MY HOME
MY UNIVERSITY
CONNECT: UOW BEGA

Student Orientation Manual
2017

UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Bega

UOW CRICOS Provider No: 00102E

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AUSTRALIA

Bega

Version history

9th edition	Brittany Brown, UOW Bega Campus	2017
8th edition	Brittany Brown, UOW Bega Campus	2016
7th edition	Brittany Brown, UOW Bega Campus	2015
6th edition	Samantha Avitaia, UOW Bega Campus	2014
1st edition	Chris Dwyer & Samantha Avitaia, UOW Bega Campus	2009

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UNIVERSITY OF WOLLONGONG AUSTRALIA
Bega

Welcome

Welcome to the University of Wollongong. It is a University that ranks among the top 2% of universities in the world with an enviable record of achievement in teaching and research.

The Bega Campus offers a modern, friendly, student-centred environment, making full use of small work groups in tutorials, seminars and classes, as well as linking with the Wollongong campus via state of the art technology.

We have put together this guide to assist you with the beginning of your new and exciting journey of tertiary study at UOW Bega.

All students also need to familiarise themselves with UOW policies and rules, including:

UOW Handbook:	http://www.uow.edu.au/handbook/
Student Rights & Responsibilities:	http://www.uow.edu.au/about/rrr/charter/index.html
General Course Rules:	http://www.uow.edu.au/handbook/generalcourserules/index.html

We encourage you to make yourselves familiar with these policies and rules at the commencement of your studies, as they will set you up for a successful program ahead.

Best regards,

Samantha Avitaia
Manager
UOW Bega

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Academic Consideration

Academic consideration is a process intended to help minimise the impact of serious or extenuating circumstances beyond a student's control which significantly impair a student's ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study. Academic consideration may be granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances.

It is not possible for academic consideration to compensate for every consequence of illness, injury, other serious cause, or extenuating circumstance affecting a student's academic progress. However, academic consideration, where appropriate, may help to minimise the impact of such circumstances by providing a mechanism to vary assessment requirements of a subject or to avoid some of the usual consequences of failure in a subject.

Approved academic consideration applicants may, for example, result in one or more of the following outcomes:

a. an extension of time to submit an assessment task

b. permission to undertake a supplementary assessment task or examination

c. recommendation for a late withdrawal without academic penalty (only the Sub Dean/Associate Dean can approve this recommendation) and, in exceptional circumstances, with the agreement of the Head of Academic Unit and the Subject Coordinator

d. consideration in determining a final mark, or

e. consideration in marking a particular assessment item

Academic consideration applications may be denied where the application does not meet the criteria for eligibility as set out in section 8 of the policy, or where the supporting documentation does not satisfy requirements as set out in section 10 of the policy. Students should refer to clause 15.2 of this Policy if they do not agree with a decision made regarding their application.

Students log onto SOLS to create an Academic Consideration Application. An information page appears first. Students have to scroll to the bottom of the page and click 'I understand' to proceed to the next screen.

Once students have completed and submitted the application, a Confirmation Page is automatically generated. This screen reinforces the timelines for submitting supporting documentation. Students should print this screen as a copy for their records especially if they post their supporting documentation for verification

Supporting documentation (e.g. medical certificates) must be submitted to the Campus Manager or the Nursing Simulation Facilitator for verification in accordance with the Student Academic Consideration Policy

http://www.uow.edu.au/student/central/academicconsideration/index.html

Access and Alarms

How do I get In and Out?

Access to the Bega Campus After Hours is available via the Auckland Street Entrance (front door), Car Park Entrance (rear door) and Patio Entrance (rear foyer door). Each of these doors has a Card Scanner located on the outside wall near the door.

TO GAIN ENTRY TO THE BUILDING:

Badge your Access Card at the face of the Card Scanner located on the external wall**.** The red light on the scanner will turn green and the door will automatically unlock. Pull the door outwards. Once inside the building, please ensure the door shuts behind you. It will automatically re-lock.

Badging your card will **DISARM** the alarms for the corridors, toilets, kitchenette and computer lab.

Swiping a student card will NOT disarm access to the teaching rooms. These rooms will still be alarmed and **CANNOT** be accessed after hours unless they have been left specifically disarmed by management for the purpose of an evening or weekend class. The rooms will automatically re-arm later in the evening after classes and will remain armed over the weekend. Opening the door of a teaching room will trigger the alarm.

TO GAIN ENTRY TO THE COMPUTER LAB:

Badge your access card at the face of the Card Scanner located on the left hand side of the Computer Lab Door. You will need to repeat this process each time you re-enter the Computer Lab.

AFTER HOURS CLASSES:

Please ensure that you **shut the door to the teaching room** after every class from 4pm onwards. If a teaching room door is left open, the sensor inside the room will pick up movement in the corridor and trigger the alarm.

TO DEACTIVE THE SECURITY ALARM:

If you are in the building after hours, the Alarm will automatically re-arm at 10.30PM. To deactivate the Alarm, **Badge your access card at the face of the Card Scanner located on the left hand side of the COMPUTER LAB DOOR.**

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After Hours Access – Application Form

Student/Staff/Visitor Access

Access Card No:…….

Given Name: …….…… Middle Initial/s: …..…. Family Name: ……

Student/Staff No: ……..……..……..…. Email Address: ……..……...…….....

Course (or Reason for Access Request): ……..……..……..…….....

Telephone Contact No: ……..……..…… or ……...……..……

Postal Address: ……..……

❑ I understand I am responsible for the Access Card issued to me. I agree not to lend my card to other persons.

❑ I will inform the Campus Manager as soon as practicable (at least within twenty-four hours) in the event of loss, unauthorized use of my access card or any other breach which may compromise my access privileges.

❑ I agree the issue of a replacement Access Card is at the discretion of the Bega Campus Manager and will incur a non refundable fee of $25.00.

❑ I undertake to return my Access Card to the Bega Campus Manager immediately upon request.

……..…… ……..

(Signature) (Date)

Office Use Only

Comments

Date *Reason for return/de-activation of card*

Advanced Standing

Students enrolling for courses may seek advanced standing (or credit) on the basis of tertiary studies completed prior to their enrolment at the University of Wollongong . Studies undertaken at other universities, colleges of advanced education, other domestic providers and TAFE may be considered for advanced standing. Applications for advanced standing must be accompanied by full documentation of previous studies, with photocopies of the relevant pages from the Handbook/Calendar of the institution concerned and a certified transcript of results.

Advanced Standing applications forms can be found online at:

http://bega.uow.edu.au/forms/index.html

Assessments

Students are required to submit assessments in accordance with the requirements of the subject outline.

Cover Sheets
All assessments must include a signed faculty-specific cover sheet. Students can access assignment cover-sheets online as advised in the subject outline.

Many cover sheets include a student receipt which may be signed by a relevant member of staff and given to the student upon submission if requested by the student.

Submission of Assessments
In general, there are three ways students can submit assessments at Bega:

1. In person – this is the most common method of submission of assessments –due for submission in person to the tutor at tutorial time.

2. Assignment Drop Box – Students may submit assignments in the Drop Box if agreed to by the tutor. Students can ask the Campus Manager or Administration Officer to sign their assignment cover-sheet at the time of submission in the drop-box, but only during business hours.
If an assignment does not have the campus stamp and signature of campus staff there is no way to validate when the assignment was submitted.

3. Electronically – students may submit assignments electronically only when specified by the subject coordinator or tutor. Electronically submitted assignments should also be accompanied by a cover sheet and declaration that the student agrees to all the conditions stated on the cover sheet.

The Assignment Drop Box is located above the staff pigeon-holes, opposite the Computer Lab in the main building.

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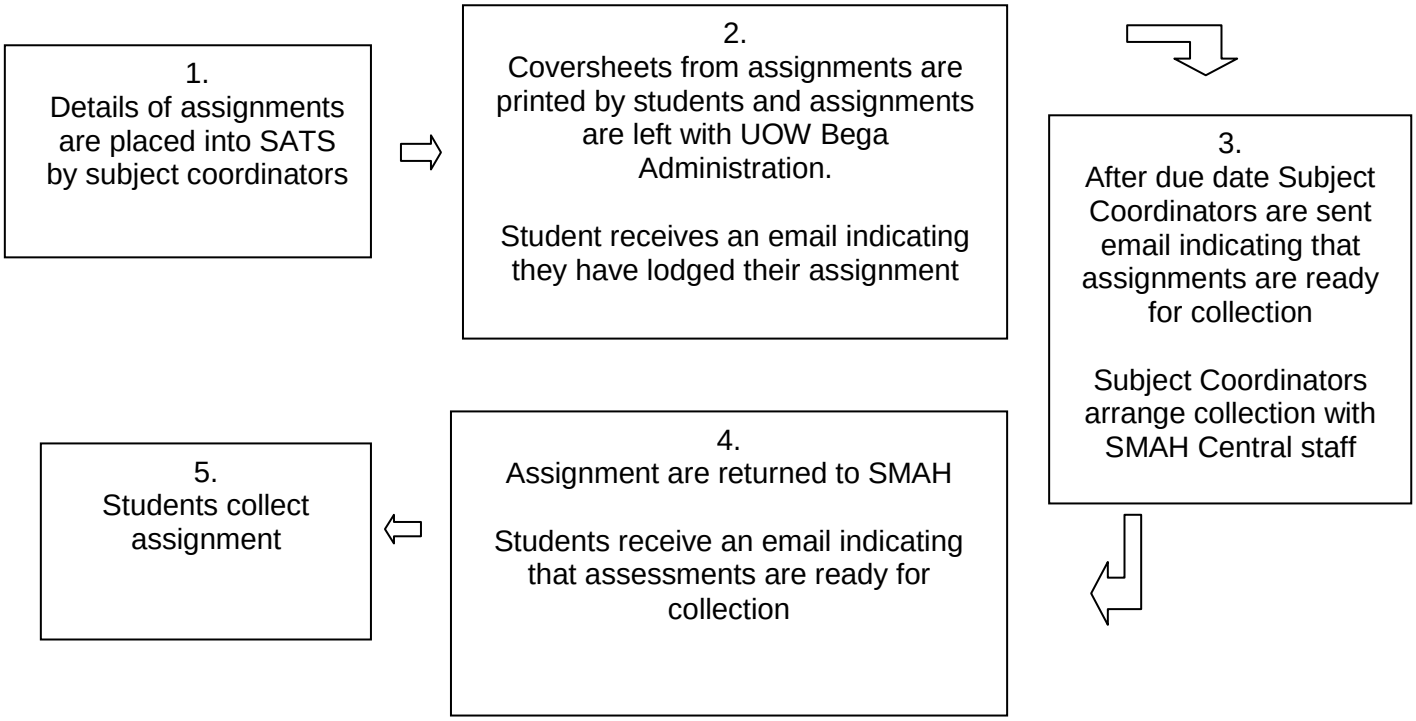
Student Assignment Tracker System (SATS) – Nursing Students

