

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

To help make your enrolment into the Bachelor of Medicine and Bachelor of Surgery (including CSP Bonded and ERC) 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 **Friday 20th 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:

MBBS Student Services
Building 15, 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 - Friday 20th 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 Friday 20th January 2012**

- 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 Friday 20th January 2012

- 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 Friday 20th 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/0040.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:

MED1011

Semester 2:

MED1022

Transaction Number

U

D National Police Check

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

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

For the procedure, and to download your application form. **If you already have one for another purpose you DO need to get a new one.**

Please note: your application form must have the Monash authorised signature on it when printed.

Check due by Friday 30th March 2012

Hand in at MBBS Student Services (Building 15, Clayton campus)

E Working with Children Check (5 years)

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

- o 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.

Check due by Friday 30th March 2012

Hand in at MBBS Student Services (Building 15, Clayton campus)

F First Aid Certificate

It is highly recommended that you complete a Level 2 First Aid Certificate and provide a certified copy of your certificate to MBBS Student Services. **If you already have one for another purpose you DON'T need to get a new one.**

We recommend the following providers:

- Australian Red Cross: <http://www.redcross.org.au/>
- St John Ambulance Australia: <http://www.stjohn.org.au/>
- First Aid Management and Training Centre: <http://www.firstaidmanagement.com.au/>

Certified copy due by Friday 30th March 2012

Hand in at MBBS Student Services (Building 15, Clayton campus)

G Immunisations Documents

Please read the Faculty Immunisation and Infection Risk Management Plan carefully:

<http://www.med.monash.edu.au/current/immunisation/>

All forms and instructions will be provided at the orientation session.

Forms due by Friday 30th March 2012

Hand in at MBBS Student Services (Building 15, Clayton campus)

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

Monday 23rd January 2012 at 9:00am

Ground Floor, Building 10 (Campus Centre), Clayton campus

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

I Attend the Orientation Session and Transition Program

This is **compulsory** for all new students and is an important part of your introduction to the MBBS program.

Information is available at:

<http://www.med.monash.edu.au/medical/central/docs/important-information-for-new-medical-students-2012.doc>

- Transition Program dates: Friday 24th February 2012 (8:30am) – Saturday 25th February 2012 (finishing in the evening)
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J 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:

mbbsstudentservices@monash.edu

MBBS Student Services
Building 15, Clayton campus
Phone: +61 3 9905 2048



IMPORTANT NOTICE FOR STUDENTS OFFERED A PLACE IN MBBS

Deferment

If you are planning to apply to defer your offer, please ensure that forms are submitted by Friday 20th January 2012.

Deferral from this course is subject to Faculty approval.

Forms are available at: <http://www.adm.monash.edu.au/service-centre/forms/deferment.pdf>

Submit to: MBBS Student Services
Building 15, Clayton Campus
Monash University VIC 3800

Important Information for New MBBS Students

All students should visit the following webpage for information regarding the MBBS program:
<http://www.med.monash.edu.au/medical/central/docs/important-information-for-new-medical-students-2012.doc>

The Year 1 and 2 MBBS Booklist is available here:
<http://www.med.monash.edu.au/medical/central/docs/yr-1and2-textbooks-2012.doc>

Biology Bridging Program

If you have NOT done VCE Biology or equivalent, you will have the opportunity to participate in a 4 week online Biology Bridging Course. The online bridging course is offered only to students who have not done Biology.

To register for the course you will need to email
biology-bridging-course@monash.edu as soon as possible.