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


A. New student: Enrolment into the School of Arts & Social Sciences - Undergraduate Units

1. Students are required to **accept your offer before the Orientation Week**.

2. **Active 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 your desktop, you may use your handphone to proceed with your enrolment.

3. Please be reminded to **set up multi-factor authentication (MFA)** as this helps to keep your personal information private and secure. Please refer to this link for more information.
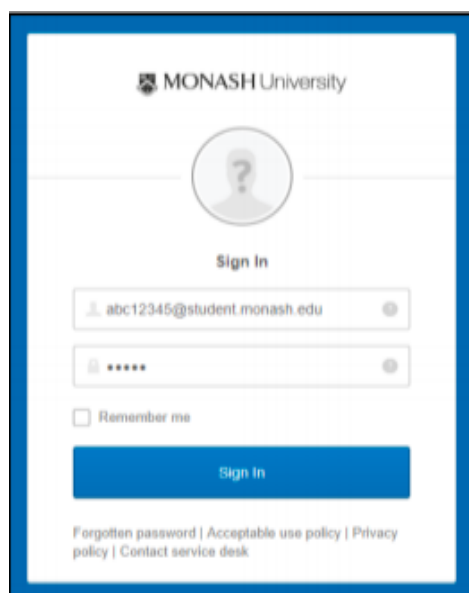
4. In the search bar, type www.monash.edu.my
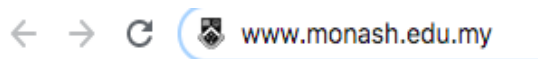
5. Search for **my.monash** on the top right hand corner.
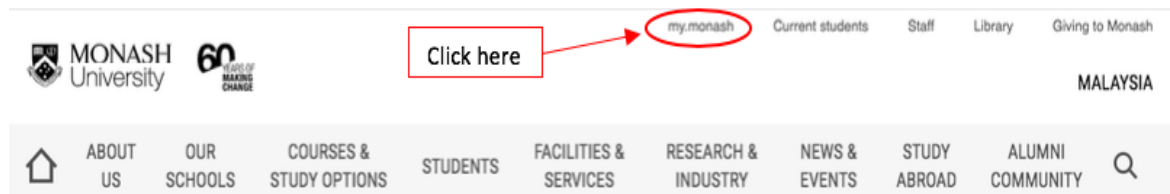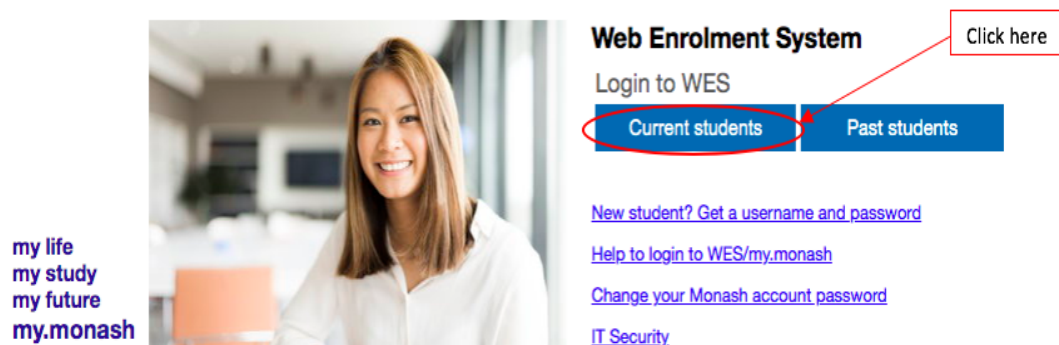

