



Enrolment Semester 1, 2010 **IMPORTANT INFORMATION**

You are required to attend enrolment on your nominated date, having accepted a full (unconditional) offer. Please refer to the information in this document for the exact day, location and time relevant to your course. You can disregard the date on your offer letter if it does not match the schedule in this document.

1. Pre-Enrolment – Authority to Enrol

Approximately 2-3 weeks prior to your enrolment, and if you are eligible to enrol (i.e. you have sent your acceptance form and payment for your full offer to IRS), you will receive an official enrolment notification from International Recruitment Services. This notification will be emailed to you and is called "Authority to Enrol". **In order to enrol you must bring a copy of this 'Authority to Enrol' email with you on the date of your enrolment.** The Authority to Enrol will advise the steps you must undertake to complete the enrolment process.

2. What happens if I cannot attend my nominated enrolment date?

You **MUST** apply for permission to enrol late by emailing:

latereg@adm.monash.edu.au

Please include the following information in your email:

- Your family name, given name and Monash student ID number
- An explanation as to why you cannot attend enrolment
- Expected date you can come to Monash to enrol (University opening hours are 9am – 5pm, Monday – Friday)
- If you have already booked your flight, please attach a scanned copy of your airline ticket to your email request.

Your request will be assessed and a response will be emailed to you within a minimum of three working days. Late enrolment is subject to approval by the Faculty and permission is not guaranteed.

If you are approved to enrol late, class availability may be limited. You may not get your first preference with your timetable and electives. If you arrive after the semester start date, you will miss orientation and essential academic activities including lectures, tutorials, class preparations and preliminary reading. This may have a significant impact on your studies and your results. If late enrolment is granted, it is your responsibility to ensure that you discuss with your lecturer/tutor any work you have missed.

Only students with written permission from International Recruitment Services will be allowed to enrol after the nominated enrolment date.

Early, proxy or online enrolments will NOT be accepted under any circumstances for international students

Failure to attend the nominated enrolment date without late enrolment permission will result in students not being permitted to commence their course this intake.

If you have accepted one of the following courses you must arrive on time. Late enrolment will **NOT** be granted for:

- **All courses from the Faculty of Business and Economics**
- **All postgraduate Law courses (enrolment is on 12th February except Master of Laws [Juris Doctor] which begins 30th April)**

3. Where do I go if I have been permitted to arrive late?

If you have been permitted to enrol late, your late enrolment approval email will advise you of the time and location of your enrolment.

4. What if I am a continuing student?

If you have just completed a course at Monash University and are beginning another, you are required to enrol in person. This is because you are beginning a new course and you are not re-enrolling, as you may have done in previous semesters. You cannot use 'WES' or 'Allocate+'. No proxy or online enrolments are permitted for International students.

5. Leaving Australia after enrolment

Monash does not encourage students to leave Australia between enrolment and the commencement of classes. This is because you will miss important orientation and information sessions. If you are considering returning home after enrolment, please speak to your Faculty when you enrol.

6. Orientation

Orientation (or 'O Week' as it is often called) is a compulsory program which consists of information sessions, tours and events designed to help you get to know Monash University and particularly your campus. For more details please go to

