



# How to enrol in the Graduate Certificate of Legal Studies

# Welcome to the Faculty of Law!

Congratulations on being accepted into the Graduate Certificate of Legal Studies program!

This guide is designed to help you through the various stages of enrolment so that you can start your studies off on the right foot.

We look forward to having you as one of our students and supporting you as you progress in this exciting Law degree.

Tip! If you have any questions about anything to do with your enrolment you can use [ask.monash](https://ask.monash.edu) to get in contact with Student Services.

# Quick Facts about your degree

## The Basics

Course Title	Graduate Certificate of Legal Studies
Short title	GradCertLS
Course code	L4004
You'll graduate with	Graduate Certificate of Legal Studies
Credit points	4 Units x 6 credit points = 24 credit points
Duration	6 months full time 1 year part time
Time limit	3 years total

# The Handbook

The handbook will provide you with your degree structure and the course requirements you have to meet to complete your degree.

It is important that you refer to the year in which you began your course:

<https://monash.edu.au/pubs/handbook>

The [Graduate Certificate of Legal Studies](#) section of the handbook includes:

- Course structure and unit requirements
- Learning Outcomes
- Alternative exits
- Progression to further studies.

# The Structure

This is your course map for your course. This is the most basic structure you can follow, please refer to the handbook for additional unit options.

## Full time study

- 1 semester of study

Semester 1	Elective Unit or LAW5081*	Elective Unit	Elective Unit	Elective Unit
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\* LAW5081 for international students

## Part time study (domestic students only)

- 2 units per semester/ 4 units for the year

Semester 1	Elective Unit or LAW5081*	Elective Unit
Semester 2	Elective Unit	Elective Unit

Tip! If you are unsure about your enrolment requirements you can request [course advice](#) online

# Teaching periods and modes

You can view the full list of elective units available to you as a Graduate Certificate of Legal Studies student on the [handbook page for your course](#).

You will see in the [postgraduate elective timetable](#) that your units are offered across many different teaching periods (terms, trimesters and semesters).

The simplest way to manage your enrolment is to split the academic year by months rather than by teaching periods.

For example:

**First half of the year (“semester 1”)** = January – June

**Second half of the year (“semester 2”)** = July – November

Let's Enrol!



# Get Started

- In order to accept your offer and enrol you need to follow the steps in [Get Started](#) to create a computer account, register your details and then complete your online enrolment.
- Domestic students, you will need to create or retrieve your [Unique Student Identifier \(USI\)](#)
- All students must enrol for a full year but don't worry you can amend your enrolment at a later stage.

**Enrol**

**Step 1:** Create your account.

**Step 2:** Pay your invoice.

**Step 3:** Register your details and enrol in units.

**Step 4:** Order your ID card and register arrival.

**Step 5:** Attend orientation, registration Day.

View Process

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Congratulations and welcome to Monash University

**Checklist**

Take a look at all your enrolment conditions (p. 12-14)

**Now that you have accepted your offer, it's time to enrol!**

Before enrolling, make sure you have met all the conditions of your offer. If you're on a credit outcome, accepted offer or you can change your units in the first couple of weeks of semester, and you'll be there to help you, come back to the next.

**Enrol in units no later than 23 February**

Enrol in units no later than Friday 23 February, 11:59pm (AEST). Units that you enrol in will be available from 15pm on Monday 24 February, although you can enrol in the units available from 10 February (see page 17).

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**Step 1: Create your Monash account**

Already have your Monash account? Go on to step 2.

To see about your Monash account you need your Monash ID. This is in your International Student Course Agreement (ISCA).