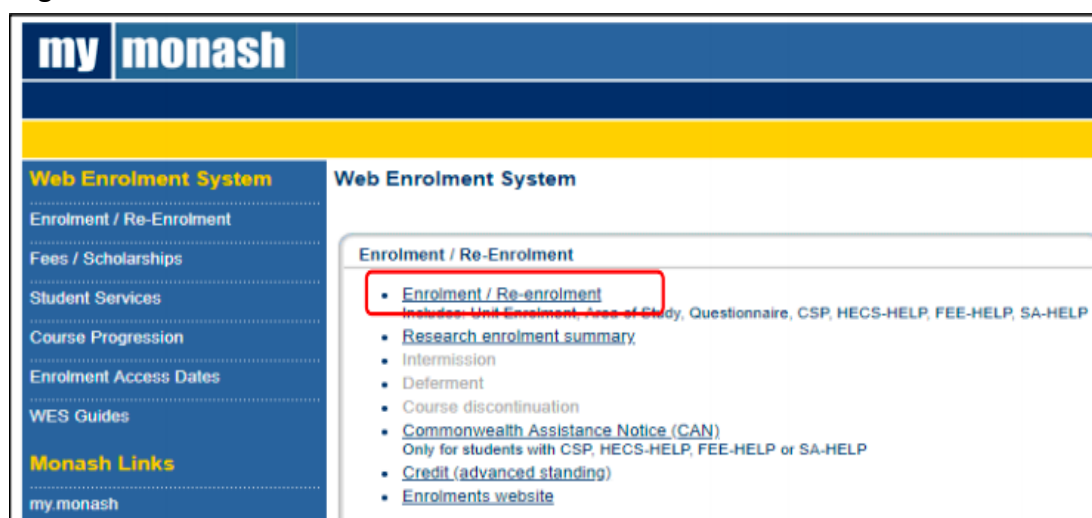6. Sign in with your Monash IT account

7. In your student portal, you will see many tiles. Please search for the tile which shows **WES** (Web Enrolment System) and click on it.
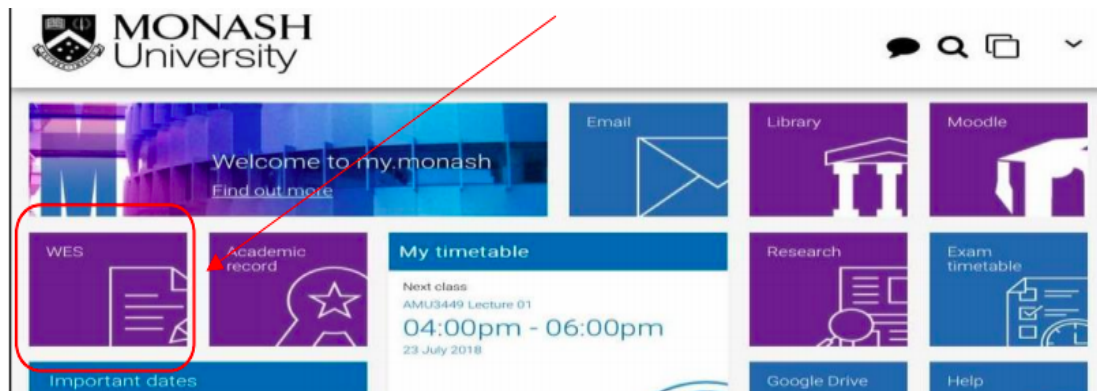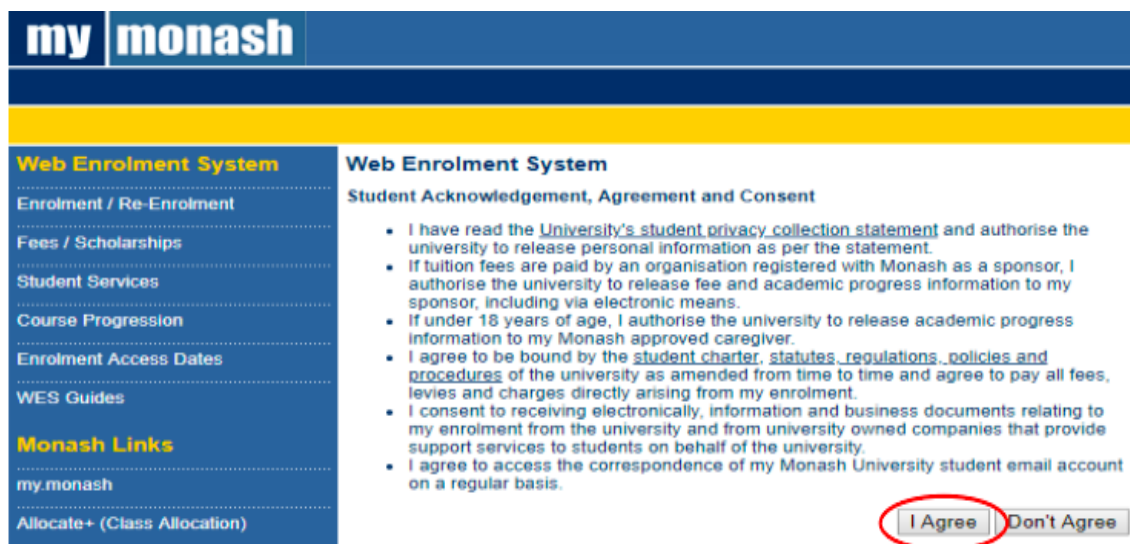

