

Getting Started at QUT

After you have accepted your offer at QTAC (www.qtac.edu.au), you then need to complete the steps outlined below. These steps are a guide only. For more details on each step and further actions you should follow go to gettingstarted.qut.com

Use this letter to tick off each action as completed for a successful start at QUT.

> How to enrol

Follow the instructions on the website to successfully complete and submit your Online Enrolment.

- Apply for academic credit, if applicable
- Login to QUT Virtual using your username and password on your offer letter
- Click Go to Online Enrolment
Commonwealth supported students: you must submit your electronic Commonwealth assistance form (eCAF) in QUT Virtual before you can use online enrolment. You will need your Tax File Number to do this.
- Submit your units—refer to your *Course Summary Sheet* when selecting units.

> Student email account

- Activate your QUT student email account at <https://mail.qut.edu.au>
QUT will send a large amount of correspondence to you via your student email account.
You must regularly check your student email and QUT Virtual to receive correspondence or messages from QUT.

> Orientation

Central and faculty based orientation sessions are held in the week prior to the start of classes.

- Read the Orientation information at gettingstarted.qut.com
Click *Select my orientation program* to select activities
- Print your personalised orientation program
- Attend your faculty orientation sessions for academic advice and other vital information
- Get your ID card.

> Support when you get here

There is a wide range of support services available to students at QUT.

- For ID cards, enrolment, fees and general administration matters contact the Student Centre on your campus.
- For academic matters attend Orientation or contact your faculty office at any other time. Contact details can be found on your *Course Summary Sheet*.

> Find it fast

- **Student Centres:** Phone 3138 2000, Web studentservices.qut.com
In person: Gardens Point, level 1, A Block; Kelvin Grove, level 6, F Block; Carseldine, level 2, C Block; Caboolture, level 1, J Block
- **IT Helpdesk:** Phone 3138 4000, Email ithelpdesk@qut.edu.au Web www.ithelpdesk.qut.edu.au
In person: Gardens Point, level 2, V Block; Kelvin Grove, level 2, R block; Carseldine, room A201
- **QUT Virtual:** <https://qutvirtual.qut.edu.au>
- **Scholarships:** www.scholarships.qut.edu.au
- **Support Services (including career, counselling, disability, financial, health, learning, library, and living):**
www.qut.edu.au/about/servdirect
- **WebMail:** <https://mail.qut.edu.au>