In 2016 the Student Assignment Tracker System (SATS) will be used by all UOW Bega Nursing students.

As the name indicates the system assists with the tracking of assignments across a session.



How to Generate a SATS Assignment Coversheet

1. Go to Student Assignment Tracking System - SATS. The link is available on the Science, Medicine & Health Central Home page: http://smah.uow.edu.au/current-students/UOW151958.html
2. Click on “SATS Assignment Cover Sheet” link
3. Logon to SATS with the generic account name and password (this is for all students) Account Name: student
   Password: coverit
4. Click on “Student Assignments”
5. Click on “Individual Cover”
6. Select Faculty “Science” and enter your student number, last name and select your subject code from the drop down menu, then click green “Search” button
7. Select the assignment and click the green button to generate a cover sheet
8. Print the cover sheet, sign the student declaration, attach to your assignment then submit to UOW Bega Administration.

Attendance

Are Classes Compulsory?

For some subjects, there is a minimum attendance requirement for students. Check your subject outlines for each subject's rules and requirements.

Should a student miss a compulsory class due to an unavoidable illness or incident, they should apply for Academic Consideration via SOLS .

(See the Academic Consideration section of this manual).

Books

How and when do I order my books and readings?

Subject Outline/s
Prior to commencement of classes you need to download your subject outline.

To download: Go to SOLS (Student On-Line Services) you need to log in and you will have a link to all your subject materials.

The subject outline will provide you with a weekly topic list, lists of texts and recommended readings, requirements for the subject and assessment task details.

Textbooks
Whilst you can borrow these books from the library or share with classmates, it is recommended that you have your own copy of the required text/s as they are regularly needed and referred to. Textbooks are recorded in the UniShop database for each subject. You do not need to have your subject outline in order to purchase texts.

To order your textbooks:

Go to the UOW online shop:	http://unishop.uow.edu.au/
Click on:	Textbooks
	Then follow the prompts
Pay via:	Credit Card
	Your books will then be mailed out to you.

Order your textbooks as soon as possible to avoid getting behind in your subject/s or having to wait for a second order (remember, there are hundreds of students at Wollongong also buying the same books at the same time as you).

Recommended Readings
Most subjects also have a list of recommended readings. Some you can download in SOLS, others are books that you can buy from the unishop or borrow from the UOW collection at the Bega Valley Shire Library.

Second-Hand Books
Check the Bega student notice board located in the kitchen for local second hand books.

If buying second-hand please check that you have purchased the correct edition.

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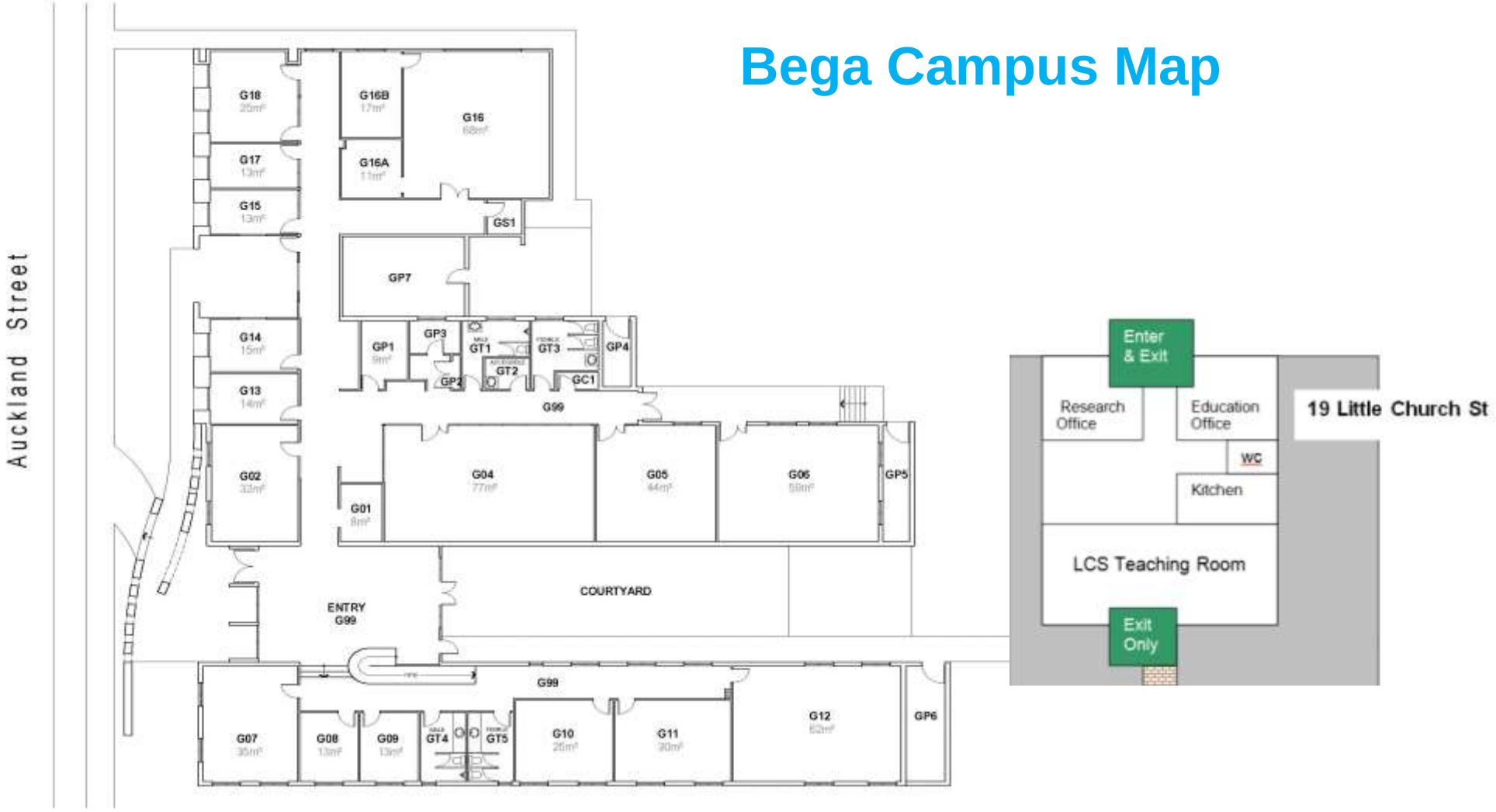
Bega Campus Map



Careers Support

Careers Central is a service provided to students free of charge and it caters for individual, group and web based needs. Careers Central aims to:

- Ensure students have career development woven throughout their university experience
- Develop and deliver career development activities and experiences that will inspire students to become engaged early in their academic life
- Liaise with UOW staff and academics and find ways to work collaboratively
- Build strong connections with regional employers so they have an understanding of the capacity of UOW Bega.

Cultivating an enduring and successful career beyond one's days at the University of Wollongong requires the development of specific career oriented skills. At the Bega campus Samantha Morris is available to assist students wishing to explore the various pathways open to them. She can be contacted by phone on 02 6494 7037; by email smorris@uow.edu.au or by contacting the campus manager on 02 6494 7035.

Students are able to access individual on campus support, attend workshops or launch web based tools that will match their skills, interest and course to professions that are applicable. Information on mentoring programs, internships, work placement opportunities and local employment is also offered.

Career Central has developed a number of workshops to be facilitated each semester including:

- resume building
- interview and selection process
- creative job search
- life after Uni

Individual services offered to students include:

- career consultations
- resume review
- interview preparation

For students wishing to take a proactive approach and explore web based resources UOW has a number of initiatives such as My Job Alert, Career Fairs, Careers Start, Graduate Opportunities, and these are located at :
http://www.uow.edu.au/careers/index.html

Computers & Equipment

Students are issued with a username and password upon enrolment with UOW. Access to the UOW computers and intranet is available only for the enrolled period and expires upon completion or withdrawal from the course. UOW email accounts are life-long. If you have problems with your password during session, contact IMTS on 4221 2000.

