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Issue 1/03

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## News In Brief

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### Welcome to New Students & Welcome Back to Continuing Students

This year, around 2,400 new domestic undergraduate students are expected to commence their studies in Autumn Session. Please join us in making them feel welcome. The total student on-shore population this year is expected to be around 15,000.

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### 2003 Timetable

A reminder that students should regularly check the timetable for updates closer to the start of session as it is frequently revised. One major change from previous years is that tutorials and lectures can now be scheduled over the lunch break on Monday, Tuesday and Friday.

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### Tutorial Sign-ups

From 2003 tutorial sign-ups may vary with some faculties using the new SOLS or SMP online tutorial facility. Follow the "Tutorials" link from the SOLS page to determine arrangements for your faculty in Autumn Session [www.uow.edu.au/student/sols/tutorials.htm](http://www.uow.edu.au/student/sols/tutorials.htm)

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### Student Administration Counter in Student Service Centre to Open during Peak Times

The Student Administration Counter in the Student Service Centre in the shopfront of Bldg 17 will open in 2003 during peak times for your convenience. See the bulletin board for more details.

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### New Students - Reminder to complete ILIP

New undergraduate and postgraduate coursework students are encouraged to complete ILIP in the first six weeks at Uni. Login using the ILIP button on the SOLS homepage or go through the Library website. You must complete ILIP by the end of your first session of study or your results will be withheld.

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### International Students – New Fee Payment Date

The due date for payment of tuition fees for international students has been brought into line with Domestic HECS students. While payment of the annual compulsory student charge is 3 March, tuition fees for Autumn Session can now be paid up until 31 March.

# Student Matters



## In this month's edition...

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## New Look Payment Advice and Statement

Included with this edition of Student Matters is your new look Payment Advice and Statement. An explanatory note titled "What does your Payment Advice and Statement Tell You ?" is also included. The University is currently developing an on-line version of this information which will be released in the near future.

Please check your statement carefully. HECS and PELS deferred liability will not show on this statement. A separate HECS and PELS liability statement will be provided after the census date. Check your enrolment record via SOLS for a complete record of your enrolments.

## Your Current Enrolment Details

Log on to SOLS to check your enrolment record: [www.uow.edu.au/student/sols/](http://www.uow.edu.au/student/sols/). Our office has run checks to ensure that you have met pre/co-requisite requirements, do not have an outstanding debt or are not on a restricted study program. If you have been placed on a restricted study program your enrolment will have been adjusted accordingly. Those students requiring satisfaction of pre/co-requisite regulations must have them satisfied by 28 March or your enrolment in the affected subjects will be withdrawn. If you have any queries about your enrolment please phone 02 42213927.

## Study Opportunities at our South Coast and Moss Vale Campuses

The University of Wollongong has campuses in Bega, Batemans Bay, Shoalhaven and Moss Vale. You can study the following degrees:

- Bachelor of Arts (Community & Environment)
- Bachelor of Business Administration
- Bachelor of Commerce (Accountancy)
- Bachelor of Commerce (other majors) - first year only
- Bachelor of Internet Science & Technology (some majors)

Students studying at Wollongong who live in these areas may want to take individual subjects at these campuses.

For more information contact UniAdvice 1300 367 869 or the individual campus:

Bega: (02) 6494 7035

Batemans Bay: (02) 4472 2125

Shoalhaven: (02) 4448 0878

Moss Vale: (02) 4869 1888

## CAREERS SERVICE NEWS

### Careers Gets a New Shopfront on Campus



The Uni Careers Service has relocated to new premises - on the lower ground floor of the UniCentre building (opposite the SRC). The new location should make it easier for students to seek assistance. Pop in and browse the resources, get some quick advice, or wander the web for career related matters.

### Final Year This Year?

Don't wait too long to get ready for securing your first graduate job. Lots of graduate recruitment activities take place between week 3 and week 10. Workshops on job seeking, employer information sessions and Careers Fairs all take place in March and April, with many closing dates for graduate employment occurring from late March.

### Keep Up To Date And Informed

Go to the Careers Service website ([www.uow.edu.au/student/careers](http://www.uow.edu.au/student/careers)) to get all the information you need....and at the least register on 'My JobBoard' so we can email you relevant opportunities.

