

FACULTY OF ARTS ENROLMENT INFORMATION

Congratulations on receiving an offer with Monash Gippsland!

Now that you have your offer, you probably have a lot of questions about what you are going to study this year.

This enrolment information provides you with the help and resources you need, so that you can understand your course structure, study what you want and make the most of the options available at Monash University.

To complete your enrolment go to: www.monash.edu.au/enrolments/ (click on *enrol for the first time*) as specified in the VTAC offer letter. Follow the steps on how to enrol which will include:

- Decide on your offer
- Create a computer account
- Start tasks online
- Get course and unit information (some information included in this pack to assist with your unit selection)
- Enrol in your units
- Collect your student ID card
- After enrolment: timetable, fee statement and orientation

You will need to attend Enrolment Day and MUST bring with you to your Faculty Enrolment Session

- Your VTAC offer letter
- Photo ID eg. passport, Australian driver's licence
- WES transaction numbers
- Documents if applying for credit for prior study
- A print out of the units you have enrolled in online

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

FIND OUT THE STRUCTURE OF YOUR COURSE

You will find a course plan included in this *enrolment 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.

The Undergraduate Handbook also provides information on the degree regulations, areas of study and other important information and this can be found at www.monash.edu.au/pubs/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 in the Undergraduate handbook 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.monash.edu.au/pubs/handbooks/aos/index-ug-byfaculty-arts.html

Campus of Offering

www.arts.monash.edu.au/current/study-areas/allaos.php

Gippsland Specific Information

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. 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.au/current/undergraduate/credit01.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 view the Monash timetable you need to go to the web at:

www.arts.monash.edu.au/current/undergraduate/timetable.php

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.

To register your timetable preferences refer to *How to enrol (after enrolment)* for further information.

www.monash.edu.au/enrolments/first-time/domestic/after-enrolment.html

YOU CAN CHANGE YOUR UNITS AFTER YOU'VE ENROLLED!

You can change your units after enrolling on WES but always keep in mind the overall course structure of the course. 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 units only) without penalty, either via WES or in person at the HUMCASS School Office.

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. 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), look in the Student Information Index (www.monash.edu.au/pubs/sii), or ask at the Arts Office on your home campus (www.arts.monash.edu.au/contact-us/index.html).

OTHER INFORMATION

Orientation Week – 22 to 26 February 2010

This is the start of the academic year for all new students. Going to orientation helps you get ready for classes. You can meet students and staff and get settled into university.

www.monash.edu.au/orientation/

Financial Assistance

If you need financial assistance, you should consult the student financial adviser who can help you with queries about eligibility for Centrelink payments or other forms of student finance. Contact Health, Wellbeing & Development on 03 9902 6425 or 03 5122 6425.

Further Information

If at any time you need advice, or have any questions, you can contact the School of Humanities, Communications and Social Sciences office either in person (2W building), by telephone 03 9902 6339 or 5122 6339 or email humcass.info@arts.monash.edu.au

A list a useful websites

Monash resources

Arts home page www.arts.monash.edu.au

Current Students www.monash.edu.au/students/

First year information www.monash.edu.au/firstyear/

my.monash portal my.monash.edu.au/

Public transport concession cards www.adm.monash.edu.au/service-centre/travel-concessions.html

The Student Information Index is a valuable resource in which students can obtain university and faculty policy details. Please ensure that you read the relevant sections of this guide which can be found at:

www.monash.edu.au/pubs/sii/

External resources websites

Centrelink www.centrelink.gov.au/

Contacts

ask.monash my.monash.edu.au/askmonash/