

Guide to Enrolling Online

Ballarat and Wimmera students

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

Planning your timetable

Things to do before you can enrol in classes:

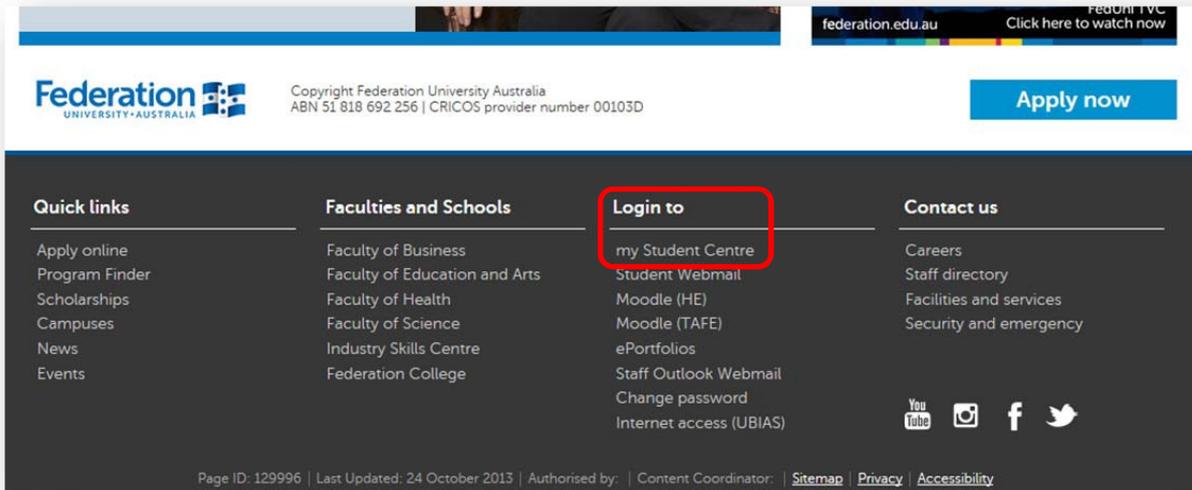
- Complete your Enrolment Checklist
- Obtain your academic advisement (list of courses to enrol into) from your School webpage

refer to Enrolment Video Tutorial One: Planning your Timetable - <http://youtu.be/RsVla2PwKGo>

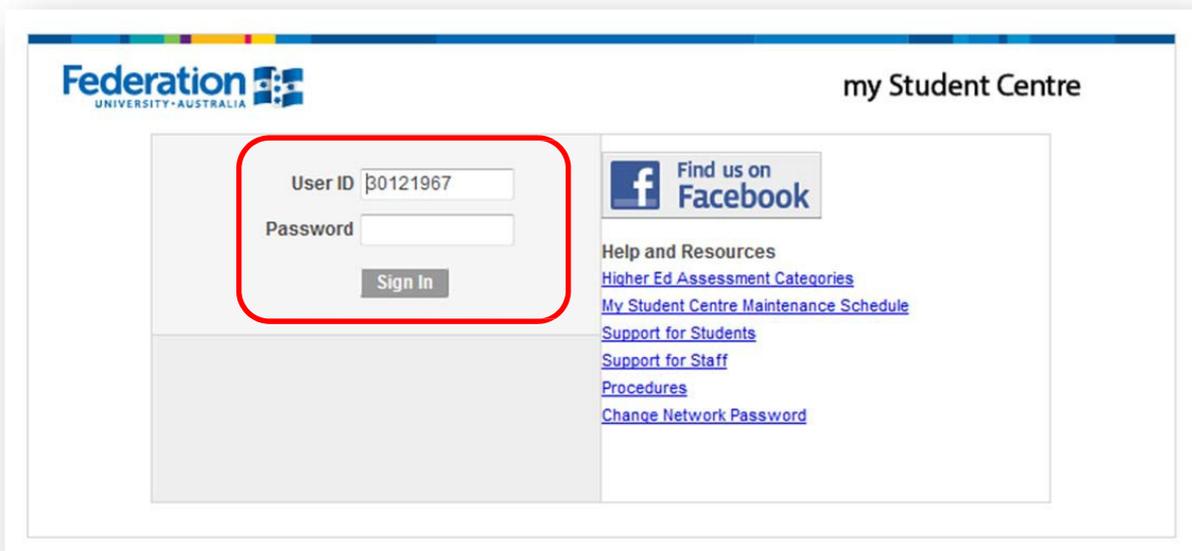
1. Navigate to the Federation University homepage.



