

How to enrol into your classes

How to enrol into your classes

Once you have accepted your offer and completed your enrolment checklist you will have access to enrol in to your classes.

Before you begin, make sure you have a copy of your program structure which contains information about which classes you need to enrol in.

Go to www.federation.edu.au/startingatfeduni

Federation UNIVERSITY AUSTRALIA

Starting at FedUni

Welcome to FedUni. Let us guide you into your uni life. Follow these steps and you're on your way to a great start.

- 01 FIND YOUR COURSE OR PROGRAM**
Got a career idea, passion, course or program in mind? Let us help you to get your application started.
[Course or program search >](#)
[How to apply >](#)
[Study modes >](#)
[Pathways >](#)
[Ask us >](#)
- 02 READY TO ENROL**
You'll need to action your offer and enrol in your course or program. Don't worry, there's plenty of support along the way.
[Actioning your offer >](#)
[Enrol in your course or program](#)
[New student >](#)
[Continuing student >](#)
[Fee info](#)
- 03 SCHOLARSHIPS AND FINANCIAL ASSISTANCE**
We all need a 'KickStart'. So let's see how we can help you with scholarships, bursaries and grants. We also have a range of financial

Select **New student** or **Continuing student**

02 READY TO ENROL

Actioning your offer

New student

Continuing student

Fee info

New student

Online enrolment opening dates

You can enrol into your classes for 2017 from the following dates:

Higher education students	TAFE students
Monday, 17 October, 2016	Your program co-ordinator will contact you when you are able to enrol

Enrolling online

After you've [accepted your offer](#), you can enrol online wherever you are. Just follow the steps below to get on your way:

- Step 1: Complete your enrolment checklist >
- Step 2: Understand what you need to enrol in >**
- Step 3: Enrol in to your classes >
- Step 4: View your timetable >

Select **Step 2: Understand what you need to enrol in**

Locate your program structure via your Faculty and Campus.

Your faculty, campus and program title are outlined in your letter of offer. As an example for a business degree delivered at Mt Helen you would need to click here

Enrolling online

After you've [accepted your offer](#), you can enrol online wherever you are. Just follow the steps below to get on your way:

- Step 1: Complete your enrolment checklist >
- Step 2: Understand what you need to enrol in v**

Locate your program structure via your faculty and campus below:

(NOTE: Your faculty, campus and program title are outlined in your letter of offer.)

<p>Faculty of Science and Technology</p> <ul style="list-style-type: none"> • Mt Helen campus • Gippsland campus • Online • Graduate mining programs 	<p>Federation Business School</p> <ul style="list-style-type: none"> • Mt Helen campus • Gippsland campus • Online
<p>Faculty of Arts and Education</p> <ul style="list-style-type: none"> • Camp Street (Arts Academy) • Mt Helen campus • Gippsland campus • Online 	<p>Faculty of Health</p> <ul style="list-style-type: none"> • Mt Helen campus • Gippsland campus
<p>Federation College (FAST program)</p> <ul style="list-style-type: none"> • SMB campus • Gippsland campus • Online 	<p>FedUni TAFE</p> <p>TAFE students will be provided with a copy of their program structure by their program coordinator.</p>

Find your program in the list and click on the semester of commencement.

Note: this view may differ from Faculty to Faculty

Federation Business School

Mt Helen Campus (Ballarat)

Program structures

Applied undergraduate degrees

Program	Semester of Commencement	
Bachelor of Applied Management (pdf, 35kb)	Semester 2 2016	Semester 1 2016
Bachelor of Hospitality Management (pdf, 36kb)	Semester 2 2016	Semester 1 2016

Undergraduate degrees

Business

Program	Semester of Commencement	
Bachelor of Business (pdf, 54kb)	Semester 2 2016	Semester 1 2016
Bachelor of Business (Marketing) (pdf, 53kb)	Semester 2 2016	Semester 1 2016
Bachelor of Business (Management) (pdf, 54kb)	Semester 2 2016	Semester 1 2016

This will open a document which contain the classes you need to enrol in.

