

# Checklist for New Students

## First Week

Help yourself find your feet at Griffith. Try to check off all of the following by the end of Week 1, or make time to do them in Week 2!

- I have enrolled successfully in all my classes for the semester.
- I have completed all the requirements for my fees and charges.
- I have the course profiles for all my courses.
- I know the exact location of all my classes (lectures, tutorials, laboratories, etc).
- I know who my First Year Advisor is, and how to contact them.
- I have a copy of the Academic Calendar showing critical dates.
- I have my Student ID card.
- I have my Griffith internet username, password and email address.
- I have checked my student email account for messages.
- I attended my School Orientation activities and/or have obtained the information provided about my Program.
- I have my free Griffith Student Diary.
- I know where the Student Centre is located on my campus.
- I have met some other students in my Program.

## First Month

Now you have found your feet, you will want to make the most of your first semester. Make sure you can check off the following by end of Week 4.

- I have done a library tour and/or know how to use the library for lending, research etc.
- I have the relevant textbooks and course materials I need (new books, second-hand books, library borrowings, course readings, equipment etc).
- I know where the Learning Centres are located and how to use them.
- I know where Learning Services are located on my campus.
- I know where Student Services are located on my campus.
- I know what activities and events are available on my campus ([www.griffith.edu.au/whats-on](http://www.griffith.edu.au/whats-on)).
- I have met some other students in my Program and in other Programs.
- I have worked out a personal timetable incorporating time for my study, employment, community and family commitments, and my recreation and social time.
- I attended the "It's Who You Know" BBQ on my campus.
- I have watched the University's Health and Safety video (<https://intranet.secure.griffith.edu.au/security-safety-emergency/griffith-safe-well/education-training>).

## First Semester

By now you will be feeling more at home at Griffith. If you can check off the following by the end of Semester 1 you will be helping yourself succeed in your first year.

- I have sought feedback on assessment items to identify where I can improve.
- I have met all of my lecturers and my First Year Advisor.
- I have worked in study groups with other students.
- I have registered on CareerBoard to start my career planning and management ([www.griffith.edu.au/careers-employment](http://www.griffith.edu.au/careers-employment))
- I am involved in some extra-curricular activities at Griffith (clubs, societies, volunteer work) or outside.