

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

To help make your enrolment into the Bachelor of Medicine/Bachelor of Surgery 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 AND THIS CHECKLIST CAREFULLY**

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

DECIDE WHETHER YOU WILL:

ACCEPT the offer (Go to Step 3)

DEFER the offer by **23 January 2011**

- Step 2
- o Download the Deferment Application Form from: <http://www.adm.monash.edu.au/service-centre/forms/deferment.pdf> and send it to:

MBBS Student Services
Building 15, Clayton Campus
Monash University VIC 3800

- 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)

Step 3 **ACCEPTING YOUR OFFER & ENROLLING:** **Parts A – C must be done between 18th Jan – 23rd Jan 2011** *Failure to do so may result in losing your place in the course.*

Create a computer “Authcate” Account.

This will register you for access to Monash’s electronic services and is necessary for each

A Monash Student. **Complete before: 23 January 2011**

Go to: www.monash.edu.au/students/computer and follow instructions.

My Monash ID number is: _____

My Authcate User name is: _____

Complete online Administrative forms.

Log into WES (Web Enrolment System) using your new username & password.

Complete before: 23 January 2011

Go to: <http://www.monash.edu.au/wes/>

Click on “Enrolment/Re-Enrolment summary.”

- B
- 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. Refer to your VTAC Enrolment Booklet for more information.

Enrol in units for the upcoming year. Complete before: 23 January 2011

This is also done via WES by clicking on “Unit Enrolment”

- C
- 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/>.
 - Core (compulsory) units will be listed as Unconfirmed. To enrol, click on the “Enrol” link in the Action column for each unit.
 - Click on ‘Submit’ to complete your enrolment (note that if you do not click “submit”, your enrolment will not be complete!)
 - Record your transaction number

The unit codes I’ve enrolled in are:

Semester 1:
 MED1011

Semester 2:

 MED1022

Transaction Number/s:
U _____

YOU MUST ENROL FOR THE FULL YEAR

National Police Check

- Apply ASAP
- **Check due by: 31 March 2011**
- D • **Hand in at MBBS Student Services (Building 15, Clayton Campus)**
- Open, complete and print the Police Check form from <http://www.med.monash.edu.au/current/police-checks.html>
Note that it must have the Monash authorised signature on it when it is printed.

Working with Children Check (5 years)

- E • Apply ASAP.
The Working with Children Check process can take up to two months. It is requested that all students that apply for this and their Police Check as soon as they have accepted their offer with the MBBS Program at Monash.
- **Receipt due by: 31 March 2011**
- **Hand in at MBBS Student Services (Building 15, Clayton Campus)**
- View WWC website: <http://www.med.monash.edu.au/current/wwc-check.html>

First Aid Course

- F • It is highly recommended that you complete a Level 2 First Aid Certificate and provide a copy to **MBBS Student Services**.
- **Due by: 27 May 2011**
- **Hand in at MBBS Student Services (Building 15, Clayton campus)**
- We recommend the following providers:
 - Australian Red Cross: <http://www.redcross.org.au>
 - St Johns: <http://www.stjohn.org.au/>
 - First Aid Management and Training Centre <http://www.firstaidmanagement.com.au/>

The Faculty may be able to arrange for courses on campus during semester break or over a weekend at the students own expense – this is to be confirmed.

Immunisation Documents

Please read the Faculty immunisation website carefully: <http://www.med.monash.edu.au/current/immunisation/immunisation-mbbs-clay.html>

Complete the following forms:

- G • Student Vaccination Questionnaire
- University Health Service Patient Registration Form
- Review of Immunisation Status Procedures
- **Hand in at MBBS Student Services (Building 15, Clayton campus)**

Forms due by: 31 March 2011

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

- H • This must be completed between **9am and 11am on 24 January 2011**.
- The Student Services Centre at Clayton Campus is located in Building 10
- Take along your WES Transaction Numbers and offer with you to speed up the process

View <http://www.monash.edu.au/campuses/clayton/> for a Campus map.

Attend the Orientation Session and Transition Residential Weekend

This is COMPULSORY for all new students and an important part of your introduction to the university.

Information is available here: <http://www.med.monash.edu.au/medical/central/info-for-mbbs-new-students-2011.html>

- I • Print the Transition Camp Requirements form from the link above and return the dietary requirements form.
- Form due by Feb 15
- Camp dates Feb 25 (8.15am) – Feb 27 (evening)
- **Hand in at MBBS Student Services (Building 15, Clayton campus)**
this form may be submitted via email to: mbbsstudentservices@monash.edu

Attend Orientation Week (Feb 21 – 24)

This is compulsory for all new students and an important part of your introduction to the university.

<http://www.monash.edu.au/orientation/>

NOTE: The Working with Children check process can take up to two months. It is strongly recommended that all students who accept their offer with MBBS apply for their Working with Children and Police Check as soon as possible.

The Year 1 & 2 MBBS booklist is available here:

<http://www.med.monash.edu.au/medical/central/info-for-mbbs-new-students-2011.html>

Problems/Questions:

Please feel free to email questions to our general enquiry e-mail address: mbbsstudentservices@monash.edu