

NEW STUDENT CHECKLIST

Welcome to ACOM!

As you begin your studies with us there are a few things we want to make sure you know before you start.

Use this checklist to ensure that you have all the info you need.

- Do you know where the list of subjects available each Trimester can be found?
- Do you know where the list of Facilitations in each State can be found?
- Do you know how to register for your units each Trimester?
- Do you know how to withdraw or change your subject registration?
- Do you know who your Learning Support Manager is?
- Have you read the Student Handbook?
- Do you know the rules around applying for an extension?
- Do you know where the online form is to apply for an extension?
- Do you have your log-in for the ATLAS online journal library?
- Have you registered your Student Ministry Supervisor (Under-grad only)
- Do you have your log-in for Moodle?
- Have you set up your Moodle profile?
- Have you watched the Moodle online tutorials?
- Have you looked over the Student Support section of the website so you are familiar with what is available for you?
- Do you know how to access your subjects?
- Do you know how to submit an assignment?
- Do you understand when an Integration Assignment is required?

If you answer “no” to any of these questions please contact your Learning Support Manager or contact the ACOM HELP Desk on 1800 672 692 or info@acom.edu.au