ENROLLING AT FLINDERS
2015 Commencing Student Enrolment Guide
flinders.edu.au
Looking for your Student ID number? Click on New students from the Flinders home page to access your personal 5 steps to Flinders which includes your Student ID number.

Where do I find the information I need on the Flinders website?

Choose Current students on the Flinders home page to find all the information you will need while you prepare for study. Find links on this page for:
- Courses, topics and timetable
- Dates
- Enrolment information
- Fees and financial assistance
- Student computing

Follow the buttons to the New Students page, the Student info system, and Flinders Learning Online (FLO). Go to FLO to find your email account, topic and library resources, an electronic diary and University news and announcements.

Need more help? You can always Ask Trim. For more details see page 9.

Your personal 5 steps to Flinders is a web page that will help you work through each of the steps in this enrolment guide and link you to services as you enrol. Click on the New students button from the Current students page to access your personal 5 steps to Flinders.

Ensure that you make note of your Flinders University Student ID number when you first access your personal 5 steps to Flinders page.

Students with SATAC offers can also access their 5 steps to Flinders page by clicking on the link from their emailed course offer.

Please ensure that you read your SATAC offer letter carefully as offers into some courses have conditions. You may be required to enrol in topics by the deadline stated on your offer letter or you will lose your place in the course.

Direct offers from Flinders, including offers for Honours and for international students, include your Student ID number which can be used to access your 5 steps to Flinders page. Click on the New students button from the Current students page.

FIVE STEPS TO FLINDERS

Step 1 – Plan your study
Course rule / Information sessions / Course advice / Topic and timetable information

Step 2 – Access the student information system
Student ID number and FAN / Update personal details / Submit your Commonwealth Assistance Forms (CAFs)

Step 3 – Enrol in topics and register for classes
Enrol in topics / Register for classes / Print a timetable / Change enrolment

Step 4 – Orientation and transition
Orientation sessions / Transition to Uni

Step 5 – Don’t forget...
Pay fees / Student ID card / Getting to Flinders / Scholarships / Rights and responsibilities
Plan your study for 2015 before you enrol in topics and register for classes

You need to know which topics are required for your course, and which topics you should enrol in first. You may need to decide on subject areas if majors, minors, specialisations or streams are part of your course requirements.

Read your course rule

The course rule shows the topics you need to study in order to complete your course. This may include core, option and elective topics, and details of specialisations, streams, and major and minor areas of study. Read this first, before you attempt to enrol.

The course rule will help you decide which topics or subject areas interest you. A link to your course rule can be found on your personal 5 steps to Flinders page or look for topics at Current students>Courses, topics and timetables.

Attend an information session

Course advice and information sessions may be offered for your course. These sessions are an important way to find out about the requirements of your course, which topics to enrol in, and when and where they are offered.

Check your 5 steps to Flinders page for session details or check the course advice details page at Current students>Enrolment information.

Step 1: PLAN YOUR STUDY

Seek advice

Still unsure which topics to enrol in? The Course Coordinator and the Administrative Officer for your course can assist you with course advice.

Find their contact details on your 5 steps to Flinders page, or select your course from the Course advice details at Current students>Enrolment information.

Find topics & plan your timetable

The topics 2015 site has information on each topic, including the syllabus, any prerequisites, timetable and fees. Follow the link from your 5 steps to Flinders page or search for topics at Current students>Courses, topics and timetables.

A timetable planner to help schedule your classes can be accessed from Current students>Enrolment information.

Some intensives and summer topics have early or late start dates, check the timetable for details.

How many topics should I enrol in?

Full-time students normally complete 18 units each semester, or 36 units a year. This usually means enrolling in 4 topics per semester, if your topics are worth 4.5 units each. In some circumstances you may enrol in more than 36 units — this is called an overload.

Special approval is required for any overload of more than 22.5 units per semester. If your topics are worth 4.5 units each you can request overload approval by submitting a help request via Ask Tim. See Need Help? on page 9 for details.

