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**

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

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

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

Note: this view may differ from Faculty to Faculty

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

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

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

You will see your homepage.
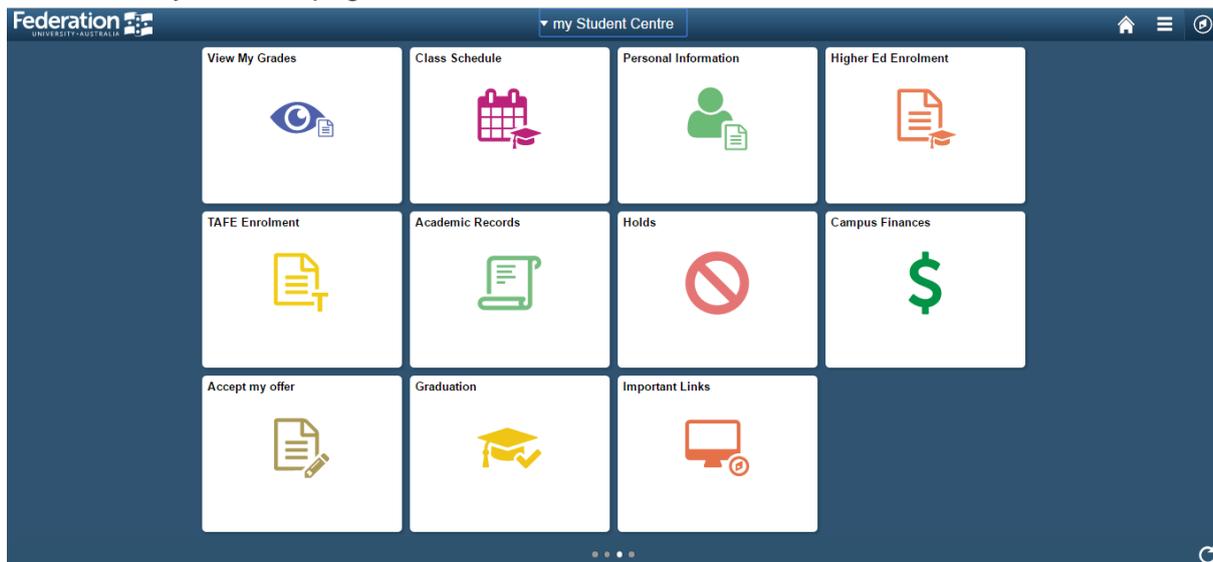
From the my Student Centre homepage select the **Enrolment Higher Education** tile.
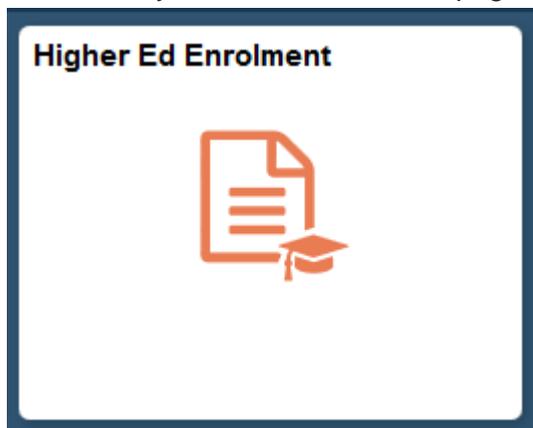
Your Enrolment Shopping Cart will show as being empty. To begin enrolling you will need to search for your first class. Click the green **SEARCH** button.
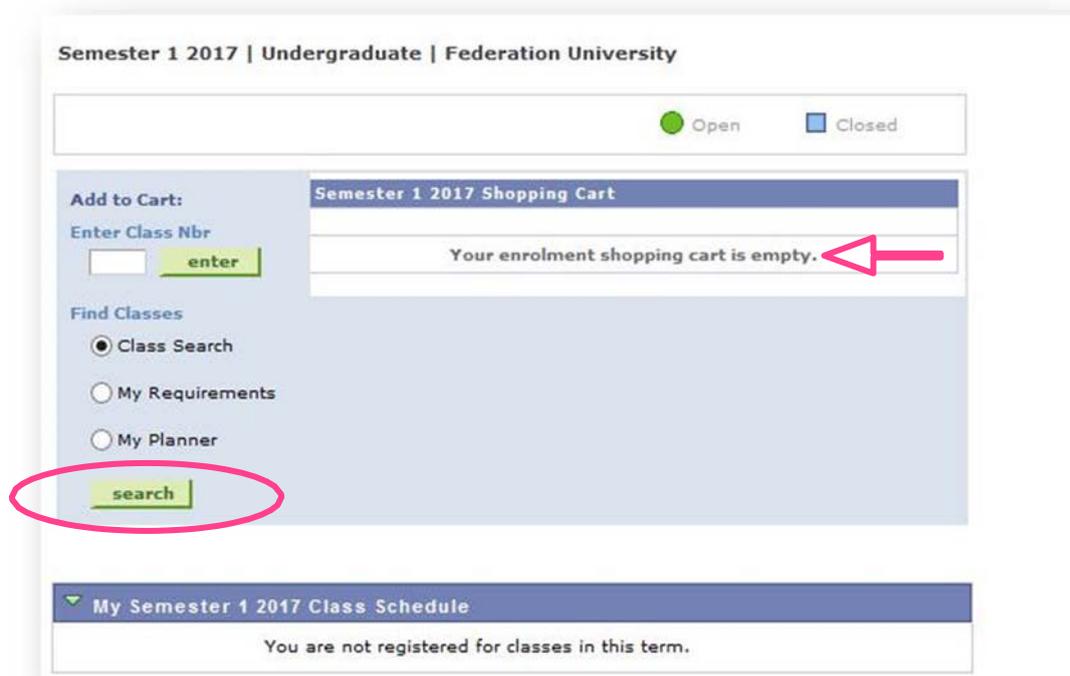
You can now search for your first class to add to your enrolment shopping cart. Refer to your program structure for the subject code. In our example. The first class was **BUACC1508 – Principles of Accounting & Finance**. In the subject field enter the letters and in the course number field enter the 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

