

Enrolment Booklet – Semester 2 – 2010

MONASH South Africa

BEFORE enrolment day

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What if I cannot attend on the designated enrolment day?

What if I do not want to accept my offer from Monash South Africa?

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Enrolment Day Checklist

Dear Student

Congratulations and welcome to Monash South Africa.

This package has been compiled to answer your questions about academic and administrative requirements from the time you receive a Monash offer through to Orientation week.

To ensure that we can process your enrolment on the above date you need to have provided Monash with the following:

- your **original** completed and signed **acceptance form**.
- evidence of payment of all required **tuition fees**.
- evidence of payment of all **accommodation fees** (if applicable).
- Copy of your study permit.
- Certified copies of original certificates.

Note: you may have faxed some or all of the above information to us, however, you will also need to provide us with the original documentation for your student file. All signatures on documents supplied must be original.

*Note: International students: without your study permit your enrolment **will not** be processed.*

Only students with a full offer will be enrolled during enrolment week.

Please read the contents of this booklet carefully.

We look forward to meeting you on enrolment day.

Student Services
Monash South Africa

Glossary

Authcate	Monash IT Services Username and Password.
Course enrolment form (CEF)	Used to gather student's course and unit information, address details, etc. Faculty staff key this data into Callista (a student information system).
Enrolment questionnaire (EQ)	Used to gather Higher Education data for the Department of Education, Science and Training (DEST)
Novell	PC Logon Username and Password.
Tuition fees	Fees payable for each unit of study by a domestic student who is in a full-fee place.
Web Enrolment System (WES)	Resource available to students to fill out Enrolment forms, change home address details, etc.

Enrolment

BEFORE enrolment day

How do I officially accept my offer from Monash South Africa?

Ensure that you have read your offer letter carefully.

Submit your completed acceptance form available in your "Accepting your offer" booklet.

Take note: Completing all of the requirements on enrolment day, including obtaining approval for your unit selection, will constitute an acceptance of the offer you have been made.

What if I cannot attend on the designated enrolment day?

If you are unable to attend on enrolment day please contact the Student Services Centre on +27 11 950 4000, to seek approval from your school for late enrolment. The schools reserve the right to **refuse late enrolment or commencement of a programme**.

What if I do not want to accept my offer from Monash South Africa?

If you do not wish to accept your offer at Monash, please contact the Student Services Centre on or before the date specified for enrolment in your offer letter to discuss your options.

Can I defer my offer?

If you wish to defer your first year of study at Monash South Africa, you are strongly encouraged to speak to a Student Services Officer first to discuss your options. Deferment is only available for courses in which you have been made an offer and is normally granted for a maximum period of 12 months from first application date and must be approved by Student Services Centre.

Should you wish to defer, you **must** submit an application to defer to Student Services Centre **on or before** the date specified for enrolment in your offer letter. Further details and a form are provided in your 'Accepting your offer' booklet that was sent with your offer letter.

If I defer, how will I be notified of enrolment for the following semester?

If your deferment application is approved, the Student Services Centre will write to you about the next enrolment. You must maintain **current** postal address details with Monash South Africa in order to be advised of enrolment details for the following semester.

How do I get to Monash South Africa?

The campus is located at 144 Peter Road, Ruimsig which is about 30 minutes drive north of central Johannesburg. It can be accessed via the Western Bypass and is eight kilometres from the 14th Avenue exit. It is also only six kilometres from the Pretoria Krugersdorp Highway N14 (previously know as the R28).

Johannesburg International Airport is 35 to 45 minutes away and Lanseria Airport about 15 to 20 minutes.

If you're driving to Monash South Africa, see pages 28 (DH80) and 29 (DH81) in the 12th edition 2003 Witwatersrand Street Guide.

A map is available at: <http://www.monash.ac.za/about/travel.html>

Should I organise my Monash computer account before enrolment day?

YES you should, if you have access to the internet.

As a Monash student, you are granted **two computer accounts** that provide access to Monash South Africa's IT facilities. Both accounts consist of the same username but different passwords (you may, however, make these passwords the same).

