



TAYLOR'S  
UNIVERSITY  
Wisdom · Integrity · Excellence

# ORIENTATION

**January 2023**

*Advanced Diploma in Patisserie & Gastronomic Cuisine  
Bachelor Programmes  
Postgraduate Taught Programmes*

# Welcome to Taylor's Lakeside Campus



**VICE CHANCELLOR &  
PRESIDENT**

As a new member of Malaysia's top private university 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 on campus.

In joining Taylor's University you are becoming part of a large multi-ethnic and multi-national community of scholars. This will provide you with the unique opportunity to study alongside the brightest students in Malaysia and from around the world, and to make friendships that will endure for the rest of your life.

May I encourage you to make the most of the unique experiences that we offer at Taylor's University and if you have come from outside Kuala Lumpur or Malaysia, to enjoy the cultural and leisure opportunities offered by the city and the country.

I am delighted that you have chosen Taylor's University for your higher education. I wish you every success in your studies and every enjoyment during your time with us.

Very best wishes,  
Michael Driscoll

# 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 GATE ACCESS

If you are staying in PJ57/PJ59 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 University.

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.

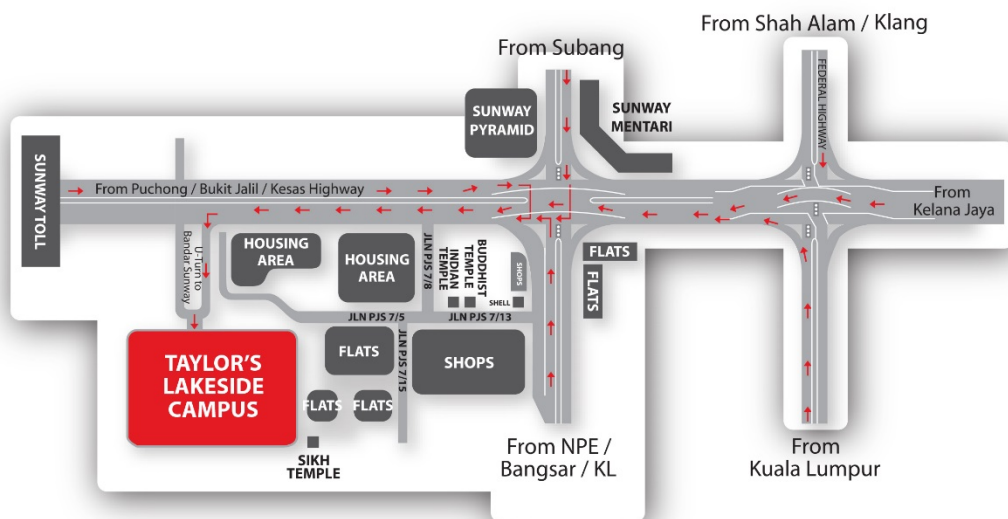
You should alight at the bus stop at Jalan PJS 7/8, PJS7 and take a 5-min walk to the campus pedestrian gate. To return to Kelana Jaya, the bus will run pass Subang Jaya before heading back to Kelana Jaya LRT station via Federal Highway.

*(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 gate access to enter the Campus. Please refer to page 3 (Arriving at Taylor's Lakeside Campus), point no. 2 for details.

# Map & Bus Route to Taylor's Lakeside Campus



GPS Coordinate : N3° 3.886'  
E101° 36.995'



## 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 KL, 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

Alight here to  
Taylor's Lakeside  
Campus

### Sunway / Subang Parade

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

**First Bus : 6.00am**  
**Last Bus : 11.30pm**



**PETUNJUK** *LEGEND*

## LALUAN REL RAIL LINES

- BUS RAPID TRANSIT (BRT)**
- B1**  **BRT LALUAN SUNWAY**  
BRT SUNWAY LINE

-  **Stesen Sambungan**  
Penumpang perlu keluar dari kereta bangunan stesen untuk bertukar ke laluan yang lain.  
*Connecting Stations*  
Passengers are required to exit station building to switch lines.
  -  **Stesen Pertukaran**  
Penumpang TIKAR PERLU keluar dari bangunan stesen untuk bertukar ke laluan yang lain.  
*Interchanging Station*  
Passengers on TIKAR PERLU to exit station building to switch lines.
  -  **Terminal Rel**  
Rail Terminal
  -  **Stesen Bas**  
Antara Bandar  
Intercity Bus Station
  -  **Terminal Lapangan Terbang**  
Airport Terminal
  -  **Medan Kereta**  
Car Park

