

Federation College

Gippsland Campus

Horsham Campus

Mt Helen Campus

FAST (Foundation Access Studies) Enrolment Information

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Welcome to Federation College!

On behalf of Federation College, I would like to extend a warm welcome to Federation University Australia, and congratulate you on your decision to study with us.

You will have received your official offer via email, which includes your User ID and Password for **my Student Centre - mySC**, which is where you can accept/defer your offer, manage your enrolment, receive your results and view your invoices.

Guidelines on how to successfully complete your enrolment and other important information is provided below. Please click the link for your program, and work through each of the steps included there.

If you have any queries, please don't hesitate to contact the Student Development Unit via email study@federation.edu.au or telephone +61 3 51226767.

I wish you all the best with your future studies.

Dr Stuart Levy

Manager, Higher Education Programs

Federation University Australia College

How to Enrol

1. Proceed to the Online Enrolment Centre <https://mysc.federation.edu.au/psp/csprod/?cmd=login>
2. Logon to *my Student Centre* using the user ID and password provided in your offer letter which will be sent to you via email.
3. Complete your online checklist, (this must be done before you can enrol in classes), if you have not already done so.
4. Enrol into each of your classes for the forthcoming semester.

There is information contained in this booklet which will guide you through selecting the appropriate courses towards your program of study. Remember you must follow your program structure and satisfy the program rules and requirements to be eligible to complete the program. If you are uncertain about your course selection, please contact us.

You must enrol into courses online. If you require assistance with course selection or the online process please contact us.

The Student Development Unit are available to assist you with any issues related to enrolment.

Student Development Unit

Email: study@federation.edu.au

Phone: 03 5122 6767

Office: Building 1W, Room 321

Postal Address: Student Development Unit
Building 1W, Room 321
Federation University Australia, Gippsland Campus
Northways Road
Churchill Vic 3842

Enrolment Assistance

2014 Schedule of Enrolment Days

It is recommended for on-campus students to attend enrolment day. Please find your scheduled enrolment time below. If you are unable to attend on the day listed below, please ensure you contact the school prior to the day to indicate your intention to enrol. Failure to do so may result in your position in the program being given to another applicant.

Gippsland

Date	Time	Programs	Venue
Wednesday 18 June 2014 OR Wednesday 16 July 2014	10.00am 10.00am	FAST Foundation Access Studies	2E213 2E213

Horsham

Date	Time	Programs	Venue
Wednesday 18 June 2014 OR Wednesday 16 July 2014	1.00pm 1.00pm	FAST Foundation Access Studies	C90 C90

Mt Helen

Date	Time	Programs	Venue
Wednesday 18 June 2014 OR Wednesday 16 July 2014	1.00pm 1.00pm	FAST Foundation Access Studies	F302 F302

How to get to the Gippsland Campus

The campus is in the township of [Churchill](#). The 160-kilometre drive from Melbourne takes about two hours, heading east on the Princes Highway.

The campus is at Northways Road, Churchill, Victoria, Australia.

Public transport

Regular bus and train services link the Gippsland campus with Melbourne and regional towns.

From Melbourne

Train and coach services depart from Southern Cross and Flinders Street stations in Melbourne, running hourly on weekdays and less frequently at weekends.

The closest station to Gippsland Campus is Morwell Station, Old Princes Highway, on the Traralgon line.

The bus service is provided by [Latrobe Valley Bus Lines](http://www.lvbl.com.au/). (http://www.lvbl.com.au/) Route 2 (Churchill) runs hourly on weekdays and directly links the station and the campus. The timetable is designed to meet incoming trains from Melbourne.

Visit [Public Transport Victoria](http://ptv.vic.gov.au/) (http://ptv.vic.gov.au/) for more information on train and bus timetables.

During semester, the Campus also provides a subsidised shuttle bus from Morwell train station directly to the campus. It meets the 6.28am morning train from Melbourne (Southern Cross) at 8.37am on **weekdays** only.

From regional centres

Buses from the local towns of Morwell, Moe and Traralgon depart from the train stations in those towns.

For timetables, visit [Public Transport Victoria](http://ptv.vic.gov.au/) or contact Latrobe Valley Bus Lines on +61 3 5135 4700.

To catch a bus to Churchill or the campus, get off at Morwell station and follow the directions to the bus interchange on Commercial Road. It's a short walk from the station.

On campus, the bus arrives and departs from the campus bus loop (2B).

Tickets

You can buy V/Line tickets at major train stations, [online from V/Line](http://www.vline.com.au/home/) (http://www.vline.com.au/home/) or by phone: call 136 196.

Please note that the myki ticket system is being phased in on the Gippsland line from 8 July. More information: [myki to start on V/Line commuter services](#) and [myki](#) on the Public Transport Victoria website.

