Checklist for new students

Written for Business students, by Business students

Before Welcome Week:

☐ Sign up for Welcome Week welcomeweek.sydney.edu.au
☐ Set up your UniKey to access University systems:
sydney.edu.au/students/log-in-to-university-systems.html
☐ Change and print your timetable: sydney.edu.au/students/timetables.html
☐ Familiarise yourself with the Campus Map: sydney.edu.au/maps
☐ Find out how to travel to university and get your Concession Opal card (if eligible):
sydney.edu.au/students/travel-concessions.html
☐ Consult the Handbook to make sure you're enrolled correctly:
   o UG: sydney.edu.au/handbooks/business_school
   o PG: sydney.edu.au/handbooks/business_school_PG

Welcome Week:

☐ Join clubs and societies: www.usu.edu.au/Clubs-Societies/Our-clubs-societies.aspx
☐ Discuss accommodation, finance and scholarships with your mentor
☐ Collect your student ID card
☐ Take the Excel Diagnostic Test in your Canvas account
☐ Purchase Textbooks and Course readers for your subjects:
   o New Textbooks are available at the Co-op: www.coop.com.au/s/university-of-sydney
   o Course reading packs can be purchased at the Copy Centre (next to Co-Op)
☐ Top up your SydPay account for printing: sydney.edu.au/students/sydpay.html

Week 1-2:

☐ Enrol in PASS for Business School introductory units:
sydney.edu.au/students/pass.html
☐ Familiarise yourself with referencing guidelines
☐ Take the Academic Honesty Test and the Consent Module in your Canvas account
☐ Enrol in Learning Centre Workshops to develop your writing, reading and research skills:
sydney.edu.au/lc
☐ Drop by the Careers and Student Experience Lounge (Abercrombie H70; Basement Level) for
careers advice, resume proofreading, interview practice and professional skill development

Other:

☐ Check your Exam Timetable when released (towards week 8 to 11)
☐ Organise for your calculators and dictionaries to be approved at the Student Centre (Jane
Foss Russell Building) well in advance of your exam.
☐ Finalise your enrolment no later than 31 March (for semester 1) or 31 August (for semester 2)