Flinders
Foundation
Studies
Program
Enrolment Guide

inspiring achievement

Flinders Foundation Studies Program

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

You will need to enrol for the overall program:

• FNST0100 Flinders University: Foundation Studies Program

and for each of the individual topics to be studied:

• FNST0101 Introduction to University Study through Academic Writing
• FNST0102 Developing the Skills of Academic Literacy
• FNST0103 Developing the Skills of Academic Numeracy
• FNST0104 Flinders University: An Introduction to Different Areas of Study

You will be able to enrol in the program and four topics from **Monday 6th February, 2012**

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

If you would like assistance to enrol, please attend one of the Enrolment Sessions held on:

• Wednesday February 22 in Room D.28 D Block, TAFESA Mt Barker from 4–6pm
• Thursday February 23 in Room WR1, West Building, TAFESA Noarlunga, Ramsay Place, Noarlunga Centre from 11am–1pm
• Thursday February 23 in Room E408, East Wing, TAFESA Adelaide City, Light Square, Adelaide from 4–6pm

Directions to each room will be posted from the Client Services office for each campus.

Find your Flinders student ID number

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

My Student ID Number is:

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Activate your login code (FAN) and password

Before you can access any of the online student services at Flinders University you will need to activate your login code (known as your FAN or Flinders Authentication Name) and set a secure password.

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

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

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

My initial password is:

Student ID Number:						Birthdate day/month:			
2	1								
		... this is your initial password ...							

• Add your Student ID number and initial password and click 'Go' Your FAN will be displayed.

My FAN is:

• Read and agree to the *Conditions of Use of the University's ICT Resources* and click on 'Authenticate' your FAN.
• You will now need to set a secure password that:
  • is between 8-10 characters long;
  • is not based on your FAN;
  • is not all lower case letters (include unusual capitalisation and/or numbers);
  • contains at least 5 different characters;
  • is not based on a dictionary word (even if reversed);
  • does not include your first name or your last name; and
  • does not include any of the following characters **&$%!()*-, ; ~ `**

As an example, think of an 8-letter word, change one of the letters to upper case, and one to a number eg. 'creative' becomes 'cReativ3'.

It is important that your password is easy to remember so you don't need to write it down.

• Click on 'OK' to set your password.

Access the Student Information System

The Student Information System is where you will manage your enrolment in the Flinders Foundations Studies Program.
Go to: **www.flinders.edu.au/current-students/**

• Click on the 'Student Info System' button

• Login using your **Flinders Student ID number** and **password**

Update your personal details

• Before you enrol you will need to update and confirm your personal details. Use the left-hand menu to:

• Check your **name, date of birth and gender** details are correct - contact Enrolment Services, if not.

• Check your **address, phone, email and emergency contact** details – use the 'Change this …' or 'Add a new type of …' as necessary. You will need to record both a Home and Semester address (these may be the same).

• Check your **citizenship and residency** details – update your country of birth and, if necessary, year of entry into Australia. Save and return to the overview page. Confirm the displayed details. You can request modification of your citizenship and residency details if these are incorrect.

• Update your **cultural** details – use 'Change my Cultural details' to enter the main language you speak at home and to identify yourself as Aboriginal or Torres Strait Islander. Save the changes and return to the overview page. Confirm the displayed details.

• Update any **disability** details – either confirm or change the displayed details. If you make changes you will need to return to the overview pages to confirm the details.

• Update your **parent or guardian** education details – click on the 'Change my…' link to update the education and gender details of your parent(s) or guardian(s). Return to the overview page and confirm the displayed details.

Complete a Commonwealth Assistance Form

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

You will need to complete a *Request for Commonwealth Support and HECS-HELP* form to accept your Commonwealth supported place before you enrol. To do this:

• Click on the 'My Commonwealth Assistance' tab.

• The Flinders Foundation Studies Program will be selected. Click on 'I want to …Enter a new Commonwealth Assistance Form for the selected course'.

• Select the 'Request for Commonwealth Support and HECS-HELP' form. Click on 'I want to …Complete the selected form'.

• In item 1 – your surname and given names will be automatically entered. Only change these details if they are incorrect.

• In item 2 - add your date of birth.

• In item 3 - select your gender.

• In item 4 - select 'Flinders' as the campus.

• In item 5 - add your Student ID number.

• In item 7 - select your citizenship status.

• In item 8A - you **do not** need to add a Tax File Number (TFN) for this course.

• In item 9 - read the Declaration.

• Agree to item 10.

• Select 'Full up-front payment of my student contribution amount' in item 11 (even though you are not required to pay a student contribution amount for this course).

• Select 'I want to…submit this form'. You will receive confirmation that your form has been approved. You can now enrol. If the status of your CAF is 'Invalid', contact Flinders Student Finance Services on 8201 3143 or 1300 360 351 (local call charge within Australia).

Flinders Foundation Studies Program

Enrol in topics

You will be able to complete your enrolment on or after **Monday 6th February, 2012.** To enrol:

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

Your enrolment is complete.

After enrolling

Your student ID card

You must be enrolled for 2012 to obtain a student ID card. Photos will be taken at the Enrolment Sessions held on Wednesday February 22 at Mt Barker TAFE and Thursday February 23 at Adelaide CBD and Noarlunga TAFE.
Cards will be distributed by TAFESA.
If you have completed your enrolment and are unable to attend one of the Enrolment Sessions, call in to the Central Library on the main campus at Flinders University during working hours to obtain your card.

Getting to Flinders

Public transport information can be found at: **www.flinders.edu.au/campus/location/getting-to-flinders/** Information on car pooling, car parking and parking permits is available at: **www.flinders.edu.au/campus/location/parking.cfm**

To withdraw from a topic

If you decide that you no longer want to study, you must withdraw from the program and all topics not yet completed. To do this:

- Log in to the Student Information System using the steps above.
- Go to the 'My Enrolment' tab and 'Withdraw from Topics'.
- Select the topic(s) you wish to withdraw from.
- Click on 'I want to...Withdraw from the selected topics.' You must confirm that you want to withdraw by then clicking on 'I want to...continue with withdrawals'.
- Go to 'View My Current Enrolment'. Check your enrolment carefully to ensure you are no longer enrolled.

Need Help?

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

Visit an Enrolment Session at TAFESA

If you would like assistance to enrol, please attend one of the Enrolment Sessions held on:

- Wednesday February 22 in Room D.28 D Block, TAFESA Mt Barker from 4–6pm
- Thursday February 23 in Room WR1, West Building, TAFESA Noarlunga, Ramsay Place, Noarlunga Centre from 11am–1pm
- Thursday February 23 in Room E408, East Wing, TAFESA Adelaide City, Light Square, Adelaide from 4–6pm.

Directions to each room will be posted from the Client Services office for Adelaide & Noarlunga campus and the library for the Mt Barker campus.

Visit the Enrolment Support Centre

Visit the Enrolment Support Centre in the Central Library where staff will be available to assist with your online enrolment queries. The centre is open on Monday to Friday from:

- 29 November 2011 to 9 March 2012 from 9am-5pm, with extended hours to 7pm on Wednesdays;

Contact Enrolment Services staff

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