

# ENROLMENT INSTRUCTIONS

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

To help make your enrolment in Bachelor of Biomedical Science / Bachelor of Engineering as easy and efficient as possible, we are providing you with a checklist of things you need to do to enrol for 2011. We recommend printing this sheet.

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### Step 1 **READ THE INFORMATION IN YOUR OFFER LETTER CAREFULLY**

- This provides information that will help you through the process.

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### Step 2 **DECIDE WHETHER YOU WILL:**

- ACCEPT** the offer (Go to Step 3)
- DEFER** the offer by **25<sup>th</sup> 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)

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### Step 3 **ACCEPTING YOUR OFFER & ENROLLING:**

**Parts A – C must be done between TUESDAY 18<sup>th</sup> Jan – TUESDAY 25<sup>th</sup> Jan 2011 (by 12pm)**

*Failure to do so may result in losing your place in the course.*

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#### **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](http://www.monash.edu.au/students/computer) and follow instructions.

My Monash ID number is:

My Authcate User name is:

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#### **B Attend the Information Session**

An information session for the **Bachelor of Biomedical Science / Bachelor of Engineering** will be conducted by staff within the Faculty of Engineering to provide students with information about the various disciplines within the Engineering component of the double degree. Staff will also be on hand from the School of Biomedical Sciences to address any biomedical science questions. The session will be held on **Friday 21 January 2011 at 3.00pm in Lecture Theatre E7, Building 72**. 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)

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#### **C 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 31<sup>st</sup> 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 \_\_\_\_\_

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

This is also done via WES by clicking on "Unit Enrolment"

The unit codes I've enrolled in are:

Semester 1:

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1. Students will have a course map for the area in which they wish to study for the Bachelor of Biomedical Science / Bachelor of Engineering. When enrolling students will need to select each unit on the course map and add it to their enrolment.
2. 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/>.
3. Some units may be listed as Unconfirmed. To enrol, click on the "Enrol" link in the Action column for each unit.
4. Click on 'Submit' to complete your enrolment (note that if you do not click "submit", your enrolment will not be complete!)
5. Record your transaction number

Semester 2:

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Transaction Number/s:

U \_\_\_\_\_

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**YOU MUST ENROL FOR THE FULL YEAR**

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

- **This must be completed on 27 January 2011 at 12:30PM**
- 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.

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**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.

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**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

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**Problems? Questions:**

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

[biomed@monash.edu](mailto:biomed@monash.edu)

**School of Biomedical Sciences**  
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