

Checklist for domestic students 2012

Step	Action	Completed																																																		
Decide on offer <i>step 1</i>		My student ID number is: <input type="text"/>																																																		
Create computer account <i>step 2</i>		My authcate username is: <input type="text"/>																																																		
Start WES tasks <i>step 3</i>	Complete the Enrolment questionnaire Have or applied for Tax File Number (Needed to apply for a loan to defer fees) If CSP, complete the Request for Commonwealth Support and HECS-HELP If full fee, and you want to use FEE-HELP, enrol in units first If applying for SA-HELP, enrol in units first	My transaction number is: <input type="text" value="Q"/> <input type="checkbox"/> Yes My transaction number is: <input type="text" value="C"/> My transaction number is: <input type="text" value="FH"/> My transaction number is: <input type="text" value="SA"/>																																																		
Get course information <i>step 4</i>	Know your course requirements Attend your faculty course information session or review online materials Bring relevant documents if applying for credit transfer	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes																																																		
Enrol in units <i>step 5</i>	<table border="1"> <thead> <tr> <th colspan="5">Semester 1 units</th> <th colspan="5">Semester 2 units</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Semester 1 units					Semester 2 units																																													My transaction number is: <input type="text" value="U"/>
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Collect ID card <i>step 6</i>	Go to the student service centre on your enrolment day If you did not enrol online, or your faculty needs to see you, get your offer letter or course enrolment form stamped by your faculty	Yes I have: <input type="checkbox"/> Photo ID <input type="checkbox"/> Offer letter <input type="checkbox"/> WES transaction numbers or <input type="checkbox"/> Faculty stamped letter or form																																																		
After enrolment	Registered timetable preferences in Allocate+ between 10 Jan -16 Feb Paid fees or deferred payment Paid Student Services Amenities Fee or deferred payment of SA-HELP Organised travel arrangements Got parking permit or concession card etc Attended orientation 20 - 24 Feb	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes																																																		