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Application Guide DIPLOMA IN SPORT BUSINESS

Table of Contents

Accessing the Application System	3
Your Flinders Account	3
Existing Student	3
Technical Support	3
Submit an Application	4
Withdrawing an Application	7
Request for Further Information	8
Application Outcome	9
Responding to an Offer	9
Unsuccessful application	11
Checking your Preferred Email Selection	11

Important Information

- **Diploma in Sport Business** Use the code **DIPSBFP** to find the course you are applying for.
- Applicants may be asked for further information to assess their application via their 'Preferred' email.
- Apply via Flinders.edu.au/apply

Accessing the Application System

Applications are submitted through the Online Application System portal.

Your Flinders Account

You will be required to create a Flinders account (FAN) and password to be able to submit your application and/or return to your application.

The first step is to check if you already have a Flinders account. If you do not have one, you will be asked to register.

$[\underline{k}\underline{s}]$ Already registered as an existing student?	Lo	og on	
A Register as a New Student			
Family Name *	80		
Given Name			
Date of Birth *			
Gender	•		
Email *			
Citizenship/Nationality *	•	1	1
I have previously applied or studied here			
I agree to the terms and conditions			調道の市
Register		2.0C	THE T

If you have your FAN details you may need to <u>reactivate your FAN</u> first before being able to access the online application system.

Existing Student

If you are an existing Flinders student, log into the Student System through your student dashboard using your FAN and password.

After logging into the Student Information System, click on the **Apply for a Course/View Application** link on the **Applications** tab.



Technical Support

For technical support with your FAN please contact our Helpdesk from 9:00 am to 5:00 pm (ACST) Monday to Friday on 08 8201 2345.

Submit Your Application

1. Click on the Add a new application button.

← ₩ Enterprise search	My Applications
 Φ • [bearch Ψ 4 records. 	Add a new application
Application ID 24472 BCRIM - Bachelor of Criminology BDTI - Bachelor of Design and Technology Innovation BSCBT - Bachelor of Science (Biotechnology)	

2. Use the search box to find courses. Check the Load Category and Attendance Mode. Click on Add to application on selected course.

	Enterprise sea	rch	Make An Application	Merlin Wyers 🕒	
Welcome Merl Please start your applicat	lin ion by applying fo	r a course		More 🔉 < Previous Finish	h
Step 1 Select Courses	Ø	Select a Course Select 'Add to application Courses that display 'Select Select 'View course details' Select 'Next' to continue to Show less Select a Course Search	t for the course you wish to apply for. tions Available' indicate additional choices that are available after the course is added to your application. to see key dates for the course. the next step of your application.		^
		The second se	ds. FAccounting ear, Bedford Park 01-jan-2021 Pre-entry Part Time External Standard	Add to application	
		BACCT - Bachelor o 2021 Course First Half Y Start Date Liability Category Load Category Attendance Mode Study Mode	Accounting ear, Bedford Park 01-Jan-2021 Pre-entry Part Time Internal Standard	Add to application	~

- 3. Further options available:
 - Add additional course(s) by clicking on the Select another course button and repeating the step above
 - By default, courses are preference according to the order they have been added to the application. The preference can be changed and/or the course removed by clicking on the **More Actions** button.

Some courses have specific application submission deadlines. Please check these carefully as some courses may close without notice.

4. Click **Next** (in the top right-hand corner) to continue.

Application ID 5221 Review each step before you submit your a	pplication.		More 🗲	∢ Previous	Next 🔸
Step 1 Selected Courses	Selected Courses				
	(i) Your selected courses are	displayed below.			^
Step 2	Use 'Select another course'	to apply for another course.			
Applicant Details	Use 'View selections' to see	additional choices that are available, such as nominating a major or picking an elective.			
	Use 'View course details' to	see key dates for the course.			
Step 3 Requirements	Use 'Remove' to remove a c	ourse from your application.			
	Use 'Next' to continue to the	e next step of your application.			
Step 4 Review and Submit	Show less				
	A Selected Courses			+ Select anothe	r course
	Search 2 records. 				
	BCRIM (1) - Bachelor	r of Criminology			
	2021 Course Second Hal	f Year, Bedford Park			
	Liability Category	Commonwealth Supported			
	Load Category	Full Time			
	Attendance Mode	Internal			
	Study Mode	Standard			
	1 Preference		Viev		3
	BSCHFS (2) - Bachelo	or of Science (Honours) (Forensic and Analytical Science)	Remov	re	
	2021 Course Second Hal	f Year, Bedford Park	Decrea	ase preference	
	Liability Category	Commonwealth Supported			_
	Load Category	Full Time			
	Attendance Mode	Internal			
	Study Mode	Standard			
	2 Preference		Viev	v course details	3

5. New applicants will need to enter personal, contact, address and citizenship details.

Note: Existing students will only be able to change selected details on this window.