The student computer lab at Bega has 30 computers connected to the UOW network and local printers for student use 24 hours a day, 7 days a week.

Current UOW students are allocated an internet quota in line with the UOW Internet policy. Your quota is based on a six monthly allocation which is refreshed at the beginning of each year and again mid-year. Please note that your UOW account is provided to you for bona fide educational purposes. Further information on management of your account and quota is available at http://www.uow.edu.au/student/it

Managing Your Quota
Students are assigned an internet quota to allow the University to manage internet usage and safeguard the University's capacity to continue to offer adequate Internet access for academic purposes. You will receive an email letting you know when you have used 25% of your quota, and again at 50% and 75%. Once you reach 100% you will be unable to access any external sites.

If you have exhausted your web quota and wish to have it raised for educational purposes, you will need to lodge an online application which will be sent to the faculty in which you are enrolled. Your past download history will be accessed and considered before a decision is made regarding the application.

To apply go to: http://www.uow.edu.au/student/it/index.html

Access and Storage
Students can access webmail and the UOW intranet from any computer that has internet access.

Four of the Bega campus classrooms are also equipped with PCs and data-projectors.

Students can not store their work on University computers. You will need a **USB Memory Stick** (minimum 2GB recommended) to keep all your work on. It is highly recommended to **keep a backup of your work** at home, or to email your assignments to yourself in case you lose your memory stick or it is corrupted.

Computer Support

If you have little experience with computers, it is also highly recommended that you attend a **computer support class** at the commencement of studies. These are offered by Bega Campus Learning Support and advertised on the Campus notice boards at the beginning of each session.

Sessions are also provided throughout your program on the use of:

- Interactive Whiteboard Software (ActivPrimary)
- Multimedia
- PowerPoint

The University has limited pieces of equipment available for student loan:

- Voice Recorders
- Digital Video Camera & Tripod
- CD and tape player

Students can borrow this equipment for a period up to one week at a time. Bookings should be made in advance with the Campus Manager or Project Officer.

Computer Lab Etiquette

The computer lab is there for students to complete uni work in a quiet space conducive to study. Class workshops and exams are also held in computer lab. The lab may be closed to other students when exams are taking place, and these bookings are notified on a roster next to the computer-lab door. Please respect your fellow students by **keeping noise to a minimum** whilst using the computer lab. If you require a space for group work or discussion, please consult the Campus Manager or Administration Officer.

Contacts

Who's Who @ Bega

Permanent Staff

Campus Manager	Samantha Avitaia	6494 7035	sam_avitaia@uow.edu.au
Administration Officer	Brittany Brown	6494 7035	brbrown@uow.edu.au
Learning Support Services	Deborah Gough	6494 7037	gough@uow.edu.au
M.Teach Coordinator	Dr Sue Duchesne	6494 7958	sued@uow.edu.au
Nursing Lecturer	Siobhan Wragg	6494 7962	siobhanw@uow.edu.au
Careers Consultant	Samantha Morris	6494 7037	smorris@uow.edu.au
Counsellor	Melanie Sheehan	6494 7037	Please use appointment sheet (G13)
Librarian	Linda Albertson	6499 2201	
Maths Support	Alison Sandwith	64947035	sandwith@uow.edu.au
Student Support Adviser	Ruth McHugh	64947037	ruthmc@uow.edu.au
Arts Head Tutor	Dr Annie Werner	64947035	awerner@uow.edu.au
Business Head Tutor		64947035	

Counselling

The University provides a free and confidential service to assist postgraduate and undergraduate students with personal, work or study related difficulties.

University Counsellors are experienced registered psychologists who practice in accord with the professional and ethical requirements of the NSW Psychologists Registration Board. They are full members of the Australian Psychological Society, the premier professional association for psychologists in Australia. They regularly engage in peer supervision and undertake professional development activities to update their skills and knowledge base.

Some examples of the problems and issues that people bring to the Counselling Service are:

- couple and family issues
- communication problems
- relationship break-up
- coping with and adjusting to medical conditions and health problems
- sexual preference and sexual identity issues
- sexual problems
- pregnancy, abortion
- loneliness
- low self-esteem and lack of confidence
- stress
- anxiety and depression
- bereavement and grief
- eating problems and body image issues
- drugs and alcohol
- coping with physical or mental illness
- adjustment to life changes
- adjustment to study
- adjusting when you are the first family member to attend uni
- adjusting when you have come from another culture
- difficulty concentrating
- time management and juggling priorities
- conflict with fellow students or staff
- coping with failure
- life-planning and values

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Annual Session 2017 Dates

Autumn Session 2017	
Activity	Date
First day to enrol for re-enrolling (continuing Students)	21 Nov 2016
Last day to re-enrol without late fee	31 Jan
Academic Advice Day	10th Feb
Orientation	21 Feb – 23 Feb
Lectures Commence (weeks 1-7)	27 Feb – 13 Apr
Last day to enrol / add subjects yourself	12 Mar
Last day to enrol / add subjects with Head of School approval	19 Mar
CENSUS DATE Fees Due Last day to withdraw from subject/s without paying for them HECS / FEE HELP debt reporting date Last day to change HECS / FEE HELP billing option	31 Mar
Student Services and Amenities Fees Due	1 Apr
Last day to withdraw without academic penalty - subject deleted from record	7 May
Mid-Session Recess (1 week)	17 Apr – 21 Apr
Lectures Recommence (weeks 8-13)	24 Apr – 2 Jun
Study Recess (1 week)	5 Jun – 9 Jun
Exams (2 weeks)	10 Jun – 22 Jun
Mid-Year Recess (4 weeks)	26 Jun – 21 Jul
Release of Results	Exams & Results Key Dates
Spring Session 2017	
Lectures Commence (weeks 1-9)	24 Jul – 22 Sep
Last day to enrol / add subjects with Head of School approval	13 Aug
CENSUS DATE	31 Aug
Last day to withdraw without academic penalty - subject deleted from record	24 Sep
Mid-Session Recess (1 week)	25 Sep - 29 Sep
Lectures Recommence (weeks 10-13)	3 Oct – 27 Oct
Study Recess (1 week)	30 Oct – 3 Nov
Exams (2 weeks)	4 Nov – 16 Nov
Release of Results	Exams & Results Key Dates

Disability Services

Disability Services provide advice on how particular disabilities affect university study and information on resources available at the University for assisting students with disability. Disability Services can be contacted through Bega's Student Support Adviser, Ruth McHugh: ruthmc@uow.edu.au

Disability Services at UOW provides reasonable adjustment advice and support for current and prospective students with a disability or health condition. Our aim is to ensure that students with a disability realise their full academic potential despite their disability.

If you have a disability, register with us as soon as possible in order to receive additional support and advice. If you have complex requirements it is even more important to contact us early so that we may arrange your support in a timely manner.

As part of Student Support and Peer Learning, Disability Services is committed to creating a safe and productive environment for registered students. Please contact our office for further advice or information or to make an appointment.

eLearning Space

What is eLearning Space?

The eLearning Space (Moodle) is where you can access materials and activities for each of your subjects such as subject outlines, readings, lecture notes, assignments, quizzes and discussions.

How do I access eLearning Space?

Current UOW students can log on to the eLearning Space through SOLS and your online subjects will be displayed.

How do I Use My eLearning Space?

If you are enrolled in a subject with an eLearning Space you will have access to information online. To access the information online you must have a UOW email address. It may take up to 48 hours from enrolling in a subject before access to your eLearning Space is granted. Not every subject has an eLearning Space. You should check with your lecturer or tutor if you are unsure.

Support

Your Moodle platform has a Support button with FAQs and userguides to help you navigate and use the features.

There is also a Moodle support platform on YouTube with helpful videos. Go to:

