The Flinders Foundation Studies Program is offered by Flinders University in partnership with TAFESA. As a participant in this program you will need to be enrolled as a student at Flinders University.

You will need to enrol for the overall program:
• FNST0100 Flinders University: Foundation Studies Program

and for each of the individual topics to be studied:
• FNST0101 Introduction to University Study through Academic Writing
• FNST0102 Developing the Skills of Academic Literacy
• FNST0103 Developing the Skills of Academic Numeracy
• FNST0104 Flinders University: An Introduction to Different Areas of Study

You will be able to enrol in the program and the four core topics once you have received your Foundation Studies Program offer from Flinders University.

Enrolment is available online, wherever you have internet access. You are encouraged to complete your enrolment by following the step-by-step instructions below.

If you would like assistance to enrol, please attend one of the Enrolment Sessions held on:
• Tuesday, 8 July 2014 in Room E221 (Computer Suite) TAFESA Noarlunga, Ramsay Place, Noarlunga Centre from 11–1pm; or
• Wednesday, 9 July 2014 in the Library, TAFESA Adelaide City, Light Square, Adelaide from 11–1pm

Directions to each room will be posted from the Client Services office for each campus. Maps for TAFESA Adelaide and Noarlunga campuses can be found at tafesa.edu.au/campuses

Find your Flinders Student ID number

Your Flinders Student ID number is a seven-digit number like 2194567 and can be found on your offer letter. Your Student ID number will be required to manage your enrolment, obtain a Student ID card, and submit your assignments.

My Student ID Number is:

2 1

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.

You will use your FAN and password for Flinders Learning Online (FLO) and Flinders email. You will use your Student ID number and password to amend your enrolment details on the Student Information System.

• Go to flinders.edu.au/fan
• Select ‘Activating your FAN’ on the main page
• Click on ‘New students – obtain your FAN’.

To activate your FAN you will need your Student ID number and birthdate to create your initial password. The initial password uses the last four numbers of your Student ID number followed by the day and month of your birthdate. For example, if your Student ID number is 2194567 and your birthdate is 4 March, your initial password will be 45670403.

My initial password is:

<table>
<thead>
<tr>
<th>Student ID Number:</th>
<th>Birthdate day/month:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 1</td>
<td></td>
</tr>
</tbody>
</table>

... this is your initial password ...

• Add your Student ID number and initial password and click ‘Go’

Your FAN will be displayed.

My FAN is:

• Read and agree to the Conditions of Use of the University’s ICT Resources and click on ‘Authenticate’ your FAN.

• You will now need to set a secure password that is between 8-10 characters long. Guidance for setting a new password can be found on the Secure Passwords section of the FAN web page on the Flinders University website. Go to flinders.edu.au and follow the links: Current students>Student computing.
Access the Student Information System
The Student Information System is where you will manage your enrolment in the Flinders Foundations Studies Program.
- Go to flinders.edu.au and chose the Current students link.
- Click on the ‘Student Info System’ button.
- Log in using your Flinders Student ID number and password

Update your personal details
Before you enrol you will need to update and confirm your personal details. Use the left-hand menu to:
- Check your name, date of birth and gender details are correct - contact Enrolment Services, if not.
- Check your address, phone, email and emergency contact details – use the ‘Change this …’ or ‘Add a new type of …’ as necessary. You will need to record both a Home and Semester address (these may be the same).
- Check your citizenship and residency details – update your country of birth and, if necessary, year of entry into Australia. Save and return to the overview page. Confirm the displayed details. You can request modification of your citizenship and residency details if these are incorrect.
- Update your cultural details – use ‘Change my Cultural details’ to enter the main language you speak at home and to identify yourself as Aboriginal or Torres Strait Islander. Save the changes and return to the overview page. Confirm the displayed details.
- Update any disability details – either confirm or change the displayed details. If you make changes you will need to return to the overview pages to confirm the details.
- Update your parent or guardian education details – click on the ‘Change my…’ link to update the education and gender details of your parent(s) or guardian(s). Return to the overview page and confirm the displayed details.

Complete a Commonwealth Assistance Form
You have been offered a Commonwealth supported place in the Flinders Foundation Studies Program. For this program the Australian Government has agreed to cover all teaching costs for the course, and you do not need to pay any student contribution amount or student services and amenities fees.

