

Batemans Bay Education Centre 2010

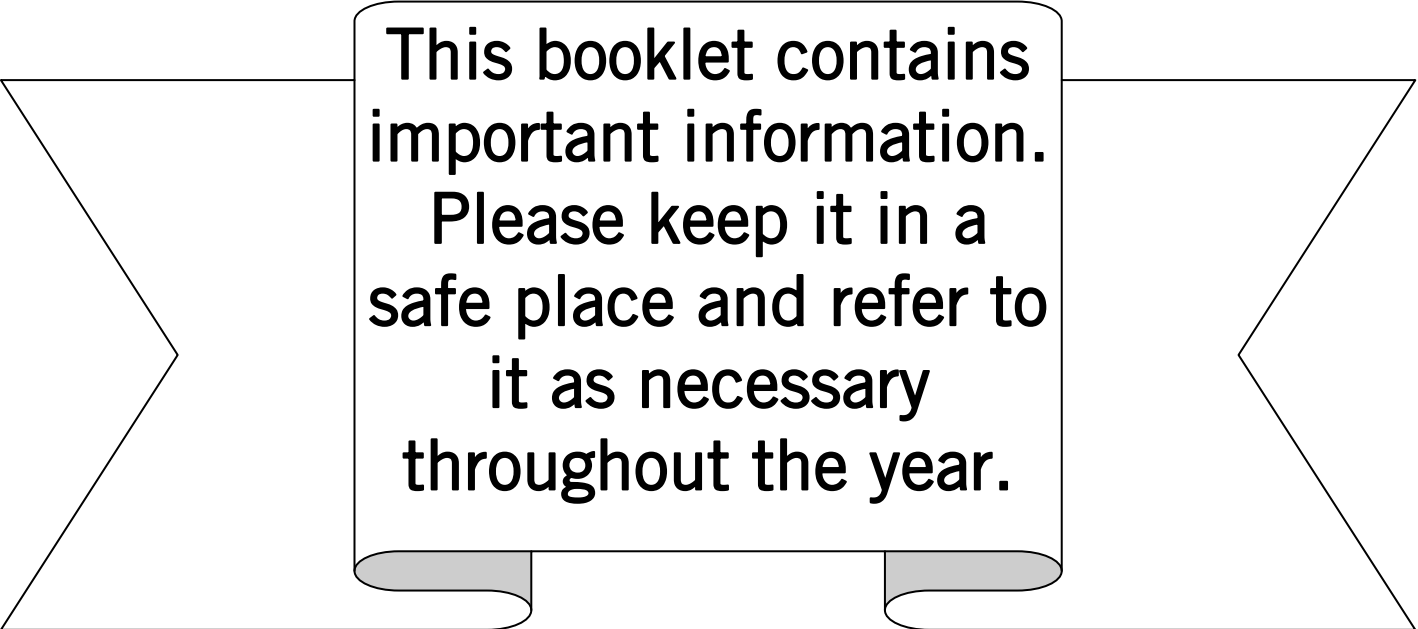
Helping you understand your University Community



be more.



STUDENT ORIENTATION HANDBOOK



**This booklet contains
important information.
Please keep it in a
safe place and refer to
it as necessary
throughout the year.**

CONTENTS

WELCOME TO UOW @ BATEMANS BAY!	2
WELCOME TO ORIENTATION AT UOW	3
FIRST YEAR AT UOW	3
SESSION DATES	4
KEY DATES	5
SECURITY @ BATEMANS BAY EDUCATION CENTRE	6
Emergency Procedures	6
Alarms	6
Camera Systems	6
Security Telephones	6
Getting Help	7
Security Precautions	7
Enter the building after hours?	7
Exit the building after hours?	7
Access the Computer Lab?	7
FACILITIES @ BATEMANS BAY EDUCATION CENTRE	8
THE UOW LIBRARY	9
StartSmart – Essential Academic Information Skills	9
ACADEMIC SURVIVAL	10
Being independent	10
Being a critical thinker	10
How can I get the most out of lectures?	10
Engaging	10
Taking notes	11
What should I do in tutorials and seminars?	11
Managing your time	11
Reading academic texts	12
Working with other students	12
Managing stress	12
What is academic writing like?	13
The nature of academic writing	13
Where do I get help?	13
STUDENT SERVICES	14
Counselling Service	14
Disabilities Services	14
Careers Service	14
LEARNING DEVELOPMENT @ UOW	15
SCHOLARSHIPS	16
EDSTART GRANTS	16
TEXTBOOKS	17
SOCIAL CLUB	18
ORIENTATION SESSIONS	19
Orientation Day	19
Social Club Welcome Lunch	19
Are you Uni Ready?	19
Are you IT Ready?	19
Lab Assistance	19
TIMETABLES	20
WEEKLY TIMETABLE PLANNER	21
CONTACT NUMBERS	22

