

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

To help make your enrolment into the Bachelor of Health Promotion as easy and efficient as possible, we are providing you with a checklist of things you need to do to enrol for 2012. 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 enrolment process.

STEP 2 DECIDE WHETHER YOU WILL:

- ACCEPT** the offer. Go to Step 3.
- DEFER** the offer by **MON 12 DECEMBER 2011**
 - Submit a request to defer via WES after completing Step 3B, or
 - Download the 'Deferment Application Form' from <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: +61 3 9903 1658
 - 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 completed between Monday 5 December – Monday 12 December 2011

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. **Complete before Mon 12 Dec 2011**

- Go to: <http://www.its.monash.edu.au/students/> and follow the instructions to register for a new account.

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.

Complete before Mon 12 Dec 2011

- Go to: <https://my.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 31st March 2012.*
- Stay online to enrol in units (see Step C)

You **MUST** take note of Transaction Numbers when submitting each form.

My Enrolment Questionnaire Transaction Number is:

If you've been offered a CSP place: My HECS-HELP form Transaction Number is:

C Enrol in units for the upcoming year

Complete before Mon 12 Dec 2011

This is also done via WES by clicking on "Unit Enrolment"

- Carefully read the Course Structure and Unit Information, located at: <http://www.monash.edu.au/pubs/handbooks/courses/4505.html>.
A full description of 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. Please note that if you do not click 'submit', your enrolment will not be complete!
- Record your transaction number.

You MUST enrol for the full year.

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

The unit codes I've enrolled in are:

Semester 1:

- HSC1081
- HSC1082
- HSC1101
- _____

Semester 2:

- HSC1052
- HSC1072
- HSC1102
- _____

Transaction Number

U _____

D Attend the Information Session

**Tuesday 13th December 2011 at 10:00am
Room G68, Building 902, Berwick campus**

A map of the campus can be viewed here: <http://www.monash.edu.au/study/campuses/berwick.html>

Please bring the following items with you to the Information Session:

- VTAC Offer Letter
- A pen
- WES Transaction Numbers for:
 - Enrolment Questionnaire
 - CSP HECS-HELP form (if applicable)
 - Unit Enrolment
- Credit application forms and certified copies of relevant transcripts and full details of previous study, (applicable only if applying for credit)

E Go to the Student Services Centre to receive your Student ID Card

Ground Floor, Building 901, Berwick campus

This must be completed **AFTER** attending the information session.

Take your WES Transaction Numbers and VTAC Offer Letter with you to speed up the process.

F Select timetabling preferences

Use Allocate+ to select timetabling preferences. Allocate+ is the timetable allocation system that allocates students into classes based on their availability rather than on a 'first-come-first-served' basis.

Complete by Thursday 16th February 2012

<https://allocate.its.monash.edu.au/>

G Attend Orientation Week

This is **compulsory** for all new students and an important part of your introduction to the university. A full orientation schedule and the opportunity to personalise your orientation experience can be found at:

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

Problems? Questions?

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

healthsocialscience@monash.edu

Department of Health Social Science

Building F, Caulfield Campus

Phone: +61 3 9903 1680