Head Start Semester Checklist

USQ

Before the semester starts:
☐ Buy your textbooks at the USQ bookshop from the following locations or online at the Bookshop website
(http://bookshop.usq.edu.au/)
 Toowoomba campus – R Block
 Springfield campus – Level 6, USQ Building A
 Fraser Coast campus – Student Guild, A Block
There is also an option to buy the correct edition of your textbook through the Student Guild's second hand books website (http://www.onlinebooks.com.au/)
☐ Log into UConnect and familiarise yourself with the Study Desk before your course starts
☐ Write down the contact details of your lecturer and tutor so you can contact them if you require any help — this information is usually provided on your course homepage and first lot of lecture slides
Log into UConnect and familiarise yourself with your UMail account, once you have received your username and password as this is the main form of contact between you and your lecturer
Read your course specification and assessment details and ask your lecturer if you don't understand something
Use the Study Schedule in the introduction booklet to help you plan your workload and track your progress (found on the Study Desk under Course Content)
Note key dates for the semester on your calendar (http://www.usq.edu.au/handbook/current/impdates.html).
☐ If this is your second Head Start course make sure you pay your invoice when it is due, which can be printed from the UDo Tab once you have logged into UConnect
During the semester: If you are struggling for any reason, please contact the Head Start Administrator immediately via email
HeadStart@usq.edu.au or on +61 7 4631 1736
Read the Umail email updates from the Head Start Administrator throughout the semester reminding you about key dates – it is important to understand that you are responsible for your studies
Log in to UConnect and check your UMail regularly to check for course updates
Read your course discussion forum in UConnect
☐ Know when your assignments are due and try to start them early
Ask your lecturer or post a question to the forums if you don't fully understand what you are required to do in piece of assessment or a concept – there are no silly questions
Once you receive a reminder email regarding the exam timetable, print off the timetable and arrange for time off from school to attend the exam (Uconnect > Udo > Student Centre > Exams > My Exam Timetable)