



Uni Success Guide 2024

Before Week 1 | International & regional students | Scholarships | Finances & financial support
Systems | Administration support | Learning support | Indigenous student support
Accommodation | Wellbeing support | Other



Click on [the links](#) below

BEFORE WEEK 1

[Students page](#)

Many of the links below (and many more) are available on the Students page on the Notre Dame website. It's a good idea to familiarise yourself with it. Follow the link on the left or go to notredame.edu.au, click the 'Students' menu item then the item you're looking for. Otherwise follow the 'Find out more' link.

[Enrol in your courses](#)

Before the start of first semester, you need to enrol in the Courses (subjects) that you will study for the year. These are often compulsory, but it depends on the degree that you're studying. Once you've enrolled, you need to pick your tutorial times for each Course. For more information about this and more, check out the [Getting Started](#) page.

Check your email

Make sure you can access your email address and check it regularly. Go to the [Students](#) page, click the email tile, and log in with your university username and password.
Note: all emails to university staff should be from your UNDA email.

Study essentials

[Access all applications](#)

My ND Portal

Access to all your applications including Blackboard, your timetable and more.

[Access portal](#) >

Library

Search for textbooks, books and articles. Access research and referencing advice and workshops.

[Access services](#) >

Email

Contact UNDA staff and students. Receive official communications from the University.

[Access O365 email](#) >

IT Services

Get connected to study online and on-campus. Manage your password, security and more.

[Learn more](#) >

Calendars and timetables

View academic and exam calendars, course offerings and timetable sign-up.

[Learn more](#) >

Read your Course Outlines

Each of your courses¹ has a Course Outline containing information about the course, including staff contact information, course rules (e.g. attendance requirements), weekly topics, required textbooks etc. It is important that you carefully read through each of your Course Outlines. You can find them in Blackboard (see below).

Plan your semester

After reading your Course Outlines, enter your assessment deadlines into a calendar app such as Outlook, or a Notre Dame downloadable semester planner ([NSW version](#) or [WA version](#)). This way you'll know what's coming up and you can plan your weeks accordingly.

Note: UNDA students have access to Outlook as part of Office365. Use the device or web version. [This tutorial](#) provides a quick overview of Outlook's calendar.

Plan your week

You should also create a weekly planner in your calendar. Schedule lectures and tutorials, study time, and time for house work, socialising, exercise and other hobbies as [this how-to guide](#) shows you. Make sure you keep your weekly schedule up to date!

[Pick up your student ID card](#)

You will need your Student ID to borrow books from the library, pay for printing on campus, and prove your student identity for concessions. New students can collect their Student ID card during Orientation week on each campus. Keep an eye out for the Student ID pop-up stand.
Note: it's okay if you don't get your ID before Week 1.

¹ Course = a unit of study e.g. NURS1037 Foundations of Nursing
Program = a degree e.g. Bachelor of Education

Orientation	<p>Register for Orientation Week! Orientation week is a great way to get familiar with your campus and to make new friends. There are lots of fun activities as well as workshops on academic writing, managing your time, digital learning tools, career development, study abroad and more.</p> <p>Note: the link to the Orientation webpage changes each year. Find it through the Getting Started page.</p>
Meet your peer mentor	<p>All commencing students will be invited to join Notre Dame's Mentoring Program (subject to mentor availability) so keep an eye out for an email from your mentor. The Program makes starting university more enjoyable by linking small groups of first-year students with a student mentor. Your mentor will answer all of your questions and help you to navigate your first semester.</p> <p>For more information about the mentoring program email: fremantle.mentorprogram@nd.edu.au OR sydney.mentoring@nd.edu.au</p>
Student associations, clubs and societies	<p>Uni's not all about studying; it's also about having fun and meeting people! Check out the Student associations, clubs and societies that you might like to get involved in!</p>
Instagram 	<p>Follow Notre Dame's Student Life team on Instagram to stay up to date on all the upcoming activities as well as Student Success and Wellbeing workshops.</p> <p>Fremantle: @ndstudentlife_freo Sydney: @ndstudentlife_sydney</p>

