



# Orientation Checklist

**Congratulations on starting your new course at The Gordon! We know that there can be a lot to think about before your first class. To help you, we recommend you use this checklist. You can find videos and information about each activity in the Orientation section of the Student Portal. If you have any questions, please ask your teacher or **Customer Service** - we are all here to help you succeed.**

## Check your contact details and user name

- Login to eCentral to check your contact details

## Check your enrolment is correct

- Make sure your enrolment is correct in eCentral. Manually enrol in any missing units.
- Explore Enrolment and Money matters in the student portal for other important information.

## Pay your fees and check your finances

- Go to eCentral to check your fee due dates
- Find out if you are able to arrange a payment plan and how to apply by the deadline.
- Explore the Scholarships on offer to see if you are eligible and find out how to apply.

## Get your Student ID card

- Find out how to add credit to your card for printing and copying.
- Once have enrolled, you can arrange to get your Student ID card. The easiest way to do this is to request it online.

## Plan how to get to and around campus

- Plan how to Get to Campus
- Get to know your way around campus.

## Explore services and spaces available to you

- Take time to explore the Student Portal to find out more about the services available to you.

## Understand your rights and responsibilities

- Take time understand your Rights and Responsibilities

## Set up WIFI

- When you first come to campus, connect to our edu roam WiFi network

## Get your equipment and books ready

- Organise a dedicated workspace to study at
- Make sure you have access to a computer. If you are using your own, don't forget you can access the free Microsoft Office software.
- Check out where you can find a computer or borrow a laptop on campus
- Purchase textbooks, chef and hairdressing equipment and uniforms from the Bookshop
- Purchase required clothing, accessories and uniforms through Hip Pocket in person at 170 Torquay Rd, Grovedale or online..

## Plan your time and check your timetable

- Check your emails from us to make sure you know when and where your first class is
- Familiarise yourself with your timetable
- Organise a dedicated workspace and make sure you have the equipment you need
- Fill in the Term Planner, Weekly Planner with due dates, classes and other commitments

## Make the most of orientation

- Check your welcome emails for details about any orientation activities.
- International Students: Attend the compulsory orientation session. Information will be sent to you. Also take some time to find out more about the International Support and advice available to you.