

# 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 **27th 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 Health Social Science, Monash University, PO Box 197, Caulfield East, Vic 3145 or Fax to 9903 1658
  - 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 – C must be done between **Tuesday 18<sup>th</sup> Jan - Thursday 27<sup>th</sup> 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 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 )

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.**

# ENROLMENT INSTRUCTIONS

## 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-round1-caulfield.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. The 1<sup>st</sup> year of Bachelor of Health Science (single degree) allows two electives to be taken in the 1<sup>st</sup> year. 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:

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Semester 2:

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Transaction Number/s:

U

### **YOU MUST ENROL FOR THE FULL YEAR**

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

## D **Attend the Information Session**

**Friday 28 Jan 2011 at 10:00AM in Building H, Level 1, Room 1.26, Caulfield Campus**

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

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.**

- Building A, Ground Floor
- This must be completed after attending the information session.
- Take along your Transaction Numbers to speed up the process

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

## F

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