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 (personal 5 steps to Flinders), 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 Flinders. For more details see page 11.

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.

WELCOME TO FLINDERS UNIVERSITY
This guide is designed to step you through the enrolment process as quickly and easily as possible. Follow the 5 essential steps to plan your study for 2016, access the Student Information System, enrol in topics and register for classes, find orientation and transition support, and be ready to start.
Enrolment is completed online. You are encouraged to complete your enrolment by following the step-by-step instructions in this guide.
If you would like in-person assistance to enrol, visit Flinders Connect in the Central Library (Bedford Park campus). Living in a remote location? Flinders Connect can assist. See page 13 for contact details.
All the access and information you will need for your enrolment and study can be found on the University’s website. Go to flinders.edu.au and choose the Current students link.

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.

5 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 Flinders Authentication Name (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 – Fees & Scholarships
Fee Account / Student services and amenities fees / How to pay / Scholarships

Step 5 – Orientation, Transition & Engagement
O’Week / Transition to uni / Flinders University Student Association (FUSA)

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 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.

All the access and information you will need for your enrolment and study can be found on the University’s website. Go to flinders.edu.au and choose the Current students link.
Plan your study for 2016 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, and specialisations 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 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 by looking for your course 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.

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 topics & plan your timetable

The 'Topics 2016' 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.

Consider alternative classes in case there are timetable clashes or if your preferred classes are full. 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 38 units each semester, or 36 units a year. This usually means enrolling in four 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. You will be required to pay any fees and charges associated with the additional enrolment.

You can request overload approval by submitting an online support request via Ask Flinders. See page 11 for details.

Course advice and the administrative officer for your course can assist you with course advice.

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

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

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
- complete a timetable planner

Step 2: Access the Student Information System

Glossary

- Flinders Authentication Name (FAN): Your personal username for accessing online systems at Flinders University
- Commonwealth Assistance Form (CAF): An online form required for Commonwealth supported students and to defer fees

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:

2 1 1

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.

Glossary

- FAN: Flinders Authentication Name
- Commonwealth Assistance Form (CAF): An online form required for Commonwealth supported students and to defer fees

Update your personal details

Please ensure you have checked each of the details below 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 (CAF’s):

- 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.

Australian citizens and permanent humanitarian visa holders may also apply for HECS-HELP assistance on this form for 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 and must pay their fees upfront.

Fee-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 fee. 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 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’ mark.

For further support with your CAF submission, call Flinders Connect for advice. See page 13 for contact details.

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), including a request for SA-HELP assistance (if applicable)
Enrolment and class registration schedule

Note: Enrolment and class registration opens by Topic area on the scheduled dates irrespective of your course.

<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>AGES, ALQD, BIDD, DRO, IPOS, FIST, CHEM, CHMD, COMS, CPEF, CTIC, DSN, DSBS, EASG, ECOF, ENGR, ENVI, ENWA, FACH, HACI, HISO, HSMT, NATH, NSDG, MAHF, MAMZ, NANA, NAMC, NYTD, OSCI, OPTO, PALL, PHMA, PHCA, PHYH, PHYT, PSYC, PSYC, REBH, REMH, SERC, SPOC, SPTH, STAF, STEF, WARM</td>
<td>Monday 23 November 2015</td>
<td>Thursday 3 December 2015</td>
<td>Monday 1 February 2016</td>
</tr>
<tr>
<td>BUSN, CRM, IJSS, LEGI, LLAW, LULR</td>
<td>Tuesday 24 November 2015</td>
<td>Friday 4 December 2015</td>
<td>Tuesday 2 February 2016</td>
</tr>
<tr>
<td>AMST, ARCH, ARTS, ASTI, AUTS, CHIN, CDMS, CREA, CTUL, DANC, DRAM, DRAE, DVT, ENGL, ENV, ESOL, FEAC, FISH, GEOG, GLOB, HIST, HPE, HUMN, INDO, INST, INTL, ITAL, JAMS, JANS, JANC, JANC, NRCE, PHIL, POAD, POGI, PPHR, PROF, PSYC1, PSYC2, PSYC3, SMBR, SCME, SDAT, SOCI, SPAN, THEG, TOUR, USA, VAMA, WORK</td>
<td>Thursday 26 November 2015</td>
<td>Monday 7 December 2015</td>
<td>Wednesday 3 February 2016</td>
</tr>
<tr>
<td>EDUC</td>
<td>Monday 30 November 2015</td>
<td>Wednesday 9 December 2015</td>
<td>Thursday 4 February 2016</td>
</tr>
<tr>
<td>DISH, HESC, MIDW, NURS</td>
<td>Wednesday 2 December 2015</td>
<td>Thursday 10 December 2015</td>
<td>Friday 5 February 2016</td>
</tr>
</tbody>
</table>

