## Enrolment checklist for domestic students

Print this checklist to record your transaction numbers and your progress.

Web version with full instructions: monash.edu/get-started/enrolment/domestic

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong></td>
<td><strong>Create your account</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Set up your Monash account using your Monash student ID</td>
<td>My student ID number is:</td>
</tr>
<tr>
<td></td>
<td>This is in your offer email.</td>
<td>My Monash username is:</td>
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<tr>
<td><strong>Step 2:</strong></td>
<td><strong>Plan your course</strong></td>
<td></td>
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<tr>
<td></td>
<td>Know your course requirements by checking the online course information including course progression maps</td>
<td>Yes</td>
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<tr>
<td></td>
<td>Record the unit codes for a full semester’s enrolment (usually 24 credit points for a standard single degree – check your course map)</td>
<td>Yes</td>
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<tr>
<td><strong>Step 3:</strong></td>
<td><strong>Register your details and enrol in units</strong></td>
<td></td>
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<tr>
<td></td>
<td>Update your contact details</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Agree to complete the <em>Monash Compulsory Modules</em> by the due date</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Complete the Enrolment Questionnaire</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>If eligible, apply for HECS-HELP &amp; SA-HELP loans, or elect to pay upfront</td>
<td>Yes</td>
</tr>
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<td></td>
<td>If applicable, nominate your area of study (not all courses)</td>
<td>Yes</td>
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<tr>
<td></td>
<td>If you have a full-fee place and you’re wanting FEE-HELP, complete the Request for FEE-HELP assistance</td>
<td>Yes</td>
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<tr>
<td></td>
<td>Enrol in units for semester two:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. __ __ __ __ __ __</td>
<td>3. __ __ __ __ __ __</td>
</tr>
<tr>
<td></td>
<td>2. __ __ __ __ __ __</td>
<td>4. __ __ __ __ __ __</td>
</tr>
<tr>
<td></td>
<td><strong>Congratulations! Once you have this U transaction number you have accepted your offer and enrolled</strong></td>
<td></td>
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<tr>
<td><strong>Step 4:</strong></td>
<td><strong>Order your ID card</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Order your student ID card (M-Pass) online</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Have it mailed out to your home address</td>
<td>Yes</td>
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<tr>
<td><strong>Step 5:</strong></td>
<td><strong>Check out Orientation</strong></td>
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<tr>
<td></td>
<td>Check the Orientation website for fun activities and info on connecting with others and developing your academic skills: <a href="http://www.monash.edu/orientation">www.monash.edu/orientation</a></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Before classes start</strong></td>
<td>Complete any additional enrolment tasks (e.g. immunisations, pre-placement checks)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Create your timetable in Allocate+</td>
<td>Yes</td>
</tr>
</tbody>
</table>