



STUDENT CHECKLIST



● **Have you got your booklist?**

Not all courses have set books or texts; you can find out about booklists in the A-Z Student Guide under 'Booklists' or click [here](#) for Booklists.



● **Have you got your student card?**

Go to SW Central at Warrnambool campus and the IT Support team will issue your student card. OR see reception at your campus and they will issue your card.



● **Do you have your student number?**

Your student number is emailed when you complete enrolment. It will also be shown on your Student ID card.



● **Have you received your class timetable?**

Your teaching will provide your class timetable and you can check the Student Portal online.



● **Do you have everything you need for class? Such as laptop, USB, pencils, notebook.**

It is your responsibility to ensure you have the items you need for class, so bring them along with you.



● **Do you know where Student Services are; the Wellbeing and Koorie Support Teams, Learning Support and Disability Support?**

All the student service and support teams are located at SW Central on Warrnambool Campus and come to all other campuses. Check the [A-Z Student Guide](#) for contact details or visit [Services and Supports](#).



● **Do you know how to contact Teacher?**

Your teachers will provide you with their preferred contact methods. You can also phone: 1300 648 911 or email: learn@swtafe.edu.au.



● **Do you know how to print and use the library facilities?**

Contact the Student Services Librarian at Warrnambool Library and Learning Centre via email dgibbons@warrnambool.vic.gov.au or call the library on 5559 4990.



● **Do you have a campus map? Do you understand how to read it?**

Campus maps are available at reception and on our website at [Our Campuses](#). The legend on each map lets you know what you will find, such as parking, toilets, first aid and more.





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● **Do you know where to park? Do you know the current parking fees/hours?**
 Parking spaces are show on all campus maps that are available at reception or on our website at [Our Campuses](#). The legend on each map lets you know what you will find parking and accessible parking.



For information on parking times/limits and fees/costs you will need to contact your local council.

CAMPUS	LOCAL COUNCIL	COUNCIL CONTACTS
Warrnambool	Warrnambool City Council	Parking Warrnambool City Council Phone: 1300 003 280
Sherwood Park	Warrnambool City Council	Parking Warrnambool City Council Phone: 1300 003 280
Colac	Colac Otway Shire Council	Contact Us - Colac Otway Shire Phone: 03 5232 9400
Hamilton	Southern Grampians Shire Council	Southern Grampians Shire Council - Contact Us Phone (03) 5573 0444
Portland	Glenelg Shire Council	Contact Us Glenelg Shire Council Phone: 1300 453 635

● **Do you know where the toilets are?**

Toilets are show on all campus maps that are available at reception and our website under [Our Campuses](#).



● **Have you joined the SWTAFE Students Facebook Group?**

The SWTAFE Students Facebook Group is a place where you can ask questions, connect with other students and keep up to date with events and activities on campus, services and supports, special offers, discounts and more. Join the group at facebook.com/groups/swtafestudents.



● **Did you know there is a student A-Z Students Guide?**

The A-Z students Guide has all of the information you need to find your way around SWTAFE and where to seek help if you need it.
 Read the A-Z Student Guide [here](#) and download your pdf copy.

