



ENGLISH LANGUAGE



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 22 July 2024 to Thursday 8 August 2024**.

IMPORTANT! 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:

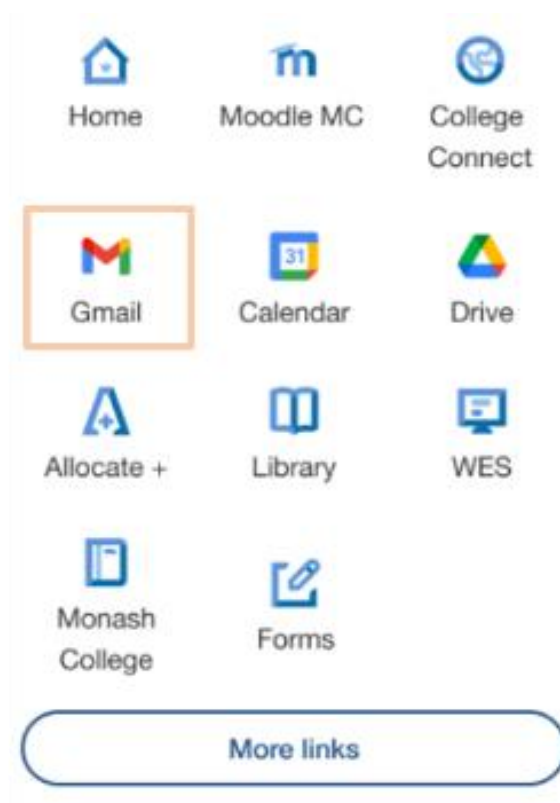
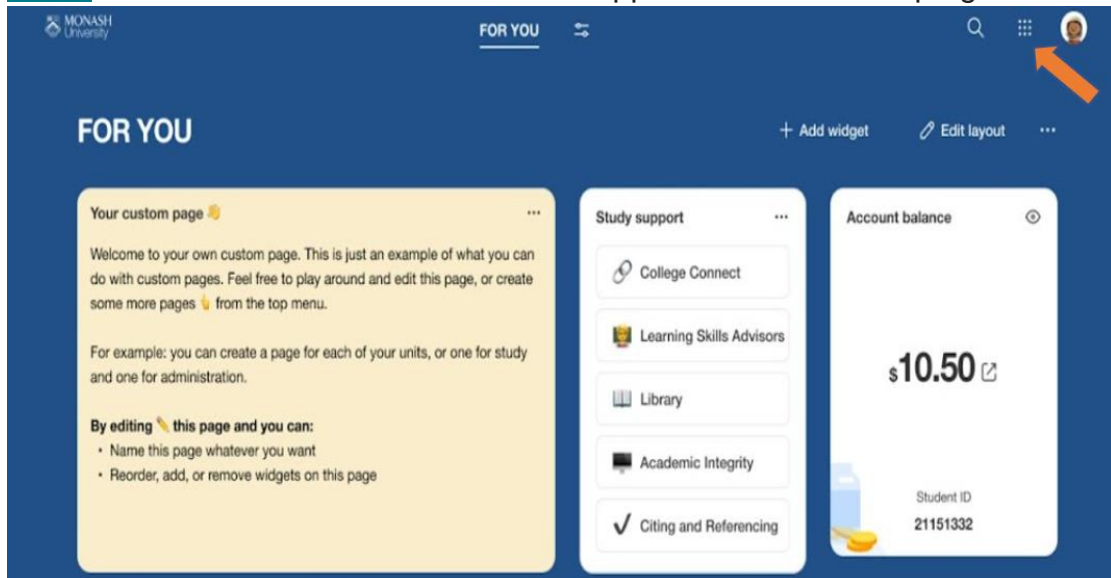
MEC00xx

You will NOT be able to enrol on [WES](#) after Thursday 8 August 2024.

Once you have successfully enrolled, you will receive another email titled "**Orientation for English students**" in your [Monash email address](#) (e.g. [abc123@student.monash.edu](#)) on **Wednesday 31 July**

2024 that will include information about your face to face Orientation, Timetable and classes.

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:



*Note that all classes will be delivered **face to face** at Monash College Docklands Campus.*

*There will be no online classes or Zoom links.
If you are not in Melbourne when your class is scheduled, it will be counted as an absence and you will need to submit an [Absence form](#) with supporting documents **in English**.*

IT Support

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

- 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

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

Late Enrolment

If you are unable to enrol before the course commencement date, **Monday 12 August 2024**, 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.

If you cannot enrol by **Friday 23 August 2024**, you may wish to consider deferring your studies. Please contact 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

Kind regards

Student Administration
Monash College