Students receiving Youth Allowance or Austudy from Centrelink must be enrolled in at least 13.5 units each semester. If you are enrolled in 2 separate courses which are not recognised as official combined degrees at Flinders University, then you must be enrolled in at least 13.5 units in one of your courses each semester to remain eligible for Youth Allowance or Austudy.

If you are an international student studying in Australia on a student visa, go to Current students>Enrolment information>Information for International students for details of your enrolment responsibilities.

Do you wish to defer your offer or apply for credit?

Use the following links listed under Enrolment change from Current students>Enrolment information:

• Defer or accept offers
• Apply for credit for previous study

Locate your Flinders Student ID number

Your Flinders Student ID number is a seven-digit number like 2194567 and can be found at the top of your personal 5 steps to Flinders page. Your Student ID number is required to manage your enrolment, as well as other student administration and services throughout your study.

My Student ID number is

2194567

You will use your Student ID number and password to access your enrolment details on the Student Information System.

Activate your login code (FAN) and password

Before you can access any of the online student services at Flinders University you will need to activate your login code (known as your FAN or Flinders Authentication Name) and set a secure password.

Use the links on your 5 steps to Flinders page or choose ‘Obtain your FAN’ on the Current students>Student computing page.

You will use your FAN and password for a range of University services, including accessing Flinders Learning Online. Guidance for setting a new password can be found on the Secure Passwords section of the FAN page at Current students>Student Computing.

Access the Student Information System

The Student Information System is where you will manage your enrolment, organise your timetable, and find your fee account. Go to the Current students link on the Flinders home page.

• Click on the ‘Student info system’ button
• Log in using your Flinders Student ID number and password

Update your personal details

Please ensure you have checked each of the below details and either update or confirm them as correct. You will not be able to proceed with your enrolment until this has been done. Use the left-hand menu to:

• Check your name, date of birth and gender details
• Check your address, phone, email and emergency contact details
• Check your citizenship and residency details
• Update your cultural details
• Update any disability details
• Update your parent or guardian education details

Submit a Request for Commonwealth Assistance Form (CAF)

Which form do I submit?

There are three Commonwealth Assistance Forms (CAFs):

• Request for Commonwealth assistance and HECS-HELP
• Request for FEE-HELP assistance
• Request for SA-HELP assistance

A Request for Commonwealth assistance and HECS-HELP form must be completed by all students who are offered a Commonwealth supported place prior to enrolling in a new course. This includes permanent residents and New Zealand citizens who are required to pay student contribution amounts upfront. Australian citizens and permanent humanitarian visa holders may also apply for HECSHELP assistance on this form for or all or part of their student contribution amounts.

Note: Whilst eligible for Commonwealth support, permanent residents and New Zealand citizens are not eligible to defer their student contribution amounts to HECS-HELP.

Fees paying students (Australian citizens and permanent humanitarian visa holders only) may apply for FEE-HELP assistance for all or part of their tuition fees. To apply complete a Request for FEE-HELP assistance form before, or soon after, enrolment, and no later than the census date.

SA-HELP is a loan scheme that assists Australian citizens and permanent humanitarian visa holders to pay their student services and amenities fees. If you wish to defer your student services and amenities fees you must submit a Request for SA-HELP assistance form in addition to any HECS-HELP or FEE-HELP forms you may have already lodged.

International students are not eligible for Commonwealth assistance and do not need to complete a CAF.

To complete your form(s):

Log in to the Student Information System and select the ‘My Commonwealth Assistance’ tab.

Where a CAF is required, you must submit a form for each course that you are enrolling in. You will also need to submit an additional Request for SA-HELP assistance form to defer student services and amenities fees.

Your Tax File Number (TFN) is required to defer fees and must be entered in each relevant CAF. The tax file number field may be left blank in the Request for Commonwealth assistance and HECS-HELP form. However, if you are eligible and wish to defer fees to HECS-HELP, you must provide your TFN to Student Finance Services by the census date.