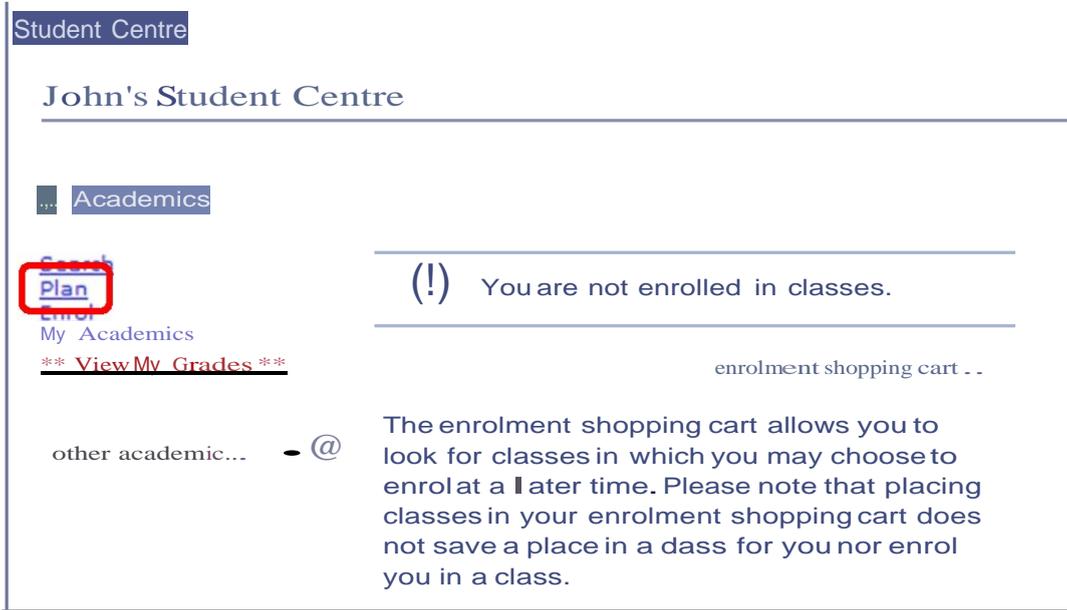
2. Scroll to the bottom of the page and select 'my Student Centre' to login.



3. Enter your User ID number (student ID) and password, then select 'Sign In'.



4. Your Student Centre homepage will open, select 'Plan'.



Student Centre

John's Student Centre

Academics

Plan

Enrol

My Academics

**** View My Grades ****

enrolment shopping cart ..

