

Re-enrolment Guide

Trimester 3, 2018



MELBOURNE
INSTITUTE OF TECHNOLOGY

Welcome to MIT in Trimester 3, 2018.

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.

Re-enrolment period

22 Oct – 02 Nov 2018

Tuition fees due date

22 Oct 2018

Enrolment amendment

08 & 09 Nov 2018

Trimester 3, 2018 Commencement

12 Nov 2018

1. Pay your tuition fees for Trimester 3, 2018.

Students have been sent an invoice via mail for the Trimester 3, 2018 enrolment period. If you have not received this, please contact the finance department on Level 2.

Students are required to pay their tuition fee by the due date in order to enrol. *Students deferring their tuition fee through FEE-HELP are not required to pay up-front.*

2. Re-enrol online via AMS.

The process to re-enroll for Trimester 3, 2018 remains the same.

Complete the following steps to re-enrol online via AMS.

Step 1. Log on to AMS (<https://online.mit.edu.au/ams/>).

Step 2. Click 'Online Enrolment' and complete your 'Enrolment Checklist'.

Step 3. Select the term of enrolment.

Step 4. Click 'Add unit' and select units that you wish to enrol and click 'Process enrolment'.

3. Timetable.

You can create your timetable from 22 Oct, 2018, upon fee payment.

Please note, students deferring their tuition fee through FEE-HELP will have their re-enrolment confirmed automatically and can create their timetable from 22 Oct, 2018.

To create your timetable, log on to AMS and select the 'Create Timetable' link.

Changing your Enrolment

If you fail a pre-requisite unit or have a timetable clash, you must amend your enrolment on 08 and 09 Nov, 2018. You can amend your enrolment by submitting an Enrolment Amendment Form to the enrolment staff in L301.

You can get the Enrolment Amendment Form in 2M reception, L301 and Level 6 reception.

Having trouble enrolling? Here are hints that may assist you!

Blocked enrolment

If you are unable to re-enrol directly 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.

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1. If you have any questions relating to payment, please contact the Finance Department on level 2, or finance@mit.edu.au, or 8600 6712.
2. If you cannot login to AMS or a lab PC, the likely reasons are your password is 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 for assistance on level 6 or 8600 6746. You may need to implement an 'Intervention Strategy'.
4. If your COE has expired, see your course coordinator on level 6 and then the Admissions Department on level 2M to extend your COE. International students must have valid COE to enrol.
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 the enrolment staff to get an "enrolment amendment form" in 2M reception, L301 and Level 6 reception. And then get approval from your course coordinator on level 6.
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 the enrolments officer - Lin Zhan on level 2M (or Lab 301 during the enrolment period), or enrolments@mit.edu.au or call 8600 6700.