



# Undergraduate Orientation Programme

**SUNWAY**  
UNIVERSITY



School of  
**AMERICAN  
EDUCATION**

JANUARY 2025

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# Welcome Message



Associate Professor  
**Dr Sim Tze Ying**  
Dean, School of American Education

Welcome to the School of American Education!

As we take the next big step for our School with Arizona State University, ranked as the most innovative university in the US for 9 years in a row by the U.S. News and World Report, I feel excited for what's to come. The partnership between Sunway SAE and ASU opens up new doors for a future with limitless possibilities. Sunway aims to offer domestic U.S. degrees with dual degree options from both Sunway and ASU, making quality American education affordable and accessible without leaving the country. By collaborating with ASU, our students will have access to an enhanced American learning experience.

The American Degree Transfer Program at Sunway University prepares students to transfer to top-tier universities in the US, Canada, the UK, New Zealand, Australia, and Malaysia. Over 75% of students successfully transfer to Tier 1 US universities annually, with almost half receiving scholarships.

Our ADTP curriculum is based on the US liberal arts approach, which is inclusive, industry-relevant, and flexible. The program allows students to immerse in subjects of different disciplines while assessments are conducted using a myriad of approaches geared towards bringing out the best in each learner. An ADTP from Sunway will equip students with adaptive skills to meet the demands of a global economy.

At Sunway, we strive to help students adjust seamlessly into top US schools by providing a superior American education and supporting extra-curricular activities that build confidence, balance, and a strong sense of community.

It is indeed an exciting time. I look forward to seeing you in the program!

# Orientation Programme

Pre-Orientation

9 – 15 January 2025

Orientation

16 & 17 January 2025

## Pre-Orientation

Please visit the University orientation [website](#) and go through the following (by 15 January 2025):

### 1 Let's Get You Started – IT Services

- Activate your student account to access your **iMail**, **eLearn**, **iZone** and **Microsoft Office 365**. (You may obtain your Student ID Number from your Offer Letter)
- Please note that the Student Account Activation can only be done 7 DAYS before semester commencement, i.e. from **13 January 2025 onwards**.



### 2 Let's Settle In

- **Campus Highlights**
  - > Campus Life at a Glance
  - > Campus Tour
- **Campus Life**
  - > Spotlight on Student Life
  - > International Students
  - > Stay Healthy, Stay Safe



### 3 Install Microsoft Teams and Zoom

Install Microsoft Teams and Zoom applications on your laptop, PC or smartphone. Ensure that you have activated your student account before you join live sessions in Microsoft Teams platform. Some of the live sessions would be done in Teams and Zoom.



### 4 Download Power Apps

Download Power Apps to access **Student App - Whizzy**, for information at your fingertips. You may access the app once you have activated your student account. The guide is available [here](#). Additionally, **Sunway MyCampus App** your official campus navigator, is available on the Apple App Store or Google Playstore.



# Orientation Programme

Pre-Orientation

9 – 15 January 2025

Orientation

16 & 17 January 2025

## PTPTN Loan *(Malaysian Students ONLY)*

This loan aims to assist you in managing your tuition fees and living expenses as you pursue your academic journey. For more information, you may refer [here](#).



# Orientation Day 1

Pre-Orientation

9 – 15 January 2025

Orientation

16 & 17 January 2025

## Instructions:

1. Please ensure that your student account has been activated before **16 January 2025**.
2. Login to SAE eLearn page at this link: <https://elearn.sunway.edu.my> for more information.