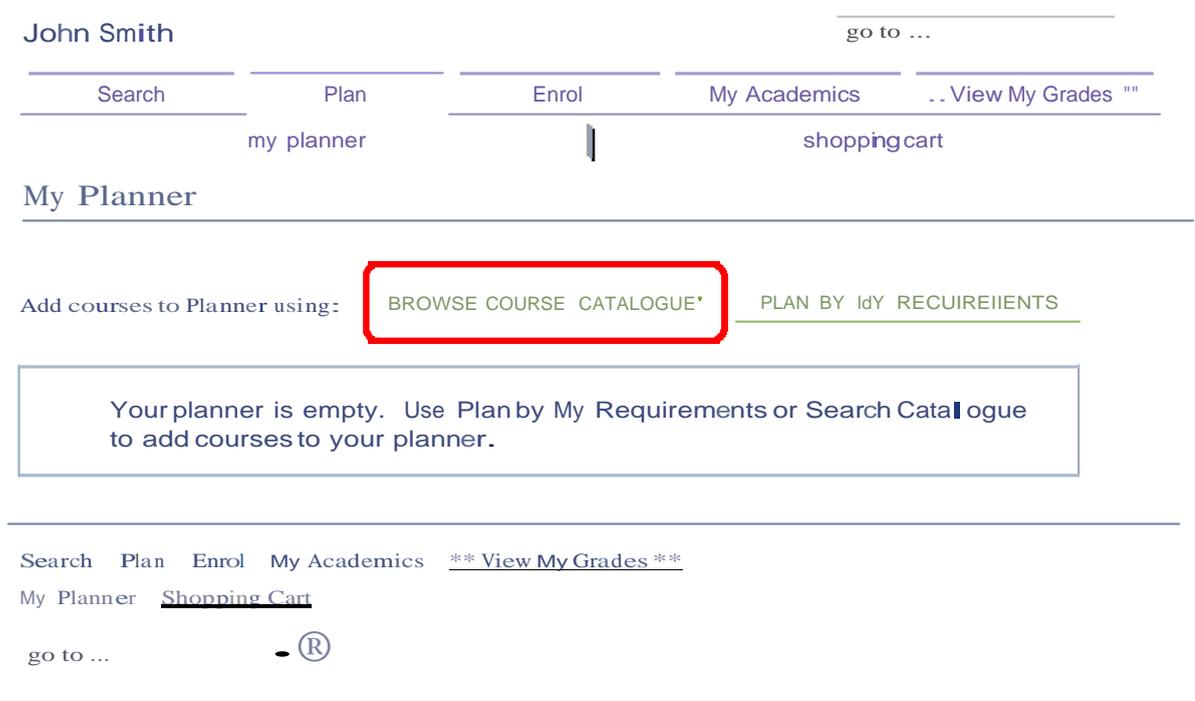
other academic... @

(!) You are not enrolled in classes.

The enrolment shopping cart allows you to look for classes in which you may choose to enrol at a later time. Please note that placing classes in your enrolment shopping cart does not save a place in a class for you nor enrol you in a class.

If you are enrolling for semester 1, please ensure you also enrol for semester 2 at the same time. You can change your semester 2 enrolment at a later stage if you need to

5. Select 'Browse Course Catalogue'.



John Smith go to ...

Search Plan Enrol My Academics .. View My Grades ""

my planner shoppingcart

My Planner

Add courses to Planner using: **BROWSE COURSE CATALOGUE*** PLAN BY My REQUIREMENTS

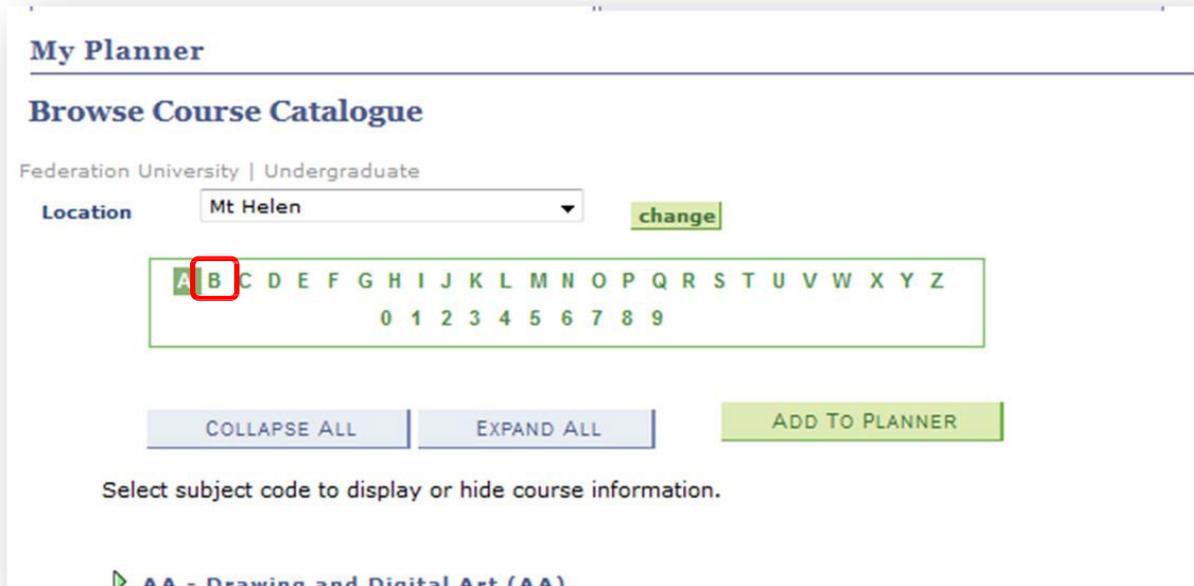
Your planner is empty. Use Plan by My Requirements or Search Catalogue to add courses to your planner.

