ENROLMENT INFORMATION FOR NEW POSTGRADUATE STUDENTS

2009

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Welcome to Murdoch University

Congratulations on your offer of a place to study at Murdoch University. The details included in this booklet will assist you with accepting your offer, seeking advice on your enrolment options, choosing your units and completing your enrolment online. The Steps below ensure that you have the basic information you need to navigate successfully through your first enrolment experience at Murdoch.

A more expansive version of the enrolment process, also designed in a step-by-step manner, with links to important information and to the key online tools, is available via the “New Students” website at: http://www.murdoch.edu.au/students/new/.

You may choose to use either version to guide you and in many cases you will see we have cross referenced, either from the book to the website or from the website to the book. Either way all the information you need to successfully complete your enrolment is close at hand.

Students who are unable to access computer facilities due to exceptional circumstances are able to apply to receive their University correspondence via hardcopy. For further information please contact the External Studies Unit on 93602710.

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**STEP 1** Accept Offer and Activate Account

**STEP 2** Research Your Options

**STEP 3** Complete Your Enrolment

**STEP 4** Select Your Activities

**STEP 5** Go To Orientation and Start Uni

**STEP 6** Important Information and FAQs
Accept Offer and Activate Account

☐ Go to the Murdoch Home page …

… http://www.murdoch.edu.au/ and click on the “New students” link on the bottom left of your screen. This will take you to our New Students website.

☐ Select the Accept & Activate icon

☐ Read the instructions …

… carefully for your offer type, then click on the “New students…walk this way” icon.

You will need your Offer Letter (Domestic students) or Confirmation of Enrolment- eCOE (International students) as this contains your Student Number.

☐ Enter your Student Number

☐ Enter your Date of Birth …

… in the format DD/MM/YYYY (eg 12/03/1985) and click the SUBMIT button.

☐ Now you can:

☐ Choose to Accept, Defer or Reject your offer (domestic students only)
☐ Set your Murdoch Password (all students)
☐ Set and confirm your email address (all students)
☐ Select your course as offered (domestic students only)

☐ Congratulations …

… you have accepted your place as a Murdoch student and you are now ready to select your units and complete your enrolment!
For a postgraduate student a course structure will consist of Core Units and Specified Electives. Depending on your chosen degree your requirements will vary from approximately 12 points to 72 points. Postgraduate courses include, Graduate Certificate, Postgraduate Certificate, Graduate Diploma, Postgraduate Diploma, Masters and Doctorates.

☐ **Read about your Course Structure**

You can find your course structure online through the Postgraduate Information link.

☐ **Choose your units …**

…you want to enrol in for the current year by using the information you have reviewed above. You can find out about each unit in the Handbook online 2009 Handbook.

☐ **Check your Timetable**

Generally you should find that the lectures for your core units and specified elective units will not clash, however some specified elective units may not fit into your timetable. If this happens you may need to choose another specified elective.

You can check the timetable for the units you have chosen for your enrolment to make sure they are not timetabled to run at the same time.

The quickest method of checking this is to refer to the online teaching timetable’s Nominated Units Enquiry website at: Teaching Timetable.

You may find it useful to print a hardcopy of your personal study plan and/or your personal timetable for future reference.

Don’t panic if you are unsure of your choice of units. Do the best you can, and then seek help via:

☐ **Your Postgraduate Coursework Advice Session** that will be held during Orientation Week (see Step 5) where there will be staff available to answer your queries about your course.
When: Wednesday, February 11\textsuperscript{th} at 6.00 pm  
Where: Kim Beasley Lecture Theatre (next to Library)  
Who: All postgraduate students.

☐ Faculty Student Administration staff member. You have been allocated a staff member to assist you with your enrolment queries regarding your chosen course, for contact details see FSA Contacts.

☐ Your Course Program Chair. You also have an academic staff member to assist you with your enrolment queries regarding your chosen course, for contact details see Program Chairs.

☐ Now you are ready to enrol …

STEP 3

Complete Your Enrolment

Log in to MyMurdoch ..