The first account is called a **Novell account**. Your Novell account is simply used to logon to the computers situated in the PC Laboratories and Library.

The **Novell account** provides you with access to:

- Computer logon
- Printers
- PC software

The second account is called an **Authcate account**. Your Authcate account enables you to access all other IT services which are protected by a password.

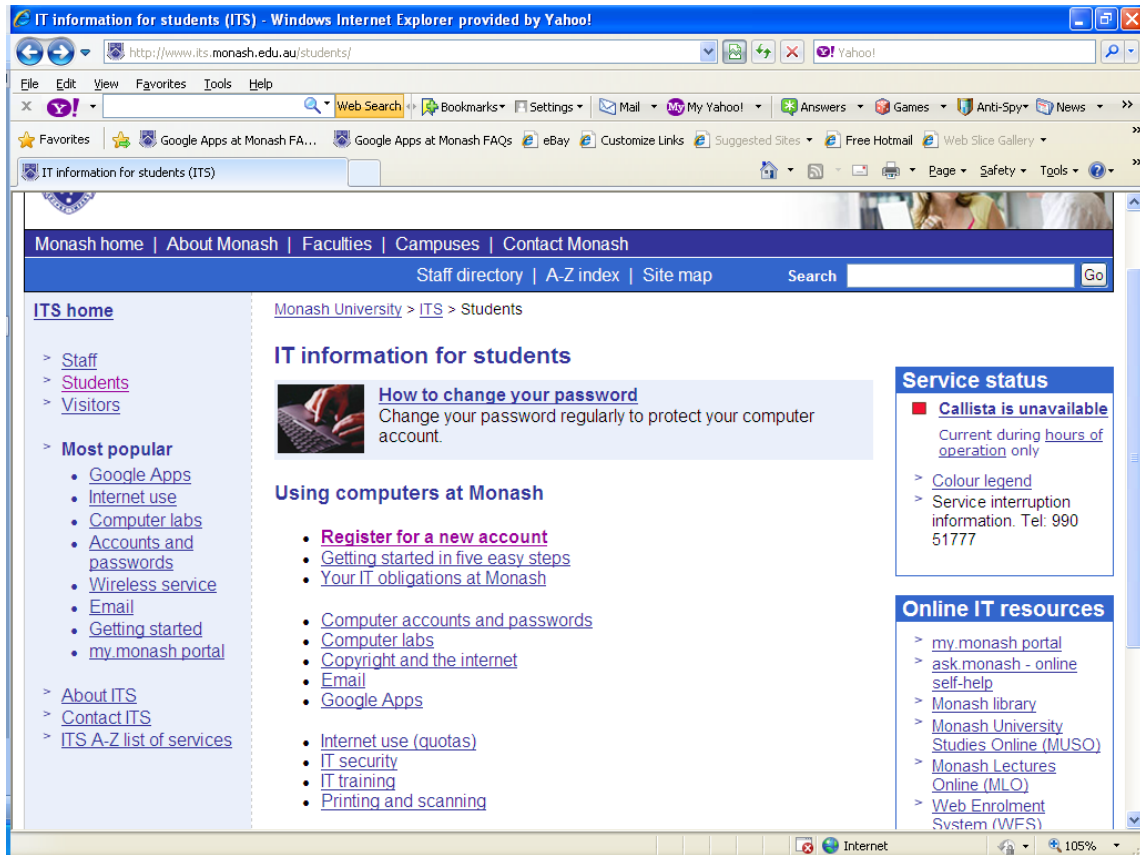
The **Authcate account** provides you with access to:

- The Internet from the computer labs
- Exam results
- WES (Web Enrolment System)
- Library resources
- Your Monash email (Webmail – <http://mail.zaf.monash.edu>)
- The my.monash portal
- Monash University Studies Online (MUSO), including lecture notes
- Timetable information.

When you receive your offer from Monash, you are automatically given the **Authcate computer account**, which you may set up via the web. Up until you enrol you will be able to access the Monash intranet only (eg. Monash websites, My.Monash Portal, Web Enrolment System etc - a reduced set of services). The full range of online services (eg. Access to the internet/other websites outside of Monash) will be available to you three days after you have enrolled in course units.

