

## FACULTY OF ARTS ENROLMENT INFORMATION

### Congratulations on receiving an offer with Monash Gippsland!

You should have received your official Monash letter of offer by now which contains the following information to assist you with your on-line enrolment:

- Your student identification number
- The course you have been offered
- The fee type
- Enrolment Guide 2009

The "Enrolment Guide 2009" will assist you with the enrolment process and includes the following information:

- Accepting your offer
- Getting on-line at Monash
- Enrolling – online
- After you have enrolled
- Transition and Orientation

### What you need to bring to your Faculty enrolment session

- Your VTAC offer letter/Monash letter and the Enrolment Guide
- A print out of the units you have enrolled in on-line
- Photo ID eg. passport, Australian driver's licence
- If you are applying for credit for previous study bring: certified copy of academic transcript, documentation outlining the structure of the course for which you are seeking credit and unit outlines of all units you are applying for credit.

The information provided below is related more to your course, unit selection, timetables and tutorial allocation.

### FIND OUT THE STRUCTURE OF YOUR COURSE

Coursework programs have a particular and pre-determined course structure although different courses have different requirements. In some courses you have core requirements – special units or disciplines – that you must complete to meet the requirements of your course and qualify to graduate.

You will find a course plan included in your *offer package*. This provides information on the structure of your course. It is a good idea to keep and refer to this plan so you can keep an eye on your course progression and ensure that you complete all your

degree requirements. A course map may also be found at:

[www.arts.monash.edu.au/current/admin/courseadvising/ugcourses.php](http://www.arts.monash.edu.au/current/admin/courseadvising/ugcourses.php)

The Undergraduate Handbook also contains the degree regulations, areas of study and other important information and this can be found at [www.monash.edu.au/pub/handbooks](http://www.monash.edu.au/pub/handbooks)

### Do you want to study full-time or part-time?

The normal full-time load for most courses is four six-point units in each semester for a student in Arts. For example: 24 points per semester (0.500 Equivalent Full-time Student Load or EFTSL), or 48 points (1 EFTSL) for the whole year. Most undergraduate units are worth 6 points (0.125 EFTSL).

If you study on a part-time basis you must remember that you will not be eligible for Centrelink payments. To be eligible for payments you must undertake a minimum of 18 points or more during each semester (0.375 EFTSL). You should also keep in mind that you must complete a single degree within 8 years, irrespective of any approved time off you may take during the course of your studies (the standard maximum completion time for double degrees is 10 years).

### Which units do you want to study?

Before you attempt to enrol via the Web Enrolment System (WES) you need to decide what you'd like to study. Think about what you're good at, what you enjoy doing and what your career goals are.

Undergraduate enrolment requires that you decide on which disciplines (areas of study) you are interested in and which individual units within those disciplines/areas you want to enrol in. There are a number of different disciplines to choose from, depending on your course structure.

You should also consult the Arts Areas of Study web site to determine what majors and minors are available. This will give you an idea of what you can specialise in during your degree.

Arts Areas of Study

[www.arts.monash.edu.au/current/coursework/study\\_areas/](http://www.arts.monash.edu.au/current/coursework/study_areas/)

Campus of Offering

[www.arts.monash.edu.au/current/study-areas/allaos.php](http://www.arts.monash.edu.au/current/study-areas/allaos.php)

Gippsland Specific Information

[www.arts.monash.edu.au/humcass/ugrad/current.php](http://www.arts.monash.edu.au/humcass/ugrad/current.php)

You can find out information about each unit and when it is offered by accessing the Monash Handbook on the web at [www.monash.edu.au/pubs/handbooks/](http://www.monash.edu.au/pubs/handbooks/). Each unit code is made up of three letters and four numbers:

the letters refer to the discipline and the first number indicates year level, e.g. COM1010 is a Communications first year level unit.

## Credit for Previous Tertiary Studies

If you believe you are eligible for credit on the basis of previous tertiary studies (e.g. enhancement studies or studies at another university or TAFE), your credit will be assessed by a student services officer on Enrolment Day.

