



myStudent Centre

GET ONLINE AND TAKE CONTROL



University of Ballarat Guide to Enrolling Online

FAST Students

mysc.ballarat.edu.au/



CRICOS Provider Number 00103D

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1 How to login to my Student Centre

Open your internet browser and navigate to the following link: mySC.ballarat.edu.au

Logging in

Username

Your username is your University of Ballarat student ID number, for example: 30012345

Password

The first time you log in you will need to use your default password. Your default password is the first letter of your first name, followed by a full stop and then your full date of birth.

For example: John Citizen was born on the 20th April 1985, so his default password is **j.20041985**

Changing your password

If you want to change/reset your password at any time, go to: www.ballarat.edu.au/changepassword

Your password must:

- Be at least 9 characters in length
- Contain at least one number (for example: 0-9)
- Contain at least one special character or symbol (for example: @ # % !)

IT Support:

Students can get IT related support from the myIT@UB Service Desk during the hours of **Monday to Friday 8:30am to 5:00pm.**

You can contact the myIT@UB Service Desk in one of the following ways:

- **Web:** www.ballarat.edu.au/studentqweb
- **E-mail:** servicedesk@ballarat.edu.au
- **Library Desk:** (Mt Helen and SMB)
- **Phone:** (03) 5327 9999




2 Accepting or declining your offer

Before you can enrol into your classes you **must** first accept your offer.

TIP: If you have already accepted your offer online in my Student Centre, you may proceed to section 3 Enrolment Checklist (page 10).


Step 1. Scroll down on the home page to the 'Admissions' section

Admissions

[Apply for Admission](#)  Incomplete  Complete  Admitted

[Accept/Decline](#)

My Applications

University of Ballarat	Foundation Access Studies Prog	Sem 1 10		Accept or Decline
------------------------	--------------------------------	----------	---	-----------------------------------

Step 2. To accept or decline your offer, click on the [ACCEPT/DECLINE](#) link.

Accept Admission

We are pleased to grant you admission to the following program(s). Note that once you accept or decline admission to a particular program it will no longer appear on this page. Select the program you would like to accept or decline.

Academic Institution	Term	Academic Career	Program	Application Number	ACCEPT/DECLINE
University of Ballarat	Semester 1, 2010	Non Award	Foundation Access Studies Program	00014599	ACCEPT/DECLINE

Accept Admission

Institution	University of Ballarat	Career	Non Award
Program	Foundation Access Studies Program		
Admit Term	Semester 1, 2010	Application Number	00014599

Select either the Accept or Decline button to indicate your choice. You will then be asked to confirm your decision. Select the Previous button if you do not wish to make a selection at this time.

[I ACCEPT ADMISSION](#)

[I DECLINE ADMISSION](#)

[PREVIOUS](#)

To Accept your offer:

Step 1. Click [I ACCEPT ADMISSION](#)

Accept Admission

Institution	University of Ballarat	Career	Non Award
Program	Foundation Access Studies Program		
Admit Term	Semester 1, 2010	Application Number	00014599

Select either the Accept or Decline button to indicate your choice. You will then be asked to confirm your decision. Select the Previous button if you do not wish to make a selection at this time.

[I ACCEPT ADMISSION](#) [I DECLINE ADMISSION](#)

[PREVIOUS](#)

Step 2. Click [CONFIRM ACCEPTANCE](#)

Accept Admission

Institution	University of Ballarat	Career	Non Award
Program	Foundation Access Studies Program		
Admit Term	Semester 1, 2010	Application Number	00014599

[CONFIRM ACCEPTANCE](#)

[PREVIOUS](#)

Congratulations, you have now successfully accepted your offer at the University of Ballarat!

Rafael Nadal

Accept Admission

We are pleased you have accepted admission for this program, and look forward to welcoming you! Please contact the Office of Admissions should you need any further assistance.

IMPORTANT: You now need to wait 24 hours before you can complete your 'Enrolment Checklist' and enrol into your classes. Therefore, you can now log out of my Student Centre by clicking [Sign out](#)

Deferring your offer:

If you wish to defer your offer you **must** first accept your offer by completing steps 1 and 2 (page 6). Following that, you **must** also go to this link: www.ballarat.edu.au/defer and follow the steps. Failure to notify the University of Ballarat of your deferral will result in your offer being cancelled.

To decline your offer:

Step 1. Click [I DECLINE ADMISSION](#)

Accept Admission

Institution	University of Ballarat	Career	Non Award
Program	Foundation Access Studies Program		
Admit Term	Semester 1, 2010	Application Number	00014599

Select either the Accept or Decline button to indicate your choice. You will then be asked to confirm your decision. Select the Previous button if you do not wish to make a selection at this time.

[I ACCEPT ADMISSION](#) [I DECLINE ADMISSION](#)

[PREVIOUS](#)

Step 2. Click [CONFIRM DECLINE](#)

Accept Admission

Institution	University of Ballarat	Career	Non Award
Program	Foundation Access Studies Program		
Admit Term	Semester 1, 2010	Application Number	00014599

[CONFIRM DECLINE](#)

[PREVIOUS](#)

Step 3. Select a reason for declining

Robbie Williams

Accept Admission

We're sorry that you have decided not to enrol for this program. Please take a moment to let us know what your plans are and what factors influenced your decision.