If you do not supply a TFN by the census date and you have unpaid student contribution amounts or tuition fees, your enrolment will be cancelled.

Check that your form has been approved. If the status is ‘invalid’, note the reason for this next to the ‘invalid’ status.

For further support with your CAF submission, call Student Finance Services for advice. See page 10 for contact details.

Step 2: ACCESS THE STUDENT INFORMATION SYSTEM

Step 1 checklist

To complete this step make sure you:

• Read your course rule
• Attend an information session (if applicable)
• Seek advice from your Faculty/ School staff (where necessary)
• Check topic and timetable information online

Step 2 checklist

To complete this step make sure you:

• Locate your Student ID number
• Activate your FAN
• Update/confirm your personal details
• Submit your CAF(s) (if applicable)
STEP 3: ENROL IN TOPICS AND REGISTER FOR CLASSES

Enrolment and class registration schedule

<table>
<thead>
<tr>
<th>Topic Areas</th>
<th>Enrol in topics from</th>
<th>Register in upper level classes from 10am on:</th>
<th>Register in first year undergraduate classes from 10am on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACES, ALOD, BAC, BII, BTEL, BTP, CHEM, CHM20, COM, CTTC, DYSN, DOI, DORS, EASCE, ECON, ENGR, ENVH, ENVR, FACH, HACM, HHLE, HSMT, MATH, MSCS, MGEC, MDMD, MDPP, MIAI, NANO, NURS, NURS, NUTD, OCC, OPTO, PHIL, PARA, PHCa, PHYS, PHTH, PSYCH, PSYCHO, REHT, REHM, SECH, SICP, SPHT, STAT, STAT, WARM</td>
<td>Monday 24 November 2014</td>
<td>Thursday 4 December 2014</td>
<td>Monday 2 February 2015</td>
</tr>
<tr>
<td>EDES</td>
<td>Tuesday 25 November 2014</td>
<td>Friday 5 December 2014</td>
<td>Tuesday 3 February 2015</td>
</tr>
<tr>
<td>AMST, ARCH, ARTS, ASST, AUST, CHIN, COME, CRE, CUTU, DACM, DCRM, DRAG, DVTE, ENGL, ENSV, ESS, FREN, FSHN, GEOG, GLOB, HIST, HUFP, INDO, INTJ, INTL, ITAL, LAMS, LANC, LUNG, MCRE, PHIL, POLI, PPHR, PROL, PSYCL, PSYCH, PSYCH, SBSR, SCML, SODE, SOLI, SPAN, THED, TOUR, VISA, WWIT, WORK</td>
<td>Thursday 27 November 2014</td>
<td>Monday 8 December 2014</td>
<td>Wednesday 4 February 2015</td>
</tr>
<tr>
<td>BUS, CRM, CRUI, DELL, ERCH, LLAB, LLIB</td>
<td>Monday 1 December 2014</td>
<td>Wednesday 10 December 2014</td>
<td>Thursday 5 February 2015</td>
</tr>
<tr>
<td>HIST, MIDN, NURS</td>
<td>Tuesday 2 December 2014</td>
<td>Thursday 11 December 2014</td>
<td>Friday 6 February 2015</td>
</tr>
</tbody>
</table>

If you need advice on which topics to choose, see Step 1: Plan Your Study. Use the 'Enrol' checkboxes on the right hand side of the page and the 'Next' button at the bottom of the page to enrol in topics. You must confirm topic enrolments by selecting 'Save' on the next screen. Use the 'View My Current Enrolment' side menu option to check that you have successfully enrolled. If you need direction on how to enrol in topics, check your confirmation of enrolment email or contact the Student Information System. To withdraw from a topic, use the 'Withdraw from topics' side menu option on the 'My Enrolment' tab of the Student Information System. You must withdraw before the census date to avoid incurring student contribution amounts, tuition fees, and student services and amenities fees. Note: unenrolling from a class does not withdraw you from a topic. The University must comply with Australian Government legislation in regard to census dates for topics and cannot make special provisions if you have failed to enrol or withdraw on time.

