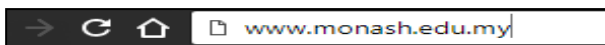


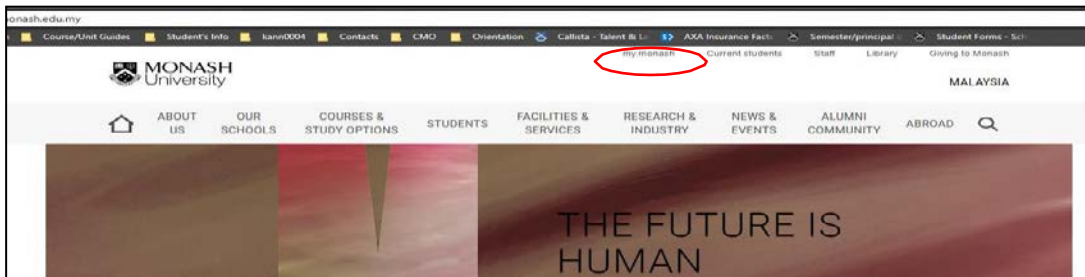
STEP-BY-STEP GUIDE TO REGISTER YOUR DETAILS AND ENROL INTO THE UNITS IN MONASH WEB ENROLMENT SYSTEM (WES) AND ALLOCATE+

A. *New Intake: Enrolment into the SASS unit(s)*

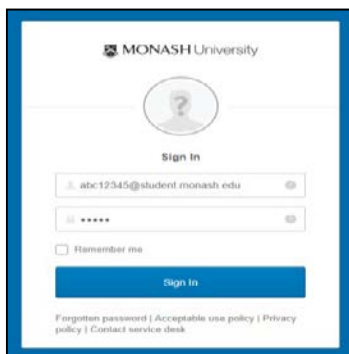
1. Students are required to accept the offer before the Orientation week.
2. Activate your Monash account and change your password upon logging in.
*Note: If students have accepted the offer late and are not able to log in using the desktop, student may use their handphones to enrol into the units.
3. In the search bar, type 'www.monash.edu.my'



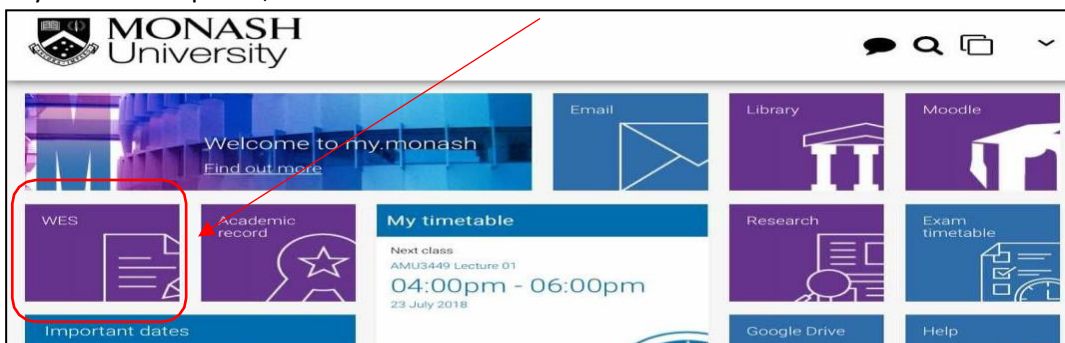
4. Search for **my.monash** at the top right.