Please specify the main reason why you chose to decline this offer

- Academic standard of uni
- Accepted another UB program
- Accommodation difficulties
- Financial difficulties
- Health issues
- Loss of academic interest
- None collected
- Not academically ready
- Obtained employment**
- Personal or family problems
- Received a higher preference
- Seeking to defer my offer
- Studying at another institute
- Support services not adequate
- Weather unsatisfactory

[SAVE](#)

Step 4. Click [SAVE](#)

Step 5. You can now log out of my Student Centre by clicking [Sign out](#)

3 Enrolment Checklist



In order to be eligible to enrol you must first complete your Enrolment Checklist. You may complete your checklist at any time, even prior to your official enrolment date. Ensure that you always save your changes to each item before returning to the main checklist.

Important: All checklist items must be completed in order (for example item 1, followed item 2, etc.)

TIP: The Enrolment Checklist can be partially completed and saved if you need to follow up on any of the items.

Step 1. On your Student Centre home page select the 'Enrolment Checklist' link on the right hand side of the page, in the 'To Do List' section.

Step 2. Click on the **ITEM 1:** [Complete the University of Ballarat Disclaimer](#) link

Rafael Nadal  

Enrolment Checklist

The following checklist must be completed before you are able to enrol.

Each checklist item must be completed in order. If you are unable to complete the entire checklist at once, you can return at a later time. Once all checklist items are complete you are eligible to enrol during your enrolment timeslot.

	To Do Item	Status
1	Complete the University of Ballarat Disclaimer	Awaiting Review
2	Complete your eCAF if required	Awaiting Review
3	Check your address details	Awaiting Review
4	Check your telephone numbers	Awaiting Review
5	Check your email addresses	Awaiting Review
6	Check your emergency contact information	Awaiting Review
7	Complete your statistical details	Awaiting Review

Step 3. Read the UB disclaimer:

UB Disclaimer

PRIVACY

The information being sought in this form and a student photograph is collected for the purposes of processing your enrolment. This information will be held by the University of Ballarat and may be accessed and used by people employed or engaged by the University in the delivery of services to you. The information may be made available to Commonwealth and State agencies and to the ESOS Assurance Fund pursuant to the University's obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code. In addition, the information may be used or disclosed to other organisations outside the University where permitted by relevant Privacy Legislation. The provision of the information is voluntary, but if this is not provided, the University may be unable to process your enrolment. You have a right of access to, and correction of, your personal information in accordance with Privacy Legislation and the University's Information Privacy Policy. Please direct any enquiries you may have in relation to this matter to the University's Privacy Officer, telephone +61 3 5327 9506.

STUDENT DECLARATION

I declare that I have read the instructions and that all information submitted is correct and complete. I acknowledge that the provision of incorrect information may result in the withdrawal by the University of Ballarat of any place which may be offered. I declare that the information provided in support of my enrolment is correct, and I acknowledge that I am bound by regulations of the University. I agree to pay all fees charged directly to me arising from this enrolment. I acknowledge that the University will correspond with me via any of the following means of communication: on official University noticeboards, to my nominated correspondence address and electronically via my University email account. I acknowledge that if I wish to have my photograph withheld from University use that I will contact the University in writing requesting removal of my photograph.

Commonwealth Supported Students only: I have accessed my Student Learning Entitlement and believe I have adequate SLE to cover the EFTSL value of units listed on this enrolment form.

|

Step 4. Accept the disclaimer by clicking

Step 5. Return to the Enrolment Checklist by clicking

Step 6. Click on the **ITEM 2: [Complete your eCAF if Required](#)** link

	To Do Item	Status
1	Complete the University of Ballarat Disclaimer	Completed
2	Complete your eCAF if required	Awaiting Review
3	Check your address details	Awaiting Review

eCAF - Electronic Commonwealth Assistance Form

IMPORTANT: It is vital that you read through the information carefully to ensure it is correct. If you need to amend any of the data presented, please contact Student Administration, Mt Helen Campus.

IMPORTANT: If you are enrolling in a FAST program, you **must** complete an eCAF even though this program does not incur any fees.

Step 1. Click [Submit](#)

Electronic Commonwealth Assistance Forms				
Please select an action below to view or submit a Commonwealth Assistance Form for your program(s).				
Academic Program	Status	CAF Type	Action	
FAO	Foundation Access Studies Program	Active in Program	CSP 2005+	Submit

TIP: FAST students do not need to submit a Tax File Number. But if you have your Tax File Number with you, please enter it in question 8A.

8A. Tax File Number (TFN):

Your provider is authorised under the *Higher Education Support Act 2003* to collect your TFN. It is not an

Step 2. Question 8B

>To be eligible for your FAST program, you must agree to the statement in question 8B even though there are no fees associated with this program.

I have read each of the statements above, agree to them and/or declare that they are true:

Yes
No
Yes

Step 3. Question 10

>To be eligible for your FAST program, you must agree to the statement in question 10.

I have read each of the statements above, agree to them and/or declare that they are true:

Yes
No
Yes

Step 4. Question 11

> You do not incur any fees for your FAST program. Therefore, you do not need to select a payment option in question 11

11. Indication of payment option:

Complete ONLY if you are an Australian citizen or the holder of a permanent humanitarian visa.

In what way do you intend to pay your student contribution?

