

STEP-BY-STEP GUIDE TO ENROL & DISCONTINUE GS U1 UNITS IN MONASH WEB ENROLMENT SYSTEM (WES)

A. Enrol a GS U1 unit

1. Log-in to WES via <https://my.monash.edu.au/wes/>.
 - a. Upon logging in, the WES menu will appear.
 - b. Under **Enrolment / Re-Enrolment** → click **Enrol / Re-Enrolment**

my monash You are logged in as [name]

Web Enrolment System

Enrolment / Re-Enrolment

Fees / Scholarships

Student Services

Course Progression

Enrolment Access Dates

WES Guides

Monash Links

my.monash

Allocate+ (Class Allocation)

Web Enrolment System

Enrolment / Re-Enrolment

- **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](#)

2. You'll be redirected to a new web-page. Click **I Agree**.

Course Progression

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Allocate+ (Class Allocation)

MUTTS (Class Timetable)

- If under 18 years of age, I authorise the university to release academic progress information to my Monash approved caregiver.
- I agree to be bound by the [statutes, regulations, policies and procedures](#) of the university as amended from time to time and 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.

3. You'll be redirected to a new web-page.
 - a. To enroll a GS U1 unit, click **General Studies (Matapelajaran Umum) Degree (9410)**.

Web Enrolment System

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Choose course

[Bachelor of Arts \(Social Sciences\) \(3920\)](#)

General Studies (Matapelajaran Umum) Degree (9410)


[Back to Main menu](#)

4. You'll be redirected to a new web-page, **Enrolment Summary**. Ensure that the course code is **9410 (for Bachelor Degree)**. Click **Unit Enrolment**.

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

Enrolment Summary:

Module	Status
Postal Address Emergency Contact Details Mailing Name Format INCOMPLETE Your address and phone number details need to be up to date Click here for help	Last updated: 15/12/2015
Unit Enrolment ←  Your unit enrolment Click here for help	Course: General Studies (Mata Pelajaran Pengajian Umum) Degree (9410) Campus: MALAYSIA Last WES update:

5. You'll be redirected to a new web-page. Click **To Add Units Click Here**.

Enrolment Access Dates

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Monash Links

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[Allocate+ \(Class Allocation\)](#)

[MUTTS \(Class Timetable\)](#)

Unit Enrolment form

Any *Unconfirmed* units are core requirements of your course. Click on *Er*

Course Location:	MALAYSIA(FORCED - What does this mean?)					
To Add Units Click here						
Unit code	Action	Unit name	Campus	Semester	Type	Credits
Total credits:						0

6. You'll be redirected to a new web-page. Type the desired unit code which you wish to enrol → click **Search Now**.

Web Enrolment System

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Web Enrolment System

Search by Unit code [Help](#)

Search by Title [Help](#)

7. You'll be redirected to a new web-page. Select the unit offering intended to be enrolled → click **Accept**.

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Unit selection

Unit <u>MPU3212</u>			
Select	Semester	Campus	Type
<input type="radio"/>	SEM 1 (OFFICIAL CALENDAR) (2016)	MALAYSIA	DAY
<input type="radio"/>	SEM 2 (OFFICIAL CALENDAR) (2016)	MALAYSIA	DAY

8. You'll be redirected to a new web-page. The layout shall display the unit(s) intended to enrol & the semester intended to be enrolled. Click **Submit Enrolment** to confirm enrolment.

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 MUTTS (Class Timetable)
 Moodle

Unit Enrolment form

Any *Unconfirmed* units are core requirements of your course. Click on *Enrol* in the Action column to confirm enrolment in these units.

i Changes have been made to your Enrolment that have not yet been saved.

Course Location: MALAYSIA(FORCED - [What does this mean?](#))

Unit code	Action	Unit name	Campus	Semester	Type	Credits
MPU3113	Remove	HUBUNGAN ETNIK (ETHNIC RELATIONS) PENDING - ENROLLED	MALAYSIA	Semester 2 (2014)	DAY	

Total credits: 0

If you do not get a Transaction Number after you submit, your enrolment is not complete.

9. Once successfully enrolled, a transaction number shall be generated. A successful enrolment also shall display the term **ENROLLED**:

Unit Enrolment form

Any *Unconfirmed* units are core requirements of your course. Click on *Enrol* in the Action column to confirm enrolment in these units.

Course Location: MALAYSIA(FORCED - [What does this mean?](#))

[To Add Units Click here](#)

Unit code	Action	Unit name	Campus	Semester	Type	Credits
MPU3113	ENROLLED	HUBUNGAN ETNIK (ETHNIC RELATIONS)	MALAYSIA	Summer A (2015)	DAY	
MPU3123	ENROLLED	TAMADUN ISLAM DAN ASIA (TITAS) (ISLAMIC AND ASIAN CIVILISATIONS)	MALAYSIA	Summer A (2015)	DAY	
Total credits:						0

If you do not get a **Transaction Number** after you submit, your enrolment is not complete.

[SUBMIT ENROLMENT](#)

B. Discontinue a GS U1 unit

1. To discontinue a GS U1 unit, click **Remove** → **Submit Enrolment** to confirm discontinuation.

Unit Enrolment form

Any *Unconfirmed* units are core requirements of your course. Click on *Enrol* in the Action column to confirm enrolment in these units.

i Changes have been made to your Enrolment that have not yet been saved.

Course Location: MALAYSIA(FORCED - [What does this mean?](#))

[To Add Units Click here](#)

Unit code	Action	Unit name	Campus	Semester	Type	Credits
MPU3113	Remove	HUBUNGAN ETNIK (ETHNIC RELATIONS) PENDING - ENROLLED	MALAYSIA	Semester 2 (2014)	DAY	
Total credits:						0

If you do not get a **Transaction Number** after you submit, your enrolment is not complete.

[SUBMIT ENROLMENT](#)

☺ THE END ☺