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
- Your offer letter

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<tr>
<th>DAY ONE</th>
<th>MONDAY 14 OCTOBER 2019 (COMPULSORY)</th>
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<tr>
<td>TIME</td>
<td>ACTIVITY</td>
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<tr>
<td>9:00AM</td>
<td>REGISTRATION</td>
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| 9:30AM  | Registration                        | Religious Centre
<p>|         |                                     | 38 Exhibition Walk Clayton Campus                                      |
| 9:30AM  | MEET MONASH                         | Hear from Diplomas Director, Academic Staff and Student Services Team |
| 11:00AM | STUDENT ADMINISTRATION HELP DESK    | Room G101, Monash College Learning Village, 33 Innovation Walk Clayton Campus |
| 11:00AM | LUNCH                               | Have lunch while getting to know your new friends                     |
| 11:30AM | CAMPUS TOUR (OPTIONAL)              | Meet up in Room J101, Monash College Learning Village, 33 Innovation Walk Clayton Campus |
| 12:30PM | DOUBLE DEGREE EDUCATION INFO SESSION (OPTIONAL) | Find out how adding an education specialization to your arts, business or science diploma can lead to a double degree in education |
| 12:30PM |                                     | Room BG03, Monash College Learning Village, 33 Innovation walk Clayton Campus |</p>
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<th>TIME</th>
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| 9:15AM – 10:00AM | **BREAKFAST WITH DIPLOMAS**                            | Blue Lawn  
               Monash College  
               Learning Village  
               33 Innovation Walk  
               Clayton Campus |
| 10:15AM – 12:15PM | **ABOUT YOUR DIPLOMA**                                  | Room G.23  
                       Monash College  
                       49 Rainforest Walk  
                       Clayton Campus |
| 12:30PM – 2:00PM | **THE 'MY INFORMATION' STUDENT FAIR**                   | Monash College  
                       Learning Village,  
                       33 Innovation Walk  
                       Clayton Campus |
| 2:00PM – 2:45PM | **UNDER 18 STUDENTS ONLY**                              | Room J101, Monash College  
                       Learning Village,  
                       33 Innovation Walk  
                       Clayton Campus |
| 2:30PM – 4:00PM | **STUDENT ADMINISTRATION HELP DESK**                    | 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

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<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
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<tr>
<td>HOLEY CHEESE FESTIVAL</td>
<td>NIGHT NOODLE MARKETS</td>
<td>CAMBERWELL SUNDAY MARKETS</td>
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<tr>
<td>MELBOURNE FESTIVAL</td>
<td>ABBOTSFORD CONVENT FARMERS MARKET</td>
<td>BOXING DAY TEST (CRICKET)</td>
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<tr>
<td>CHERRY HILL BLOSSOM FESTIVAL</td>
<td>SUNSET SAFARI AT WERRIBEE OPEN RANGE ZOO</td>
<td>CAROLS BY CANDLELIGHT</td>
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<td>NGV FRIDAY NIGHTS</td>
<td>PARLIAMENT HOUSE TOUR</td>
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<tr>
<td>CHARLIE AND THE CHOCOLATE FACTORY MUSICAL</td>
<td>MELBOURNE INTERNATIONAL DUMPLING FESTIVAL</td>
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</table>
MAKE NEW FRIENDS AND EXPERIENCE MELBOURNE!
DAY TRIPS AND ACTIVITIES

NATIONAL BASKETBALL LEAGUE (NBL) GAME
Saturday 26th October

CUCKOO RESTAURANT & DANDENONG RANGES
Saturday 16th November

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 at Reception, 49 Rainforest Walk. 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 https://lms.monashcollege.edu.au/course/view.php?id=1331
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 8pm on Thursday 17 October 2019. Please check your timetable for updates during your first 2 weeks of the Diploma course.
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!

Important contacts

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
- Reception 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
- 9903 8252

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: Tuesday and Thursday 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

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)

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

CRICOS provider: Monash University 00008C Monash College: 01857J