Full up-front payment of my student contribution amount

(You only need to pay 80% of your student contribution amount on or before the census date)

Step 5. Once you have completed your eCAF, click

[SUBMIT FORM](#)

TIP: If you have not submitted your Tax File Number, please ignore the warning and click

[SUBMIT FORM](#)

If your eCAF has been successfully submitted, you will receive the message. Please click

[OK](#)

Also, at the very bottom of the eCAF, there will also be a date and time when your eCAF was submitted successfully.

Form submitted: 28/10/2009 14:34:47

Step 6. Click

[RETURN](#)

TIP: You will now be able to view your submitted eCAF by clicking on the View link

wealth Assistance Forms

to view or submit a Commonwealth Assistance Form for your program(s).

	Status	CAF Type	Action
ation Access Studies Program	Active in Program	CSP 2005+	View

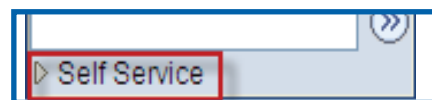
Step 7. Return to Enrolment Checklist by clicking

[RETURN TO CHECKLIST](#)

How to check your submitted eCAF:

If you would like to check your eCAF at any time, follow the steps below:

Step 1. Click on the [Self Service](#) link



Step 2. Click on the [Commonwealth Requirements](#) link



Step 3. Click on the [eCAF Summary](#) link



Step 4. Click on the [View](#) link

	Status	CAF Type	Action
ation Access Studies Program	Active in Program	CSP 2005+	View

Step 7. Click on the **ITEM 3:** [Check your address details](#) link

To Do Item	Status
1 Complete the University of Ballarat Disclaimer	Completed
2 Complete your eCAF if required	Completed
3 Check your address details	Awaiting Review
4 Check your telephone numbers	Awaiting Review

Step 8. Confirm any existing address details:

Home address: the address at which you usually live




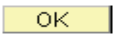
Mail address: the Australian address to which all communications from UB will be mailed

Campus address: the Australian address at which you are living while you are studying

IMPORTANT: Please ensure you have entered three address types: Home, Mail and Campus.

IMPORTANT: Students are required to maintain and update their contact details (for example: addresses, telephone numbers and email addresses) at all times.

Modify existing address details

- Step 1. Click 
- Step 2. Modify the address details
- Step 3. Click 
- Step 4. Modify the date that this change takes effect if necessary
- Step 5. Click 
- Step 6. Click 

To add a new address

- Step 1. Click 

Important: Below is the address format which you **must** use:

EXAMPLE 1:

123 Sturt Street
BALLARAT VIC 3350

OR

EXAMPLE 2:

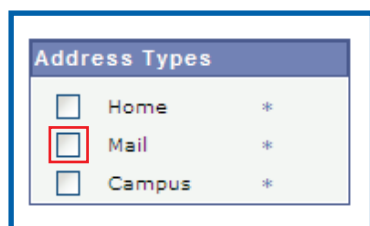
Unit/Apartment/Flat 2
123 Sturt Street
BALLARAT VIC 3350

IMPORTANT: The CITY and STATE must be in capital letters and you **must** add the postcode.

Step 2. Enter the address details

Step 3. Click

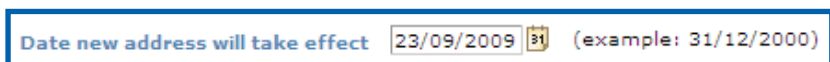
Step 4. Click on the 'Address Type'




Address Types		
<input type="checkbox"/>	Home	*
<input checked="" type="checkbox"/>	Mail	*
<input type="checkbox"/>	Campus	*

TIP: If the address you are currently entering is the same for one or both of your other addresses, if you click in the relevant 'Address Types' box, mySC will automatically change this address at the same time.

Step 5. Modify the date that this change takes effect if necessary



Date new address will take effect  (example: 31/12/2000)

Step 6. Click

Step 7. Click

Step 8. Return to the Enrolment Checklist by clicking

Step 9. Click on the **ITEM 4:** [Check your telephone numbers](#) link

	To Do Item	Status
1	Complete the University of Ballarat Disclaimer	Completed
2	Complete your eCAF if required	Completed
3	Check your address details	Completed
4	Check your telephone numbers	Awaiting Review
5	Check your email addresses	Awaiting Review
6	Check your emergency contact information	Awaiting Review

Step 10. Confirm any existing phone numbers:

Mobile: Australian Mobile Number

Home: Australian Home Telephone Number

Other: Other Telephone Number, if applicable

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Preferred	
Mobile	0428123456		<input checked="" type="checkbox"/>	delete
Home	03912345678		<input type="checkbox"/>	delete
Other	64987654321		<input type="checkbox"/>	delete

[ADD A PHONE NUMBER](#)

[SAVE](#)

Modify existing phone numbers

Step 1. To modify an existing phone number, simply alter the phone number that is shown.

*Phone Type	*Telephone	Ext	Preferred	
Mobile	0428123456		<input checked="" type="checkbox"/>	delete
Home	03912345678		<input type="checkbox"/>	delete
Other	64987654321		<input type="checkbox"/>	delete

Step 2. Click [SAVE](#)

Step 3. Click [OK](#)

Add a new phone number

Step 1. Click [ADD A PHONE NUMBER](#)

Step 2. Select the 'Phone Type' of telephone number from the drop down list

Step 3. Enter the telephone number

Step 4. Select 'Preferred' only if this is your preferred telephone contact number

IMPORTANT: The University will use your mobile number as your preferred method of contact, unless otherwise stated.