[illegible]

**NOTA :**

Sila ikut langkah berikut apabila menggunakan stesen sambungan Rapid KL :

- Daeng Wangi dan Bukit Nanas**  
Baiti bertitik untuk pelajaran hingga Sufism (kepada dari LRT Lailan Kelana Jaya) dan memuat Baiti Nanas (jika dari Lailan Monorel KJ). Kedua baiti tersebut desentralisasi dengan baik (baiti kedua pelajaran baharu untuk sistem Sufism sambungan).
- Sufism Iemali dan Medan Tuanku**  
Baiti bertitik untuk pelajaran hingga Sufism Iemali (kepada dari LRT Lailan Kelana Jaya) dan LRT Medan Tuanku (jika dari Lailan Monorel KJ). Kedua baiti tersebut desentralisasi dengan baik (baiti kedua pelajaran baharu untuk sistem Sufism sambungan).
- KJ Sentral LRT Kelana Jaya, KJ Sentral Kelana Monorel KJ dan Muzium Negara (Baiti LRT Lailan Sg Buloh-Kelana)**  
Baiti bertitik untuk pelajaran hingga Muzium Negara (kepada dari LRT Lailan Kelana Jaya) dan Muzium Negara (jika dari Lailan Monorel KJ). Kedua baiti tersebut desentralisasi dengan baik (baiti kedua pelajaran baharu untuk sistem Sufism sambungan).
- Air Asa - Bukit Banting (Kelana Monorel KJ) dan Bukit Banting (MRT Kelana Sg Buloh-Kelana)**  
Baiti bertitik untuk pelajaran hingga sistem Air Asa - Bukit Banting (kepada dari LRT Lailan Kelana Jaya) dan Muzium Negara (jika dari LRT Lailan Monorel KJ). Kedua baiti tersebut desentralisasi dengan baik (baiti kedua pelajaran baharu untuk sistem Sufism sambungan).

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

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

- **Darg Wangli and Bukit Nanas**  
 Purchase tokens up to Darg Wangli (If from LRT Kajang, Jaya Lini) and Bukit Nanas (If from LRT, Monorail Lini).  
 Exit Station upon arrival and purchase another new token to enter connecting station.
- **Sultan Hassan and Medan Tuanku**  
 Purchase tokens up to Sultan Hassan (If from LRT Ampang / Sri Petaling Lini) and Medan Tuanku (If from LRT, Monorail Lini).  
 Exit station upon arrival and purchase another new token to enter connecting station.
- **KL Sentral (LRT Kajang Jaya Lini), KL Sentral (KL Monorail Lini) and Muzium Negara (MRT SG Buloh-Johang Lini)**  
 Purchase tokens up to KL Sentral and Muzium Negara (on the current line you are on).  
 Exit Station upon arrival and purchase another new token to enter connecting station.
- **Asi-Ais, Bukit Bintang (KL Monorail Lini) and Bukit Bintang (MRT SG Buloh-Johang Lini)**  
 Purchase tokens up to Asi-Ais, Bukit Bintang (If from KL Monorail Lini) and Bukit Bintang (If from MRT SG Buloh-Johang Lini).  
 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*



SURUH AJARAN  
 PENGANGKUTAN AWAM DARAT  
 SPAD  
 LAND PUBLIC TRANSPORT  
 COMMISSION



# Shuttle Bus Schedule

The following bus schedule is effective from **Monday, 1 August 2022**.

