

Guide to checking your enrolment

my Student Centre | mysc.federation.edu.au | 1800 FED UNI

Checking your enrolment

– refer to Enrolment Video Tutorial Three: Checking your Enrolment - <http://youtu.be/IGk8fLD7qy8>

1. To check your enrolment, navigate your way to your Class Schedule, select 'My Class Schedule'.

3. View results

View the following status report for enrolment confirmations and errors:

Semester, 1 2014 | Undergraduate | Federation University

✔ Success: enrolled
✘ Error: unable to add class

Class	Message	Status
BUEBU 1501	Success: This class has been added to your schedule.	✔
BUECO 1507	Success: This class has been added to your schedule.	✔
BUGEN 1530	Success: This class has been added to your schedule.	✔
BUTSM 1501	Success: This class has been added to your schedule.	✔

MAKE A PAYMENT
MY CLASS SCHEDULE
ADD ANOTHER CLASS

2. Select the relevant semester. Eg. Semester 1, 2014. Select 'Continue'.

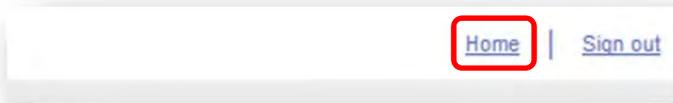
My Class Schedule

Select a term then click Continue.

	Term	Career	Institution
<input checked="" type="radio"/>	Semester, 1 2014	Undergraduate	Federation University
<input type="radio"/>	Semester 2, 2014	Undergraduate	Federation University

CONTINUE

3. In the top right hand corner of the screen, select 'Home'.



4. Select 'weekly schedule'.

Academics

[Search](#)
[Plan](#)
[Enrol](#)
[My Academics](#)
**** View My Grades ****

other academic... >>

Deadlines | URL | Gradebook

Semester, 1 2014 Schedule

	Class	Schedule
	BUEBU 1501-E101 EE1 (20613)	Th 09:30 - 11:30 Lecture Theatre
	BUECO 1507-E101 EE1 (20544)	Tu 09:30 - 11:30 Lecture Theatre
	BUECO 1507-T101 TT1 (20545)	Mo 12:30 - 13:30 Classroom
	BUGEN 1530-E101 EE1 (21326)	We 11:30 - 13:30 Lecture Theatre
	BUGEN 1530-T104 TT1 (21330)	Th 12:30 - 13:30 Classroom
	BUTSM 1501-E101 EE1 (20222)	We 13:30 - 15:30 Lecture Theatre
	BUTSM 1501-T101 TT1 (20223)	We 10:30 - 11:30 Classroom

weekly schedule ▶

enrolment shopping cart ▶

5. Choose the desired display options at the bottom of the screen. Eg. Choose not to show weekend days. You may also choose which week to display using options at the top of the screen. Select 'refresh calendar'.

<< previous week
Week of 3/3/2014 - 9/3/2014
next week >>

Show Week of
 Start Time
 End Time

Time	Monday 3 Mar	Tuesday 4 Mar	Wednesday 5 Mar	Thursday 6 Mar	Friday 7 Mar	Saturday 8 Mar	Sunday 9 Mar
08:30							
09:30		BUECO 1507 - E101 Lecture 09:30 - 11:30 Mt Helen/T Building T101		BUEBU 1501 - E101 Lecture 09:30 - 11:30 Mt Helen/T Building T101			
10:30			BUTSM 1501 - T101 Tutorial 10:30 - 11:30 Mt Helen/T Building T322				
11:30			BUGEN 1530 - E101 Lecture 11:30 - 13:30 Mt Helen/H Building H101	BUGEN 1530 - T104 Tutorial 12:30 - 13:30 Mt Helen/B Building B905			
12:30	BUECO 1507 - T101 Tutorial 12:30 - 13:30 Mt Helen/T Building T120						
13:30			BUTSM 1501 - E101 Lecture 13:30 - 15:30 Mt Helen/H Building H102				
14:30							
15:30							
16:30							
17:30							

