



## **Registration and Enrolment IMPORTANT INFORMATION**

You are expected to attend BOTH registration and enrolment on your nominated date with a full, unconditional offer.

Please refer to the attached list for the exact day and time relevant to your course. Please disregard the date on your offer if it doesn't match the attached schedule.

### **1. What happens if I cannot attend my nominated registration and enrolment date?**

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

[latereg@adm.monash.edu.au](mailto: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 registration and enrolment
- Expected date you can come to Monash to register and enrol (University opening hours are 9am – 5pm, Monday – Friday)

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

If you arrive after the nominated date, class availability will be limited. You may not get your first preference with your timetable and electives.

### **ATTENTION:**

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

**Proxy or online enrolments will NOT be accepted under any circumstances for international students**

**Failure to attend the nominated registration date without late registration 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 (class commences 8 July except Master of Laws [Juris Doctor] which begins 29 August)**
- **Bachelor of Biomedical Science (course code 2230)**

## **2. Where do I go to register if I have been permitted to arrive late?**

The following locations are for late registration. After you have registered, staff will direct you to your Faculty for enrolment.

<b>Berwick</b>	<b>Caulfield</b>	<b>Clayton</b>	<b>Gippsland</b>	<b>Peninsula</b>
Health, Wellbeing & Development, Building 930	Student Services, Building A, Ground Floor	Student Services, Building 10	Health, Wellbeing & Development, Building 3N	Student Services, Building C

## **3. What if I cannot attend the first day of semester – 14 July 2008?**

Enrolments after commencement of classes are not allowed. Students who are facing **exceptional** circumstances may apply for arrival after 14 July 2008. Please apply for late registration as previously stated.

By arriving after the semester starting date, you will miss enrolment, 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. It is your responsibility to ensure that you discuss with your lecturer/tutor any work you have missed. Class availability will be limited and you may not get first preference with your timetable and electives.

## **4. Faculty of Business and Economics students**

Due to recent high demand for Business and Economics courses, the Faculty are very strict with enrolment dates.

**Please be prepared: If you cannot attend the nominated enrolment date the Faculty may not permit you to enter the course.**

## **5. Leaving Australia after enrolment**

Monash does not encourage students to leave Australia between registration and enrolment and the commencement of classes. This is because you will miss important orientation and information sessions. If you are considering returning home after registration and enrolment, please speak to your Faculty when you enrol. Monash will not be responsible for any consequences should you choose to leave against our recommendations.

## **6. Pre-registration/Enrolment**

Prior to your registration and enrolment, you must set up your Monash computer account. After this you must complete a compulsory On-Line Enrolment Questionnaire. Please go to <http://www.monash.edu/study/international/prepare/registration.html> for more information. Once you have completed the questionnaire, you will be issued with a transaction number which you **MUST** bring along to the registration.

## **7. Orientation**

Orientation (or 'O Week' as it is often called) is a very valuable 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>

## International Registration Dates for Semester 2, 2008

Clayton campus registration location: Engineering Hall, Building 60

<i>Faculty</i>	<i>Course Level</i>	<i>Date</i>	<i>Registration Time</i>
<b>Arts</b>	All undergraduate	3-Jul-08	8.45 am
	All postgraduate	2-Jul-08	8.45 am
<b>Business and Economics</b>	All undergraduate and postgraduate: Surname A - F	1-Jul-08	8.45 am
	All undergraduate and postgraduate: Surname G - N	1-Jul-08	10.45 am
	All undergraduate and postgraduate: Surname O - T	1-Jul-08	1.15 pm
	All undergraduate and postgraduate: Surname U - Z	1-Jul-08	2.15 pm
<b>Education</b>	All undergraduate and postgraduate	2-Jul-08	9.45 am
<b>Engineering</b>	All undergraduate and postgraduate	1-Jul-08	10.15 am
<b>Information Technology</b>	All undergraduate and postgraduate: Surname A - Z	2-Jul-08	9.30 am
<b>Law</b>	All undergraduate	2-Jul-08	10.30 am
	All postgraduate*	2-Jul-08	12.00 noon
<b>Medicine, Nursing &amp; Health Science</b>	Bachelor of Medical Science	1-Jul-08	9.00 am
	Bachelor of Biomedical Science	2-Jul-08	10.30am
	All postgraduate	2-Jul-08	10.00 am
<b>Science</b>	All undergraduate and postgraduate	1-Jul-08	10.30 am
<b>All Study Abroad/Exchange</b>	See Monash Abroad for details	1-Jul-08	2.00 pm

Caulfield campus registration location: Student Service Centre, A Block, Ground Level

<i>Faculty</i>	<i>Course Level</i>	<i>Date</i>	<i>Registration Time</i>
<b>Art &amp; Design</b>	All undergraduate and postgraduate	2-Jul-08	10.15 am
<b>Arts</b>	All undergraduate and postgraduate	1-Jul-08	9.15 am
<b>Business and Economics</b>	All undergraduate: Surname A - G	2-Jul-08	8.45 am
	All undergraduate: Surname H - M	2-Jul-08	9.45 am
	All undergraduate: Surname N - S	2-Jul-08	10.45 pm
	All undergraduate: Surname T - Z	2-Jul-08	12.45 pm
	All postgraduate: Surname A - G	2-Jul-08	9.15 am
	All postgraduate: Surname H - M	2-Jul-08	10.15 am
	All postgraduate: Surname N - S	2-Jul-08	11.15 am
	All postgraduate: Surname T - Z	2-Jul-08	12.15 pm
<b>Information Technology</b>	All undergraduate and postgraduate: Surname A - Z	2-Jul-08	9.00 am
<b>Medicine, Nursing &amp; Health Sciences</b>	Master of Social Work (coursework)	1-Jul-08	9.30 am

### Other Campuses

<i>Campus Location</i>	<i>Faculty</i>	<i>Date</i>	<i>Registration Time</i>
<b>Berwick</b> - Building 901, Foyer	All faculties	2-Jul-08	9.30 am
<b>Peninsula</b> - George Jenkins Foyer, A Block	All faculties	3-Jul-08	9.00 am
<b>Gippsland</b> - Building 1N, Room 206/207	All faculties	4-Jul-08	9.30 am

\* **LAW Postgraduate:** except Master of Laws (*Juris Doctor*) - 3387

Enrolment: 7 July 2008 at 2.00 pm. Location: Faculty of Law, Building 12, Basement, Room L1