<http://www.monash.edu/study/international/prepare/orientation.html>

CAULFIELD CAMPUS ENROLMENT

<i>Faculty</i>	<i>Course Type</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Art and Design	All Undergraduate and Postgraduate	16th Feb	10:00am	Building G, Concourse, Art & Design Building
	Monash College progressing to University	18th Feb	2:00pm	Building G, Concourse, Art & Design Building
Arts	All Undergraduate and Postgraduate	15th Feb	10:00am	Building A, Level 2, Room 5 (A205)
	Monash College progressing to University	18th Feb	10:30am	Building 11, Lecture Theatre H3 - CLAYTON CAMPUS
Business and Economics	All Undergraduate, incl. Monash Malaysia Transfers: Surname A - D	16th Feb	9:30am	Building H, Level 1, Room 1.16
	All Undergraduate, incl. Monash Malaysia Transfers: Surname E - I	16th Feb	10:30am	Building H, Level 1, Room 1.16
	All Undergraduate, incl. Monash Malaysia Transfers: Surname J - L	16th Feb	1:30pm	Building H, Level 1, Room 1.16
	All Undergraduate, incl. Monash Malaysia Transfers: Surname M - P	16th Feb	2:30pm	Building H, Level 1, Room 1.16
	All Undergraduate, incl. Monash Malaysia Transfers: Surname Q - S	17th Feb	9:30am	Building H, Level 1, Room 1.16
	All Undergraduate, incl. Monash Malaysia Transfers: Surname T - W	17th Feb	10:30am	Building H, Level 1, Room 1.16
	All Undergraduate, incl. Monash Malaysia Transfers: Surname X - Z	17th Feb	1:30am	Building H, Level 1, Room 1.16
	Monash College progressing to University: Surname A - G	18th Feb	9:30am	Building H, Level 1, Room 1.16
Monash College progressing to University: Surname H - M	18th Feb	10:30am	Building H, Level 1, Room 1.16	
Monash College progressing to University: Surname N - S	18th Feb	1:30am	Building H, Level 1, Room 1.16	
Monash College progressing to University: Surname T - Z	18th Feb	2:30am	Building H, Level 1, Room 1.16	
	3818 Master of Applied Finance	16th Feb	9:30am	Building H, Level 1, Room 1.25
	3850 Master of Applied Finance/Master of Business (Accounting)	16th Feb	9:30am	Building H, Level 1, Room 1.25
	0504 Master of Business (Banking & Finance)	16th Feb	9:30am	Building H, Level 1, Room 1.25
	4412 Master of Applied Finance/Master of Applied Econometrics	16th Feb	9:30am	Building H, Level 1, Room 1.25
	All MBA single and double degrees	16th Feb	2:30pm	Building H, Level 1, Room 1.25
	2276 Master of Marketing	16th Feb	2:30pm	Building H, Level 1, Room 1.25
	3840 Master of Business (Science & Technology)	16th Feb	2:30pm	Building H, Level 1, Room 1.25
	3822 Master of Applied Econometrics	16th Feb	2:30pm	Building H, Level 1, Room 1.25
	3844 Master of Business	16th Feb	2:30pm	Building H, Level 1, Room 1.25
	3842 Master of Business Economics	16th Feb	2:30pm	Building H, Level 1, Room 1.25
	3159 Master of Business Law	16th Feb	2:30pm	Building H, Level 1, Room 1.25
	3848 Graduate Diploma in Business	16th Feb	2:30pm	Building H, Level 1, Room 1.25
		2643 Master of Diplomacy and Trade	17th Feb	9:30am
2098 Master of International Business		17th Feb	9:30am	Building H, Level 1, Room 1.25
0200 Master of Work and Employment Relations		17th Feb	9:30am	Building H, Level 1, Room 1.25
0105 Master of Management		17th Feb	9:30am	Building H, Level 1, Room 1.25
2099 Master of Human Resource Management		17th Feb	9:30am	Building H, Level 1, Room 1.25
2778 Graduate Diploma in Human Resource Management		17th Feb	9:30am	Building H, Level 1, Room 1.25
1065 Master of Public Policy and Management		17th Feb	9:30am	Building H, Level 1, Room 1.25

	4411 Master of International Business/Master of Euro and Int Studies	17th Feb	9:30am	Building H, Level 1, Room 1.25
	3843 Master of Professional Accounting/Master of Business Law	17th Feb	2:30pm	Building H, Level 1, Room 1.25
	4402 Master of Business/Master of Professional Accounting	17th Feb	2:30pm	Building H, Level 1, Room 1.25
	0748 Graduate Diploma in Accounting	17th Feb	2:30pm	Building H, Level 1, Room 1.25
	0790 Master of Professional Accounting	17th Feb	2:30pm	Building H, Level 1, Room 1.25
	0826 Master of Professional Accounting (Advanced)	17th Feb	2:30pm	Building H, Level 1, Room 1.25
	0503 Master of Business (Accounting)	17th Feb	2:30pm	Building H, Level 1, Room 1.25
	4401 Master of Business (Accounting)/Master of Business Law	17th Feb	2:30pm	Building H, Level 1, Room 1.25
Information Technology	All Undergraduate and Postgraduate	15th Feb	11:00am	Building B, Level 2 Foyer
	Monash College progressing to University	18th Feb	11:00am	Building B, Level 2 Foyer
Medicine, Nursing & Health Science	0004 Bachelor of Social Work	15th Feb	9:00am	Building C, Level 4
	0019 Master of Social Work	15th Feb	9:00am	Building C, Level 4
	3882 Bachelor of Health Science	15th Feb	12:00pm	Building T, Level 3
	0495 Master of Organisational Psychology	15th Feb	10:00am	Psychology Office, Building F, Level 6
	2088 Graduate Diploma in Psychology	15th Feb	10:00am	Psychology Office, Building F, Level 6
	2970 Master of Biomedical Science	15th Feb	11:00am	Building 13E, Room E2 - CLAYTON CAMPUS