For demonstration purposes we will be enrolling into the Bachelor of Business at Mt Helen

Enrolment Program Structure

UNIVERSITY • AUSTR

Program Code – BB5

Program Name – Bachelor of Business (Undesignated)

First Year			
Semester 1	Course Code	Course Name	Pre requisites
	BUMGT 2621	Business Communication	Nil
	BUACC 1508	Principles of Accounting and Finance	Nil
	BULAW 1502	Fundamentals of Law	Nil
	BUMGT 1501	Management Principles	Nil

Return to the website and scroll to the bottom of the page and click on the my Student Centre link

Essential resources
Handbooks

- Undergraduate Handbook (**not yet available**)
- Postgraduate Handbook (**not yet available**)
- Information for students studying at partner provider institutions (**not yet available**)

All information contained in these handbooks, including the availability and content of programs and fees, is correct at the time of publication. However, the University reserves the right to alter any program, procedure or fee at any time. Students should always check the accuracy of information prior to enrolment.

Quick links	Faculties and Schools	Login to	Contact us
Apply online Course Finder Scholarships Campuses Indigenous matters News Events	Federation Business School Faculty of Education and Arts Faculty of Health Faculty of Science and Technology FedUni TAFE Federation College	my Student Centre Student webmail FedUni Moodle VET Moodle (pre 2015) ePortfolios Staff Outlook Webmail Change password	General enquiries Careers Staff directory Facilities and services Emergency and security ITS Service Desk portal

Page ID: 209730 | Last Updated: 09 August 2016 | Authorised by: ITS Web Team | Content Coordinator: Unknown | [Copyright](#) | [Privacy](#) | [Accessibility](#) | [Web feedback](#)
Copyright Federation University Australia
ABN 51 818 692 256 | CRICOS provider number 00103D | RTO code 4909

Login using your Student ID and password. Below are the desktop and mobile device log in screens.

Federation UNIVERSITY AUSTRALIA
my Student Centre

[Sign in](#)

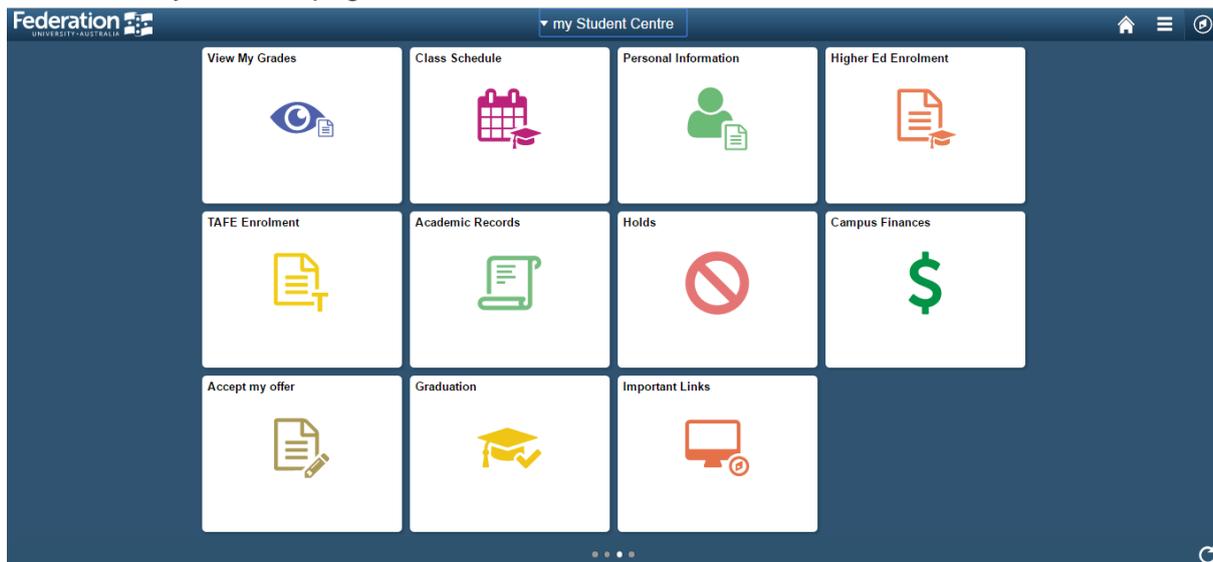
System Support
[Reset Password](#)
[Need help logging in?](#)
[Find us on Facebook](#)

