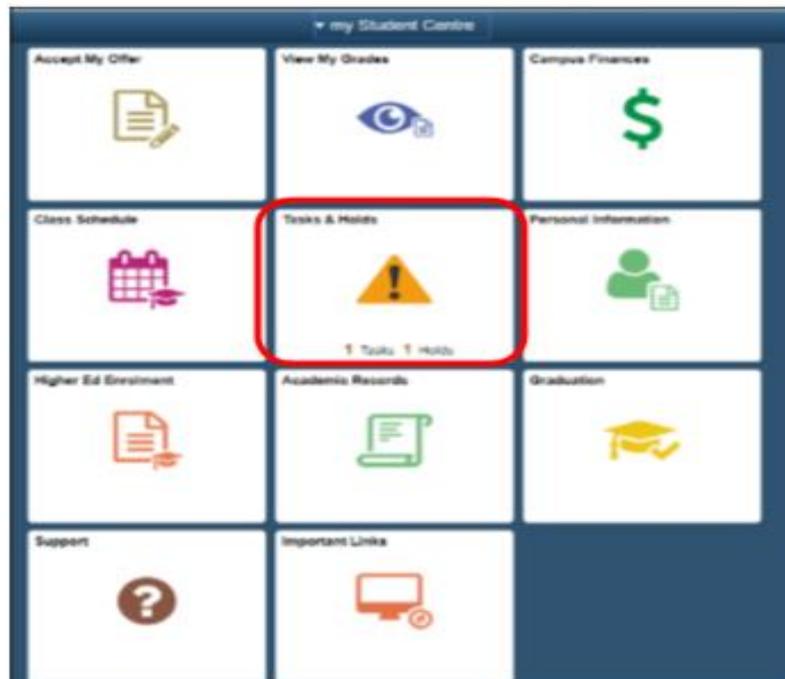
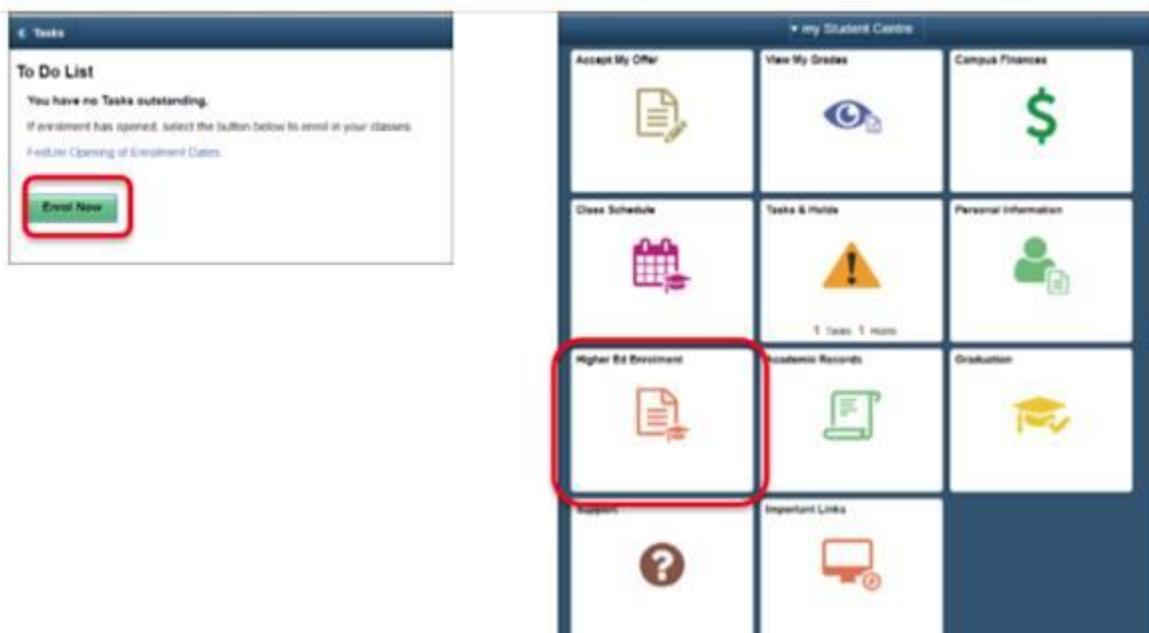


## How to Enrol Online on MySc

1. Login to <https://mysc.federation.edu.au> with your Moodle username and password
2. You MUST complete Enrolment Checklist before you proceed with Semester 1, 2020 (March 2020) enrolments. To complete Enrolment Checklist:
  - a. Select the “Tasks and Holds” Tile from MySc dashboard and complete all the questions needed to be completed