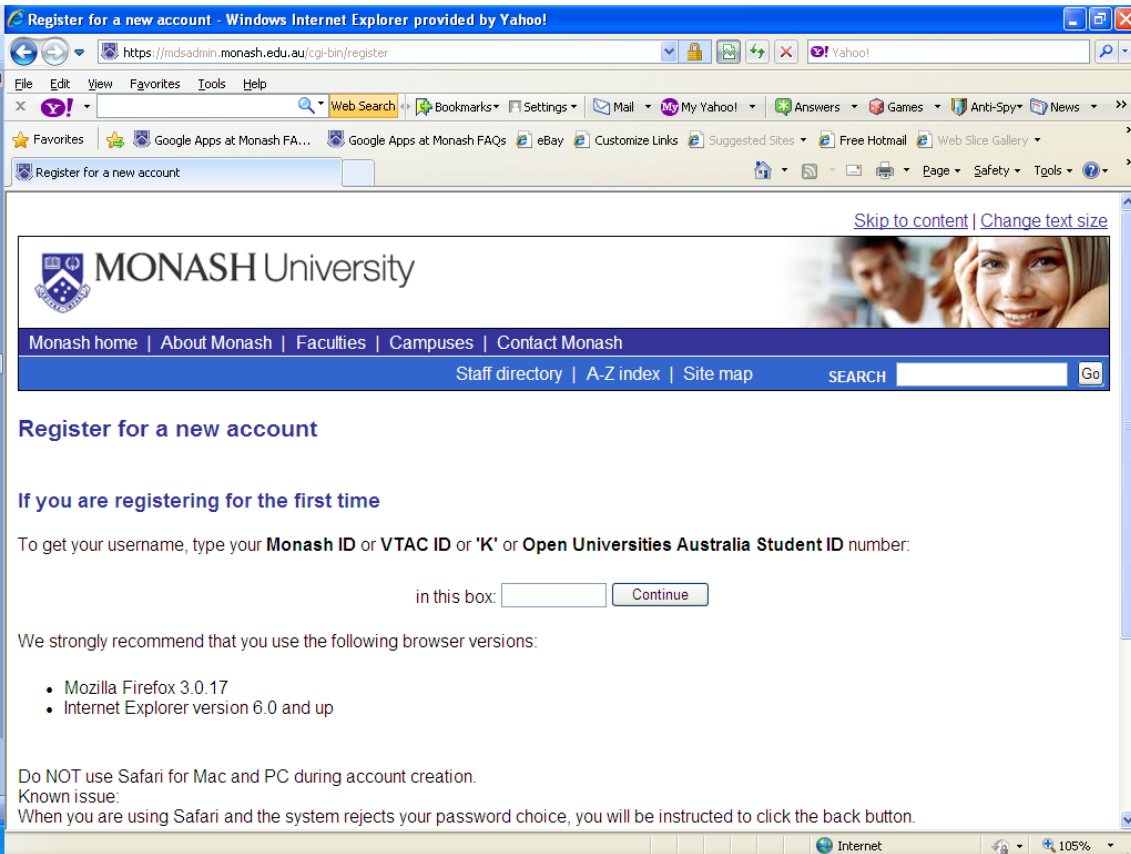
We **strongly** recommend that you **set up your Authcate account before enrolment day** by:

1. Logging onto: <http://www.monash.edu.au/students/computer/>



2. Clicking on 'Register for a new account' link

Note: You will need your Monash ID number to register for your account. Your Monash student ID and course code can be found on the offer letter.



3. Reading the 'Acceptable use of information technology facilities by students'

Access to your Authcate account is subject to the university's **Acceptable use of information technology facilities by students** policy which addresses internet usage and copyright infringement. While setting up your account, you will be asked to read the terms and conditions of this policy and agree to them. It is essential that you understand the obligations in regard to this policy, as failure to comply can result in disciplinary action.

4. Registration of Personal Details

You are now required to enter some personal details (ie. Surname, Given name, Date of Birth and name of your street in your address) to confirm your identity. The information you provide must match exactly the details you gave on the application for your course and any changes you have since given to the University.