You will need to complete a Request for Commonwealth Support and HECS-HELP form to accept your Commonwealth supported place before you enrol. To do this:
- Click on the ‘My Commonwealth Assistance’ tab.
- Select the FFSP Flinders Foundation Studies Program and Click on ‘I want to …Enter a new Commonwealth Assistance Form for the selected course’.
- Select the ‘Request for Commonwealth Support and HECS-HELP’ form. Click on ‘I want to… Complete the selected form’.
- In item 1 - your surname and given names will be automatically entered. Only change these details if they are incorrect.
- In items 2 to 5 - complete as required.
- In item 7 - select your citizenship status (If you are an Australian citizen answer no to the first question and then yes to the second question about undertaking study in Australia. If you are a permanent humanitarian visa holder answer yes to the residency question.)
- In item 8A - you do not need to add a Tax File Number (TFN) for this course.
- In item 9 - read the Declaration and tick each of the boxes.
- Agree to item 11.
- Select ‘Full up-front payment of my student contribution amount’ in item 12 (even though you are not required to pay a student contribution amount for this course).
- Select ‘I want to…submit this form’. You will receive confirmation that your form has been approved. You can now enrol. If the status of your CAF is ‘Invalid’, contact Student Finance Services at Flinders University on 8201 3143 or 1300 360 351 (local call charge within Australia).
**Enrol in topics**

You will be able to complete your enrolment once you have received your Foundation Studies Program offer from Flinders University.

To enrol:
- Click on the ‘My Enrolment’ tab.
- Select the FFSP Flinders Foundation Studies Program. Click on ‘I want to... Select this course’.
- You will need to read and accept the Enrolment Declaration before you can enrol.
  - Click on the ‘I want To...Accept the Enrolment Declaration for this Course’ link. Select the ‘I accept these terms and conditions’.
  - Click on ‘I want To ...Submit this form.
- Your study plan will display the overall program and the four core topics for this course:
  - FNST0100 Flinders University: Foundation Studies Program
  - FNST0101 Introduction to University Study through Academic Writing
  - FNST0102 Developing the Skills of Academic Literacy
  - FNST0103 Developing the Skills of Academic Numeracy
  - FNST0104 Flinders University: An Introduction to Different Areas of Study
- Tick the ‘Enrol?’ box for each topic.
  - Click on ‘I Want To...Enrol in the selected topics’ link. You will be asked to confirm that the topics on your Potential Enrolment List are correct. Click on ‘I Want To...Enrol in the selected topics.’
- Your enrolment confirmation will show the topics you have enrolled in. Check that you have enrolled in the program and all four topics in the right location(s). You can also use the ‘View My Current Enrolment’ link in the side menu to check you have successfully enrolled. To have a Confirmation of Enrolment emailed to your University email address, click on ‘I want to...Get my Confirmation of Enrolment by email’.
- Your enrolment is complete.

**Your Student ID card**

You must be enrolled for 2014 to obtain a Student ID card.

Student ID cards can be obtained from the Central Library on the main campus at Flinders University once you have completed your enrolment. If you are unable to visit Flinders University to obtain your Student ID card, you can complete a postal application for a Student ID card. Applications require one passport colour photo, signed by a Justice of the Peace or person of similar standing, and a completed application form available from the Flinders University ID cards web page. Please visit flinders.edu.au/library and go to Borrowing>Library cards for further 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 University home page.

**To withdraw from a topic**

If you decide that you no longer want to study, you must withdraw from the program and all topics not yet completed. To do this:
- Log in to the Student Information System using the steps above.
- Go to the ‘My Enrolment’ tab and ‘Withdraw from Topics’.
- Select the topic(s) you wish to withdraw from.
- Click on ‘I want to...Withdraw from the selected topics.’
  You must confirm that you want to withdraw by then clicking on ‘I want to...continue with withdrawals’.
- Go to ‘View My Current Enrolment’. Check your enrolment carefully to ensure you are no longer enrolled.

Need Help?

Enrolment queries are much easier to solve if you ask for help early. Try these options:

Visit an Enrolment Session at TAFESA

If you would like assistance to enrol, please attend one of the Enrolment Sessions held on:
- Tuesday, 8 July 2014 in Room E221 (Computer Suite) TAFESA Noarlunga, Ramsay Place, Noarlunga Centre from 11–1pm; or
- Wednesday, 9 July 2014 in the Library, TAFESA Adelaide City, Light Square, Adelaide from 11–1pm

Directions to each room will be posted from the Client Services office for each campus. Maps for TAFESA Adelaide and Noarlunga campuses can be found at tafesa.edu.au/campuses

Contact Enrolment Services staff

If you need any other help, contact Flinders University Enrolment Services staff during working hours on 8201 3950 or 1300 360 351 (local call charge within Australia).

You can also request support online at flinders.edu.au/asktrim