6. Click **Next** to continue.

plication.	More
Applicant Details	
Your personal details are displayed below. Mandatory fields are indicated by a red asterisk, please provide a response to each mandato Show less	ry field and then select 'Next' to continue to the next step.
~ Personal Details	
Title	
Family Name Wyers	
Given Name Merlin	
Preferred Name	
Middle Name/s	
Date of Birth 01-Jan-1980	
Gender Male	
Contact and Address Details	
Contact Details Phone *	
	plication. Applicant Details Your personal details are displayed below. Mandatory fields are indicated by a red asterisk, please provide a response to each mandato Show less Personal Details Title Family Name Wyers Given Name Merlin Preferred Name Middle Name/s Date of Birth 01-Jan-1980 Gender Male Contact and Address Details Contact Details

- 7. Courses may require specific information to be submitted as part of the admission requirements. Click on the **Respond** button and provide the information requested. Repeat for each requirement.
 - Requirements for the selected courses show tags C BCRIM to indicate which course the requirement relates to.

- Requirements may be mandatory or optional. Responses must be provided to mandatory requirements before the application can be submitted.
- Once a response has been saved, 'Response Received' displays.
- 8. Click on Next to continue.

Application ID 52	More 🗲 🖌 Previous 🛛 Next 🔸		
Review each step before you s	ubmit your a	application.	
Step 1	0	Requirements	
Selected Courses		Select 'Respond' to answer each requirement marked as 'Mandatory'.	
Step 2 Applicant Details	0	Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response. Show less	
Step 3 Requirements	· ·	Search O	
	_	☆ 2 records.	
Step 4 Review and Submit		Bachelor of Criminology Combined Degrees	RESPONSE RECEIVED
		The Bachelor of Criminology can be combined with a number of undergraduate degrees including those in the drop- about combining your degree, please visit our 'Combined degrees' web page at www.flinders.edu.au/study/explore/c	down list below. For more information ;ombined-degrees. ns). Bachelor of Laws. Bachelor of Laws.
		(Honours), Bachelor of Laws and Legal Practice, Bachelor of Laws and Legal Practice (Honours), Bachelor of Psychological Science (Forensic and Analytical Science)*. To combine with one of these courses, apply for your preferred course Criminology as your combined preference.	hological Science and the Bachelor of and nominate the Bachelor of
		Please select the degree you wish to nominate as your combined preference from the list below.	
		*Requires perequisites to be met as part of the entry requirements.	
		COMBINED DEGREE SELECTION:	
		1 question must be answered	
			Respond
		Forensic and Analytical Science Prerequisites	MANDATORY
		This course requires applicants to meet one of the following subject prerequisites:	
		SACE Stage 2 Chemistry OR General Chemistry (CHEM1201) and Chemistry for Life Sciences (CHEM1202) OR C (CHEM1101) at Flinders or equivalent.	hemical Structure and Bonding
		If you do not hold one of the above requirements you are not eligible to apply.	
		Do you meet one of the subject prerequisites above?	
		1 question must be answered	
		C BSCHFS	Respond 🗸

- 9. Review the application. If changes are required, select the relevant group tile on the left or use the **Previous** button at the top right.
- 10. When the application is ready, click **Submit**.

I

Once the application is submitted, changes cannot be made. Please review carefully.

Application ID Review each step before y	5221 ou submit your application.		More 🔾 < Previous Submi
Step 1 Selected Courses	0		
Step 2 Applicant Details	0		Application Summary
Step 3 Requirements	0	2264122 - Merlin Wyers	Your application is ready to submit. Application ID 5221
Step 4 Review and Submit		Australian 01-Jan-1980 (41) mertin⊛email.com	Submitted Not recorded
		Application Details BCRIM (1) - Bachelor of Criminology 2021 Course Second Half Year, Bedford Park BSCHF5 (2) - Bachelor of Science (Honours) 2021 Course Second Half Year, Bedford Park	k) (Forensic and Analytical Science) k

11. Once the application is submitted, an acknowledgement email is sent.

Note: If 'Application Incomplete' displays after submission, this indicates the system is processing the application. After waiting a few moments, refresh the window and 'Application Submitted' should display.



Withdrawing an Application

A student can withdraw an application up until a successful/unsuccessful outcome is recorded.

1. After logging onto the Student Information System, click on the **Apply for a Course** link on the **Applications** tab.



2. Click on the View link for the application that is to be withdrawn.

← ↔ Kenny Enterprise search	My Applications	Statistikare 🕙
jo → Search	Add a new application	
♀ 3 records.		
Application ID 5221 BCRIM - Bachelor of Criminology BSCHFS - Bachelor of Science (Honours) (Forensic and Analytical Science)		APPLICATION SUBMITTED Submission Date 24-Mar-2021
		View

3. Click on the Withdraw button

Once an application is withdrawn, it cannot be reinstated, and another application must be submitted in its place



Request for Further Information

Further information may be sought to complete the assessment of an application. An email will be sent with details of the required information. This will be sent to the set <u>preferred email</u>.

This will also show on the application.

1. After logging onto the Student Information System, click on the **Apply for a Course/View Application** link on the **Applications** tab.



- 2. Applications that require further information display a 'Further Information Request' tag.
- 3. Click on the **Respond** button.

