

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

To help make your enrolment into the Bachelor of Nursing (Community Health) 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 **Wednesday 8th February 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:
 

**School of Nursing and Midwifery  
Monash University  
100 Clyde Road  
Berwick VIC 3806**
  - 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 6th - Wednesday 8th February 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 Wednesday 8th February 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 Wednesday 8th February 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 Wednesday 8th February 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/4506.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:*

- BMA1901
- NUR1001
- NUR1101
- HSC1081

*Semester 2:*

- BMA1912
- NUR1102
- NUR1202
- HSC1072

Transaction Number

U \_\_\_\_\_

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**D Attend the Information Session**

**Thursday 9th February 2012 at 10:00am**  
**Lecture Theatre G121, Building 903, 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)

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**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.

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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.

**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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**Problems? Questions?**

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

[nursing.enquiries@monash.edu](mailto:nursing.enquiries@monash.edu)

**School of Nursing and Midwifery**

Building E, Peninsula campus

Phone: +61 3 9904 4260

## Venue Details:

### Peninsula:

All participants should arrive at Building A, Room A4.16 between 8.30 - 9.00am on Monday 13th February to register and collect course materials.

### Berwick:

All participants should arrive at Building 902, Room 195 between 8.30 - 9.00am on Monday 13th February to register and collect course materials.

### Gippsland:

All participants should arrive at Building 4N, Room 120 between 8.30 - 9.00am on Monday 13th February to register and collect course materials.

## Registration:

### Short course website:

<http://www.med.monash.edu.au/sobs/t2u>

A minimum enrolment of 15 is needed to run the course, and if this number is not reached, the course will not run.

**Closing date for short course enrolments is 6th February 2012.**

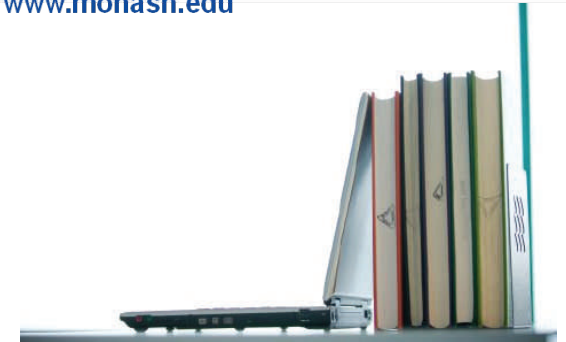
To register, go to

<http://www.med.monash.edu.au/sobs/t2u/registration.html>

### Required text book (hard copy or e-copy)

Garrett, L. K. (2010). *Get Ready for A&P*. San Francisco: Pearson Education. Can be purchased from the Campus Bookstore together with the text for BMA1901 Marieb & Hoehn 8th ed. *Human Anatomy & Physiology*

 MONASH University  
[www.monash.edu](http://www.monash.edu)



# T2U: Transition to University Bridging Biosciences 2012

**Presented by**

**School of Biomedical Sciences  
in collaboration with  
Monash University Library  
Peninsula, Berwick, Gippsland**

## Overview:

Have you got a TAFE qualification with advanced standing for some first year units, or have you been away from study for some time?

If so, you will need extra preparation to study in a discipline rich in content and which assumes proficiency in researching for assignments, knowledge of academic writing styles, and a certain level of prior knowledge in the Biosciences.

During 5 days, T2U will prepare students with the basic science knowledge, learning approach and academic rigor required to study an allied health degree with confidence.

### Dates:

Monday 13th to Friday 17th February, 2012

### Time:

09:00 to 2:30 daily.  
Morning tea provided.

**Cost:** free

**Venues:** Monash University, Peninsula, Berwick and Gippsland campuses See reverse side for details.

## Program:

### Monday 13th February

- 9.00 – 10.00 Registration. Welcome.  
Introduction to tertiary study.
- 10.00 – 11.00 Workshop: Learning styles & study skills
- 11.00 – 11.30 Morning Tea (provided)
- 11.30 – 12.30 Lecture: Introduction to Anatomy
- 12.30 – 1.30 Lunch (B.Y.O.)
- 1.30 – 2.30 Workshop: Anatomy

### Tuesday 14th February

- 9.00 – 10.00 Lecture: Body basics.
- 10.00 – 10.30 Morning Tea (provided)
- 10.30 – 12.30 Workshop: Essay essentials I: analysis, research & resources.
- 12.30 – 13.30 Lunch (B.Y.O.)
- 1.30 – 2.30 Workshop: Body Basics

### Wednesday 15th February

- 9.00 – 10.00 Workshop: Critical evaluation of sources.
- 10.00 – 10.30 Morning Tea (provided)
- 10.30 – 12.30 Workshop: Critical thinking.
- 12.30 – 1.30 BBQ Lunch. (B.Y.O to BBQ)
- 1.30 – 2.30 Parallel sessions. Select from:  
A: Math & Drug calculations  
B: Stress management

### Thursday 16th February

- 9.00 – 10.00 Lecture: Basic Chemistry
- 10.00 – 10.30 Morning Tea (provided)
- 10.30 – 12.30 Workshop: Essay essentials II: planning an argument.
- 12.30 – 1.30 Lunch (B.Y.O.)
- 1.30 – 2.30 Workshop: Chemistry

### Friday 17th February

- 9.00 – 10.00 Workshop: Essay essentials III: writing for assignments
- 10.00 – 10.30 Morning Tea (provided)
- 10.30 – 11.30 Referencing workshop
- 11.30 – 12.30 Lecture: Cell Biology
- 12.30 – 1.30 Lunch (B.Y.O.)
- 1.30 – 2.30 Workshop: Cell biology