

Welcome to Monash College

Get ready to enrol in your English course!

Monash ID: << Test Monash ID >>

Course Code: 3629

Course Name: Monash English

Dear << Test First Name >>,

Welcome to Monash College and English Language Centre!

We are delighted to have you begin your Monash journey with us and look forward to meeting you.

Your English studies will commence shortly but in the meantime there are a few things you need to do to get prepared.

Get Ready!

Please ensure you read and complete **Step 1 and Step 2** thoroughly on the [Monash College Get Ready website](#).

Step 1 - [Create your Monash Account](#) (if you already have an account go directly to Step 2).

Step 2 - Register your details and enrol in your course by logging into [Web Enrolment System](#) (WES). It is open from **Monday 20 July to 07 August 2026**.

IMPORTANT!

You **MUST** update your **Emergency Contact** and **Mailing Name Format** before you can enrol in your course!

Enrolment Summary:

Module
Postal Address Emergency Contact Details INCOMPLETE Mailing Name Format INCOMPLETE Your address details and mobile number must be up to date. For new students, this is part of Get Started - Enrolment: Register details Click here for help
Unit Enrolment <i>(Available once you complete the module above)</i> Your unit enrolment. For new students, take a look at Get Started - Enrolment: Plan your course and Enrol in units. Once you have received your 'U' transaction number you have successfully accepted your offer and enrolled in your course. Click here for help

You **MUST** enrol in the two units mentioned in the video and on the written instructions.

ELC00xx

ELD00xx

After you successfully enrol in both units, the Student Administration team will enrol you in one more unit:

MEC00xx

You will NOT be able to enrol on WES after Friday 07 August 2026.

IT Support

If you have any technical issues creating your Monash Account, resetting your password/OKTA, please contact the eSolutions team at Monash University.

eSolutions phone number: +61 3 9903 2777 (recommended)

- Operation hours: Monday – Friday: 9.00am - 5.00pm
- Make sure you have your Monash ID number ready

eSolutions email: servicedesk@monash.edu <-- click here to start the email

(longer wait for response)

- In the email, include what the technical issue is; your contact number (including your country's area code) and a suitable time a support team member can contact you and assist
- You also need to attach a copy of the photo identification (i.e. your passport page with your personal details and photo or your national ID card) to the email.

Please keep in mind that you can only contact IT Support by phone or email, **not in person.*

Orientation

Face-to-face English Orientation will be held on Thursday 06 August – we look forward to seeing you in person. Once you have **successfully enrolled**, you will receive another email titled "Orientation for English students" sent to your [Monash email address](#) (e.g. abc123@student.monash.edu) from Monday 27 July 2026 that will include all important information about the face-to-face Orientation.

Class attendance

If you are enrolled in your English course and do not attend your class, you will be marked absent and will need to submit an [Absence form](#)* with supporting documents **in English**.

*Your attendance will decrease, even if you submit the Absence form.

*Submitting the Absence form does not grant you permission to be absent/go on leave.

We're here to support you

We are here to support you and help you remain on-track to complete your studies. We understand that you may still be in your home country, waiting for your visa application to be processed. If you haven't yet applied for your visa, it's important to do so immediately.

Enrolments will be accepted until the course commencement date, Monday 10 August 2026. If you haven't enrolled by Monday 10 August, you must apply for approval to enrol late by emailing: latereg@monash.edu

In your email, include:

- Your first and last name and Monash student ID number.
- An explanation of why you cannot complete your enrolment on time.
- Expected date you will enrol for your English course.
- You must complete the Online Enrolment by 5pm on Friday 07 August 2026 to be able to view your timetable when it is officially released. Enrolling after 5pm Friday 07 August 2026, may result in an incomplete timetable, preventing you from starting classes on time.

If you need help with anything at all, you can contact us via the following:

Email: student.admin@monashcollege.edu.au

Kind regards

Student Administration