WELCOME TO UOW @ BATEMANS BAY!

Welcome to the University of Wollongong, Batemans Bay. During your time at Batemans Bay Education Centre, your learning will be supported by easy access to information technology and local staff. On campus you will be given personal attention allowing you to concentrate on your studies. The Centre's staff are friendly, easy to approach and are here to give you guidance throughout your degree.

The following information is designed to get you started with your studies with all the information you need to find your way around and get help when you need it. Please read it carefully and keep it as a useful reference for your time at the Centre.

Don't hesitate to ask if you need more information. We're here to help!



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Centre Manager
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Tess Snowball
Project Officer
tess@uow.edu.au

WELCOME TO ORIENTATION AT UOW

Orientation is your introduction to the Batemans Bay campus and university life in general. It involves a variety of activities and presentations designed to allow you to familiarise yourself with staff and facilities, meet fellow students, finalise your enrolment, ask questions and have some fun.

During Orientation, you can also get information about resources and facilities, including university libraries, computer labs and student services such as careers advice, counselling, housing, learning development disability services, equity and diversity.

BY THE END OF ORIENTATION YOU SHOULD KNOW:

- What is SOLS and what you can do on it
- How to access your university webmail
- How to use the security system at the Centre
- What additional support services are available for students
- Where the Library is located
- Where to go if you need help organising your subjects
- What ILIP is and how to complete it

YOU CAN ALWAYS FIND ADDITIONAL INFORMATION AT THE FOLLOWING SITES

Student Handbook (www.uow.edu.au/student/index.html)

First Year @ UOW (www.uow.edu.au/student/services/fye/)

Student Central (www.uow.edu.au/student/index.html)

Faculty Websites (www.uow.edu.au/about/faculties/index.html)

Student Services (www.uow.edu.au/student/services/)

Library (www.library.uow.edu.au)

Batemans Bay Education Centre (<http://bbay.uow.edu.au>)

FIRST YEAR AT UOW

First year at university is an exciting experience, but it can also be quite a shock for many students, with new and diverse routines, expectations and responsibilities. DON'T PANIC!! You are not alone in facing these issues and there is a large volume of information and resources available to assist you. This site is designed to help first year students settle in at UOW, to answer common questions and to act as a guide to useful services and information.

For more information visit the First year at UOW site at www.uow.edu.au/student/services

SESSION DATES

AUTUMN SESSION 2010	
22 February – 26 February	Orientation Week
1 March – 1 April	Lectures Commence (5 weeks)
2 April – 11 April	Mid-Session Recess (1 week)
12 April – 4 June	Lectures Recommence (8 weeks)
7 June – 11 June	Study Recess (1 week)
12 June – 24 June	Examinations (2 weeks)
28 June – 25 July	Mid-Year Recess (4 weeks)
6 July	Release of Results
SPRING SESSION 2010	
19 July – 21 July	Orientation Week
26 July – 26 September	Lectures Commence (9 weeks)
27 September – 4 October	Mid-Session Recess (1 week)
5 October* – 31 October	Lectures Recommence (4 weeks)
1 November – 5 November	Study Recess (1 week)
6 November – 18 November	Examinations (1½ weeks)
30 November	Release of Results
SUMMER SESSION 2010/2011	
6 December – 23 December	Lectures Commence (3 weeks)
24 December – 2 January	Mid-Session Recess (1 week)
3 January – 30 January	Lectures Recommence (4 weeks)
31 January – 4 February	Study Recess (1 week)
7 February – 11 February	Examinations (1 week)
NSW SCHOOL HOLIDAYS	AVCC COMMON VACATION WEEKS
2 April – 16 April	5 April – 11 April
5 July – 16 July	5 July – 11 July
27 September – 8 October	27 September – 3 October
20 December – 26 January	

