



MONASH University
Sunway campus

www.monash.edu.my

Student Administration and Systems

Essential Things to do During Orientation

1. Complete the Course Enrolment process with your School
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)
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 C2, Level 2)** when you return your **completed Orientation Survey Form.**
- Period to return completed survey forms & T-shirt collection: **Monday, 8 August to Friday, 12 August 2011.**
- Time: **12.30pm to 1.30pm**



Photo ID Sessions

- **Requirements:**
 1. *Complete the Course Enrolment process with your School*
 2. *Complete the Enrolment Questionnaire online and update the emergency contact details on WES*
 3. *Bring along the following for verification purposes:*
 - Transaction number for successful completion of the Enrolment Questionnaire from WES
 - 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/>
 - Website
<http://www.monash.edu.my/Studentservices/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

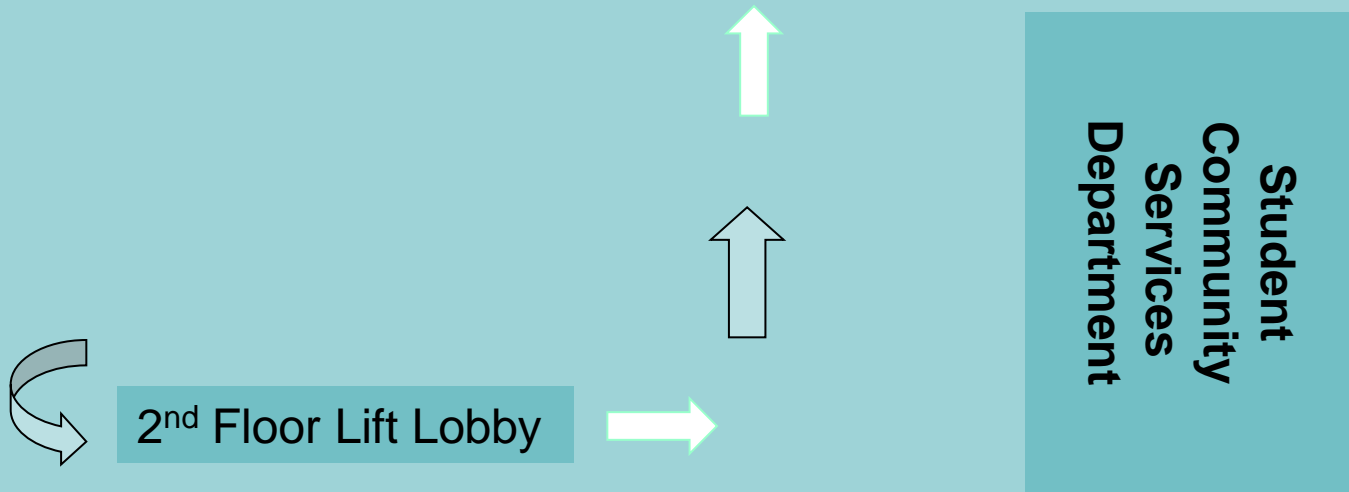
List of Services:

- 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)
 - Course Discontinuation/Completion
- Application to Graduate
- Examination related matters



STUDENT ADMINISTRATION AND SYSTEMS DEPARTMENT IS LOCATED AT BUILDING C2, LEVEL 2

Student Admin Services Counter





THANK YOU

We look forward to seeing you!