

Checklist

The first month of university can be a particularly challenging period to navigate, so we have created the New Students Checklists to help guide you through.

Before Orientation Week

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| <input type="checkbox"/> | Read up on more about Singapore prior departing to Singapore. |
| <input type="checkbox"/> | Sign Letter of Offer, Student Contract, Advisory Note, and other required Admissions Forms. Make a note of the payment due dates and the various payment methods. |
| <input type="checkbox"/> | Ensure that all Offer Condition are met prior to course commencement (if applicable). |
| <input type="checkbox"/> | Attend the Reporting session with the Marketing and Admissions Office. |
| <input type="checkbox"/> | Attend the Verification of Document (Individual) session. |
| <input type="checkbox"/> | Complete the Student Satisfaction Survey . |
| <input type="checkbox"/> | Collect your JCUS Student ID Card. |
| <input type="checkbox"/> | Ensure you are Digital Ready for online and blended learning. |
| <input type="checkbox"/> | Complete your Student Pass Formalities (if applicable) |
| <input type="checkbox"/> | Set up your password on JCU GetStarted with your 8 digit Student ID. You can find your Student ID on the top right-hand corner of your Letter of Offer. Contact the Admissions Office for more enquiries. |
| <input type="checkbox"/> | Log into your JCU Student Email account and check messages regularly. This is your official communication channel with any staff from JCU. |
| <input type="checkbox"/> | Download the JCU Calendars to view important dates. Print them off or note the dates in your diary. |



During Orientation Week

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| <input type="checkbox"/> | Attend the Course Welcome, DigiLearn Workshops, and JCU 101 during the Orientation Program. |
| <input type="checkbox"/> | Set up your password on JCU GetStarted with your 8 digit Student ID if you yet to do so. You can find your Student ID on the top right-hand corner of your Letter of Offer. Contact the Admissions Office for more enquiries. |
| <input type="checkbox"/> | Log on to LearnJCU to find out information from your lecturers about subjects, including textbook lists, assessment topics, deadlines, and grading information. |
| <input type="checkbox"/> | Learn more about LearnJCU through the LearnJCU Help Guides . |
| <input type="checkbox"/> | Find out about Student IT Essentials at JCU. Learn about JCU free software (Office 365), computers, printers, email, and wireless networks (eduroam). |
| <input type="checkbox"/> | Log on to eStudent for information related your enrolment and results. |
| <input type="checkbox"/> | Log on to StudentFirst for information related to your class schedules and attendance. |
| <input type="checkbox"/> | Make payments of first instalment course fees and International Student Registration fees (applicable for International Students). Refer to first trimester payment advice in the Student Contract. If you require an extension, submit the Request for Student Finance . |
| <input type="checkbox"/> | Register for AccessAbility Services if you have a disability, health condition or injury that might impact your studies. |
| <input type="checkbox"/> | Familiarise yourself with the different type of services at JCU – AccessAbility Services, Accommodation, Careers Services, Counselling, Student Affairs, JCU Student Council, Learning Advisors, Library, and Information and Communications Technology (ICT) team. |
| <input type="checkbox"/> | Explore the various options for transportation to and from JCU Singapore, including transport concessions to save money if you use public transport. |
| <input type="checkbox"/> | Become part of our virtual communities through Facebook , Twitter , Instagram , LinkedIn , YouTube , and more. |



Academic Week 1

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| <input type="checkbox"/> | Read your Subject Outlines in LearnJCU . They contain vital info about how to succeed in your subject, lecturer/tutor contacts, consultation hours, academic expectations, and assessment information. |
| <input type="checkbox"/> | Check your personalised subject timetable in eStudent . |
| <input type="checkbox"/> | Make sure you keep track of important dates by downloading the JCU Calendars . |
| <input type="checkbox"/> | Visit the Learning Centre to discover online resources, free short courses and workshops to help develop your writing and referencing skills, learning techniques, time management, and more. |
| <input type="checkbox"/> | Collect your JCUS Student ID Card. |
| <input type="checkbox"/> | Check your JCU Student Email regularly. This is your official communication channel with any staff from JCU. |

Academic Week 2

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| <input type="checkbox"/> | Bookmark the JCU Current Students page. This is your one-stop for all your portal log-ins, events, workshops, self-access resources, student support service, and much more. |
| <input type="checkbox"/> | Check due dates for your assignments at university via LearnJCU (Subject Outline). Don't forget to visit the Learning Centre for online researching and writing guides to help improve your skills and achieve the results you desire. |
| <input type="checkbox"/> | Explore the Library . Use the JCU InfoSkills Toolkit online to help you search for resources and references for your assignment. |
| <input type="checkbox"/> | Email your assigned Student Ambassador with any questions or concerns you may have. |
| <input type="checkbox"/> | Check out JCU Singapore Clubs and get involved. |

Academic Week 3

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| <input type="checkbox"/> | Reminder that the Census Date is coming up next week. If you are unsure whether you will continue with your studies or want to drop a subject/s, you will need to withdraw by the Census Date to avoid incurring any fees and/or academic penalty. |
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