Welcome to the class of 2013!

Welcome Day is an opportunity for you to:

- Meet University staff and fellow students
- Gain useful tips and strategies for achieving your best while you are studying
- Learn about the Student Portal and the Learning Management System (LMS)
- Collect your University student ID card and become familiar with the Parkville campus
## Welcome Day program

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00am – 10:15am</td>
<td>Welcome and introduction to the Extension Program</td>
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<tr>
<td>10:15am – 10:45am</td>
<td>Transition and Orientation – Adjusting to university life</td>
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<tr>
<td>10:45am – 11:00am</td>
<td>Introduction to the University’s Libraries</td>
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<tr>
<td>11:00am – 11:15am</td>
<td>Student panel question and answer session</td>
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<tr>
<td>11:30am – 11:50am</td>
<td>Morning tea</td>
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<tr>
<td>12:00pm – 2:00pm</td>
<td>Campus tour and issue of student ID card</td>
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## Introduction to the Extension Program

**Kellie Henderson**  
Admissions Coordinator
Who will I meet?

- Extension Program staff
- Faculty staff:
  - Academic – lecturers and tutors
  - Administrative staff
  - Student Centre staff
- School Centre teachers
- Other Extension Program and first year students

How will I get organised?

**Your contact details**
- Must be kept up to date!
- Update them via the Student Portal, or let us know if they change!

**Email account**
- All students receive a university email account
- This will be the primary way the University will contact you (even students at School Centres) so please check your email regularly!

**Library**
- Helpful information about the University’s library will be presented later this morning
- Your student ID card is also your library card
- The library offers photocopying and printing services and computer facilities
- The library has over 3.6 million items and has great research facilities!
When do classes start?

Class commencement dates
- **On campus:** Monday 4 March
  Orientation may be held in the week prior (you will be notified via email of details if applicable)
- **School Centres:** check the website for dates: www.futurestudents.unimelb.edu.au/umeq

Important dates
- Semester dates and exam dates are published on the UMEP website and in the Guide for Students

Timetable and class attendance

If your Extension subject is delivered on campus you will have two or three types of classes:

**Lectures**
- Usually two per week
- You don’t need to sign up – just turn up

**Tutorials**
- Usually one per week
- You will be automatically allocated a tutorial but this can be changed
- Some tutorials have compulsory attendance

**Practicals/laboratories (mainly Science subjects)**
- A certain number per semester
How do I view my timetable (in February)?

Students studying on campus should:
- Go to the Student Portal: http://portal.unimelb.edu.au
- Select the ‘Admin’ tab and look for the ‘Timetable’ heading
- Click ‘View my subject timetable and register in classes’

Lectures
- L1/01, L1/02 - the first weekly lecture for the subject is scheduled twice; you can choose which session you will attend.

Tutorials
- For most of the subjects you are enrolled in the system will automatically assign you to tutorials and classes for each subject based on a best-fit model.
- Don’t worry if you are allocated to a tutorial that doesn’t suit – it can be changed – just contact the Extension Program office!

Timetable and class attendance: on Campus

- A map of the campus is provided in Guide for Students.
- A list of all lecture theatre locations can be found online at: www.studentadmin.unimelb.edu.au/leclist.html
- If you need to miss one lecture or tutorial, you can usually obtain the lecture notes from the Learning Management System (LMS), or ask one of your classmates what was covered and catch up on the weekly reading.
- Usually you don’t need to let your lecturer or tutor know about one missed class, although in many subjects there is a minimum tutorial attendance requirement, so it is best to attend every tutorial where possible.
- If you miss a lot of lectures and tutorials you will need to consider if you can still pass the subject.
Timetable and class attendance:
School Centres

- You will be given reading material, etc in your first class
- You will need to check the Extension Program website for information about where to go and when classes begin
- You should contact your School Centre teacher in the first instance if you miss a class or won’t be able to attend a class
- Note: Some class times have been changed recently so please check prior to your first class

Books and fees

Subjects
- As your enrolment is reported to and monitored by VCAA, transferral between subjects is not permitted

Books
- Information will be provided at your first class, and is available on the Bookshop website: www.bookshop.unimelb.edu.au/bookshop/

Fees
- No University of Melbourne fees
- Some administrative fees are charged by some School Centres to cover teaching costs
- Details on the Extension Program website or contact the school directly
The Student Portal: http://portal.unimelb.edu.au

Welcome to your Portal, guest

Portal Summary

Through the Student Portal you can:

- Update your personal details
- Check your enrolment status
- Access subject timetable information (for on campus subjects)
- Access exam timetable information
- Check your University email account
- Access your results

The Student Portal:
http://portal.unimelb.edu.au

Check the Supp/Special Exam Timetable

Register for Classes: Summer Semester

Get My Results

The University of Melbourne

The Student Portal:
http://portal.unimelb.edu.au
The Learning Management System (LMS)

The LMS is an IT system that provides an online subject presence and allows interaction between students and subject coordinators or other teaching staff. It is a teaching tool used to:

- Manage and publish lecture notes and other learning resources
- Support the submission of assignments
- Access information about assessments, including details of assessment, information on assessment components and due dates for assignments.

2013 Extension Program Facebook group

Join the 2013 Extension Program Facebook group!
Go to: https://www.facebook.com/groups/UMEP13/
Or search for: University of Melbourne Extension Program 2013
Exams

- Most Extension Program subjects involve an examination at the end of each semester.
- It is your responsibility to know when your exams are.
- These can be checked online usually a month prior to the semester exams via the Student Portal.
- Please notify us if you have an exam clash with a VCE exam as soon as possible.

Withdrawing

- If you wish to withdraw from the Extension Program at any point after you have enrolled, it is essential that you notify us as soon as possible. To officially withdraw you must complete the online withdrawal form on the Extension Program website.
- Discuss your circumstances with your Extension Program teacher, lecturer or tutor, or with your Year 12 Coordinator before you make the final decision to withdraw from the Program.
- You will not be disadvantaged if you apply to study at the University of Melbourne or at any other tertiary institution in the future.
Special consideration

If your Extension Program studies have been affected to a substantial degree by illness or other difficult circumstances you should apply for Special consideration.

- Applications for Special consideration are made online via the Student Portal: http://portal.unimelb.edu.au
- If you have would like to discuss your situation before submitting an application for Special consideration, please contact the Extension Program Office:
  - Tel: 8344 5538
  - Email: extension-program@unimelb.edu.au

Further information

University of Melbourne Extension Program

- 03 8344 5538
- 03 9349 1291
- extension-program@unimelb.edu.au
- www.futurestudents.unimelb.edu.au/umep