INTERNATIONAL & REGIONAL STUDENTS

International student network	<p>New in town? International students as well as country and interstate students are invited to join our International Student Network. International Student Orientation will help you navigate the challenges of moving away from home to study.</p> <p>The International Student Network will provide you with opportunities to:</p> <ul style="list-style-type: none"> • meet other students from Australia & around the world • learn about how to make a successful transition into university life. <p>For more information, email imadethemove@nd.edu.au</p>
International student support	<p>Key information tailored for international students can be found on the International student support page. Relevant information about living in Australia, administrative, study, wellbeing and academic supports is available.</p> <p>Contact imadethemove@nd.edu.au for more information or visit an International Officer on-campus at Student Life on either Fremantle or Sydney campuses.</p> <p>Student Administration teams are also here to help you if you have any questions about what you need to do as an international student. Get in touch at international.students@nd.edu.au.</p>

SCHOLARSHIPS

Scholarships	<p>Learn more about scholarships and use the search tool to find scholarships that you are eligible for. There are several categories of scholarships: merit, equity, Indigenous etc.</p> <p>Use the search tool to filter scholarships based on aspects such as your campus.</p>
Notre Dame Get Set Grant	<p>The purpose of the Grant is to provide financial support to assist with the cost of commencing a diploma, undergraduate program, or the Tertiary Pathway Program for students from a low socio-economic background, students from regional and remote areas, and Aboriginal and/or Torres Strait Islander students.</p>
Aurora Education Foundation	<p>Aboriginal and Torres Strait Islander students should check the Aurora Education Foundation's scholarship search tool to find external scholarships that they are eligible for.</p>

FINANCES / FINANCIAL SUPPORT

Study Assist	<p>Information about government assistance for uni students including HECS-HELP, Commonwealth Supported Places, scholarships, and support payments (i.e. Youth Allowance, Austudy, ABSTUDY).</p>
Money Smart	<p>Managing your budget well while you're at uni can help to reduce your stress. Check out the free budget planner plus other helpful money tips and information.</p>
Centrelink Student Start-up Loan	<p>A voluntary loan you can get up to twice a year if you're an eligible higher education student.</p> <p>Note: these loans are added to your HECS debt which you pay back when you begin earning a certain amount of money each year. They can be useful, but like all debt they should be avoided unless you really need the money.</p>
Student Hardship Assistance Fund	<p>The Student Hardship Assistance Fund supports students requiring emergency financial assistance so that they can continue their studies at Notre Dame.</p>

SYSTEMS

Accounts and access	<p>Use your Notre Dame email (studentID@my.nd.edu.au) to access University computers, services, systems and apps. You will need a personal password and other authentication factors.</p> <p>Notre Dame uses OKTA Verify for multi-factor verification (MFA) and will require you to download a smartphone app. Consult these guides for more information.</p> <p>The Password and account management page provides more information, including how to reset your password or unlock your account.</p>
Student Centre	<p>Student Centre is where you enrol in courses (i.e. choose your subjects for the next semester). You can find information about enrolment on the 'Getting started' page. Note: if you're not sure what courses you need to enrol in, please contact your school (see more information below under Academic Support).</p>
Allocate+	<p>You will use Allocate+ to select your tutorial times and to see your timetable. It can be accessed through the link on the left, the Students page, or through MyND Portal. This guide gives step-by-step instructions for the new timetable signup process.</p>
Blackboard	<p>Blackboard is Notre Dame's online learning management system, providing access to resources for each of your courses. It is where you will find course-related information, such as course outlines, readings and supporting resources for learning, lecture recordings and slides, and course announcements. It is also where you submit assessments. This short video explains how to use it.</p>
Zoom & Collaborate Ultra	<p>Some lectures or tutorials may be online and Zoom or Blackboard Collaborate Ultra will be used for these sessions. Check your course outline, and follow the links that will be provided from your Blackboard course site to join and participate.</p> <p>Tutorials for Zoom and Blackboard Collaborate Ultra provide information about using these platforms.</p>
Wi-Fi	<p>UNDA-WiFi network is free and accessible to students on all campuses. Connect your devices to this network using your university credentials.</p>
Student IT	<p>If you're having issues with access, wifi, or anything else IT related, you can submit a request through the Student IT Support Service Portal, or visit Student IT on campus.</p> <p>Broome & Fremantle: in the library Sydney: Level 1, NDS5</p>
Microsoft Office	<p>Notre Dame students are eligible for a free version of Microsoft 365, which includes Office apps compatible with any windows or apple device. The O365 Install guide shows you how to download apps from the suite to your devices.</p> <p>Additionally, students also have access these and other online apps as part of Microsoft 365.</p>
Cloud storage	<p>OneDrive is a personal file storage space that comes with Microsoft 365. You can use OneDrive to store your personal study-related files, initial document drafts, and other files online. Access files from any device or collaborate on group tasks. This OneDrive tutorial will help you to get started.</p>