KEY DATES

Key event	Autumn Session	Spring Session	Summer Session 2010/2011	Annual Session (Autumn/Spring)
Last day to re-enrol without late fee	31 January	18 July	Not applicable	31 January
Orientation Week	22 - 26 February	19 - 23 July	Not applicable	22 - 26 February
Last day for late re-enrolment	14 March	8 August	12 December	14 March
Last day to add subject via the Web	14 March	8 August	12 December	14 March
Last day to add subject with approval	21 March	15 August	19 December	21 March
Withdrawal				
Last day to withdraw without financial penalty	31 March	31 August	20 December	24 May
Last day to withdraw without academic penalty	9 May	26 September	26 December	8 August
Examinations				
Exam Period	12 - 24 June	6 - 18 November	7 - 11 February	6 - 18 November
Release of Results	6 July	30 November	21 February	30 November
Charges				
Last date to nominate full upfront payment of HECS-HELP Upfront	31 March	31 August	20 December	24 May
Due Date for HECS-HELP Upfront, Postgraduate Tuition fees	31 March	31 August	20 December	24 May
Census Date	31 March	31 August	20 December	24 May

*First Monday in October is a Public Holiday.

SECURITY @ BATEMANS BAY EDUCATION CENTRE

Your safety is important to us. Please take the time to read this essential information about security at the Centre. Safety and OH&S is the responsibility of both UOW and our students (just as it is in the workplace – both the employer's and the employee's responsibility)

Emergency Procedures

These procedures should be followed anytime you are on campus (during class time or after hours). If an alarm sounds;

- Leave the building by the nearest exit
- Proceed to assembly area located in front of the basketball stadium
- 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
- Do not attempt to fight a fire.

Standing Fire Orders (maps indicating assembly areas) are posted on the notice boards in the classrooms and corridors.

Alarms

Alarms will be activated and security patrols will respond to any of the following:

- Forced entry
- Entry into unauthorised areas
- Activation of emergency door release ("Break Glass")
- Reed switch door left open

Note: When an alarm is activated, security officers may request persons inside the building to leave and re-swipe into the building once the system has been reset.

Camera Systems

Cameras are monitored by recorders 24 hours a day. Tapes are checked for irregularities including: unauthorised access, tampering with or theft of equipment, and damage to any property etc. Waving at the cameras will not bring help. Security telephones should be used instead.

Security Telephones

There is a Security/courtesy Telephone located in the Common Room and in the videoconference room.

The security phone can be used to contact;

- **Emergency Services** - Police, Fire Brigade or Ambulance (dial 000)
- **Code 7 Security** – phone **4471 2269**
- Taxi Service
- NRMA Road Assistance Service

REMEMBER TO CARRY YOUR UOW STUDENT ID CARD WITH YOU WHEN YOU ARE ON CAMPUS AS YOU MAY BE ASKED TO SHOW IT.

Getting Help

In an emergency dial 000 on the Security Phone to contact Police, Ambulance or Fire Brigade

In an Emergency or Panic situation, the Emergency Door Release ('Break Glass') can be used to exit the building. An alarm will be activated which will alert the monitoring service. Assistance may take some time to arrive – it will not be immediate.

If you discover that there has been a disturbance or an incident at the Education Centre, contact the Security Service (use the Security telephone) or 000.

Before departing the building you should check that it is safe to go to your vehicle. If you feel unsafe, phone **Code 7 Security** using the Security Phone (**4471 2269**) to request assistance, or contact 000 if it is an emergency situation.

Security Precautions

- Ensure all doors close properly behind you.
- Do not obstruct doors or access points (don't leave bicycles in front of a door).
- Report any suspicious persons to security and do not let anyone into the building. Anyone requiring access should use their Access Card and Code to gain access.
- If there is a blackout, all doors will disarm

Enter the building after hours?

- Park as close as possible to the entrance door
- Use your white security (otherwise known as a "PROX") card to enter via the external doors. Briefly hold your card near the reader to open the doors.
- You have access to the front area of the Centre and the Computer Lab.

Exit the building after hours?