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



## MONDAY - FRIDAY

### Morning

#### **Route TU1A**

<u>Bus stop opposite Mentari Court and LCS (can be access from KTM Setia Jaya)</u>	<u>Aman / Suria Mas / Ridzuan Apt</u>	<u>Opposite Blue Cube Sunway Pyramid (near pedestrian bridge)</u>	<u>DK Senza</u>	<u>Lakeside Campus</u>
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**

<u>KTM Subang Jaya Bus Stop</u>	<u>E-Tiara / Behind Aeon Big</u>	<u>SS15 LRT Station Gate B Bus Stop</u>	<u>Bus stop at SS15 Maybank / RHB</u>	<u>Opposite Blue Cube Sunway Pyramid (near pedestrian bridge)</u>	<u>Lakeside Campus</u>
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



Opposite Blue Cube  
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



Opposite Blue  
Cube 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>Opposite Blue Cube Sunway Pyramid (near pedestrian bridge)</u>	<u>**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	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
6.15pm	Drop-off / Pickup	Drop-off / Pickup	Drop-off / Pickup	Back to Campus
7.15pm	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)

#### 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, Opposite Blue Cube 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](mailto: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



Opposite Blue  
Cube Sunway  
Pyramid (near  
pedestrian bridge)



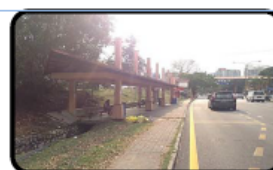
DK Senza



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



Opposite Blue Cube  
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.)**

<a href="#">Bus stop opposite E-Tiara, Aeon Big and Subang Parade</a>	<a href="#">SS15 LRT Station Gate B Bus Stop</a>	<a href="#">Bus stop at SS15 Maybank / RHB</a>	<a href="#">Bus stop opposite Mentari Court and LCS (can be access from KTM Setia Jaya)</a>	<a href="#">Aman / Ridzuan Apt / Suria Mas and Opposite Blue Cube Sunway Pyramid (near pedestrian bridge)</a>	<a href="#">DK Senza / Lakeside Campus</a>
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

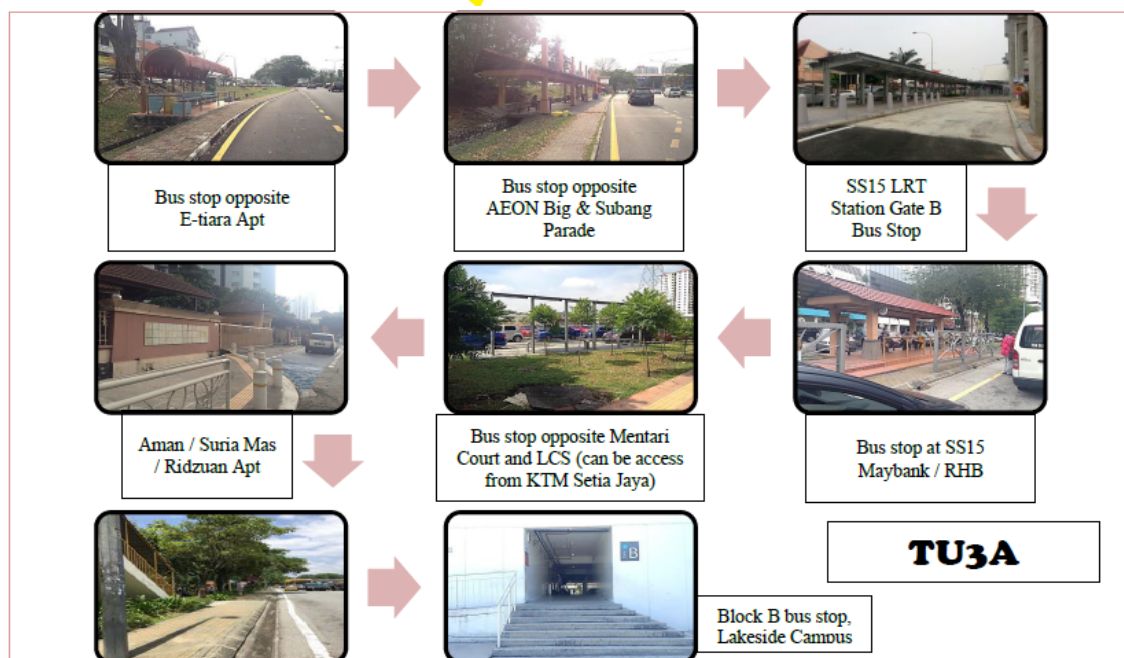
**Route TU3B - Round-Trip (Estimated arrival time only. Please be ahead of schedule and wait for the bus.)**

