Welcome to MIT for Trimester 2, 2015.

To secure your place, you need to enrol within the re-enrolment period.

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

Before you enrol
1. Pay your tuition fees - 06 July 2015.

2. Unit selection
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.

The list of units on offer is available on https://online.mit.edu.au/ams/unitsoffered.aspx.

Cross check the units you wish to enrol with the units on offer.

On enrolment days (29 June – 10 July, 2015)

Step 1 - Finance
- Go to Level 2 Finance Department (upon fee payment), to remove the Negative Service Indicator (NSI) from ‘my Student Centre’.

Step 2 - Class numbers
- Meet with a Student Services Officer for assistance with unit selection and collect your study plan with class numbers.

Step 3 - Enrol in my Student Centre
- Login to my Student Centre (https://mysc.federation.edu.au).
- Complete the ‘Enrolment Checklist’ and enrol using the class numbers on your study plan.


Step 4 - Create Timetable
- A few hours after you have enrolled on ‘my Student Centre’, login to AMS - https://online.mit.edu.au/ams ), 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 16 & 17 July 2015. You can amend your enrolment by submitting an Enrolment Amendment Form to the Student Services Officer on Level 2M. **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 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 re-enrolment.

Contacts

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<tr>
<th>Contact</th>
<th>Phone</th>
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<tr>
<td>Reception</td>
<td>03 8600 6700</td>
<td><a href="mailto:servicedesk@mit.edu.au">servicedesk@mit.edu.au</a></td>
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<td>IT Service Help Desk - MIT</td>
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<td>myIT@FedUni Service Desk – FedUni (03)5327 9999 <a href="mailto:servicedesk@federation.edu.au">servicedesk@federation.edu.au</a></td>
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