- You will need your PROX card for the card reader in the airlock area.
- Do not use the emergency exit in the foyer after hours (except in emergencies) as it is armed after normal library closing times. If it is opened in error please ring Code 7 Security – **4471 2269**. Please only use the "Break glass" as a last resort as the front doors will remain open, requiring the Code 7 Security service. If necessary use the foyer emergency door. If the front doors remain open please contact Code 7 or Gayl and wait until someone arrives if possible.

Access the Computer Lab?

- Enter your pin number and the * ("star") key then turn the handle to enter.
- To exit press the green button and turn the door handle.
- Note: The Access Centre computer lab (Area 3) will automatically disarm at 9.00am Mon to Fri and 9.30 Sat. It will automatically arm at 5.00pm Mon to Fri and 2.30pm on Sat. You will hear a continuous "BEEP" so you will have to enter your Pin Number and "Off" on the inside alarm panel in the computer lab.
- Ensure that the lab door is closed when the last person leaves as it has a reed switch, which means that when the door is open it will alarm when it shuts down in security mode.

If you have any problems please ring Code 7 Security 44712269 or Gayl Vidgen
44725008 or 0414 721 465

FACILITIES @ BATEMANS BAY EDUCATION CENTRE

The physical infrastructure of the centre is based on a co-location model, whereby the University, TAFE, and the Batemans Bay Community Library share the same building for their respective activities.

The location of the centre is close to sporting facilities; tennis courts, playing fields and basketball courts. There is also plenty of free parking!

Facilities available to Batemans Bay students and staff include:

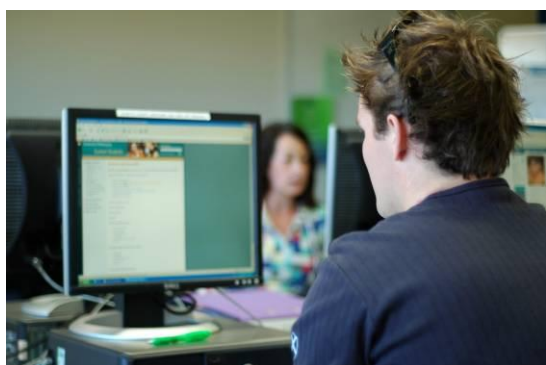
Common Room – a place to hang out, relax between classes, meet up with friends, eat your lunch or conduct informal meetings. Students can make use of the student fridge to store their food and drinks (don't forget to label them!). The Common Room also has a small study space with 3 computers and printer for student's use. When available this room can also be used for meetings and group work.



Printing – Printers are available for student use in the Lab and Common Room. Students are required to supply their own paper. Staples and basic stationery are also available.

Laptops – are available for student use whilst at the Centre. These laptops can be used for individual study and PowerPoint presentations etc.

Audio-visual facilities - are available to assist in the overall educational experience and can be used for presentations and flexible delivery of courses; this includes video-conferencing, video players and a document reader. We now also have available a digital camera, digital video camera, mini disk recorder/player, DVD player for student use.



Computer laboratory - there are computers available for student use in the computer room as well as the student area. The computers can be used for online course materials, internet access, email, library catalogues and databases. Students have 24 hour access to the lab with security pass.

Library- in addition to the print and electronic resource available in the library, computers are available for library research. Photocopying facilities are also available.

Kitchenette – is available for student use. The kitchen is equipped with microwave, fridge, dishwasher, toast and tea and coffee making facilities.

Courtesy Phone – is available in the Common Room and Video Conferencing room for local calls.

THE UOW LIBRARY

Start Smart at your Library! We are your partner in learning, and providing access to half a million books is only the beginning. Use our online orientation program and learn everything you need to know about the Library.



Starting smart means accessing the resources and services you need, studying more effectively, working smarter and getting better results.

Need to find your way around? Let us show you!

Want to learn more about access to computers and other technology? We can help you!

Just want to do well? Find out how to get the resources you need to excel in your assignments and throughout your university studies!

Visit our website and check the options for quick and easy Library orientation. Try an online tour of the Library building or website; listen to a podcast; work through our tailored information for new students and get help as you need it.

Find out more...

> Look for the **Start Smart** link on the Library homepage: www.library.uow.edu.au

StartSmart – Essential Academic Information Skills

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.

Come to a workshop on Orientation Day and get started with help from our friendly staff.

