

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 **24th 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 School of Nursing and Midwifery, Gippsland Campus, Northways Road, Churchill, Vic 3842 (Fax 03 9902 6527)
 - 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)

ACCEPTING YOUR OFFER & ENROLLING : Parts A – E must be done between **Tues 18th January - Mon 24th January 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 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 at <http://www.med.monash.edu.au/enrolments/vtac-earlyround.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 electives, just enrol in the ones you will most likely be taking.

The unit codes I've enrolled in are:

Semester 1:

Semester 2:

Transaction Number/s:

U

D **Attend the Information Session**

Tuesday 25th January 2011 in Building 2E, Room 101, Gippsland Campus

Map: <http://www.monash.edu.au/campuses/gippsland.html>

- Bachelor of Nursing Practice students – 10:00 AM
- Bachelor of Nursing Practice/Bachelor of Midwifery students – 2:00 PM

This is **compulsory** for all new students. Please bring:

- VTAC Offer Letter, a pen and transaction numbers for: WES unit enrolment, Enrolment Questionnaire, CSP HECS-HELP forms
- Transcripts & full details of previous 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 at the date and time specified in your VTAC offer letter
- 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 17^h February 2011

G **Attend Orientation Week**

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/>.