

MONASH UNIVERSITY ENGLISH LANGUAGE CENTRE Enrolment and Orientation Program

Thursday 8th March, 2012

11.00 am Student Registration	Lecture Theatre H6, Building 11, Clayton Campus
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12.00 pm Welcome and Information Session	Lecture Theatre H6, Building 11, Clayton Campus
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PINK GROUP	1.00 pm – 1.45 pm	Step 1 – Get your ID card
	1.45 pm – 2.15 pm	Step 2 – Lunch Break
	2.15 pm – 3.00 pm	Step 3 – Campus Tour

BLUE GROUP	1.00 pm – 1.45 pm	Step 1 – Campus Tour
	1.45 pm – 2.15 pm	Step 2 – Lunch Break
	2.15 pm – 3.00 pm	Step 3 – Get your ID card

YELLOW GROUP	1.00 pm – 1.45 pm	Campus Tour
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3.00 pm FINISH

You can use a computer to set up your Authcate account using the instruction sheet provided.

Computer access:

Monash College Computer Laboratory: B.11, Building 73, 3.00 pm- 5.00 pm on Thursday 8th March, 2012

OR

Your personal computer at home in your own time.

If you need assistance, please email student.admin@mcpl.edu.au

Enrolment checklist for new MCELBP/MUELBP/ASSET students

- Bring your passport to enrolment
- Fill in Enrolment Form & OHSC Membership Form and hand them to a student helper
- Receive your Student Authcate Form at enrolment
(This doesn't apply to former Monash University English Language Centre students)
- Attend the Welcome and Information Session
- Visit the Student Services Centre, Building 10, Clayton Campus to obtain your student ID card.
- Activate your computer account (refer to the instruction provided at registration)
- Update your local postal address, phone number and emergency contact details on My Monash Portal <https://my.monash.edu.au/>

(If you are under 18 years old, visit Reception & Student Inquiries Counter, Ground Floor, Building 73 to submit a Change of Address form*)

- Check your timetable

Access the Monash College Allocate + website <http://allocate.mcpl.monash.edu.au/aplus-mcpl/apstudent> after 5pm, Friday, 9th March, 2012 using any computer that is connected to the internet. You will need your Authcate login and password to access the site.