

YOUR FIRST SEMESTER CHECKLIST

WEEKS 2 - 4 // 2018

STAYING ON TRACK WITH YOUR UNITS

Now is the time to focus on what we call the 'Three P's for Success' in your first semester; **Prioritisation** of compulsory admin tasks, **Preparing** for your upcoming assessments, and being **Proactive** in seeking advice and support if needed.

PRIORITISE COMPULSORY TASKS TO ASSIST YOUR LEARNING

- Log into Blackboard frequently to engage with your unit resources and discussion boards.
- Complete the SUCCESS/SELL test if it is required in your core communications unit
- Complete the [Academic Integrity Program](#).
- Check you have no outstanding fees or sanctions by checking your [Official Communication Channel](#).

PREPARE FOR YOUR ASSESSMENTS

- Plan your assessment due dates and make note of the [exam period](#). Identify any barriers to submitting your assessments on time.
- Check that you understand what you are required to do for each assessment. Seek advice sooner rather than later.
- Get support now if you need help with your [time management](#) or [study skills](#).
- Avoid procrastination by just getting started. Read 3 references then start writing.

STUDIOSITY provides a free 'Writing Feedback' service and a one-on-one 'Connect Live' service. Access is through Blackboard for each first year unit.

PROACTIVE LEARNING TIPS

- Connect with your learning community. Blackboard [discussion boards](#) are a good starting point.
- Stay in contact with your [Mentor](#). They can help you settle into your first semester.
- Make time to look at assessment feedback against the rubric you were given.
- Explore where you can get [support](#) if needed
 - [Counselling & Disability Services](#)
 - [Careers, Employment and Leadership Centre](#)

Hear tips and tricks for studying online by watching this [video](#) from Curtin online students.

Online students are welcome to visit [Robertson Library](#) or if you **cannot** come to Bentley campus you might be able to [borrow](#) from other libraries.

Remember - The study week breaks are always a good chance to reflect on your progress, to catch up on any outstanding tasks and to seek help in preparation for your next assignment.