8. Upon logging in, the WES menu will appear. Click on '**current students**' to proceed further.

9. Once you have logged in to WES, click on the '**enrolment/re-enrolment**' link to begin.

10. Before you proceed to complete your enrolment, carefully read the student acknowledgement, agreement and consent then click '**I Agree**'.
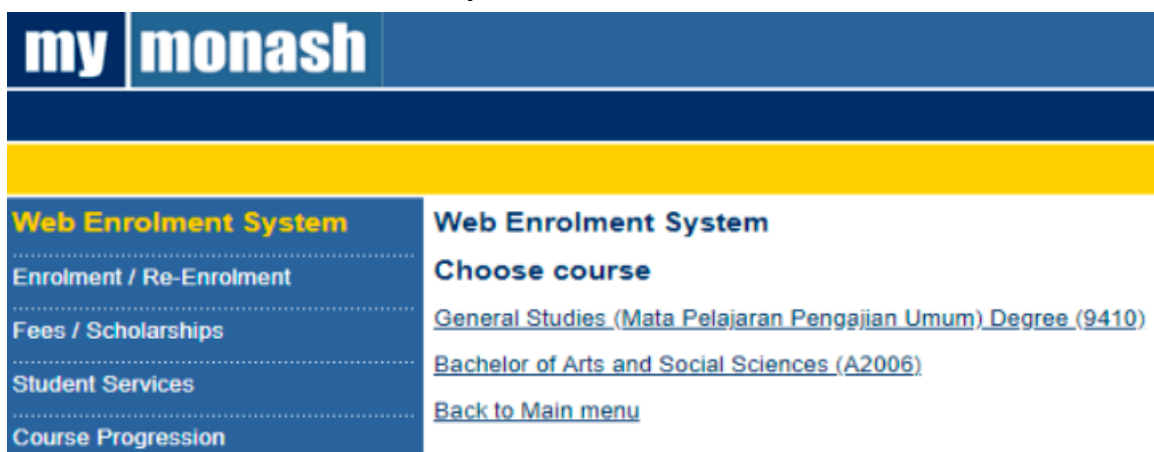

11. To enrol, click on **one of the following course*** that applies to you:
    I.   Bachelor of Arts and Social Sciences (A2006)
    II.   Bachelor of Digital Media and Communication (A2011)
    III.   Bachelor of Arts (Honours) (A3701)
    IV.   Master of Communications and Media Studies (A6003)

*IMPORTANT:
   a. **Please ensure that the course that you have selected is correct.**

   b. If the course is yet to be shown, please log out and log in again. It should appear after this step has been undertaken.
   c. If the course is still not reflected in WES, please try to clear your browsing history and attempt to log-in to WES once again.

12. Now work your way through the first two sections of the enrolment summary screen:
    (i) Contact details (e.g.: postal address, emergency contact details, etc.)
    (ii) Enrolment questionnaire

IMPORTANT:

I.   You **must** ___complete each section in sequence___ to unlock the next section.

II.   *Check your course information carefully before nominating the areas of study as it is 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 so you will still need to complete the next step by entering the correct unit code.**

13. *(If applicable)* Click on 'area of study' and you'll see this section to nominate your chosen areas:

    ❖ Major / Extended Major (only applicable for Psychology)
    ❖ Minor

(i) Any completed areas of study will appear on your official academic record. If you're in a comprehensive course or up to two majors (or extended major), it will appear on your graduation certificate: testamur.

(ii) If you are enrolled in a specialised degree (e.g.: A2011 BDMC), please be informed that *you are not required to to select an area of study due to the*
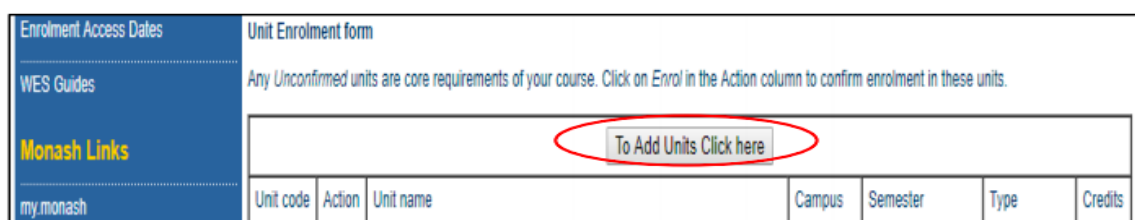
fixed specialisation of digital media and communication.