## Thursday | 16 January 2025

Time	Activity	Venue
8:45am – 9:45am	<b>SPOTLIGHT</b> (by Student LIFE) <i>SPOTLIGHT aims to provide you with information on the services and activities provided by Sunway Student LIFE. Join us to find out more!</i>	Lecture Theatre 7, Level 1 (East Wing), Sunway University
10:00am – 11:25am	<b>Getting to Know School of American Education (SAE)</b>	
11:30am – 11:45am	<b>Administrative Procedure</b> <i>SAE Admin Team</i>	
11:50am – 12:50pm	<b>Getting to Know You</b> <i>SAE Student Committee Representatives</i>	
1:00pm – 2:00pm	<b>Lunch Break</b> (Free and Easy)	
2:15pm – 3:15pm	<b>Getting to Know School of American Education (SAE) – Online Orientation</b> <i>This is applicable for students who cannot attend the face-to-face orientation session.</i>	<a href="#">Online Student Orientation</a>
2:15pm – 3:10pm	<b>English Placement Test (Reading) – 50 minutes</b>	NW 3-1 / 3-2, Level 3, Sunway College
3:10pm – 3:55pm	<b>English Placement Test (Writing) – 40 minutes</b>	
8:30pm – 9:30pm	<b>Parents' Orientation (Online)</b> - for parents only <i>Dean of SAE</i>	<a href="#">Parents' Orientation</a>

# Orientation Day 2

Pre-Orientation

9 – 15 January 2025

Orientation

16 & 17 January 2025

Friday | 17 January 2025

Time	Activity	Venue
8:30am-9:00am	<b>Embark on Your Educational Adventure with Western Michigan University, USA</b> by Ms. Metilda John, WMU Manager (Malaysia Office)	Lecture Theatre 2, Level UG (West Wing), Sunway University
9:00am – 9:30am	<b>Explore Your Academic Journey with Arizona State University, USA</b> by Mr. Kevin Lawrence, Director, ASU-Cintana Global Link, SE Asia	
9:40am – 11:00am	<b>Subject Advising and Selection of Subjects</b> <i>*Students need to bring own laptop for the subject enrolment activity</i>	
11:15am – 12:45pm	<b>LeAD (Learning Advantage) Session</b> by Centre for English Language Studies (CELS)  <i>LeAd will introduce Sunway University to you and help you to acclimatise to your student life on campus. This workshop aims to create awareness of the importance of learning in a social environment. Come and join us to find out more about effective learning and coping mechanisms at Sunway University.</i>	Seminar Room, Level 4, Sunway College
2:30pm-3:30pm	<b>Subject Advising and Selection of Subjects</b> <i>This is applicable for students who cannot attend the face-to-face orientation session</i> <i>*Students need to be able to login into i-Zone</i>	<a href="#"><u>Subject Advising Session</u></a>
12.45pm	<b>End of orientation (face-to-face session)</b>	



# Guide

# PLACEMENT TEST

## ENGLISH PLACEMENT TEST

1. The English Placement Test is **COMPULSORY** for all students.
2. Criteria **NOT** to take the placement test: Students who attended/passed Intensive English Program (IEP) in the previous semester or Students from the U.S. University registered for Summer semester.
3. Topics covered: Sentence check, grammar, spelling, punctuation and essay.
4. Result will be informed via email to your personal email address (as in the system) on the 22<sup>nd</sup> January 2025.
5. English Placement Test Result:

<i>Student with the written score:</i>	
<b>5.0 and above</b>	Meet entry requirement fully
<b>4.5 and below</b>	Advised to attend the Intensive English Program (IEP) test



# Orientation Checklist

## PRE-ORIENTATION

- 1. Check for Welcome email from the University in your iMail**  
*iMail is your formal university email correspondence*
- 2. Browse the Orientation website:**  
[Orientation | Sunway University](#)
- 3. Check your orientation schedule**
- 4. Activate your student account**  
*Student Account Activation can only be done 7 DAYS before the semester commences.  
Not required if you already have an existing Sunway iMail account.*
- 5. Submit incomplete registration documents (if any) to [srga-op@sunway.edu.my](mailto:srga-op@sunway.edu.my)**
- 6. Clear your payments**  
*– tuition fees and other related semester fees*
- 7. Register for [Library Tour](#)**
- 8. Download [Whizzy App](#) and Sunway Campus App**