Federation UNIVERSITY AUSTRALIA
my Student Centre

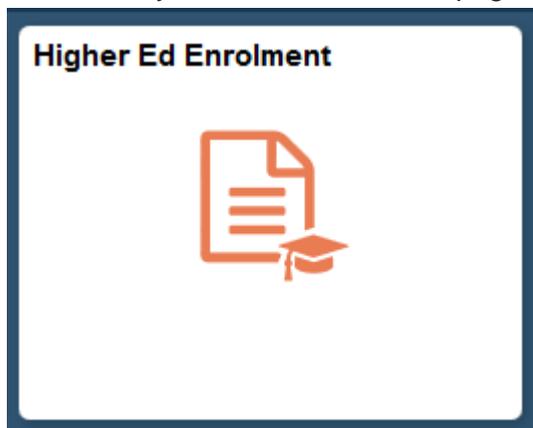
[Sign in](#)

System Support
[Reset Password](#)
[Need help logging in?](#)
[Find us on Facebook](#)

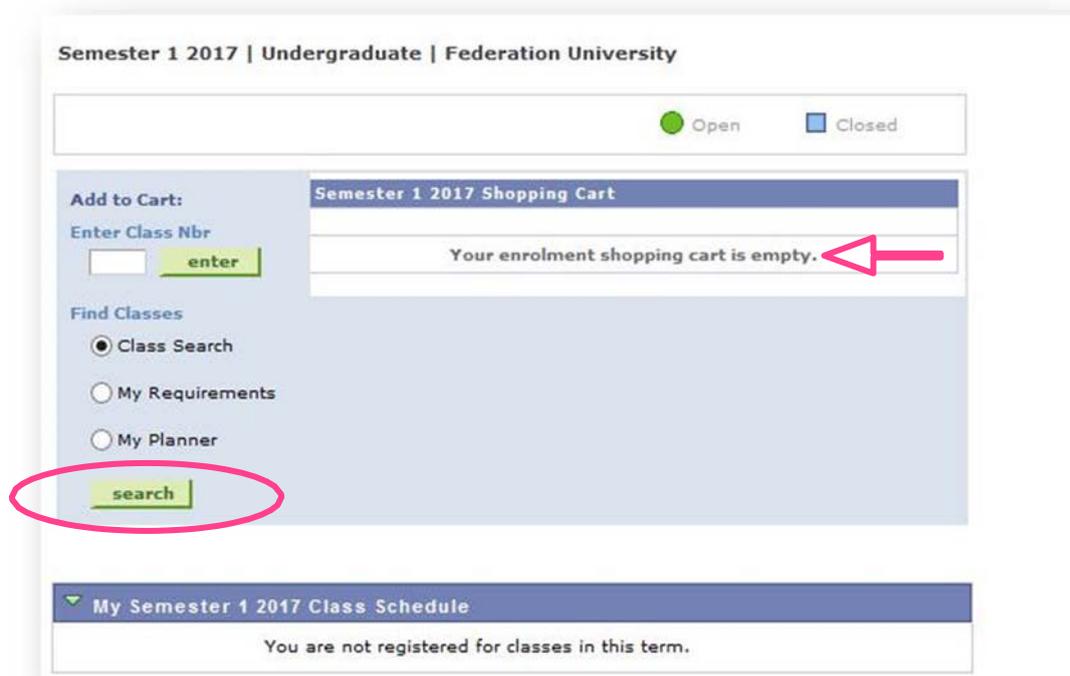
You will see your homepage.



From the my Student Centre homepage select the **Enrolment Higher Education** tile.



Your Enrolment Shopping Cart will show as being empty. To begin enrolling you will need to search for your first class. Click the green **SEARCH** button.



You can now search for your first class to add to your enrolment shopping cart. Refer to your program structure for the subject code. In our example. The first class was **BUACC1508 – Principles of Accounting & Finance**. In the subject field enter the letters and in the course number field enter the numbers. Then press **SEARCH**.

