



Web Enrolment System

<https://my.monash.edu.au/wes/>

• **Why WES?**

WES your one stop shop for:

- Unit Enrolments
- Completing Enrolment Questionnaire
- View Results
- Change Address
- Print/View unofficial academic records

• **For Whom?**

WES is available for all continuing Monash College Students. New students enrolling for the first time will not be able to use WES for enrolments.

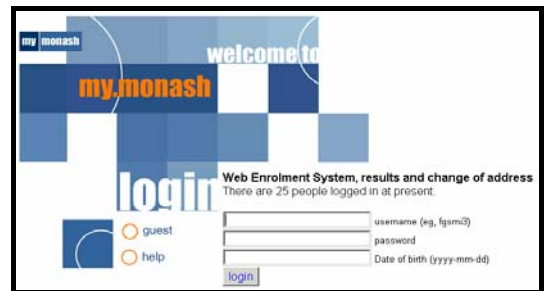
• **When can I start?**

WES opens on **Saturday 1 September 2007** and closes on **Sunday 7 October 2007**. To amend/re-enrol in units after 8th October, email student-admin@mcpl.monash.edu.au . Re-enrolments will be accepted until 18th October 2007. Re-enrol on time and avoid the **\$106 late fee**.

• **How to use WES?**

Login

1. Go to <https://my.monash.edu.au/wes/>
2. Enter your authcate username, password and DOB/postcode.
3. Click on the enrolment link.
4. If you have not already completed the **Enrolment Questionnaire** please do so. CSP HECS-Help is not available for Monash College students.



my monash
Welcome to your personal Monash portal.

[my monash](#) | [WES home](#) | [Email Faculty](#) | [ask.monash](#) | [Handbook](#) | [Unofficial academic rec](#)

Student ID

Enrolment options

- [Enrolment summary](#)
- [Enrolment questionnaire](#)
- [Unit enrolment](#)
- [ID card](#)

[Change address menu](#)

[WES Instructions Flyer](#)

[Logout](#)

Master of Business Technology

Units selected for 2005

These links are to pages outside the WES system. Use the back button on the browser to come back here when you have finished browsing

[BUS5001](#), [BUS5002](#), [BUS5010](#), [BUS5004](#)

Web Enrolment System (WES)

✓ Check [Faculty](#) and [Course](#) requirements before enrolling. It is your responsibility to ensure your enrolment complies with requirements. Arrange a meeting with your Course Adviser if you are unsure.

Enrolment Summary:

New Students: Please complete all enrolment steps
Re-enrolling Students: You can move straight to the 'unit enrolment' step.

Action	Module	Status
View/Change	Postal Address Emergency Contact Details (<i>View/Change</i>) Mailing Name Format (<i>View/Change</i>) Click here for help	Last updated: 31/08/2004
View/Change	Enrolment Questionnaire Click here for help	Last updated: 05/08/2004
View/Change	CSP HECS-HELP pre 2005 Click here for help	Last updated: 07/10/2004 111 - Upfront (pre 2005)
View/Change	Unit Enrolment Click here for help	Year: 2005 Course: Master of Business Technology (3319)

Enrol

1. Complete or update your unit enrolments. If you want to ensure that your enrolment complies with course requirements, click on “Faculty and Course”. This link will lead you to the course structures of all Diploma courses offered at Monash College. To return to WES click on “Back”

2. Click the ‘To Add Units Click here’ button to search for units you want to enrol in.

3. At ‘Search for Unit Code’, type “MCD” and click ‘Search Now’. This will bring up the subjects offered at Monash College

Unit code	Action	Unit name	Campus	Semester	Type	Credits
BUS5001	Remove	Project management ENROLLED	CAUL	Semester 1	EVE	6
BUS5002	Remove	Services and production control ENROLLED	CAUL	Semester 1	EVE	6
BUS5010	Change Remove	Reading unit ENROLLED	CLAY	Semester 1	DAY	6
WES0001	Enrol	WES test unit DISCONTINUED	BER	Semester 1	DAY	--
Total credits:						18

4. ‘Action’ column links allow you to Remove, Change or Enrol into Units.

5. Once you are satisfied with your selected units, **you must click ‘Submit Enrolment’ to complete your enrolment**

6. If your submission is successful, a ‘transaction record’ will appear on screen and you will be sent an email. Record your transaction number for future reference. Eg. U000201793

7. If there has been an error, amend your enrolment and ‘Submit Enrolment’ again.

• What WES can’t do?

You cannot enrol/discontinue for the following units using WES:

- MCD2120 Basic Maths
- MCD4180 Momentum, Heat and Mass Transfer
- MCD4190 Stress & Structure

For the above units, you are requested to amend your enrolment manually in **Room G.16, Building 73, Clayton Campus on Wednesday 17 October from 2-4pm** or send an email to student-admin@mcpl.monash.edu.au with your ID No., name and units you wish to enrol in, by 5 pm 18th October 2007.

• Still problems, now what?

For problems with passwords and logging into WES, contact ITS helpdesk at <http://www.its.monash.edu.au/contact/servicedesk.html>
Any other problems or queries, please contact Student Administration for assistance at student-admin@mcpl.monash.edu.au