Display Options

<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday	<input type="checkbox"/> Sunday	<input type="button" value="refresh calendar"/>
<input checked="" type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday		
<input checked="" type="checkbox"/> Show Instructors	<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Saturday		

[Printer Friendly Page](#)

6. Your enrolment schedule will be displayed according to your selected options.

Time	Monday 3 Mar	Tuesday 4 Mar	Wednesday 5 Mar	Thursday 6 Mar	Friday 7 Mar
8:30AM					
9:30AM		BUECO 1507 - E101 BUSINESS MICROECONOMICS Lecture 9:30AM - 11:30AM Mt Helen/T Building T101 Instructors: Alexander Millmow	BUTSM 1501 - T101 INTRODUCTION TO TOURISM Tutorial 10:30AM - 11:30AM Mt Helen/T Building T322 Instructors: Elisa Backer	BUEBU 1501 - E101 E BUSINESS FUNDAMENTALS Lecture 9:30AM - 11:30AM Mt Helen/T Building T101 Instructors: Ian Knox	
10:30AM					
11:30AM			BUGEN 1530 - E101 Principles of Resp Business Lecture 11:30AM - 1:30PM Mt Helen/H Building H101 Instructors: Caroline Wilden	BUGEN 1530 - T104 Principles of Resp Business Tutorial 12:30PM - 1:30PM Mt Helen/B Building B905 Instructors: Caroline Wilden	
12:30PM	BUECO 1507 - T101 BUSINESS MICROECONOMICS Tutorial 12:30PM - 1:30PM Mt Helen/T Building T120 Instructors: Anita Doraisami				
1:30PM			BUTSM 1501 - E101 INTRODUCTION TO TOURISM Lecture 1:30PM - 3:30PM Mt Helen/H Building H102 Instructors: Elisa Backer		
2:30PM					
3:30PM					
4:30PM					
5:30PM					

Display Options

Show AM/PM
 Monday
 Thursday
 Show Class Title
 Tuesday
 Friday
 Sunday

 Show Instructors
 Wednesday
 Saturday

7. You can check your enrolment for other semesters by selecting the 'Enrol' tab at the top of the screen.

John Smith go to ... 

My Class Schedule

Select Display Option List View Weekly Calendar View

Week of 3/3/2014 - 9/3/2014

Show Week of

8. Select the relevant semester. Eg. Semester 1, 2014. Select 'Continue'.

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input checked="" type="radio"/>	Semester, 1 2014	Undergraduate	Federation University
<input type="radio"/>	Semester 2, 2014	Undergraduate	Federation University

9. Your class schedule for the chosen semester will now be displayed. You can check whether you are enrolled by looking for the green tick in the 'Status' column.

If you require further assistance please call 1800 FED UNI (1800 333 864)

My Semester, 1 2014 Class Schedule						
✔ Enrolled ✘ Dropped						
Class	Description	Days/Times	Room	Instructor	Units	Status
BUEBU 1501-E101 (20613)	E BUSINESS FUNDAMENTALS (Lecture)	Th 09:30 - 11:30	Lecture Theatre	I. Knox	15.00	✔
BUECO 1507-E101 (20544)	BUSINESS MICROECONOMICS (Lecture)	Tu 09:30 - 11:30	Lecture Theatre	A. Millmow	15.00	✔
BUECO 1507-T101 (20545)	BUSINESS MICROECONOMICS (Tutorial)	Mo 12:30 - 13:30	Classroom	A. Doraisami		✔
BUGEN 1530-E101 (21326)	Principles of Resp Business (Lecture)	We 11:30 - 13:30	Lecture Theatre	C. Wilden	15.00	✔
BUGEN 1530-T104 (21330)	Principles of Resp Business (Tutorial)	Th 12:30 - 13:30	Classroom	C. Wilden		✔
BUTSM 1501-E101 (20222)	INTRODUCTION TO TOURISM (Lecture)	We 13:30 - 15:30	Lecture Theatre	E. Backer	15.00	✔
BUTSM 1501-T101 (20223)	INTRODUCTION TO TOURISM (Tutorial)	We 10:30 - 11:30	Classroom	E. Backer		✔