## SCHOOL ORIENTATION (DAY 1)

- 9. Attend School orientation**  
*Refer to your [orientation schedule](#) for details*
- 10. Collect your Student ID from School admin**  
*Complete the Online Orientation via Sunway e-Learn and score at least 80% from the total marks*
- 11. Sit for English Placement Test**  
*Refer to your [orientation schedule](#) for details*

## SCHOOL ORIENTATION (DAY 2)

- 11. Online Subject Enrolment**  
*Complete your online subject enrolment before the semester starts. Liaise with your School Admin if you require further assistance.*
- 12. Attend School orientation**  
*Refer to your [orientation schedule](#) for details.*
- 13. Attend LeAd (Learning Advantage) Workshop**  
*Refer to your [orientation schedule](#) for details.*

## END OF ORIENTATION

# Settling in at Sun-U: The Essential Guide

## • Student Identification Card

You will **receive your** Student ID card with your photo, name and your student ID number **during School orientation**. This card shows you are part of Sunway University and helps you use different campus services. Remember, your ID card belongs to the university and cannot be passed to others. It is important to keep it safe and always have it with you while on campus. **If you happen to lose your student card, feel free to reach out to the Registry for guidance.**



## • Dress Code

You are expected to dress neatly and modestly, taking cultural norms and sensitivity into consideration.

## • Smoke-free Campus

You must not smoke and/or vape in any form, including the use of traditional cigarettes, electronic cigarettes, pipes, and other smoking devices, within the institution premises and all Student Residences managed by Sunway Education. Refer to the [Student Handbook](#) and the [Student Code of Conduct](#) for more information.



## • Commuting to Campus

The **parking facilities** operate on a first-come, first-served basis. The campus basement parking is available at RM 5.00/day. Alternative parking at Sunway Pyramid and the Sunway BRT station is also available.



Student season parking is available at Sunway Pyramid and is priced at RM 80.00/month. You may apply via [Sunway Smart Parking](#) or the Sunway Super App. Feel free to contact the nearest carpark helpdesk at Sunway Pyramid for further information. Kompleks BRT Sunway parking is available at RM 7.00/day. All parking rates are subject to change.