← ↔ ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ←	My Applications	Marin Maara 📀
🦻 🔹 Search	Add a new application	
♀ 3 records.		
Application ID 5221 BCRIM - Bachelor of Criminology BSCHFS - Bachelor of Science (Honours) (Forensic and Analytical Science)		APPLICATION SUBMITTED Submission Date 24-Mar-2021
1 Further Information Request		Respond

4. Access the Further Information Requests section and click on Respond to provide required information.



5. Repeat this process until all requirements have 'Response Received' recorded for the application to be processed.

← 🗰 Enterprise sea	arch Application Response Saved	Sindu Barn 🕘
Withdraw		
Application ID 5221 Submitted 24-Mar-2021		
Summary	Further Information Requests	
Submitted 24-mai-2021	🚯 Select 'Respond' to answer each requirement marked as 'Mandatory'.	
Offers Your application is being processed	Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response. Show less	
Further Information Requests O Awaiting response	Search	
	☆ 1 record.	
	Supporting Documents - Academic Transcripts and Certified Translations Please provide supporting documents for qualifications undertaken at institutions other than Flinders University.	RESPONSE RECEIVED
	C BCRIM C BSCHFS	Respond

Application Outcome

Responding to an Offer

1. After logging onto the Student System, click on the View/Respond to my Offer link on the My Offers tab in the Student Information System.



2. The My Applications dashboard window displays offers you have been made requiring a response.



- 3. The My Applications Window will also display offers awaiting a response.
- 4. Click on **Respond** for the application that is awaiting a response.

← HOME ■ Enterprise search	My Applications	Balla Alasse 🕘
jα ▼ [βearch	Add a new application	
♀ 4 records.		
Application ID 5230		OFFERED
BEXS - Bachelor of Exercise Science		Submission Date 24-Mar-2021
1 Offer Awaiting Response		Respond

5. An offer may be unconditional or conditional. Conditional offers will be tagged and details of conditions to be met will be listed on the application and detailed in the offer letter.

🗲 👪	e menu	Enterprise sear	Ch Offer Response	Marilyn Monroe 🙁
Accept	More 3			
Lapse Date	e: 31-Aug-202	21	lechnology	
Offer Awaiting Response		Offer Conditions		
Lapse Date 3	31-Aug-2021		🚯 Select 'Respond' to answer each requirement marked as 'Mandatory'.	
Offer Condition	ditions g response		Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response. Show less	
	formation		Search P	
			Police Checks All students must obtain a Child-Related Employment Screening before undertaking their professional experience.	OPTIONAL
	_		OC Offer Condition C BIT C BCRIM	Respond
			Secondary Education	OPTIONAL
			Provide the details of secondary education and/or university entrance examinations (e.g. high school diploma, GCE A levels, Arbitur) that you have completed.	
,			C Offer Condition	Respond
			Transcript Note:	
			Final Academic Franciscips If you are a non-Finders applicant with a current enrolment relevant to this application, you are still required to provide your Academic Transcripts. A final Academic Transcript showing final grades your application as soon as possible and no later than Wednesday 12 December. Please include a grading key (usually found on the back of the official transcript). Applications without final transcr processed.	must also be uploaded to ripts will NOT be
			Overseas Qualification Assessment Applicants who are graduates with psychology degrees from non-Australian universities must have their qualifications assessed by the Australian Psychological Society (APS) for equivalence to an	Australian programme of
	_		Offer Information C BIT	Respond

6. Accept the offer by clicking on the **Accept** button at the top left. **Defer** option may be available via the **More** button as per the information available at <u>www.flinders.edu.au/defer</u>.



7. Once the offer has been accepted and any outstanding requirements verified, the course status is changed to 'Admitted' and the study plan is expanded. Topic enrolment and class registration processes can occur via the Student Information System as per normal.

Unsuccessful application

You will be notified via your preferred email if your application has been unsuccessful. If you wish to discuss your options, please contact us on 1300 354 633 (option 1).

Checking your Preferred Email Selection

Email is the primary mode of communication with all applicants. Flinders email address is normally automatically designated as the 'Preferred Email'. Applicants should check and select their preferred email by logging on the Student Information System and accessing the My Details tab where the preferred email can be updated. Your preferred email will have a tick next to it.

UNIVERSITY SU	ident init	Simation System					Welcome	Help Log O
My Details My Applications	My Offers	My Commonwealth Assistance	My Enrolment	My Timetable	My Finances	My Scholarships	My Documents	My Exams and Results
My Graduation								
Personal Details		arsonal Dotai	le					
Address, Phone, Email and Emergency Contact Details	lviy i v		15					
Citizenship and Residency Details								
Cultural Details								
Disability Details								
Parent/Guardian Education Details								
> Disability Information								
> Problems Changing Details?								
> Need Help? Ask Flinders								

Preferred	Email Type	Email Address		
 	Flinders Email			
	Applicant Email		Change	Delete
	Alternate Email 1		Change	Delete







Contact us

Our friendly staff are available to answer your questions: 1300 354 633 (local call cost) | askflinders@flinders.edu.au | flinders.edu.au/ask

International students should contact: +618 82012727 | flinders.edu.au/international | INTLAdmissions@flinders.edu.au

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