<a href="#">Lakeside Campus</a>	<a href="#">Sunway Pyramid (new wing bus stop)</a>	<a href="#">Bus stop opposite E-Tiara, Aeon Big and Subang Parade</a>	<a href="#">SS15 LRT Station Gate B Bus Stop</a>	<a href="#">Bus stop at SS15 Maybank / RHB</a>	<a href="#">Aman / Ridzuan Apt / Suria Mas, Bus stop opposite Mentari Court and LCS (can be access from KTM Setia Jaya) and Opposite Blue Cube Sunway Pyramid (near pedestrian bridge)</a>	<a href="#">DK Senza</a>
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](mailto: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

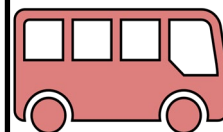


### SMOOTH TRANSITION

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 on **4 – 6 January 2023 (Wednesday - 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 important shared services information during your orientation.

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

Live Streaming for selected sessions will be available for those unable to attend for valid reasons. Kindly indicate your reason for non-attendance in the RSVP link which will be sent to you via email on **13 December 2022, Tuesday**. 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.

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

You will receive the Welcome email, Orientation FAQ, Pre-Orientation Survey and the Get Connected Guide on **13 December 2022, Tuesday**. 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](mailto: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 Orientation Guide on **27 December 2022, Tuesday**. You will be able to login to [myTIMeS](#) and **download your Orientation Timetable** that will be uploaded on myTIMeS Portal from **27 December 2022, Tuesday** 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](mailto: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](mailto: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](mailto:orientation@taylors.edu.my)

If you have any inquiries which **does not** relate to orientation, please contact Campus Central at +6011 5659 4221 (WhatsApp) or email [campuscentral@taylors.edu.my](mailto:campuscentral@taylors.edu.my).



# Academic Orientation FAQ

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 be conducted via hybrid mode (both online and physical classes). You can click [here](#) to discover the mode of delivery for your classes. For more enquiries, 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 email OR Student ID and password to log in. Your default password is your Malaysian MyKad number (without dashes) or international student passport number (all caps)

**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 **9 January 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@taylors.edu.my](mailto:tlsc.timetabling@taylors.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@taylors.edu.my](mailto:capm@taylors.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 available in myTIMeS Portal. Students who have issues accessing the platform, please contact the following department:

<b>myTIMeS</b>	<a href="mailto:ela.helpdesk@taylors.edu.my">ela.helpdesk@taylors.edu.my</a>
<b>ZOOM</b>	<a href="mailto:ela.helpdesk@taylors.edu.my">ela.helpdesk@taylors.edu.my</a>
<b>MICROSOFT TEAMS</b>	<a href="mailto:TLSC.ICTServiceDesk@taylors.edu.my">TLSC.ICTServiceDesk@taylors.edu.my</a>

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

Students 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 by your module lecturers. Seek advice from your lecturers on how the attendance is being recorded.