CLAYTON CAMPUS ENROLMENT

<i>Faculty</i>	<i>Course Type</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Arts	Undergraduate: Surname A - M	15th Feb	9:30am	Building 64, South 1 Lecture Theatre
	Undergraduate: Surname N - Z	15th Feb	1:30pm	Building 64, South 1 Lecture Theatre
	All Postgraduate	16th Feb	10:30am	Building 11, Lecture Theatre H3
	Monash College progressing to University	18th Feb	10:30am	Building 11, Lecture Theatre H3
Business and Economics	Undergraduate: Surname A - F	16th Feb	9:30am	Building 8, Room R1
	Undergraduate: Surname G - N	16th Feb	11:00am	Building 8, Room R1
	Undergraduate: Surname O - T	16th Feb	2:00pm	Building 8, Room R1
	Undergraduate: Surname U - Z	16th Feb	3:00pm	Building 8, Room R1
	0172 Graduate Diploma in Economic Studies	16th Feb	2:30pm	Building H, Level 1, Room 1.25 - CAULFIELD CAMPUS
	0171 Postgraduate Diploma in Economics and Commerce	16th Feb	2:30pm	Building H, Level 1, Room 1.25 - CAULFIELD CAMPUS
	0967 Postgraduate Diploma in Health Economics and Evaluation	16th Feb	2:30pm	Building H, Level 1, Room 1.25 - CAULFIELD CAMPUS
	Monash College progressing to University: Surname A - F	18th Feb	9:30am	Building 8, Room R1
	Monash College progressing to University: Surname G - N	18th Feb	11:00am	Building 8, Room R1
	Monash College progressing to University: Surname O - T	18th Feb	2:00pm	Building 8, Room R1
	Monash College progressing to University: Surname U - Z	18th Feb	3:00pm	Building 8, Room R1
Education	All Undergraduate	17th Feb	12:00pm	Building 6, Room G19
	All Postgraduate (except 1737)	17th Feb	12:00pm	Building 8, Room R6
	1737 Graduate Diploma of Education (Secondary)	17th Feb	12:00pm	Building 6, Room G25
Engineering	All Undergraduate and Postgraduate	16th Feb	9:00am	Building 72, E7
	Monash College progressing to University	18th Feb	9:00am	Building 72, Ground Floor, Faculty Office
Information Technology	All Undergraduate	16th Feb	10:00am	Building 63, Ground Floor, Faculty Office
	Monash College progressing to University	18th Feb	10:00am	Building 63, Ground Floor, Faculty Office
Law	All Undergraduate	17th Feb	10:30am	Building 12, Basement, Lecture Theatre 4
	All Postgraduate (except Master of Laws Juris Doctor)	12th Feb	2:00pm	Building 11, Ground Floor, Lecture Theatre SG01
	3387 Master of Laws Juris Doctor	15th Jan	8:30am	Building 12, Basement, Lecture Theatre 1
Medicine, Nursing & Health Science	All Postgraduate	15th Feb	11:00am	Building 13D, Lecture Theatre M1
	All Undergraduate (except 0040 and 0041)	17th Feb	12:00pm	Building 13A, Lecture Theatre M2
	0040 MBBS - Bachelor of Medicine/Bachelor of Surgery	17th Feb	12:30pm	Building 15, Reception
	0041 Honours degree of Bachelor of Biomedical Science	17th Feb	10:00am	Building 15, Reception
	Monash College progressing to University	18th Feb	9:30am	Building 15, Reception
Science	All Undergraduate	15th Feb	10:00am	Building 19, Ground Floor, Faculty Student Services

BERWICK CAMPUS ENROLMENT

<i>Faculty</i>	<i>Course Type</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Arts	All Undergraduate	17th Feb	9:30am	Building 901, Arts Admin Office, Room G41
	Monash College progressing to University	18th Feb	10:30am	Building 11, Lecture Theatre H3 - CLAYTON CAMPUS
Business and Economics	All Undergraduate	17th Feb	9:30am	Building 901, Level 1, Room 111
	Monash Malaysia Transfers	17th Feb	1:30pm	Building 901, Level 1, Room 111
	Monash College progressing to University: Surname A - M	18th Feb	9:30am	Building 901, Level 1, Room 111
	Monash College progressing to University: Surname N - Z	18th Feb	1:30pm	Building 901, Level 1, Room 111
Information Technology	All Undergraduate	17th Feb	10:00am	Building 903, Level 1, Room 1110
	Monash College progressing to University	18th Feb	10:00am	Building 903, Level 1, Room 1110

