



Support for Off Campus Students

C O N T E N T S

- **Tips for success**
- **Student Services offers a range of support services**
- **If you are new to off campus study**

Studying off campus allows students to study when and where they choose. It enables students to balance study with work and family commitments and provides access to university courses for those living some distance from a university campus, or those who are unable to attend daytime classes. Instead of attending weekly lectures and tutorials, students may receive printed materials (for example, unit outline, study guide, reader), audio/video tapes and/or CDs. Alternatively, this information may be made available online. Course materials are usually sent to you around the commencement date for each semester.

When students do not have regular contact with their lecturers in face-to-face classes, it is most important that they take responsibility to access help when they need it. The University supports students in many ways to try to ensure a satisfying and successful learning experience. If you are studying off campus all services are available to you, but the mode of delivery may be different.

Individual schools provide a range of services to help students succeed. Always refer to the information received from your school in the first instance if you have a question. The following 'tips' incorporate information about support services available to all students.

TIPS FOR SUCCESS

Seek help promptly if you are having problems with an assignment

Your lecturers or tutors are usually available at specified times to help you with questions about your assignment topics, the content of your course, or the skills you need to complete the unit. Your lecturer is always the first point of contact for academic issues. Lecturers from the Centre for the Advancement of Learning and Teaching offer a range of options to assist students in developing their tertiary literacy and the skills needed for independent learning. For further details go to: www.utas.edu.au/assignmenthelp. If you do not have computer access, phone 6324 3504 to discuss your learning development needs.

Access learning support through UniStart

Learning support is available through UniStart, an enabling course that provides a short face-to-face program prior to each semester, and access to many learning resources online throughout the year.

For further information on UniStart check the website: www.utas.edu.au/unistart or phone 6324 3504.

Develop your information technology skills

Information technology (IT) is used throughout the University as a means of communication, course delivery and access to resources. Learning to use this technology is essential to successful study. Attend relevant IT workshops at your nearest campus if this is possible. Free online IT training is available at: www.utas.edu.au/it_training/

Access to computer facilities is available on all three campuses. For further details contact the nearest University Library or the University Service Desk at: www.utas.edu.au/servicedesk. You could also check your local Online Access Centre or Public Library to find out what level of computer help and/or access is available.

For general IT assistance and support phone 6226 1818 or 1300 304 903 (local call charge from within Tasmania, mobiles excepted) or access online help at: www.utas.edu.au/servicedesk

Find out more about WebCT Vista

WebCT Vista is used by the University to provide online (internet) course materials to students. WebCT Vista provides a forum for feedback, discussion and self-help for both staff and students. You can find out more by clicking on Log in to WebCT Vista@UTAS on the Current Students site from the University homepage: www.utas.edu.au. (There are also helpful links from these login pages).

If your distance education unit incorporates WebCT Vista, you should receive an explanatory brochure. Contact the Service Desk if you have problems relating to your online unit; either by phone on 6226 1818 or 1300 304 903 or email: servicedesk@utas.edu.au

STUDENT SERVICES OFFERS A RANGE OF SUPPORT SERVICES

To contact the Career Development and Employment Service, Counselling Service or Disability Service; phone 6226 2697 (Hobart), 6324 3787 (Launceston) or 6430 4949 (Burnie – Cradle Coast Campus). For more information about all these services go to: www.utas.edu.au/services.

Seek help quickly if personal issues are affecting your studies

Free, confidential counselling services are available during the day, or after hours by telephone if you are unable to attend consultations during working hours.

Ask for a mentor if you are feeling isolated

The Mentor Scheme allows for one-to-one pairing of experienced students with new students to ease the transition into tertiary study. You can contact your mentor by email or telephone. Contact your school/faculty to find out if they run a Mentor Scheme.

Contact the Disability Service

if you have disability issues or health conditions which may impact on your study. The University of Tasmania is committed to a policy of equal opportunity in education and employment and welcomes students with disabilities.

Consult the Career Development and Employment Service

if you need help to plan your career path and prepare for employment. The Service supports students to manage their careers more effectively and works with employers to facilitate employment of graduates. For a range of self-help resources, go to: www.utas.edu.au/services/careers

Access CareerHub

to find out about employment opportunities, workshops and events. CareerHub is a 'one-stop' shop allowing you to keep up to date on study and career-related workshops and events, search for part-time/casual and graduate jobs and find information on all aspects of career planning. You will need your UTAS email username and password to logon to CareerHub. If you have not previously accessed the CareerHub site please allow a few minutes to complete the initial registration details; go to: careerhub.utas.edu.au

IF YOU ARE NEW TO OFF CAMPUS STUDY ...

early attention to the requirements of your subjects will help you to stay in control.

Check out the website

www.firstyear.utas.edu.au for the latest essential information for new students.

Student ID Cards

As an off-campus student you can receive your ID card by post from Student Administration by providing a photo image. Student Administration will require:

- a good photographic image of yourself, like a passport photo (e.g. head and shoulders); and

- proof of identity showing your image and your signature (e.g. a signed photocopy of your drivers licence).

You can send these to the Student Centre in hardcopy or electronically. To send electronically, just scan your proof of identity and send it with your jpg photo image by email or on a CD Rom by post.

Post: Student Centre
Locked Bag 1345
Launceston, 7250 TAS
Email: Student.Centre@utas.edu.au

If you need more information, please call 1300 361 928.

Read information relating to your subject(s) carefully

The unit outline is the basis of information for each unit. Refer to this regularly as it will answer many questions. Note deadlines (assignment due dates, Study School dates, assessment details etc.)

Establish early contact with your lecturer

See the unit outline for telephone or contact details. Contact your lecturer if you have a problem related to course content or assessment.

Become a library user as soon as possible

The library makes special provision for remote students through its Flexible Library Service. The library will post resources to your home address and allow additional borrowing time but you need to register for these services. Read more at: www.utas.edu.au/library/libserv/rls/rls.html or phone 6324 3534.

Attend Study Schools whenever possible

Many subjects offered for off campus study will run weekend or out of hours workshops or Study Schools each semester. These provide opportunities to meet your lecturer face to face and to raise any problems you may be having with your work. You will also meet other students and have opportunities to set up study

and have opportunities to set up study groups and car-pool arrangements with students who live near you.

Apply effective time management strategies

Without the discipline of weekly classes it is easy to put off study until the last minute. It is important to allocate time to your studies on a weekly basis (we recommend around 10 hours per subject per week) so that you meet your assignment deadlines. Useful information about learning online can be found by going to:

www.utas.edu.au/coursesonline/flexibleskills.htm

If you are thinking of withdrawing make sure you follow correct procedures

Students withdraw from their studies for a variety of reasons. Sometimes when things become tough withdrawal seems to be the only option but there may be alternatives that will allow you to continue. Talk to your lecturer if you've fallen behind in your work. An extension for an assignment may help you to get back on track and continue. A reduction in your study load may help you concentrate your efforts on fewer subjects. For further information read the Fact Sheet entitled 'Thinking of Withdrawing?' which can be found online at:

www.utas.edu.au/services/fact_sheets or phone Student Services and ask for a copy to be posted.

Above all, if you decide to withdraw, you must do so before the relevant HECS census date to avoid unnecessary financial expenses. (Go to:

www.studentcentre.utas.edu.au/enrolments

to check the relevant census dates). You must provide written notice, including subjects, unit codes and your signature to Student Administration if you are withdrawing.