Semester 1	Course Code	Course Name	Pre requisites
	BUMGT 2621	Business Communication	Nil
	BUACC 1508	Principles of Accounting and Finance	Nil

Add Classes 1 2 3

Enter Search Criteria

Search for Classes

Federation University | Semester 1 2017

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject [BUACC]

Course Number [1508]

Course Career

Show Open Classes Only

Additional Search Criteria

Use Additional Search Criteria to narrow your search results.

Note: For students the Location field in Additional Search Criteria has been defaulted to their Home Provider Location.

[Return to Add Classes](#)

You can now select classes which are connected to this subject.

Generally you will want to select your lecture first. You'll be prompted to choose all options connected to that specific class. This may include labs, practicals, seminars or tutorials in any combination depending on the program structure.

Select a lecture.....

Open Closed

13 class section(s) found

BUACC 1508 - Principles of Accounting and Finance

Class	Section	Days & Times	Room	Instructor	Status	
20262	E101-EE1 Regular	We 2:30PM - 4:30PM We 2:30PM - 4:30PM	Lecture Theatre - H102 Lecture Theatre - H102	Jonathan Langton Staff	<input checked="" type="radio"/>	<input type="button" value="select"/>
20263	T101-TT1 Regular	Tu 2:30PM - 3:30PM Tu 2:30PM - 3:30PM	Classroom - H124 Classroom - H124	Jonathan Langton Staff	<input checked="" type="radio"/>	<input type="button" value="select"/>
20264	T102-TT1 Regular	Tu 10:30AM - 11:30AM Tu 10:30AM - 11:30AM	Classroom - H124 Classroom - H124	Jonathan Langton Staff	<input checked="" type="radio"/>	<input type="button" value="select"/>
20265	T103-TT1 Regular	Mo 12:30PM - 1:30PM Mo 12:30PM - 1:30PM	Classroom - T120 Classroom - T120	Jonathan Langton Staff	<input type="radio"/>	<input type="button" value="select"/>
20266	T104-TT1 Regular	Tu 4:30PM - 5:30PM Tu 4:30PM - 5:30PM	Classroom - T233 Classroom - T233	Jonathan Langton Staff	<input checked="" type="radio"/>	<input type="button" value="select"/>
20035	T105-TT1 Regular	Tu 1:30PM - 2:30PM Tu 1:30PM - 2:30PM	Classroom - F312 Classroom - F312	Jonathan Langton Staff	<input checked="" type="radio"/>	<input type="button" value="select"/>

...and select a tutorial and click next

Open Closed

	Class Nbr	Section	Component	Schedule	Room	Instructor	Status
<input type="radio"/>	20263	T101	Tute	Tu 2:30PM - 3:30PM Tu 2:30PM - 3:30PM	Classroom - H124 Classroom - H124	J. Langton	<input checked="" type="radio"/>
<input type="radio"/>	20264	T102	Tute	Tu 10:30AM - 11:30AM Tu 10:30AM - 11:30AM	Classroom - H124 Classroom - H124	J. Langton	<input checked="" type="radio"/>
<input type="radio"/>	20265	T103	Tute	Mo 12:30PM - 1:30PM Mo 12:30PM - 1:30PM	Classroom - T120 Classroom - T120	J. Langton	<input type="radio"/>
<input type="radio"/>	20266	T104	Tute	Tu 4:30PM - 5:30PM Tu 4:30PM - 5:30PM	Classroom - T233 Classroom - T233	J. Langton	<input checked="" type="radio"/>
<input type="radio"/>	20035	T105	Tute	Tu 1:30PM - 2:30PM Tu 1:30PM - 2:30PM	Classroom - F312 Classroom - F312	J. Langton	<input checked="" type="radio"/>
<input type="radio"/>	21401	T106	Tute	Tu 11:30AM - 12:30PM Tu 11:30AM - 12:30PM	Classroom - H124 Classroom - H124	J. Langton	<input checked="" type="radio"/>
<input type="radio"/>	22382	T107	Tute	Fr 1:30PM - 2:30PM	Classroom - B905	Staff	<input checked="" type="radio"/>
<input type="radio"/>	22383	T108	Tute	Tu 10:00AM - 11:00AM	Classroom - C004	Staff	<input checked="" type="radio"/>
<input type="radio"/>	22384	T109	Tute	Th 11:00AM - 12:00PM	Classroom - C902	Staff	<input checked="" type="radio"/>
<input type="radio"/>	22385	T110	Tute	We 9:00AM - 10:00AM	Classroom - B014	Staff	<input checked="" type="radio"/>

View All Sections | 21 First 1-10 12 14 Last

Those marked with a blue box are closed and cannot be selected

A summary appears of your selection appears. Click **NEXT**.

