

# Welcome to Monash College

Get ready to enrol in your English course!

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

**Course Code:** 3629

**Course Name:** Monash English

Dear << Test First Name >>,

Welcome to Monash College and English Language Centre!



[Jennifer Coster - Director English Language]

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** - Make sure you have your **Student VISA** granted before enrolling. If you haven't yet, please enrol after you receive your VISA

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

**Step 3** - Register your details and enrol in your course by logging into [Web Enrolment System](#) (WES). It is open from **Monday 3 February to Thursday 20 February 2025**.

## IMPORTANT!

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

**Enrolment Summary:**

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

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 Thursday 20 February 2025.***

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## 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](mailto:servicedesk@monash.edu) <-- click here to start the email**

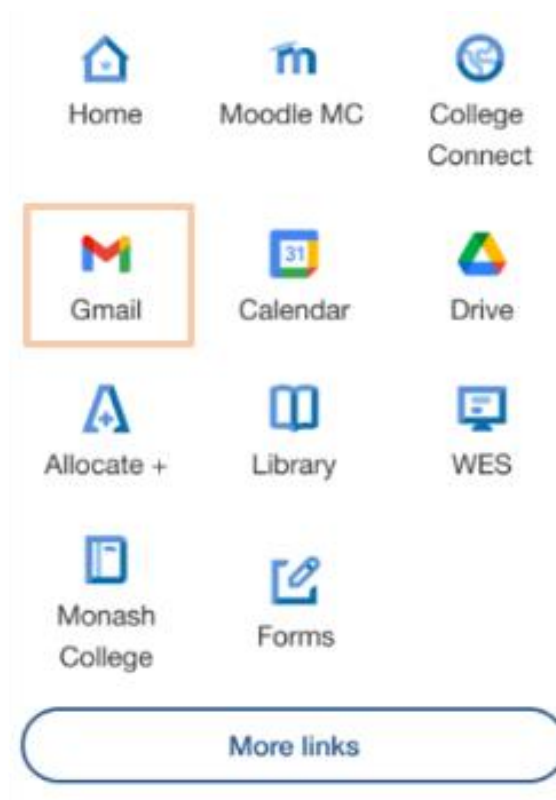
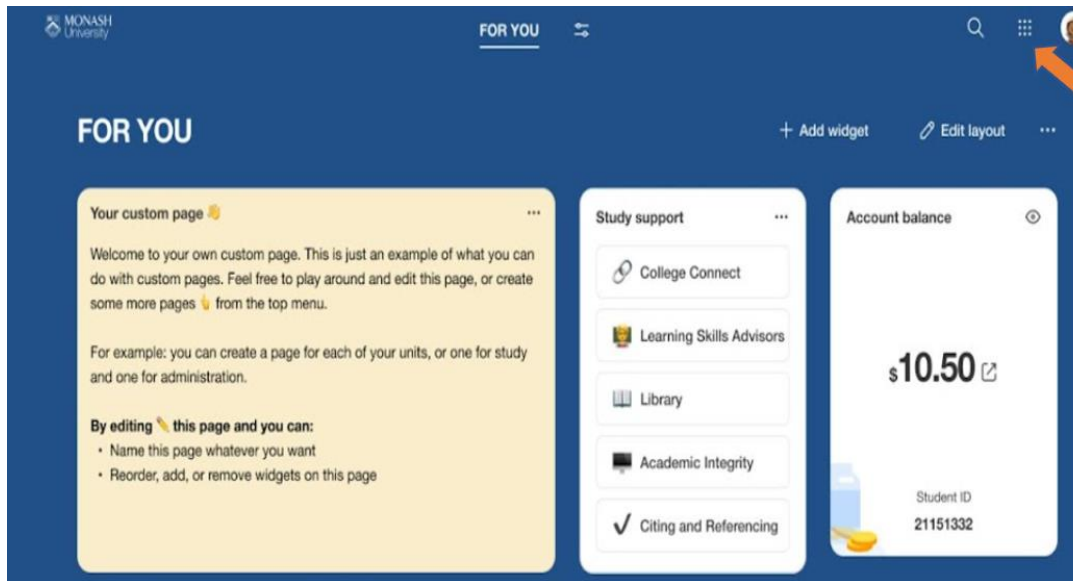
**(longer wait for response)**

- 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.
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## Orientation Day

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](mailto:abc123@student.monash.edu)) from Monday 10 February 2025 that will include all important information about your face to face Orientation.

To access your Monash email account, you need to log into the [Student Portal](#) and click on the Email icon on the App Launcher at the top right corner:



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## 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 still decrease, even if you submit the Absence form.

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

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## Late Enrolment

If you are unable to enrol before the course commencement date, **Monday 24 February 2025**, you must apply for approval to enrol late by emailing [latereg@monash.edu](mailto: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.

If you are not able to arrive in Melbourne by **Friday 28 February 2025**, you may wish to consider deferring your studies. Please contact [scenquiries@monash.edu](mailto:scenquiries@monash.edu) to discuss your deferment.

## We're here to help

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

**Email:** [student.admin@monashcollege.edu.au](mailto:student.admin@monashcollege.edu.au)

Kind regards

Student Administration  
Monash College