the Centre for Academic Programme Management (CAPM) at capm@taylors.edu.my for assistance.

f. How do I obtain the latest updates from Taylor's?

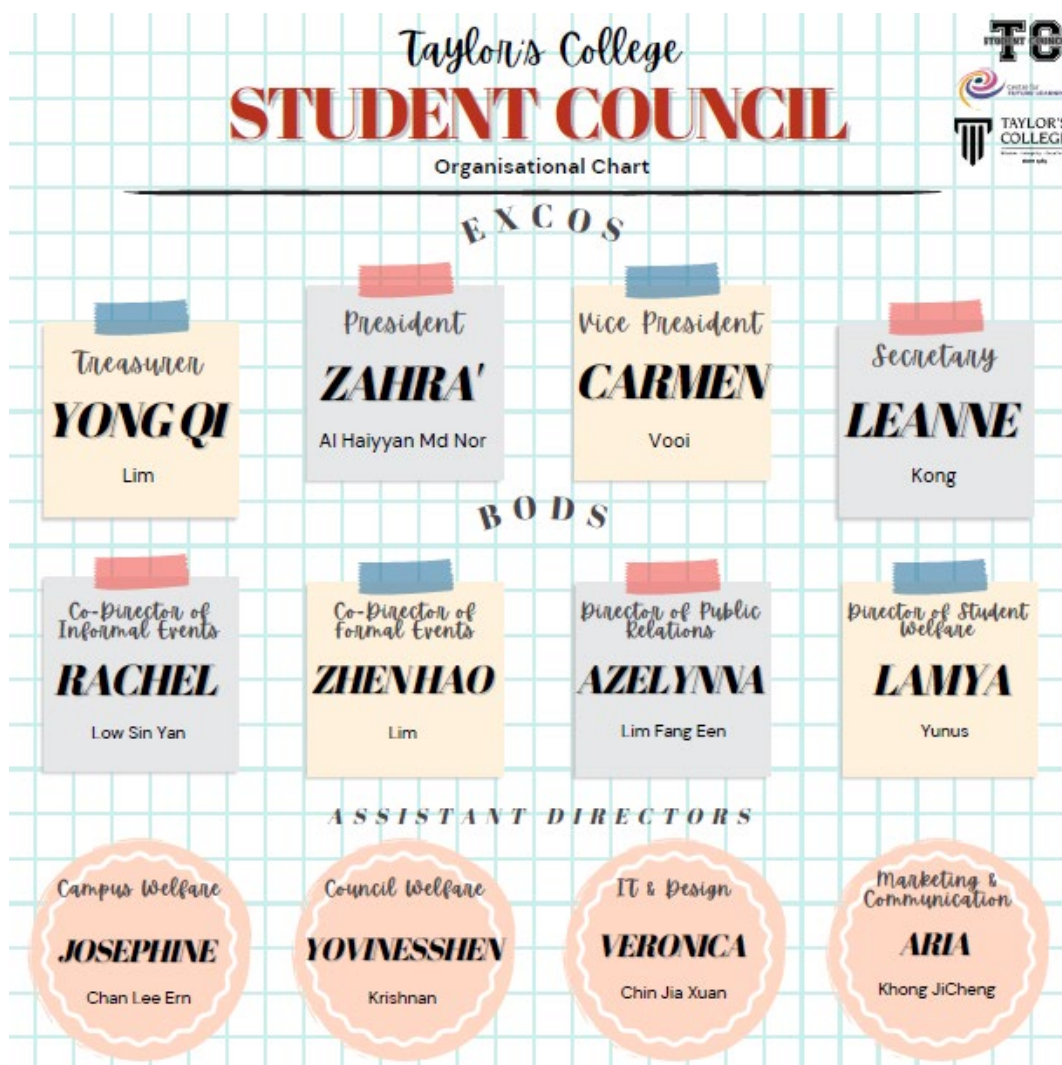
Please login to the [Campus Central Portal](#) regularly for the latest updates under Announcement section.

