

# START OF TERM STUDENT CHECKLIST



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WHEN	WHAT & HOW	COMPLETED
4 weeks before term	Check the Draft Timetable or Official Class Timetable. Visit <a href="http://my.cqu.edu.au">http://my.cqu.edu.au</a> > My Units > All Class Timetables.	<input type="checkbox"/>
3 weeks before term	Plan your enrolment and check your course structure in the CQUni Handbook before term. Visit <a href="http://handbook.cqu.edu.au">http://handbook.cqu.edu.au</a> .	<input type="checkbox"/>
2 weeks before term	Enrol in your units in MyCentre. Visit <a href="http://mycentre.cqu.edu.au">http://mycentre.cqu.edu.au</a> > My Study > Manage Your Course. MyCentre Plan and Enrol Instruction Sheet	<input type="checkbox"/>
2 weeks before term	Purchase your textbooks from the CQUni Bookshop. Visit <a href="http://bookshop.cqu.edu.au">http://bookshop.cqu.edu.au</a> and use your unit code to locate prescribed and recommended textbooks.	<input type="checkbox"/>
2 weeks before term	Register for your classes in My Timetable. (on- campus classes or residential schools only). Visit <a href="http://my.cqu.edu.au">http://my.cqu.edu.au</a> and select the My Timetable option.	<input type="checkbox"/>
2 weeks before term	Check your Unit Profiles and print your Study Schedule. Visit <a href="http://my.cqu.edu.au">http://my.cqu.edu.au</a> > My Units > Download Unit Profile.	<input type="checkbox"/>
1 week before term	Log in to your Moodle site. Complete Orientaton Online. Visit <a href="http://my.cqu.edu.au">http://my.cqu.edu.au</a> > My Units > Online Moodle Unit.	<input type="checkbox"/>
1 week before term	Complete Foundations of Academic Integrity (FAI) Training in Moodle. <b>IMPORTANT:</b> If it's your first term or the anniversary of your first term, you will be required to complete the mandatory FAI training in order to gain access to your unit sites in Moodle. Visit <a href="http://moodle.cqu.edu.au">http://moodle.cqu.edu.au</a> .	<input type="checkbox"/>
1 week before term	Organise your Student ID Card. Student ID Card Explained Instruction Sheet.	<input type="checkbox"/>
1 week before term	Make sure your HELP forms are completed (if eligible). Visit <a href="http://my.cqu.edu.au">http://my.cqu.edu.au</a> > Student Services> Financial Assistance.	<input type="checkbox"/>
1 week before term	Ensure you have access to your student email. This is the University's official method of communicating with you and must be checked regularly during the term. Visit <a href="http://my.cqu.edu.au">http://my.cqu.edu.au</a> > My Mail.	<input type="checkbox"/>
1 week before term	Mark important dates such as Census date, the due dates for your assessment and the examination period in your calendar. Visit <a href="http://handbook.cqu.edu.au">http://handbook.cqu.edu.au</a> > Key Dates for University-wide dates. Use your Study Schedule for assessment due dates.	<input type="checkbox"/>
Start of term	Get started! Remember to seek help if you need it. Visit <a href="http://my.cqu.edu.au">http://my.cqu.edu.au</a> > Student Portal > Services and Support for a list of student support services.	<input type="checkbox"/>