For more information: www.uow.edu.au/student/services/fye/resources/startsmart

ACADEMIC SURVIVAL

Being independent

At university, lecturers make course requirements clear and help is available if you need it, however, your degree is your own responsibility. That means that it is up to you to decide how much you should study at home, whether you do the work, whether it's handed in on time or not, etc. More importantly, you must take responsibility for which information you will be exposed to and learn: where you find readings for assignments and which ones you select, and which notes you take in lectures is up to you. No-one will tell you exactly what to do. Therefore you must develop strong organisational and academic skills, including:

- time management
- effective study skills
- note taking
- library research skills

Being a critical thinker

University students are expected to do more than repeat what they have read or heard. It is not enough to restate the ideas or arguments of others. Students must analyse them (understand various aspects or parts and how they fit together) and criticise them. Criticising in this sense means judging the merit or value of the material. Criticism can result in positive judgements (e.g. the argument is logical, based on true premises, takes into consideration all of the facts/issues, is relevant) or negative judgements (eg. the argument is illogical, based on false assumptions, ignores key issues, is irrelevant). Being able to criticise, or evaluate, academic material is perhaps the most highly valued skill in the university context. Without it, no student, whether of science, humanities, creative arts, or any other discipline, can succeed at university.

How can I get the most out of lectures?

Although lectures are not the only source of important content, they are the best guide to what is most crucial in your course. Therefore it is important to make most of them. This does not only mean listening/attending, although that's a good start! It means preparing, engaging with the material, and taking effective notes. It is especially important to learn how to do these things (and to do them!), as lecturers see them as YOUR responsibility. Most lecturers will not provide copies of notes or give you time to take extensive notes, nor will their lectures necessarily indicate how the information presented fits into the wider framework.

Engaging

Engaging with the content involves listening closely and reflecting on it, thinking about its relevance and how it fits into the broader context. As was mentioned above, you will be more able to do this if you have prepared for the lecture. Another way of encouraging your own engagement is drawing a column on your page for any questions or comments which you might have on the material. This will get you thinking during the lecture and will give you some indications of what to follow up after the lecture.

Taking notes

The great majority of university lecturers will not provide notes for you to copy down, copies of notes already made, or extra time to take notes. They will simply talk, and might use some visuals such as over-head transparencies with diagrams or key points. Thus it is extremely important that you learn to take good notes. This means:

- not trying to copy down every word the lecturer says: you won't have time and don't need to anyway
- identifying key issues only and noting them in point form (not whole sentences) using symbols, diagrams and abbreviations clearly indicating the lecture topic and date.

What should I do in tutorials and seminars?

The purpose of tutorials and seminars is to provide an opportunity for students to consolidate and expand on what has been learned in lectures by discussing key issues and asking questions. The success of a tutorial or seminar depends on the participation of all students: you need to be a participant, not a passenger! Participation in a tutorial or seminar means doing presentations (usually once for each subject) and discussing the issues raised with the tutor and other students. Presentations involve giving an analysis (not just a description) of a set topic.

In order to participate in the tutorial, you should prepare beforehand. If you have prepared, you will be able to follow what is going on and you will also feel more confident about joining in the discussion. Preparing means finding out what the topic of the tutorial is (from your subject outline), doing the required readings, thinking about the topic, and identifying issues which you don't understand, questions you want answered, and aspects you'd like to hear other people's ideas on.

Managing your time

Working in an unsystematic or haphazard manner can only succeed for a limited time while you are at university. Often, students find that they seem to have been managing without doing much work throughout the session, but are left with a pile of work to do at the end of session and not enough time to do it. This experience can be very stressful and is self-defeating, as you cheat yourself out of using your learning potential. You can also place yourself at risk of academic failure, as not handing in work on time can result in failing a subject even if you have passed other components of it.

The best way to avoid this situation is to plan your study. As the cliché says, 'fail to plan and you plan to fail'. At the start of each session, find out how many major and minor assignments, essays, practical reports, tutorial papers, exams and class tests you are required to do for each subject (this information will be in your subject outlines) and how much they contribute to the assessment of the subject. To get the results you want, you may have to focus your efforts on the tasks that are given more priority in your assessment for a subject. For example, if an assignment is worth 40% of the total mark, then it makes sense to spend more time on it than an assignment worth 10%.

