

Re-enrolment Guide

Trimester 2, 2022

Welcome Federation University students studying at MIT Sydney.

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.syd@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 Beverley Jones, Federation University Programs Administrator at MIT Sydney 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.syd@mit.edu.au

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

Key Dates

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|---------------------------------------------------|-----------------------------|
| 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

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| General Enquiries | (02) 8267 1400 |
| Finance Department | (02) 8267 1441 |
| Enrolments | enrolments.syd@mit.edu.au |
| MIT - IT Help Desk | servicedesk@mit.edu.au or (02) 8267 1421 |
| Federation University - IT Help Desk | servicedesk@federation.edu.au or 1800 333 864 |