

# Murdoch Week 1 Checklist

Your quick guide to making sure that you are on the right track for your first few weeks at Murdoch

## Happy with your Enrolled Units?

- You can change your enrolment in most internal units up until the end of Week 2 however some units close enrolments during the first week of semester.
- Speak to your Unit Coordinator or the Faculty Student Administration Office: [www.murdoch.edu.au/fsa/contacts/](http://www.murdoch.edu.au/fsa/contacts/)
- Change your enrolment via 'MyInfo'. Go to MyMurdoch at [www.murdoch.edu.au/goto/MyMurdoch](http://www.murdoch.edu.au/goto/MyMurdoch) and click the 'MyInfo' tab.
- Don't forget, if you change your enrolment in a unit you will need to sign up for the appropriate Activities.
- 'Activity' is the collective term used for all lectures, tutorials, labs, workshops and so on.
- See the 'MyInfo' tab in the MyMurdoch portal and click on the 'Activity Sign Up' link under the 'Change Enrolment Details' option.

## Get a Parking Permit!

- Online via: [www.oss.murdoch.edu.au/parking](http://www.oss.murdoch.edu.au/parking)
- In person – at the Student Service Centre.
- **Remember free parking in Green Zones finishes on 7 August 2009.**
- Having trouble finding a parking space? Try Carpark 7 behind the Amenities building – See: [www.murdoch.edu.au/maps/murdoch/transport](http://www.murdoch.edu.au/maps/murdoch/transport) for all carpark locations.

## Need Financial Assistance whilst at Murdoch?

- There are many Scholarships on offer at Murdoch. See: [www.oss.murdoch.edu.au/scholarships/](http://www.oss.murdoch.edu.au/scholarships/)
- Applications for the Murdoch Student Guild Book Subsidy Scheme close on 5 August 2009. See: [www.guild.murdoch.edu.au/education-welfare/book-subsidy-scheme/](http://www.guild.murdoch.edu.au/education-welfare/book-subsidy-scheme/) or call into the Guild Shop on Bush Court.



## Haven't got your Student ID card yet?

- No problems! – Just call into the Student IT Service Desk located on level 2 inside the Library.
- No need to queue if it is too busy as the IT Service Desk is open the same hours as the Library. See:  
[www.lib.murdoch.edu.au/about/open.html](http://www.lib.murdoch.edu.au/about/open.html)

## Struggling with the requirements of university learning? Why not enrol in Introduction to University Learning, TLC120 or TLC 1201?

- The Introduction to University Learning units are 3 credit point general elective units designed for first year students who require academic skills development to supplement the skills component of Foundation units. They introduce students to university scholarship in a supportive learning environment. The units run from Week 3 to Week 12.
- See: [www.tlc.murdoch.edu.au/slearn/undergrad/a120a.html](http://www.tlc.murdoch.edu.au/slearn/undergrad/a120a.html)
- Speak to the Teaching and Learning Centre [www.tlc.murdoch.edu.au/slearn](http://www.tlc.murdoch.edu.au/slearn) or your Faculty Student Administration Office [www.murdoch.edu.au/fsa/contacts/](http://www.murdoch.edu.au/fsa/contacts/)
- First Year experience: Email [firstyear@murdoch.edu.au](mailto:firstyear@murdoch.edu.au)

## Check your email regularly

- **Important!** – This is how the University will communicate with you in the first instance.
- Change your Murdoch Email address to the one that you use most e.g. your home email address – Do this via the 'MyInfo' tab in MyMurdoch.
- If you use your Murdoch Email account, you can click on the mail icon within MyMurdoch.

## Any questions?

- See the New Students web site:  
[www.murdoch.edu.au/students/new/](http://www.murdoch.edu.au/students/new/)
- On Academic issues:
  - Program Chairs:  
[www.murdoch.edu.au/contacts/academic](http://www.murdoch.edu.au/contacts/academic)
  - Faculty Student Administration Office  
(South Street EH 2.002) (Rockingham - AC 2.017)  
[www.murdoch.edu.au/fsa/contacts/](http://www.murdoch.edu.au/fsa/contacts/)
  - **Not sure?** Contact Rebecca in First Year Experience at [firstyear@murdoch.edu.au](mailto:firstyear@murdoch.edu.au)

**This flyer is a quick guide only. Please make sure that you have read all of your Enrolment Materials including your Course Information Booklet and Orientation Passport.**

**Produced by the Office of Student Life and Learning.**

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