



MONASH
College



WELCOME TO MONASH COLLEGE

Everything you need to prepare for
Enrolment and Orientation week

**DIPLOMA OF
BUSINESS
PART 1 & 1A**

DIPLOMAS' ENROLMENT AND ORIENTATION WEEK SCHEDULE

DIPLOMA OF BUSINESS (BUSINESS AND COMMERCE STREAM) PART 1 & 1A – **ALL COMPULSORY!**

DIPLOMA OF BUSINESS (BUSINESS AND COMMERCE STREAM) / EDUCATION PART 1 – **ALL COMPULSORY!**

PLEASE BRING:



Your passport or
Monash Student
ID card

+



Your laptop/tablets

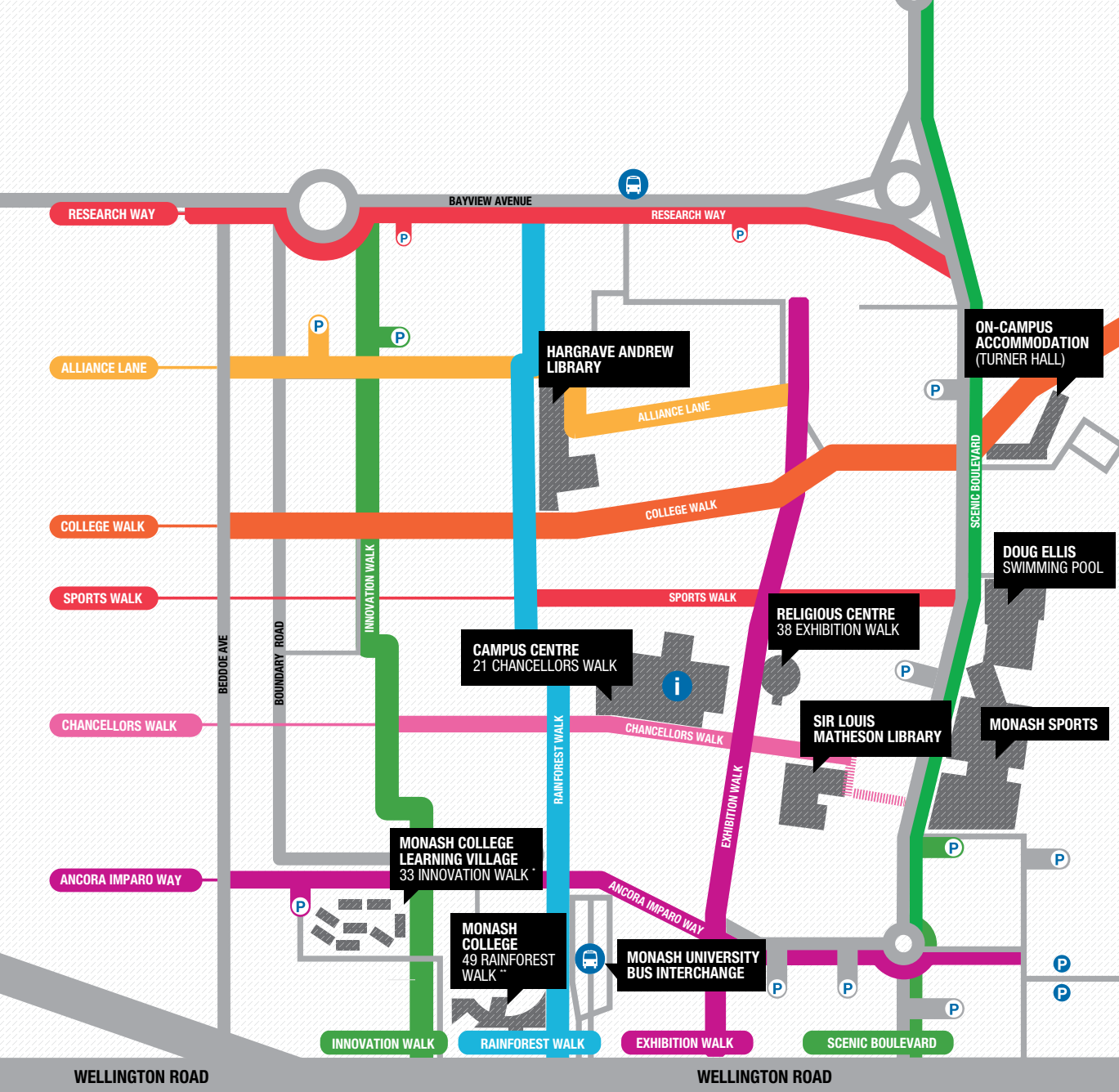
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Your offer letter

