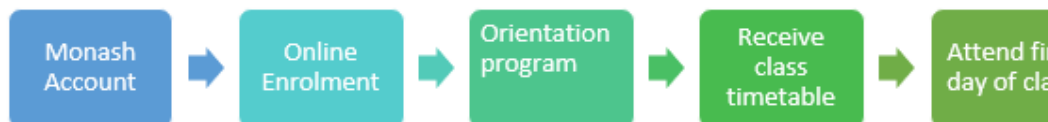


# Welcome to Monash College Diploma

Dear << Test GIVEN\_NAMES >>,

We are delighted you are starting your Monash journey with a Monash College diploma and look forward to meeting you. Your Diploma will provide you with an excellent foundation for success and is the ideal preparation for a degree at Monash University.

There are a few things you need to do before you can start your classes. Please read the information below as you are required to create your **Monash account** before you can complete your **Online Enrolment** and access the **Orientation Program**.



## Get Ready!

It's never too early to start getting ready for your Diploma. In the steps below, you'll find everything you need to complete before Orientation. Please ensure you read through and **complete steps 1 to step 4** thoroughly on the Monash College Get Ready website.

The following details will help you:

**Monash ID:** << Test PERSON\_ID >>

**Course Code:** << Test COURSE\_CD >>

**Course Name:** << Test CRS\_TITLE >>

**Step 1:** Prompt you to create your [Monash Account](#) and get your [USI](#).

You need to create your Monash Account before you proceed to the next steps.

*\*Please note that international students who are offshore (not in Melbourne) are not required to apply for a USI. However, you **MUST** apply for a USI upon your arrival in Melbourne.*

**Step 2:** Help you to [plan your Diploma](#) and understand which units/subjects you will be enrolling in. Click on the relevant diploma course and access the course map.

**Step 3:** Provide details on how to complete your **compulsory ONLINE** enrolment via [Web Enrolment System](#). Remember to click the "Submit Enrolment" button on the page to complete your enrolment. Watch [this video](#) for full instructions on how to enrol.

**Please be advised that you can only complete your enrolment via WES if your student visa has been granted. If you are still waiting for your student visa, please DO NOT complete Step 3. However, if you currently hold a different valid visa with study rights, you may proceed to complete your enrolment.**

The deadline to enrol online is **Friday 14 February 2025**.

If you are having difficulties enrolling in your units, contact the Monash College Student Administration Team via email [enrolment.enquiries@monashcollege.edu.au](mailto:enrolment.enquiries@monashcollege.edu.au). Please include your Monash ID number and the screenshot of the error message.

**Step 4:** Provide details of the [Diploma Orientation Program](#).

If you are having difficulties with accessing/creating your Monash account, please visit [eSolutions](#) or contact them by phone or email.

Email: [servicedesk@monash.edu](mailto:servicedesk@monash.edu)

Phone: +61 3 9903 2777

Student Admin is unable to reset passwords.

## Attend your Diploma Orientation!

**Please note attendance is compulsory.**

Diploma Orientation Week will take place from **Monday 17 February to Wednesday 19 February 2025**.

We have planned an exciting, informative and fun-filled [Diploma Orientation Program](#) for you. Please join orientation in person at 750 Collins St, Docklands.

Once you complete the above four Get Ready steps successfully, we will send you an invitation to the **Diploma Orientation** before the Orientation starts. You will receive the

invitation to your **Monash email** (not personal email). Please check your Monash email closer to Monday 3 February 2025.

Please see the [Diploma enrolment checklist](#) to make sure you have completed steps 1 to 3 before attending orientation. Your attendance and participation at the Orientation will be monitored.

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## Enrol on time!

It is important that you enrol in your units by Friday 14 February 2025 and attend the compulsory Orientation Program.

If there are exceptional circumstances that prevent you from enrolling on time, you must apply for approval to enrol late by emailing [latereg@monash.edu](mailto:latereg@monash.edu). Please note that late enrolment is subject to approval and is not guaranteed.

## We're here to help

We're here to help and want to make your journey to Monash College Diplomas simple and easy. If you need help with anything at all, you can email [student.admin@monashcollege.edu.au](mailto:student.admin@monashcollege.edu.au).

We look forward to seeing you soon.

Yours sincerely,

**Student Administration**  
**Monash College**