

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

To help make your enrolment into the Bachelor of Occupational Therapy 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 **Monday 12th 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 Primary Health Care**  
**Monash University**  
**PO Box 527**  
**Frankston VIC 3199**      or fax to: +61 3 9904 4812
  - 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<sup>th</sup> December – Monday 12th 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 12th 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 Monday 12th 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 Monday 12th 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/3869.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
- IPE1011
- OCC1011
- OCC1021

Semester 2:

- BMA1902
- OCC1012
- OCC1022
- OCC1032

Transaction Number

U \_\_\_\_\_

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

**Tuesday 13th December 2011 at 12:00pm  
Level 2, Building C, Peninsula campus**

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

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**D Attend the Information Session**

**Wednesday 25th January 2012 at 12:00pm  
Room 416, Building A, Peninsula campus**

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

Please apply for your Police Check **as soon as possible**.

- Go to: <http://www.med.monash.edu.au/current/police-checks.html>

for the procedure, and to download your application form.

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**H Working with Children Check**

Please apply for your Working with Children Check **as soon as possible**.

- Go to: <http://www.med.monash.edu.au/current/wwc-check.html>

for the procedure, and to download your application form.

**Please note:** the Working with Children Check process can take up to two months. It is requested that students apply for this and their Police Check as soon as they have accepted their offer.

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**I 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:

[sphc-peni.enquiries@monash.edu](mailto:sphc-peni.enquiries@monash.edu)

**School of Primary Health Care**

Building B, Peninsula campus  
Phone: +61 3 9904 4466



## **NATIONAL POLICE AND WORKING WITH CHILDREN CHECKS**

**These checks must be obtained prior to commencing placements.**

The first fieldwork placement will be in Semester 1, 2012 so you will need to apply and have the National Police check and Working with Children check verified before commencing the course.

Once you have received these checks, they must be verified at the School of Primary Health Care Administration Office located in Building B on Peninsula campus. The original documents will be sighted by Student Services staff and completed on a verification form. This can be completed during Orientation Week but must be completed prior to commencing study.

### **RENEWAL PROCESS**

- National police checks are valid for a period of 1 year and working with children checks are valid for a period of 5 years.
- During the re-enrolment period October-November each year you will be requested to apply for and submit relevant checks for verification.
- This will be a standing arrangement, with checks being valid from re-enrolment period to re-enrolment period each year.
- Application and verification forms are available from the School of Primary Health Care Administration Office.

### **NON-SUBMISSION OF NATIONAL POLICE CHECK**

If a student chooses not to submit their check they will be ineligible to attend clinical placements and this may lead to the discontinuation of the course as they would be unable to meet the requirements.