### **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:** Click 'My Information'

**Step 3:** 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?**

New (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

***Username:*** Student ID number

***Password :*** Malaysian MyKad number / Passport number

**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](mailto: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 University

## Student Council

TUSC serves as the chief representative body for students in the institution, with representation from all the schools. They serve as key intermediary between the University and students on non-academic welfare issues and resolution, spearhead enriching initiatives to integrate students across all Schools and represent Taylor's University for inter-varsities collaborations, networking avenues and efforts of the Ministry of Education Malaysia. Elections are held annually to elect students for its various office-bearer positions as well as positions on the governing council. The TUSC can be contacted at [tusc@taylors.edu.my](mailto:tusc@taylors.edu.my)

### TAYLOR'S UNIVERSITY STUDENT COUNCIL 22/23 EXECUTIVE COMMITTEE



**Suleman Mir**  
**PRESIDENT**  
[suleman.tusc@gmail.com](mailto:suleman.tusc@gmail.com)



**Elisha Paulraj**  
**VICE PRESIDENT**  
[elishapaulraj.tusc@gmail.com](mailto:elishapaulraj.tusc@gmail.com)



**Stephanie Goldwyn**  
**SECRETARY**  
[stephaniegoldwyn.tusc@gmail.com](mailto:stephaniegoldwyn.tusc@gmail.com)



**Yong Tung Joe**  
**TREASURER**  
[yongtungjoe.tusc@gmail.com](mailto:yongtungjoe.tusc@gmail.com)



# Taylor's University

## Student Council

### TAYLOR'S UNIVERSITY STUDENT COUNCIL 22/23 BOARD OF DIRECTORS

#### CAMPUS INTEGRATION



**Faiqah Feroze**  
**DIRECTOR**  
faiqahferoze.tusc@gmail.com



**Ludwina Rumuat**  
**ASSISTANT DIRECTOR**  
ludwinarumuat.tusc@gmail.com

#### CAMPUS RELATIONS



**Dennisa Louis Tjonkawijana**  
**DIRECTOR**  
dennisalouistjonkawijana.tusc@gmail.com



**Faustine Lanie Santoso**  
**ASSISTANT DIRECTOR**  
faustinelanie.tusc@gmail.com

#### CAMPUS WELFARE



**Liew Zhan Leong (Kayden)**  
**DIRECTOR**  
kaydenliew.tusc@gmail.com



**Tan Yie Sin**  
**ASSISTANT DIRECTOR**  
tanyiesin.tusc@gmail.com

# Taylor's University

## Student Council



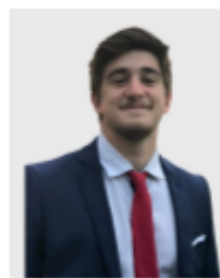
### TAYLOR'S UNIVERSITY POSTGRADUATE STUDENT COUNCIL 2022-2023



**M. DANISH JAVED**  
**PRESIDENT**



**HO JINYUAN**  
**SECRETARY**



**ANDREU BARTHELEMY**  
**VICE-PRESIDENT**



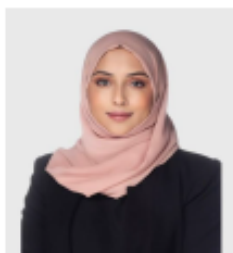
**ZHAN JUAN**  
**TREASURER**



**HON KAI LAI**  
**PUB. REL. DIRECTOR**



**TARIK NAGEEB**  
**ENGAGEMENT DIRECTOR**



**ANUM ZAHRA**  
**WELFARE  
DIRECTOR**



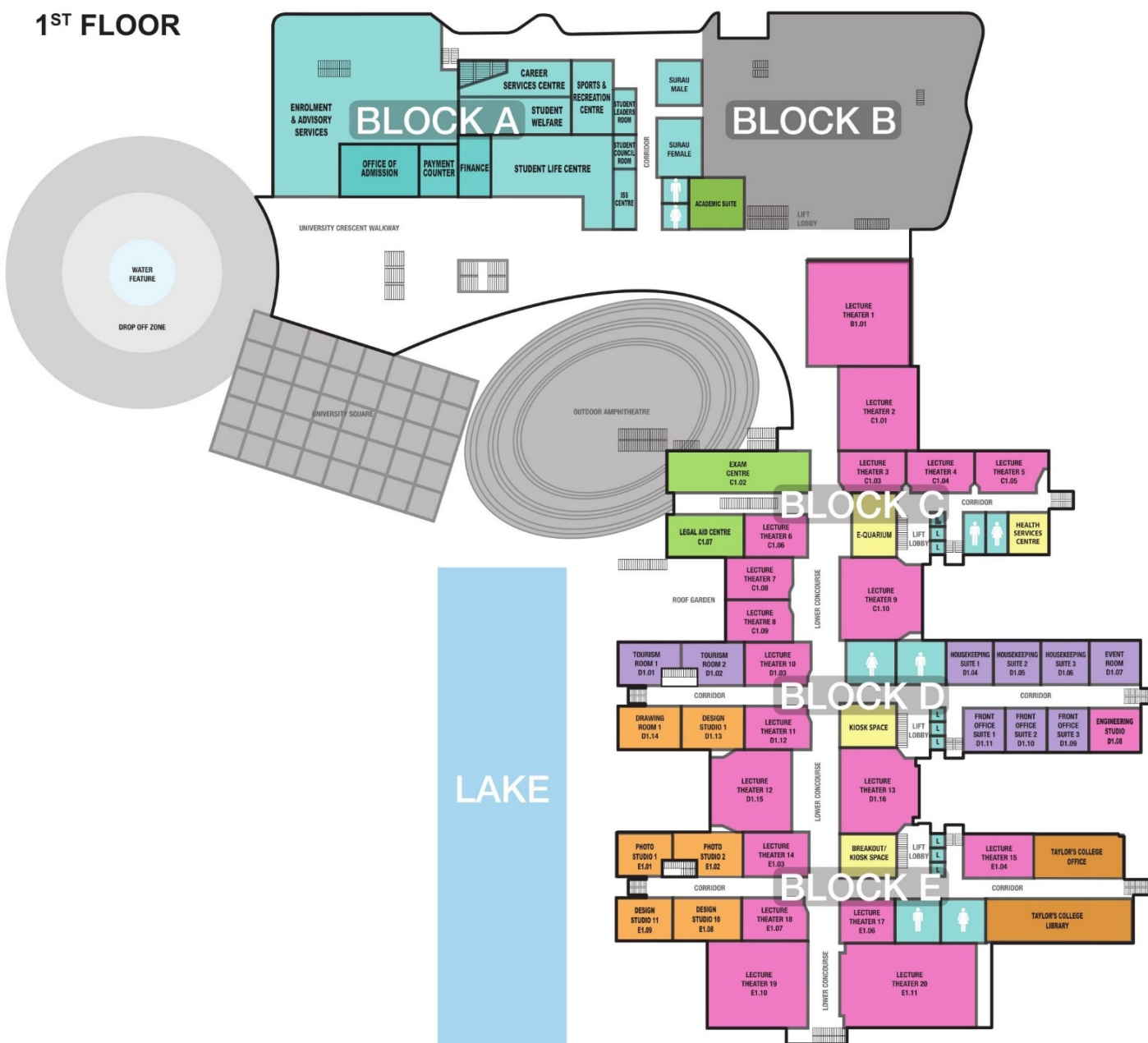
**GUO YUEYUN**  
**PUBLIC RELATIONS  
A. DIRECTOR**