5. Please observe **password rules**

(1) Password must be at least 8 characters in length, (2) may not be based on a dictionary word, and (3) must contain at least one numeric or alphabetic character. Examples: pa55word1982, rob3rt1976

If you don't have access to the internet, you may register for your Authcate account on enrolment day.

When you have your Authcate account, it is recommended that you access your **my.monash**. portal page once you have enrolled. Got to: <http://my.monash.edu.au>, log in with your Authcate username and password and start exploring. You'll find links to all the information you will need during your time at Monash on the **my.monash** portal.

Your **Novell Account will be made available to you on enrolment day** and you will be given the opportunity to change this password to your own chosen password.

When will I get my Monash email account? How often should I access it?

Access to your Monash email account is available as soon as you set up your Authcate account. Monash uses an email system called Google Mail which allows you to access your Monash emails from a computer on the internet anywhere in the world. Access your email by logging onto the my.monash portal, then click on the Email tab. Your Authcate details (Monash Username and Password) is used to access your email account.

Your email account is **the official** mode of communication between you and Monash South Africa and you are expected to check it **at least once a week**.

- The university will send emails **only to your Monash email account** – not to personal ISP email accounts.
- **You must use your Monash email account** when you communicate with the university via email.

If you choose not to proceed with your enrolment your email account will be disabled.

Can I complete any administrative requirements before enrolment day?

YES!

Several administrative requirements can be completed on the **Web Enrolment System (WES)** prior to enrolment day.

WES is a web based enrolment system which will enable you to manage your enrolment and perform a whole range of other administrative activities such as:

- Unit enrolment
- Complete your Enrolment Questionnaire
- Print/view your unofficial academic record
- Change your address
- Apply to graduate
- Check your exam timetable

Logging into WES

WES is open 24 hours a day, 7 days a week and can be accessed via the following website:

<https://my.monash.edu.au/wes/>

In order to log into WES, you will need to fill in three fields:

- Authcate username
- Authcate password
- Postcode or Date of Birth

To register for your Monash computer account and view your Authcate username and password details, please visit: <http://www.monash.edu.au/students/computer/>.

If you are having problems with your password or any other problems logging into WES, please contact the ITS Service Desk via: sahelpdesk@its.monash.edu or +2711 950 4077

When logging into WES, you will be presented with the WES home page.

The screenshot shows the Monash Web Enrolment System (WES) home page. The header includes the 'my monash' logo and a navigation bar with links: 'my monash', 'WES home', 'Email Faculty', 'ask.monash', 'Handbook', and 'Unofficial academic record'. The main content area is titled 'Web Enrolment System (WES)' and 'Welcome to the Web Enrolment System.' It features an 'Important Messages' section with a list of links: '2007 Re-enrolment', 'Enrolment (Enrolment Questionnaire, Unit enrolment, HECS-HELP, FEE-HELP etc.)', 'Fees', 'Results / Unofficial Academic Record', 'Application Forms (Graduation, Student Letters, Academic Transcript, Intermission etc.)', 'Change Address', 'Commonwealth Assistance Notice (CAN) (for CSP and FEE-HELP students only)', 'Scholarship Details (Coursework students only)', 'View Advanced Standing', 'View exam timetable', '2006 Class Timetable (Australian campuses only)', and 'Allocate+ (class allocation system)'. There are also sections for 'Access Dates' and 'Normal access times'.

Pre-Enrolment Steps

You can start completing some of your administrative enrolment requirements by doing the following:

1. Log into WES
2. From the WES main menu, click on the 'Enrolment' link
3. Check that your postal address details are correct and amend if necessary. This is the address to which the university will send all hardcopy correspondence
4. Register an emergency contact person (after seeking permission). The university will only use this information in an emergency
5. Complete the mailing name format (if you wish to change the way your name appears on official university correspondence)
6. Complete the *Enrolment questionnaire* (note the Transaction number beginning Q)

The Transaction numbers you receive after submitting your 'Enrolment questionnaire' and address changes, verify that you have completed these tasks. Bring these numbers with you to the campus enrolment centre on enrolment day.

my monash Welcome to your personal Monash portal.