[create your account](#) >

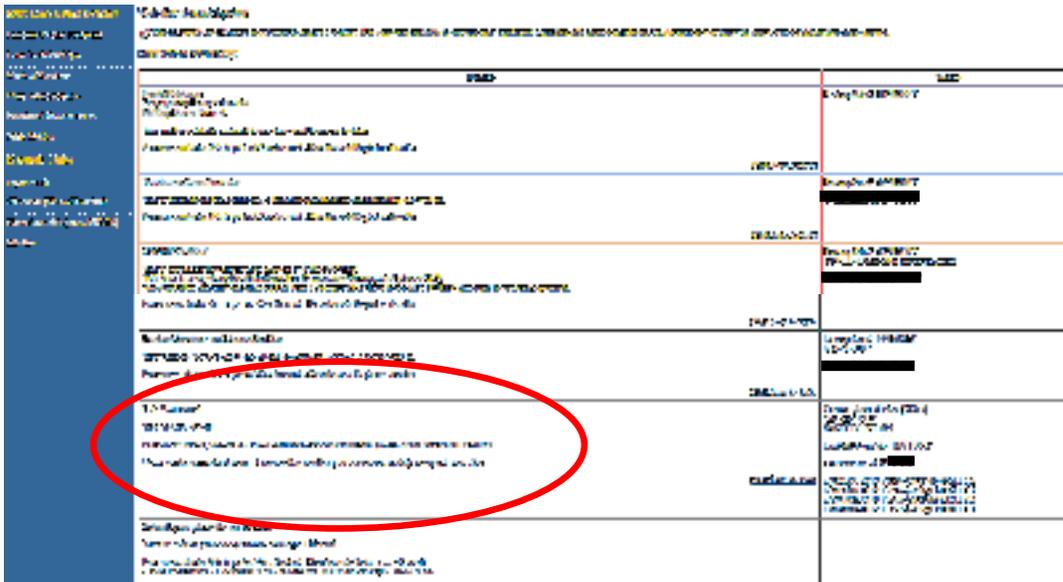
**Help with this step**

<a href="#">How to find your own Monash account ID</a>	>
<a href="#">Using your Monash account and email</a>	>
<a href="#">Log in to iLearn</a>	>

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# What's Next?

## Enrolling into your subjects



UNIT	UNIT
Unit 1: Introduction to Business	Unit 1: Introduction to Business
Unit 2: Business Law	Unit 2: Business Law
Unit 3: Business Finance	Unit 3: Business Finance
Unit 4: Business Strategy	Unit 4: Business Strategy
Unit 5: Business Ethics	Unit 5: Business Ethics
Unit 6: Business Communication	Unit 6: Business Communication
Unit 7: Business Information Systems	Unit 7: Business Information Systems
Unit 8: Business Project	Unit 8: Business Project
Unit 9: Business Research	Unit 9: Business Research
Unit 10: Business Writing	Unit 10: Business Writing

Almost all amendments to your enrolment can be done via [WES](#). Once you have registered your details you will be able to confirm your enrolment or add/remove units.

If you're unable to enrol yourself please submit an [Enrolment Amendment Form](#)

Tip! Your enrolment will only have been changed if you receive a transaction number that starts with the letter U. If you do not receive this, your enrolment has not been changed.

# What's Next?

## Timetable – LAW5081 and Electives

In order to choose your units for the year, you should refer to the [timetable](#) that is published online each year.

The timetable has information about when a unit is run, in which mode, by whom it is being taught, and a rough guideline of when you can expect assessment tasks.

After you are enrolled, your enrolled units will appear in the timetabling system [Allocate+](#) so that you can keep track of when you need to attend classes

# What's Next?

## Allocate+ Introductory Unit LAW5000

One of the unit options for domestic students is the introductory unit LAW5000 Australian legal reasoning as methods.

If you choose to enrol in this unit please note that it requires the extra timetabling step of Preference Entry. This is where students register their class time preferences during the Allocate+ Preference entry period. [Allocate+](#) is the system you will use to choose the particular stream of classes for LAW5000 that you would like to attend.

Once you are enrolled you will be able to log into Allocate+ and pick your preferences for LAW5000. [Step by step instructions](#) can be found here.

Tip! Have a look at the Postgraduate [Allocate+ Dates](#) so that you don't miss out on your preferences.

# What if I have credit or am applying for credit?



- **It is important that you enrol in a standard enrolment in order to secure your place in your degree.**
- Your enrolment can be amended after your credit application has been processed.
- You can [apply for credit](#) online for completed university level subjects.
- You can use the [online search engine](#) to search for previous credit decisions to give you an idea of what you may be granted.

Tip! If you are granted credit for Law units and are unsure of how to amend your enrolment you can request [course advice online](#)

# Contact Us

## Postgraduate Student Services

Opening Hours:

Monday – Thursday 8:30am – 5:30pm

Friday 8:30am – 5:00pm

Email: [ask.monash](mailto:ask.monash)

Ph: 1800 Monash (1800 666 274)

Or use [Chat365!](#)