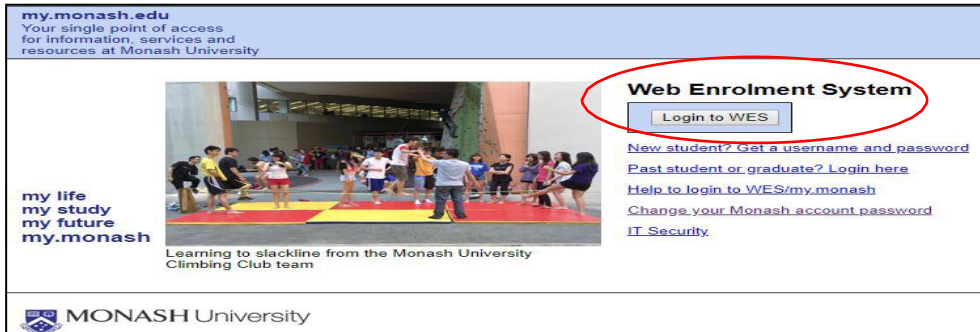
5. Sign in with your Monash IT account



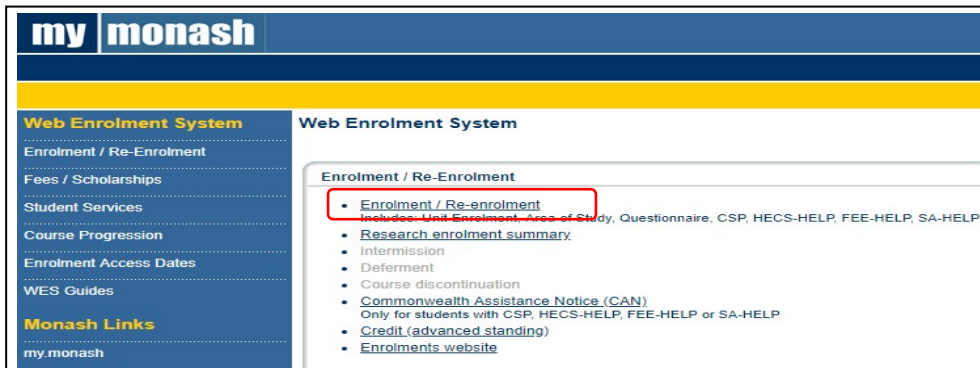
6. In your student portal, search for WES and click on it.



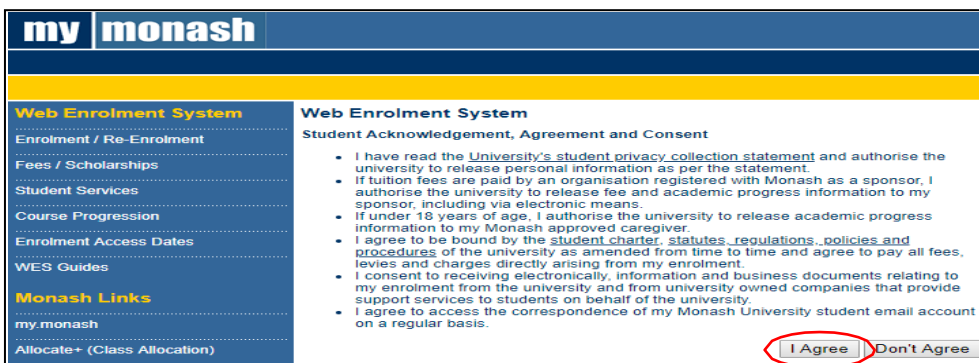
7. Upon logging in, the WES menu will appear. Click on '**Login to WES**'.



8. Once you've logged in, click on the '**Enrolment / Re-enrolment**' link to begin.

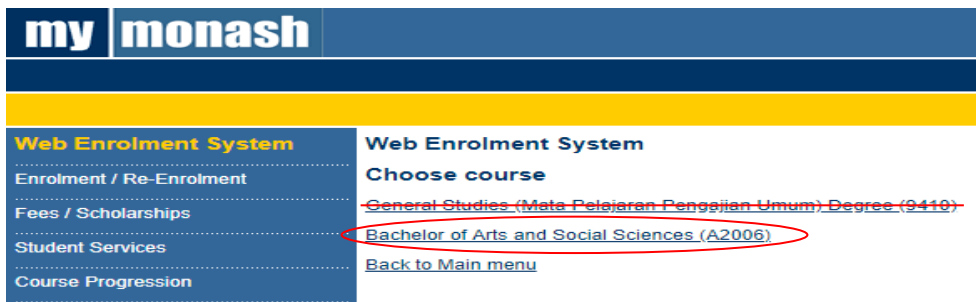


9. Before you proceed, carefully read the student acknowledgement, agreement and consent → click '**I Agree**'.



10. To enrol, click one of the following course codes:

- I. Diploma of Higher Education Studies (A0503)
- II. Bachelor of Arts and Social Sciences (A2006)
- III. Bachelor of Digital Media and Communication (A2011)



