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INTRODUCTION
Coming to university can be a daunting experience whether coming straight from high school, entering with a little bit more life experience behind you or returning to study after a break. This book is designed as a resource to keep with you throughout your studies whether you are an undergraduate or postgraduate student. It will answer many of your questions, point you in the direction of places where you can go to get help and remind you of information you may have forgotten.
If after consulting this guide you still have any questions regarding university life, the information in this guide or anything else, feel free to contact us at Student Central1.

safety info

Be aware at night. DON'T WALK ALONE!
CALL Ext. 4555 Security

FIRST AID IN AN EMERGENCY
CALL 000
Ambulance Service
Free call on a Security Phone
CALL Ext. 4555
Security Free call on a Security Phone
Contact the First Aid Officer

FIRE SAFETY
In the event of fire, follow these steps
Your actions in a fire or other emergency may be the difference between life and death.
THERE IS NO EXCUSE FOR NOT EVACUATING!
Follow the directions of Building Wardens.

R E S C U E any person/s in immediate danger & LEAVE THE BUILDING.
RAISE the ALARM.
CALL 000 Fire Brigade CALL Ext. 4555
CONTAIN the fire by closing doors.
EXTINGUISH the fire ONLY if you are trained and it is safe

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1 Student Central Contact Details can be found on page 20 of this guide
### Important Academic Dates in 2007 & 2008

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<tr>
<td>Orientation Week</td>
<td>16-20 July</td>
<td>Not applicable</td>
<td>18 - 22 February</td>
<td>14 – 18 July</td>
</tr>
<tr>
<td>Higher Degree Research (HDR) Student Orientation</td>
<td>24 July</td>
<td>Not applicable</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>First Day of Session</td>
<td>23 July</td>
<td>3 December</td>
<td>25 February</td>
<td>21 July</td>
</tr>
<tr>
<td>Mid-Session Recess</td>
<td>24 - 30 September</td>
<td>24 December - 1 January 2008</td>
<td>21 – 30 March</td>
<td>29 September - 6 October</td>
</tr>
<tr>
<td>Study Recess</td>
<td>29 October - 2 November</td>
<td>28 January - 1 February 2008</td>
<td>2 – 6 June</td>
<td>27 - 31 October</td>
</tr>
<tr>
<td>End of Session</td>
<td>16 November</td>
<td>8 February 2008</td>
<td>30 May</td>
<td>24 October</td>
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<tr>
<td>Last day for re-enrolment without late fee</td>
<td>15 July</td>
<td>Not applicable</td>
<td>27 January</td>
<td>13 July</td>
</tr>
<tr>
<td>Enrolment of new undergraduates (Wollongong campus)</td>
<td>17 &amp; 18 July</td>
<td>Before 3 December</td>
<td>29 January – 1 February</td>
<td>15 &amp; 16 July</td>
</tr>
<tr>
<td>Research Students enrolment</td>
<td>24 July</td>
<td>Not applicable</td>
<td>2 February</td>
<td>22 July</td>
</tr>
<tr>
<td>Last day for late re-enrolment</td>
<td>5 August</td>
<td>Not applicable</td>
<td>9 March</td>
<td>3 August</td>
</tr>
<tr>
<td>Last day to add subject via the Web</td>
<td>5 August</td>
<td>9 December</td>
<td>9 March</td>
<td>3 August</td>
</tr>
<tr>
<td>Last day to add subject with approval of Academic Adviser &amp; Head of Department</td>
<td>12 August</td>
<td>16 December</td>
<td>16 March</td>
<td>10 August</td>
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<tr>
<td>Last day to withdraw without financial penalty (CSS fees refunded/International Student Fees credited if withdrawn by):</td>
<td>31 August</td>
<td>17 December</td>
<td>31 March</td>
<td>31 August</td>
</tr>
<tr>
<td>Last day to withdraw without academic penalty - subject deleted from record. (Fail grade recorded if subject withdrawn after this date).</td>
<td>23 September</td>
<td>23 December</td>
<td>4 May</td>
<td>21 September</td>
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<tr>
<td>Exam Period</td>
<td>3 – 16 November</td>
<td>4 - 8 February 2008</td>
<td>7 - 20 June</td>
<td>1 - 14 November</td>
</tr>
<tr>
<td>Release of Results</td>
<td>29 November</td>
<td>16 February 2008</td>
<td>3 July</td>
<td>27 November</td>
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<tr>
<td>Last date to nominate full up-front payment of HECS-HELP Upfront</td>
<td>31 August</td>
<td>17 December</td>
<td>31 March</td>
<td>31 August</td>
</tr>
<tr>
<td>Due Date for HECS-HELP Upfront, Postgraduate Tuition fees</td>
<td>31 August</td>
<td>17 December</td>
<td>31 March</td>
<td>31 August</td>
</tr>
<tr>
<td>Due date for payment of International Student Tuition Fees</td>
<td>31 August</td>
<td>17 December</td>
<td>31 March</td>
<td>31 August</td>
</tr>
<tr>
<td>Census Date (Fees Deadline)</td>
<td>31 August</td>
<td>17 December</td>
<td>31 March</td>
<td>31 August</td>
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Please note the 2008 dates may change. For the most recent information please visit [www.uow.edu.au/student/dates.html](http://www.uow.edu.au/student/dates.html)
WHAT YOU NEED TO KNOW WHEN