Enrolling in topics in My Enrolment

The enrolment and class registration schedule on page 5 shows the date and time classes open for registration. You will need to register in each activity (eg lectures, labs and tutorials) for each of the topics you have enrolled in. Some topics (eg Distance Education) may not have timetabled classes.

1. Log in
Use the link on the 5 steps to Flinders page or go to the Current students page.

2. Choose your course
Click on the 'My Enrolment' tab and then select the course you want to enrol in. If you are still deciding between topics, enrol in a few topics at a time if you are inactivity you will be disconnected. Be aware that after 15 minutes of inactivity you will be disconnected from the system and any topics on your Potential Enrolment List will be deleted. Enrol in a few topics at a time if you are still deciding between topics.

3. Select your topics
Read, accept and submit the Enrolment Declaration. Select the 'Accept the Enrolment Declaration for this Course' link located above your planned topics.

Registering in classes in My Timetable

When no places remain in a class waitlisting becomes available and you will see a clock icon against the class. If you waitlist for a class you will automatically be registered for that class if a place becomes available. Think about registering in an alternative class if possible. See waitlisting closing dates on page 10. Classes with a chain icon are part of a stream of related classes for the topic. If your classes have this icon, you will need to choose a stream which will register you into a series of classes. Note that you cannot register in individual classes from different streams. It is your responsibility to ensure you can meet the attendance requirements for your topics.

1. Log in
Use the link on the 5 steps to Flinders page or go to the Current students page.

2. Register in classes
Select the 'My Timetable' tab. All available classes will be displayed on the timetable grid. You may already be registered in some classes (coloured light grey). If there is only one class available, registration occurs automatically when you enrol. In this case you will see a half-full or full hourglass next to the relevant topic.

3. Check and print your timetable
Click on the 'Print' icon just above the grid to obtain a printer-friendly copy of your timetable. You can select a 'Week Starting' period and view/print a timetable for just one week.

Visit Current students > Enrolment information > Step 3 for further details on how to register in classes in the Student Information System.

Add a topic, withdraw from a topic or change classes
You can add or withdraw from topics, or change classes, up until the last date to add or withdraw from topics – see Important dates you need to know on page 10.

To add topics or change classes, log in to the Student Information System and make any changes required. Special approval is required for enrolment after the last date to add topics, but prior to the census date. Find more information at flinders.edu.au/asktrim.

To withdraw from a topic, use the 'Withdraw from topics' side menu option on the 'My Enrolment' tab of the Student Information System. You must withdraw before the census date to avoid incurring student contribution amounts, tuition fees, and student services and amenities fees.

Note: unenrolling from a class does not withdraw you from a topic. The University must comply with Australian Government legislation in regard to census dates for topics and cannot make special provisions if you have failed to enrol or withdraw on time.

Step 3 checklist
To complete this step make sure you:

- Enrol in topics
- Register in all classes
- Check your confirmation of enrolment and timetable
STEP 4: ORIENTATION AND TRANSITION TO UNIVERSITY

Participate in Orientation Week
Get the best start possible at Flinders University, both academically and socially by attending as many orientation activities as possible.

Flinders University’s orientation program will help you to find your way around campus, find out what's on and what services will help you.

Make sure that you enjoy the social side of university life too!

More information can be found on the Orientation website. Follow the link on your 5 steps to Flinders page or from Step 4 at Current students>Enrolment information.

The International Student Services Unit (ISSU), located in the Union Building (Lindcroy), offers orientation and other helpful introductory sessions for international students. See page 10 for contact details.

Transition to Uni
Make your transition to university as easy as possible. The Transition to Uni webpage will help you become familiar with the University and where to find help if needed.

Planning ahead, becoming involved and establishing a support network very early on will improve your first year experience. For more information on the wide range of resources available to you, follow the link on your 5 steps to Flinders page or from Step 4 at Current students>Enrolment information.

If you get stuck or have a question, contact the Transition Office. Staff are always willing to assist. See contact details on page 10.