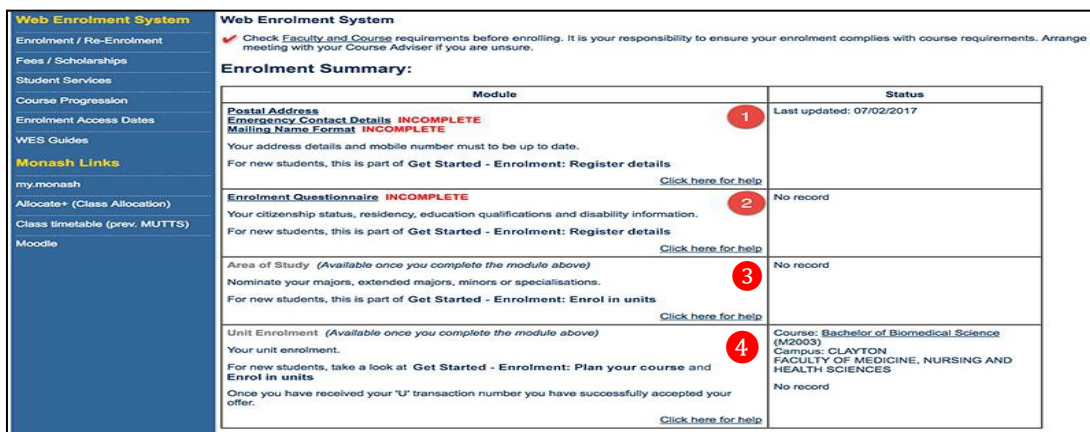
- a. If the course code is yet to be found, log-out of WES and log-in again. It should appear after this process has been undertaken.
- b. Otherwise, kindly proceed to the Course Management Office of School of Arts and Social Sciences at room 2-6-47 if the course code could not be located.

11. Work your way through the first two sections of the Enrolment Summary Screen:

- i. Contact details
- ii. Enrolment Questionnaire

Check your course information carefully before nominating an area of study as it's your responsibility to make sure that your nomination complies with your course requirements.
Nominating an area of study doesn't automatically enrol you in the units required so you will still need to enter the right units.

You ***must*** complete each section in sequence from the top to the bottom to unlock the next section.



12. (If Applicable) Choose the area of study and you'll see this section to nominate your chosen areas:

- Majors
- Extended majors
- Minors
- Specialisations

Any completed areas of study will appear on your official academic record. If you're in a comprehensive course, up to two majors (or extended majors) it will appear on your graduation certificate (testamur) —► ***click the button at the bottom to submit your entries.***

Module	Status
Postal Address Emergency Contact Details INCOMPLETE Mailing Name Format INCOMPLETE 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: 22/05/2018
Enrolment Questionnaire INCOMPLETE 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	No record
Area of Study (Available once you complete the module above) Nominate your majors, extended majors, minors or specializations. For new students, this is part of Get Started - Enrolment: Enrol in units Click here for help	No record You'll only see this section if your course requires you to nominate an area of study
Unit Enrolment (Available once you complete the module above) (Read Only) ⚠ Faculty to Enrol units - Why? 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. Click here for help	Course: Bachelor of Arts and Social Sciences (A2006) Campus: MALAYSIA FACULTY OF ARTS No record

13. Once you've completed the above steps, click on **'Unit Enrolment'**. Ensure that the course code chosen is correct before you proceed. **(Note: International students must receive the Visa Approval Letter (VAL) before you can attempt this step. If your VAL is still pending please follow up with the ISP office: malaysia-student.visa@monash.edu)**

