



# Open Access College

## Hints for New Students



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## **Welcome to the Open Access College!**

Studying by distance usually means you will be:

- Having contact with teachers by telephone or Centra (online) lessons each week.
- Doing your weekly work at home or other organised place.
- Sending your work to your teachers to be marked.
- Studying by yourself independently most of the time.



**Please let teachers or student counsellors know if you are unable to attend lessons or having difficulties keeping up with the work.**

## **Lesson Times**

Individual teachers will ring you to make lesson times

- Think about your weekly routines
- Teachers may offer several times to choose from
- Choose the ones that fit with your life best
- Write down the agreed times
- Make a time table and put it in a place you can see it.
- Your lesson will be at the same time every week



**The enrolment paperwork may take up to 2 weeks in busy times.**

## Course Materials

- **Do not be anxious about the number of books that will begin to arrive!** (You will get the materials for the whole term or semester and in some cases the whole year. Your teacher will tell you where to start. )
- Organise books in subject groups. Use boxes or separate shelves to keep subject materials together.
- Ring back folders are useful for storing booklets
- Find your diary and put lesson times in the timetable. Use your diary to make notes during lessons.
- Check the list of materials and keep the list somewhere safe. Some books may arrive later. Course materials 'on loan' will need to be returned. You may keep materials that are described as 'issued'.

## Making a Timetable

- In the front pages of your diary, you will find an empty timetable.
- Fill in any regular weekly commitments (e.g. appointments, job, shopping).
- Put in lesson times.
- Work out when it is best for you to study each subject. If there is time after a lesson, it is good to begin work while the teacher's words are still fresh in your mind.
- It is important that you allow enough time in your week for you to do your work.
- Make sure you put in your break times too. If concentration is difficult, have frequent short breaks.
- Make a large copy of your timetable and pin it up so you can see it at a glance.
- Look for the Planner in the front pages. You can use this to write in when work is due to be sent to your teacher.

## Telephone Lessons

- Be ready by the telephone 5 minutes before your lesson is due.
- Have the books for that subject, a pen and paper to write on. Also have your diary.
- The telephone operator will ring you and tell you to hold. Just wait.
- When the operator says to “Go ahead”, your teacher will say hello and talk to you and the others in your class. They will tell you what you need to do.
- Listen carefully and write down what you must do during the week in your diary.



**A speaker phone is useful as you then can use your hands to pick up books, turn pages and make notes.**

## Telephone Manners

- **Remember that there will be other students in your lesson and you will need to take turns in talking**
- Listen carefully to your teachers and talk to them politely. They will want to help you all they can.
- When the teacher is explaining something, try not to interrupt. You can ask questions when he or she is finished. The teacher will give you time to talk each lesson.
- Other students will want a turn to talk too and ask questions, try not to interrupt them.
- Other students may need help too. Try to be patient when the teacher helps them.
- You can have a short chat with your teacher, but take care not to tell long stories that are not on the subject. Lessons are short and there is a lot of work to cover.



**If you do not understand something, you can tell your teacher. He or she may explain it in the lesson or speak with you after the lesson if you need extra help. You can ask to talk to the teacher after the lesson or later in the day.**

## **Sending your work in to be marked**

- Teachers will let you know when work is due. Write it in your diary.
- Put an attachment form on the front of your assignment work. Make sure your name and address are clearly written and the name of the teacher.
- Put the assignment in one of the yellow envelopes you have been sent. Write your teacher's name in the box on the front of the envelope.
- Seal it and put it in a post box. It may take several days to get to the college.
- You may choose to email your assignment to your teacher. Make sure your name and the topic of the work is clearly written on the assignment.



**If possible, always make a copy of your work, or save it on your computer, on a disc or USB flash drive.**

## **Feedback on your work**

**It is the teachers' job to provide feedback on your work.**

- Please do not take feedback personally. It is not meant to put you down. It is to help you.
- Teachers write a lot of feedback on your work because lesson time is short.
- Read what your teachers write carefully and try to remember the points for the next piece of work you hand up.
- Sometimes teachers will give you the option to re-submit work with some changes.
- Any criticism is meant to help you improve your work and attain a high standard.
- If you do not understand what the teacher's comments mean, please ask your teacher.



**You can ring, email or write to your teachers. You can also make an appointment to come in and see your teachers.**

## Asking for Help

### If you need help with your work:

- Ring your teachers
- Email your teachers
- Make a time to come in to see your teachers

### If you are having trouble keeping up with all of your work:

- Ring or email your student counsellor
- Tell your teachers

### If you are going to miss a lesson:

- Ring or email your teacher
- You may be able to join a lesson later in the week, or
- Your teacher will tell you what work you need to do

Emails at the Open Access College: [firstname.secondname@openaccess.edu.au](mailto:firstname.secondname@openaccess.edu.au)



Teachers and counsellors are often on the telephone. Leave a message. Say your name and telephone number and ask the teacher to ring you back.

## Needing books, articles, websites etc. for research?

You are a member of the Marden library.

- Ring or email the library on **8309 3620** or **8366 0362** or [library@openaccess.edu.au](mailto:library@openaccess.edu.au) if you need any of the following:
  - Books
  - Articles
  - Websites
  - CD's
  - DVD's
  - Advice about finding information
- The Library catalogue is available on the Open Access College website at <http://openaccess.edu.au>
- You are very welcome to come into Marden at any time and work in the library. It is a good place to meet your teachers.

## **Centra Lessons and Online Resources**

**If you have access to the Internet, some lessons may be taught using a programme called Centra, or there may be a subject website with resources and information provided for you.**

- Teachers will provide information and support to get you started.
- The college will assist you with technical difficulties you may have with these programmes.
- Some subjects will also have CD-ROMs for you to use.



**You can always email your teachers or counsellors if you have a question or need help.**