Reading academic texts

There is no doubt that you will be given a long list of books and articles to read for each subject. You will also probably find that you come up with piles of articles to read for your essays, reports or thesis. This can seem overwhelming at first, however, there are some things you can remember and strategies you can use to help you get through.

Remember that you don't have to read every word of every article: some articles or parts of articles are more relevant than others, so:

- Always read with a purpose: know which questions you want answered.
- Find out which readings answer your questions by reading the abstract, contents page, introduction, headings and conclusion rather than the whole article.
- Only read those books/articles which answer your questions.
- Only read in detail the parts of the article/ book which are relevant to you.
- Skim read the rest.
- Try not to stop if you don't understand a word: often the meaning will become clear through the context or through examples later. Stopping can make you lose track of the argument or the main idea.

Working with other students

Other students are often willing to help you when you get stuck. This can be reciprocal - you can help each other. It's very rewarding to study with a group of students, as discussion about your work is an effective way of learning. This is why you are provided with tutorials, seminars and practical classes; however, you can also organise your own study groups outside of class time. It is very important that you do not take this group work to the point where you are doing each other's work. You are not learning anything if you rely too much on others. You will soon realise this when you are in an exam or you are trying to do an assignment based on learning that was supposed to take place in a previous assignment. Assignments are given so that you will learn by doing. Copying each other's assignments is counter-productive as you are not learning anything. Furthermore, it is obvious to teaching staff, no matter how clever you are disguising what you have done, and they will not hesitate to penalise you for it.

Managing stress

It is important to prevent the stresses in your life from reaching a level where they interfere with your activities and general satisfaction with living. This requires you to be aware of when you are feeling stressed, what makes you stressed, and how you can prevent and manage your stress. Talking with another person about difficulties you are having can help you to become aware of what is happening in your life and to resolve problems. Regular recreation and exercise can also help prevent and manage stress. Sometimes stress is complex and you need to talk to a counsellor who has professional training in dealing with these issues. The University counsellors have specialised knowledge about stress and ways in which it can be managed and resolved. The counselling service is free and confidential.

What is academic writing like?

Academic writing at university is analytical and critical. You are expected not only to repeat what you have read and heard, but to synthesise it, understand how it's various parts fit together and influence each other, and evaluate it. In short, you are expected to demonstrate that you have understood and interpreted the material, not just memorised it. The questions you are asked in assignments and exams will usually make this expectation quite clear, for example, you may be asked to 'evaluate the author's argument' or 'critically review the research'. It is most important that you understand the difference between being descriptive and being analytical and critical.

The nature of academic writing

Academic writing in this context is also formal and impersonal. It is made formal through the use of sophisticated and technical vocabulary rather than conversational usage and through the avoidance of idioms and proverbs. It is impersonal through its avoidance of making reference to the writer or reader (ie. avoidance of the personal pronouns 'I', 'we' and 'you') and its avoidance of rhetorical questions (ie. any question which you write in your paper). Thus instead of writing phrases such as 'I think that this is true', we use 'This seems to be true', 'It is possible that this is true' and instead of writing questions like 'What can be done about this', we can write 'It is important to consider what can be done about this'. If you are unsure of how to use language in a formal and impersonal way, you can use your readings as models. The type of language used in the books and articles you read is the type of language your lecturers expect you to use.

Where do I get help?

Explore the range of services available over the next few pages. There is plenty of help available to students in different formats to suit your learning style and time constraints.

STUDENT SERVICES

Counselling Service

University Counsellors offer free and confidential counselling to students or staff who want to talk through and change areas of difficulty, conflict or crisis in their lives.

Counsellors can deal with a wide range of personal difficulties such as:

- feeling stressed, anxious or depressed
- wanting to become more confident and assertive
- family and relationship conflicts
- grief and bereavement
- alcohol and other drug problems
- harassment
- emotional stresses associated with study or work

Damian Coen, Clinical Psychologist, will be available at the Batemans Bay Education Centre on **Thursdays** fortnightly, by appointment during 2010. Appointments can be booked by phoning Gayl Vidgen, Centre Manager on **4472 2125**. Consultations are held at the Centre fortnightly.