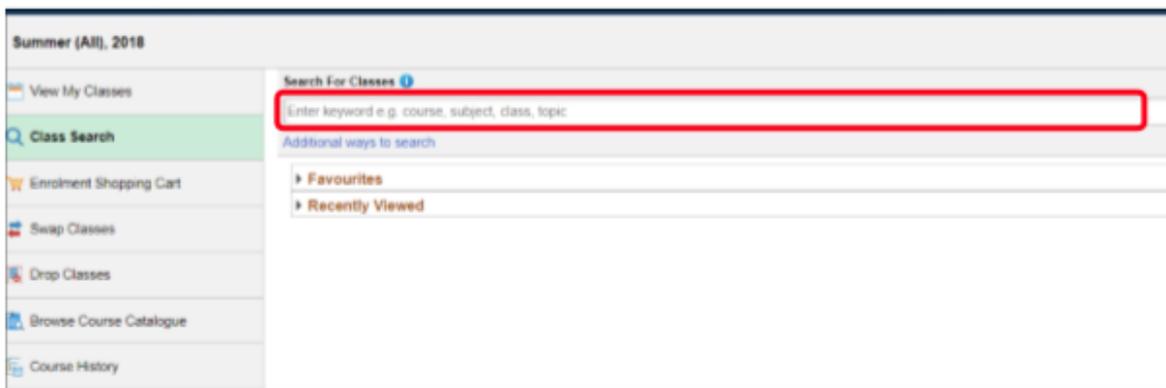
3. After completing the checklist and select the “Higher Ed Enrolment” Tile



4. Select the Class Search menu item from the left-hand side of the page. And select the term in which you are enrolling (Semester 3, 2019)



5. Enter the class code given in the email to search for your class



6. To select the required class, click on the > on the right-hand side of the screen

Course Information

BUACC 9901  
Accounting and Finance

This course develops students understanding of the nature and purpose of accounting, and the environment within which accounting information is prepared and used. Practical and theoretical exercises are used to enable the principles to be applied when an accounting system is recognised, and the system of recording the results used. This course covers the ethical responsibility of preparers and auditors of financial statements, and how market-based accounting systems are used in making financial reports that are 'true and fair'. The focus that has led to involving intermediaries of accounting together are explained. The use of accounting information for various financial management is explained through a consideration of topics such as cost volume profit analysis, capital project investment, and alternative debt/equity financing strategies. Budgets are studied as a means for planning and controlling business activity. Each topic is introduced by a critical review of key financial concepts that are then applied to practical settings.

No Enrollment Requirements

Units: 18.00  
Prerequisites: None  
Course Co-req: Postgraduate Coursework

Option	Status	Location	Class	Meeting Dates	Days and Times	Seats
1	Open	887 Sydney	BUACC 9901 - 70115	12/1/2018 - 22/02/2019	No class meetings scheduled	Open Seats 198 of 198

7. You will then need to review your class selection. To proceed to the next screen, select the Next button

Class Search and Enrol

Step 1 of 2: Review Class Selection

BUACC 9901 - Accounting and Finance

Option Status: Open

Class	Location	Meeting Dates	Days and Times	Seats
BUACC 9901 - 70115	887 Sydney	12/1/2018 - 22/02/2019	No class meetings scheduled	Open Seats 198 of 198

8. Once you have reviewed your chosen class, place in your shopping cart by selecting the Submit button

Class Search and Enrol

Step 2 of 2: Add to Enrollment Shopping Cart

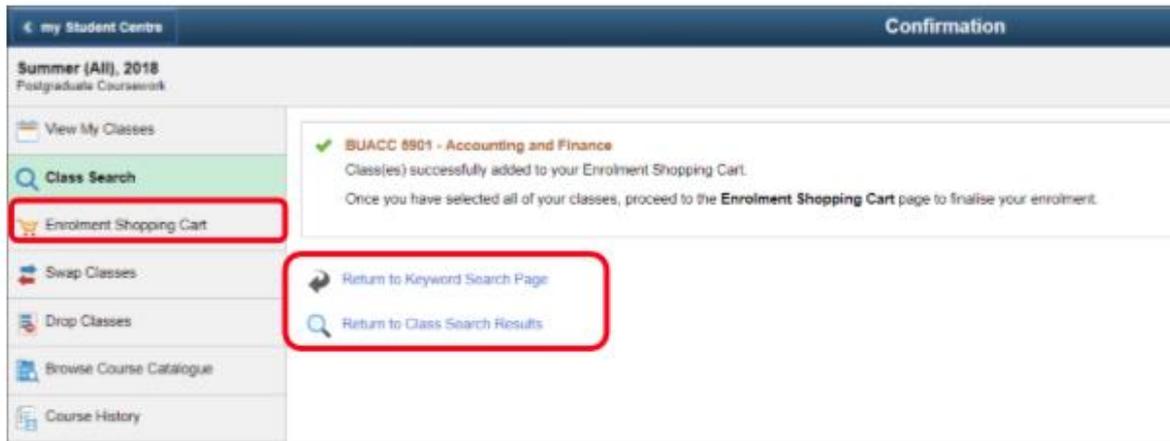
Please click **Submit** to add the below classes to your Enrollment Shopping Cart.