14. Once you've completed the above steps, click on '**unit enrolment**'. Please ensure that the course chosen is correct before you proceed.

    Note: International students must receive the visa approval letter (VAL) before you can proceed with this step. If your VAL is still pending, please contact the International Student Pass Office via the ISP HelpDesk at https://isphelpdesk.monash.edu.my/

15. To add and search for the units, click on '**To add units click here**'.

16. To complete your enrollment, you may search by unit code (option A) or do an advanced search (option B) as shown below. Repeat steps 15 and 16 until you have added all the units for the entire year.

    I.   Search by unit code (option A) - This option allows you to key in the unit code which you intend to enrol in and click 'search now'.

    II. Advanced search (option B) - This option allows you to filter the units to a specific faculty, campus, teaching period, etc. Choose the option and click 'search now'.

17. Once you have added all the units, please click the '**SUBMIT ENROLMENT**' button at the bottom.

    Note: You must enrol into a full year with <mark>at least 24 credit points (4 units) per semester.</mark> If there are lesser/more credit points per semester, you will not be able to proceed further and will receive an error message. Additionally, please ensure that you <mark>cross check the campus and semester offering before submitting your request.</mark>

18. If your enrollment is successful, you'll receive a message: **Submission successfully and a transaction number beginning with 'U'**.

    A successful enrollment will display the status as **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. New student: Enrolment into the General Studies (GS) units

Once you have successfully completed *section (A)*, please proceed to complete your enrolment for **General Studies U1 either in Semester 1 or Semester 2** under the different course code as follow:
(Note: Not available in October semester)

1. Click on the '**enrolment/re-enrolment**' in WES

2. Before you proceed to complete your GS enrolment, carefully read the student acknowledgement, agreement and consent then click '**I Agree**'.

3. To enrol, click on one of the following *General Studies (GS) course:
    I.   General Studies (Mata Pelajaran Pengajian Umum) Diploma 9411
    II.   General Studies (Mata Pelajaran Pengajian Umum) Degree 9410
    III. General Studies (Mata Pelajaran Pengajian Umum) Honours 9412
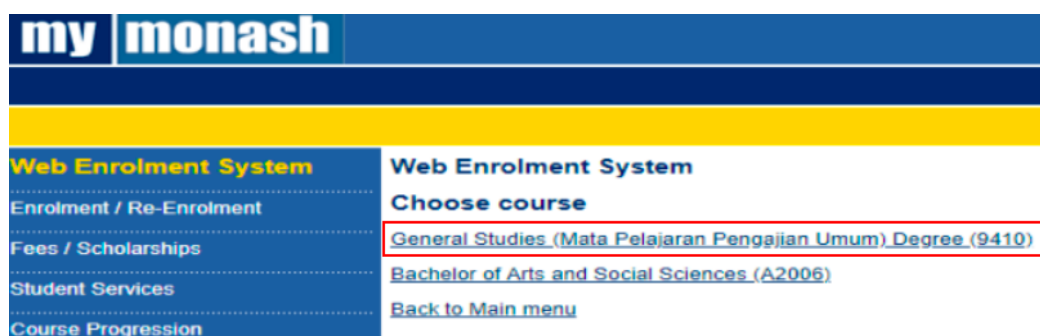
IMPORTANT: Please ensure that the general studies (GS) course that you have selected is correct. If the GS course code is not shown, please log out from WES and log in again or clear your browsing history.

4. Once you have selected your GS course, click on '**unit enrolment**' and proceed to add the GS units. Click on '**To add units click here**' and key in the following unit codes:

Domestic student	International student
MPU3183 Appreciation of Ethics and Civilisations MPU3193 Philosophy and Currents Issues MPU3312 Integrity and Anti-Corruption MPU3212 National Language A MPU3412 Sustainability in Practice	MPU3143 Communicative Malay 2 MPU3193 Philosophy and Currents Issues MPU3312 Integrity and Anti-Corruption MPU3412 Sustainability in Practice

Note: The Malaysian Ministry of Education has introduced the new compulsory General Studies subjects to supersede the current compulsory General Studies subjects as a requirement to graduate in Malaysia. **All of the units listed above are applicable to students commencing from 2025 intake onwards.** If you have commenced the course before the above period, please refer here.