Step 5. Click [SAVE](#)

Step 6. Click [OK](#)

Step 7. Return to the Enrolment Checklist by clicking [RETURN TO CHECKLIST](#)

Step 11. Click on the **ITEM 5:** [Check your email addresses](#) link

To Do Item	Status
1 Complete the University of Ballarat Disclaimer	Completed
2 Complete your eCAF if required	Completed
3 Check your address details	Completed
4 Check your telephone numbers	Completed
5 Check your email addresses	Awaiting Review
6 Check your emergency contact information	Awaiting Review
7 Complete your statistical details	Awaiting Review

IMPORTANT: You must leave your UB student (campus) email address selected as your 'preferred' email address.

IMPORTANT: UB will use your UB student (campus) email address for all University related material (for example: Commonwealth Assistance Notice). You **must** check your UB email regularly.

*Email Type	*Email Address	Preferred	
Campus	rnadal @students.ballarat.edu.au	<input checked="" type="checkbox"/>	delete
Other	rnadal @hotmail.com.uk	<input type="checkbox"/>	delete

Modify existing email addresses

Step 1. To modify an existing 'other' email address, simply alter the 'other' email address that is shown

*Email Type	*Email Address	Preferred	
Campus	rnadal @students.ballarat.edu.au	<input checked="" type="checkbox"/>	delete
Other	rnadal @hotmail.com.uk	<input type="checkbox"/>	delete

Step 2. Click [SAVE](#)

Step 3. Click [OK](#)

Add a new email address

Step 1. Click [ADD AN EMAIL ADDRESS](#)

Step 2. Select the type of email address

*Email Type
Home
Home
Other

Step 3. Enter the email address

Step 4. Click [SAVE](#)

Step 5. Click [OK](#)

Step 6. Return to the Enrolment Checklist by clicking [RETURN TO CHECKLIST](#)

How to Forward your UB Emails

All official communications from the University of Ballarat will be sent to your UB student (campus) email address. Please ensure that you monitor your UB email regularly as it will contain important information regarding various aspects of your student life cycle.

If you wish to forward your UB email to a preferred external email address, please follow the auto forward instructions and general email help which can be found at:

www.ballarat.edu.au/myit@ub/email.shtml

IMPORTANT: If you have forwarded your UB emails to a personal email address and your personal email address changes, you **must** remember to change the auto forward.

Step 12. Click on the **ITEM 6:** [Check your emergency contact information](#) link

	To Do Item	Status
1	Complete the University of Ballarat Disclaimer	Completed
2	Complete your eCAF if required	Completed
3	Check your address details	Completed
4	Check your telephone numbers	Completed
5	Check your email addresses	Completed
6	Check your emergency contact information	Awaiting Review
7	Complete your statistical details	Awaiting Review

Modify an existing emergency contact

Step 1. Click **edit**

Step 2. Modify the contact details

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	Joey Nadal	Spouse	0402654321		edit	delete

Step 3. Click **SAVE**

Step 4. Click **OK**

Add a new emergency contact

Step 1. Click **ADD AN EMERGENCY CONTACT**

Step 2. Add the contact details

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	Joey Nadal	Spouse	0402654321		edit	delete
<input type="checkbox"/>	Serena Williams	Other	088812345678		edit	delete

Step 3. Click **SAVE**

Step 4. Click **OK**

Step 5. Return to the Enrolment Checklist by clicking **RETURN TO CHECKLIST**

Step 13. Click on the **ITEM 7: [Complete your statistical details](#)** link

	To Do Item	Status
1	Complete the University of Ballarat Disclaimer	Completed
2	Complete your eCAF if required	Completed
3	Check your address details	Completed
4	Check your telephone numbers	Completed
5	Check your email addresses	Completed
6	Check your emergency contact information	Completed
7	Complete your statistical details	Awaiting Review


Question 1.

Is your current Citizenship Status correct? If correct, go to question 2. If incorrect, you **must** contact your School or Student Administration Mt Helen campus.

Q1. Your current citizenship/residency status is:


Citizenship Status Australian Citizen

Question 2.


Are you of Aboriginal and/or Torres Strait origin? If yes, please use the lookup glass  select the correct origin.

View All		First	◀	1-5 of 5	▶	Last
<u>Ethnic Group</u>	<u>Description</u>	<u>Short Description</u>				
<u>2</u>	Non indigenous - not Aborig nor Torres Strait Isl	Non-indig				
<u>3</u>	Aboriginal origin but not Torres Strait Islander	Aboriginal				
<u>4</u>	Torres Strait Islander origin but not Aboriginal	Torres Str				
<u>5</u>	Both Aboriginal and Torres Strait Islander origin	ATSI				
<u>9</u>	No information	No info				


Question 3 - Part A

Were you born in Australia? If yes, go directly to question 6. If incorrect, use the lookup glass  to select the country where you were born.


Q3. In what country were you born?

Birth Country  Australia


Question 3 - Part B.

If you were born overseas, is your country of birth correct? If yes, go directly to question 4. If incorrect, use the lookup glass  to select the country where you were born.

Q3. In what country were you born?

Birth Country  Spain

TIP: To quickly find your country of birth link, type the first letter of the country into the 'begins with' box (for example, 'C' for China), then click **Look Up** and then click on the relevant country link.