**DU HAoyang**  
**ENGAGEMENT  
A. DIRECTOR**

# Campus Floor Plan

## 1<sup>ST</sup> FLOOR

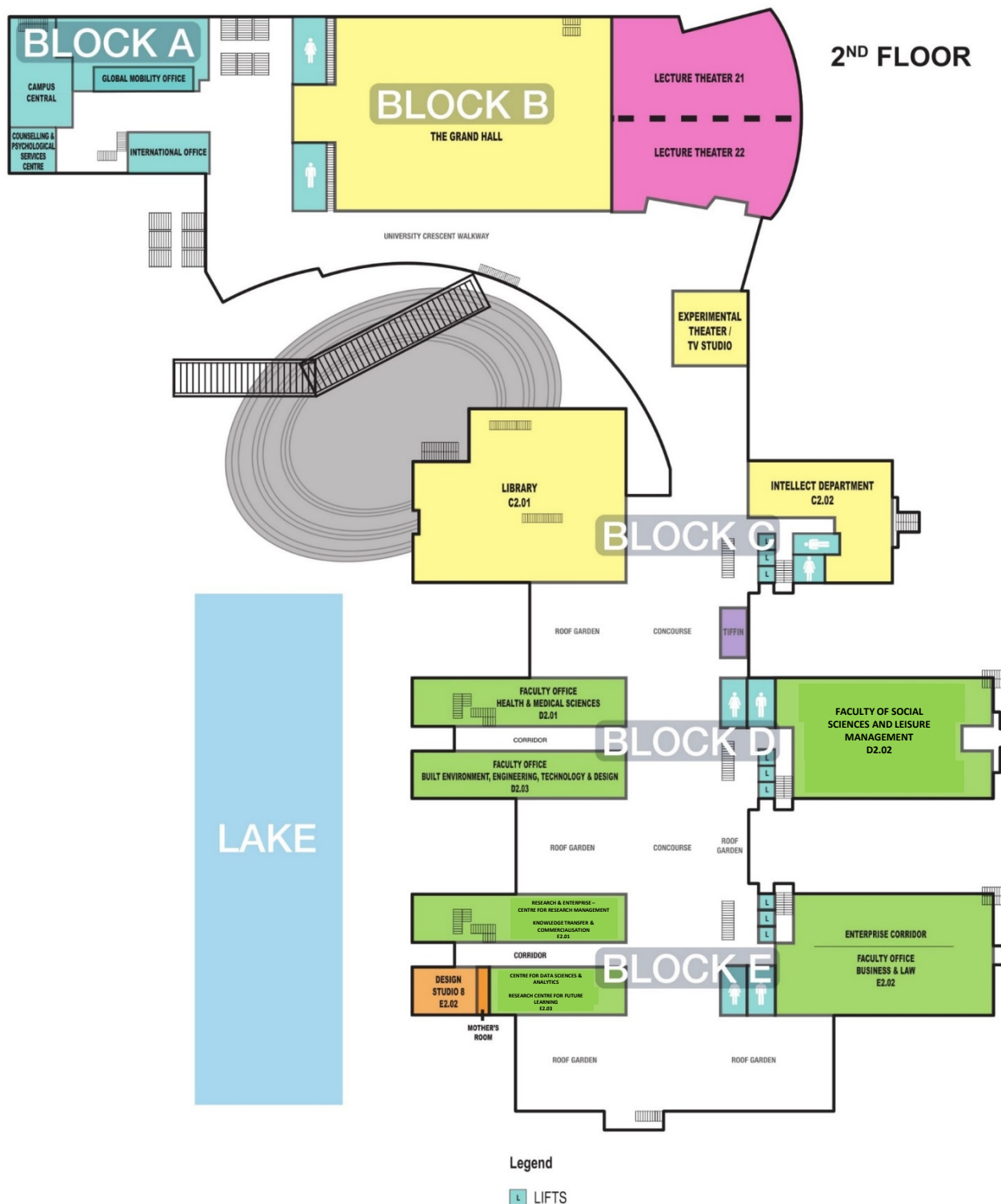


Legend



LIFTS

# Campus Floor Plan







**TAYLOR'S  
UNIVERSITY**

Wisdom · Integrity · Excellence

**Taylor's Lakeside Campus**

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

Tel : 603-5629 5000

Email : [campuscentral@taylors.edu.my](mailto:campuscentral@taylors.edu.my)

Website : [www.taylors.edu.my](http://www.taylors.edu.my)

This publication contains information which is current as of 5 December 2022. Changes in circumstances after this date may impact upon the accuracy or timeliness of the information. Taylor's does its best to ensure that the information contained herein is accurate but reserves the right to change any information described in this guide without notice. Readers are responsible for verifying information that pertains to them by contacting the university.