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

My Academics
- ![View My Grades]

(!) 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'.

![Student Centre]

John Smith

- Search
- Plan
- Enrol
- My Academics
- View My Grades

My Planner

- Add courses to Planner using: BROWSE COURSE CATALOGUE

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

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

2. Select ‘My Planner’, then select ‘Search’.

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.

Your enrolment shopping cart is empty.
3. Choose the course that you wish to enrol into. Eg. BUTSM 1501. Then click on ‘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’.
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’.

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

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

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’.
10. To complete your enrolment, select ‘Finish Enrolling’.

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)
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’.

   ![View results](image)

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

   ![My Class Schedule](image)
3. In the top right hand corner of the screen, select ‘Home’.

4. Select ‘weekly schedule’.
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’.
6. Your enrolment schedule will be displayed according to your selected options.

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

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 11800 FED UN/ (1800 333 864)

Good luck with your studies