Unit Enrolment 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.	Course: Bachelor of Arts and Social Sciences (A2006) Campus: MALAYSIA FACULTY OF ARTS Last WES update: 11/10/2017 Transaction U002683257
--	--

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

Enrolment Access Dates WES Guides Monash Links my.monash	Unit Enrolment form Any <i>Unconfirmed</i> units are core requirements of your course. Click on <i>Enrol</i> in the Action column to confirm enrolment in these units. <div style="text-align: center; border: 1px solid black; padding: 5px; display: inline-block;">To Add Units Click here</div> <table border="1"> <thead> <tr> <th>Unit code</th> <th>Action</th> <th>Unit name</th> <th>Campus</th> <th>Semester</th> <th>Type</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Unit code	Action	Unit name	Campus	Semester	Type	Credits							
Unit code	Action	Unit name	Campus	Semester	Type	Credits									

i. You can search by unit code (Option A)

Web Enrolment System Enrolment / Re-Enrolment Fees / Scholarships Student Services Course Progression	Web Enrolment System Search by Unit code Help <input type="text"/> <input type="button" value="Search Now"/> <hr/> Search by Title Help <input type="text"/> <input type="button" value="Search Now"/>
--	---

ii. Advanced search (Option B) to filter the results to a specific faculty, campus, teaching period, etc. Choose the options and click 'search now'.

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

Unit code	Action	Unit name	Campus	Semester	Type	Credits
AMU2552		Research methods in the social sciences	MALAYSIA	Semester 1 (2018)	ON-CAMPUS	--
AMU2787		Multimedia journalism DISCONTINUED	MALAYSIA	Semester 1 (2018)	ON-CAMPUS	--
AMU2814		Transforming community: Project design and public relations for social campaigns DISCONTINUED	MALAYSIA	Semester 1 (2018)	ON-CAMPUS	--
AMU2920		Transformation from below: Civil, society, social movements and political change DISCONTINUED	MALAYSIA	Semester 1 (2018)	ON-CAMPUS	--
MKW1120		Marketing theory and practice DISCONTINUED	MALAYSIA	Semester 1 (2018)	ON-CAMPUS	--
AMU3278	CHOOSE SECTION	Communication technologies and practices ENROLLED	MALAYSIA	Semester 2 (2018)	ON-CAMPUS	6
AMU3304	CHOOSE SECTION	Television studies: Forms and approaches ENROLLED	MALAYSIA	Semester 2 (2018)	ON-CAMPUS	6
AMU2439	ENROLLED	Youth and mobile media ENROLLED	MALAYSIA	Semester 2 (2018)	ON-CAMPUS	6
AMU2450	ENROLLED	Contemporary media theory ENROLLED	MALAYSIA	Semester 2 (2018)	ON-CAMPUS	6
Total credits:						24

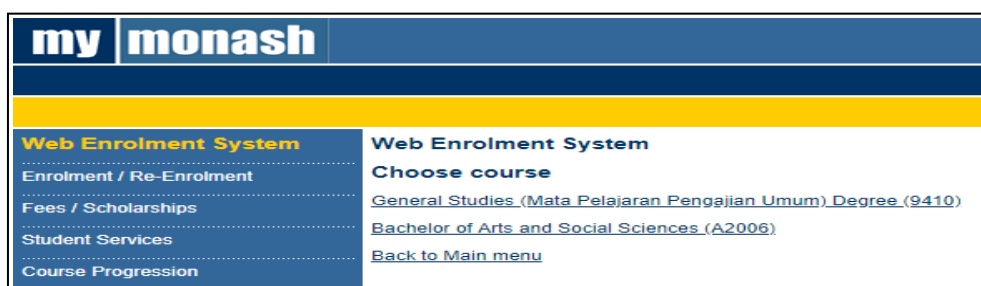
16. Once successfully enrolled, you'll receive e message: *Submission successful with a transaction number beginning with "U"*.