Bus tickets are available on board buses, but we advise using the Victorian [myki smartcard system](#). Your myki smartcard is valid for buses in the region as well as for all metropolitan public transport in Melbourne.

How to get to the Horsham Campus

Bus

Horsham provides a local bus service from the city to the campus (route 1).

[Horsham bus timetable](#)

[Regional bus fares](#)

Coach

V/Line operate a coach service from Nhil to Melbourne connecting Horsham with Nhil, Dimboola, Stawell, Ararat, Beaufort and Ballarat. Sandlant's operate a bus service from Ararat to Horsham with a stop in Stawell.

[V/Line coach timetables](#)

[Sandlant Coach Ararat-Horsham](#)

[Viclink journey planner](#)

[V/Line fares](#)

Cycling

Horsham campus is easily accessible by bicycle. The campus has undercover bike racks behind C building.

Car

Free parking spaces are available behind M and C buildings and in Bailie Street.

Car Pooling Software

Staff and students can sign up to our free online carpooling software to share a ride and save on fuel costs. Whether you're a driver or passenger, the carpooling software will find someone going your way to one of our campuses.

[Visit FedUni carpooling website](#)

How to get to the Mt Helen Campus

Bus

Davis Buslines operates between 5:30am to 9:30pm on a 30 minute service to Mt Helen Campus. Travel time is 20 minutes from the campus to Ballarat city. All bus services arrive and depart from the Ballarat Railway Station and connect with other bus routes and V/Line services. The bus to Mt Helen Campus is route 10 - Buninyong.

[Davis bus timetable](#)

[Mt Helen campus timetable - Buninyong route - 10](#)

[Regional bus fares](#)

V/Line Train / Coach

V/Line operate a rail service connecting Ballarat with Melbourne, Ararat and Maryborough. The Melbourne-to-Ballarat service departs from Southern Cross Station and stops at Melton, Bacchus Marsh, and Ballan. V/line buses connect Ballarat with Geelong and other regional centres. Davis Bus connect with V/Line train and buses from the Ballarat Railway Station.

[V/Line train and coach timetables](#)

[Viclink journey planner](#)

[V/Line fares](#)

Cycling

We have undercover secure bike parking with storage for over 60 bikes plus 10 lockable cages. Bike storage is located under P building (near Unisports weights room) and is free for students and staff. Lockable cages are available on request.

The facility has lockers, puncture repair kit and a clothes line to dry cycling clothes. Showers are located upstairs in P building.

All students and staff have been given access via their ID card. Entry is gained by swiping your card over the sensor. The sensor records who enters and exits the facility thereby making it quite secure. Users also need to abide by the terms and conditions located above the sensor. Contact the [Sustainability Officer](#) if your ID card does not open the gate

Car

Mt Helen Campus is 10km from the Ballarat CBD and travel times are 15 minutes when traffic volume is low and up to 30 minutes in busy periods. It's best to avoid Geelong Rd in school peak times as the road attracts significant congestion. Buninyong/Sebastopol Rd and Yankee Flat Rd are alternatives to Geelong Rd in peak travel times.

Car parking is also limited on the campus with only 1,300 free spaces and 350 permit spaces. The campus map (pdf 978kb) shows the location of the car parks.

Car Pooling Software

Staff and students can sign up to our free online carpooling software to share a ride and save on fuel costs. Whether you're a driver or passenger, the carpooling software will find someone going your way to one of our campuses.

[Visit FedUni carpooling website](#)

What to bring to enrolment

Here is a checklist of things you need to bring on the day:

- photo identification
- Offer letter
- your current address and phone details (including your mobile phone number)
- a copy of the courses you have enrolled into online
- your Tax File Number (TFN) or Certificate of Application for a TFN, if you are enrolling as a Commonwealth-supported student.

Other things you may need to bring

- if you are a permanent resident – the date your permanent residency was granted
- if you citizenship status has recently changed – evidence of your new status
- if you are applying for credit or advance standing – documentation of previous study to support your claim, such as an academic transcript and unit or study outlines

What if I cannot attend?

We encourage you to make every effort to attend the enrolment day for your course. However, we understand that sometimes it may not be possible to attend. If you are unable to attend don't panic, enrol online and then contact us as soon as possible to ensure we get the required information to you.

Orientation

Further information relating to sessions for O Week will be sent to your student email address closer to the time.

Program information

FA0 - FAST Foundation Access Studies

Requirements for the FAST program

Total Credit points – 60 points

1. FAST courses - four courses/60 points

You are required to enrol in all the compulsory courses listed below for 2014:

2014	Sem 2	FASTP1011 Intro to Tertiary Studies	15
		FASTP1013 Mathematics and Statistics	15
		FASTP1015 Academic Writing	15
		ATSGC1369 Understanding University Learning	15