GIPPSLAND CAMPUS ENROLMENT

<i>Faculty</i>	<i>Course Type</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Art and Design	All Undergraduate and Postgraduate	17th Feb	10:00am	Building 6S, Room 113
Arts	All Undergraduate and Postgraduate	17th Feb	10:00am	Building 2W, Room 290
	Monash College progressing to University	18th Feb	10:30am	Building 11, Lecture Theatre H3 - CLAYTON CAMPUS
Business and Economics	All Undergraduate	17th Feb	10:00am	Building 5N, Room 156
	Monash College progressing to University	18th Feb	10:00am	Building 5N, Room 156
Education	All Undergraduate and Postgraduate	17th Feb	10:00am	Building 2S, Room 101
Engineering	All Undergraduate	17th Feb	10:00am	Building 3W, Room 206
Information Technology	All Undergraduate	17th Feb	10:00am	Building 3W, Room 206
	Monash College progressing to University	18th Feb	10:00am	Building 3W, Room 206
Medicine, Nursing & Health Science	3952 MBBS - Bachelor of Medicine/Bachelor of Surgery	21st Jan	10:00am	Building 3W, Room 214
	3963 Bachelor of Nursing Practice	17th Feb	10:00am	Building 2W, Room 242
	1250 Master of Nursing	17th Feb	10:00am	Building 2W, Room 242
	3953 Bachelor of Nursing Practice/Bachelor of Midwifery	17th Feb	10:00am	Building 2W, Room 242
	1240 Graduate Diploma of Midwifery	17th Feb	10:00am	Building 2W, Room 242
	All Undergraduate: Psychology	17th Feb	10:00am	Building 4N, Room 131
Science	All Undergraduate	17th Feb	10:00am	Building 3W, Room 206, School of Applied Science and Engineering

PENINSULA CAMPUS ENROLMENT

<i>Faculty</i>	<i>Course Type</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Business and Economics	All Undergraduate inc. Monash Malaysia Transfers: Surname A - M	16th Feb	9:00am	Building D, Foyer
	All Undergraduate inc. Monash Malaysia Transfers: Surname N - Z	16th Feb	1:00pm	Building D, Foyer
	Monash College progressing to University	18th Feb	9:00am	Building D, Foyer
Education	All Undergraduate and Postgraduate	16th Feb	10:00am	Building A, Level 4
Medicine, Nursing & Health Science	0727 Bachelor of Nursing	16th Feb	11:00am	Building E, Foyer
	3436 Bachelor of Nursing (Psychological Studies)	16th Feb	11:00am	Building E, Foyer
	3955 Bachelor of Nursing Studies	16th Feb	11:00am	Building E, Foyer
	3892 Bachelor of Nursing/Bachelor of Emergency Health (Paramedic)	16th Feb	11:00am	Building E, Foyer
	3562 Bachelor of Midwifery	16th Feb	11:00am	Building E, Foyer
	1250 Master of Nursing	16th Feb	11:30am	Building E, Foyer
	1251 Master of Nursing (IN)	16th Feb	11:30am	Building E, Foyer
	3565 Master of Clinical Midwifery	16th Feb	11:30am	Building E, Foyer
	3869 Bachelor of Occupational Therapy	16th Feb	12:00pm	Building B, Level 1, Reception
	3868 Bachelor of Physiotherapy	16th Feb	12:00pm	Building B, Level 1, Reception
	3445 Bachelor of Emergency Health (Paramedic)	16th Feb	12:00pm	Building H, Level 1, Room 28
	3878 Master of Emergency Health	16th Feb	12:00pm	Building H, Level 1, Room 28
	3877 Graduate Diploma of Emergency Health	16th Feb	12:00pm	Building H, Level 1, Room 28
	3876 Graduate Certificate in Emergency Health	16th Feb	12:00pm	Building H, Level 1, Room 28
	3863 Bachelor of Psychology and Business	16th Feb	12:30pm	Building D, Level 2, Room 16

PARKVILLE CAMPUS ENROLMENT

<i>Faculty</i>	<i>Course Type</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Pharmacy and Pharmaceutical Science	All Undergraduate	18th Feb	10:00am	Sissions Building (401), Ground Floor, Cossar Hall

ALFRED HOSPITAL CAMPUS ENROLMENT

<i>Faculty</i>	<i>Course Type</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Medicine, Nursing & Health Science	All Postgraduate	15th Feb	11:00am	Department of Epidemiology and Preventive Medicine, Level 3 Burnet Tower, Alfred Hospital, 89 Commercial Road, Melbourne

