

FACULTY OF ARTS

RE-ENROLMENT 2009

13 October – 24 November 2008

You must re-enrol or apply for intermission to maintain your place with the Faculty of Arts at Monash University. If you intend to study in 2009 you must enrol in units for 2009. Alternatively, if you plan on taking time off in 2009 you must formally apply for intermission. Failure to re-enrol or intermit during the re-enrolment period, may result in you losing your place at Monash University in 2009. To avoid paying the **\$110** late fine, re-enrol or intermit between **Monday 13 October 2008** and **Monday 24 November 2008**.

HOW DO I RE-ENROL?

To re-enrol you must select and enrol in units for 2009. If you intend to study in both semesters you must add units for both semesters. There are two ways you can enrol in units for 2009:

1. **Complete your re-enrolment via WES:** Login to WES (<https://my.monash.edu.au/wes/>) and enrol in units through the 'Enrolment/Re-enrolment' module on the WES homepage.
2. **Complete your re-enrolment manually:** Submit a Course Enrolment Form with the Arts Faculty office on your home campus. Forms are available at your home Faculty of Arts office or online at: <http://www.arts.monash.edu.au/current/reenrol/>

Before you enrol, make sure you are selecting the right units to meet your course requirements. Please turn this sheet over for enrolment advice.

HOW DO I APPLY FOR INTERMISSION?

If you are taking time off in 2009 you need to apply for a period of intermission. You can apply for intermission via the WES homepage. Or, you can complete a manual Intermission Application Form, available from any Arts Faculty office or online at: <http://www.adm.monash.edu.au/service-centre/forms/>

- **Semester 1 OR 2:** If you are taking a period of intermission for semester 1 or semester 2 only, you will need to re-enrol for the semester you intend to study and apply for intermission for the other semester.
- **Semester 1 & 2:** If you are taking a period of intermission for both semesters, you will need to submit an application for intermission **instead** of re-enrolling for 2009 between 13 October and 24 November 2008.

International students can only apply in person and under special circumstances.

CAN I STILL CHANGE MY ENROLMENT?

You will be able to alter your 2009 enrolment after you have re-enrolled. WES opens in variation mode from the 25 November. Please note, WES closes for the year on 22 December 2008 and reopens 12 January 2009.

LATE RE-ENROLMENT – WHAT DO I DO?

25 November – 22 December 2008

\$110 late fee applicable*

You are still permitted to re-enrol online via WES between 25 November and 22 December. If you re-enrol during this period you will incur the late fee but will not lose your place in your course. Please refer to the *How do I re-enrol?* section above for further details on how to complete your enrolment.

2 January 2009 onwards

\$110 late fee applicable*

If you fail to re-enrol or intermit by 22 December 2008 you will lose access to WES. You will need to contact the Arts Faculty on your home campus to seek permission to re-enrol. We will inform you on the process for applying. You will be notified of the outcome of your application after the VTAC enrolment period (mid February 2009). If there are no places available you may be required to take intermission for 2009.

*The late re-enrolment fee will be included in your Semester 1 2009 fee statement.



IMPORTANT DATES

Re-enrolment Dates

1 Oct	2009 handbook available online
13 Oct	2009 timetable available
13 Oct - 24 Nov	Wes opens for 2009 re-enrolment
25 Nov - 22 Dec	Late re-enrolment period
27 Nov	Release of semester 2 results
22 Dec	WES closes
24 Dec – 1 Jan	University closed
2 Jan	University opens
12 Jan	WES reopens
13 Feb	Last day to add DE / off-campus units
14 Mar	Last day to add on-campus semester 1 units
31 Mar	Semester 1 census date

2009 Dates

Semester 1 2009

2 Mar – 5 Jun	Semester 1
10 Apr – 17 Apr	Mid-semester break
8 Jun – 10 Jun	Swot Vac
11 Jun – 3 Jul	Examinations period
17 July	Sem 1 results published
17 Aug - 21 Aug	Deferred / Supplementary exams

Semester 2 2009

20 Jul – 23 Oct	Semester 2
28 Sep – 2 Oct	Mid-semester break
26 Oct – 28 Oct	Swot Vac
29 Oct – 20 Nov	Examinations period
4 Dec	Sem 2 results published
19 Jan – 23 Jan (2010)	Deferred / Supplementary exams

WHAT UNITS DO I CHOOSE?