Search Plan Enrol My Academics **** View My Grades ****

My Planner Shopping Cart

go to ... (R)

- Using the academic advisement obtained from your School webpage; search for each course code that you wish to enrol into by using the alphabetical search tool. Eg. For BUTSM – Tourism, select ‘B’.



My Planner

Browse Course Catalogue

Federation University | Undergraduate

Location: Mt Helen [change](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

[COLLAPSE ALL](#) [EXPAND ALL](#) [ADD TO PLANNER](#)

Select subject code to display or hide course information.

▶ AA - Drawing and Digital Art (AA)

- Select the relevant course code. Eg. BUTSM – Tourism (BUTSM)



- ▶ BUGEN - Business - General (BUGEN)
- ▶ BUHEA - Health Services Man (BUHEA)
- ▶ BUHON - Business - Honours (BUHON)
- ▶ BUHRM - Human Resources Man (BUHRM)
- ▶ BULAW - Business Law (BULAW)
- ▶ BUMGT - Management (BUMGT)
- ▶ BUMKT - Marketing (BUMKT)
- ▶ BUTSM - Tourism (BUTSM)

8. Select the relevant course number from the list. Eg. 1501 – Introduction to tourism

▼ BUTSM - Tourism (BUTSM)

Select	Course Nbr	Course Title	Typically Offered
<input checked="" type="checkbox"/>	1501	INTRODUCTION TO TOURISM	Semester 1, Semester 2
<input type="checkbox"/>	1502	INTERNATIONAL TOURISM	Semester 2
<input type="checkbox"/>	2601	TOURISM PRODUCTS & SERVICES DELIVERY	Semester 2
<input type="checkbox"/>	2603	TOURISM IMPACTS & STRATEGIES	Semester 1
<input type="checkbox"/>	2604	TOURISM DESTINATION MARKETING	Semester 1, Semester 2
<input type="checkbox"/>	3701	TOURISM PLANNING & DEVELOPMENT	Semester 2
<input type="checkbox"/>	3702	CONTEMPORARY TOURISM ISSUES	Semester 1
<input type="checkbox"/>	3703	MANAGEMENT PRACTICE: TOURISM	Summer Term, Semester 1
<input type="checkbox"/>	3704	APPLIED MANAGEMENT PROJECT: TOURISM	Summer Term, Semester 2

9. Repeat steps 6 to 8 until you have selected each course that you wish to enrol into. Then select 'Add to Planner'.

▶ BUTSM - Tourism (BUTSM)

▶ BX - Business Intl Exchange (BI)

COLLAPSE ALL EXPAND ALL **ADD TO PLANNER**

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

[My Planner](#) [Shopping Cart](#)

10. A message will appear at the top of the screen to confirm which courses you have added to your planner. *Please note: at this stage you are not yet enrolled in classes.*
*If you require further assistance, please call 1800 **FED** UNI (1800 333 864)*