[my monash](#) | [WES home](#) | [Email Faculty](#) | [ask.monash](#) | [Handbook](#) | [Unofficial academic record](#) | [WES Survey](#) | [Logout](#)

Student ID Web Enrolment System (WES)

✓ Check [Faculty](#) and [Course](#) requirements before enrolling. It is your responsibility to ensure your enrolment complies with course requirements. Arrange a meeting with your Course Adviser if you are unsure.

Enrolment options

- [Enrolment summary](#)
- [Enrolment questionnaire](#)
- [Unit enrolment](#)
- [ID card](#)

[Change address menu](#)

[WES Instructions Flyer](#)

[Logout](#)

Bachelor of Arts

Units selected for 2007

These links are to pages outside the WES system. Use the back button on the browser to come back here

Enrolment Summary:

Action	Module	Status
View/Change	Postal Address Emergency Contact Details <i>(Update Now)</i> Mailing Name Format <i>(Update Now)</i> Click here for help	Last updated:
View/Change	Enrolment Questionnaire Click here for help	Last updated:
View/Change	CSP HECS-HELP Click here for help	Last updated: 202 - Upfront
View/Change	Unit Enrolment Click here for help	Year: 2007 Course: Bachelor of Arts (0002)

ON enrolment day

What should I bring on enrolment day?

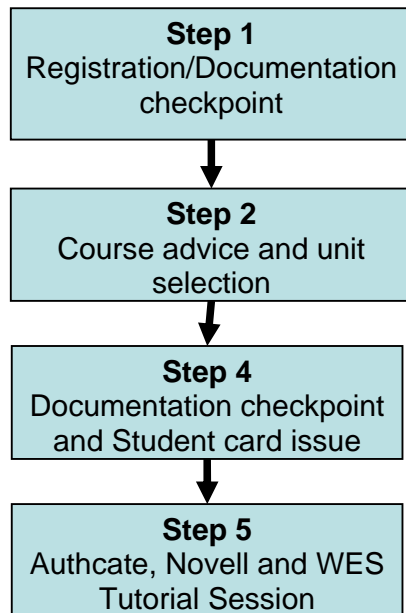
- all **original certified copies** of your academic results (if you have not previously supplied).
- our original **letter of offer** or **conditional offer**.
- the enclosed **Course Enrolment Form** (check your personal details are correct, advise us of any errors).
- original **Identity Document** (for local South Africa students).
- original **Passport with valid study permit** (for international students). *Note: without this document your enrolment will not be processed.*
- proof of **Medical Insurance** (for international students).
- Transaction numbers for the 'Enrolment questionnaire' (if completed via WES)
- A pen

How long will enrolment take?

Enrolment duration varies from course to course depending, in part, on the complexity of course advice and structure and, if required, consideration of advanced standing (credit transfer) for previous study and/or prior learning applications. Please allow **3 – 4 hours**.

What does enrolment day involve?

Enrolment Day involves four steps which include: registration, course & unit enrolment, ID Cards and a Web Enrolment System (WES) tutorial.



Enrolment is **not** complete until **all** steps have been completed.

Step 1 – Sign-in

Staff will tick your name off of an admissions list and draw your student file. They will also check that you have the correct documentation. Once this is done you will be seated and asked to wait for a course planner to become available

Step 2 – Course Advice and Unit Selection

Academic staff will provide you with a ‘Course map’ and course advice to help you select your units.

Once your Course Enrolment Form has been completed with your unit selection you will be directed to Step 3.

Step 3 – Documentation Checkpoint, Monash Student ID Card and Enrolment Satisfaction Survey

Staff will check that you have:

- all **original certified copies** of your academic results (if you have not previously supplied).
- our original **letter of offer** or **conditional offer**.
- the enclosed **Course Enrolment Form** (check your personal details are correct, advise us of any errors).
- original **Identity Document** (for local South Africa students).
- original **Passport with valid study permit** (for international students). *Note: without this document your enrolment **will not** be processed.*
- proof of **Medical Insurance** (for international students).

Smile for the camera and receive your student ID card (for internal Monash South Africa use only).