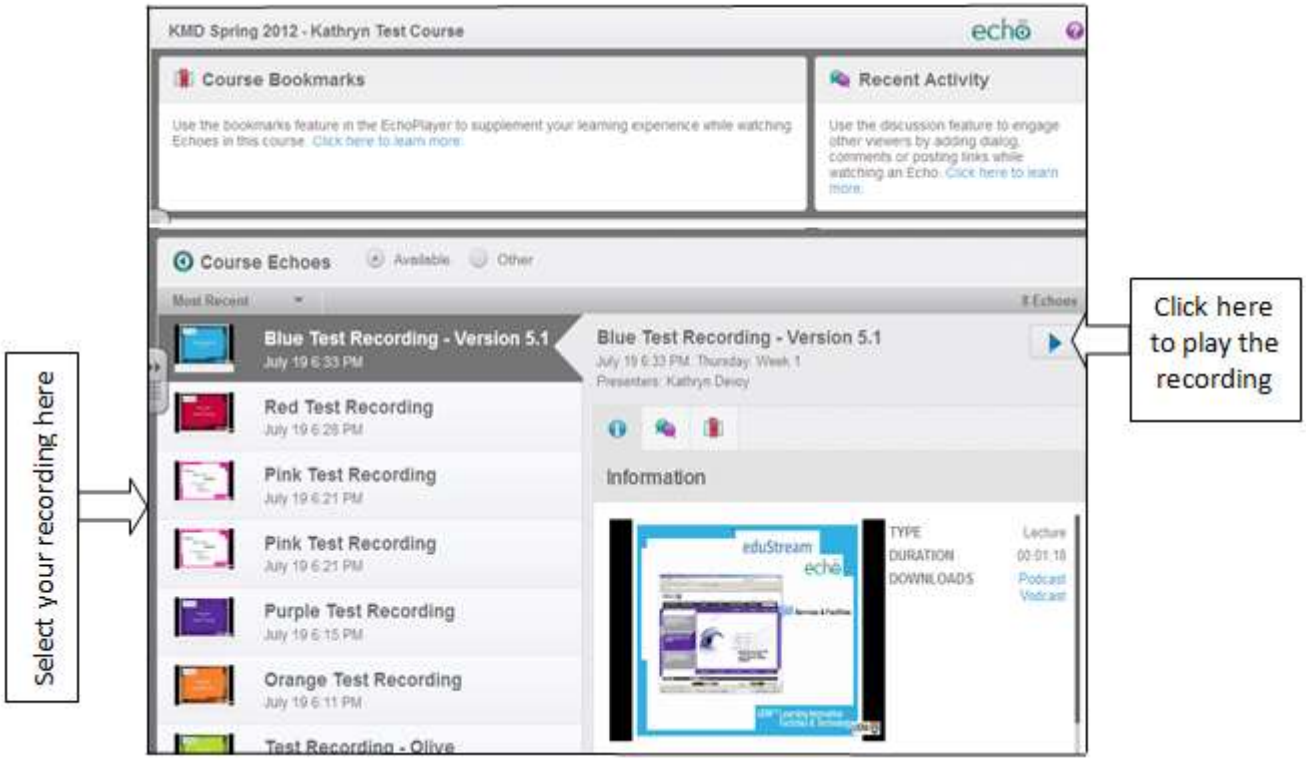
http://www.youtube.com/user/UOWMoodleLAB

eduStream (echo360) What Students' need to know

1. To access recordings, click on the link provided in the eLearning site. Enter your UOW username and password.

2. The **EchoCenter Course Portal** has a list of eduStream (echo360) recordings, or a single eduStream (echo360) recording. Select a recording by clicking on the name.

3. Click the **Play** button on the right hand side of the screen.



Email

Email is the primary form of individual communication for University students, Academic and General Staff. Upon enrolment with the University you will be issued a UOW email address and be expected to check it regularly during session.

All student email addresses have a prefix including their name or initials and end in @uowmail.edu.au

All staff email addresses have a prefix including their name or initials and end in @uow.edu.au

UOWmail

Access to your email is through UOWmail.

Students can access email from any computer with internet access by going to: http://www.uow.edu.au/its/uowmail/index.html

Or, by using the webmail link in SOLS (Student OnLine Services),

Or on the Bega homepage.

SOLS mail

Important group messages are also sent to students via SOLS mail. SOLS mail messages automatically come up each time you log into SOLS. You are required to check your SOLS messages at least once per week during session.

If you are unfamiliar with email, it is highly recommended that you attend a **computer support class** at the commencement of studies. These are offered by the Bega Campus and advertised on the Campus notice boards at the beginning of session.

If you have any problems with your password during session, contact the Campus Manager.

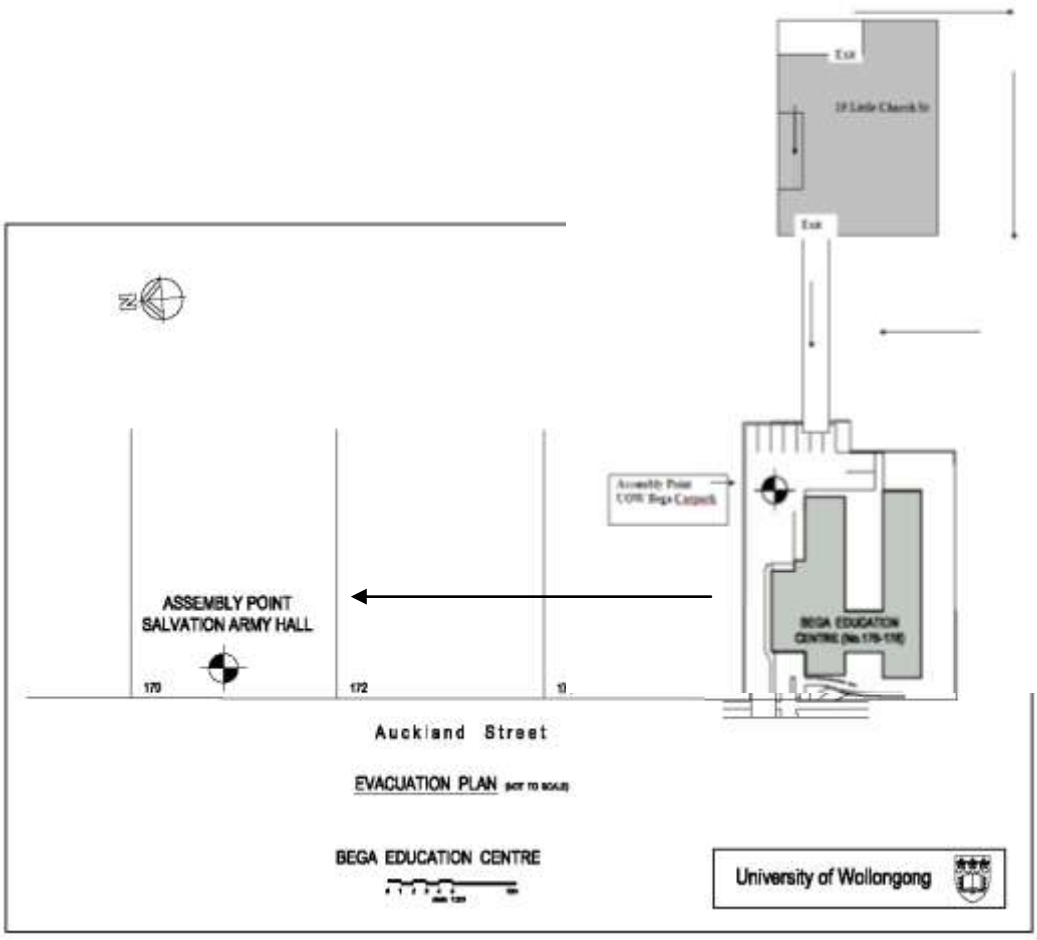
Emergencies

If a continuous alarm bell is heard or activation of an Emergency Warning Intercommunication System (EWIS) or are requested, by a Building Warden, or a member of staff, to evacuate the building you must:

- **Leave the building by the nearest exit**
- **Proceed to assembly area - see diagram**
- **Remain in the area until advised that the emergency is over**
- **Do not re-enter the building until advised it is safe to do so by Building Warden and/or Security Officer**

Only use fire-fighting equipment if you are trained to do so.

Standing Fire Orders (maps indicating assembly areas) are posted on the foyer wall and in all the teaching rooms and offices. For Little Church St Building, the Assembly point is the Bega Campus Car park. For the main Campus it is the Salvation Army Hall (see below).



Emergency Contacts

In the event of an emergency Building Occupants must ensure that the following are notified:

	Who	Name	Work	Mobile	After hours	Comments
1	Emergency Services	Police, Fire, Ambulance	000			24 hours
2	Building Wardens & First Aid Officer	Sam Avitaia	On-site		Contact Security	
3	Security	Sapphire Security		0431 835 985		24hours

Environment

The UOW Bega Campus has several measures in place to reduce energy consumption and waste:

- Recycling bins are located in the kitchenette
- Paper shredder in tutors room
- Our campus utilises natural light in all common areas, classrooms and offices
- Rain water is collected in underground tanks for toilet flushing
- Automatic screen savers on all computers
- Low energy exterior lighting
- Green garden waste disposal

To improve our energy efficiency, staff and students are asked to:

- Turn off the lights and air-conditioning when leaving an empty room
- Shut down your computer when finished and switch off the monitor
- Be selective about what you print and photocopy

Exams

Many subjects have a number of tests throughout the session and many also have mid-term and final exams. Check your subject outline/s for details of tests and exams.

Tests
Commonly tests are held during tutorial time and are supervised by the tutor. Your subject outline will list all testing requirements.

Exams
Final exams are held in weeks 15 and 16 of session, preceded by a one-week study recess. Final examinations are held under strict conditions, conforming to UOW policy.

Examination rules can be found in the Undergraduate Handbook:
http://www.uow.edu.au/handbook/generalcourserules/index.html

Ensure that you bring to every exam:

- Your student ID card
- 2B pencils (for multiple choice answer sheets)
- Your approved calculator (if permitted)

Calculator (Commerce and Business students – a financial calculator is required for some subjects, check with your subject coordinator). Check on the UOW website that your calculator is approved for exam use:
http://www.uow.edu.au/student/exams/calculators/index.html

Examination timetables are posted through SOLS for each academic session.

Special Requirements
Students needing special assistance with exams should register with the Disability Liaison Officer at Bega at the beginning of their studies.

Exam workshops are also held by Learning Development during the semester and are highly recommended for new students.

Feedback

Online Feedback Portal

Seriously. We listen.
At UOW, we genuinely want to hear from you.

We welcome all types of feedback: compliments, comments, complaints or suggestions for improvements.

The University is committed to improving services as a result of feedback received. We will endeavour to respond to you within five (5) working days.

