Late Enrolment Checklist

If you missed orientation and your first week of classes, below is a list of suggested steps to take to help you catch up and get back on track in your first weeks of uni.

1. Access and regularly check University systems
   You will need your UTAS username and password to log in to:
   - Your UTAS Webmail account – check your UTAS webmail account daily, as this is our primary way of contacting you. Use your UTAS email address to communicate with us as this will enable us to identify you and quickly assist you with your enquiry. Log into: [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. If you have recently enrolled, your units may not show in MyLO yet. It can take up to 48 hours for your units to appear.

2. Finalise Enrolment
   - If you have not yet enrolled in your units for this semester, complete your enrolment in the “Study Plan” tab in your eStudent. Look under Help to access the Help sheets. Until you have enrolled in units you will not have access to any learning materials. If you require enrolment advice, contact your Course Information Officer as soon as possible. For contact details go to: [www.utas.edu.au/enrolments/enrolment-advice](http://www.utas.edu.au/enrolments/enrolment-advice)
   - If you are enrolling after Week 2 of semester, you will need to seek the advice of your Course Information Officer, as the ability to self-enrol into units in eStudent closes at the end of Week 2 and will require Unit Coordinator approval.

3. Register for and attend classes
   - 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. This will show all the various workshop/tutorial and practical options. You will need to register for your preferred option as soon as possible as some workshops, tutorials and practicals will have already started: [student-timetable.utas.edu.au](http://student-timetable.utas.edu.au) Please note: some units do not have lectures.
   - As soon as you can access your units in MyLO (up to 48 hours after you’ve enrolled in your units) you should check each of your unit outlines for class requirements, and MyLO for any instructions on how to sign up for tutorials, workshops or practicals.
   - Sign up for tutorials, workshops or practicals. Check with your Unit Coordinator if you are unsure how to do this or have questions about this.

Attend your first classes without delay, if studying on campus, as classes have already started.

4. Catch up on missed unit content
   - Carefully read your unit outlines, available on MyLO. Your unit outline will provide you with all of the information you will need regarding each unit, including what the unit will cover, who your teaching staff are,
when your assessments are due, as well as anything specific to that unit that you need to know.

☐ Catch up on the unit content that you have missed by logging onto MyLO for each of your units, and:
  – print out the lecture slides,
  – watch any lecture recordings,
  – read the required pages of the textbook,
  – do the tutorial and workshop questions,
  – and check for upcoming assessment items

☐ Familiarise yourself with each of your Unit Coordinators’ consultation times and contact details, located in your unit outline. Then make a time to meet with them to discuss what you might have missed so far, including any early assessment items.

5. Get orientated to the University

☐ Access the online Orientation modules
  www.utas.edu.au/students/starting-uni/first-steps
International Students who missed Orientation must ensure they contact their International Student Adviser for information:
  www.utas.edu.au/students/international-students

☐ Read through the Start of Semester Checklist available under “Starting at UTAS” here:
  www.utas.edu.au/students/resources

☐ 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 how to get your ID card go to: www.utas.edu.au/enrolments/student-identity-card

☐ Make a time to meet with a Student Adviser if you are having difficulties getting started, or have issues that are likely to affect your studies:
  www.utas.edu.au/students/learning/advisers

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