- A limited number of places in first year classes will be available on these dates for continuing students.
- Some topics may have different start and end dates for enrolment. Check the timetable at flinders.edu.au/timetable
- Topics with quotas will open on the enrolment date for the specified topic area. The number of quota places available in each topic is available on the timetable.
- Enrolment and class registration is available immediately for students commencing mid-year.

Enrol in topics
Enrol in all the topics you need for 2016, even if you decide to change your enrolment later.

1. Log in
Use the link on the 5 steps to Flinders page or go to the Current students page.
- click on the ‘Student info system’ button
- log in using your Flinders Student ID number and password

2. Choose your course
Click on the ‘My Enrolment’ tab and then select the course you want to enrol in. You will only be able to enrol in courses you are admitted to.
- in the correct topics
- under the correct course (if completing a combined degree)
- for the correct semester or study period
- in the correct location

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

To have a Confirmation of Enrolment emailed to your University email address, click on the ‘Get my Confirmation of Enrolment by email’ button.
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.

Visit Current students>Enrolment Information>Step 3 for further details on how to enrol in topics in the Student Information System.

Glossary
- **Topic**: An individual subject that forms part of your course.
- **Topic area**: A group of topics within the same subject area identified by a four letter code, e.g. BIOL (Biology).
- **Upper level classes**: Classes for topics of a level of study above the first year of an undergraduate degree, including all postgraduate topics.
- **Distance education**: Topics held off-campus, with flexible online learning.
- **Waitlist**: A reserve list of students where a class is full.
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.

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 day to add or withdraw from topics — see important dates you need to know on page 12. 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 day to add topics, but prior to the census date. Find more information at flinders.edu.au/ask.

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: unregistering from a class does not withdraw you from the 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.

GLOSSARY
- Commonwealth supported student: A domestic student studying an undergraduate degree or a Commonwealth supported (government subsidised) postgraduate course.
- Postgraduate fee-paying student: A domestic student studying a postgraduate degree which is not Commonwealth supported.
- Fee Account: A system-generated statement of fees and associated information including payment dates.

Student services and amenities fee
All students are charged a compulsory student services and amenities fee, which is $290 for full-time students in 2016 and less for part-time and some external students.

For international students commencing in 2016, 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.

Get your Fee Account

The University will not send you an invoice when you enrol or change your enrolment, but your current 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.

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. You may also need to pay for textbooks and readings, stationery, equipment (such as lab coats), and fieldwork. Other costs may include transport, parking, relocation and accommodation costs.

Fees

The amount you will pay for your course will depend on whether you are a:
- Commonwealth supported student
- domestic fee-paying student
- 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 coats), and fieldwork. Other costs may include transport, parking, relocation and accommodation costs.

How to pay

The following payment options are available to you:
1. pay by credit card in the Student Information System
2. pay by BPay using the University Biller Code 53181 and your Payment Reference Number.
3. send a cheque in the mail to Flinders University, GPO Box 2100, Adelaide SA 5001

See Current students > Fees and Financial assistance > Payment methods for further details on how to pay fees.

Scholarships

A wide range of university, government and privately funded scholarships are available to students. Selection is normally based on academic merit and/or demonstrated need.

Once you have enrolled in topics, you can apply for scholarships that you may be eligible for via the Student Information System.

Step 4: FEES & SCHOLARSHIPS

See Current students > Scholarships for more information.

Step 4 checklist

To complete this step make sure you:
- get your Fee Account
- pay or defer your student services and amenities fees
- pay your student contribution amounts or tuition fees upfront (if applicable)
- search and apply for scholarships online
STEP 5: ORIENTATION, TRANSITION & ENGAGEMENT

Participate in O’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!