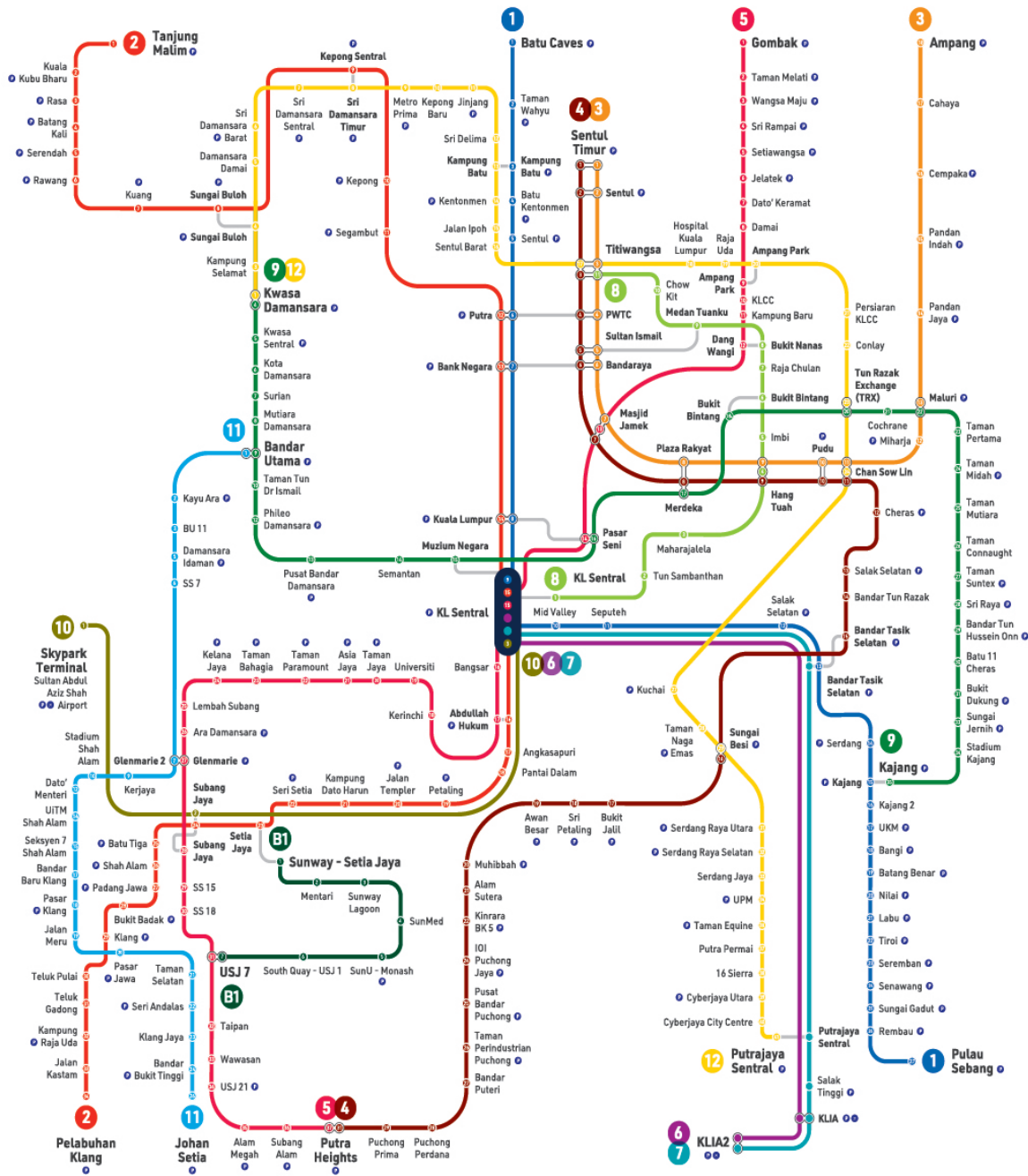
The **Free Shuttle Bus** operates within the city where the University is located and is available for all students, staff and visitors.



The university is also connected to the SunU-Monash BRT Station, which can be accessed via the **Bus Rapid Transit (BRT)-Sunway Line**.

Refer to the next page for the [Klang Valley Integrated Transit Map](#).

# Klang Valley Integrated Transit Map



**1** KTM Larian Batu Caves - Pulau Sebang  
**2** KTM Batu Caves - Pulau Sebang Line  
**3** KTM Larian Tanjung Malim - Pelabuhan Klang  
**4** KTM Tanjung Malim - Pelabuhan Klang Line  
**5** LRT Larian Ampang  
**6** LRT Ampang Line  
**7** LRT Larian Kelana Jaya  
**8** LRT Kelana Jaya Line  
**9** ERL Larian KLIA Transit  
**10** ERL KLIA Transit Line  
**11** MRT Larian Kajang  
**12** MRT Kajang Line  
**13** MRT Larian KL Sentral - Skypark Terminal  
**14** KTM KL Sentral - Terminal Skypark Line  
**15** LRT Larian Shah Alam (Alam Datang)  
**16** LRT Shah Alam Line (Scoring Score)  
**17** LRT Larian Putrajaya  
**18** MRT Putrajaya Line  
**19** BRT Sunway Line  
**20** BRT Sunway Line  
**21** Terminal Lapangan Terbang  
**22** Terminal Lapangan Terbang Airport