Step 4 checklist
To complete this step make sure you:

- Attend orientation activities
- Check out transition resources online

STEP 5: DON’T FORGET...

Fees
The amount you will pay for your course will depend on whether you are a:
• Commonwealth supported student;
• Domestic fee-paying student; or
• International student.

In addition to your course fees, most students will incur a compulsory student services and amenities fee. You may also need to pay for textbooks and readings, stationery equipment (such as lab costs), and fieldwork. Other costs may include transport, parking, relocation and accommodation costs.

Get your Fee Account
The University will send you an invoice when you enrol or change your enrolment, but your up-to-date Fee Account is always available online. Make sure you check your Fee Account and ensure your fees are paid by the due date.

Log in to the Student Information System using your Flinders Student ID number and password. Click on the ‘My Finances’ tab. From this page you will be able to view outstanding and historical transactions, pay outstanding fees and request a copy of your Fee Account by email.

Know when classes start
Make sure you know when classes commence. Some classes are held in alternating weeks or may not start until later in the semester. Print your timetable.

Obtain your student ID card
Your student ID card is required to borrow books from the library, store credits required for photocopying and printing, attend examinations, obtain an academic transcript, obtain student concessions from transport and businesses (including those on campus), access Flinders University buildings, and for attendance at student organised functions.

You must be enrolled in order to obtain a card, which will show your full or part-time status for the year.

For information on how to obtain your student ID card, follow the link on your 5 steps to Flinders page or from Step 5 at Current students>Enrolment information.

Getting to Flinders
Public transport information and information on car pooling, car parking and parking permits can be found by following The campus link from the Flinders home page.

Investigate scholarships
A wide range of University, government and non-government scholarships are available to students. Selection is normally based on academic merit and/or demonstrated need. See Current students>Scholarships for more information.

Student services and amenities fee
All students are charged a compulsory student services and amenities fee, which is $236 for full-time students in 2015 and less for part-time and some external students.

For international students commencing in 2015, the student services and amenities fee is included in your tuition fee.

See Current students>Fees and Financial assistance for the detailed fee schedule and SA-HELP information.

Equal opportunity policies and procedures
Flinders University values and respects the social, cultural and linguistic diversity of its community and encourages inclusive practices in order to provide an environment that is creative, innovative, flexible and productive. If you are feeling harassed or discriminated against, make contact with an Equal Opportunity Contact Officer or the Equal Opportunity Adviser on (08) 8201 2138.

More information
Use the following links to get further information from Current students>Enrolment information:
- Information for Commonwealth supported students
- Information for Fee-paying students
- Information for International students
- Information for External students
- Information for Cross-institutional students
- Information for Non-award students
- Information for study abroad & exchange students

Step 5 checklist
To complete this step make sure you:

- Check your Fee Account
- Obtain your student ID card
- Learn about your rights and responsibilities
NEED HELP?

Click on the question that applies to you and Trim will provide an answer. If you can’t find what you’re looking for, you can also use the search field in the upper-right corner of the screen to do a keyword search. You can print or email Trim’s answer by selecting the link in the bottom-right hand corner of the screen.

Why ask Trim?
Trim was a ship’s cat and faithful friend of explorer Matthew Flinders as he circumnavigated and mapped the Australian coastline in the early 1800s. Trim travelled the globe and survived shipwrecks. He has gone to battle with pirates and dined on the finest seafood. Some even say that Trim was the brains behind Matthew Flinders’ entire operation.

Ask Trim Support Centre
Visit the Enrolment Support Centre on the Central Library where staff will be available to assist with your online enrolment queries. The centre is open on Monday to Friday from:
- 12 January 2015 to 13 March 2015 from 9am–5pm
- 20 July 2015 to 7 August 2015 from 9am–5pm

Contact the Student Centre
For general enquiries about enrolment or fees, contact Enrolment Services or Student Finance Services on Monday to Friday from 9am–5pm.