… Goto the Murdoch homepage, select “Current Students” right at the top of the page then select “MyMurdoch” to access your portal to Murdoch’s online facilities using your Murdoch User Name (Student Number) and Murdoch Password (as per Step 1).

Click on MyInfo tab

Log in to MyInfo (click on the MyInfo Login icon) using your Murdoch User Name (Student Number) and Murdoch Password (as per Step 1). And yes, the University is working on this double log in process!

What is MyInfo? MyInfo is the University’s student self enrolment and management system. Within MyInfo you can manage your enrolment including unit selection, unit set (course and specialisations – if applicable) enrolment and activity signup. You can also update your personal details (home and postal addresses, email address etc).

☐ Go to Self Enrolment Steps

On the left menu, click on <Change Enrolment Details> and then <Self Enrolment Steps>. Read all of the information on this page and then scroll down to the <Self Enrolment Steps> heading. Work your way through each of the steps.

Icons are used to represent the status of each Self Enrolment Step. Each step has an explanation to the process so please read each one carefully.
Disclaimer
Statement concerning your use of MyInfo and adherence to the University’s legislation

Services
Your opportunity to join the Guild of Students as a financial member and access their many services and faculties. You can also validate your Transperth SmartRider if you are a fulltime student.

Government Statistics
A number of questions which are used to either profile the Murdoch student population or provide assistance to you where highlighted.

Course Completion Date
Keeps the university informed of when you expect to graduate, so please keep this up to date as it is very important.

Unit Sets (Course and Specialisation – if applicable)
You will need to have at least one Unit Set recorded as your Primary Unit Set. Your Primary Unit Set must relate to the course you are currently enrolled under.

What are Unit Sets? This is the name given to the Course and Specialisations (if applicable) by MyInfo, and often referred to as a Course. You must have at least one primary unit set on MyInfo that matches the course you were offered (eg. Master of Arts in Public Policy, with Primary Unit set of MA-PUB-POL).

Units
This is where you enrol in your individual units. Use the Search function to find the unit you want. You can also just type in the unit code of the unit you wish to enrol in. Do one unit at a time and Save Changes after each unit added. Remember to enrol in all of your units for the year.

D = internal, X = external, S1 = Semester 1, S2 = Semester 2.
When you have successfully enrolled in a unit the ‘Status’ column will show ‘Enrolled’ and the background colour will change from grey to blue.

Remember to make sure you have your Pop-Up Blockers turned off when you are in MyInfo as it will affect your ability to save your units.

Commonwealth Assistance Form (Domestic Students only)
This is a Commonwealth Government requirement. To complete this you will need your Tax File Number (TFN). If you do not have your TFN handy or have not applied for one from the Australian Taxation Office yet you can come back to this step later, however this step must be completed by the Census Date to
avoid having your course cancelled as per Commonwealth Government regulations.

☐ **Check your Current Enrolment Details**

When you have enrolled in all units that you intend to take for the year you are encouraged to view your current enrolment from the *<Current Enrolment Details>* menu in MyInfo. Select *<Course and Unit Details>* and then click on the course code next to the *<Units>* heading. You will need to check that all of the units that you intend to take for the year are included.

☐ **Unit Status shows as ENROLLED!**

Well done, you have enrolled in your units. Please be aware that your Course Status will remain as Inactive until semester begins. You can further check that you have enrolled in the right units by going back out to the MyInfo tab of MyMurdoch. Your enrolled units will be displayed with the Teaching Period, Campus and Mode displayed. Check this one final time before you finish.

If you have any trouble getting into or navigating your way around MyMurdoch or have a technical issue, check out the Help link or contact the IT Service Desk (itservicedesk@murdoch.edu.au, p: 93602000 or Level 2, North Wing, Library).

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**STEP 4**

**Select Your Activities**

☐ **Sign up for your Activities**

What are Activities? Activities are the collective term used for on-campus lectures, tutorials, workshops, seminars and laboratories. You will only sign up for these if you are studying your units in the Internal mode.

You will need to have completed your Unit Enrolment (Step 3) before you can sign up to the associated activities.