BY THE END OF ORIENTATION WEEK YOU SHOULD KNOW:

- What SOLS is
- What Faculty your degree belongs to
- What First Year subjects are a compulsory requirement of your degree
- Where your Faculty is (if you are on Wollongong campus)
- Where to go if you need help organising your subjects or picking your classes
- How to organise your tutorial enrolment
- Where Student Central is (on Wollongong campus) or where you can go to sort out any student administration issues which may arise.
- What is ILIP is and how to complete it
- What type of assistance you can get from the Learning Development staff
- Where you can go if you want to get counselling
- Where you can get additional assistance, if you are a student with a disability
- Where you can get additional assistance, if you are an International Student
- Where the Library is
- Which computer labs you can use
- What is UniCentre and what does VIP Membership mean for you.
- Who WUSA and WUPA are, what services they provide and what benefits membership may have
- Where URAC is, on Wollongong campus, and what membership means for you

BY THE END OF 1ST WEEK OF ANY SESSION YOU SHOULD KNOW:

- What the important dates for this session are – when is the last day you can enrol, when is the last you can withdraw from subjects, when your fees are due.
- Where your classes are
- Who your lecturers and tutors are
- How to contact your lecturers and tutors
- What the assessment requirements of your subjects are
- Whether your subjects have Web CT Vista Components
- What textbooks you need and where to get them

BY THE CENSUS DATE (I.E. THE DUE DATE FOR FEES) FOR EACH SESSION YOU ARE ENROLLED IN, YOU SHOULD:

- Pay ALL your fees (unless you have deferred your HECS-HELP payment or are on a scholarship) so you are current student status is not cancelled.
- Withdraw from any subjects you do not plan to complete that semester
BY MID-WAY THROUGH, YOUR 1ST SESSION OF STUDY YOU SHOULD:

- Have completed ILIP
- Know how to pay your fees
- Know how to find out when and where your exams are
- Know where to find your marks
- Know how to apply for special consideration

BY THE TIME MARKS ARE RELEASED EACH SESSION YOU SHOULD:

- Have paid all your library fines (if you have any) or your marks will be withheld

BY THE WEEKEND BEFORE SPRING SESSION STARTS YOU SHOULD HAVE:

- Enrolled in your Spring Session subjects

BY THE BEGINNING OF AUTUMN SESSION IN YOUR 2ND YEAR YOU SHOULD KNOW:

- How to re-enrol and have done so by the due date

BY THE BEGINNING OF EACH NEW YEAR OF YOUR DEGREE, YOUR SHOULD KNOW:

- What subjects are compulsory for you in that year of your degree
- Whether you have any pre-requisites you have not met

BY THE END OF YOUR 2ND YEAR YOU SHOULD:

- Have an idea of what your major will be
- Declare your major

BY THE MIDDLE OF YOUR 3RD YEAR YOU MAY WANT TO KNOW ABOUT:

- Honours programs offered in your faculty and how to apply for them

BY THE BEGINNING OF YOUR FINAL SESSION YOU SHOULD KNOW:

- How to apply to graduate
- Whether you have completed the requirements of your degree
- Where on campus you can find help looking for a job
- Where on campus you can find out about postgraduate studies
SOLS is the University of Wollongong’s Student Online System which is an essential tool for you to manage your enrolment at the University. You can access it through the internet from anywhere in the world, using your username and password.

