

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

To help make your enrolment into Bachelor of Radiography and Medical Imaging 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 **25 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:

Course Administrator – Radiography
School of Biomedical Science Office
Building 13C, Room CG11
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 TUESDAY 18th Jan – THURSDAY 27th 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: 27 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: 27 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 for. Refer to your VTAC Enrolment Booklet for more information.

Enrol in units for the upcoming year. Complete before: 27 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:
 RAD1021
 RAD1031
 RAD4061

Semester 2:

 RAD1012
 RAD1082

Transaction Number/s:
U _____

YOU MUST ENROL FOR THE FULL YEAR

National Police Check

- D
- Apply ASAP
 - **Check due by: 31 March 2011**
 - Hand in at School of Biomedical Science Office (Building 13C, Room CG11)
 - View Police Check checklist: <http://www.med.monash.edu.au/current/police-checks.html>
-

Working with Children Check (2 years)

- E
- Apply ASAP.
The Working with Children Check process can take up to two months. It is requested that all students who apply for this and their Police Check as soon as they have accepted their offer with the Bachelor of Radiography and Medical Imaging Program at Monash.
 - **Receipt due by: 31 March 2011**
 - **Hand in at School of Biomedical Science Office (Building 13C, Room CG11)**
 - View WWC website: <http://www.med.monash.edu.au/current/wwc-check.html>
-

First Aid Course

- F
- Complete a Level 1 First Aid course and provide a copy of your certificate to the **School of Biomedical Sciences**.
 - **Due by: 31 March 2011**
 - **Hand in at School of Biomedical Science Office (Building 13C, Room CG11)**
 - The Department of Medical Imaging and Radiation Sciences recommends 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/>
-

Immunisation Documents

Complete the following forms:

- G
- Choice of Doctor Form
 - Student Vaccination and Infectious Disease Questionnaire
 - University Health Service Patient Registration Form

Hand in at School of Biomedical Science Office (Building 13C, Room CG11)

Forms due by: 31/03/11

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

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

- H
- This must be completed at **10am on 27 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 Orientation Week (21-25 February 2011)

- I
- This is **COMPULSORY** for all new students and an important part of your introduction to the university.
Details will be published soon
-

NOTE:

The working with Children check process can take up to two months. It is strongly recommended that all students who decide to take up their offer with the Monash Bachelor of Radiography and Medical Imaging apply for their Working with Children Check and their Police Check as soon as possible prior to the Induction Session.

Problems? Questions:

Please feel free to email questions to our general enquiry e-mail address:

enquires.radiography@monash.edu

School of Biomedical Sciences Student Services Office
Building 13C, Clayton Campus
Phone: +61 3 9905 1212