5. Once you have added all the units, please click the '**SUBMIT ENROLMENT**' button at the bottom and you'll receive a message: **Submission successfully and a transaction number beginning with 'U'**.

Important Information for General Studies Credit Exemption Outcome: If you have received credit exemption for the General Studies unit and wish to check the outcome that is processed by Admission/School, please proceed to first enrol into at least one MPU unit from the remaining list in WES and thereafter, click on

'Unofficial academic record' *on the top right of the page for further information to view   the   outcome.*

The outcome will be shown as below under the GS Course Code - 9410:

Course:	GENERAL STUDIES (MATA PELAJARAN PENGAJIAN UMUM) DEGREE (9410)				
Course status: COMPLETED					

Year	Unit code	Unit title	Teaching period	Credit points	Mark	Grade
	MPU3212	NATIONAL LANGUAGE A	N/A	0		EXEMPTED
2020	MPU3113	HUBUNGAN ETNIK (ETHNIC RELATIONS)	1	0	81	HD
2020	MPU3123	TAMADUN ISLAM DAN ASIA (TITAS) (ISLAMIC AND ASIAN CIVILISATIONS)	2	0	97	HD

C. Allocate your classes (lecture/tutorial) in Allocate+ & Moodle

1. Log in to Allocate+ via https://www.monash.edu/timetables/allocate/login

2. Click on the **correct year** and search for '**students**' as shown below:
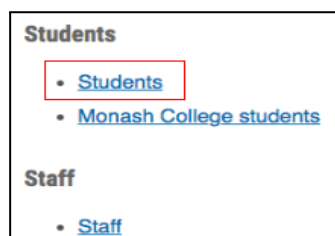
3. Select the preferred slot by clicking '**Select**' (blue). It will then turn to '**Allocated**' (green) once it is successful.
   NOTE: If the units are not reflected in Allocate+ yet, please return in 2-3 hours.

4. Students will not be able to select the lecture and/or tutorial slots if the classes are either '**Full**' (red) or '**Clash**' (red). Therefore, continue to cross check until there are available slots.

5. Please ensure that all your classes are '**Allocated**' to a slot before the allocate+ adjustment closes as shown in this link or shown below:

Each activity is marked with an icon and status:

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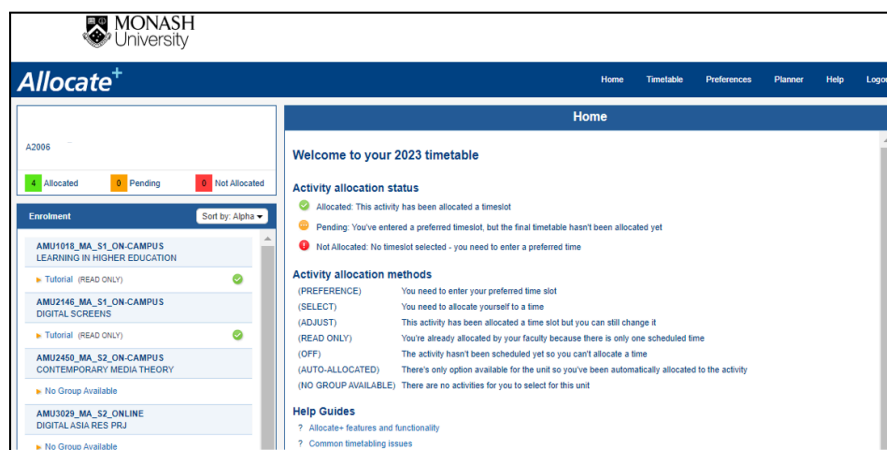- 💬 You've entered a preferred timeslot, but the final timetable hasn't been sorted
- ❗ There is no timeslot selected for the activity – you need to enter a preferred

(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

6. Once you have been allocated into all the units for the semester, please be reminded to cross check your timetable for more information on the details of the teaching activities - Lecture/Tutorial/Seminar/Screening, etc.

    In each unit, there should be the following teaching activities:
    - **2 hours of pre-recorded lectures in a wee**k *(the video is uploaded on Moodle and this activity is not scheduled)*; **or 2 hours of seminar in a week** *(applicable to only Psychology unit)*
    - **2 hours of tutorial in a week**
    - Additional notes:
        - ★ For FTVSS students, please note that you will have 3 hours of screening instead of pre-recorded lecture in a week (e.g.: AMU1224) - Please check

in Moodle if there are any pre-recorded lecturers for FTVSS units with screening activities.

