Re-enrolment Guide
Trimester 2, 2022

Welcome Federation University students studying at MIT Melbourne.

Please note that you must re-enrol within the enrolment period to secure your position.

Online enrolments are now open and re-enrolling is easy, here is what you need to do.

Before Enrolment

Your *study plan* lists the courses you are required to study in your selected program.

To view your study plan, login to AMS and click on 'my courses and units'.

You must follow your study plan according to the course sequence.

On Enrolment Days (27 June - 11 July)

Step 1 - Class numbers
- Please cross check the courses you wish to enrol and record the class number. List of Courses

Step 2 - Enrol in my Student Centre
- Login to 'My Student Centre' and follow the prompts to enrol.

- Select '*Higher Ed Enrolment*' and search for your courses using the class numbers.
  View the Step by Step Guide for detailed instructions.

Step 3 - Create Timetable in AMS
- Approximately 30 minutes after you have enrolled on 'My Student Centre',
  login to AMS to complete the 'Enrolment Checklist' and create your timetable.

Changes To Your Enrolment

If you fail a pre-requisite course or have a timetable clash, you must amend your enrolment by 15 July 2022. You can amend your enrolment by submitting an Enrolment Amendment Form to enrolments@mit.edu.au

Note: Enrolment will only be amended if it is due to one of the reasons mentioned above or else seek approval from Belal Chowdhury, Federation University Programs Administrator at MIT Melbourne by booking an appointment through AMS. Click on the 'Appointment' Tab and follow the prompts.

For any other issues related to enrolment please contact enrolments@mit.edu.au

For health and welfare email our qualified counsellors at counsellor@mit.edu.au

Key Dates

Re-enrolment Period	27 June 2022 - 11 July 2022
Tuition Fees Due Date (exc. payment plans)	12 August 2022
Enrolment Amendment	14 - 15 July 2022
Trimester 2, 2022 Commencement	18 July 2022

Contacts

General Enquiries	(03) 8600 6700
Finance Department	(03) 8600 6712
Enrolments	enrolments@mit.edu.au
MIT - IT Help Desk	servicedesk@mit.edu.au or (03)8600 6725
Federation University - IT Help Desk	servicedesk@federation.edu.au or 1800 333 864