Your feedback may be provided to relevant areas of the University in order to resolve your matter effectively and efficiently.

Every effort will be made to ensure that your privacy and confidentiality is protected.

http://www.uow.edu.au/student/haveyoursay/index.html

Fees

All domestic undergraduate places and Master of Teaching places at the University of Wollongong are Commonwealth Supported for Australian citizens and permanent residents. The Australian Government contributes, on average, about three quarters of the funding of education costs for Commonwealth supported places.

Commonwealth supported students are required to pay a student contribution amount to cover the remaining costs of their course.

Student contribution amounts are calculated per subject based on the Equivalent Full-time Study Load (EFTSL) value of the subject and the subject cluster it belongs to.

The Higher Education Loan Program (HELP) is a package of loans to help students pay their course fees and to help students undertake study overseas. It includes: **HECS-HELP** for eligible Commonwealth supported students.

When the University makes an offer of a place it will clearly indicate whether the student is eligible for a HECS-HELP loan and how the student should go about requesting a loan.

Further information can be gained from your Campus Manager, and online at:

http://www.uow.edu.au/student/finances/index.html

Graduation

It may seem a long time away, but it will be here before you know it!

It is very important to be confident that you are meeting all the faculty requirements to graduate from your course of study at the time you expect to.

It is, unfortunately, not uncommon for students to think they have finished their course and then find out that they have not completed all the requirements necessary to graduate.

When selecting subjects, students should always refer to their degree program (which can be found on their faculty's website) This tells them what subjects they must do, how many elective subjects they may choose etc...and if you're the slightest bit unsure, ASK FOR ADVICE!

Remaining Subjects
When you are in your final year of study, you should complete a "Remaining Subjects" Form. You will then be sent a letter with a list of subjects you are still required to complete to graduate. Information about the Remaining Subjects Form is available from the Campus Manager.

Applying to Graduate
You are not automatically issued your degree certificate (called a testamur) upon completion of your course. You have to apply to graduate.

Students who complete all requirements for their degree, diploma or certificate are eligible to graduate at the next series of ceremonies. For example, a student who completes at the end of Spring Session will graduate at a ceremony to be held in December and a student who completes at the end of Summer or Autumn Sessions will graduate at a ceremony to be held in July.

To apply to graduate, students must login to SOLS and select the Graduation Application link. Closing dates for application are approximately two months prior to your applicable graduation ceremony.

Bega Graduation Celebration
Bega graduands are invited to attend the Bega Graduation Celebration, held each year in December for graduands completing their program in Autumn and Spring sessions.
Bega students have the option of attending both the Wollongong Graduation Ceremony and the Bega Graduation Celebration, or one of the two.

If you do not attend the Wollongong ceremony your testamur will be mailed to you.

Identification

Upon enrolment at UOW you will be issued with a student ID card. Your student ID is your identification when at the Wollongong and Bega Campuses; it is your Library card and also has your details, such as your student ID number and barcode.

Your student ID is required for identification at all UOW exams.

Student ID may be requested by security officers, police, and/or staff of the university.

Should you lose your ID, you can request another one from the Bega Campus Manager or Administration Officer for a fee of $10.

Travel Concessions (City)
Full time students can apply for a rail and bus concession sticker on your student ID. This allows travel at a concession rate on City Rail and some local bus services.

For information relating to concession eligibility, please go to the Ministry of Transport website at http://transport.nsw.gov.au/concessions

Re-Enrolling Students
Eligible students can take their Student ID card to the Campus Manager to receive a CityRail concession sticker for the coming year. Concession stickers are valid from start of session in the current year until the start of session the following year and incorporate both bus and rail travel.

Kitchen

A kitchenette is provided for use by staff and students at the Bega Campus and Little Church St buildings. They are equipped with:

Fridge
Microwave
Hot Water Boiler
Coffee Maker
Cutlery & Crockery
Dishwasher
Cold Filtered Water Dispenser

Tea and Coffee is supplied by the University.

Milk is also paid for by the University, but students are requested to purchase milk when supplies are low. The Campus Manager or Administration Officer will reimburse the cost of the milk upon production of a receipt.

Food left in the fridge will be disposed of every Friday afternoon.

Staff and students share responsibility for keeping the kitchenette clean and tidy, loading and unloading the dishwasher etc. Likewise for the smaller kitchenette in the Little Church St building.

Learning Support

Learning Development

Free Assistance For Study Needs

Learning Development offers assistance to all enrolled students who wish to improve their academic and English language skills. Academic skills workshops, self-access learning resources and individual consultations are provided at the Bega Campus.
Deborah Gough is the Learning Development Officer at the Bega Campus. Deborah can be contacted by phone on 6494 7037 or by contacting the Campus Manager on 6494 7035.

Individual Consultations

Students can have individual learning development sessions to improve study and research skills, gain assistance with specific essays and other assignments, and develop their ability to critically analyse and argue complex issues.

Successful Transitions Workshops

Learning Development offers Successful Transition workshops over a nine-week period at the Campus. These workshops are designed specifically to prepare you for your various assessment tasks. There is a series of workshops for Arts and Commerce students and another series for Nursing students. Topics include the following:

- Preparing for academic study and assessment
- Effective reading and critical thinking in your discipline
- Presenting with panache
- Academic writing structures
- What is an argument and how do I develop one?
- The art of referencing or how to weave the research into your argument
- Sentencing/Signposting/Showcasing
- Reviewing the situation
- Preparing for those final exams

All workshops are completely free. Workshops timetables are posted around campus at the beginning of each semester and will be available at Orientation Day.

Handouts

Learning Development also provides a range of printable writing and study skills resources to help students improve their academic performance at University. These resources are free and include information on

- time management
- study techniques
- academic writing
- essay writing
- report writing
- note-taking
- critical thinking

Library

UOW Collection at Bega Valley Shire Library
Located a short walking distance from the Bega Campus, the Bega Valley Shire Library provides access to collections and information services for University of Wollongong students and staff.

The Library houses a core collection of University study materials in a variety of formats, individual study places, and audio-visual equipment. Electronic resources such as databases and full text journal articles are accessible from a dedicated computer terminal within the Library, and from all terminals within the Bega Campus. Library staff will provide assistance to students in locating and using information to support their studies.

For availability of collection items at Bega, please consult the Bega Valley Shire Library Catalogue at: http://iii.library.uow.edu.au/ or follow the links on the Bega UOW website.

Opening Hours
The Bega Valley Shire Library is open:
9:30am – 5:30pm Mondays to Fridays
9am – 12pm Saturdays

Borrowing
The number of books you can borrow, and the length of the loan period, will depend on your level of study. Overdue items will result in you being blocked from borrowing and fines will also be applied. Library fines are $1.00 per day per item. You can avoid Library fines by returning items you have borrowed on or before the due date.

Wollongong Campus Library
Intercampus Document Delivery provides material that is held by the Wollongong Campus Library to students and staff at other locations.
Academic staff and postgraduate students (including honours) may also request material NOT held by UOW Libraries.

The UOW Library webpage provides resources for staff and students including:

- Library Catalogue: books, journal titles, e-readings, short loans and more
- Databases: journal articles and more
- Resources for assignments
- Check your Library record
- Information about Referencing and Citing

http://www.library.uow.edu.au/

Library Assistance
For assistance with the UOW Bega collection, or any library matters, contact:
Linda Albertson
Bega Valley Shire Library
Phone: 6499 2201

The Reference and Information Services Librarian also hosts regular library and research workshops at the Bega UOW campus.

UNIVERSITY OF WOLLONGONG AUSTRALIA
Bega

Library Intercampus Document Delivery

"If you can't find what you need in your Library you might want to try Intercampus Document Delivery"

ICDD items can be requested using a NEW online request system. This online service is available for students and staff at Batemans Bay, Bega, Loftus, Moss Vale and Shoalhaven campuses to request items that are available only at the **Wollongong Campus Library**:

- **Articles** from print journal collections (quicker delivery*)
- **Or chapters** from books (quicker delivery*)
- **Books, films etc** from the Wollongong campus (Sent through the mail)

*material is scanned, sent electronically directly to UOW email accounts only.

To make a book request you will need to:

- **Find the book in the UOW Catalogue** for correct details and/or book availability
- **Click on 'HOLD' in top toolbar**
- **Enter name and barcode (from your student card) and click 'Submit'**
- **Select 'Bega Library' from dropdown menu and click 'Submit'**

For more information, visit the Document Delivery for inter-campus clients (ICDD) page by the following links from UOW Library homepage, or go to

http://www.library.uow.edu.au/documentdelivery/UOW026569.html

MENTORING PROGRAMS AT UOW BEGA

UOW Bega students have the opportunity to be involved in two mentoring programs. Both provide students with experience in mentoring, working in schools and leadership.

AIME

AIME provides a dynamic educational program that gives Indigenous high school students the skills, opportunities, belief and confidence to finish school at the same rate as their peers. AIME has proven to dramatically improve the chances of Indigenous kids finishing school. AIME also connects students with post Year 12 opportunities, including further education and employment.

Indigenous high school students in years 9 – 12 from Narooma, Bega, Pambula and Eden attend five AIME Outreach Days over the year at UOW Bega campus where they are also mentored by local university students.

