



UNIVERSITY of
TASMANIA

First Year Checklist

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.
- Visit Ask Us for answers to all of your questions
askus.utas.edu.au