SOLS provides you with a range of services including:

- subject enrolment and variation
- fee information
- e-learning@UOW
- tutorial enrolment
- exam results
- managing your contact details
- access to student forms online
- SOLSMail
- and more...

**WHAT IS SOLSMAIL?**

SOLSMail, not to be confused with your student email account, is the system which allows you to keep track of messages the University sends you. It is the primary method of communication between UOW and students on important matters. This communication is known as SOLSMail. Lecturers and tutors often use this system to inform students of last minute changes including class times and assessment information.

It is recommended that you check SOLS at least once per week to access important lecture/tutorial and administration messages... you may even find the information you seek has already been sent to you via a SOLSMail message!

**HOW DO I ACCESS SOLS**

Access to SOLS is via the ‘Current Students’ page on the University website (www.uow.edu.au/student). You can log in to SOLS by:

- Entering your username and password, OR
- Entering your student number, barcode and date of birth. (NB: your barcode is displayed on your student identification card)

For more information relating to SOLS refer to [www.uow.edu.au/student](http://www.uow.edu.au/student)

**SOLS PASSWORD**

Your SOLS password is the one you are given at enrolment and the one you use to log into all student systems. For more information or if you have forgotten your password, please see page 12.
POLICIES AND RESPONSIBILITIES FOR STUDENTS

UNDERGRADUATE AND POSTGRADUATE COURSEWORK STUDENTS

As a UOW student, you are to abide by the rules and policies of the University and uphold your responsibilities as a student.

The following information is a reminder of some of the more critical rules, policies and codes with which you should be familiar.

A breach of these policies will result in misconduct action so we advise that you familiarise yourself with the rules and polices at UOW. If you are found in breach of any policy at any time during your studies, the excuse, “I did not know...” will not be accepted.

If you have any questions about what a policy means or require advice, please feel free to discuss with Student Central staff, WUSA or WUPA representatives or with your faculty.

For a comprehensive list of policies at UOW, please see:

ACADEMIC POLICIES

PLAGIARISM & ACKNOWLEDGEMENT PRACTICE

Plagiarism is passing off somebody else’s words or ideas as your own. It can be intentional or unintentional. If, in writing an essay or report, you copy a passage from a book word-for-word and don’t give a reference to the book, this is:

- unfair to the author who wrote the passage in the book;
- unfair to other students who do their own work without copying;
- failure to do independent work as expected in a university; and
- breach of copyright.

Plagiarism means using the ideas of someone else without giving them proper credit and is one of the most serious offences a student can commit.

So, if you feel like you have no other option and are considering doing this, or if you are not sure if you might be plagiarising, we suggest you talk to your faculty or with Student Services rather than submit work that may result in you receiving an automatic fail for the subject or possible suspension or exclusion (being kicked out) from UOW.

Each year a large number of students are caught plagiarising, so do not assume that you will get away with it. It is not worth the risk.

For a link to the complete policy see: www.uow.edu.au/handbook/courserules/plagiarism.html

For additional information, see:

www.uow.edu.au/student/services/ld/resources/Plagiarism.html

or talk to the UOW Learning Development Centre or your Faculty for assistance.

CHEATING IN EXAMS

Cheating in exams is an attempt to gain an unfair advantage over other students and it will not be tolerated. You are informed of the materials you are allowed to bring into the exam and if you have anything else that is not permitted, you will be investigated for academic misconduct and serious penalties. Penalties may include a fail grade for the subject or suspension or exclusion from UOW.

If you feel that you have no other option but to cheat, please talk to your faculty, learning development or a counsellor. They will help you find a better solution than cheating, which may cost you your degree.

For more information on examinations see the webpage at: www.uow.edu.au/student/centre/assessment.html
OWNERSHIP OF WORK AND INTELLECTUAL PROPERTY
For information please visit:

COPYRIGHT
There are limitations on the amount of published material a student may copy for study or research purposes. For more detail on the limits please see:
www.library.uow.edu.au/copyright/srgls.html

MINIMUM RATE OF PROGRESS (MRP) OR SATISFACTORY PROGRESSION
Minimum Rate of Progress is a process where the University seeks to identify and provide assistance to students who are experiencing difficulties with their studies. The intent of this policy is to provide students with the opportunity of remedial assistance and prevent a decline in performance and results (or possible exclusion from study).
The Minimum Rate of Progress policy applies to Undergraduate and Postgraduate Coursework Students Only.
For further information please see the MRP policy and guidelines at:

