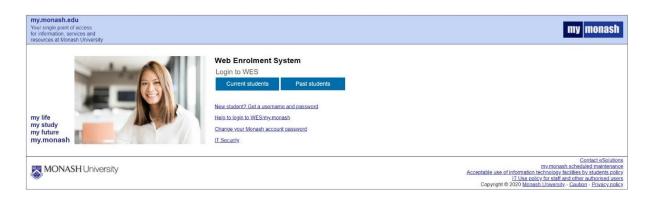# WES Enrolment Guides

1. Log-in to WES via **https://my.monash.edu.au/wes/**

2. Click 'Enrolment / Re-enrolment'.

3. Students will be directed to a new page. Click 'I Agree'.

4. Search for your course codes:
   - *Bachelor of Psychological Science (M2004)*
   - *Bachelor of Psychological Science and Business (M2015)*
   - *Bachelor of Psychological Science (Honours) (M3705)*
   - *Master of Professional Counselling (D6006)*

5. Complete the first two sections of the Enrolment Summary Screen:
   - Contact Details
   - Enrolment Questionnaire

6. Click on 'Unit Enrolment'. To add and search for the units, click on 'To Add Units Click Here'. Type the chosen unit code which you intend to enrol and click 'Search Now'. Repeat it until you have added units for the entire year.

7. Once you have added all units for the entire year, make sure you click the **'SUBMIT ENROLMENT'** button. (Note: You must enrol in at least 24 credit points (4 units) and do not exceed this load).

8. You'll receive a message: Submission successful with a transaction number beginning with "U". A successful enrolment also will display the status **ENROLLED.**

9. To discontinue from the unit(s), click 'Remove' and 'SUBMIT ENROLMENT' to confirm discontinuation.

Allocate lecture/ tutorial slot in Allocate+ System

1. Students are required to select a preferred lectures and tutorial/ lab slot via Allocate+:

   https://www.monash.edu/timetables/allocate/login

2. Select the preferred slot by clicking 'Select' (blue). It will then turn to **Allocated** (green) once it is successful.

3. Students will not be able to select the lecture and/or tutorial slots that is Full or Clash.

Please contact the Psychology Course Management Office (Email: Malaysia.Psychadmim@monash.edu) if you're having trouble logging in to WES or any other enquiries.