Once you have added all of your classes to the shopping cart, please proceed to the **Enrollment Shopping Cart** page to finalise your enrolment.

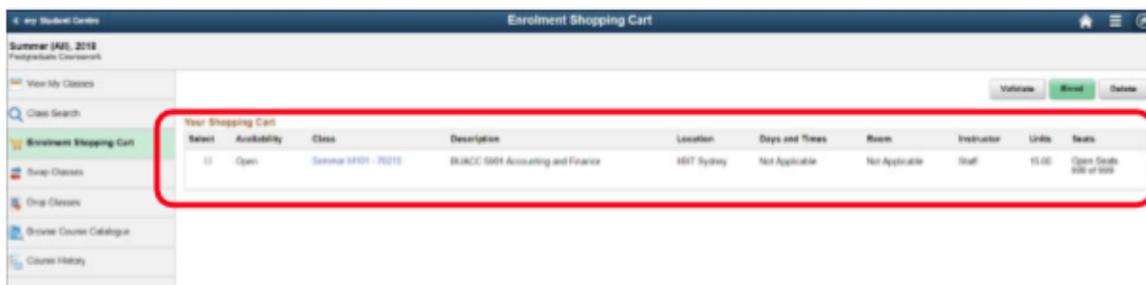
BUACC 9901 - Accounting and Finance

Class	Location	Meeting Dates	Days and Times	Seats
BUACC 9901 - 70115	887 Sydney	12/1/2018 - 22/02/2019	No class meetings scheduled	Open Seats 198 of 198

- Go back to either the Keyword Search Page or the Class Search Results page, to add more classes to the shopping cart. When all required classes are added to the Enrolment Shopping Cart, select the Enrolment Shopping Cart menu item to move to the next step in the enrolment process



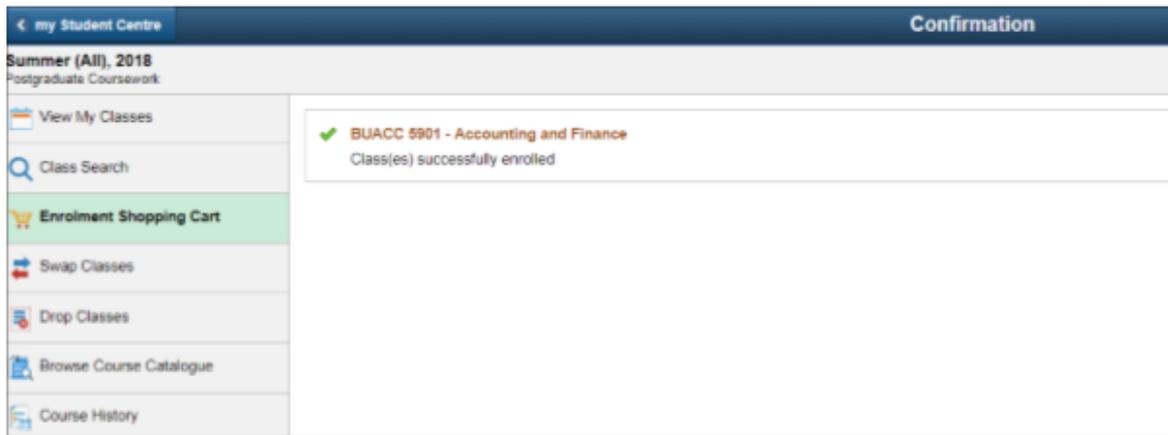
- The Enrolment Shopping Cart screen shows all classes that have been selected



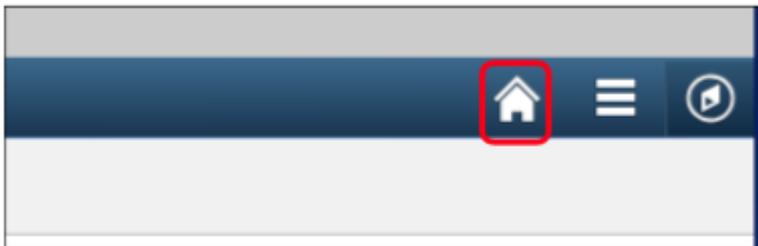
- To complete the enrolment process, select all the classes you enrolled in, by selecting Tick box for each class, and then Select the Enrol button



12. Successful completion of the enrolment process is as indicated in the following screen shot. A red cross (X) will appear beside any class for which the enrolment was not successfully processed.



13. You can return to the Class Search function and/or the Enrolment Shopping Cart screen at any time
14. To exit from the enrolment process, select the Home icon at the top right-hand side of the page
15. This will return the you to your home page



If you have any issues with the Online Timetable selection, please visit campus and speak with support staff Member or email on [enrolments.fedunimel@atmc.edu.au](mailto:enrolments.fedunimel@atmc.edu.au) for ATMC Melbourne campus and [enrolments.fedunisyd@atmc.edu.au](mailto:enrolments.fedunisyd@atmc.edu.au) for ATMC Sydney campus students