Search by: Country 

Look Up Cancel [Advanced Lookup](#)

Search Results

View All First 1-20 of 20 Last

Country	Description
CAF	Central African Republic
CAN	Canada
CCK	Cocos (Keeling) Islands
CHE	Switzerland
CHL	Chile
CHN	China
CIV	Cote D'Ivoire

Question 4 - This question only needs to be completed if your country of birth was not Australia.

Enter the **year** you **first** arrived in Australia.


Q4. If you were not born in Australia, in what year did you enter Australia?

Year Arrival

Question 5 - This question only needs to be completed if your country of birth was not Australia.

Enter the language you speak at your permanent home address by using the lookup glass 

Q5. If you speak a language other than English at your permanent home address, what is it?

Language Spoken at Home 

TIP: To quickly find your language spoken at home, type the first letter of the language into the 'begins with' box (for example, 'M' for Mandarin), then click **Look Up** and then click on the relevant language link.

Look Up Language Spoken at Home

Search by:

Look Up **Cancel** [Advanced Lookup](#)

Search Results

View All First 1-6 of 6 Last

Accomplishment	Description
MAL	Malay
MC	Macedonian
ME	Mid East & North Africa
MI	Maori
ML	Marathi
MN	Mandarin

Question 6.

Do you have a disability or impairment that may affect your studies?

Q6. Do you have a disability, impairment or long term medical condition which may affect your studies?

> If YES ... Click Yes and continue to Question 7 and Question 8.

> If NO ... Click No and then click to go to the next screen.

Question 7.

If you selected Yes for question 6, please indicate the nature of the impairment.

Q7. If 'yes' to question 6, please select impairment area/s.

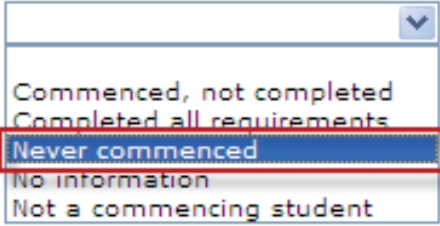
Type of Impairment

- Hearing Disability
- Learning Disability
- Medical Disability
- Mobility Disability
- Other Disability
- Vision Disability

Question 10

- a. If you have **never** commenced Bachelor's Degree, you must select '**never commenced**'.
- b. Have you previously completed a Bachelor's Degree? If yes, you must select '**completed all requirements**' and enter the '**year**' you were **last enrolled**.
- c. Have you commenced but not completed a Bachelor's Degree? If yes, select '**commenced, not completed**' and enter the '**year**' you were **last enrolled**.

Q10. Degree Program
Bachelor's Degree

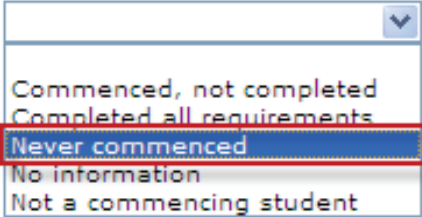


Commenced, not completed
Completed all requirements
Never commenced
No information
Not a commencing student

Question 11

- a. Previously at a university, if you have **never** commenced an Associate degree, Advanced Diploma or Diploma at a College of Advanced Education, you must select '**never commenced**'.
- b. Previously at a university, have you previously completed an Associate degree, Advanced Diploma or Diploma at a College of Advanced Education? If yes, you must select '**completed all requirements**' and enter the '**year**' you were **last enrolled**.
- c. Previously at a university, have you commenced but not completed an Associate degree, Advanced Diploma or Diploma at a College of Advanced Education? If yes, select '**commenced, not completed**' and enter the '**year**' you were **last enrolled**.

Q11. Higher Education Sub-Degree Program
Associate degree, Advanced Diploma or
Diploma at a College of Advanced Education,
University



Commenced, not completed
Completed all requirements
Never commenced
No information
Not a commencing student

Question 12 - part 1

- a. Previously in Australia at a TAFE college or other Vocational Education and Training (VET) provider, have you completed an Associate degree, Advanced Diploma or Diploma? If yes, you must select **'completed all requirements'** and enter the **'year'** you were **last enrolled**.
- b. Previously in Australia at a TAFE college or other Vocational Education and Training (VET) provider, have you commenced but not completed an Associate degree, Advanced Diploma or Diploma? If yes, select **'commenced, not completed'** and enter the **'year'** you were **last enrolled**.
- c. Previously in Australia at a TAFE college or other Vocational Education and Training (VET) provider, if you have never commenced an Associate degree, Advanced Diploma or Diploma, you must select **'never commenced'**.

Q12. VET Sub-Degree Program
Associate degree, Advanced Diploma or Diploma at a TAFE college or other Vocational Education and Training (VET) provider

Completed all requirements

2009

Completed all requirements
Commenced, not completed
Never Commenced
No information
Not a commencing student

Question 12 - part 2

Previously in Australia at a TAFE college or other Vocational Education and Training (VET) provider, if you have 'completed' or 'commenced but not completed' an Associate degree, Advanced Diploma or Diploma, you must also enter the following:

- Name of the Program (course) undertaken
- Will you be seeking a Credit Transfer, yes or no?

