

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: Psychology General Office, Building 17, 4th Floor, Monash University VIC 3800 or Fax to: 03 9905 3948
 - 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/>

My Enrolment Questionnaire Transaction Number is:

- 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)

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. Your courses permits you to choose electives. Add these to your enrolment via WES by:
 - Clicking on "Add units click here"
 - Search for the units you want to enrol in by 'Unit Code', 'Unit Name', or by using the 'Advanced Search' functionality which lists units by faculty. If more than one result is returned, select the campus and class you want to enrol in, and click 'Add selected unit(s) to enrolment form'
 - Repeat step 3 for as many units as required
4. Click on '**Submit**' to complete your enrolment (if you do not click "submit", your enrolment will not be complete!)
5. Record your transaction number

The unit codes I've enrolled in are:

Semester 1:

Semester 2:

Transaction Number/s:

U

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 electives, just enrol in the ones you will most likely be taking.

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

Location: School of Psychology Office in Building 17, 4th Floor, Clayton Campus

Contact details: +61 9905 3968, undergraduate.psychology@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 2011 **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.

G **Attend Orientation Week** See <http://www.monash.edu.au/orientation/>

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

Psychology Orientation: **Wed 23rd February 2011, 10:00am – 2:00pm (lunch provided)**
Lab B, Level 1, Building 17, Clayton Campus