

MANUAL ENROLLMENT GUIDE -POSTGRADUATE-

IMPORTANT NOTE

- Please take note that, you are required to click the submit button via [WES](#) if you have fulfilled the following requirement.
 - Total Units to be enrolled for the current year is 8. Breakdown as below :
 - 4 units - February semester
 - 4 Units - July semester

KINDLY TAKE NOTE

- If you wish to change the unit after you have done the enrollment, you are allowed to do so by Friday Week 2 of the each semester

BELOW ARE THE STEPS ON HOW TO ENROL VIA THE WES SYSTEM

STEP 1

- Please login to your WES and click 'Enrolment/ Re-Enrolment'

Web Enrolment System	Web Enrolment System
Enrolment / Re-Enrolment	Enrolment / Re-Enrolment
Fees / Scholarships	• Enrolment / Re-enrolment  Includes: Unit Enrolment, Area of Study, Questionnaire, CSP, HECS-HELP, FEE-HELP, SA-HELP • Research enrolment summary • Intermission • Deferment • Course discontinuation • Commonwealth Assistance Notice (CAN) Only for students with CSP, HECS-HELP, FEE-HELP or SA-HELP • Credit (advanced standing) • Enrolments website
Student Services	
Course Progression	
Enrolment Access Dates	
WES Guides	
Monash Links	
my.monash	
Allocate+ (Class Allocation)	
Class timetable (prev. MUTTS)	
Moodle	

STEP 2

- Click 'I Agree'

Web Enrolment System

Enrolment / Re-Enrolment

Fees / Scholarships

Student Services

Course Progression

Enrolment Access Dates

WES Guides

Monash Links

my.monash

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Web Enrolment System

Student Acknowledgement, Agreement and Consent

- I have read the University's [student data protection and privacy collection statement](#). Note: If enrolling at Monash University Indonesia - I acknowledge that my personal data is being used for the purpose of facilitating my enrolment to the course/s outlined in this agreement only.
- If tuition fees are paid by an organisation registered with Monash University as a sponsor, I authorise the University to release fee and academic progress information to my sponsor, including via electronic means.
- If under 18 years of age, I authorise the University to release academic progress information to my Monash University-approved caregiver.
- I agree to be bound by the [Student Charter](#), the University regulations, and policies, procedures and schedules of the University that apply to the University's students, as amended from time to time, and I agree to pay all fees, levies and charges directly arising from my enrolment.
- I consent to receiving electronically, information and business documents relating to my enrolment from the University and from University-owned companies that provide support services to students on behalf of the University.
- I agree to access the correspondence of my Monash University student email account on a regular basis.
- A version of this statement is available in [Bahasa Indonesia](#).

I Agree

Don't Agree

STEP 3

- Please complete the following (*please refer to the attachment*)
 - Postal Address / Emergency Contact Details/Mailing Name Format
 - Monash Compulsory Module
 - Enrolment Questionnaire

Web Enrolment System

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

✓ [New to Monash Questionnaire](#) - help us support your journey at Monash.
(Note: please complete the questionnaire after you've completed all other enrolment steps)

Enrolment Summary:

Module	Status
Postal Address Emergency Contact Details Mailing Name Format 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	Last updated: 18/01/2022
Monash Compulsory Modules You must complete the compulsory module(s) listed opposite in the Status column. All you need to do right now is agree to complete the module(s), then finish the other Enrolment Summary tasks. Academic Integrity introduces the concept of ethics in academic work and directs you to resources to develop academic integrity knowledge and skills. Respect at Monash aims to educate and encourage healthy relationships and mutual respect, and promote behavioural change to create a safer, more inclusive community. You'll find more information about the modules on the Compulsory modules webpage. Click here for help	Compulsory Unit Portal: Academic Integrity: COMPLETE
Enrolment Questionnaire Your citizenship status, residency, education qualifications and disability information. For new students, this is part of Get Started - Enrolment: Register details Click here for help	Last updated: 26/04/2020
Unit Enrolment INCOMPLETE 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.	Course: Master of Business Information Systems (C6003) Campus: MALAYSIA FACULTY OF INFORMATION TECHNOLOGY No record

STEP 4

- [How to enrol/add the unit?](#)

4.1 In the 'Unit Enrolment' link, search the unit and click 'Search Now'

Web Enrolment System

Search by Unit code [Help](#)

Search by Title [Help](#)

Advanced Search [Help](#)

Faculty
* Mandatory (Choose one)

Campus
* Mandatory (Choose one)

Select if required, or leave as 'All'

Teaching Period

Class Type

Year Level

4.2 **Choose**

- SEM 1 (OFFICIAL CALENDAR)(Current Year)'- 'MALAYSIA' for February semester.
- SEM 2 (OFFICIAL CALENDAR)(Current Year)'- 'MALAYSIA' for July semester.

See example below:

Web Enrolment System

Unit selection

UnitFIT9132			
Select	Semester	Campus	Type
☐	Monash Online Teaching Period 3 (2022)	ONLINE	MONASH ONLINE
☐	Monash Online Teaching Period 6 (2022)	ONLINE	MONASH ONLINE
☐	SEM 1 (OFFICIAL CALENDAR) (2022)	CLAYTON	ON-CAMPUS BETWEEN 8AM AND 9PM
☒	SEM 1 (OFFICIAL CALENDAR) (2022)	MALAYSIA	EVENING
☐	SEM 2 (OFFICIAL CALENDAR) (2022)	CLAYTON	ON-CAMPUS BETWEEN 8AM AND 9PM
☐	SEM 2 (OFFICIAL CALENDAR) (2022)	MALAYSIA	EVENING

Click 'Accept'

4.3 UNITS SELECTION

- **Refer to**

- https://www.monash.edu.my/_data/assets/pdf_file/0003/2817534/Master-of-Business-Information-Systems-C6003_February-2022.pdf

- **Before you select the unit, please check the offering period from the Monash Handbook. Some units may be only offered once per year.**

THE END