

Re-enrolment Guide

Trimester 3, 2018



Welcome to MIT for Trimester 3, 2018.

Re-enrolling is easy and here is what you need to do.

Re-enrolment period
22 October – 02 November 2018

Tuition fees due date
22 October 2018

Enrolment amendment
08 and 09 November 2018

Trimester 3, 2018 Commencement
12 November 2018

Before enrolment

Your **study plan** lists the units you are required to study in your selected course. To view your study plan, login to [AMS](#) and click on 'my courses and units'. You must follow your study plan according to the unit sequence.

On enrolment days (22 October – 02 November, 2018)

Step 1 - Finance

- Go to Level 2 Finance Department (upon fee payment), to remove the Negative Service Indicator (NSI) from 'my Student Centre'. *Domestic Students deferring their tuition fee through HECS-HELP are not required to remove the NSI.*

Step 2 - Class numbers

- The list of units on offer is available on <https://online.mit.edu.au/ams/unitsoffered.aspx>. Please cross check the units you wish to enrol and record the class number.

Step 3 - Enrol in my Student Centre

- Login my Student Centre (<https://mysc.federation.edu.au>).
- Complete the 'Enrolment Checklist' and enrol using the class numbers.
For a step-by-step guide on how to enrol, please visit https://federation.edu.au/data/assets/pdf_file/0019/332524/How-to-enrol-in-classes-2017HE.pdf

Step 4 - Create Timetable in AMS

- A few hours** after you have enrolled on 'my Student Centre', login AMS to complete the 'Enrolment Checklist' and create your timetable.

After your enrolment

Changing your Enrolment

If you fail a pre-requisite unit or have a timetable clash, you must amend your enrolment on 08 & 09 November 2018. You can amend your enrolment by submitting an [Enrolment Amendment Form](#) to the Enrolment Officer in 301. *Note: Enrolment will only be amended if it is due to one of the reasons above or else seek approval from your course coordinator.*

Blocked enrolment

If you are unable to create your timetable on AMS after 1 working day you enrolled in MSC, then the most likely cause for this to occur is that your enrolment is blocked and that you will need to see your respective course coordinator for assistance prior to create the timetable.

Contacts

2M Main Reception	(03) 8600 6700
Academic Department	(03) 8600 6746
Finance Department	(03) 8600 6712
Admissions Department	admissions@mit.edu.au
Enrolments	enrolments@mit.edu.au
Student Counsellor	counsellor@mit.edu.au
MIT - IT Service Desk	servicedesk@mit.edu.au or (03) 8600 6725
FedUni - IT Service Desk	servicedesk@federation.edu.au or (03)5327 9999