GETTING STARTED CHECKLIST

If you are a newly enrolled student, the following checklist may be helpful to you in setting yourself up for study success. If you need any assistance with any of the following – Student Life are here to help.

1) Travel and Transport

❑ Think about how you plan to travel to and from campus. Explore public transport options or car parking availability.

❑ If you will be driving to campus, obtain a parking permit from the Facilities Office & download the PayStay parking app

❑ If eligible, obtain a Transport Victoria Tertiary Student ID which enables you to travel on a Concession Myki:
https://transport.vic.gov.au/tickets-and-myki/myki/myki-types/students

(Unsure? Talk to a Student Wellbeing Officer!)

2) Get your tech sorted!

❑ Ensure you have set up the free Student WIFI on your devices

❑ Set up Microsoft Teams and familiarise yourself with the use of this program

❑ Ensure that your BHI Student Email is set up, and establish a habit of regularly checking this. If you feel you may forget – you might want to instead forward this to your regular email address.

❑ Set up Office 365

For assistance with any of the above, you can access Student IT Support

For further information or to book an appointment, please contact Student Life on 9286 9891 or email studentlife@boxhill.edu.au

3) Next steps

❑ Set up a designated study space at home or consider an alternative location (such as your campus or public library) if your home environment is not conducive to study.

❑ Investigate the library at your campus and make sure you are familiar with borrowing, printing and photocopying processes

❑ Check if you have the required textbooks, uniform and course materials

❑ Make sure you know how to contact your teachers and Course Coordinator

❑ Set up your class timetable in a calendar

❑ Enter the due dates for assessments in the same calendar

❑ Use a weekly planner and allocate blocks of time (outside of class hours) for study and assignments

❑ Download any useful study apps

4) Student Life & Security

❑ Put the **Student Life** contact details in your phone!
You can call Student Life reception on 9286 9891
Alternatively, you can send an SMS to 0429680 448, or
Email studentlife@boxhill.edu.au

❑ Find out the location of your nearest Student Wellbeing Officer at your campus

❑ If you identify as a student with a disability or medical condition, you may wish to register with the Accessibility Liaison Service.
More information about this service can be found on Student Web here.

❑ Put the number for campus Security into your phone: 9286 9286

Further information about Student Life can be found on Student Web

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