Log in to MyMurdoch and then MyInfo as per Step 3. On the left menu, click on *<Change Enrolment Details>* and then *<Activity Sign Up>*. Read all of the information as it will tell you when the Activity Sign Up function is open.

The system works on a first-in-first-served basis so you are advised to enrol in your activities as soon as possible.
Click on <Add or Change Activities>. Read all of the information and then scroll down to see your Unit enrolments and the available activities.

Although signing up to a Lecture activity may not be mandatory for all units, it is recommended that you do to highlight any possible clashes on your timetable. If your unit attempt status is ‘Invalid’, you will be unable to sign up for activities for that unit.

- **Select Activities**
  Make your selections for the different activities. It is recommended that you start with all your lectures first and save. Then choose the other associated activities for each unit, saving as you go. Be sure you also note the start week for each activity as they may not all start from Week 1 of the teaching period.

- **View Personal Calendar**
  Click on the MyUnits page of MyMurdoch to see all of your activities displayed on your Personal Calendar. Click on the ‘Forward a Week’ button to take you to Week 1 and review the activities you have enrolled in to ensure that you have no unintentional clashes. Please note that it may take 15 minutes or more for any enrolment changes to be reflected in the calendar.

**STEP 5**

**Go To Orientation and Start Uni**

The Orientation program has been designed to meet your specific needs as a new postgraduate student to Murdoch. This includes an introduction to key Murdoch University staff, the campus and to the facilities and services that are available to you.

You can check the full orientation timetable ([New Students - Orientation](#)) for event and Postgraduate Coursework Advice Session details.

All students should attend Orientation to experience the helpful and friendly atmosphere at Murdoch.
STEP 6

Important Information and FAQs

Units – Which units do I need to do and how do I know that I have enrolled in the right units? Your Course Structure lists your required units. Details for other courses are available from the Faculty Student Administration website (Faculty Student Administration).

Invalid Units – Why is my unit enrolment INVALID? Beside the invalid unit, you will find a grey button labelled ‘Why is this Invalid?’ When you click on this button, a pop-up window will display the reason that the unit is invalid. If you still require help, print off or copy down this information before contacting your Faculty Student Administration staff member (FSA Contacts).

Dissertation/Thesis/Project Units – Why can’t I enrol in them? If your course requires enrolment in a Dissertation/Thesis/Project unit, you may not be able to self-enrol in that unit. As these units are usually taken over one or more semesters, we enrol you in proportional points to ensure the load is accurately reflected on your academic record. Please contact your Faculty Student Administration staff member (FSA Contacts) for assistance.

Activities – How do I sign up & what do I do if they are full? Use Step 4 to assist you with your Activity sign up within the MyInfo part of MyMurdoch. If your chosen Activity is full, there are three options available: review your whole timetable to check if you can change to another unit, consider doing a unit externally (if available), or contact the Unit Coordinator if you have exceptional circumstances. Unit Coordinator contact details can be found by entering the unit code in the search bar on the MyUnits page of MyMurdoch.

Where can I find my credit and exemptions (Advanced Standing)? If you have notified the University that you wish to be assessed for Advanced Standing (either on your application or via contact with the Accreditation Officer), your credit and exemptions will be shown on MyInfo part of MyMurdoch. Go to ‘Current Enrolment Details’, select <Course and Unit Details>, scroll down the list to <Advanced Standing> and click on course code next to this heading (e.g. M1006). Allow at least 10 working days from receipt by the University of your application and supporting documentation before this information will be available on your enrolment record. Should you have any queries regarding Advanced Standing you should contact the Accreditation Officer.

Enrolment Deadlines – Internal and External units. You will be expected to enrol in all your units for the current year as soon as possible. The last date to
add a unit is the Friday of Week 1 of the teaching period. For external units, the mail-out of unit materials will commence two weeks prior to the start of each teaching period, so you should enrol in your external units as soon as possible. If you enrol in an external unit after the initial mail-out you should allow up to 10 days from the date you enrolled to receive your materials.

**University Regulations and Rules** Students should ensure they are familiar with the University’s internal legislation, including provisions specifically relevant to their studies ([University Legislation](#)).