Taylor's College

Student Council



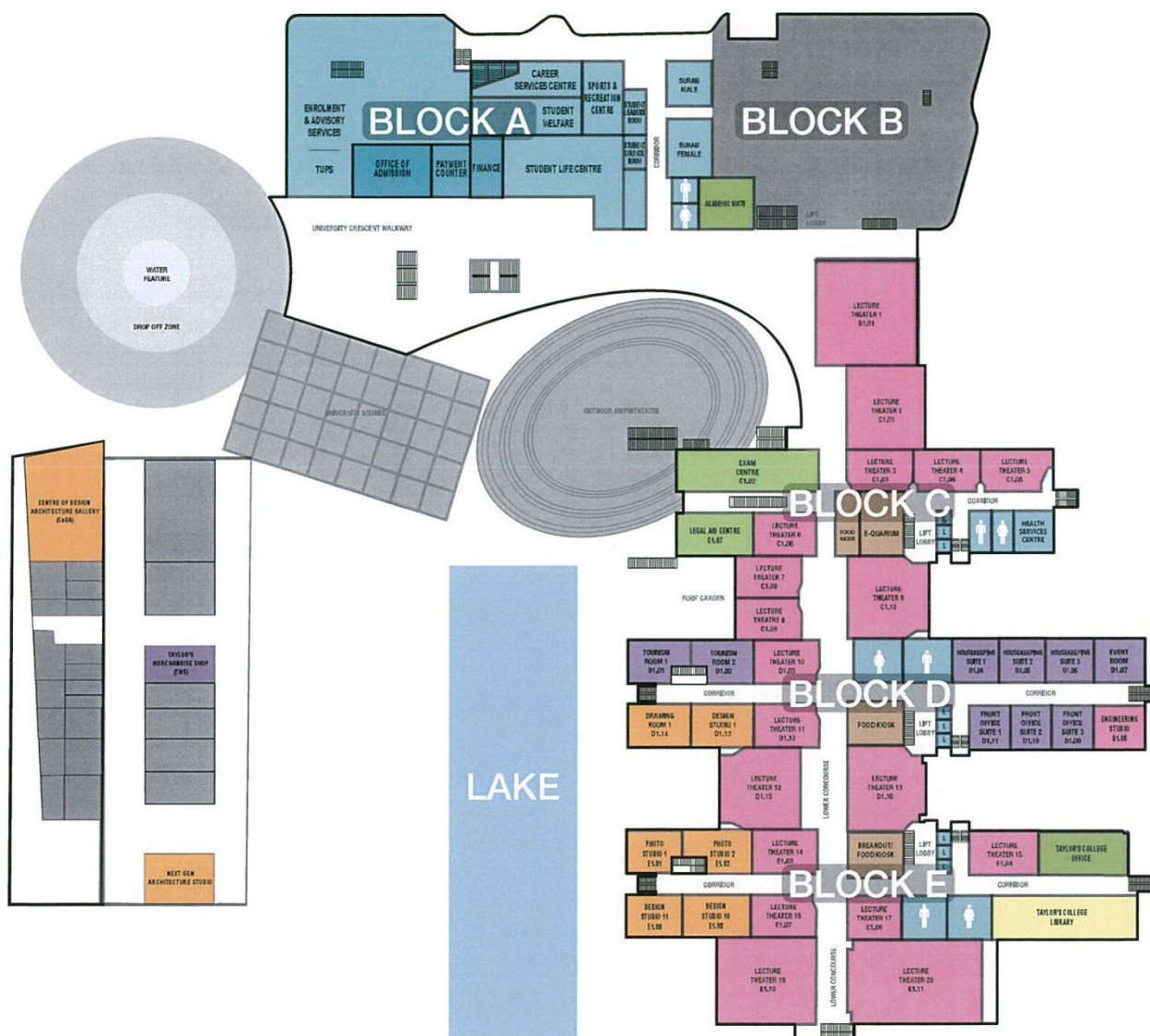
TCSC serves as the representative body for Taylor's College students; dealing with matters pertaining to student welfare, rights and representation, while also organizing and planning initiatives within the campus community to enhance campus vibrancy and promote integration among students. Recruitment for the TCSC occurs every Taylor's College intake and elections are held twice annually. The Taylor's College Student Council can be contacted at enquiries.calsc@gmail.com.