SPECIAL CONSIDERATION OR ACADEMIC CONSIDERATION
Special consideration is a process to help students minimise the impact of certain adverse and unforeseen circumstances on their progression in a degree and their performance in subjects.
Application for Special Consideration is done via SOLS and supporting documentation is required. We suggest you review the policy to ensure you understand how the procedure works or talk to your faculty or Student Central staff if you have any questions or concerns.
www.uow.edu.au/handbook/courserules/

ILIP – INFORMATION LITERACIES
INTRODUCTORY PROGRAM
ILIP is an online course that introduces students to information technology and research skills. ILIP100 is compulsory for all new undergraduates. ILIP009 is compulsory for all new postgraduate coursework students who have not completed the online undergraduate ILIP100 assignment in the past five years. While ILIP is not compulsory for postgraduate research students, it is strongly recommended.
ILIP will help with your studies and you are strongly encouraged to complete the compulsory online ILIP assignment in the first six weeks of your first session. ILIP must be completed by the end of your first session. Failure to do so will result in your grades being withheld. To help with completing the ILIP assignment, an online tutorial is available. Alternatively, information sessions about ILIP are run in the Library during Orientation Week – check your O Guide or ask at the Library for details. To go to the ILIP homepage, logon to the UOW website (www.uow.edu.au) and click on the Direct Link for the Library, in the blue bar on the right is the ILIP link.
To complete the compulsory ILIP assignment, you need to have a current UOW email username and password, both of which are issued to students at orientation. To create these, select SOLS on the University homepage or go directly to http://www.uow.edu.au/student/. Select the link ‘Log on using student ID & barcode’ then click on the 3rd link down called ‘Create Unix/email Account’. This will automatically give you a username and password, however, you will not be able to use the account for 24 hours. If you are still having problems, go to the IT Service Centre in Building 17/level 1.
For more information about ILIP, contact Lynda Kriflik, Lecturer Graduate Qualities, in Building 11, Room 207 (email: ilip@uow.edu.au; phone: 42215686).

We suggest that you review the Course Rules to ensure you are aware of the policies and guidelines that affect your course and your study at UOW. Please see the Course Rules webpage:


We suggest that you review the Course Rules to ensure you are aware of the policies and guidelines that affect your course and your study at UOW. Please see the Course Rules webpage:


STUDENT GRIEVANCES

The University has both informal and formal means of resolving student grievances.

An Academic grievance is a grievance or complaint that involves an academic matter. If you want to make a complaint about an academic decision, act or omission by a member of UOW staff which affects your academic experience, please follow this process. The stages to lodging and resolving an academic grievance are outlined in the Student Academic Grievance policy at:


Please also see your faculty's website for additional details on the faculty's academic grievance procedures. If you have any questions about how to make a complaint about any type of issue, please see the Student Complaints webpage at:

www.uow.edu.au/student/complaints/

STUDENTS’ RIGHTS & RESPONSIBILITIES

As a UOW student, you are expected to conduct yourself as a professional and responsible member of the UOW community. Such expectations are outlined in the following Codes and rules.

CODE OF PRACTICE – STUDENTS

This code outlines a student's responsibilities in relation to their academic responsibilities. For the complete Code please see:

www.uow.edu.au/handbook/codesofprac/

For students undertaking an Honours program, please also see the Code of Practice – Honours located at:


CURRENT ENROLMENT

It is your responsibility as a student to ensure your enrolment is current with UOW. Anytime you wish to take a break from your studies, you are required to apply for a LEAVE OF ABSENCE and obtain approval.

If you have been absent from the University for any period of time without approval and notification to the University, your enrolment in your course will be LAPSED or discontinued and you will have to re-apply to be admitted back to UOW according to current Admission criteria.

STUDENT NON-ACADEMIC CONDUCT

As a UOW student, you are to treat your fellow students and staff members with respect and tolerance. The University will not accept disorderly, offensive or criminal conduct that brings the University into disrepute or is detrimental to the proper conduct of UOW.