My Planner

Browse Course Catalogue

Federation University | Undergraduate

Location [change](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

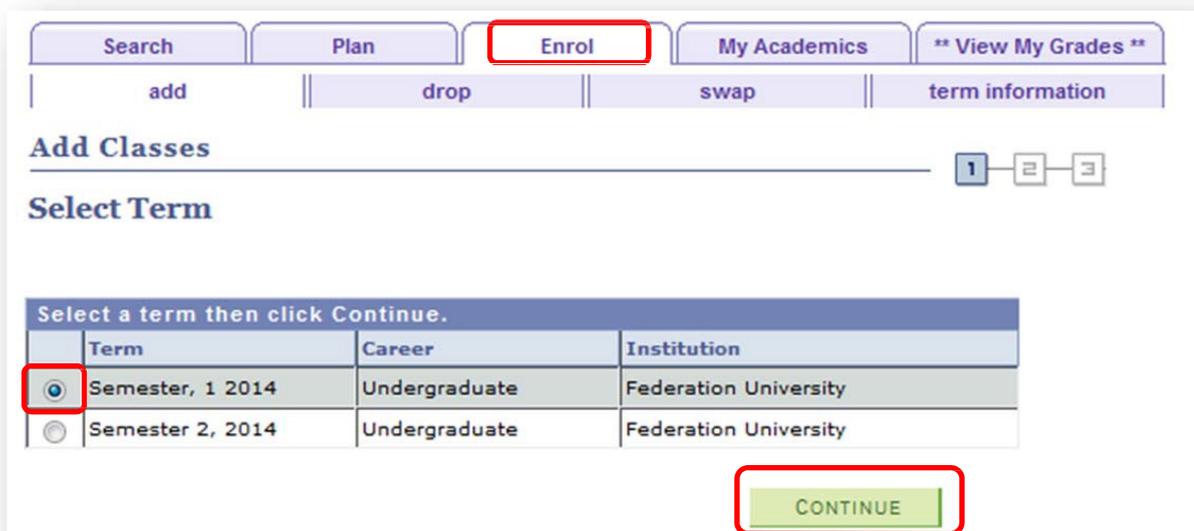
 **BUTSM 1501 has been added to your Planner.**

[COLLAPSE ALL](#) | [EXPAND ALL](#) | [ADD TO PLANNER](#)

Class selection

– refer to Enrolment Video Tutorial Two: Class Selection - http://youtu.be/qMs8ewYb_Vw

1. Select the 'Enrol' tab at the top of the screen. Then select the relevant Semester. Eg. Semester 1, 2014. Select 'Continue'.

