

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

To help make your enrolment into the Bachelor of Biomedical Science Advanced with Honours 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 **Tuesday 24th January 2012**
  - 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:
 

**Course Administrator - Biomedical Sciences**  
**School of Biomedical Sciences**  
**Building 77, Clayton Campus**  
**Monash University VIC 3800**
  - 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 Tuesday 17th - Tuesday 24th January 2012**

*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 Tuesday 24th January 2012**

- o 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 Tuesday 24th January 2012**

- o 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 Tuesday 24th January 2012**

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/3976.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:

- BMS1011
- BMS1021
- BMS1031
- \_\_\_\_\_

Semester 2:

- BMS1042
- BMS1052
- BMS1062
- \_\_\_\_\_

Transaction Number

U \_\_\_\_\_

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**D Attend the Information Session**

**Wednesday 25th January 2012 at 11:00am**  
**Lecture Theatre M1, Building 13D, Clayton campus**

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

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

**Ground Floor, Building 10 (Campus Centre), Clayton 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.

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**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. All Biomedical Science students must enter preferences for their classes during preference entry mode.

**Complete by Thursday 16th February 2012**

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

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**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/>

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**H Transition Program**

**Thursday 16th February at 9:00am**  
**Venue to be advised**

It is **compulsory** for all new Biomedical Science students to attend the transition program.

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**Problems? Questions?**

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

[biomed@monash.edu](mailto:biomed@monash.edu)

**School of Biomedical Sciences Student Services Office**

Building 77, Clayton campus

Phone: +61 3 9905 1212