

Re-enrolment Guide

Trimester 1, 2020

Welcome to MIT for Trimester 1, 2020.

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 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 (24 Feb – 06 Mar 2020)

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

- 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

http://federation.edu.au/_data/assets/pdf_file/0003/153921/Completing-your-enrolment-checklist-HE.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 by 13 March 2020. 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.



MELBOURNE
INSTITUTE OF TECHNOLOGY

Re-enrolment period

24 Feb – 06 Mar 2020

Tuition fees due date

24 Feb 2020

Enrolment amendment period

by 13 Mar 2020

Trimester 1, 2020 Commencement

16 Mar 2020

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

- 1 If you have any questions relating to payment, please contact the Finance Department on level 2, or email to finance@mit.edu.au
- 2 If you cannot login to AMS or a lab PC, the likely reason is that your password has expired or account is locked. Please go to <https://passwordreset.mit.edu.au> to reset/unlock your account. If you still cannot login, please contact the IT Service Desk at servicedesk@mit.edu.au or 8600 6725.
- 3 If you login to AMS successfully, but your enrolment is blocked, contact your Course Coordinator on Level 6 for assistance or 8600 6746. You may need an 'Intervention Strategy'.
- 4 If your COE has expired, see your Course Coordinator on Level 6 and then the Enrolment Officer on Level 2M to extend your COE. International students must have valid COE to enroll.
- 5 If you already selected your timetable, but there is no 'Process' button to click, it is because your 'Enrolment Checklist' has not been updated. The link of 'Enrolment Checklist' is on the top of your timetable in the yellow tab.
- 6 If you are already enrolled successfully, but want to change a unit, Please contact one of the Enrolment Officers or your Course Coordinator with signed Enrolment Amendment Form.
- 7 If you want to defer or withdraw, please make an appointment with the student counsellor on Level 2M by calling 8600 6700.
- 8 If you have any other questions relating to enrolment, please feel free to contact one of the Enrolment Officers on level 2M (or Lab 301 during the enrolment period), or enrolments@mit.edu.au or call 8600 6700.