★ For Psychology students, you may enrol into the additional PASS classes which are optional for students.

7. Identify your class venue by referring to the [Monash Mobile App](#) or you may read the venue according to the following format: Building - Level - Room.

   An example of a venue is 6-6-01 means Building 6, Level 6, Room 01. However, this Building 6B and Level 6 is located towards the end of Building 6 and you may take the lift located in front of the KK Mart or MayBank.

8. Next, please be reminded to log-in to [Moodle](#) for more information on the unit details (e.g.: overview, weekly topics, assessment, etc.) or you may also refer to the [step-by-step guide](#) to access the details.

D. Enrolment of additional unit(s)

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

2. Click on '**enrolment/re-enrolment**'

3. Students will be directed to a new webpage - student acknowledgement, agreement and consent. Then, click '**I Agree**'

4. Search for your course and click on the course as follow:
   I.   Bachelor of Arts and Social Sciences (A2006)
   II. Bachelor of Digital Media and Communication (A2011)
   III. Bachelor of Arts (Honours) (A3701)
   IV. Master of Communications and Media Studies (A6003)

*IMPORTANT: Please ensure that the course that you have selected is correct. If the course is yet to be shown, please log out and log in again or clear your history.

5. Once you've completed the above steps, click on '**unit enrolment**' and proceed to add the new units. Click on '**To add units click here**'. Repeat this process until you have added all the units and click '**search now**'.

6. Once you have added all the units, please click the '**SUBMIT ENROLMENT**' button at the bottom and you'll receive a message: **Submission successfully and a transaction number beginning with 'U**'.

E. Discontinue a unit within the add-on period

To discontinue from the unit(s), click '**Remove**' ---> '**Submit Enrolment**' to confirm the unit discontinuation as follow:
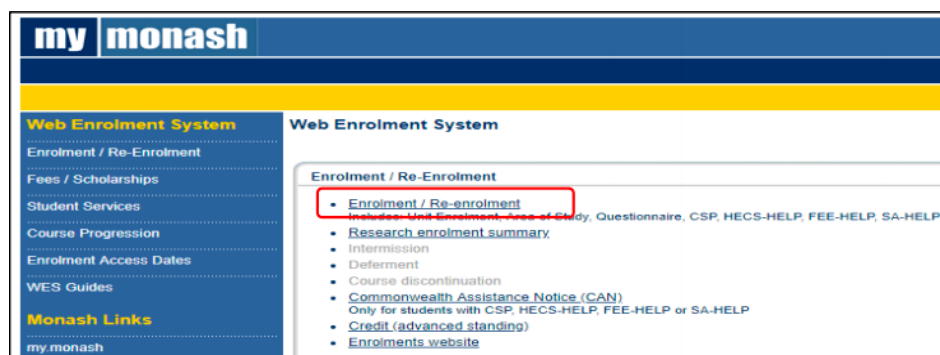

F. Re-enrollment for the following academic year

1. Once you have logged in to WES, click on the '**enrolment/re-enrolment**' link to begin.

2. To re-enrol for the following academic year, please proceed to click on **one of the following course*** that applies to you:

    I.   Bachelor of Arts and Social Sciences (A2006)

    II.   Bachelor of Digital Media and Communication (A2011)

    III.   Bachelor of Arts (Honours) (A3701)

    IV.   Master of Communications and Media Studies (A6003)

*IMPORTANT:

    a. Please ensure that the course that you have selected is correct.

    b. If the course is yet to be shown, please log out and log in again. It should appear after this step has been undertaken.

    c. If the course is still not reflected in WES, please try to clear your browsing history and attempt to log-in to WES once again.

3. Now, please proceed to add and search for the units for the **full year with at least four units per semester in Semester 1 and Semester 2** by clicking on '**To add units click here**'.

*Notes:

- If you are planning to enrol into a winer/summer unit, please replace this space by adding a unit either in Semester 1 or Semester 2 if there is an application process to enrol into the winter/summer units (e.g.: AMU2170/AMU3170, AMU3744, etc.). Thereafter, you may amend your enrollment accordingly.
- If you will be completing your course after Semester 1, please proceed to add the units according to the number of units required left as the system will be able to capture the amount of credit points pending/required to complete.

4. Once you have added all the units, please click the '**SUBMIT ENROLMENT**' button at the bottom.

5. If your enrollment is successful, you'll receive a message: **Submission successfully and a transaction number beginning with 'U'**.

If you have any further inquiries, please visit Monash Connect for more information.