**How do I add or change my course?** To change your course entirely will require a new application to be submitted which can only be applied for near the end of each semester. The relevant course application forms can be found at ([Postgraduate Study](#)).

**Email Account & Correspondence** The University’s primary form of contact with students is via email. The University automatically provides you with an email address, ([yourstudentnumber@student.murdoch.edu.au](mailto:yourstudentnumber@student.murdoch.edu.au)) and you can access this email account at: [Student Webmail](https://my.murdoch.edu.au) using your Murdoch User name and Password (same as MyMurdoch). You can choose to use a different email account, for example a Yahoo account. It is essential that you keep the email address listed in MyInfo page of MyMurdoch up to date so that you receive important communications from your lecturers and the University.

**Cancellation of Courses** The University reserves the right to cancel, without notice, any course or unit if the number of students enrolled falls below limits set by the University.

**Glossary** A full list of Murdoch terminology and relevant regulation requirements can be found in the Murdoch [Terminology and Glossary](#) page to help you.
## Handy Contacts and Websites

<table>
<thead>
<tr>
<th>Need help with:-</th>
<th>Contact</th>
<th>Email</th>
<th>Phone (+618)</th>
<th>Location Murdoch Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT/MyInfo</td>
<td>IT Service Desk</td>
<td><a href="mailto:itservicedesk@murdoch.edu.au">itservicedesk@murdoch.edu.au</a></td>
<td>9360 2000</td>
<td>Library (north) Level 2</td>
</tr>
<tr>
<td>Student ID cards</td>
<td>IT Service Desk</td>
<td><a href="mailto:itservicedesk@murdoch.edu.au">itservicedesk@murdoch.edu.au</a></td>
<td>9360 2000</td>
<td>Library (north) Level 2</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>Student Service Centre</td>
<td><a href="mailto:parking@murdoch.edu.au">parking@murdoch.edu.au</a></td>
<td>9360 6127</td>
<td>Chancellery 2.020</td>
</tr>
<tr>
<td>HECS-Help and Fees</td>
<td>Student Service Centre</td>
<td><a href="mailto:fees@murdoch.edu.au">fees@murdoch.edu.au</a></td>
<td>9360 6127</td>
<td>Chancellery 2.020</td>
</tr>
<tr>
<td>Books/Unit materials</td>
<td>Bookshop</td>
<td><a href="mailto:bookshop@murdoch.edu.au">bookshop@murdoch.edu.au</a></td>
<td>9360 2540</td>
<td>Refectory 2.051</td>
</tr>
<tr>
<td>International Students</td>
<td>Murdoch International</td>
<td><a href="mailto:internat@murdoch.edu.au">internat@murdoch.edu.au</a></td>
<td>9360 6770</td>
<td>Senate 1.001</td>
</tr>
<tr>
<td>Advanced Standing – Credit &amp; Exemptions</td>
<td>Mr Allan Wong (Domestic Students) Mr John Tan (International Stud.)</td>
<td><a href="mailto:A.Wong@murdoch.edu.au">A.Wong@murdoch.edu.au</a> <a href="mailto:J.Tan@murdoch.edu.au">J.Tan@murdoch.edu.au</a></td>
<td>9360 6352 9360 6010</td>
<td>Chancellery 2.027 Senate 1.001</td>
</tr>
</tbody>
</table>

### Handy Websites

| New Student home page                  | http://www.murdoch.edu.au/students/new                                      |
| External Studies                       | http://external.murdoch.edu.au                                            |
| Faculty Student Administration         | http://www.murdoch.edu.au/fsa                                             |
| Guild of Students                      | http://guild.murdoch.edu.au                                                |
| Library                                | http://wwwlib.murdoch.edu.au/                                             |
| Murdoch International                  | http://www.international.murdoch.edu.au                                   |
| MyInfo (log on through MyMurdoch for online enrolment) | http://myinfo.murdoch.edu.au                                               |
| Parking and Transport                  | http://www.murdoch.edu.au/index/students/P&T                               |
| Teaching timetable                     | http://www.murdoch.edu.au/admin/timetables/teaching/                       |
| Unit coordinator details               | http://www.murdoch.edu.au/index/units                                     |