## OFFICE OF RESEARCH NEWS

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### Enrolment Day for New Research Students

Enrolment Day for new research students will be held on the **24th February** in Building 20, Lecture Theatre 1. All commencing students must attend the pre-enrolment session at **10.30am** before enrolling. Please note that if you completed your undergraduate degree at the University of Wollongong you will need to get a new ID card. A light lunch will be provided to all enrolling students. For further information about Enrolment Day, please contact the Research Student Centre (02) 4221 5452 or [research\\_student\\_centre@uow.edu.au](mailto:research_student_centre@uow.edu.au)

### Induction program for New Research Students

*Induction Day for all new postgraduate research students will be held on the **18th March 2003**. Activities will include:*

- A welcome lunch with students and staff
- A discussion of research milestones and supervision matters
- An overview of support services provided to research students

In addition, a comprehensive program of workshops on project management, information literacy skills and research training will be held during the week from the 19th to 21st March. To register for the program please contact Jenny Sheridan, Projects Officer in the Research Student Centre on (02) 4221 5454, [Jenny.Sheridan@uow.edu.au](mailto:Jenny.Sheridan@uow.edu.au), or go to: [www.uow.edu.au/research/current/Orientation.html](http://www.uow.edu.au/research/current/Orientation.html)

### Re-enrolment for continuing Research Students

All continuing postgraduate research students will be automatically re-enrolled for 2003 pending receipt of a satisfactory 2002 Annual Progress Report. For further information please go to: [www.uow.edu.au/research/current/reenrolling.html](http://www.uow.edu.au/research/current/reenrolling.html).

To make any changes to your enrolment, please contact the Research Student Centre (02) 4221 5452 or [research\\_student\\_centre@uow.edu.au](mailto:research_student_centre@uow.edu.au). Please note that research students are unable to make changes to their enrolment via SOLS.

### Are you going to submit your thesis soon?

If you are about to submit your thesis, please note the following **deadline**:

In order to avoid incurring fees for Autumn Session 2003 (including international tuition fees and student body charges), you must submit your thesis by the **31 March 2003**. If you submit your thesis after this date, you must enrol for Autumn session and pay the appropriate fee. Please note that you must be enrolled at the time of submission. For further information, please contact Julie King, Thesis Officer in the Research Student Centre, on (02) 4221 3208 or [Julie.King@uow.edu.au](mailto:Julie.King@uow.edu.au).

## LIBRARY NEWS

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### WHAT'S NEW ON THE GROUND FLOOR?



#### More computers – visit our new Research Help area!

The Library is pleased to announce a new Research Help area on the ground floor with thirty more computers offering a full range of applications. The provision of this new facility is a response to clear demand from students and staff for more computers and less queuing time. A research support help desk situated in the area will complement a new information point immediately visible as you enter the foyer.

The Research Help Desk will provide answers to tough questions about finding journal articles and other resources. A further fifty computers have been located throughout the rest of the Library as well as extra printer workstations.

## A new look Reserve for a new year

### Closed Reserve – check the Catalogue first

Reserve materials are now housed in a Closed Reserve area. This means that:

- Students no longer enter the Reserve area and instead request items via the Reserve Desk
- Details of items need to be checked on the Catalogue before requests can be made at the Reserve Desk
- The Reserve Desk is now in the area formerly occupied by the Information Desk
- It will be important to keep fines below the level of blocked borrowing (\$60) to ensure access to Closed Reserve material is maintained
- Material in Closed Reserve will continue to consist of high demand material identified by academic staff and will include set texts, books, videos and music discs
- Loans will continue to be for two hours, with some items available for overnight loan two hours before closing

#### Remember!

#### Good management of your loans means:

- Renewing or returning items on time
- Noting in your diary the due dates of items
- Speaking to Lending Services staff if you have extenuating circumstances which prevented return of items on time
- Not lending items to other students – it will be *your* fine!

### Reserve folders replaced by electronic readings

If you used to experience frustration waiting for other students copying the Reserve folder you needed, we have good news for you! You can now access these materials any time and from any place due to our electronic readings service. To access ereadings, check the Catalogue using the *Search the UOW Reserve Collection* function and discover the convenience of using Reserve online.

### What else is new in the Library?

- An area for Express Email replaces the Multimedia Lab on the ground floor
- Refurbishments to the Postgraduate Room – improved comfort, more computers
- One week loan has replaced three day loan. Items can be identified by the yellow one week loan sticker and are unable to be renewed or requested
- Increased borrowing for Masters by Coursework - 20 items up from 15 items.

### Special Collections has moved!

Most material housed in the Special Collections area has been moved to what was formerly the Reserve area so keep heading right on entering the foyer to find newspapers, music CDs or maps. The exception is video and dvd material which has been integrated with the Lending collection on the first floor. All videos and dvds can be located on the Catalogue.

### Can you find what you need? - Tell us!

Don't forget – if you can't find what you're looking for, please let us know.

- If it is missing from the collection, we will try to locate it for you – just ask!

If it is not in our collection, you can suggest an item for purchase. Visit our homepage and click on *Tell Us!* Or give the details to desk staff.

