

## GETTING STARTED CHECKLIST

- ☐ Set up BHI student email – forward to my regular email address
- ☐ Get parking permit from the Facilities Office in E& download parking app (if needed)
- ☐ Set up my class timetable in a calendar
- ☐ Set up when my assessments are due in the same calendar
- ☐ Browse my assessments & resources
- ☐ Check if you have the required text books, uniform, course materials
- ☐ Make sure I know how to get to campus ie public transport options or car parking availability
- ☐ If eligible, get a public transport concession card  
<https://www.ptv.vic.gov.au/tickets/myki/concessions-and-free-travel/children-and-students/tertiary-students/>
- ☐ Investigate the library and make sure I know about printing and photocopying
- ☐ Download any useful study apps
- ☐ Put the number for campus Security into your phone 9286 9286

### Student Life

- ☐ Put the Student Life phone number into your phone 9286 9891
- ☐ Find out the location of your nearest Student Wellbeing Officer
- ☐ If you have a disability, register with the Disability Liaison Service

### Good Study Habits

- ☐ Identify some classmates I can discuss coursework with
- ☐ Set up a study space
- ☐ Commit to a regular routine that matches my lifestyle and peak periods of productivity (eg morning or night person)
- ☐ Know how to contact my teachers and course coordinator
- ☐ Communicate (as necessary) with my teachers regarding any coursework related concerns – don't be afraid to reach out for help
- ☐ When I have spare time on campus, study in the library
- ☐ Make a commitment to attend all my classes – this is a recipe for success
- ☐ Get started early on assessments