Disabilities Services

Disability Liaison Officer

The **Disability Liaison Officer** (DLO) can provide advice on how particular disabilities affect university study and information on resources available at the University for assisting students with disability. For further information telephone Disability Services on **1300 303 455** or **4221 4942**, visit our website for or contact the Centre Manager on **4472 2125**.

Careers Service

The University of Wollongong Careers Service offers assistance to students in planning and preparing for their future careers. This assistance takes the form of access to individual Career Counselling, career resources, career development programs, workshops and assistance with finding employment.

A Careers Counsellor from the Wollongong campus visits Batemans Bay at least twice each Semester to provide careers counselling and workshops on graduate employment. Some of the areas you might like to discuss with a Careers Counsellor could include career options, what to expect in your future job, subject choices, assistance with gaining work experience, access to resources and information, assistance in preparing your resume and applying for jobs. For more information contact the **Centre Manager** on **4472 2125**. To make an appointment to see Robyn or to register for a workshop, phone **4221 3970**.

The Careers Service website at www.uow.edu.au/student/careers is a useful source of information about all matters relating to careers such as job seeking, researching companies, careers fairs and expos, overseas exchange programs, graduate destinations and useful links to employer sites and professional associations. The website is frequently updated so make sure you check it regularly.

LEARNING DEVELOPMENT @ UOW

Free Assistance for Your 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 Batemans Bay campus.

Where are we?

Judy Couchman is the Learning Development lecturer at the Batemans Bay campus and provides workshops and individual consultations. She can be contacted on 4472 2125 or by dropping in to the office at the Centre.

Workshops

Learning Development also offers an extensive range of workshops that deal with academic skills. All workshops are completely free. Workshops topics include: study skills, computer skills for students, essay & report writing, presentation skills and exam preparation. The workshop timetable will be available on the website and posted around the campus.

Handouts

Learning Development provides a range of printable writing and study skills resources to help you improve your academic performance at University. These resources are free and can be accessed at: <http://learning.uow.edu.au/resources/>

UniLearning: University writing and study skills website

Learning Development has developed an interactive website containing information on the types of writing and study skills you require at University. The site is extremely comprehensive, providing a wide range of information and interactive activities to help you practise and develop your academic skills. These activities are assessed immediately and feedback is provided to help direct your learning. This site can function as a point of reference to find information on specific academic skills or you may wish to use it as a tutorial and work your way gradually through all the resources. The UniLearning website can be accessed at: <http://unilearning.uow.edu.au/>

SCHOLARSHIPS

UOW assists students from diverse backgrounds through the provision of scholarships. The latest information about scholarships can be found at: www.uow.edu.au/about/scholarships

EDSTART GRANTS

EdStart provides grants for undergraduate domestic students at UOW. An EdStart grant is not a cash award. Students who are awarded EdStart will be given a \$500 grant that they can use to purchase goods and services from the University of Wollongong and the UniShop.

Some of the goods and services that can be purchased are: readers/course notes, calculators, text books, IT consumables such as printers and cartridges, computer books, media storage, printing, photocopying, reference titles, software, IT hardware, stationery, folders, paper. Students may be able to purchase other items that are course related after providing documentation from their course coordinator e.g. digital cameras, iPods and laptop backpacks.

EdStart applications are assessed on the basis of financial need. First year students, students receiving any Centrelink payments and students on low incomes are strongly encouraged to apply.

To be eligible for EdStart 2010 you must:

- Be enrolled at the University of Wollongong in 12 or more credit points in both Autumn and Spring Session 2010 and not be studying abroad in either of those sessions;
- Have a low income or receive / expect to receive Centrelink payments in 2010 or live with your family who are receiving Centrelink payments or have a low income.
- Be an Australian citizen, Australian permanent resident or the holder of an Australian Permanent Humanitarian Visa.
- Not be excluded from study in 2010.
- Not hold a Bachelor degree or be enrolled in a Postgraduate degree (including a Diploma of Education or Bachelor of Medicine and Bachelor of Surgery).
- Not be eligible to receive the 1st year \$4,000 Centrelink Relocation Scholarship in 2010.

EdStart applications are assessed in 2 rounds. This allows successful applicants to receive their grants as close to the start of session as possible. The following table gives you information on when you should apply.

