

## T3 22 Orientation Checklist

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Please read through this checklist and note in your calendar to return at each check point to ensure that you have completed each of the checklist items.

In this way you are best prepared to settle into the university as quickly as possible and this provides you with a good foundation and the best opportunity to succeed with your studies.

If you are unable to tick (✓) off any of these items as you are struggling with this information, please don't hesitate to contact Student Services or the Senior Learning Advisor on your campus.

### Pre-Orientation

- I have checked all conditions on my CoE ( and paid special attention to policy on refunds, withdrawals, and releases)
- I have sent the required documentation to the Admissions Team at [educoapps@scu.edu.au](mailto:educoapps@scu.edu.au), to meet the outstanding conditions on my CoE.
- I have paid the remaining balance stated in my CoE comment section and sent the payment proof to the Admissions Team at [educoapps@scu.edu.au](mailto:educoapps@scu.edu.au).
- I have read the [Outstanding Fees FAQ's](#) and understood the options I may have if I have financial hardship and the consequences I may face if I fail to pay by COB of the Census Date.
- I have signed up for 'SCUnited' at <https://scu1.ning.com/SCUnited> and met some other students (online).
- I have worked through the [Pre-Arrival](#) webpage.
- I understand that once enrolled I may not defer for the first two terms nor apply for Leave of Absence for a first period/term of study.

### Orientation Session

- Get off to a great start at SCU by taking part in Orientation activities.
- I have received and downloaded a copy of my Study Plan.
- I have attended all Orientation information sessions.
- I understand that the University has completed enrolment on my behalf for my first year (PG students) or 3 terms ( UG students) . I have checked that my enrolment is correct as per my Studyplan.
- I understand that I must remain enrolled in the units I have been enrolled in for my first two terms. The units selected and the number of units enrolled in may not be changed for these two terms.
- I have attended an academic skills workshop.
- I have applied for my USI. (Onshore students)
- I have worked through the Getting Started on the SCU website.
- I know about the Library Toolbox.
- I have a copy of the Academic Calendar showing critical dates.
- I have my SCU internet username, password, and email address.
- I have checked my student email account for messages
- I have liked the SCU Syd/Melb/Perth Facebook and Instagram pages
- While you would have attended and provided a local orientation session at your campus location (Sydney/Melbourne/Perth) it is important that you also visit the SCU online Orientation site to ensure

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that you fully understand all the services and information for all SCU students. Please have a read of the information on the SCU website at <https://www.scu.edu.au/orientation/international-student-orientation/> Also Log in to FYI on the site ( as student or guest) , [Visit the Orientation site.](#) and the [Getting Started](#) page on the website for more detailed information.

Please be aware that localised programmes and/or events may only be available to students on those sites.

### First Week

Find your feet at SCU. If you haven't already done so in Orientation, work your way through the actions above, then try to check off the following actions by the end of Week 1, or make time to do them in Week 2!

- I have attended my first tutorials online and/or face to face
- I have accessed My SCU and downloaded the Unit Outlines from Blackboard in MySCU for my Units of Study.
- I have checked the unit contact page on Blackboard and noted my tutor and lecturer's name and contact details.
- I have accessed and completed the Academic Integrity module on my unit page.
- I have completed all the requirements for my fees and charges.
- I have requested a UniMentor to assist me settle in.

### Second Week

Make the most of your first term and ensure that you complete the following actions by the end of Week 2.

- I have accessed the SCU Library page and tried searching for a book and one article
- I know how to use the online library and how to order a book from the main library.
- I have the relevant course materials I need (course readings, equipment etc).
- I know how to find Academic Skills help on the web and on campus
- I have worked out a personal timetable incorporating time for my study, employment, community and family commitments, and my recreation and social time.
- I am aware of the Study Buddi learning zone <https://www.scu.edu.au/learning-zone/study-buddi/>.

### First Term

By now you should be feeling more at home at SCU. If you can check off the following by the end of the Term you will be helping yourself succeed in your first year.

- I have sought feedback on assessment items to identify where I can improve.
- I have met all my tutors and the campus Senior Learning Advisor(online and by email).
- I have worked in study groups with other students (online)