First Year Checklist

Summer, Winter and Spring School Checklist

If you are commencing your studies during the Summer, Winter or Spring period, then this is the checklist for you. These shorter semesters are often taught in what we call ‘intensive mode’, which means you will cover a lot of new information in a short space of time. Below is a list of suggested steps to help you get off to the right start in your first weeks of study.

1. Learn to use, become familiar with and regularly check your university online systems

   You would have received a UTAS username and password when you accepted your offer. Keep these handy as you will need these to log in to:
   - Your UTAS Webmail - accessible through your free Office 365 account - check your UTAS webmail and personal e-mail accounts regularly and use your UTAS email address to communicate with us as this will enable us. Log in here: [www.utas.edu.au/webmail](http://www.utas.edu.au/webmail)
   - Your eStudent - this is where you will manage all administrative aspects of your study plan including your enrolment, updating your contact details, fees, exam information, and results. eStudent is available from the current students homepage: [www.utas.edu.au/students](http://www.utas.edu.au/students)
   - MyLO (My Learning Online) - log on to MyLO ([www.utas.edu.au/mylo](http://www.utas.edu.au/mylo)) using your username and password to access learning materials for each of your units. Familiarise yourself with what is available and check out the Getting Started in MyLO unit to practise using the tools and features before semester starts. Please note that your units may not show in your MyLO until the beginning of the semester.
   - Your UTAS Office 365 account to access your UTAS webmail, free Microsoft Office tools (such as Excel, Word and Powerpoint) and your own personal cloud storage system (One Drive). This is a safe and secure place to save your assignments as you work on them: [www.utas.edu.au/office-365/resources](http://www.utas.edu.au/office-365/resources)

2. Preparing to start—do this before Week 1

   - Familiarise yourself with the info, tools and resources on the Student Resources page [www.utas.edu.au/students/resources](http://www.utas.edu.au/students/resources)
   - Not confident about your computer skills? To self-test and seek advice access Computer Skills for Uni under “Starting at Uni” at [www.utas.edu.au/students/resources](http://www.utas.edu.au/students/resources)
   - Lost your UTAS username or password or want to personalise your password? Go to [www.utas.edu.au/service-desk](http://www.utas.edu.au/service-desk)

   - If you are a domestic student you will need to fill in an eCAF (you will require your tax file number or TFN) for the course(s) you are studying in before you can enrol in units in eStudent. You do this under the “Study Plan” tab in eStudent. If you don’t have a TFN go to the ATO website: [www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN](http://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN)

   - If you have not yet enrolled in your units for this semester, visit the online Course and Unit handbook to familiarise yourself with the structure of your course before enrolling [www.utas.edu.au/courses](http://www.utas.edu.au/courses). Then complete your enrolment in the “Study Plan” tab in your eStudent. Look under ‘Help’ to access the Help sheets. You will not have access to any online learning materials until you have enrolled in your units. If you require enrolment advice, contact your Faculty as soon as possible. Go to [www.utas.edu.au/enrolments/enrolment-advice](http://www.utas.edu.au/enrolments/enrolment-advice) for contact details.
Summer, Winter and Spring semesters will have a number of different study periods, and therefore different start dates, so it is important that you check both the Course and Unit Handbook and your enrolment to see the specific study period you are enrolled in, and then the Study Period Dates: [www.utas.edu.au/key-dates](http://www.utas.edu.au/key-dates)

If you are studying on campus, look up your class timetable - select ‘lectures only’ for the first print, and then select ‘all classes’ and print out the full timetable for each unit separately. The ‘all classes’ view will show the various workshop/tutorial and practical classes, as well as lectures, that you will be expected to attend each week. Please note: some units do not have lectures.

Make contact early with any services that will help to make your start at UTAS run more smoothly (Counselling, Careers, Disability Services, Student Advisers). Go to [www.utas.edu.au/students/shw](http://www.utas.edu.au/students/shw).

Get your Student ID card by providing photo ID (e.g. passport or driver’s license) and any document which has your UTAS applicant/Student ID number on it (e.g. your Letter of Offer or CoE). For info on how to get your ID card go to [www.utas.edu.au/enrolments/student-identity-card](http://www.utas.edu.au/enrolments/student-identity-card).


Studying by distance or have an online unit? Log into MyLO to get started with your units and also check out the MyLO ‘how to’ resources at [www.utas.edu.au/mylo/student-support](http://www.utas.edu.au/mylo/student-support).

Join the conversation on the UTAS Life Facebook page [www.facebook.com/UTASLife](http://www.facebook.com/UTASLife). This site contains information about events, services and opportunities that can help you have fun and make the most of your university experience.

### 3. Semester has begun!

As we said at the beginning, the Summer, Winter and Spring semesters are shorter than the main semesters, meaning that you will be covering a lot of new information, completing assessments and if you are new to the University, getting the hang of being a University student in a really short space of time. Being organised and managing your time well will be the key to your success.

Attend all classes, if studying on campus - this will be important to ensure that you are able to keep up with the unit content. Being present in each class means that you are able to keep up with the new information and ask questions when you need to. Falling behind and then needing to learn new content while catching up on old content is difficult so try to avoid having to do this.

Similarly, if you are studying an online unit, putting in place a schedule or routine to follow along with the unit content and discussion board posts in MyLO will help keep you on track.

Make sure your units are showing in MyLO (usually available from 9am on the day your unit commences) – if not, check that you are correctly enrolled. If yes, then contact the Unit Coordinator.

Carefully read through your unit outlines, either handed out in the first class or available on MyLO and/or from the relevant Schools’ website.

Draw up a weekly schedule which includes your classes, study outside of class and other regular commitments you have. If studying online, allocate set times to work through your weekly learning modules. Weekly planners are available here: [www.utas.edu.au/students/resources](http://www.utas.edu.au/students/resources).

Write out all of your assessment due dates and uni key dates on a wall planner, or semester planner.

Keep your study notes organised, so that you can refer back to them quickly and easily, and follow up any aspect of the unit content. This might be through researching the topic, or speaking with your tutor or Unit Coordinator.