



UNIVERSITY of
TASMANIA

First Year Checklist

Pre semester Checklist



Use this checklist to prepare for your semester

1. Getting ready for uni sessions

Students

- Attend an Enrolment Help and Ask Us Session for assistance enrolling and info on the administrative stuff you need to know to get started. For full details and to register go to: www.utas.edu.au/students/starting-uni/first-steps/enrol
- Take part in UniStart - either the 4 day on-campus program or the online version while you are studying. It will better prepare you academically for your university studies. Registration and full details are available at www.utas.edu.au/unistart

International Students

- Work your way through the online activities in Unistart International to better prepare you academically for your studies with us, before semester starts. Go to: www.utas.edu.au/unistart/international

All Students

- Attend a Steps to Success session for a short hands on introduction to managing your UTAS studies and navigating MyLO. For further info and to register go to: www.utas.edu.au/students/s2s
- Attend or access Orientation. For the full program and to access online information go to www.utas.edu.au/students/starting-uni/first-steps/orientation We recommend you attend if you are studying face to face, or if you are studying by distance but live near a UTAS campus in Tasmania.

2. Getting online

- Log in to your UTAS webmail account using the username and password given when you accepted your offer. www.utas.edu.au/webmail
- Check your webmail and personal email account regularly and use your UTAS email address to communicate with the Uni and its staff. If you have lost your password or want to personalise your password go to: www.utas.edu.au/mypassword
- Familiarise yourself with your UTAS Office 365 email and the personal cloud storage system. This is a safe and secure place to save your assignments as you work on them: www.utas.edu.au/office-365/resources
- Log on to MyLO (www.utas.edu.au/mylo) using your username and password. Familiarise yourself with what is available and also check out the MyLO 'how to' resources at www.utas.edu.au/mylo/student-support Your units may not show in your MyLO yet. They will be there by Week 1 of semester.
- Familiarise yourself with the info, step by step guides and resources on the Starting Uni webpages www.utas.edu.au/students/starting-uni/ and for those studying by distance go to: www.utas.edu.au/students/distance
- Not confident about your computer skills? To self-test and seek advice see Computer Skills for Uni under "Starting at UTAS" at www.utas.edu.au/students/resources

3. Enrolment in units

- Visit the Course and Unit Handbook to familiarise yourself with the details of your course before enrolling in your units: www.utas.edu.au/courses
- Can't make it to an Enrolment Help and Ask Us session? Contact your College for enrolment advice. Go to www.utas.edu.au/enrolments/enrolment-advice for contact details.
- Log in to your eStudent from the Students homepage (www.utas.edu.au/students) using your username and password to:
- add or update your contact details – you must provide the address you live at while studying and an Australian phone number if you are studying at an Australian campus.
- fill in an eCAF if you are a domestic student (this will require your tax file number or TFN) and you must do this before eStudent will let you enrol in units. You do this under the “Study Plan” tab in eStudent. If you don't have a TFN go to ATO website: www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN
- complete your enrolment in the “Study Plan” tab in your eStudent. Look under Help to access the Help sheets.

4. Preparing to start—do this before Week 1

- 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
- Look up your class timetable (if studying on campus) through your eStudent either by using your Student ID number (if already enrolled a few days prior) or by using the individual unit codes. Choose the correct campus and select ‘lectures only’ for the first print, and then select ‘all classes’ and print out the full timetable for each unit separately. This will show all the various workshop/tutorial and practical options. You will be able to register for your preferred option at the beginning of semester. NB Some units do not have lectures. Medicine, Nursing and the Con have other timetable arrangements—refer to the information provided at the top of the timetable site.
- Get your Student ID card by providing photo ID (e.g. passport or drivers license) and any document with your UTAS applicant/Student ID number on it (e.g., your Letter of Offer or CoE). For info on getting your ID card go to: www.utas.edu.au/enrolments/student-identity-card
- Your ID card is also your MyPrint card. Set up and add funds to your MyPrint account to print at any location with enhanced security, quality and reliability: utas.edu.au/myprint/students

- Studying by distance or have an online unit? Check out the Tips To Manage Your Online Studies advice sheet available under at: www.utas.edu.au/students/resources
- Look up the required (prescribed) texts for your units listed directly on the Co-Op Bookshop website www.coop.com.au/textbook/search You can also check notice boards on campus for second-hand copies when uni starts.
- Join the conversation on the UTASLife Facebook page 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. If studying online, join the ‘Distance group’ to connect with other distance students.

For more information

Visit Ask Us for answers to all of your questions

askus.utas.edu.au

If you have any further questions, please be sure to touch base with your Student Adviser at:

www.utas.edu.au/students/learning/advisers

