

How to become a U3A/JCU student in 8 easy steps.

1. Join the U3A.

2. Select a subject to attend. To do this you:

- Open U3A Home page www.u3acairnsinc.org.au ·

Run your cursor (mouse) down the list of activities on the left-hand side of the screen until you reach JamesCook Uni ·

Click on James Cook Uni ·

Read the information about attending James Cook University Cairns

- Run your cursor (mouse) over JCU COURSES, or MASTER SCHEDULES, click (one only) to select a subject. Click on the subject code and read the information provided ·

Note the subject code, subject name and name of the subject co-ordinator ·

Click the “back” arrow to get back to the James Cook Uni page of the U3A web site · Run your cursor over LECTURE TIMETABLE, click to open JCU Lecture timetable ·

Enter your subject code in the appropriate box, making sure that you have selected the correct semester number (1 or 2) and click ·

A timetable should come up on the screen giving you the time and room number for your lecture (sometimes this information is posted very close to the start of the semester)

3. Register your interest to attend the lectures/practical classes for a subject. To do this you:

- Provide the U3A/JCU Liaison Officer, at least three weeks before the start of a semester, your name, e- mail and other contact details, the name and code of your subject, the name of the subject coordinator and time and place of lectures/practicals

- Your status as a financial member of U3A will be confirmed ·

You will be notified by the U3A/JCU Liaison Officer if you cannot

attend that subject · Otherwise, simply attend lectures/practicals as per the JCU timetable

4. New to JCU Smithfield Campus?

- Attend an orientation of new students held at the Boathouse Cafe at the Boathouse, near the Library at the JCU Smithfield Campus at 10.30 am the Tuesday before the start of the Semester

- Look at the JCU Campus Maps for the location of Boathouse Cafe which is near the Library : enter www.jcu.edu.au and click on Campus Maps, then click Cairns Campus map. Jac's Café is located next to Building B1, the Library

5. Attending JCU as a U3A Student

- U3A students are asked to sign an attendance book located at the desk of Student Enquires in the foyer of Building AI every time they arrive at the campus to attend a lecture. This ensures that the student is covered by U3A insurance for accidents that may occur during travel to and from JCU and home.

- Wear your U3A Membership badge

6. Obtaining a JCU User Name and Password

- Ask your subject coordinator for your JCU User Name and Password during the first week of lectures.

- Send your JCU User Name and Password along with your name, subject name and subject code to the U3A/JCU Liaison Officer so that you will gain access to the LearnJCU web site

7. Your responsibility as a U3A/JCU Student

- As a courtesy, please try to attend all lectures and practical classes for your selected subject, or advise your lecturer if you plan to be absent

8. Current U3A/JCU Liaison: ·

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