Guide to planning your enrolment

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


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

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’.

5. Select ‘Browse Course Catalogue’.
6. 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’.

7. Select the relevant course code. Eg. BUTSM – Tourism (BUTSM)
8. Select the relevant course number from the list. Eg. 1501 – Introduction to tourism

![Course selection table]

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

![Add to Planner button]
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)