ADMINISTRATION SUPPORT

Student Administration	<p>Student Administration can help you with questions about fees or HECS-HELP, printing your Student ID card, applying for a concession Opal card (Sydney) or your SmartRider (Fremantle), and with your enrolment. The Administration team also provides specialised support to international students, including visa issues, extensions and graduation.</p> <p>Note: if you're not sure which Courses to enrol in, please contact your School. If you know what you need to enrol in but are experiencing difficulties, you can contact Student Administration on-campus or:</p> <p>Email: student.admin@nd.edu.au Fremantle & Broome: (08) 9433 0781 Sydney: (02) 8204 4418</p>
Show Cause, Student Appeals and Grievances	<p>The University recognises that students may wish to appeal against academic or administrative decisions affecting them (Appeal) or raise a complaint, problem, issue or concern regarding their current or past involvement with the University (Grievance). If you need assistance with any of these processes, Notre Dame has dedicated staff who will listen to your concerns, treat you with respect, and provide you with information and support regarding the process.</p>
Taking a break (leave of absence) or changing program	<p>You can take a break from uni or change programs. If you do leave a course, however, it's best to do so before the census date; that way you don't incur a financial or academic penalty (i.e. you don't have to pay for the Course(s) and you don't get a fail grade on your transcript). Financial census date is normally in week 4 but check the University calendar or your School calendar to be sure.</p> <p>For more information about changing programs or dropping courses, please see the Enrolment Changes page.</p> <p>Please note: you should always discuss your options with your School's Program Coordinator before proceeding.</p>

LEARNING SUPPORT

Your school	Often the first place that you should go to for help or information is your School (e.g. the School of Law, the School of Education etc). They know the most about your program of study and can assist with your study plan, timetable clashes and more. Your tutors, lecturers, and administrative staff will be happy to help.
Learning Advisors	If you have course-related questions, for example about a particular concept or an assessment, then your tutors or lecturers will normally be the best people to ask. If you need help with research, essay writing, referencing, time management, or any other academic skills, you can meet (free of charge) with a Learning Advisor. Maths support is also offered by a dedicated maths specialist advisor.
Studiosity	All students at Notre Dame have access to Studiosity, a free after-hours online learning advice service. Contact expert tutors 24 hours a day, 7 days a week, to get help with your writing, study, or maths question - whenever you need it. Access Studiosity via your Blackboard tools menu.
Library	Notre Dame has a library on each campus for accessing physical resources, studying and working. The online library is where you can get digital resources (e-books, journal articles etc) as well as help with research, study and referencing. There is also a live chat function so that you can ask questions anytime you have them or use the AskUs function to access answers to hundreds of study-related questions.
PASS (Peer- assisted study sessions)	Peer Assisted Study Sessions (PASS) are optional student-led study groups that help students deepen their understanding of the content and skills in their course. Certain 1 st and 2 nd year courses will have PASS available, so keep an eye out. Regular attendance at PASS can help to improve your grade.
Academic writing video tutorials	This on-line short course looks at the academic writing process, from unpacking and understanding the assignment question, planning and starting the draft, organising your paragraphs and making refinements to the finished text. This seven-part series draws on real, hands-on examples of undergraduate-style writing to explore the complete process..
Learning skills guides	The on-line Learning Skills guides contain information about university writing, English language, study techniques, exam preparation, time management, stress, and more.
Success Now! Study skills workshops	Each semester, Student Success and the Library present a series of free, optional workshops to assist students develop key academic skills. Topics include research, academic writing, and referencing, among others. Follow the link on the left to see the schedule.
Referencing guides	This page has links to referencing guides. Check your Course Outlines to find out which referencing style you need to use. TIP: don't stress about referencing! It might seem complicated in the beginning but you will get the hang of it. You're not expected to get it right straight away!

