

# What to do before your course starts

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What to do...	Where to find it...	What else...
Complete your <b>onboarding task</b>	<a href="#">My.GeneralAssemb.ly</a>	This may take up to <b>17 hours</b> to complete, so set aside plenty of time. The aim of your onboarding task is so that you're coming to the course with the same base knowledge as your classmates; and so you're ready to hit the ground running from day one.
Complete the required <b>installations</b>	Anaconda with Python 3.6 – as described in <a href="#">this tech install guide</a> .	Check that it is running by opening the Navigator application and then launching a jupyter notebook from the navigator interface.
Download and install a <b>Github</b> client and sign up for a Github account.	Go to <a href="https://git-scm.com/downloads">https://git-scm.com/downloads</a> and download & install the Client. Then, sign up for <a href="#">Github</a> if you don't already have an account.	Post your Github username into your Slack channel once you have been invited.



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Sign your <b>student contracts</b>	Your email inbox	You'll receive your student contracts via <b>SignNow</b> .
Complete your <b>student profile survey</b>	<a href="#">Here</a>	This helps us to know your goals behind doing the course.
Accept your <b>Slack</b> invite	Your email inbox	You'll receive an invite to your Slack group. Communicate here with your classmates and instructors.
Optional: Read any 2 chapters of the DS Handbook	<a href="#">Data Science Handbook</a>	
Optional: Read the first 2 chapters of Introduction to Statistical	<a href="#">Introduction to Statistical Learning</a>	
An important note on <b>non-contact hours</b> and <b>expectations</b> ! Your course will require you to be doing regular homework outside of class time, and you'll be presenting a final project work at the end of the program. We expect you to set aside <b>6+ hours per week</b> outside of class to dedicate to homework in order to get the most success from the course.		



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<p>Ensure your machine will be usable throughout the course.</p>	<p>We will be installing various software packages throughout the course, some not planned in advance. It is very important that you have <b>full administration rights</b> to your laptop machines and are free to install whatever software you wish. For this reason it is highly recommended that you use a personal computer and not a work computer. Even if you have admin rights on your work machines, there may be restrictions around networking (physical ports such as USB being blocked, firewalls on your machine, redirection to proxy servers etc).</p> <p>Screen size is important. It is recommended that the screen size of your laptop be at least <b>13 inches</b> as a small screen means less space for code, visualisations and software tools which you will want to view concurrently.</p> <p>The following operating systems are acceptable: <b>Mac, Linux, Windows.</b></p> <p>Those with a Mac will tend to have an easier time getting software to work. If you are a regular Linux user then Linux is a sensible option. Windows can be problematic as it is much more common to come across software issues that will slow down progress. If you are a Windows user, we highly recommend updating to the latest Windows 10 version which also includes “Windows Subsystem for Linux”, which allows Ubuntu Linux to run natively. This will likely improve your experience and would be a worthwhile investment.</p>

# Important information

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Any questions?	If you have any questions, or are unsure where to find something, don't hesitate to contact <b>Olivia</b> on <a href="mailto:olivia.basheer@ga.co">olivia.basheer@ga.co</a> or 0409 700 235; or shoot a message on your <b>class Slack channel</b> .
Where to find us	GA is located at <b>Level 2, The Podium Building, 1 Market St Sydney</b> . The Podium Building is the red brick building adjacent the main corner building, accessible via Kent St. Look for the neon GA sign :)
Campus	Campus is open from 8:45 am to 9:00 pm on weekdays and 9 am to 4 pm on Saturdays. You are welcome to come to campus outside your class time to do coursework in a welcoming environment! <b>Lifts:</b> Take the lift to Level 2 each time you come to campus. <b>Wifi:</b> The wifi username is GA-GUEST and the password is yellowpencil. <b>Kitchens:</b> There is a kitchen on each level with a fridge, coffee, tea, water, and a microwave. <b>Bathrooms:</b> There are bathrooms at the back of each level on campus.



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Graduation	<p>In order to receive a letter of completion, we require that you:</p> <ul style="list-style-type: none"><li>• attend at least 80% of class;</li><li>• complete at least 80% of mandatory homework; and</li><li>• present a satisfactory final project that fulfils all project requirements in class.</li></ul>
Missing class	<p>While we hope that you will attend every class, we know that sometimes things come up. If you absolutely must miss a class, please reach out to your instructional team to let them know and to figure out the best way for you to stay on top of the material. We are committed to making this a great educational experience for you, and want to make sure a couple bumps along the way don't stop you from reaching your goal.</p>
Payment	<p><b>Submitting Payment:</b> Log into your student account at <a href="https://generalassembly.ly/account/orders">generalassembly.ly/account/orders</a> to find your payment information and submit payment. Please adhere to the scheduled payment plan so your course participation remains in good standing. If you have questions about your payments or due dates, please contact your course producer.</p> <p><b>Payment Policy:</b> Tuition must be paid in full to receive a Letter of Completion. You can find more information in your Student Contract.</p>

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Transfers and withdrawals	<p><b>Before you start your course</b>, you will be able to cancel your enrolment and receive a refund of all money you have paid minus a \$250 deposit.</p> <p><b>After the first class of your course, but before 5:00 pm of the first Saturday of your course</b>, you are entitled to one of two options:</p> <ul style="list-style-type: none"><li>• withdraw your enrolment and receive a refund of all money you have paid minus 25% of the tuition fee. You are liable for payment of 25% of the tuition fee after the first class.</li><li>• transfer your enrolment once to a future cohort (pending class numbers), upon payment of an additional \$250 transfer fee.</li></ul> <p><b>After 5:00 pm of the first Saturday of your course</b>, you are not entitled to any refund or transfer, and will be liable for full payment of your course tuition.</p>
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