IN2UNI

The In2Uni Program is a partnership between the University of Wollongong and Department of Education and Communities (DEC NSW), Illawarra and South East Region to enhance aspirations and capacity of selected primary and secondary schools within our communities.

The University of Wollongong's In2Uni Program aims to build aspirations for higher education and beyond by allowing students to explore possibilities and opportunities at University.

The program offers a range of activities, including academic mentoring, leadership and transition workshops, on-site experiences and online activities for students, parents and teachers in the program.

For further information on these programs and how to apply contact Samantha Avitaia, Manager at UOW Bega on sam_avitaia@uow.edu.au

Parking and Transport

The Bega Campus is located five-minute's walk from the centre of Bega .

There are limited car parking spaces including disabled access car spaces available at the Main Campus and Little Church Street.

Alternative parking can be found on surrounding streets.

Parking at Sapphire Marketplace

Sapphire Marketplace has car parking spaces for 580 cars including disabled and Parents with pram parks. Undercover parking can be accessed from Auckland Street and Zingel Place in Bega.

From March 1, 2015 Sapphire Marketplace will be putting in place changes to the carpark with the introduction of a three hour parking limit. Vehicles that exceed three hours parking will be issued an infringement notice.

Timetabled local bus services
Local timetabled bus services provide coverage of Bega Valley Shire.

Bus operator contact details:

Bega Valley Coaches
Bega-Cobargo-Bermagui
Call: 6492 5804

Sapphire Coast Buslines
Eden – Merimbula – Tura Beach – Bega & Surroundings
Call: 6495 6452
http://scbuslines.com.au/

Tathra Bus Service
Bega -Tathra, Bega Town loop, Tathra -Merimbula
Call: 6492 1991

Taxi Services

Location	Phone Number
Bega	02 64922156
Bermagui	02 64934686
Eden	02 64961180
Merimbula	02 64952103

Photocopying, Printing & Stationery

A high-capacity printer and a high-capacity photocopier/printer are located in the student computer lab for student use.

Students are required to be aware of Copyright Law: http://www.copyright.org.au/find-an-answer/

COMMONWEALTH OF AUSTRALIA
Copyright Regulations 1969
WARNING

Copyright owners are entitled to take legal action against persons who infringe their copyright. Unless otherwise permitted by the Copyright Act 1968 (the Act), unauthorised use of audio-visual items in which copyright subsists may infringe copyright in that item.

It is not an infringement of copyright in an audio-visual item to use that item in a manner that is fair dealing under section 103C of the Act.

Section 103C of the Act relates to fair dealing for the purpose of research or study and sets out the matters that must be considered in determining whether a reproduction of an audio-visual item is a fair dealing.

A court may impose penalties and award damages in relation to offences and infringements relating to copyright material.

Higher penalties may apply, and higher damages may be awarded, for offences and infringements involving the conversion of material into digital or electronic form.

Suggested student shopping list
USB flash drive, minimum 4GB recommended (available from post office & computer stores)
Folders to organise your subject outline/s, notes and readings for each subject
Note paper
Hole punch and small stapler
Pens / Pencils / Highlighters etc
2B pencils for multiple choice exams
Calculator (Commerce and Business students – a financial calculator is required for some subjects, check with your subject coordinator). Check on the UOW website that your calculator is approved for exam use:
http://www.uow.edu.au/student/exams/calculators/index.html

CONTINUED NEXT PAGE ….

UNIVERSITY OF WOLLONGONG AUSTRALIA

Bega

How to: Print & Copy

- Add credit to your student card using a Credit Card or PayPal account.
- Link your student card to the printing system by attaching a PIN to your student card

***NOTE* - There are no cash facilities at Bega.**

Set up a PIN

- Swipe your UOW Student ID card at a print station
- Enter a 4 digit PIN

Transfer money

- Click on the **'Printing'** icon on the **UOW Bega home page**
- Login using your UOW Username and PIN.
- Click on the required amount money
- Select a Credit Card or PayPal option.

To print:

Default print settings are: FollowMe / 2-sided/ Portrait/ BW

On the Computer	At the Print Station
• Click 'print'. A 'print job details' box will appear. • Enter SOLS login name • Click OK • A second box will appear. • Click OK	• Press the 'print release' button on the display panel. • Swipe your student card in the card reader. • Enter your PIN.

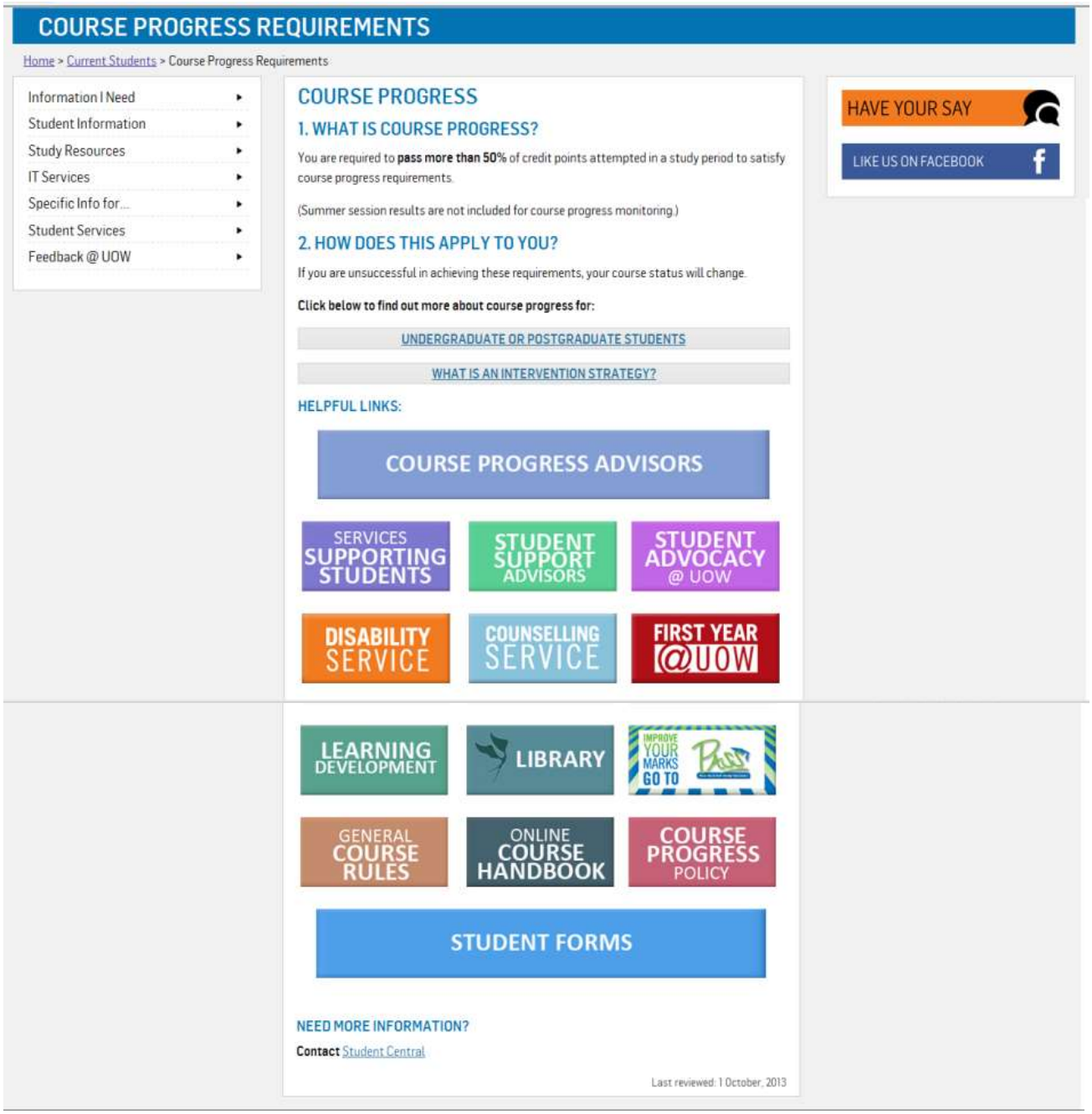
Other Printing facts:

- Print jobs stay in the print queue for 2 hours.
- Submitted print jobs can be released at any UOW FollowMe print station
- A3 and A4 printing is available in all locations.

Print/Copy costs:

- A4 black and White: 11c per single-sided, 21c per double-sided sheet
- A4 colour: 45c per single-sided sheet, 89c per double-sided sheet
- A3 black and white: 22c per single-sided

Progress Requirements



http://www.uow.edu.au/student/enrolment/courseprogress/index.html

Referencing

UOW referencing style guides

Go to: www.library.uow.edu.au **– then click on Referencing**

Students MUST refer to their faculty/school to determine the required referencing style AND comply with the Academic Integrity Policy.

To determine the correct referencing style for your subject:

- Refer to the table of faculty/school preferred styles. If no style is listed,
- Check with the subject lecturer/tutor. If no style is specified, use the UOW Author-Date (Harvard) Referencing Guide [PDF 210KB].

It is highly recommended that all new students attend the Essay Writing workshops offered by Learning Development early in their first session to understand essay writing and referencing expectations, as well as the University policy on plagiarism and citing.

