



My Action Plan

Instructions

Use this document to help you plan for beginning your studies, and don't forget to save your progress as you go!

Set up your IT login after completing enrolment

Check your requirements

You may have some extra requirements to fulfil. Use this checklist to make sure you're ready.

Do you need a tuition fee loan from Student Finance England (SFE)?	<input type="checkbox"/>	If so,	1. Have you applied for your student loan? If not, you should do so immediately.	<input type="checkbox"/>
Your application for funding is handled by Student Finance England and should be managed online.	<input type="checkbox"/>		2. Have you provided SFE with your complete details?	<input type="checkbox"/>
			3. Have you completed the online declaration form via your SFE account?	<input type="checkbox"/>
			4. Have you enrolled online and uploaded your photo ID?	<input type="checkbox"/>
Are you under 18 years of age?	<input type="checkbox"/>	If so,	Have you sent your completed Parental/Guardian consent form?	<input type="checkbox"/>
Do you need a visa to study here?	<input type="checkbox"/>	If so,	1. Have you met all of your offer conditions?	<input type="checkbox"/>
			2. Have you made the minimum payment?	<input type="checkbox"/>
			3. Do you have your right to study documents ready to be checked remotely?	<input type="checkbox"/>
			4. Have you received a link for online enrolment?	<input type="checkbox"/>
			5. Do you know where and how to pick up your Biometric Residence Permit?	<input type="checkbox"/>
			6. Have you checked whether you are required to register with the police?	<input type="checkbox"/>
			7. Have you reviewed the information on how to maintain your visa?	<input type="checkbox"/>

Reminders

We don't want you to forget these, as they won't be ready until closer to the start of classes.

Check your course community page before teaching starts

Check your university email for your timetable

Get to know your services

Mark a few of the services you think you will want to make use of right away (or at least find out more about).

Academic

<input type="checkbox"/>	Centre for Academic Writing	<input type="checkbox"/>	Languages Centre
<input type="checkbox"/>	European Computer Driving License	<input type="checkbox"/>	Registry
<input type="checkbox"/>	IT Services	<input type="checkbox"/>	sigma Maths and Stats Support
<input type="checkbox"/>	Lanchester Library and library services	<input type="checkbox"/>	

Wellbeing

<input type="checkbox"/>	Disabilities	<input type="checkbox"/>	Spirituality and Faith
<input type="checkbox"/>	Medical Centre	<input type="checkbox"/>	Sport and Recreation
<input type="checkbox"/>	Mental Health and Counselling	<input type="checkbox"/>	Welfare

Student life

<input type="checkbox"/>	CUSU (Students' Union)	<input type="checkbox"/>	Protection Services
<input type="checkbox"/>	CUSU Student Advice Centre	<input type="checkbox"/>	Residence Life
<input type="checkbox"/>	FutureLets	<input type="checkbox"/>	Square One venue
<input type="checkbox"/>	Information Points and Student Engagement Centre	<input type="checkbox"/>	Student Finance
<input type="checkbox"/>	Nursery	<input type="checkbox"/>	Student Funding

Careers

<input type="checkbox"/>	Add+Vantage scheme	<input type="checkbox"/>	Intellectual Property Commercialisation Office
<input type="checkbox"/>	Enhancing Futures	<input type="checkbox"/>	Talent Team
<input type="checkbox"/>	Futureworks	<input type="checkbox"/>	Talent Connect

International

<input type="checkbox"/>	Academic Support Team	<input type="checkbox"/>	Global Opportunities
<input type="checkbox"/>	Cambridge Advanced English Exam	<input type="checkbox"/>	International Office and student support team

Review your IT skills

Choose some of the things you think you could do with learning a bit more about.

<input type="checkbox"/>	Computer basics	<input type="checkbox"/>	Word
<input type="checkbox"/>	Web search skills	<input type="checkbox"/>	PowerPoint
<input type="checkbox"/>	Digital literacy	<input type="checkbox"/>	Excel
<input type="checkbox"/>	Cybersecurity awareness	<input type="checkbox"/>	Outlook

Sign up for CUSU groups and events

Which CUSU opportunities and activities interested you?

Choose some global opportunities

<input type="checkbox"/>	Go Abroad	<input type="checkbox"/>	Flying Start grant
<input type="checkbox"/>	'Be the change' Add+Vantage	<input type="checkbox"/>	Linguae Mundi
<input type="checkbox"/>	Erasmus / study abroad	<input type="checkbox"/>	Global Leaders Programme

Get a head start on your studies

your confidence

study skill	None	Some	OK	Good	Great
Time management					
Goals and action planning					
Group work					
Presentations					
Reading strategies					
Note-taking strategies					
Using feedback					
Active listening					
Critical analysis					
Revision techniques					
Exam strategies					
Academic writing					
Researching					
Reflection					

Myreps

Find your reps on [the CUSU site](#) and note them down here.

Plan your physical activities

What might you want to do to stay active? How often do you think you'll do them? Do you need anything, like a gym membership?

Identify your strengths and weaknesses

	strength	not sure	weakness		strength	not sure	weakness
verbal communication				self-regulation			
non-verbal communication				self-motivation			
written communication				creative thinking			
listening and observing				analytical thinking			
emotional intelligence				confidence			
teamworking/collaboration				managing ambiguity			
negotiation and persuasion				resilience			
conflict mediation				willingness to learn			
Problem-solving/ troubleshooting				confidence			
decision-making				respect for other cultures and perspectives			
organisation				flexibility/adaptability			
time management				openness to new ideas			
perseverance				leadership skills			

Shortlist some Linkedin Learning material

If you have your IT login, you should activate your Linkedin Learning account now and use the watchlist to save the courses you find interesting. If you don't have your IT login, you can copy/paste the names or URLs here and come back later, to watchlist them when you can log in.

When you have your IT login (after you enroll):

Download and set up these

Microsoft Office 365, OneDrive, OneNote, and Teams	Vygo
Sign in to the Office apps and BibliU on your mobile	

Bookmark these

Student portal	AppsAnywhere
Student news	AnyConnect
Student portal - return to campus plans	The Centre for Academic Writing
Where to find your timetable	Health and Wellbeing portal
IT Service Now	Connections Matter