Enter Search Criteria

1—2—3

Search for Classes

Federation University | Semester 1 201

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

▽ **Class Search**

Subject	select subject	[BUACC]
Course Number	is exactly ⌄	[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   CLEAR   SEARCH

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	●	select

Class	Section	Days & Times	Room	Instructor	Status	
20263	T101-TT1 Regular	Tu 2:30PM - 3:30PM Tu 2:30PM - 3:30PM	Classroom - H124 Classroom - H124	Jonathan Langton Staff	●	select

Class	Section	Days & Times	Room	Instructor	Status	
20264	T102-TT1 Regular	Tu 10:30AM - 11:30AM Tu 10:30AM - 11:30AM	Classroom - H124 Classroom - H124	Jonathan Langton Staff	●	select

Class	Section	Days & Times	Room	Instructor	Status	
20265	T103-TT1 Regular	Mo 12:30PM - 1:30PM Mo 12:30PM - 1:30PM	Classroom - T120 Classroom - T120	Jonathan Langton Staff	▪	select

Class	Section	Days & Times	Room	Instructor	Status	
20266	T104-TT1 Regular	Tu 4:30PM - 5:30PM Tu 4:30PM - 5:30PM	Classroom - T233 Classroom - T233	Jonathan Langton Staff	●	select

Class	Section	Days & Times	Room	Instructor	Status	
20035	T105-TT1 Regular	Tu 1:30PM - 2:30PM Tu 1:30PM - 2:30PM	Classroom - F312 Classroom - F312	Jonathan Langton Staff	●	select

…and select a tutorial and click next

| | Open | Closed |

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

View All Sections | First   1-10 of 12   Last

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

CANCEL | NEXT

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

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

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

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

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**

A summary of your classes will appear

click **FINISH ENROLLING**

Shopping Cart

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	🟢
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		🟢
BULAW 1502-T102 (20013)	FUNDAMENTALS OF LAW (Tute)	Fr 1:30PM - 2:30PM	Classroom - C004	Staff	15.00	🟢
BULAW 1502-E101 (20003)	FUNDAMENTALS OF LAW (Lec)	Mo 10:30AM - 12:30PM	Lecture Theatre - H101	Staff		🟢
BUMGT 1501-T102 (20019)	MANAGEMENT PRINCIPLES (Tute)	Tu 11:30AM - 1:30PM	Classroom - C002	Staff	15.00	🟢
BUMGT 1501-E101 (20004)	MANAGEMENT PRINCIPLES (Lec)	Tu 1:30PM - 2:30PM	Lecture Theatre - T102	Staff		🟢
BUMGT 2621-M103 (20022)	BUSINESS COMMUNICATIONS (Sem)	Mo 1:30PM - 4:30PM	Classroom - S239	Staff	15.00	🟢

CANCEL   PREVIOUS   FINISH ENROLLING

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

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

You can now view your timetable and also toggle between weeks

To return to the home screen select **HOME**