DAY ONE		MONDAY 17 JUNE 2019 (COMPULSORY)	
TIME	ACTIVITY	PLACE	
9:00AM – 9:30AM	REGISTRATION Let us know you're here	South 1 Lecture Theatre 43 Rainforest Walk Clayton Campus	
9:30AM – 11:00AM	MEET MONASH Hear from Diplomas Director, Academic Staff and Student Services Team		
11:00AM – 12:00PM	STUDENT ADMINISTRATION HELP DESK We're here to assist you with enrolment related queries.	South 1 Lecture Theatre 43 Rainforest Walk Clayton Campus	
11:30AM – 12:30PM	LUNCH Have lunch while getting to know your new friends	Room J101, Monash College Learning Village, 33 Innovation Walk Clayton Campus	
12:30PM – 1:00PM	CAMPUS TOUR (OPTIONAL)	Meet up in Room J101, Monash College Learning Village, 33 Innovation Walk Clayton Campus	

DAY TWO		TUESDAY 18 JUNE 2019 (COMPULSORY)	
TIME	ACTIVITY	PLACE	
9:15AM – 10:00AM	BREAKFAST WITH DIPLOMAS Come and get your free Breakfast and meet your Diploma teachers and Student Services team	Blue Lawn Monash College Learning Village 33 Innovation Walk Clayton Campus	
10:15AM – 11:15AM	ABOUT YOUR DIPLOMA Learn about your new Diploma, and how to succeed	Room G.23 Monash College 49 Rainforest Walk Clayton Campus	
11:15AM – 12:00PM	PREPARE FOR YOUR MONASH COLLEGE DIPLOMA JOURNEY Learn about what to expect during your time here	South 1 Lecture Theatre 43 Rainforest Walk Clayton Campus	
12:00PM – 12:15PM	MONASH UNIVERSITY FACULTY INFORMATION SESSION		
12:30PM – 2:00PM	THE 'MY INFORMATION' STUDENT FAIR This is a great way to find out about your support services at Monash College as well as services that will help you adjust to life in Melbourne. This is a great opportunity to make new friends and join a social club. Lunch is provided! as well as fairy floss, bubble tea, popcorn, balloons and games etc ... So come and join the fun!	Monash College Learning Village, 33 Innovation Walk Clayton Campus	
2:00PM – 2:45PM	UNDER 18 STUDENTS ONLY If you are under 18 years old, you must attend this session.	Room J101, Monash College Learning Village, 33 Innovation Walk Clayton Campus	
2:00PM – 2:30PM	DOUBLE DEGREE EDUCATION INFO SESSION Find out how adding an education specialization to your arts, business or science diploma can lead to a double degree in education	Room K101, Monash College Learning Village, 33 Innovation walk Clayton Campus	
2:30PM – 4:00PM	STUDENT ADMINISTRATION HELP DESK We're here to assist you with enrolment related queries	Room GG01 Monash College Learning Village, 33 Innovation Walk Clayton Campus	



GETTING TO KNOW MELBOURNE

Public transport

It is important to be vigilant when travelling around Melbourne. Here are some tips to help you when travelling around Melbourne on public transport:

- Purchase the full-fare myki card.*
- Always have credit on your myki card to avoid a fine.
- Always tap-on at the start of your trip and tap-off at the end.
- Trams are free in the Melbourne central business district.

For timetable information visit: ptv.vic.gov.au

*If you are Under 18, you may be eligible for a Children card, valid until you turn 19.

What's on in Melbourne

Melbourne has events happening throughout the year. Explore the city and truly immerse yourself in what the world's most liveable city has to offer!

Here are a few helpful sites to find out what's on in Melbourne: melbourne.vic.gov.au theurbanlist.com/melbourne

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> ▶ RUN MELBOURNE ▶ OPEN HOUSE MELBOURNE 	<ul style="list-style-type: none"> ▶ MELBOURNE INTERNATIONAL FILM FESTIVAL ▶ WHITE NIGHT MELBOURNE ▶ MELBOURNE WRITERS FESTIVAL ▶ MELBOURNE HOME SHOW ▶ NATIONAL 4x4 & OUTDOORS SHOW AND FISHING & BOATING EXPO ▶ MELBOURNE DAY 	<ul style="list-style-type: none"> ▶ MELBOURNE FASHION WEEK ▶ ROYAL MELBOURNE SHOW ▶ MELBOURNE FRINGE FESTIVAL ▶ AFL GRAND FINAL

***MONASH COLLEGE LEARNING VILLAGE** - Careers Adviser Drop In (Room CG07)
 33 INNOVATION WALK
 - Learning Consultant Drop In (Room CG09)
 - Silent study area (Room A101)

** **MONASH COLLEGE** - Student admin queries
 49 RAINFOREST WALK
 - Counselling room
 - Common room to socialise
 - Study spaces
 - Library and Learning Centre (for computers and study resources)

MAKE NEW FRIENDS AND EXPERIENCE MELBOURNE!

DAY TRIPS AND ACTIVITIES



PHILLIP ISLAND

Saturday 29th June



PENINSULA HOT SPRINGS & CAPE SCHANCK

Saturday 27th July



CUCKOO RESTAURANT & DANDENONG RANGES

Saturday 31 August



PENINSULA HOT SPRINGS & LOCAL SIGHTSEEING

Saturday 14 September

We have a variety of trips and activities that focus on sight seeing, outdoor recreation, sporting events and relaxation!

