

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

To help make your enrolment into the Bachelor of Nursing Practice and Bachelor of Midwifery 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 14th 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:
 

**School of Nursing and Midwifery**  
**Monash University**  
**Northways Road**  
**Churchill VIC 3842**      or fax to: +61 3 9902 6527
  - 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 - Wednesday 14th 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 Wednesday 14th December 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 Wednesday 14th December 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 Wednesday 14th December 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/3953.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
- MID1003
- NUR1101
- NUR1201

*Semester 2:*

- BMA1912
- MID1002
- NUR1203

Transaction Number

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**D Attend the Information Session**

**Thursday 15th December 2011 at 2:00pm  
Room 101, Building 2E, Gippsland campus**

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

**Building 1W, Gippsland 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-gippsland@monash.edu](mailto:nursing.enquiries-gippsland@monash.edu)

**School of Nursing and Midwifery**

Building 2W, Gippsland campus

Phone: +61 3 9902 6454



## IMPORTANT INFORMATION

Dear Prospective Student,

Congratulations on your offer of admission to the Bachelor of Nursing Practice/Bachelor of Midwifery course offered at the School of Nursing and Midwifery, Monash University, Gippsland campus.

You must attend the Gippsland campus for an enrolment information session on Thursday 15th December 2011 at 2.00pm in Room 101, Building 2E, Gippsland campus. A map can be found at: <http://monash.edu/study/campuses/gippsland.html>

In order to complete this course you will need to undertake clinical placements in a range of health settings. It is Faculty policy that student have relevant checks in place prior to attending clinical placements. Important information will therefore be provided about:

- Immunisation requirements
- Working with Children Check (valid for five years) and
- National Police check (valid for one year)

If you have accepted your offer online and cannot attend please contact the School prior to the information session.

If you intend to apply for credit for previous studies, please bring certified academic transcripts, proof of award completion (if applicable) and outline/syllabus of completed subjects to the information session.

Welcome to the School and best wishes with your future studies.

Yours sincerely,

Prof Wendy Cross  
Head of School  
School of Nursing and Midwifery