



MONASH University
Sunway campus

www.monash.edu.my

Student Administration and Systems Department

Essential Things to do During Orientation

1. **Submit your Course Enrolment Form**
2. **Activate your Authcate account on <http://www.monash.edu.au/students/computer>**
3. **Complete the Online Enrolment Questionnaire and update the emergency contact details at Web Enrolment System (WES), step-by-step guide at <http://www.monash.edu.my/enrolmentquestionnaire>**
4. **Have your photo taken and receive your student ID card**
5. **Allocate your class timetable allocation online via Allocate + system at <http://allocate.cc.monash.edu.au>**
6. **Submit the Orientation Survey Form and collect a complimentary Monash University T-shirt.**
7. **Useful information for new students, visit <http://www.monash.edu.my/Student-services/SA/orientation/index.html>**
8. **Get to know the Library and Learning Commons**
9. **Get to know your student association (MUSA) and clubs and societies**

Orientation Survey & Monash T-shirt

- **Get a complimentary Monash University T-shirt at the Student Administration Services Counter (Building 2, Level 2) when you return your completed Orientation Survey Form.**
- **Period to return completed survey forms & T-shirt collection: Monday, 2 August to Friday, 6 August 2010**
- **Time: 12.30pm to 1.30pm**

Photo ID Sessions

- **Requirements:**
 1. ***Complete the Enrolment Questionnaire Online and update the emergency contact details on WES***
 2. ***Bring along the following documents for verification purposes:***
 - ***Printout of the transaction number for successful completion of the Enrolment Questionnaire page from WES***
 - ***Official receipt (payment of general fees)***
 - ***NRIC/Passport***
- **This session is part of the campus tour during the School course briefing day.**
- **The photo ID schedule is available on the website and orientation guide.**

University Rules and Regulations

Students Responsibilities

- It is your responsibility to make yourself familiar with the rules and regulations of the University that directly apply to you and your course of study.
- Sources of information:
 - Online Undergraduate Handbook
<http://www.monash.edu.au/pubs/handbooks/undergrad/>
 - Student Information Index <http://www.monash.edu.au/pubs/sii/>
 - Website <http://www.monash.edu.my/Student-services/SA/studentrules.html>

Student Email Account & my.Monash Portal Students Responsibilities

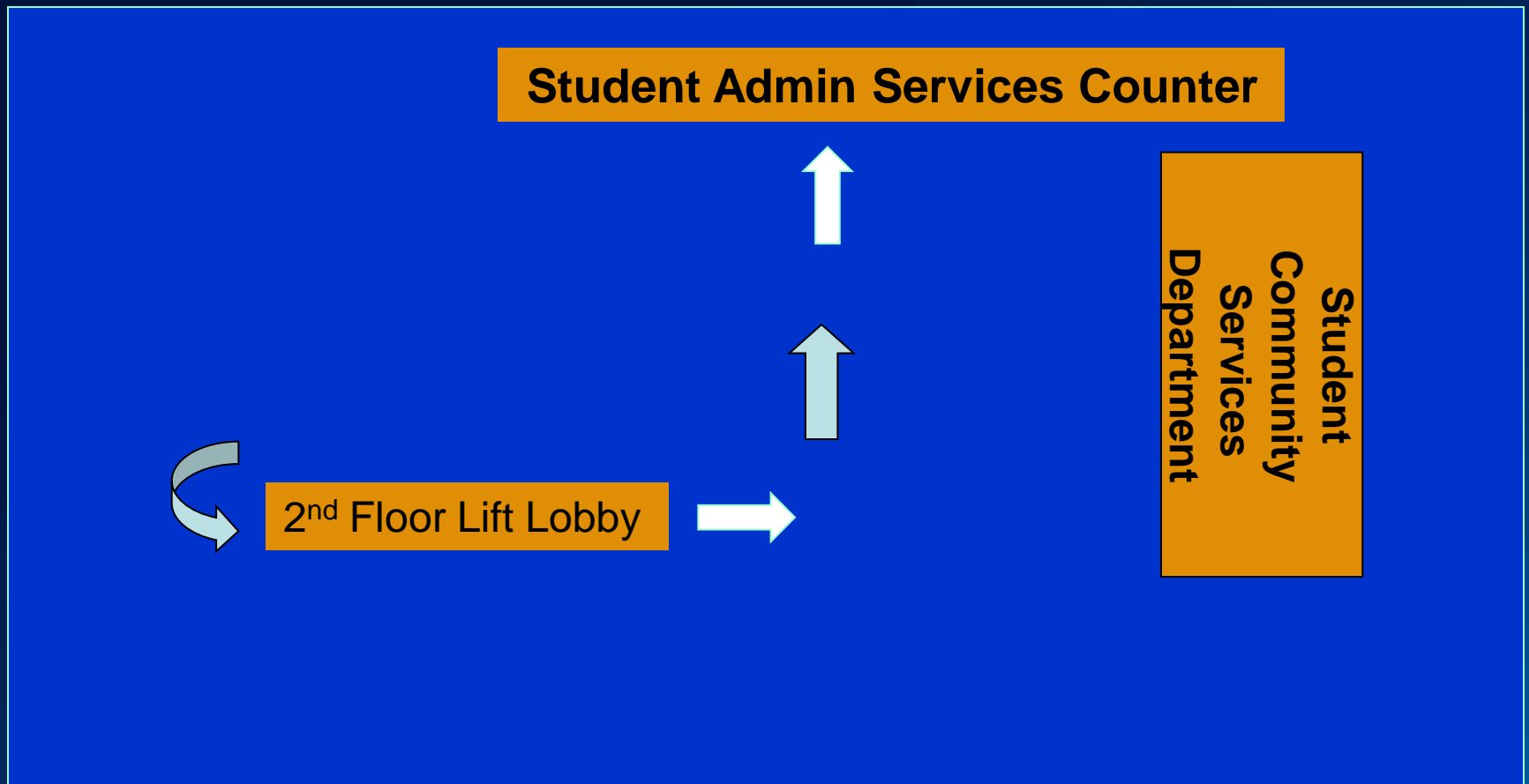
- The University will communicate with you through the Monash email account.
- Essential to check your Monash email account on a regular basis.
- Check for general information broadcast notices frequently by logging in to <http://my.monash.edu.au/>

Student Administration Services Counter

List of Services:

- Monash student ID Card
- Student Records :
 - Change of Personal Details
 - Academic Transcript
 - Student Letters (for local students only)
eg. Enrolment verification, proof of graduation, proof of qualification, forecast completion date and proof of attendance at a forthcoming Graduation ceremony)
 - Withdrawal for Local Students
- Application to Graduate
- Examination related matters

STUDENT ADMINISTRATION AND SYSTEMS DEPARTMENT IS LOCATED AT BUILDING 2, LEVEL 2



THANK YOU!

We look forward to seeing you!