Campus Floor Plan



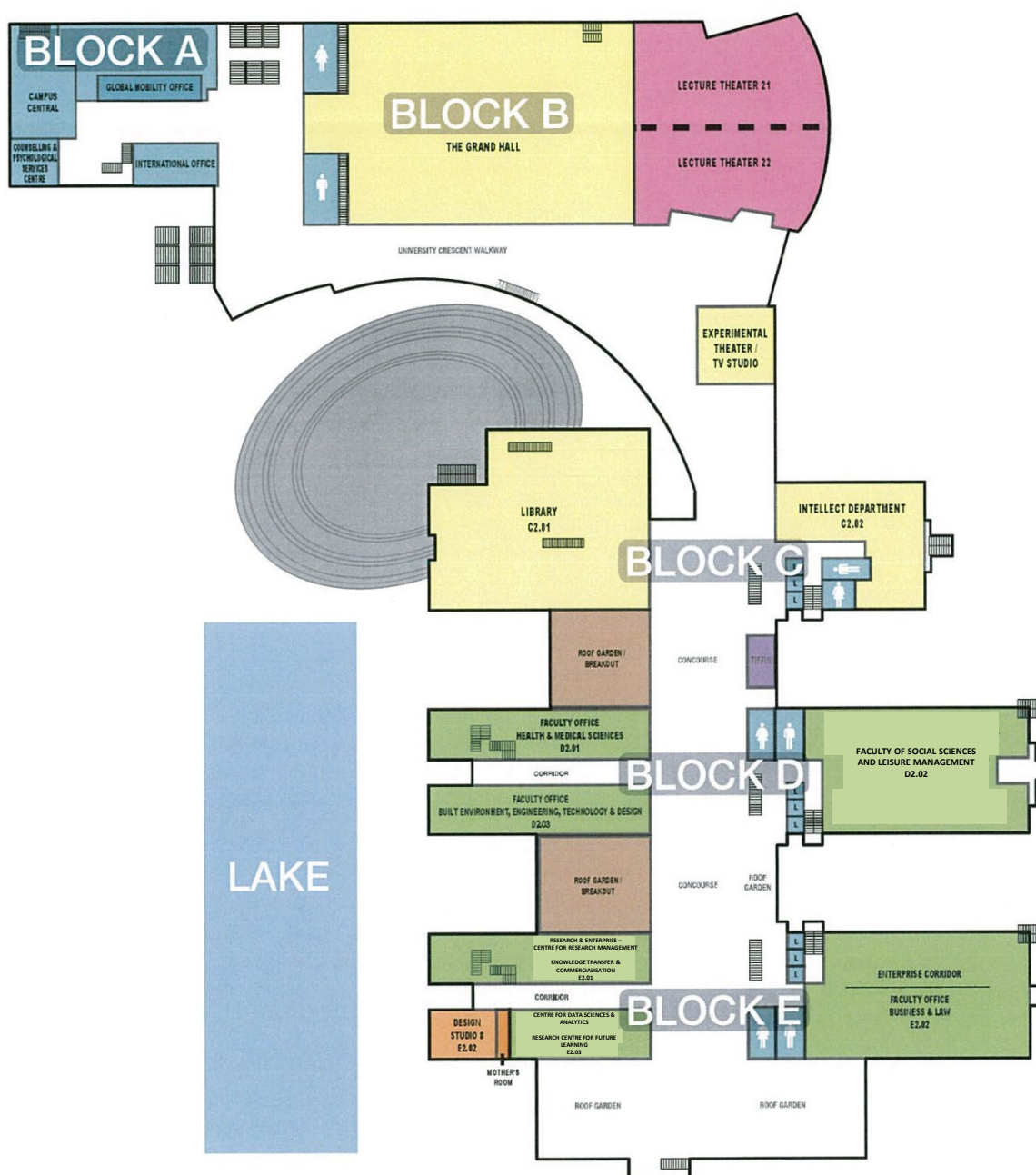
LAKESIDE CAMPUS FLOOR PLAN 1ST FLOOR



Campus Floor Plan



LAKESIDE CAMPUS FLOOR PLAN 2ND FLOOR





**TAYLOR'S
COLLEGE**
Wisdom · Integrity · Excellence
since 1969

Taylor's Lakeside Campus

No.1, Jalan Taylor's, 47500 Subang Jaya, Selangor Darul Ehsan

Tel : 603-5629 5000

Email : campuscentral@taylors.edu.my

Website : www.taylors.edu.my

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