The Faculty of Education's policies on referencing and plagiarism are clearly outlined in the Faculty of Education Handbook.
Please refer to: http://www.uow.edu.au/educ/

Plagiarism

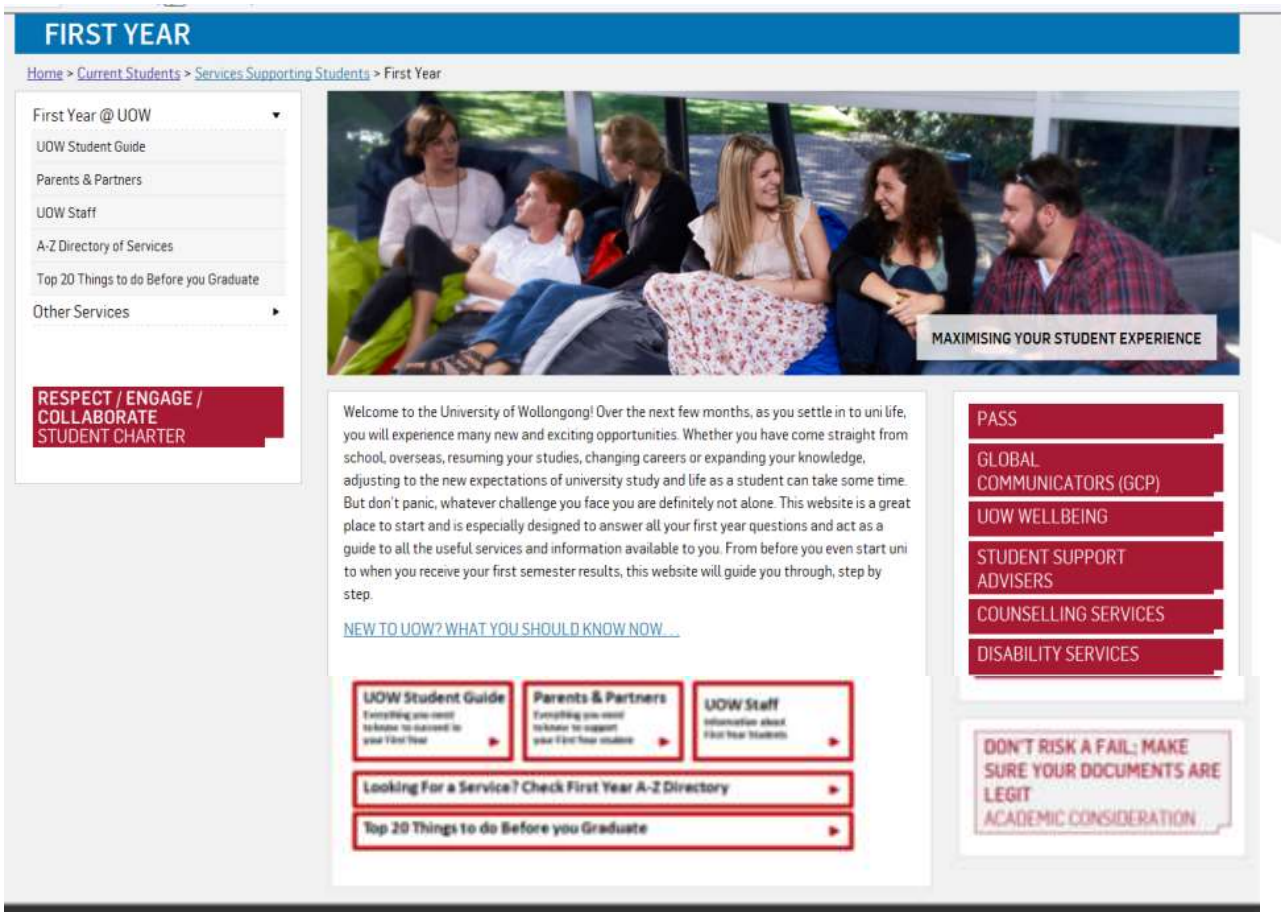
Plagiarism, or not appropriately acknowledging the ideas and/or words of others, is a serious offence in the academic world regardless of whether it is intentional or not. Plagiarism is the use of someone else's work as if it is your own. The "someone else" may be an author, researcher, critic, lecturer or even a fellow student. Whilst it is often necessary to use other people's ideas, they must not be presented as your own. In addition, any work that is handed in for assessment and that contains elements of work submitted for another subject must be formally acknowledged through an in-text citation and in the Reference List.

The sources from which you have drawn your information and ideas must be clearly acknowledged in all of your work. Please refer to the following web site for further details: http://www.uow.edu.au/student/services/ld/students/UOW021315.html and to the section in the Education Handbook on "Referencing" to find out how to correctly acknowledge the work of others.

(Education Handbook Section 8.)

Resources for New Students

http://www.uow.edu.au/student/services/fye/resources/index.html



Security Services

Security at the Bega Campus

Campus security is provided by:

Sapphire Security
Phone: 0487149437 or 0432265809
Quote: University of Wollongong Bega Campus
Security services are available 24hrs.

Security provides:

- Random Patrols
- Security Call-Outs
- After hours escort to parked cars

In an emergency always contact 000 first!

Scholarships and Grants

UOW assists students from diverse backgrounds through the provision of scholarships. On the UOW scholarships website you can read about the different types of scholarships available to both prospective and current UOW students and how to apply for them. The range of support on offer shows how UOW builds productive partnerships with organisations and members of the community to help prepare students for success in a global economy.

Scholarships available to new and continuing students at Bega include:

Academic Achievement Scholarships
Commonwealth Education Costs Scholarships
Community Sponsored Scholarships - Regional Education Centres
Equity & Merit Scholarships
Mature Age Scholarships
UAC Equity Scholarships (incorporating Commonwealth Learning Scholarships)
NSW Health Nursing scholarships
Royal College of Nursing scholarships
Nurses and Midwives Board scholarships (including Indigenous scholarships)
NSW Teachers' Federation scholarships
Teach NSW Scholarships

Further information on these scholarships and more can be found at:

- http://www.uow.edu.au/about/scholarships
- Also check organisation websites (e.g. Royal College of Nursing, Dept Education)
- Bega Campus noticeboards

EdStart Grants

EdStart grants are for undergraduate domestic students who are enrolled at the University of Wollongong for both Autumn and Spring sessions. EdStart applications are assessed on the basis of financial need. First year students are strongly encouraged to apply. EdStart provides $500 support for educational costs to low income undergraduate students at the University of Wollongong in the form of credit for the University book shop.
Closing dates for applications for all new students is 1 March 2013.

To apply go to: http://www.uow.edu.au/about/scholarships/ug/edstartgrants

Financial Support
AUSTUDY, ABSTUDY and Youth Allowance are provided by The Department of Human Services. To check your eligibility go to http://www.humanservices.gov.au/customer

Master of Teaching Scholarships and Grants

Various scholarships are available for Graduate Diploma in Education Students:

Scholarship/s	Value	# available	Criteria	Application Deadline	Further Information
Trainee Teacher Scholarships NSW Teachers Federation	$4000	11 in NSW	Enrolment in GDE Short essay Join NSW TF	April of year studying M.Teach	www.nswtf.org.au
Teach NSW Scholarships	$8000	80 in NSW	Area of specialisation	October of preceding year	http://www.teach.nsw.edu.au/
Teachers Mutual Bank	$5000	7	Enrolment in GDE	January of year studying M.Teach	www.tmbank.com.au
Community Scholarships	$1000	2	Bega Valley Resident 1st semester WAM 1st semester prac report	July of year studying M.Teach	Bega Campus

Other Financial Support
AUSTUDY, ABSTUDY and Youth Allowance are provided by Centrelink. To check your eligibility go to www.centrelink.gov.au

StartSmart

Get the right start!

Starting out at university can be daunting, as you discover how much research is needed to complete your assignments and earn good marks. To help you get the right start, it is recommended you complete StartSmart in your first few weeks at UOW.

University entails a world of academic information where Google is only one of the information tools you'll need to use. Lecturers will expect you to find academic information from the resources provided free to you by the UOW Library. StartSmart gives you the essential skills and confidence to approach your first assessment task.

What's in it for me?

By completing StartSmart you'll ...

- **Be aware** ... there's a world of information sources available from the Library for Uni students
- **Get the essentials** ... find items recommended by your lecturer
- **Stand out** ... find extra resources to add to your assignment
- **Use information responsibly** ... acknowledge ideas and avoid plagiarism
- **Be on your way!** ... to becoming an independent learner, one of the UOW Graduate Qualities

StartSmart - Essential Academic Information Skills

- **is compulsory** for all new UOW undergraduate students
- **is important** and your results will be withheld if you don't complete it in your first session
- Postgraduate students are encouraged to complete the StartSmart guides

How to get started?

http://www.uow.edu.au/student/services/fye/resources/startsmart/UOW070056.html

1. Work through the StartSmart guides
2. Learn more by doing the interactive learning activities
3. Complete the StartSmart quiz

Help!

If you need help or have problems using StartSmart or completing the quiz, come to the Research Help desk in the Main Library, talk to your local Bega Librarian or email startsmart-enquiries@uow.edu.au

CAREERSMART IS HERE!!

UOW CareerSmart is a **short online compulsory course** that will ensure incoming students are thinking about their professional career from first year onwards. Students will learn more about what skills they have, what employers want, and how to fill in the gaps while they are studying at UOW. Students will also create an action plan, which asks them to consider which UOW activities and programs will boost their employability.

Our aim is for CareerSmart to assist UOW students to stay motivated during their studies & help them navigate their way through their degree with clear career goals.