Informasi Peta | Map Information



**rapidKL**

**Waktu Operasi Perkhidmatan/Service Operating Hours**  
 Isnin - Sabtu/ Monday - Saturday: 6:00 pagi/ am - 12:30 tengah malam/ am  
 Ahad dan Cuti Umum/ Sunday and Public Holidays: 6:00 pagi/ am - 11:30 malam/ pm  
 \*Waktu operasi perkhidmatan adalah tertakluk kepada keadaan dan keperluan semasa/ Service operating hours are subject to current situation and needs.  
 03 7885 2585 myrapid.com.my suggest@rapidkl.com.my MyRapidKL AskRapidKL

For more details, visit: <https://myrapid.com.my/bus-train/rapid-kl/rapid-kl-integrated-transit-map/>

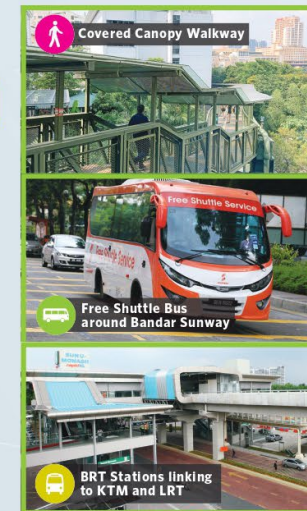
All information is correct at the time of printing as of 20 December 2024. This schedule may be subject to change.

# THE CAMPUS

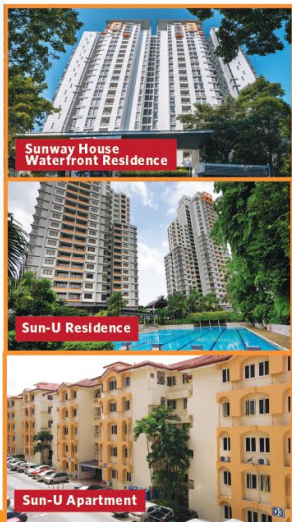
All information is correct at the time of printing as of 20 December 2024. This schedule may be subject to change.



## Connectivity & Transportation



### On-Campus Accommodation



## PARKING OPTIONS\*

### SEASON PARKING AT SUNWAY PYRAMID

🚶 10 mins walk to campus (via Canopy Walk)

**RM80 per month**  
(excluding weekends and public holidays)

#### HOW TO APPLY?

- Prepare these information/documents to create your account  
i.) Student ID number  
ii.) Course Name  
iii.) Scanned copy of Student ID card
- Create your Sunway Parking account  
<https://seasonpass.sunwayparking.com/dashboard>

\*Prices stated are subject to change

🚶 Incorporate walking into your daily routine to give your mood and health a boost!

### SUNWAY UNIVERSITY BASEMENT PARKING

First 2 hours : RM2.00  
Subsequent hour : RM1.00  
Maximum charge per entry : RM5.00  
Ticketless & cashless - Payment via:  
Touch & Go / Sunway Super App

### BRT COMPLEX (PARK & RIDE)

Opposite Monash University  
🚶 10 mins walk to campus (via Canopy Walk)

First 3 hours : RM3.00  
Subsequent hour : RM1.00  
Maximum charge per entry : RM7.00

## PUBLIC TRANSPORTATION

### SUNWAY CAMPUS NEAREST STATIONS








**FREE SHUTTLE BUS SERVICE AROUND BANDAR SUNWAY**

**SHUTTLE BUS STOP**

- Sunway Resort Hotel
- Sunway Metro (Bus Stop)
- Sunway Lagoon BRT Station
- Sunway GEO Avenue
- Monash University
- A Marine / Nautica
- LaCosta
- Sunway House Waterfront Residence
- Sun-U Monash BRT Station
- Sun-U Residence
- Sunway Medical Centre (Bus Stop)
- Sunway Lagoon Club (Bus Stop)

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Social Media:**

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-  [@SunwayU](https://twitter.com/SunwayU)
-  [@SunwayUniversity](https://www.instagram.com/SunwayUniversity)
-  [@SunwayUniversityOfficial](https://www.youtube.com/SunwayUniversityOfficial)
-  [linkedin.com/school/sunway.university](https://www.linkedin.com/school/sunway.university)

