Postgraduate Orientation
New Student Checklist

To help you on your way, please refer to the checklist below to make sure that you are prepared to begin your Postgraduate journey. These should be completed in the order listed.

Tick Once Complete

- Read, sign and return the Fees Advice Statement, study plan (if required) and Orientation RSVP to the Postgraduate Student Centre.

- Activate Pheme Account (this is where you create your password for the University computer systems.) [http://www.pheme.uwa.edu.au](http://www.pheme.uwa.edu.au) Make sure that you write down or print the final page of this process as it contains your email address and username for Webmail (student email account)

- Enrol in your selected units via Student Connect – [www.studentconnect.uwa.edu.au](http://www.studentconnect.uwa.edu.au)

- Choose your class in OLCR (On Line Class Registration) [www.olcr.uwa.edu.au](http://www.olcr.uwa.edu.au) please be advised that this is only applicable if there is more than 1 class running for your selected unit. Most PG units only run one class – please check the timetable.

- Obtain your campus card from Student Administration, Hackett Hall – 8.30am-4.30pm weekdays (You will be able to collect your card 24 hours after you have enrolled. Please present photo ID)

- Familiarise yourself with the Business School homepage and the current student page - [http://www.business.uwa.edu.au/students](http://www.business.uwa.edu.au/students)

- Activate your Business School computer account (Recommend that use your Pheme password so you only have one to remember). Go to [http://www.business.uwa.edu.au/students/it-help/access](http://www.business.uwa.edu.au/students/it-help/access) and select online account activation

- Log into and check your student email account (using the username that was issued to you when you created your Pheme password.) [https://webmail.uwa.edu.au/](https://webmail.uwa.edu.au/)

- Attend the Business School Orientation Day for Postgraduate students and subsequent workshops.

- Complete the ACE module via WebCT (in the first 10 weeks of semester/trimester) [http://webct.uwa.edu.au/](http://webct.uwa.edu.au/)

- Pay your fees by the date on your Statement of Account (eSOA) – this is ONLY available online under the Finance section on Student Connect.

- Study hard, **check your student emails regularly** and enjoy the experience!

If at anytime you encounter any problems or need any assistance throughout your study, please contact the Postgraduate Student Centre on (08) 6488 3980 or postgrads-business@uwa.edu.au