INDIGENOUS STUDENT SUPPORT

Indigenous Student Support Officers	Dedicated Indigenous Student Support Officers are available to help support Aboriginal and Torres Strait Islander students with enrolment, scholarships, accommodation, mentoring, tutoring and much more. Find out more on the Aboriginal and Torres Strait Islander support page.
Indigenous Student Success Program (ISSP) tutoring	Aboriginal and Torres Strait Islander students are eligible to apply for one-on-one or small group tutoring through the Indigenous Student Success Program (ISSP). Tutoring is free of charge and qualified tutors can be arranged in any discipline. To arrange ISSP tutoring, please contact your Indigenous Student Support Officer.
Notre Dame Indigenous Students Society (NDISS)	NDISS is run by Indigenous Notre Dame students. As well as representing Indigenous students on a range of University committees, the Society runs regular events which are a great way to connect with other Indigenous students on campus. Find more information here and follow NDISS on Facebook and Instagram .

ACCOMMODATION

Student Accommodation	On-campus accommodation is available at our Fremantle and Broome campuses on the West Coast, while student accommodation is available in close vicinity to our Sydney campus. A dedicated Student Life & Residences Support team is here to help you find safe, affordable and convenient short or long-term accommodation that suits your needs and budget. Contact the team at residentialhalls@nd.edu.au or (08) 9433 0751 for more information.
Accommodation support	Students from low socio-economic, regional/remote, or Indigenous backgrounds can contact student.equity@nd.edu.au to discuss accommodation options and scholarships.

WELLBEING SUPPORT

Student Wellbeing hotline (08) 9433 0746	For more information about any of the Student Wellbeing services below, please email studentwellbeing@nd.edu.au , or phone the national Student Wellbeing Hotline on (08) 9433 0746.
Access and Inclusion	If you live with a disability, injury, medical condition, mental health condition or learning difficulty, an Access and Inclusion Advisor can support you to ensure that you can fully participate in university life.
Counselling	Notre Dame provides students with six free, confidential counselling appointments per semester in a safe, professional environment. Counsellors and psychologists can help you with a range of issues, including anxiety, stress, depression, loss and grief, relationship difficulties, gender and sexuality concerns, financial difficulties and addiction and substance abuse. Appointments can be face-to-face, online or by phone.
Chaplaincy	The Chaplaincy team provides opportunities for students to explore and engage with their faith on campus, engage in social events, spiritual formation, prayer, study retreats, and charitable works. Mass is held daily on Fremantle and Sydney campuses.
Respect Officers	Everyone has the right to feel safe and secure and to be treated with respect and dignity. Notre Dame has Respect Officers on each campus to support students who have experienced sexual assault, sexual harassment, or family and domestic violence.
Student Associations NDSA SAUNDA	SAUNDA in Sydney and NDSA in Fremantle are run for students, by students. Get in touch if you have an issue, concern or idea regarding the university, study or student life. Follow them at @saunda.sydney or @ndsafreo

OTHER

Frequently asked questions	Do you have a question about the library or support services? Someone has probably already asked it! The AskUs! Service is a great place to look for the answer. TIP: try entering keywords e.g. “referencing” or “exam”	
Calendars	Download the University academic calendar and your school calendar (if applicable) so that you have important dates at your fingertips.	
Campus maps	Download your campus map, available for Broome, Fremantle and Sydney (Broadway & Darlinghurst) campuses. TIP: You can also search for the building number, e.g. NDS5, in Google Maps.	
Sports and recreation	The Sport and recreation page has information about opportunities at Notre Dame.	
Careers & Employability	Need help planning your dream career, updating your CV or finding work while you study? Meet with a Careers Advisor or log in to Career Hub , Notre Dame’s platform for students and alumni searching for work, seeking career planning support, or interested in attending workshops.	
Study Abroad	Keen to broaden your horizons? Learn a new language? Experience a new culture? Check out all the places in the world where you can study for a semester. TIP: Start planning your overseas experience in Year 1 of your studies, so you can travel in Year 2 or 3.	
Volunteering	There are many opportunities to volunteer and have a positive impact on the community alongside your studies. Volunteering is also a great opportunity to meet people with shared values, expand your personal and professional networks, upgrade your skills, and enhance your career opportunities.	
Printing	Information about printing is on the Printing info page.	
Campus Security	If you need help or spot suspicious activity on campus, call Campus Security. TIP: Save the Security number for your campus in your phone just in case.	



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The University of Notre Dame Australia
student.success@nd.edu.au