Shopping Cart

1

1. Select classes to add - Enrolment Preferences

Semester 1 2017 | Undergraduate | Federation University

BUACC 1508 - Principles of Accounting&Fina

Class Preferences

BUACC 1508-E101 Lec Open **Permission Nbr**

BUACC 1508-T102 Tute 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	Lec	We 2:30PM - 4:30PM	Lecture Theatre - H102	Jonathan Langton	03/01/2017 - 04/12/2017
		We 2:30PM - 4:30PM	Lecture Theatre - H102	Staff	05/03/2017 - 05/31/2017
T102	Tute	Tu 10:30AM - 11:30AM	Classroom - H124	Jonathan Langton	03/07/2017 - 04/11/2017
		Tu 10:30AM - 11:30AM	Classroom - H124	Staff	05/02/2017 - 05/30/2017

This class is added to your Shopping Cart. Click **SEARCH** to add the next class, following the same process.

Shopping Cart

Add Classes to Shopping Cart

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.

BUACC 1508 has been added to your Shopping Cart.

Semester 1 2017 | Undergraduate | Federation University

Open Closed

Add to Cart:
Enter Class Nbr **enter**

Find Classes
 Class Search
 My Requirements
 My Planner
search

Semester 1 2017 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BUACC 1508-T102 (20264)	Tu 10:30AM - 11:30AM Tu 10:30AM - 11:30AM	Classroom - H124 Classroom - H124	J. Langton	15.00	<input checked="" type="radio"/>
<input type="checkbox"/>	BUACC 1508-E101 (20262)	We 2:30PM - 4:30PM We 2:30PM - 4:30PM	Lecture Theatre - H102 Lecture Theatre - H102	J. Langton		<input checked="" type="radio"/>

for selected: **delete** **enrol**

Once you have added the second class to the Shopping Cart, tick both classes and select **VALIDATE**

Add to Cart:

Enter Class Nbr

Find Classes

Class Search
 My Requirements
 My Planner

Semester 1 2017 Shopping Cart							
Select	Class	Days/Times	Room	Instructor	Units	Status	
<input checked="" type="checkbox"/>	BUACC 1508-T101 (20005)	Th 11:00AM - 12:00PM	Classroom - B014	Staff	15.00	●	
	BUACC 1508-E101 (20002)	Th 10:00AM - 11:00AM We 1:00PM - 2:00PM	Lecture Theatre - B902 Lecture Theatre - B902	Staff		●	
<input checked="" type="checkbox"/>	BUMGT 2621-M104 (20023)	We 12:30PM - 1:30PM	Lecture Theatre - B902	Staff	15.00	●	

for selected:

Validate ensures you have no timetable clashes. We recommend using the validate function after adding each class to make sure no clashes have occurred.

Add Classes to Shopping Cart

View the following status report for enrolment confirmations and errors:

✔ OK to Add
✘ Potential Problem

Description	Message	Status
BUACC 1508	OK to Add.	✔
BUMGT 2621	OK to Add.	✔

If there is a timetable clash, a red X will appear next to this class number with a brief message. If you have a clash, click **SHOPPING CART...**

Add Classes to Shopping Cart

View the following status report for enrolment confirmations and errors:

✔ OK to Add ✘ Potential Problem		
Description	Message	Status
BUACC 1508	OK to Add.	✔
BULAW 1502	There is a time conflict for class number 20002 and class number 20014. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.	✘
BUMGT 2621	OK to Add.	✔

SHOPPING CART

...and **DELETE** the class. You can then add the class selecting an alternate time slot.