Waitlisting closes on:
- Friday 20 February 2015 for Semester 1 topics
- Friday 17 July 2015 for Semester 2 topics

Classes normally start in the week commencing:
- Monday 2 March 2015 for Semester 3 topics
- Monday 27 July 2015 for Semester 2 topics

Summer and other non-semester topics have different start and census dates – check your timetable for details.

The last day to enrol in topics or change your class registration is:
- Friday 13 March 2015 for Semester 1 topics
- Friday 7 August 2015 for Semester 2 topics

The last day to pay your fees is:
- Friday 13 March 2015 for Semester 1 topics
- Friday 7 August 2015 for Semester 2 topics
- The last day of teaching or the census date, whichever date is earlier for summer and other non-semester topics

The last day to withdraw from topics without incurring student contribution amounts or tuition fees – the census date is:
- Friday 3 April 2015 for Semester 1 topics
- Friday 28 August 2015 for Semester 2 topics
- Specified dates for summer and other non-semester topics – check your Confirmation of Enrolment or the timetable for details

Census dates for all topics are published on the timetable or at Current students>Dates>Census dates.

Other critical enrolment dates can be found at Current students>Dates>Academic year dates.

IMPORTANT DATES YOU NEED TO KNOW

Waitlisting closes on:
- Friday 20 February 2015 for Semester 1 topics
- Friday 17 July 2015 for Semester 2 topics

Classes normally start in the week commencing:
- Monday 2 March 2015 for Semester 3 topics
- Monday 27 July 2015 for Semester 2 topics

Summer and other non-semester topics have different start and census dates – check your timetable for details.

The last day to enrol in topics or change your class registration is:
- Friday 13 March 2015 for Semester 1 topics
- Friday 7 August 2015 for Semester 2 topics

The last day to pay your fees is:
- Friday 13 March 2015 for Semester 1 topics
- Friday 7 August 2015 for Semester 2 topics
- The last day of teaching or the census date, whichever date is earlier for summer and other non-semester topics

The last day to withdraw from topics without incurring student contribution amounts or tuition fees – the census date is:
- Friday 3 April 2015 for Semester 1 topics
- Friday 28 August 2015 for Semester 2 topics
- Specified dates for summer and other non-semester topics – check your Confirmation of Enrolment or the timetable for details

Census dates for all topics are published on the timetable or at Current students>Dates>Census dates.

Other critical enrolment dates can be found at Current students>Dates>Academic year dates.

CONTACT DETAILS

Admissions/Prospective Students Office
Web: flinders.edu.au/future-students/info-and-contacts
Ph: (08) 8201 3146
Email: admissions@flinders.edu.au
Location: Student Centre

Cashiers Office
Web: flinders.edu.au/finance/about-contacts/cashiers-office.htm
Ph: (08) 8201 3146
Email: cashiers@flinders.edu.au
Location: Union Building

Enrolment Services
Web: flinders.edu.au/enrolling
Ph: (08) 8201 3950 or 1300 360 351
Request help: flinders.edu.au/asktrim
Location: Student Centre

FLO Student Help Desk
Password, FAN & FLO queries
Web: flinders.edu.au
Ph: (08) 8201 2371
Email: fusa@flinders.edu.au
Location: University Hall

International Centre
Web: flinders.edu.au/international-students/services
Ph: (08) 8201 2727
Email: transition@flinders.edu.au
Location: Student Centre

International Student Services Unit
Web: flinders.edu.au/international-students/services
Ph: (08) 8201 2717
Email: issu@flinders.edu.au
Location: Union Building (Undercroft)

Student Finance Services
Web: flinders.edu.au/fees
Ph: (08) 8201 3143 or 1300 360 351
Email: issu@flinders.edu.au
Location: University Hall

International Student Services Unit
Web: flinders.edu.au/international-students/services
Ph: (08) 8201 2727
Email: transition@flinders.edu.au
Location: Student Centre

Transition Office
Web: flinders.edu.au/transition
Ph: (08) 8201 3121
Email: transition@flinders.edu.au
Location: Student Centre