



New Student Checklist

The first month of university can be a particularly challenging period to navigate, so we have created the New Students Checklist to help guide you through.

WEEK 1

- Read your Subject Outlines in **LearnJCU** - they contain vital info about how to succeed in your subject, staff contacts, consultation hours, academic expectations and assessment information.
- Get organised early and create weekly and semester study plans - don't forget to allocate a minimum of 10 hours/week/subject of study time. Download planners from **The Learning Centre** under 'Getting Started'. You will also discover online resources, free short courses and workshops to help develop your writing and referencing skills, learning techniques, time management and more.
- Check your personalised subject timetable in **eStudent**. If you are still wait listed for any classes, please email **enquiries@jcu.edu.au**.
- Make sure you keep track of **important dates** by downloading the JCU Calendars.
- Know where your classes are located if you are studying on campus – see **campus maps**.
- Stay up-to-date with **events** on campus.
- Load credit onto your **CopyPrint** account for printing and photocopying.
- Seek academic advice about starting uni and common challenges from your **First Year Experience Coordinator** and your **College Student Support Officer**.
- Check your **student emails** regularly – this is your official communication channel with JCU, your lecturers and tutors.

WEEK 2

- Bookmark the **JCU Current Students** page. This is your one-stop for all your portal log-ins, events, workshops, self-access resources, student support services and much more.
- Supersize your study success with **Peer Assisted Study Sessions (PASS)** - they start this week.
- Check due dates for your first assignments at university. Don't forget to visit The Learning Centre for online **researching and writing guides** to help improve your skills and get the results you want.
- Explore the **Library**. Use the JCU **InfoSkills Toolkit** online to help you research and reference your first assignment.
- Email your Student Mentor with any questions or concerns you may have. Visit the **Student Mentor Program** website if you are a new undergraduate student and you don't have a mentor and would like to connect with a peer leader.
- Check out JCU Student Association **Clubs and Societies** on the Townsville and Cairns campuses and get involved.

WEEK 3

- Student Success Week – don't miss out on a host of free events, workshops and activities to support transition into university life. Take a quick two-minute **Student Success Checklist** online this week, which are designed to quickly identify any critical information you may have missed.
- Consider ways you can support your personal **wellbeing** while studying as it is key for success. Think about ways you can balance commitments to fit relaxation, recreation and exercise into your study plans.
- Reminder that the **Payment Due Date** for fees is coming up. If you are not deferring payment of your fees through a HELP loan, log onto **eStudent** to pay your fees before the deadline.
- Ask for help – if you have any queries access **Ask Us** on the JCU website to find out answers to commonly asked questions 24/7.

WEEK 4

- Reminder that the **Census Date** is coming up next week. If you are unsure whether you'll continue with your studies or want to drop a subject/s, you will need to **withdraw** by the Census Date to avoid incurring any fees. Note: withdrawal from a subject/s may affect government benefits, visa conditions, or academic progress in your course due to pre-requisites, so always seek advice first.
- Remember to complete the **JCU Respect** and **Coursework Academic Integrity Education** modules by census date.
- Reminder that it is normal to start feeling the pressure around your first round of assessments, so don't forget the **range of free support services** available to help you. Make an appointment and have a chat with our friendly staff to get some useful tips and strategies.
- JCU Student Association provides free **Student Advocacy and Welfare services** for all JCU students (not only members), including off-campus students. They can help with academic support issues including exams and assessment appeals, interpreting University policies and procedures, and academic misconduct.
- Check out the **Ask Us** webpage to get answers to questions 24/7. Download a copy of the **Student Support Services Directory** to have free service information at your fingertips.