

YOUR CHECKLIST



BEFORE MY FIRST DAY

- I have enrolled and received my confirmation of enrolment letter and registration pack (if not, call the contact centre on 13 72 48)
- I have checked my [course orientation schedule](#) and know the campus, date, and time of my orientation session.
- I have copy of my [campus map](#) and know which room my orientation session is in
- I have created my [Unique Student Identifier](#) (USI) and registered it with TAFE Queensland Brisbane
- I have checked transport and parking details for my campus
- I know where to find my [class timetable](#) and have checked my registration pack for my class grouping.

MY FIRST DAY

- I have a copy of my course orientation schedule, campus map, and know which room it's in.
- I have a pen and paper.
- I know where to find my class timetable and to check my registration pack for my timetable grouping.
- I know how to organise my student ID and have a copy of my confirmation of enrolment.

- I understand how to register my Tertiary Transport Concession card if eligible.
- I will visit Base Camp if I need assistance or directions to my classroom.
- I know where to get great coffee and food on campus if I need it.

MY FIRST WEEK

- I have successfully enrolled in all my classes for the semester.
- I have my student log in and password.
- I know how to access student self-service to update all my details.
- I have done a library tour and/or know how to use the library for lending and research.
- My teacher has told me if I need a uniform, relevant textbooks, or course materials and where to buy them.
- I know how to access student services and counselling if I need it.
- I have met all my teachers and know how to access learning support if required.
- I have lodged my VET Student Loan application (if applicable).
- I have completed my bksb assessment (if required).