The following information will help you select units for your 2009 enrolment:

Course Map: Your course map lists the requirements for the successful completion of your course, including major and minor requirements and any core units or areas of study. You can pick up a copy of your course map from the Arts Faculty office at your home campus or download a copy from:
<http://www.arts.monash.edu.au/current/admin/courseadvising/ugcourses.php>

Areas of Study: The Arts Areas of Study section of the handbook lists the disciplines available in the Faculty of Arts and the requirements for each discipline. The 2009 handbook will be available online from 1 October 2008, please refer below for the handbook link. Currently, you can visit the Arts Areas of Study online at: <http://www.arts.monash.edu.au/current/study-areas/index.php>

Handbooks: The Monash University handbook includes important faculty, course, areas of study and unit information to help you re-enrol. The 2009 handbook will be available online from 1 October 2008. To access the handbook, please visit:
<http://www.monash.edu.au/pubs/handbooks/>

MUTTS: The Monash University Timetable System (MUTTS) allows you to view the available times and locations for each unit. You do not need to be enrolled in units to view their availability. The timetable for 2009 will be available from 13 October 2009. Visit: <http://mutts.monash.edu.au/MUTTS/>

COURSE & RE-ENROLMENT HELP

Course progression check request

You can request a course progression check by submitting your details online at: <http://www.arts.monash.edu.au/current/>. Please include any specific questions you have in the 'Comments / Other Information' field. A course adviser will map your course progression and respond to your student email account, detailing what you need to do to meet the requirements of your course. We will also advise if a course advice session is needed. Alternatively, you can submit a manual course progression check request by completing the form at the Arts Faculty Office on your home campus.

Course Advice Appointment

Course advice appointments are available to all Arts students. They provide you with the opportunity to discuss your course with a course advisor. Please contact your home campus to make an appointment.

Clayton Campus

Course advice appointments run for approximately fifteen minutes and are available Monday to Friday between the following times:

10:00 – 11:45 am (except Tuesdays)

2:00 – 3:45 pm

Please visit the Arts Counter or call us on 9905 2107 to make a course advice appointment.

GENERAL ADVICE

- Do not leave your re-enrolment to the last minute.
- Re-enrol assuming you will pass all of the units you are currently enrolled in.
- If you feel unsure about re-enrolling for 2009 then you should make an appointment to see a course adviser. We are happy to help you.
- **Transferring?** Even if you have applied to transfer to another campus, course or institution you should re-enrol in your current course within the re-enrolment period. Your enrolment can be discontinued or amended as necessary once you are informed of the outcome of your transfer application.
- **Allocate+** Don't forget you will also need to allocate your classes for Semester 1. Allocate+ opens in January 2009. Please refer to the Allocate+ website for further information and dates: <http://allocate.cc.monash.edu.au/>
- **International Students** If you do not re-enrol in 24 credit points in both Semester 1 and 2 you may be in breach of your Student Visa requirements and may be reported to DIAC. An enrolment of less than 24 credit points in either Semester 1 or 2 **must** be discussed with and approved by your faculty.
- **Studying overseas?** You will need to enrol manually for your overseas units. You will be notified of an enrolment date prior to 24 November 2008. If you have any queries please contact Cassie Goffin on 9902 0296 or at Cassie.Goffin@arts.monash.edu.au

CONTACT DETAILS

You will need your student ID number when making inquiries.

CLAYTON CAMPUS

First floor, West Wing, Building 11

Phone: 9905 2107

Fax: 9905 2120

Email: coursework@arts.monash.edu.au

BERWICK CAMPUS

Room 159, First Floor, Building 902

Phone: 9904 7030

Fax: 9904 7037

Email: Berwick.Enquiries@arts.monash.edu.au

CAULFIELD CAMPUS

Room 4.41, B Block

Phone: 9903 2462

Fax: 9903 2795

Email: caulfield.faculty.office@arts.monash.edu.au

GIPPSLAND CAMPUS

Building 2W

Phone: 9902 6339

Fax: 9902 6359

Email: HUMCASS.info@arts.monash.edu.au

SUNWAY (Malaysia) CAMPUS

Phone: IDD +60 3 5636 0600

Fax: IDD +60 3 5635 8640

Email: tan.khai.phen@sass.monash.edu.my

MONASH SOUTH AFRICA CAMPUS

Seminar Building, Lower Ground Floor

Phone: IDD +27 11 950 4080

Fax: IDD +27 11 950 4004

Email: inquiries@monash.ac.za

HELPFUL LINKS

Arts re-enrolment website

www.arts.monash.edu.au/current/reenrol/

Central re-enrolment website

<http://adm.monash.edu/enrolments/re-enrolments/>

Web Enrolment System (WES)

<https://my.monash.edu.au/wes/>

Monash University Handbook

<http://www.monash.edu.au/pubs/handbooks/>

Monash University Timetable System

<http://mutts.monash.edu.au/MUTTS/>

Allocate+

<http://allocate.cc.monash.edu.au/>