ROUND 2: <ul style="list-style-type: none">• New students enrolling at all campuses and education centre other than Wollongong.• Students who can show that they have been made a late offer of a place at UOW. We will endeavour to have EdStart cards available by 5th March 2010 for successful applicants in this round.	Opens: 6th February, 2010 Closes: 24th February 2010
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Edstart web: www.uow.edu.au/student/services/SSA/EdStart

TEXTBOOKS

All your university text books can be purchased online through the Wollongong Unishop. Textbook information is available at: <http://unicentre.uow.edu.au/unishop/>. This website will enable you to find your text book by typing in subject codes. After payment, books are sent to you within a week. You can also order by email: unishop@uow.edu.au, phone: 4221 8050 or fax 4221 8055.

Second-hand textbooks?

Check the student noticeboards at the Education Centre and the bbay website.
(Remember to check that the textbooks are still current!)

Second-hand books via WUSA

The Wollongong Undergraduate Student Association (WUSA) also provides a Second-Hand Book Bank: <http://wusa.uow.edu.au/bookbank>

NOTE: You may prefer to wait until you can access your subject outline or attend your first tutorial for confirmation of required texts.



SOCIAL CLUB



Our social club offers you...

- The opportunity to socialize and network with other students and staff
- Free tea and coffee in the Common Room
- Regular free lunches during the semester
- End of session party

All this for only \$10 a semester!

Suggest an activity and we'll help get it to happen.

- Basketball team?
- Tennis anyone?
- Book club
- Any other ideas?



Drop into the Office any time to join.

The Social Club will be holding the first event on Monday 1st March, 1:00 in the Common Room. All food and drinks will be supplied. Why not come along and join!?

ORIENTATION SESSIONS

Orientation Day

Get all the information about how to access the Centre out of hours, get an IT orientation, meet other students and complete the compulsory ILIP workshop.

Tuesday 23rd February 2010

9:30 – 2:30pm

Social Club Welcome Lunch

Come join the social club and meet your fellow students and tutors

Monday 1st March 2010

1:00 – 1:30

Where: Common Room

Food and drinks provided!

Are you Uni Ready?

Essential Academic Survival Skills for all students. Get it right – right from the start.

Wednesday 3rd March 2010

10:30 – 11:30

Where: Computer Lab

Are you IT Ready?

Essential IT Survival Skills for all students. Learn to set up your email, download documents and lectures, use a USB stick and more.

Wednesday 3rd March 2010

11:30 – 12:30

Where: Computer Lab

Lab Assistance

When you are working in the Computer Lab, there will be IT assistance for things such as: printing, logging in, downloading lectures etc

Weeks 2 and 3

9:00 – 3:00

Where: Computer Lab

TIMETABLES

Timetables are regularly updated on our website at:

<http://bbay.uow.edu.au/timetables>

Timetables can be downloaded and printed from this web page

You can also check your timetable through SOLS. Exam timetables are also available on SOLS.

WEEKLY TIMETABLE PLANNER

	Monday		Tuesday		Wednesday		Thursday		Friday	
	SUBJECT	Room	SUBJECT	Room	SUBJECT	Room	SUBJECT	Room	SUBJECT	Room
9:00 AM										
9:30 AM										
10:00 AM										
10:30 AM										
11:00 AM										
11:30 AM										
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8:00 PM										
8:30 PM										



CONTACT NUMBERS

Emergency	
Ambulance, Police, Fire	000
Code 7 Security	4471 2269 0409 994 057
Batemans Bay Police	4472 0099
Hospital	4472 4504
Taxi	131 008 or 4472 8555
NRMA	131 111 or 4472 7777
Gayl Vidgen	0414 721 465
Batemans Bay Education Centre contact numbers	
Gayl's Office	4472 2125
Fax	4472 2126
Courtesy Phone	4472 2127
Counsellor's Office	4472 2978
Dip Ed Coordinator	4472 6619
Batemans Bay Library	4472 5850 4472 7484 (fax)
Other useful contacts	
Bega Education Centre	6494 7035 6494 7036 (fax)
Shoalhaven Campus	4448 0888 4444 0889 (fax)
Southern Sydney Education Centre	9545 0000 9542 3438 (fax)
Moss Vale Education Centre	4869 1888 4869 2342 (fax)
LIFT (for VC equipment issues)	4221 3930
UOW Student Central	4221 3927