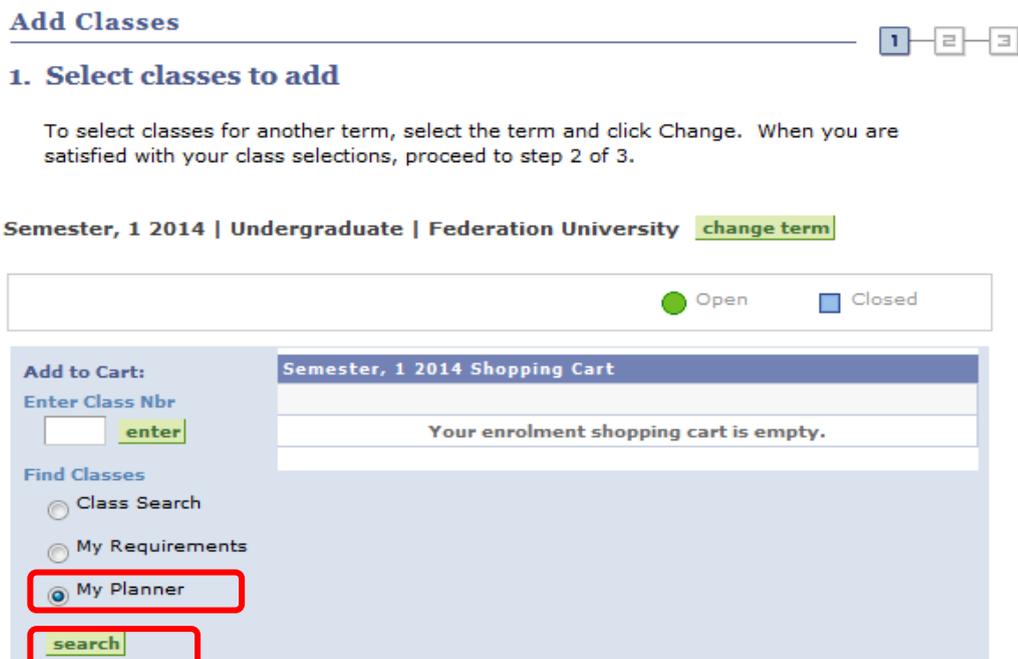


The screenshot shows the 'Enrol' tab selected in the top navigation bar. Below it are buttons for 'add', 'drop', 'swap', and 'term information'. The 'Add Classes' section has a progress indicator with '1' selected. Under 'Select Term', a table lists two terms:

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

A 'CONTINUE' button is located at the bottom right of the table area.

2. Select 'My Planner', then select 'Search'.



The screenshot shows the 'Add Classes' page with a progress indicator showing '1' selected. The heading is '1. Select classes to add'. Below this is a message: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' The current selection is 'Semester, 1 2014 | Undergraduate | Federation University' with a 'change term' button. Below this is a search area with 'Open' and 'Closed' options. The 'Add to Cart' section has an 'Enter Class Nbr' field with an 'enter' button. The 'Find Classes' section has three radio buttons: 'Class Search', 'My Requirements', and 'My Planner' (which is selected and highlighted with a red box). Below the radio buttons is a 'search' button, also highlighted with a red box.

3. Choose the course that you wish to enrol into. Eg. BUTSM 1501. Then click on 'Select'

Add Classes 1 2 3

Search from My Planner

Semester, 1 2014 | Undergraduate | Federation University

[Return to 1. Select classes to add](#)

Unassigned Courses				
Course	Description	Units	Term Status	Select
BUTSM 1501	INTRODUCTION TO TOURISM	15.00	Classes available this term.	<input type="button" value="select"/>
BUEBU 1501	E BUSINESS FUNDAMENTALS	15.00	Classes available this term.	<input type="button" value="select"/>
BUECO 1507	BUSINESS MICROECONOMICS	15.00	Classes available this term.	<input type="button" value="select"/>
BUGEN 1530	Principles of Resp Business	15.00	Classes available this term.	<input type="button" value="select"/>

4. Choose your lecture first as this will prompt you to select related classes. The lecture code will always start with an 'E'. Eg. E101-EE1. Click on 'Select'.

sections for Semester, 1 2014

Section	Session	Status	
E101-EE1 (20222)	1	●	<input type="button" value="select"/>
Days	Start	End	Room
We	13:30	15:30	Lecture Theatre
			Instructor
			Elisa Backer
			Dates
			03/03/2014 - 27/06/2014

Section	Session	Status	
T101-TT1 (20223)	1	●	<input type="button" value="select"/>
Days	Start	End	Room
We	10:30	11:30	Classroom
			Instructor
			Elisa Backer
			Dates
			03/03/2014 - 27/06/2014

Section	Session	Status	
T102-TT1 (20224)	1	●	<input type="button" value="select"/>
Days	Start	End	Room
			Instructor
			Dates

5. You will now be shown a list of related classes (tutorials, pracs, labs) to choose from, select the desired class. Eg. Class Nbr 20223. Please ensure that you make a note of the day and time for each class that you select to avoid a timetable clash later on. *Please note the Status of the class before you select it: a green circle indicates that the class is open and able to be selected.* Select 'Next'.