Check out the activities coordinated by the Flinders University Student Association (FUSA) to make the most of your O’Week. More information can be found on the Orientation website. Follow the link on your 5 steps to Flinders page or visit flindersowEEK.com.au.

The International Student Services (ISS), located in the Union Building (Undercroft), offers orientation and other helpful introductory sessions for international students. See page 13 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 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 13.

Flinders University Student Association (FUSA)

Flinders University Student Association (FUSA) is the peak, independent body representing the views and interests of students enrolled at Flinders. The aim is to promote and advance the rights, interests and welfare of students.

An elected Student Council oversees the services provided by FUSA which include:

- student events and activities
- clubs and societies
- student collectives
- academic advocacy and support
- financial assistance and grants
- the annual student diary
- the student magazine – Empire Times
- job listing
- tax help

Membership is free and by signing up you will receive regular updates on what’s on offer and how you can get involved in student life.

To sign up visit: fusa.edu.au/signup

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 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.

Understand your student rights & responsibilities
Keep your contact details current

Keep your personal details on the Student Information System current at all times, in particular your address, telephone number and emergency contacts.

Read your email regularly
Your University email is used for administrative and study-related communication so make sure you check it regularly.

Student related policies and procedures

All students are expected to familiarise themselves with the policies and procedures relating to study at Flinders University Matters such as student conduct, assessment, academic integrity, computer facility rules, and prizes and awards are detailed at Current students>Student-related policies and procedures.

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 2118.

More information
Use the following links to get further information from Current students>Enrolment information for:

- Commonwealth supported students
- fee-paying students
- international students
- external students
- cross-institutional students
- non-award students
- Flinders and TAFE SA dual award students
- study abroad and exchange students

To complete this step make sure you:

- attend orientation activities
- check out transition resources online
- sign up for free membership with FUSA
**NEED HELP?**

Ask Flinders

Ask Flinders for information on enrolment, class registration, student records, fees, FAQs and Flinders Learning Online (FLO).

Visit: flinders.edu.au/ask

The Ask Flinders website can assist in a variety of ways. Each folder on the menu bar on the left-hand side has a series of sub-folders. Click on your area of interest and you will see a series of questions on the main screen. Click on the question that applies to you and Ask Flinders 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 the answer by selecting the link at the bottom of the screen.

If you still can’t find the answer to your question, you can click on ‘Request Support’ at the top of the page. Fill in the details on the form and your request will be reviewed by the relevant area and answered as quickly as possible.

For a full glossary of enrolment terms, go to Current students> Enrolment information> Glossary of terms

Visit the Enrolment Support Centre

The Enrolment Support Centre will be open within the Student Hub, Level 0 of the Central Library, from 9am-5pm on:
- **11 January to 11 March 2016** for semester 1
- **11 July to 5 August 2016** for semester 2

Contact Flinders Connect

For general enquiries about enrolment or fees, contact Flinders Connect Monday to Friday from 9am-5pm (closed SA public holidays).

**Ask us:**

Find answers to a range of enquiries online at anytime via Ask Flinders - flinders.edu.au/ask

**Phone us:**

1300 FLINDERS (1300 3546 3377)

**Meet us:**

Flinders Connect face to face services team are located on Level 0 of the Central Library building at Bedford Park campus.

**IMPORTANT DATES YOU NEED TO KNOW**

Waitlisting closes on:
- **Friday 19 February 2016** for Semester 1 topics
- **Friday 15 July 2016** for Semester 2 topics

Classes normally start in the week commencing:
- **Monday 29 February 2016** for Semester 1 topics
- **Monday 25 July 2016** for Semester 2 topics

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

Last day to enrol in topics or change your class registration**:
- **Friday 11 March 2016** for Semester 1 topics
- **Friday 5 August 2016** for Semester 2 topics

The last day of teaching or the census date, whichever date is earlier for summer and other non-semester topics.

*You may be required to enrol in topics by a date earlier than those listed above. Please ensure that you read your SATAC offer carefully as offers into some courses have conditions.

Last day to pay your fees:

- **Friday 11 March 2016** for Semester 1 upfront student contribution amounts, tuition fees and student services and amenities fees
- **Friday 5 August 2016** for Semester 2 upfront student contribution amounts, tuition fees and student services and amenities fees
- Specified dates for summer and other non-semester topics – check your Fee Account 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>Critical enrolment dates.