Units completed at other Australian tertiary institutions will normally be given credit (either general or specific), but there are limits. Before Enrolment Day consider the units you wish to study. Usually, if you have successfully completed a full year's study of first year units in one or more disciplines at another university, you will be eligible to enrol in second year units in those disciplines.

For information on the Arts credit policies and procedures please visit:  
[www.arts.monash.edu/current/admin/credit/index.php](http://www.arts.monash.edu/current/admin/credit/index.php)

### To be granted credit you MUST bring with you to enrolment day:

- Complete Credit Application Form which can be downloaded from <http://www.adm.monash.edu.au/service-centre/forms/credit.pdf>
- Details of any units you have completed, (e.g. course outline or handbook entry with details of assessment)
- Certified copies of your results.

**You cannot receive credit, nor can you proceed to higher level units, without this documentation.**

## HOW DO I FIND OUT ABOUT MY TIMETABLE?

### How do I find out what my timetable is?

University study is different to secondary education. For each unit that you choose you will have to attend a lecture and a tutorial (this may also be referred to as a seminar).

To use the Monash timetable you need to go to the web at:  
<http://www.arts.monash.edu.au/current/timetable.html> and log in using your username and password. Simply follow the steps as outlined in the 'Build a Timetable' page to display the class times for the units you have chosen.

More than one tutorial/seminar time may be listed in the timetable, to clarify how many classes you need to attend check the unit's description in the University Handbook [www.monash.edu.au/pubs/handbooks/](http://www.monash.edu.au/pubs/handbooks/), or contact the relevant School directly <http://www.arts.monash.edu.au/humcass/>. Once you know what your lecture times are for your other units you can then choose which tutorials fit best into your schedule.

## How do I sign up for tutorials?

### Allocate+

You will sign up for all Arts tutorials using the on-line Allocate + system. The Allocate+ system allows you to select a preference for a particular time-slot for tutorials for the unit(s) that you are enrolled in. Allocate + is located on the web at:

<http://www.arts.monash.edu.au/current/allocate/>. To use Allocate + you will need to login using your username and password. Information on how to get your username and password is available on the web at: [www.monash.edu.au/students/computer/](http://www.monash.edu.au/students/computer/).

## YOU CAN CHANGE YOUR UNITS AFTER YOU'VE ENROLLED!

You can change your units after enrolling on WES. If you change your mind about one or more of your units, it is possible to discontinue and/or replace them with other units up until the end of the second week of semester (on-campus students only). Do this via WES or, if you need authorisation or encounter problems complete an Enrolment Variation form and lodge it with the School.

Missing certain deadlines means you will have to pay for a unit(s) regardless of whether you completed the required assessment or stopped attending classes. Missing these deadlines could cost you thousands of dollars over the duration of your whole course. All important deadline dates are listed in the Principal Dates section of the Monash Website ([www.adm.monash.edu.au/execserv/about/principal-dates/index.html](http://www.adm.monash.edu.au/execserv/about/principal-dates/index.html)), look in the Student Information Index ([www.monash.edu/pubs/sii](http://www.monash.edu/pubs/sii)), or ask at the Arts Office on your home campus ([www.arts.monash.edu.au/contact-us/index.html](http://www.arts.monash.edu.au/contact-us/index.html)).

When you change your enrolment you should always keep in mind your overall course structure. You have the opportunity to change your enrolment without penalty during the first two weeks of each semester, either via your My.Monash portal or in person at the HUMCASS School Office.

## FURTHER INFORMATION

At any time during your course if you need advice, or have any questions, you can contact the School of Humanities, Communications and Social Sciences Office either in person, by phone on 03 51226339 or via email [humcass.info@arts.monash.edu.au](mailto:humcass.info@arts.monash.edu.au).

## WHAT SORT OF HELP IS AVAILABLE AT UNIVERSITY?

If you have problems or need help, there are many services available, such as healthcare, personal and financial counselling, childcare and accommodation. You can find out what's available by going to <http://www.monash.edu.au/students/>.