BUTSM 1501 - INTRODUCTION TO TOURISM

Lecture selected: Section E101
We 13:30 - 15:30 Lecture Theatre

Open Closed

	Class Nbr	Section	Component	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	20223	T101	Tutorial	We 10:30 - 11:30	Classroom	E. Backer	<input checked="" type="radio"/>
<input type="radio"/>	20224	T102	Tutorial	Th 08:30 - 09:30	Classroom	E. Backer	<input checked="" type="radio"/>
<input type="radio"/>	20225	T103	Tutorial	Mo 09:30 - 10:30	Classroom	E. Backer	<input checked="" type="radio"/>
<input type="radio"/>	20226	T104	Tutorial	We 08:30 - 09:30	Classroom	E. Backer	<input checked="" type="radio"/>
<input type="radio"/>	20227	T105	Tutorial	Tu 12:30 - 13:30	Classroom	E. Backer	<input checked="" type="radio"/>
<input type="radio"/>	20228	T106	Tutorial	Tu 08:30 - 09:30	Classroom	E. Backer	<input checked="" type="radio"/>

View All Sections | First 1-6 of 6 Last

CANCEL NEXT

6. You will now be shown your selections for this course. Select 'Next' if you are happy with your selections.

BUTSM 1501 - INTRODUCTION TO TOURISM

Class Preferences

BUTSM 1501-E101 Lecture Open Permission Nbr

BUTSM 1501-T101 Tutorial Open Grading Graded (from 2010 onwards)

Session Regular Academic Session Units 15.00

Career Undergraduate Program B Business

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
E101	Lecture	We 13:30 - 15:30	Lecture Theatre	Elisa Backer	03/03/2014 - 27/06/2014
T101	Tutorial	We 10:30 - 11:30	Classroom	Elisa Backer	03/03/2014 - 27/06/2014

7. A message will be displayed at the top of the page to confirm that this course has been added to your enrolment Shopping Cart.

 BUTSM 1501 has been added to your Shopping Cart.

Semester, 1 2014 | Undergraduate | Federation University [change term](#)

Open
 Closed

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search

My Requirements

My Planner

[search](#)

Semester, 1 2014 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	BUTSM 1501-T101 (20223)	We 10:30 - 11:30	Classroom	E. Backer	15.00	<input checked="" type="radio"/>
	BUTSM 1501-E101 (20222)	We 13:30 - 15:30	Lecture Theatre	E. Backer		<input checked="" type="radio"/>

[PROCEED TO STEP 2 OF 3](#)

Please note: at this stage you are not yet enrolled in classes. To return to the Planner to add more classes, click on 'Search'. Alternatively if you know the specific class number for your course enter here and press enter

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search

My Requirements

My Planner

[search](#)

8. Repeats steps 3 to 7 until you have added all of the classes that you wish to enrol into.

Search from My Planner

Semester, 1 2014 | Undergraduate | Federation University

[Return to 1. Select classes to add](#)

Unassigned Courses				
Course	Description	Units	Term Status	Select
BUTSM 1501	INTRODUCTION TO TOURISM	15.00	Classes available this term.	select
BUEBU 1501	E BUSINESS FUNDAMENTALS	15.00	Classes available this term.	select
BUECO 1507	BUSINESS MICROECONOMICS	15.00	Classes available this term.	select
BUGEN 1530	Principles of Resp Business	15.00	Classes available this term.	select

9. Review your class selections to ensure that you do not have any timetable clashes. Once you are happy with your class selections, select 'Proceed to Step 2 of 3'.