A successful validation with no clashes should look like this. Click **Shopping Cart**

Add Classes to Shopping Cart

View the following status report for enrolment confirmations and errors:

✔ OK to Add ✘ Potential Problem		
Description	Message	Status
BUACC 1508	OK to Add.	✔
BULAW 1502	OK to Add.	✔
BUMGT 1501	OK to Add.	✔
BUMGT 2621	OK to Add.	✔

SHOPPING CART

To enrol, select all the classes in your Shopping Cart you wish to enrol in and then click **ENROL**

Add to Cart:

Enter Class Nbr

Find Classes

Class Search
 My Requirements
 My Planner

Semester 1 2017 Shopping Cart							
Select	Class	Days/Times	Room	Instructor	Units	Status	
<input checked="" type="checkbox"/>	BUACC 1508-T101 (20005)	Th 11:00AM - 12:00PM	Classroom - B014	Staff	15.00	●	
	BUACC 1508-E101 (20002)	Th 10:00AM - 11:00AM We 1:00PM - 2:00PM	Lecture Theatre - B902 Lecture Theatre - B902	Staff		●	
<input checked="" type="checkbox"/>	BULAW 1502-T102 (20013)	Fr 1:30PM - 2:30PM	Classroom - C004	Staff	15.00	●	
	BULAW 1502-E101 (20003)	Mo 10:30AM - 12:30PM	Lecture Theatre - H101	Staff		●	
<input checked="" type="checkbox"/>	BUMGT 1501-T102 (20019)	Tu 11:30AM - 1:30PM	Classroom - C002	Staff	15.00	●	
	BUMGT 1501-E101 (20004)	Tu 1:30PM - 2:30PM	Lecture Theatre - T102	Staff		●	
<input checked="" type="checkbox"/>	BUMGT 2621-M103 (20022)	Mo 1:30PM - 4:30PM	Classroom - S239	Staff	15.00	●	

for selected:

A summary of your classes will appear

click **FINISH ENROLLING**

Shopping Cart

1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Semester 1 2017 | Undergraduate | Federation University

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
BUACC 1508-T101 (20005)	Principles of Accounting&Fina (Tute)	Th 11:00AM - 12:00PM	Classroom - B014	Staff	15.00	<input checked="" type="checkbox"/>
BUACC 1508-E101 (20002)	Principles of Accounting&Fina (Lec)	Th 10:00AM - 11:00AM We 1:00PM - 2:00PM	Lecture Theatre - B902 Lecture Theatre - B902	Staff		<input checked="" type="checkbox"/>
BULAW 1502-T102 (20013)	FUNDAMENTALS OF LAW (Tute)	Fr 1:30PM - 2:30PM	Classroom - C004	Staff	15.00	<input checked="" type="checkbox"/>
BULAW 1502-E101 (20003)	FUNDAMENTALS OF LAW (Lec)	Mo 10:30AM - 12:30PM	Lecture Theatre - H101	Staff		<input checked="" type="checkbox"/>
BUMGT 1501-T102 (20019)	MANAGEMENT PRINCIPLES (Tute)	Tu 11:30AM - 1:30PM	Classroom - C002	Staff	15.00	<input checked="" type="checkbox"/>
BUMGT 1501-E101 (20004)	MANAGEMENT PRINCIPLES (Lec)	Tu 1:30PM - 2:30PM	Lecture Theatre - T102	Staff		<input checked="" type="checkbox"/>
BUMGT 2621-M103 (20022)	BUSINESS COMMUNICATIO NS (Sem)	Mo 1:30PM - 4:30PM	Classroom - S239	Staff	15.00	<input checked="" type="checkbox"/>

Green ticks will appear against all classes you have successfully enrolled in. If a class could not be added, a red **X** will appear against this class. If you have successfully enrolled in your classes, click **MY CLASS SCHEDULE** to view your enrolment

Shopping Cart 1 2 3

3. View results

View the following status report for enrolment confirmations and errors:

Semester 1 2017 | Undergraduate | Federation University

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
BUACC 1508	Success: This class has been added to your schedule.	✔
BULAW 1502	Success: This class has been added to your schedule.	✔
BUMGT 1501	Success: This class has been added to your schedule.	✔
BUMGT 2621	Success: This class has been added to your schedule.	✔

[MAKE A PAYMENT](#) |
 [MY CLASS SCHEDULE](#) |
 [ADD ANOTHER CLASS](#)

A summary of all your classes can now be seen, to view your timetable select **WEEKLY CALENDAR VIEW**

