

ENROLMENT INSTRUCTIONS

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

To help make your enrolment 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.

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 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: Department of Nutrition and Dietetics, Level 5, Block E, Monash Medical Centre, 245 Clayton Rd, Clayton VIC 3168, or Fax to: 9594 6509
 - o Once submitted, no further action is required
- REJECT** the offer (No further action is required – if you do not enrol or defer, your offer will lapse)

ACCEPTING YOUR OFFER & ENROLLING :

Parts A – C must be done between **Tues 18th Jan - Tues 25th Jan 2011**

STEP 3 *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:
- <http://www.monash.edu.au/students/computer>

My Monash ID number is:

My Authcate Username is:

- B Complete online Administrative forms.**
 Log into WES (Web Enrolment System) using your new username & password: <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)

My Enrolment Questionnaire Transaction Number is:

Q

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

C

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



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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 for your course 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/>
2. Core (compulsory) units will 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 (if you do not click "submit", your enrolment will not be complete!)
4. Record your transaction number

YOU MUST ENROL FOR THE FULL YEAR

Changes to unit selection may be made up to the Friday of the 2nd week of each semester, so if you are not sure about unit selection, just enrol in the ones you will most likely be taking.

The unit codes I've enrolled in are:

Semester 1:

- BME1130
- BMS1011
- BMS1021
- BND1010

Semester 2:

- BMS1042
- BMS1062
- BND1022
- BND1032

Transaction Number/s:

U _____

D **Course & Unit advice** (OPTIONAL STEP for those who need further assistance)

If you need assistance with credit transfer, enrolling online or selecting units or attaining the necessary transaction numbers, staff are available to assist you:

Date: Thursday 27th January 2011 **Time:** 9:30am to 10.30am

Location: Building 13C, M4

Contact details: +61 3 9594 5510 , **Email:** nutrition.dietetics@monash.edu

- If applying for credit, please bring transcripts & full details of previous study

E **Go to the *Student Services Centre* to receive your Student ID Card**

Date: Thursday 27th January 2010 **Time:** 10:00am

Location: Building 10, Campus Centre, Clayton campus

- Take along your Transaction Numbers to speed up the process

F **Log into Allocate plus to select timetabling preferences**

<http://allocate.cc.monash.edu.au/> Do this by Thursday 17th February 2011.

Attend Orientation Week

G This is **compulsory** for all new students and an important part of your introduction to the university. For a full listing of University events, see <http://www.monash.edu.au/orientation/>

Campus & Faculty Welcome: **Thursday 24th February 2011, 10:00am – 11:30pm**
Robert Blackwood Hall

Nutrition & Dietetics Orientation: **Thursday 24th February 2011, 11:30am – 4:00pm**
Rotunda, Building 8, Lecture Theatre R7,
Clayton Campus