Start of Semester Checklist

Below is a suggested checklist to help you get off to the right start in your first weeks of semester.

1. Attend your first classes, if studying on campus – here you will find out how the unit will operate for the semester and meet your teaching staff.

2. Carefully read your unit outlines, either handed out in the first class or available on www.utas.edu.au/mylo and/or from the relevant schools’ website.

3. Make sure your units are showing in MyLO (available from 9am on the Monday of Week 1) – if not, check that you are correctly enrolled. If yes, then contact the Unit Co-ordinator. You can find your Unit Coordinator’s name and contact details from UConnect: www.utas.edu.au/students/admin/u-connect. If you aren’t correctly enrolled, UConnect can help you with that as well.

4. Sign up for your tutorials/workshops/practicals (usually via MyLO) if studying on campus, or online discussion groups/virtual classrooms, if studying online.

5. If you’re studying on campus, find out if your first year units have free PASS sessions and start attending: www.utas.edu.au/students/learning/pass.

6. Familiarise yourself with your teaching and support staff– know their names, availability and contact details.

7. Draw up a weekly schedule of your classes, self-study and any other regular commitments you have. If studying online, allocate set times to work through your weekly learning modules. Weekly planners are available at: www.utas.edu.au/students/resources.

8. Write out all of your assessment due dates and uni key dates on your semester/wall planner. Semester Assessment Planner are available here: www.utas.edu.au/students/resources.

9. International Students who have missed their compulsory international orientation, please check your e-mail accounts for advice.

10. If you need to change your enrolment after Week 2 of semester you should consult your Course Information Officer, especially if adding or changing units (and so starting them late).

11. 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.

12. There are eight libraries providing print and electronic resources, student computers and printers, free wifi, lots of great spaces to study, staff to assist you and more. www.utas.edu.au/library. The Morris Miller, Launceston Campus and Cradle Coast Campus libraries offer 24/7 swipe card access for students: www.utas.edu.au/library/libraries/24-hour-access.

13. Check TV screens around campus, the TUU website (www.tuu.com.au), your personal and UTAS emails, and the UTASLife Facebook page (www.facebook.com/UTASLife) for start of semester social events and get amongst it! It’s a great way to connect and make friends. Sign up for any TUU Clubs and Societies of interest to you.

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> utas.edu.au/students