

ENROLMENT INSTRUCTIONS

Congratulations & Welcome to the Faculty of Medicine, Nursing & Health Sciences!

To help make your enrolment in Bachelor of Biomedical Science (Scholars) or Bachelor of Biomedical Science Advanced with Honours as easy and efficient as possible, we are providing you with a checklist of things you need to do to enrol for 2010. We recommend printing this sheet.

Step 1 **READ THE INFORMATION IN YOUR OFFER LETTER CAREFULLY**
- This provides information that will help you through the process.

Step 2 **DECIDE WHETHER YOU WILL:**

- ACCEPT** the offer (Go to Step 3)
- DEFER** the offer by **25th of January 2011**
 - o Submit a request to Defer via WES after completing Step 3B or
 - o Download form: <http://www.adm.monash.edu.au/service-centre/forms/deferment.pdf> and send it to Ms Leanne Sultana, School of Biomedical Science Office, Building 13C, Clayton Campus
 - o Once your deferment form is lodged, no further action is required
- REJECT** the offer (No further action is required – if you do not enrol or defer, your offer will lapse)

Step 3 **ACCEPTING YOUR OFFER & ENROLLING:**
Parts A – C must be done between TUESDAY 18th Jan – TUESDAY 25th Jan 2011 (by 12pm)
Failure to do so may result in losing your place in the course.

A **Create a computer “Authcate” Account.**

This will register you for access to Monash’s electronic services and is necessary for each Monash Student.

Go to: www.monash.edu.au/students/computer and follow instructions.

My Monash ID number is:

My Authcate User name is:

B **Complete online Administrative forms.**

Log into WES (Web Enrolment System) using your new username & password.

Go to: <http://www.monash.edu.au/wes/>

Click on “Enrolment/Re-Enrolment summary.”

- Check/update address & emergency contact details
- Complete the Enrolment Questionnaire
- Complete the CSP HECS-HELP form (if you’ve been offered a CSP place). *If you do not have a Tax File Number, we recommend that you select the full up-front payment option in the interim. Once you have received a TFN, you may change your payment method via WES up to March 31st 2011.*
- Stay online to enrol in units (see Step C)

You MUST take note of Transaction Numbers when submitting each form.

My Enrolment Questionnaire Transaction Number is:

Q _____

If you’ve been offered a CSP place: My HECS-HELP form Transaction Number is:

C _____

C **Enrol in units for the upcoming year.**

This is also done via WES by clicking on “Unit Enrolment”

1. Read the Course Structure and Unit Information located at <http://www.med.monash.edu.au/enrolments/vtac-round1-clayton.html>. A full description of the units offered by Monash can be found at <http://www.monash.edu.au/pubs/handbooks/>. A range of electives that students have enrolled in previously have been included in your correspondence to assist you in nominating your electives.
2. Core (compulsory) units may be listed as Unconfirmed. To enrol, click on the “Enrol” link in the Action column for each unit.
3. Click on “Submit” to complete your enrolment (note that if you do not click “submit”, your enrolment will not be complete!)
4. Record your transaction number

The unit codes I’ve enrolled in are:

Semester 1:
 BMS1011 BMS1021
 BMS1031 Elective
Elective code: _____

Semester 2:
 BMS1042 BMS1052
 BMS1062 Elective
Elective code: _____

Transaction Number/s:

U _____

YOU MUST ENROL FOR THE FULL YEAR

D Attend the Information Session

An information session for the Bachelor of Biomedical Science will be held on **Thursday January 27 at 11am in Lecture Theatre M1, Building 13D**. This session will provide further information on the course and the elective selection. Please bring:

- your VTAC offer letter
- a pen
- information in this correspondence
- Transaction numbers for: WES enrolment, the enrolment questionnaire, CSP and HECS-HELP forms
- Transcripts and full details of previous tertiary study (if you wish to apply for credit)

E Go to the Student Services Centre to receive your Student ID Card and check administrative details

- This must be completed on 27 January 2010
- Take along your WES Transaction Numbers and offer with you to speed up the process
- The Student Services Centre at Clayton Campus is located in Building 10.
View <http://www.monash.edu.au/campuses/clayton/> for a Campus map.

F Log into Allocate plus to select timetabling preferences

<http://allocate.cc.monash.edu.au>

Allocate plus is the timetable allocation system that allocates students into classes based on their availability rather than on a 'first-come-first-served' basis. All biomedical science students **must** enter preferences for their classes during preference entry mode.

G Attend Orientation Week

This is **COMPULSORY** for all new students and an important part of your introduction to the university.

Transition program

Is compulsory for all students enrolled in the Bachelor of Biomedical Science and associate double degree courses

Date: Thursday, February 17, 2011
Time: 9am
Location: E1, Building 32

Faculty Orientation

Date: Thursday, February 24, 2011
Time: 10am
Location: Robert Blackwood Hall

Problems? Questions:

Please feel free to email questions to our general enquiry e-mail address:

biomed@monash.edu

School of Biomedical Sciences

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