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search

My Requirements

My Planner

[search](#)

Semester, 1 2014 Shopping Cart							
Delete	Class	Days/Times	Room	Instructor	Units	Status	
	BUEBU 1501-E101 (20613)	Th 09:30 - 11:30	Lecture Theatre	I. Knox	15.00		
	BUECO 1507-T101 (20545)	Mo 12:30 - 13:30	Classroom	A. Doraisami	15.00		
	BUECO 1507-E101 (20544)	Tu 09:30 - 11:30	Lecture Theatre	A. Millmow			
	BUGEN 1530-T104 (21330)	Th 12:30 - 13:30	Classroom	C. Wilden	15.00		
	BUGEN 1530-E101 (21326)	We 11:30 - 13:30	Lecture Theatre	C. Wilden			
	BUTSM 1501-T101 (20223)	We 10:30 - 11:30	Classroom	E. Backer	15.00		
	BUTSM 1501-E101 (20222)	We 13:30 - 15:30	Lecture Theatre	E. Backer			

[PROCEED TO STEP 2 OF 3](#)

10. To complete your enrolment, select 'Finish Enrolling'.

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-T101 (20545)	BUSINESS MICROECONOMICS (Tutorial)	Mo 12:30 - 13:30	Classroom	A. Doraisami	15.00	
BUECO 1507-E101 (20544)	BUSINESS MICROECONOMICS (Lecture)	Tu 09:30 - 11:30	Lecture Theatre	A. Millmow		
BUGEN 1530-T104 (21330)	Principles of Resp Business (Tutorial)	Th 12:30 - 13:30	Classroom	C. Wilden	15.00	
BUGEN 1530-E101 (21326)	Principles of Resp Business (Lecture)	We 11:30 - 13:30	Lecture Theatre	C. Wilden		
BUTSM 1501-T101 (20223)	INTRODUCTION TO TOURISM (Tutorial)	We 10:30 - 11:30	Classroom	E. Backer	15.00	
BUTSM 1501-E101 (20222)	INTRODUCTION TO TOURISM (Lecture)	We 13:30 - 15:30	Lecture Theatre	E. Backer		

11. The results of your enrolment will now be displayed, please ensure that each class has been enrolled into successfully by looking for the green tick.

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

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.	

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	BUTSM 1501 - T101 Tutorial 10:30 - 11:30 Mt Helen/T Building T322	BUEBU 1501 - E101 Lecture 09:30 - 11:30 Mt Helen/T Building T101			
10:30							
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

Show AM/PM
 Monday
 Thursday
 Sunday

Show Class Title
 Tuesday
 Friday

Show Instructors
 Wednesday
 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
 refresh calendar
 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 ...

Search | Plan | Enrol | My Academics | ** View My Grades **

add | drop | swap | term information

My Class Schedule

Select Display Option List View Weekly Calendar View

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

Show Week of 31
 Start Time
 End Time
 refresh calendar

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

CONTINUE

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 ca/11800 **FED UN**/(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	<input checked="" type="checkbox"/>
BUECO 1507-E101 (20544)	BUSINESS MICROECONOMICS (Lecture)	Tu 09:30 - 11:30	Lecture Theatre	A. Millmow	15.00	<input checked="" type="checkbox"/>
BUECO 1507-T101 (20545)	BUSINESS MICROECONOMICS (Tutorial)	Mo 12:30 - 13:30	Classroom	A. Doraisami		<input checked="" type="checkbox"/>
BUGEN 1530-E101 (21326)	Principles of Resp Business (Lecture)	We 11:30 - 13:30	Lecture Theatre	C. Wilden	15.00	<input checked="" type="checkbox"/>
BUGEN 1530-T104 (21330)	Principles of Resp Business (Tutorial)	Th 12:30 - 13:30	Classroom	C. Wilden		<input checked="" type="checkbox"/>
BUTSM 1501-E101 (20222)	INTRODUCTION TO TOURISM (Lecture)	We 13:30 - 15:30	Lecture Theatre	E. Backer	15.00	<input checked="" type="checkbox"/>
BUTSM 1501-T101 (20223)	INTRODUCTION TO TOURISM (Tutorial)	We 10:30 - 11:30	Classroom	E. Backer		<input checked="" type="checkbox"/>

Good luck with your studies