A successful enrolment also will display the status **ENROLLED**:

AMU3127	Remove	Stardom: Celebrity, society and power ENROLLED	MALAYSIA	Semester 2 (2018)	ON-CAMPUS	6
AMU3630	Remove	Governing the global economy: Stability, efficiency, justice ENROLLED	MALAYSIA	Semester 2 (2018)	ON-CAMPUS	6
AMU3650	Remove	A world in crisis: Multilevel responses to global emergencies ENROLLED	MALAYSIA	Semester 2 (2018)	ON-CAMPUS	6
MGW3130	Remove	Organisational change and development ENROLLED	MALAYSIA	Semester 2 (2018)	ON-CAMPUS	6
AMU2907	Enrol	Sexual and reproductive health and rights in global contexts DISCONTINUED	MALAYSIA	Semester 2 (2018)	ON-CAMPUS	--
Total credits:						48

B. Enrolment of additional unit(s)

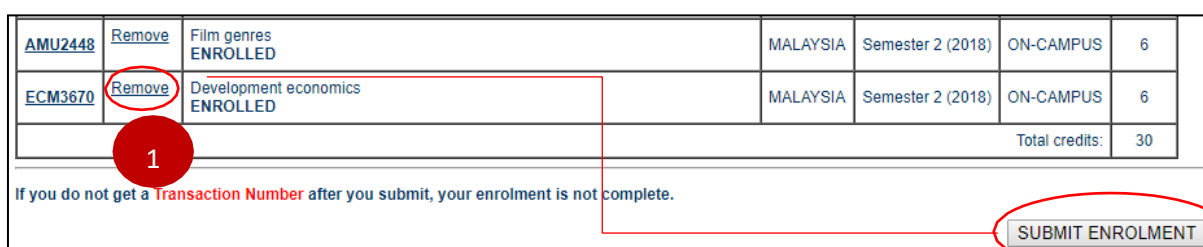
1. Log-in to WES via <https://my.monash.edu.au/wes/>
2. Click **'Enrolment / Re-enrolment'**.
3. Students will be directed to a new web-page. Click **'I Agree'**.
4. Search for your course codes and click on one of the following (if applicable):
 - i. Diploma of Higher Education Studies (A0503)
 - ii. Bachelor of Arts and Social Sciences (A2006)
 - iii. Bachelor of Communication and Media Studies (A2007)



- a. If the course code is yet to be found, log-out of WES and log-in again. It should appear after this process has been undertaken.
 - b. Otherwise, kindly proceed to the Course Management Office of School of Arts and Social Sciences at room 2-6-47 if the course code could not be located.
5. Once you've completed the above steps, click on **'Unit Enrolment'**. Ensure that the course code chosen is correct before you proceed.
6. To add and search for the units, click on **'To Add Units Click Here'**. Repeat it until you have added the units and click **'Search Now'**.
7. Once you have added the units, make sure you click the **'SUBMIT ENROLMENT'** button and you'll receive a message: *Submission successful with a transaction number beginning with "U"*.

C. Discontinue from a unit(s) within the add-on period*

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






D. Allocate a chosen lecture/tutorial slot in Allocate+

1. Student is required to select a preferred lecture and/or tutorial slot via Allocate+. Log-in to Allocate+ via <https://allocate.timetable.monash.edu/>
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** (red) or **Clash** (red).

4. Always ensure that you are allocated to a slot. The student's attendance shall be generated based on the slot selected.

Each activity is marked with an icon and status:

-  This activity has been allocated a timeslot
-  You've entered a preferred timeslot, but the final timetable hasn't been sorted
-  There is no timeslot selected for the activity – you need to enter a preferred

(PREFERENCE) There are activities for you to enter your preferred timeslot

(SELECT) This activity hasn't been allocated a timeslot yet

(ADJUST) This activity has been allocated a timeslot but you can make changes

(READ ONLY) You can view your current activities but can't make changes

(OFF) This activity hasn't been scheduled yet so you can't allocate a time