You will now be directed to Step 4.

Step 4 – Authcate and Novell Tutorial

ITS staff will provide you with your two computer accounts, namely Novell and Authcate or only Novell if you have already registered online for your Authcate account, prior to enrolment day. ITS staff will also assist you in changing the temporary computer account password(s) provided, to permanent passwords.

ITS staff will then assist you with the Enrolment Questionnaire (WES Tutorial), if you have not already completed this online, prior to enrolment day.

How can I speed up my enrolment?

1. Go online **BEFOREHAND**, organise your Authcate account, logon to WES and complete the 'Enrolment questionnaire'.
2. Gain an understanding of your degree requirements. Review your course outline at: <http://www.monash.edu.au/pubs/handbooks/undergrad/>
3. Bring the following documents if you are seeking credit for previous study:
 - certified copy of academic transcript
 - documentation outlining the structure of the course from which you are seeking advanced standing (credit transfer)
 - unit outlines/syllabus for units that you think may be equivalent to Monash units.
4. Bring certified copies of any qualifications/transcripts (if not provided at application).

Do I have to pay my fees on enrolment day?

Local students

You will be able to pay your fees on enrolment day **if** you do not require a study permit.

International students

A minimum of 80% tuition fee, per semester, must be paid before a Confirmation of Enrolment (COE) letter can be issued to apply for your study permit.

Refer to the current fee structure.

AFTER enrolment day

What information will I receive after enrolment day?

1. Within two weeks of enrolling an email will be sent to your Monash student email account informing you that your fees have been assessed and your 'Enrolment Details and Fee Statement' will be attached in a PDF. format. The invoice will outline your current semester course and unit enrolment details and the applicable fees.

Note: Within 48 – 72 hours of enrolment you can check WES to verify your course and unit enrolment details. WES is available online at: <https://my.monash.edu.au/wes/>.

Can I purchase text books when I enroll?

You do not have to purchase text books on enrolment day. Usually, you will be provided with booklists on enrolment day, at your first lecture, or as advised by your school.

What if I want to take up a later offer in a different course?

After securing your enrolment in a course (either at Monash or another university) you **must** discontinue **in writing to the Student Services Centre** from the course in which you originally enrolled. You **must** submit an 'Enrolment Amendment' form which is available from faculties, Student Service Centre.

If you **do not** discontinue units or courses prior to the census date (please see attached document for these dates) then you **will** be charged fees for **both** courses.

Where do I find my timetable?

The Monash University Timetable System (MUTTS) is available at: <http://mutts.monash.edu.au/MUTTS/> MUTTS can be used to choose electives that will not clash with your core subjects.

MUTTS allows you to view the range of times and locations available for each unit of study. You do **not** need to be enrolled into units to be able to view their availability.

The official timetable and allocation adjustments can be found on: <http://allocate.its.monash.edu.au/aplus/apstudent>.

How can I get a shuttle bus ticket?

Monash South Africa has a daily shuttle bus for students, refer to www.monash.ac.za for schedule. Tickets are available at the Residence office on a monthly basis.

How can I learn about Monash's IT resources?

1. Check out your flexible access

Monash provides a range of IT access options for students. State-of-the-art facilities are available in the on-campus computer laboratories, some of which provide 24-hour access, while remote access to the Monash network is available to everybody. The university also provides wireless access. Go to <http://its.monash.ac.za/> for more information.

2. Use my.monash

The university-wide award-winning intranet portal, my.monash (<http://my.monash.edu.au/>) provides all students, whether on-campus, at home or at work, with an immediate gateway to Monash's online resources, including lectures, study timetables, library resources and email.

3. Find an ITS Service Desk

Monash provides comprehensive IT help facilities through the web, by phone and face-to-face on each campus. Opening times for the ITS Service Desks and for Library Information Desks are listed at <http://www.its.monash.edu.au/contact/servicedesk.html>.

How does Monash protect my privacy?

