

We're here to help.

# Support for Off Campus Students

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 and/or a reader). 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.learningsupport.utas.edu.au](http://www.learningsupport.utas.edu.au). 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](http://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/](http://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](http://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](http://www.utas.edu.au/servicedesk)

## Find out about MyLO

UTAS uses MyLO as its centrally supported online course management and delivery tool. You can find out more by clicking the MyLO Learning Online link on the Current Students site from the University homepage: [www.utas.edu.au](http://www.utas.edu.au). (There are also helpful links from these login pages).

Contact the UTAS 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](mailto:servicedesk@utas.edu.au)

## SUPPORT AND EQUITY OFFER A RANGE OF SUPPORT SERVICES

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

## Seek help quickly if personal issues are affecting your studies

The Counselling Service offers free, confidential counselling to students. Counsellors can help you develop strategies to positively deal with a range of personal issues.

## 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 Career Development and Employment

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.support-equity.utas.edu.au/careers](http://www.support-equity.utas.edu.au/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](http://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](http://www.firstyear.utas.edu.au) for the latest essential information for new students.

## Student ID Cards

If you are a new student studying by distance, you can obtain a student ID card by sending a passport-sized photo of yourself, certified on the back that it is a true copy, along with a copy of formal ID (e.g. driver licence) and your student ID number to:

Student Centre, UTAS  
Locked Bag 1345  
Launceston 7250 TAS

If you need more information, please call 1300 361 928, go to  
[www.utas.edu.au/enrol/idcards/](http://www.utas.edu.au/enrol/idcards/)  
or email: [Student.Centre@utas.edu.au](mailto:Student.Centre@utas.edu.au).

## 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](http://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 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/flexible\\_skills.htm](http://www.utas.edu.au/coursesonline/flexible_skills.htm)

### **If you are thinking of withdrawing ...**

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.

You may also like to talk with a Student Adviser from Transition Support. Student Advisers can assist you in resolving any issues you may be having that are affecting your University studies. To check who your faculty Student Adviser is go to: [www.firstyear.utas.edu.au](http://www.firstyear.utas.edu.au) and click on the 'Student Advisers' link.

### **Make sure you follow correct procedures**

If you do decide to withdraw or make any changes to your enrolment, you can do it online; just follow the link to the eStudentCentre from the Current Students page at: [www.utas.edu.au/students](http://www.utas.edu.au/students). The eStudentCentre provides you with the ability to view and manage your enrolment and student details online. Alternatively, you can advise the Student Centre of enrolment changes in writing, including subjects, unit codes, student ID and your signature.

Above all, if you decide to withdraw, you must do so before the relevant census date to avoid unnecessary financial expenses. (Go to: [www.studentcentre.utas.edu.au/enrolments/all\\_students/census\\_dates.html](http://www.studentcentre.utas.edu.au/enrolments/all_students/census_dates.html) to check the relevant census dates).

### **OTHER FACT SHEETS AVAILABLE**

Support and Equity has a range of fact sheets available including:

- Access to Assistance for Students with Disability
- Alcohol and Drug Abuse
- Being Successful in Tertiary Exams
- Counselling Service Information for Students
- Depression
- Effective Exam Preparation
- Financial Management
- Graduate Recruitment – are you ready for the next step?
- Improving your Sleep
- Interview Skills
- Managing Exam Anxiety and Stress
- Normal Healthy Eating and Eating Disorders
- Stress Management
- Thinking of Withdrawing?
- Time Management
- Writing an Application Letter
- Writing a Resume