Q12. VET Sub-Degree Program
Associate degree, Advanced Diploma or Diploma at a TAFE college or other Vocational Education and Training (VET) provider

Completed all requirements

2009

Name of Program Undertaken

Will you be seeking credit transfer for this program

No
Yes

Question 13 - part 1

- a. Previously in Australia at a **TAFE college** or other **Vocational Education and Training (VET)** provider, have you completed an Award course (other than an Associate degree, Advanced Diploma or Diploma program)? If yes, you must select **'completed all requirements'** and enter the **'year'** you were **last enrolled**.
- b. Previously in Australia at a **TAFE college** or other **Vocational Education and Training (VET)** provider, have you commenced but not completed an Award course (other than an Associate degree, Advanced Diploma or Diploma program)? If yes, select **'commenced, not completed'** and enter the **'year'** you were **last enrolled**.
- c. Previously in Australia at a **TAFE college** or other **Vocational Education and Training (VET)** provider, if you have **never** commenced an Award course (other than an Associate degree, Advanced Diploma or Diploma program), you must select **'never commenced'**.

Q.13 VET Award Program
Award course (other than an Associate degree, Advanced Diploma or Diploma program) TAFE or other Vocational Education and Training (VET) provider

Completed all requirements ▼

Commenced, not completed
Completed all requirements
Never commenced
No information
Not a commencing student

2009

Question 13 - part 2

Previously in Australia at a **TAFE college** or other **Vocational Education and Training (VET)** provider, if you have 'completed' or 'commenced but not completed' an Award course (other than an Associate degree, Advanced Diploma or Diploma program) you must also enter the following:

- Name of the Program (course) undertaken
- Will you be seeking a Credit Transfer, yes or no?

Q.13 VET Award Program
Award course (other than an Associate degree, Advanced Diploma or Diploma program) TAFE or other Vocational Education and Training (VET) provider

Completed all requirements ▼

2009

Name of Program Undertaken

Will you be seeking credit transfer for this program

No
Yes

Question 14

- a. Previously in Australia at a **TAFE college, technical college, evening school, evening college, CAE, institute of advanced education or institute of tertiary education**, have you completed the final year of secondary education? If yes, you must select **'completed such a course'** and enter the **'year'** you were last enrolled.
- b. Previously in Australia at a **TAFE college, technical college, evening school, evening college, CAE, institute of advanced education or institute of tertiary education**, have you commenced but not completed the final year of secondary education? If yes, select **'didn't begin/complete'** and enter the **'year'** you were last enrolled.
- c. Previously in Australia at a **TAFE college, technical college, evening school, evening college, CAE, institute of advanced education or institute of tertiary education**, if you have never commenced the final year of secondary education you must select **'no information'**.

<p>Q14. TAFE Secondary Program Final year of secondary education at a TAFE college, technical college, evening school, evening college, CAE, institute of advanced education or institute of tertiary education</p>	<input type="text" value="Completed such a course"/> <input type="text" value="Completed such a course"/> <input type="text" value="Didn't begin/complete"/> <input type="text" value="No information"/> <input type="text" value="Not a commencing student"/>	<input type="text" value="2009"/>
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Question 15

- a. Previously at a **high school, technical high school, secondary school or secondary college**, have you completed final year of secondary education? If yes, you must select **'completed final year'** and enter the **'year'** you were last enrolled.
- b. Previously at a **high school, technical high school, secondary school or secondary college**, if you have never commenced the final year of secondary education, you must select **'did not do final year'** and enter the **'year'** you were last enrolled.

<p>Q.15 Secondary School Program Final year of secondary education at a high school, technical high school, secondary school or secondary college</p>	<input type="text" value="Completed final year"/> <input type="text" value="Completed final year"/> <input type="text" value="Did not do final year"/> <input type="text" value="No information"/> <input type="text" value="Not a commencing student"/>	<input type="text" value="2009"/>
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Question 16

- a. Have you previously completed some other qualification or certificate of attainment or competence? If yes, you must select '**other qualifications/certs**' and enter the '**year**' you were **last enrolled**.
- b. If you have **never** commenced some other qualification or certificate of attainment or competence, you must select '**no other qualification/certs**'.

Q.16 Other Qualification
Some other qualification or certificate of attainment or competence

Other qualifications/certs ▼

2009

No information
No other qualifications/certs
Not a commencing student
Other qualifications/certs

Question 17 - only complete if you have had no prior education


If you have had **no** prior educational attainment, please select the check box as shown below.

Q.17 No Prior Educational Attainment
Select this checkbox if you have no prior education


Once you have completed questions 9 to 16, or question 17, please click [NEXT](#) to go to the next screen.

Step 14. What is the highest level of education completed by your parents or guardians?

Step 1. Parent / Guardian 1

- Click ... 'Male', 'Female' or 'No Parent/Guardian'
- Click on the looking glass  and select the highest level of education **completed** by your parent/guardian 1

Step 2. Parent / Guardian 2

- Click ... 'Male', 'Female' or 'No Parent/Guardian'
- Click on the looking glass  and select the highest level of education **completed** by your parent/guardian 2

Education Level of Your Parents or Guardians

These questions are about the highest level of education completed by your parents or guardians.


The Australian Government Department of Employment, Education and Workplace Relations requires this information to be collected for statistical purposes.

Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

Parent/guardian 1.
(Select at least one of the following options)

Female Male No parent/guardian


What is the highest level of education completed by your parent/guardian 1?
(Select at least one of the following options)

Education Level 

Parent/guardian 2.
(Select at least one of the following options)

Female Male No parent/guardian

What is the highest level of education completed by your parent/guardian 2?
(Select at least one of the following options)

Education Level 

[BACK](#) [DONE. RETURN TO CHECKLIST](#)

Step 3. Once completed return to the enrolment checklist by clicking

[DONE. RETURN TO CHECKLIST](#)

ENROLMENT CHECKLIST COMPLETED ?