My Class Schedule

Select Display Option List View **Weekly Calendar View**

Semester 1 2017 | Undergraduate | Federation University

Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes
 [filter](#)

BUACC 1508 - Principles of Accounting&Fina

Status	Units	Grading	Grade	Program	Deadlines
Enrolled	15.00	Graded (from 2010 onwards)	B	Business	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
20005	T101	Tute	Th 11:00AM - 12:00PM	Classroom - B014	Staff	27/02/2017 - 26/06/2017
20002	E101	Lec	Th 10:00AM - 11:00AM	Lecture Theatre - B902	Staff	27/02/2017 - 26/03/2017
			We 1:00PM - 2:00PM	Lecture Theatre - B902	Staff	27/04/2017 - 26/05/2017

BULAW 1502 - FUNDAMENTALS OF LAW

Status	Units	Grading	Grade	Program	Deadlines
Enrolled	15.00	Graded (from 2010 onwards)	B	Business	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
20012	T102	Tute	Fr 1:00PM - 2:00PM	Classroom - B014	Staff	27/02/2017 - 26/06/2017

You can now view your timetable and also toggle between weeks

My Class Schedule

Select Display Option List View Weekly Calendar View

<< previous week Week of 27/2/2017 - 5/3/2017 next week >>

Show Week of 27/02/2017 Start Time 8:00AM End Time 6:00PM refresh calendar

Time	Monday 27 Feb	Tuesday 28 Feb	Wednesday 1 Mar	Thursday 2 Mar	Friday 3 Mar	Saturday 4 Mar	Sunday 5 Mar
8:30AM							
9:30AM				BUACC 1508 Lecture 10:00AM - 11:00AM Mt Helen/B Building B902			
10:30AM	BULAW 1502 Lecture 10:30AM - 12:30PM Mt Helen/H Building H101			BUACC 1508 Lecture 10:00AM - 11:00AM Mt Helen/B Building B902 BUACC 1508 Tutorial 11:00AM - 12:00PM Mt Helen/B Building B014			
11:30AM		BUMGT 1501 Tutorial 11:30AM - 1:30PM Mt Helen/C Building C002		BUACC 1508 Tutorial 11:00AM - 12:00PM Mt Helen/B Building B014			
12:30PM							
1:30PM	BUMGT 2621 Seminar 1:30PM - 4:30PM Mt Helen/S Building S239	BUMGT 1501 Lecture 1:30PM - 2:30PM Mt Helen/T Building T102			BULAW 1502 Tutorial 1:30PM - 2:30PM Mt Helen/C Building C004		
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

To return to the home screen select HOME

Federation UNIVERSITY AUSTRALIA CS BUS.SUPPORT - CSBSPT

My Class Schedule

Select Display Option List View Weekly Calendar View

<< previous week Week of 27/2/2017 - 5/3/2017 next week >>

Show Week of 27/02/2017 Start Time 8:00AM End Time 6:00PM refresh calendar

Time	Monday 27 Feb	Tuesday 28 Feb	Wednesday 1 Mar	Thursday 2 Mar	Friday 3 Mar	Saturday 4 Mar	Sunday 5 Mar
8:30AM							
9:30AM				BUACC 1508 Lecture 10:00AM - 11:00AM Mt Helen/B Building B902			
10:30AM	BULAW 1502 Lecture 10:30AM - 12:30PM Mt Helen/H Building H101			BUACC 1508 Lecture 10:00AM - 11:00AM Mt Helen/B Building B902 BUACC 1508 Tutorial 11:00AM - 12:00PM Mt Helen/B Building B014			
11:30AM		BUMGT 1501 Tutorial 11:30AM - 1:30PM Mt Helen/C Building C002		BUACC 1508 Tutorial 11:00AM - 12:00PM Mt Helen/B Building B014			
12:30PM							
1:30PM	BUMGT 2621 Seminar 1:30PM - 4:30PM Mt Helen/S Building S239	BUMGT 1501 Lecture 1:30PM - 2:30PM Mt Helen/T Building T102			BULAW 1502 Tutorial 1:30PM - 2:30PM Mt Helen/C Building C004		
2:30PM							
3:30PM							
4:30PM							
5:30PM							

HOME