



IMPORTANT INFORMATION FOR STUDENTS CONTINUING THEIR ENROLMENT IN 2011

All students who will be continuing to study in 2011, **in the same program as in 2010**, are required to complete the continuing enrolment process. Please read these instructions carefully as failure to complete the required processes by the designated times may result in late fees and possible loss of your place at the University.

When do I need to re-enrol?

Please refer to the enclosed letter from your School for information about when to re-enrol for 2011. Please note that all continuing students must be re-enrolled into courses, for the entire academic year, **by Friday 10th December 2010**. **IMPORTANT TIP: The sooner you enrol the more timetabling choices you have!**

How do I re-enrol?

You will be able to enrol in your 2011 courses and choose your classes online by using **my Student Centre** mysc.ballarat.edu.au. The Guide to Enrolling Online (Continuing Students) will assist you in completing your enrolment and is available at: http://www.ballarat.edu.au/myscsupport/stepbystep/Enrol_Guide_Continuing.pdf

To login into my Student Centre, you can use either your old student ID number or your new student ID number (for example, 28xxxxx or 300xxxxx) as your User ID; your password will be the same as your current Novell password. To avoid any issues when re-enrolling, please ensure that you know your password and that you are able to log in to **my Student Centre**. If you are unsure of your password, please contact the Service Desk on 5327 9999 or via email: servicedesk@ballarat.edu.au. This should be done no later than **one** week before your re-enrolment date.

If you have never reset your 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 20 April 1985, so his default password is j.20041985

If your login has expired, or you want to change/reset your password at any time, please go to www.ballarat.edu.au/changepassword

End of Year Results

Your end of year results will be available from midday, Friday 3rd December 2010, by logging into my Student Centre mysc.ballarat.edu.au

If you subsequently fail to complete a course in 2010, you will need to re-enrol in the failed course in 2011. Once you have spoken with your School Program Co-ordinator, you will be able to amend your enrolment online using my Student Centre.

If you successfully completed all 2010 courses, you are not required to take any action.

Final Year Students / Graduations

If you are enrolled in the final year of your program for 2010, and you satisfy all the academic requirements of that program, then you will be eligible to graduate. It is your responsibility to apply to graduate. An Application to Graduate form can be collected from the Student Centre or downloaded from www.ballarat.edu.au/graduation/highered. Applications received after the relevant closing date will not be accepted.

If you subsequently fail to complete a course then you are required to complete all continuing enrolment requirements after results publication.

Am I required to attend a re-enrolment information session and/or an assisted enrolment session?

If you are required to attend School re-enrolment information session and/or an assisted re-enrolment session and cannot attend, you must contact your school as soon as possible to make alternative arrangements.

What happens if I do not re-enrol?

If you do not re-enrol and you do not obtain approved leave from studies from your School Program Co-ordinator by 31st March 2011, you may forfeit your place at the University and will need to re-apply for entry into your program.

How do I re-enrol in a different program in 2011?

If you wish to undertake a new program in 2011, you must apply for admission into that program and meet the program requirements. Current UB higher education students should submit a Direct Application form; these are available for download from www.ballarat.edu.au/apply. Timely Direct Applications close on 12 November 2010 and offers will be made early December 2010 or January 2011. Please note that even if you plan to change your program in 2011, it is recommended that you re-enrol in your current program of study until you receive an official offer for the new program.

Students on leave or suspended from studies, due back in 2011

If you are currently on leave or suspended from your studies, and you are due back in Semester 1 2011, please refer to the enclosed letter for information regarding when to re-enrol.

PhD and Masters by Research

You will be contacted by the Research & Graduate Studies Office regarding your re-enrolment procedure.

Non-Award / Single Subject Enrolments

If you wish to complete further courses, you will **not** be able to enrol online. Therefore, you will need to complete a 2011 Non Award / Single Subject form available from your School or Student Administration. Please contact your School for further information.

Fee Invoice

Your Semester 1 2011 invoice will be emailed to your UB email address in early February 2011.

All Commonwealth Supported students are sent an invoice showing that an up-front payment is required for their Student Contribution irrespective of the payment option they have chosen. Any eligible student who has not paid the up-front amount by census date and who has provided a Tax File Number to UB will have their Student Contribution deferred to a HECS-HELP loan on that date. If you are eligible and intend to defer your Student Contribution to a HECS-HELP loan and have supplied your Tax File Number, please ignore the request to pay 'up-front' and retain the statement for your records.

All Domestic Fee paying students are sent an invoice showing that an up-front payment is required for their tuition fees irrespective of the payment option they have chosen. In general, two weeks notice is given for the payment of fees. Any eligible students who have applied for FEE-HELP and have not paid the up-front amount by census date will have their tuition fees deferred to a FEE-HELP loan on that date. If you are eligible and intend to defer your tuition fees to a FEE-HELP loan and have supplied your Tax File Number, please ignore the request to pay 'up-front' and retain the statement for your records.

All International fee paying students are in general given two weeks notice for payment of fees.

Failure to pay outstanding fees may result in the cancellation of your enrolment.

Important Dates

Important dates for 2011 are located at www.ballarat.edu.au/aasp/student/dates.shtml. Please enter these dates in your diary because failure to comply with these dates may result in penalties.