If all your Enrolment Checklist items 1 - 7 have a **'completed'** status...

Congratulations you have now successfully completed your Enrolment Checklist!

ENROLLING IN YOUR CLASSES

Students who are permitted to continue and enrol in classes:

If you are permitted to enrol into your classes, click [ENROL NOW](#) and for instructions on how to enrol into your classes, please go to the next page >

Students who are not permitted to enrol in classes:

You may not be permitted to enrol into your classes **at this stage**, therefore please log out of my Student Centre by clicking on the [Sign out](#) link which is on the top right-hand corner of your screen.

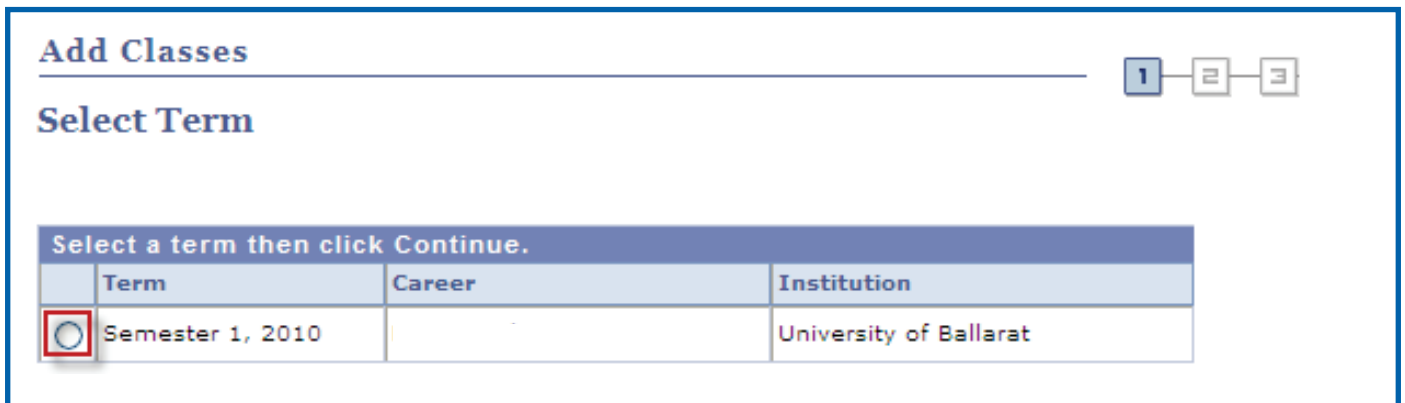
Now please speak with your school staff member for the next stage of your enrolment process.

Are you unsure if you are permitted to enrol in your classes?

Please refer to the letter from your School.

4 Enrolling in a class

Step 1. Select the 'Term' you wish to enrol into.



Add Classes 1 2 3

Select Term

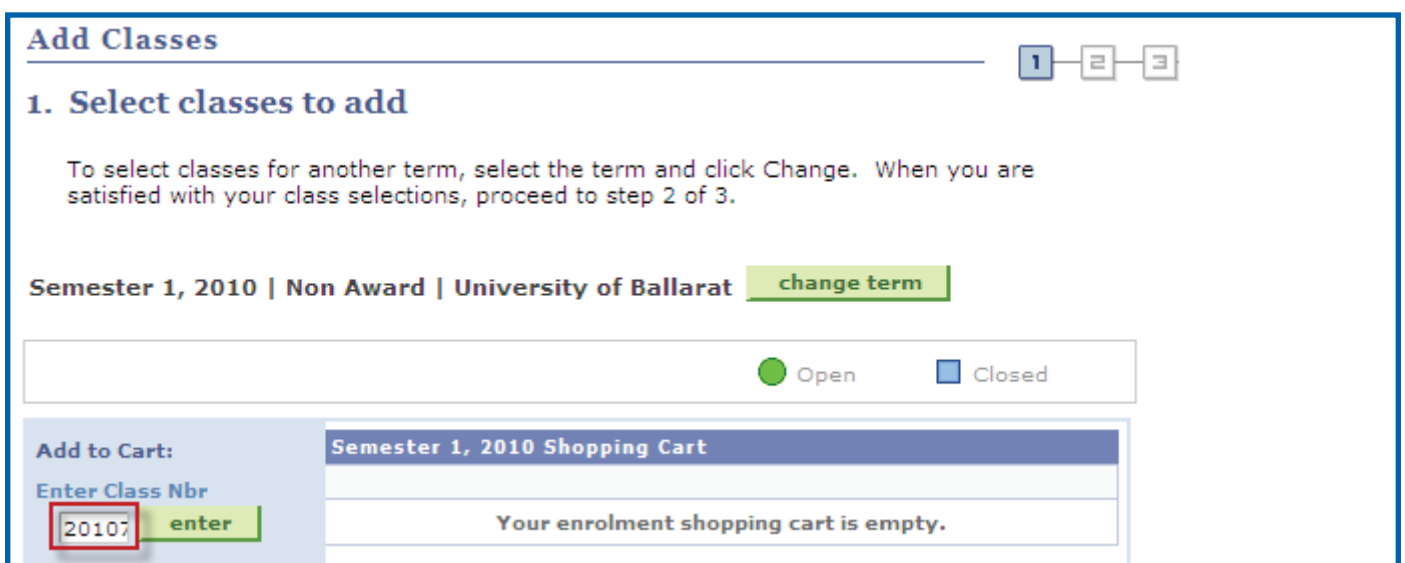
Select a term then click Continue.