## Feature Article

This is the third in a series of articles aimed at providing assistance to students and increasing your understanding of various aspects of student life. Information has been provided by the Faculty of Informatics. Suggestions for future articles are welcome.

### Informatics Student Enquiry Centre Celebrates 1st Birthday



Located on the first floor of building 3 (ext.3606), the Informatics Student Enquiry Centre will celebrate its first anniversary during March.

An initiative to provide a “one-stop shop” for all Informatics students, the Centre provides basic assistance and advice regarding the Faculty, including appropriate referral to general and academic staff.

The friendly staff are available from 9:00am to 5:00pm, Monday to Friday, to assist with helpful advice, such as “what course of action is open to me” or “who do I see about ...”. Any forms students are required to complete are available, as well as material on all courses offered by the Faculty. This is also where students can apply for an after-hours access PIN and increase their print quota.

The Centre provides four computer terminals for student use, an internal phone, a photocopying service, a Sub-Dean appointment service, and various bits of limited stationery.

Since its inception in March 2002, the Centre has handled nearly 6,000 enquiries ranging from enrolment assistance and locating lab, tutorials and people, through to request for forms, PINs and print quota. This equates to over 220 enquiries per week in session.

For any Informatics student enquiry, the Centre has fast become their first point of contact and has grown to become central meeting point for students.

Contact details are:

Phone: (02) 4221 3606

Fax: (02)4221 4843

Email: [informatics\\_studenq@uow.edu.au](mailto:informatics_studenq@uow.edu.au)



# The Back Page

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## Parking 2003

Students are advised that 2002 Parking permits will expire on Friday 7 March, 2003 the end of week 1 of Autumn session. Students are encouraged to make early arrangements to purchase parking permits to avoid disappointment as parking permits for sale are limited. For more information refer to the [www.uow.edu.au/admin/buildings](http://www.uow.edu.au/admin/buildings)

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## New Look Uni Web Site coming soon !

A revamped University of Wollongong website will be launched at the end of the month. The new web site will combine the SOLS log on screen with the Current Students page. This has been developed to improve access to important information. Virtual tours and an On-line Service Centre are just two of the new enhancements. Copies of administration forms will also be available on-line. Read the next issue of Student Matters for more details.

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## Managing your Email

Did you know that your student e-mail account can be forwarded to a different personal account if you prefer via the Manage Mail facility. Follow the "email and internet" menu item on the SOLS page ([www.uow.edu.au/student/sols/email.html](http://www.uow.edu.au/student/sols/email.html)) and follow the instructions.

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## Key Dates

Summer session results on the web	27 Feb
Enrolment - International students	24-25 Feb
Orientation	
- All new UG students	24 - 28 Feb
- PG Coursework students	25 Feb
- PG Research Students	18 Mar
Student Body Fees due	3 Mar
Autumn session commences	3 Mar
Last day to add subjects via the web:	
- Autumn Session	14 Mar
Last day to withdraw from single and/or double session subjects without financial penalty	31 Mar

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## Need to contact us ?

Student Administration issues:

E-mail: [studenq@uow.edu.au](mailto:studenq@uow.edu.au)  
Ph: (02) 4221 3927

Student academic issues:

Ph: (02) 42 21 3555 (switch)

ask to speak to the relevant academic unit or SubDean of the Faculty

Student Online Services (SOLS)

[www.uow.edu.au/student/sols/](http://www.uow.edu.au/student/sols/)

## International Exchange

### – Experience of a lifetime

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Going on exchange is not only a way to enhance your job prospects and add an international dimension to your resume, but it also gives you the opportunity to experience the world first hand, making new friends and gaining independence along the way.

The University of Wollongong is actively encouraging students to consider spending one or two semesters on exchange as part of their degree. Students can choose from over 100 partner institutions around the world and are encouraged to broaden their academic and cultural experiences.

The deadline for applications for studying overseas, starting in September 2003, is March 15, however some universities have closing dates as early as mid-February. To ensure that you do not miss important deadlines visit the Study Abroad Office (UniAdvice, Building 36) to speak with an adviser or email [jennyb@uow.edu.au](mailto:jennyb@uow.edu.au) with any questions.

## Upcoming Events

**We will hold a Study Abroad Fair in conjunction with the Clubs and Societies Day on Thursday, March 6th, from 11.00-2.00pm.**

**There will also be information sessions on March 12th for anyone interested in studying in North America, on March 19th for anyone interested in studying in Europe (including the United Kingdom), and on March 26th for anyone interested in studying in Asia. All of these information sessions will run from 12.30-1.30 and be held in room 20.1.**