



## ↓ Keep up-to-date

Make sure you check your student email regularly as that is how we will contact you with information about your study.

Follow us on social media for information about studying at SM TAFE, student stories, achievements and news.

[facebook.com/smtafe](https://facebook.com/smtafe)  
[instagram.com/smtafe](https://instagram.com/smtafe)  
[twitter.com/smtafe\\_tweets](https://twitter.com/smtafe_tweets)

Spread the word about your experience by using the hashtag **#smtafe**

## ON-CAMPUS LIBRARIES

To make learning easier, we have libraries with a wide range of resources for you to use. Library staff are eager to help you use the facilities better, and welcome your research and assignment questions. Our libraries offer WiFi and device recharging points, plus a space to connect with other students and to relax.

## GETTING SUPPORT

We have friendly advisors who can assist with your support needs if you have a diagnosed disability, medical condition or learning condition. Support and tutoring services are also available for Aboriginal students.

To access student support services, ask at a South Metropolitan TAFE Customer Service Centre for an appointment or call 1800 001 001.

## ↓ Getting to campus

All campuses are accessible via public transport with bus stops and train stations nearby. To get these details and timetables contact Transperth by calling 13 62 13 or visit [transperth.wa.gov.au](http://transperth.wa.gov.au)

Also check your campus map for details of student parking as each campus differs. In most cases free parking is available on-campus, or in council-owned car parks nearby. The Carlisle campus has limited on-street parking and parking fees apply in the local council car park, so public transport is highly recommended.

Parking permits are required for on-campus ACROD bays, while students at Maritime and Murdoch campuses should get a permit from the campus Customer Service Centre.

### PLEASE NOTE

Information is correct at date of publication – December 2016. Charges, services and facilities are subject to change. We will notify you via your student email when such changes occur.



SM TAFE RTO 52787  
SMT140/Dec2016



# Just enrolled at South Metropolitan TAFE...

## Now what?

Congratulations on enrolling at South Metropolitan TAFE.

Here is some information that will help you along the way.

## CONTACT US

CALL: 1800 001 001 or TTY (hearing impaired) 9336 5629

EMAIL: [info@smtafe.wa.edu.au](mailto:info@smtafe.wa.edu.au)

WEB: [southmetrotafe.wa.edu.au](http://southmetrotafe.wa.edu.au)





## Welcome to South Metropolitan TAFE

Our aim is to help you achieve your future goals. That may be securing your dream job, going on to further study or upgrading your skills to advance your career.

### ↓ Get yourself set up

#### ACCESS THE STUDENT PORTAL (myCampus)

The student ID you received at enrolment can be used to access the myCampus student portal.

Visit: [mycampus.southmetrotafe.wa.edu.au](http://mycampus.southmetrotafe.wa.edu.au)

The portal is where information, links and forms are kept so you can find what you need quickly and easily. You will need to use your student ID and password to:

- Access your student email where you will receive all important official communication
- View your results
- Access an overview of current unit enrolments and withdrawals
- Find lecturer contact details
- Login to your online course learning environments such as Moodle, Future and Blackboard
- Register, update and reset your student password
- Find links to the library
- Find contact details for the Customer Service Centres, libraries or student support services
- Access free WiFi on all campuses

Make sure you access your student email straight away so you don't miss out on important information.

Tips for accessing your student email on myCampus:

- Your student email login is your full email address, e.g. Mxxxxxx@tafe.wa.edu.au, where Mxxxxxx is your 7-digit Student ID

- Your default password is "Tafe", followed by your date of birth in the format ddmmyyyy, e.g. "Tafe01071992"
- As soon as you login, you will be asked to reset your password
- It's a good idea to forward your student email to your everyday personal email address

#### PICK UP YOUR STUDENT ID CARD

Your student ID card can be provided to you by any South Metropolitan TAFE library. The library staff will take your ID photo on the spot. You will need to show your confirmation of enrolment letter in order to do this. Student ID cards will be available from the day following your enrolment.

While you are there, speak to staff about access to online resources and handy guides for your study area. They can give you tips on how to reference correctly in your assignments and where you can charge your devices.

#### READ THE STUDENT CODE OF CONDUCT

You should familiarise yourself with the Student Code of Conduct once you have enrolled at South Metropolitan TAFE. The Student Code of Conduct outlines the key responsibilities for staff and students, and acts as a baseline for expected standards of service and behaviour.

Visit: [mycampus.southmetrotafe.wa.edu.au](http://mycampus.southmetrotafe.wa.edu.au)

#### TIMETABLES

At enrolment you would have received a temporary timetable – please turn up to your first class according to this schedule. An up-to-date version will be provided to you on your first day by your lecturer.

Your lecturer will also provide you with a list of stationery and books you will need to buy and the best places to buy from.

### ↓ Academic results

Results will be uploaded to the myCampus student portal at the end of each term. You are encouraged to log in to the site to view these. You may also receive notifications from your lecturer or via your student email.

### ↓ Key dates

The student portal makes available an academic calendar including start and end dates of term, public holidays and enrolment days.

You will also need to note your census dates to ensure you have the opportunity to manage your financial commitments as they relate to your units of study. Census dates occur when you have reached 20% of your study for your unit or course enrolment. Please refer to the Terms and Conditions on the back of your enrolment invoice for this information and implications.

Full refunds will be possible for diplomas and advanced diplomas. Full refund of tuition and half of your resource fee is available for certificates if a withdrawal is submitted on or before the unit census dates.

### ↓ Helpful services

#### CUSTOMER SERVICE

We have helpful Customer Service Centres located at the majority of our campuses which provide course and general student information and cashier facilities.

Visit our customer service team at each campus between 8:00am and 4:30pm weekdays (excluding public holidays) or call 1800 001 001 if you have any questions about your study.