Term	Career	Institution
<input checked="" type="radio"/> Semester 1, 2010		University of Ballarat

Step 2. Click **CONTINUE**

Step 3. Enter the number into the 'Enter Class Nbr' field

IMPORTANT: Your class numbers will be given to you by your school



Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Semester 1, 2010 | Non Award | University of Ballarat **change term**

Open Closed

Add to Cart:

Enter Class Nbr

enter

Semester 1, 2010 Shopping Cart

Your enrolment shopping cart is empty.

Step 4. Click **enter**


Step 5. You can now see the details of the class.

1. Select classes to add - Enrolment Preferences

Semester 1, 2010 | Non Award | University of Ballarat

FASTP 1001 - INTRODUCTION TO TERTIARY STUDI

Class Preferences

FASTP 1001-M101 Seminar  Open

Permission Nbr

Grading Graded (from 2010 onwards)

Session Regular Academic Session

Career Non Award

Units 10.00



Program Foundation Access Studies Prog

Section	Component	Days & Times	Room	Instructor	Start/End Date
M101	Seminar	Mo 1:30PM - 3:30PM	Classroom	Staff	01/02/2010 - 30/06/2010

Step 6. Click

Step 7. Your class has now been added to your 'Enrolment Shopping Cart'

Semester 1, 2010 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	FASTP 1001-M101 (20107)	Mo 1:30PM - 3:30PM	Classroom	Staff	10.00	


IMPORTANT: You are not yet enrolled in the class.

Step 8. Enrol in the rest of your classes for the selected term by repeating steps 3-7

Step 9. Once you have selected all your classes, please proceed to section 4.1 [Finalising your enrolment](#) on the next page >

4.1 Finalising your enrolment

Step 1. Confirm your class selection in the 'Enrolment Shopping Cart' list and click **PROCEED TO STEP 2 OF 3** when you are happy with your selection

TIP: You can remove any incorrect classes in your Shopping Cart by clicking on the trash can 



Add to Cart:

Enter Class Nbr
 enter

Find Classes


Class Search
 My Requirements
 My Planner

search

Semester 1, 2010 Shopping Cart							
Delete	Class	Days/Times	Room	Instructor	Units	Status	
	FASTP 1001-M101 (20107)	Mo 1:30PM - 3:30PM	Classroom	Staff	10.00		

PROCEED TO STEP 2 OF 3

Step 2. Confirm your classes and click **FINISH ENROLLING**

Class	Description	Days/Times	Room	Instructor	Units	Status
FASTP 1001-M101 (20107)	INTRODUCTION TO TERTIARY STUDI (Seminar)	Mo 1:30PM - 3:30PM	Classroom	Staff	10.00	

CANCEL **PREVIOUS** **FINISH ENROLLING**

If you receive a green tick: You have successfully enrolled in your classes.

Class	Message	Status
FASTP 1001	Success: This class has been added to your schedule.	✓

If you receive a red cross: You are unable to enrol in your class.

For the example below, you don't have permission to enrol at this time. Please double check that you have selected the correct class number. If you have, please speak to your school staff member for further assistance.

Class	Message	Status
FASTP 1001	Error: Unable to complete your request. You do not have access to perform this transaction at this time.	✗

My Class Schedule

To confirm your enrolment into your selected classes, please view your schedule by clicking

MY CLASS SCHEDULE

VIEW 1. Click the 'Weekly Calendar View' option

IMPORTANT: The 'Weekly Calendar View' will show building and room numbers for your classes. For more information click the green box in your timetable.

My Class Schedule

Select Display Option List View Weekly Calendar View

<< previous week Week of 2/3/2009 - 8/3/2009 next week >>

Show Week of 02/03/2009 Start Time 8:00AM End Time 6:00PM

Time	Monday 2 Mar	Tuesday 3 Mar	Wednesday 4 Mar	Thursday 5 Mar	Friday 6 Mar
8:30AM					
9:30AM	FASTP 1001 - M101 Seminar 9:30AM - 12:30PM Mt Helen/F Building F311	FASTP 1002 - M101 Seminar 9:30AM - 12:30PM Mt Helen/T Building T120	FASTP 1006 - M201 Seminar - Part 2 9:30AM - 11:30AM Mt Helen/F Building F302	FASTP 1005 - M101 Seminar 9:30AM - 11:30AM Mt Helen/H Building H124	FASTP 1005 - M201 Seminar - Part 2 9:30AM - 11:30AM Mt Helen/F Building F313
10:30AM					
11:30AM					

VIEW 2. List View

My Class Schedule

Select Display Option List View Weekly Calendar View

Semester 1, 2009 | Non Award | University of Ballarat [change term](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

FASTP 1001 - INTRODUCTION TO TERTIARY STUDI						
Status	Units	Grading	Grade	Program	Deadlines	
Enrolled	10.00	Graded (from 2009 onwards)	C	Foundation Access Studies Prog		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
20886	M101	Seminar	Mo 9:30AM - 12:30PM	Classroom	Beverley BLASKETT	02/03/2009 - 01/06/2009

Congratulations you have now finished enrolling!
You can now sign out of my Student Centre.



manage your *Student Centre*

Guide to Enrolling Online

FAST Students

mysc.ballarat.edu.au/

