Re-enrolment Guide

Trimester 2, 2018

Welcome to MIT for Trimester 2, 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	
25 June 2018 – 06 July 2018	
Tuition fee due date	
25 June 2018	
Enrolment amendment	
12 and 13 July 2018	
Trimester 2, 2018 Commencement	
16 July 2018	

Before you enrol

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 (25 June 2018 – 06 July 2018)

Step 1 - 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.
  For a step-by step guide on how to enrol, visit
  https://federation.edu.au/__data/assets/pdf_file/0019/332515/Completing-your-enrolment-checklistHE2017.pdf

Step 2 - 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 12 & 13 July 2018. You can amend your enrolment by submitting an Enrolment Amendment Form to the Student Services Officer on Level 7. *Note: Enrolment will only be amended if it is due to one of the reasons above.*

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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