

## Start of Term Checklist

There are a few things you will need to do at the start of term as part of your enrolment to ensure you are ready and prepared for studying with us at St Mellitus College. These are listed below and so please do make sure you complete the tasks on this list.

### On/By the Launch Day

Have you...

- ☐ ... logged into your college email account?
- ☐ ... logged onto Moodle? (login details will be sent by the first week of September – please only contact us if you haven't received your details by 5<sup>th</sup> September)
- ☐ ... read through the Induction Email and the Induction page on Moodle?
- ☐ ... found out who your Formation Group Tutor is?
- ☐ ... brought your DBS certificate into college for a staff member to record (applies to ordinands, LLMs, independent students on children's/ youth work placements, Elizabeth Pathway and Peter Stream) – *at your local induction day/evening*

### On/By the First Day of Term

Have you...

- ☐ ... had your photo taken? (*Accredited students: if you don't have a photo taken the Durham University cannot issue you a university ID card*)
- ☐ ... paid your fees? (If applicable)
- ☐ ... filled in your enrolment (new student registration) form on Moodle?
- ☐ ... found your core reading for your modules on Moodle?
- ☐ ... found your pathway document on Moodle? (and understood it?)
- ☐ ... checked you are enrolled on all the modules on Moodle you think you should be?

### During the First Term

Have you...

- ☐ ... met your Formation Group?
- ☐ ... arranged to meet with the Academic Skills Tutor (if needed)?

- ☐ ... arranged to meet to discuss any physical Accessibility needs (if needed)?
- ☐ ... had your Assignment Submission Induction?
- ☐ ... found your assignment schedule on Moodle and added the dates to your diary?
- ☐ ... found out who your Senior Student is?
- ☐ ... found out who the Student Representative is?

**Who to ask if you have missed something off the list:**

**Fees** – If you have a query about your invoice or fees, please contact [invoicing@stmellitus.ac.uk](mailto:invoicing@stmellitus.ac.uk)

**Moodle** – Please contact [AcademicAdmin@stmellitus.ac.uk](mailto:AcademicAdmin@stmellitus.ac.uk) or [Narges.Bagherabadi@stmellitus.ac.uk](mailto:Narges.Bagherabadi@stmellitus.ac.uk) if you are not enrolled on the correct modules.

**Student Email** – In the first instance, please contact the Registry team [AcademicAdmin@stmellitus.ac.uk](mailto:AcademicAdmin@stmellitus.ac.uk) with details of what the problem seems to be (as much detail as possible, including screenshots of error messages, etc). They will either be able to help you or put you in touch with the IT department.