How to enrol in the Graduate Certificate of Legal Systems and Services
Welcome to the Faculty of Law!

Congratulations on being accepted into the Graduate Certificate of Legal Systems and Services 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 course.

Tip! If you have any questions about anything to do with your enrolment you can use ask.monash to get in contact with Student Services.
# Quick Facts about your degree

## The Basics

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Graduate Certificate of Legal Systems and Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short title</td>
<td>GradCertLSS</td>
</tr>
<tr>
<td>Course code</td>
<td>L4003</td>
</tr>
<tr>
<td>You’ll graduate with</td>
<td>Graduate Certificate of Legal Systems and Services</td>
</tr>
<tr>
<td>Credit points</td>
<td>4 Units x 6 credit points = 24 credit points</td>
</tr>
<tr>
<td>Duration</td>
<td>6 months full time</td>
</tr>
<tr>
<td></td>
<td>1 year part time</td>
</tr>
<tr>
<td>Time limit</td>
<td>3 years total</td>
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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 Systems and Services 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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Elective Unit or LAW5081*</th>
<th>Elective Unit</th>
<th>Elective Unit</th>
<th>Elective Unit</th>
</tr>
</thead>
</table>

* LAW5081 for international students

Part time study (domestic students only)
• 2 units per semester/ 4 units for the year

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Elective Unit or LAW5081*</th>
<th>Elective Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>Elective Unit</td>
<td>Elective Unit</td>
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</tbody>
</table>

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.
What’s Next?

Enrolling into your subjects

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 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
Ph: 1800 Monash (1800 666 274)

Or use Chat365!