What Do Academics Need to Know about CareerSmart?

The following information covers key points about CareerSmart's purpose, content, delivery and access.

Purpose

- To provide students with skills & knowledge to improve their employability prospects on graduation and enhance their career development opportunities
- To establish the UOW as a leader in the field of employability initiatives, in recognition of Goal 2 of the 2016-2020 Strategic Plan, to provide 'an exceptional learning and student experience'

Content – 3 Parts to Complete

Parts	Learning Outcomes
1. All About Me	• Recognise that career uncertainty is normal for many first year university students. • Gain an understanding of how your personal attributes – your strengths, personality type, values and work & leisure interests - might influence your course and career choices. • Identify UOW courses & career options related to your personal attributes.
2. The World of Work	• Understand the changing nature of Australia's current & projected labour market. • Locate careers information related to your field of study. • Understand the importance of employability skills and as a result, know what employers & graduate employers want. • Recognise the importance of the Core Skills for Work. • Recognise how entrepreneurial skills might be a key aspect of your ongoing career thinking.

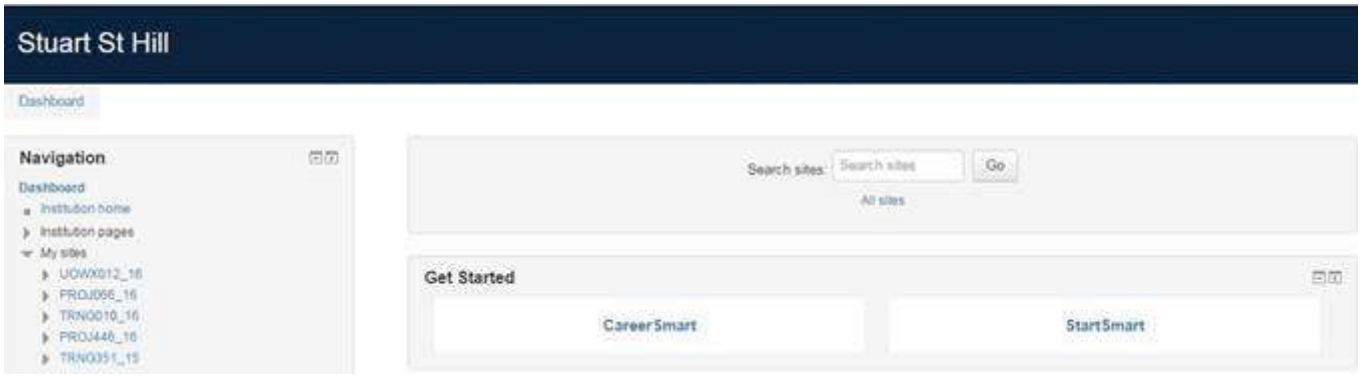
3. My Career Plan	• Outline your personal and professional development needs. • Identify UOW course/curriculum learning experiences that can address your personal & professional development needs. • Understand the importance of career planning using tools to create your Career Action Plan.

Delivery

- CareerSmart has been designed as a **two hour online** module with three parts, which leverages existing StartSmart systems
- User testing (pilot group study of 40 first year students) in May 2016 indicates **completion time of approximately 90 -110 minutes in total**
- As with StartSmart, CareerSmart will be **compulsory for all incoming first year undergraduate students in 2017**
- Students will not be able to access their end of session results in SOLS until they have completed CareerSmart
- CareerSmart is **not compulsory for off-shore students or post-graduate** students as it is designed for first year students. However, these students are welcome to complete it if they wish to do so
- There is an optional **evaluation survey** at the end of the module if students/staff wish to provide feedback

Access

- Currently available to all staff and students to complete within Moodle - simply access via the Moodle dashboard by clicking on **CareerSmart** (see below)
- CareerSmart is available to incoming 2017 first year students following enrolment



Please do not hesitate to contact Careers Central (ext 3325) or email careersmart-enquiries@uow.edu.au if you have any further questions regarding CareerSmart.

SOLS

Student Online Services

What is SOLS?

SOLS is the University of Wollongong Student Online Services.
SOLS allows students to self manage enrolment and personal information online.
SOLS gives students access to mail, enrolment record, timetables, elearning, and more.
SOLS mail is used by the University to communicate important information.
Students should access SOLS mail at least once a week.

How do I access it?

From University of Wollongong home page www.uow.edu.au
Click on **Current Students**
Under **SOLS**, type in your username and password
Click **Logon**

Problems with your password?
Contact IMTS : 4221 2000

How do I use SOLS?

It's easy, just click on any of the menu items listed, e.g., assignment results, exam timetable, tutorial enrolment and follow the prompts.

SOLS HELP

http://www.uow.edu.au/student/sols-help/index.html

Staff Directory

Contacting Staff at Bega and Wollongong

The University of Wollongong website has a staff directory.

You can look up staff email and phone details by going to contacts in the top toolbar of the University homepage**:**

http://www.uow.edu.au/about/contacts/index.html

UNIVERSITY OF WOLLONGONG AUSTRALIA
Bega

Student Support Advisers

Student Support Advisers are part of the Student Support and Peer Learning team at UOW. If you have an issue that is effecting your study, then we may be able to help.

Bega Campus Student Support Adviser	**Ruth McHugh**	Wed, Thu **Bega Campus**	64947037	ruthmc@uow.edu.au

Some of the things we might be able to help you with include:

- Advice about who is the best person in your faculty or in the university to help with your problem
- Assisting you in dealing with international student issues eg. adjusting to life in Australia; visas; compliance issues; dealing with the Department of Immigration and Citizenship (DIaC)
- Understanding how things work in Australia eg. renting accommodation and insurance problems
- Information about English language conversation groups and classes
- Assisting you to have your disability, illness or injury to be taken into account whilst you are studying
- Providing information and support when you need to find help for financial and legal matters
- Showing you where to find information about scholarships available at UOW
- Referring you to welfare support services or counselling services provided at the university or in the local community
- Providing information about where to get academic help for your studies
- Information about the grievance procedures at UOW and where to get support if you are lodging a grievance
- Information about procedures and policies that exist at UOW and some help in negotiating them

Subject Selection

Not sure which subjects to choose?
Subject selection can be a difficult and scary process for some students the first time that they do it. When selecting subjects, students should always refer to their degree program (which can be found on their faculty's website). This tells them what subjects they must do, how many elective subjects they may choose etc...

Other people that may be useful to talk to include

- Your degree coordinator or faculty enquiry centre
- Students that have completed first year of your degree
- Prospective employers that you would like to work for
- A careers adviser at the Careers Service UOW
- The University's Planning Your Degree web page also provides information about subject choices: http://www.uow.edu.au/student/enrolment/UOW008060.html
- The Bega Campus Manager

Faculty Enquiry Centres

Business Central
P: +61 2 4221 4478
E: business-enquiries@uow.edu.au

Social Sciences
Bachelor of Education (Early Years)
Master of Teaching (Secondary & Primary)

PH: 4221 3981
E: ssc@uow.edu.au

Bachelor of Arts enquiries
P: +61 2 4221 5328
E: lha-enquiries@uow.edu.au

School of Nursing, Midwifery and Indigenous Health
P: +61 2 4221 3329
E: snmih-enquiries@uow.edu.au

Timetables

Class timetables for each Academic Session can be located at:

http://www.uow.edu.au/student/timetables/index.html

Prior to the commencement of each Session, the timetable is in draft format and changes several times. It is recommended to check the timetable regularly prior to the commencement of classes.

Varying or Interrupting Studies

Change of Course Registration:
If you are an undergraduate student and wish to change the course that you are currently enrolled in, you must complete an *Application to Vary your Course Registration* available from the Student Forms and Documents page link below.

Change of Major:
If you wish to change your major to another within the same course, you must complete an *Application for Change of Intended Major* available from the Student Forms and Documents page.

Additional Subjects:
You will need to complete an *Academic Approval* form if you wish to:

- add a subject but need a waiver of a pre-requisite and/or co-requisite;
- add a subject after week two of session and need the Head of Unit's approval; or
- exceed the maximum number of credit points for a session and/or year.

The *Academic Approval* form is also available from Student Forms and Documents

Leave of Absence:
For various reasons you may need to disrupt your studies. Students, who wish to take a leave of absence of less than 12 months, as well as all Honours and postgraduates students, must apply for leave using the *Leave of Absence* form available from the Student Forms and Documents page.

http://bega.uow.edu.au/forms/index.html

Video-Conferences

Many lectures are video-conferenced to the Bega Campus from Wollongong and other satellite campuses.

Instructions on using the VC equipment are located in each VC equipped classroom.

Your tutor, the Bega Campus Manager and Administration Officer are all fully trained in using this equipment and will show you how to use it.

If you experience a problem with the VC equipment after-hours please contact the:

Audio Visual Centre on **4221 3002**

Your Web

I invite you to explore the exciting environment of the University of Wollongong. Within our website, you will find a wealth of material on undergraduate and postgraduate courses, research programs, student services, educational policies and practice, our strategic plan, corporate partnerships and UOW campuses in Wollongong, the South Coast, Southern Highlands and in Sydney and Dubai. I also encourage you to see our introduction video, which will give you an insight into our world from the perspective of students and staff members.

Enjoy your online visit to the University of Wollongong.

Professor Paul Wellings
Vice-Chancellor