Monash South Africa values the privacy of every individual's personal and health information and is committed to protecting the information it holds and uses about all individuals who provide personal information to the university. As such, and as required by Privacy Laws, there are a limited amount of circumstances where Monash South Africa can disclose personal information for a secondary purpose other than the primary purpose for which it was originally collected. Therefore, Monash South Africa is **not** permitted to give out your personal information to a third party (eg. parents, partners, sponsors etc.) unless you have consented to this disclosure of your personal information in writing.

What if I have questions which aren't answered by this booklet?

You can either contact the Student Services Centre or check the **Student Information Index** which is available at: <http://www.monash.edu.au/pubs/sii/>

What is Orientation?

What is Orientation Week?

Orientation is the official start of your Monash journey, so it's important that you come along. It's designed to help you settle in and provide you with information to fully prepare you for the start of classes.

Orientation is an opportunity to:

- make new friends and explore the campus
- take part in activities and events
- find out about different teaching and learning processes at Monash
- learn about your courses and get to know your lecturers

What's on during Orientation Week?

Orientation consists of both academic and social activities. Attendance at these activities during Orientation will have a major impact on your studies once classes begin. There are also activities designed to introduce you to the various student support services.

Take note: the schedule will be provided during enrolment week.

Enrolment checklist

This checklist will help you ensure that you have done everything required in order to enrol in your course! Simply follow the steps below and become a Monash South Africa student!

Action	Complete
BEFORE ENROLMENT DAY	
Read the information in this pack carefully	<input type="checkbox"/> Yes
Create a computer "Authcate" Account. This will register you for access to Monash's electronic services and is necessary for each Monash Student: Log onto http://www.monash.edu.au/students/computer to create your account.	My Authcate Username is: _____
Complete online forms. Log onto WES (Web Enrolment System) using your new username & password: http://www.monash.edu.au/wes/ Click on "Enrolment" <ul style="list-style-type: none"> ▪ Check/ update address & emergency contact details ▪ Complete the Enrolment Questionnaire 	My Enrolment Questionnaire Transaction Number is: _____
ON ENROLMENT DAY	
Step 1: Sign-In	<input type="checkbox"/> Yes
Step 2: Course advice and Unit selection	<input type="checkbox"/> Yes
Step 3: Documentation Checkpoint, Monash Student ID Card and Enrolment Satisfaction Survey Your Enrolment will be captured and your student ID card will be issued. Note: If you have not previously submitted certified copies of your documentation, please get copies done.	<input type="checkbox"/> Yes
Step 4: Authcate, Novell and WES Tutorial Session Set up your Authcate account (if not done before Enrolment Day). Set up your Novell PC Logon Account. Undertake a WES Tutorial session.	<input type="checkbox"/> Yes
AFTER ENROLMENT DAY	
Pay all fees due or ensure your sponsorship letter has been received.	<input type="checkbox"/> Yes
Build your timetable and organise your classes Use the university's timetabling system, available at http://mutts.monash.edu.au/MUTTS/login.asp to build your personal timetable.. To allocate your lectures and tutorials visit http://allocate.cc.monash.edu.au/	<input type="checkbox"/> Yes
Attend Orientation activities Orientation week is a fantastic way to get to know your fellow students, campus and university life!	<input type="checkbox"/> Yes
Purchase text books Usually, you will be provided with booklists on enrolment day, at your first lecture, or as advised by your faculty.	<input type="checkbox"/> Yes

Important Dates:

Your allocated Enrolment Day is:

IT and Foundation Programme	Monday 05 July
Foundation Programme	Tuesday 06 July
Arts Enrolment	Wednesday 07 July
Business Enrolment	Thursday 08 July

Enrolment Times: 09h00 – 15h30

When do classes start?

Semester 2 teaching commences on Monday , 19 July 2010.

What are the Enrolment Census dates?

Last day to pay semester two fees	30 June 2010
Last day to discontinue semester two units without 'withdrawn' on academic record.	16 August 2010
Last day to discontinue semester two units without incurring fees.	31 August 2010
Last day to discontinue semester two units with 'Withdrawn' showing on the student's academic record. Semester two units discontinued after this date will show as a 'fail'.	19 September 2010

When is Orientation week?

Orientation week is from the 12th-16th July 2010. The schedule will be handed out during Enrolment week, attendance is compulsory.