To find out more about activities you can get involved in, visit:

www.monashcollege.edu.au/recreation-program

MAKE THE MOST OF EVERY OPPORTUNITY

ACCESS A RANGE OF SERVICES WHILE YOU STUDY AT MONASH COLLEGE!

Student Engagement Drop-In

Taking place Mondays and Wednesdays 12:15-1:15pm in the Library and Learning Centre. You can get help and advice with various issues such as health, safety, recreation, transportation and personal issues.

Email engagement@monashcollege.edu.au

Learning Consultant Drop-In

If you need study advice or are having any problems in class, you can see a learning consultant. Just check the schedule on their doors and drop in, no need to make an appointment.

Email learning.consultant@monashcollege.edu.au

Careers Adviser Drop-In

If you have questions about planning your course or your career path, we have a career adviser you can talk to.

Email careers@monashcollege.edu.au

ACCESS IMPORTANT INFORMATION

Create your Monash account

Create your Monash account to view Diploma important dates and check your class timetable.

Go to account-registration.monash.edu

Enrol to the student portal

Step 1: Go to bit.ly/monashportal

Step 2: Sign in to Moodle, our online learning system

Step 3: Click **Enrol me**

Step 4: Check Diploma Important Dates by clicking Important Dates under Quick Links

How to check your class timetable

Go to **Allocate+** monash.edu/timetables/login

Timetable will be available to view from 7pm on Friday 21 June 2019.

Please check your timetable for updates during your first 2 weeks of the Diploma course.



Important contacts

We're here to help you get the most out of your studies. Below are the important contact details that you need to know.

MONASH COLLEGE POLICIES	Students must follow all Monash College Policies and Procedures	available at https://www.monashcollege.edu.au/policy
EMERGENCY SERVICES	- For when you need the Fire Brigade, Police or Ambulance	Call 000
STUDENT ENGAGEMENT	- Health and wellbeing, events and activities, adjusting to life in Australia	engagement@monashcollege.edu.au Clayton: Monday and Wednesday 12:15-1:15pm Library and Learning Centre (LLC) 49 Rainforest Walk
STUDENT ADMINISTRATION	- General Enquiries - Enrolment & Re-enrolment - Academic Documents - Discontinuation and Intermission - Academic Progress & Special Considerations - Course Completions and Transitions to Monash University - Attendance - Exams - Lockers (Caulfield)	student.admin@monashcollege.edu.au Clayton: Monday - Friday Student Administration Counter 49 Rainforest Walk Caulfield: Tuesday and Wednesday Room B3.16 Building B Level 3
ACCOMMODATION SUPPORT	- Renting, finding the right place to live, different types of accommodation	accommodation@monashcollege.edu.au
ESOLUTIONS	- Monash Account (username and password) and internet connectivity on campus	servicedesk@monash.edu Call: (03) 9903 2777
STUDENT SAFETY	- For advise and information if you experience any behaviour that makes you feel unsafe on or off campus	student.safety@monashcollege.edu.au call 99052112 or +61438524187
FEES AND SCHOLARSHIP		mcfees@monashcollege.edu.au
GUARDIAN	- Under 18 students	guardians@monashcollege.edu.au 9905 2755
LEARNING CONSULTANTS	- Academic Support - Exam Preparation - Study Skills - Essay Writing - Lab Reports - Oral Presentations - Academic Progress - Academic Warning Letters - Course Progression - Referral to other support services	learning.consultant@monashcollege.edu.au CAL (Centre for Academic Learning) Clayton: Monday - Friday Room CG09, Monash College Learning Village 33 Innovation Walk Caulfield: Tuesday - Thursday Room B3.17 Building B Level 3
CAREERS ADVISER	- Writing Your Resume - Job Search Strategy - Preparing for Your Career	careers@monashcollege.edu.au Clayton: Monday and Wednesday 2 - 4pm Room CG07, Monash College Learning Village 33 Innovation Walk
STUDENT COUNSELLORS	- Free and confidential help for personal, emotional and psychological issues. Support if you are feeling stressed, homesick or overwhelmed with your studies	To make an appointment with a counsellor, please log in via https://counselling.monashcollege.edu.au
HOME DOCTOR	- After Hours Doctor visit to your home	homedoctor.com.au/get-the-app 137425 homedoctor.com.au
ALLIANZ OSHC	- Help with student health cover claims, find a registered doctor, order your card	13 6742, Visit staff on campus Download the app: My OSHC Assistant
MONASH UNIVERSITY ADMISSION	- General Enquiries: scenquiries@monash.edu - Change of Offers: mc.documents@monash.edu (for Diploma students)	

After-hours-support is available to all Monash College students. Whether you have lost your wallet, locked out of your accommodation or not sure how to get home. There is someone available to help. CALL 1800 725 315.

REMEMBER IN AN EMERGENCY ALWAYS CALL 000!