The following policies and guidelines provide the framework on how you are expected to conduct yourself. If you are found in breach of these policies or guidelines, misconduct action will take place and serious penalties may be imposed.
RULES FOR STUDENT CONDUCT AND DISCIPLINE
www.uow.edu.au/handbook/generalrules/

ANTI-BULLYING GUIDELINES

CAMPUSS ACCESS AND ORDER POLICY
www.uow.edu.au/handbook/generalrules/

RESPECT FOR DIVERSITY POLICY
http://staff.uow.edu.au/eed/

RESPECT FOR PEOPLE WITH DISABILITIES
http://staff.uow.edu.au/eed/

PREVENTION OF SEXUAL HARASSMENT POLICY
http://staff.uow.edu.au/eed/

POLICY AND GUIDELINES ON NON-DISCRIMINATORY LANGUAGE PRACTICE AND PRESENTATION
http://staff.uow.edu.au/eed/

STUDENT RESIDENCE RULES
For those students in UOW Residence, there are specific UOW Residence rules you must follow outlined in the Residence handbook. Please speak to your Residence Head if you have any questions.

INFORMATION TECHNOLOGY POLICIES
http://www.uow.edu.au/its/

As a student of the University of Wollongong you are bound by the University's Information Technology (IT) Policies each time you use the University's IT facilities.

The University of Wollongong is committed to the appropriate use of Information Technology and Services in support of its teaching, research, administrative and service functions. The University has adopted IT policies which define the acceptable behaviour expected of users and intending users of the facilities. Students are expected to read the policies which are accessible at http://www.uow.edu.au/its/policies/ including:

- IT Acceptable Use;
- Internet Access;
- Email Access; and
- Music Video & Software Piracy.

Information on copyright is accessible at: http://www.library.uow.edu.au/copyright/

Breaching University IT Policies can lead to disciplinary action being taken against you. The Rules for Student Conduct and Discipline are accessible at:

High-risk activities, which could see you end up in a court of law, are:

- Using the University's IT facilities to copy, download or store music or video files
- Installing unauthorised software on University IT facilities without the approval of an appropriately authorised IT staff member
- It must be emphasised that the University treats misuse of its IT facilities seriously.
UOW GRADUATE ATTRIBUTES


As a graduate of the University of Wollongong you are more than just the sum of the knowledge you have acquired through your subjects. During your studies you will have developed other skills, values, and attitudes that are essential for gaining employment and advancing lifelong learning. The University refers to these skills, values, and attitudes as the Graduate Attributes. Examples of the Graduate Attributes include a commitment to continued and independent learning (Graduate Attribute 1), the capacity for teamwork (Graduate Attribute 4), and an appreciation and valuing of cultural and intellectual diversity (Graduate Attribute 6).

UOW SERVICES TO ASSIST YOU

ALUMNI NETWORK

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

Once you graduate from UOW, you automatically become a member of the UOW Alumni Network. As a member, you will gain access to a range benefits and discounts from alumni seminars, networking opportunities, campus news updates, and discounts on car hire, accommodation, clothing and much more. The Alumni Network will help you stay in touch with your friends and the University after graduation. The Alumni Network will also assist you in maintaining contact with other graduates through professional development, seminars, functions, reunions and other activities.

The UOW Alumni Network is located in the Administration Building (Building 36) and can be contacted on (02) 4221 3169 or (02) 4221 4676 or email alumni@uow.edu.au

CAREERS SERVICE


Careers advice and counselling are available for individuals and groups. The Careers library located on Wollongong campus contains a wide range of print and electronic based resources. Job seeking via the Internet and job applications can be prepared using computers within the careers library.

The Careers Service assists with:

- Getting your job - workshops are conducted throughout the year to assist students with their search for graduate employment and employers visit the campus to encourage applications from final year students for employment in the following year. http://www.uow.edu.au/careers/get/

Careers Service is located on the Lower ground floor, UniCentre (in the arcade behind Security) For enquiries telephone (02) 4221 3325; www.uow.edu.au/careers.
COMPUTING FOR STUDENTS AT THE UNIVERSITY OF WOLLONGONG

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

UNIVERSITY USER ACCOUNT

As a student of the University of Wollongong you will be allocated a UOW user account which allows you to access the internet from computers connected to the University network. The University of Wollongong provides this account for educational purposes only and it is regulated by setting a download limit on the account. This is referred to as your quota.

Your UOW user account also provides you with an email account. The University has its own browser-based email service which can be accessed from anywhere in the world and requires very little setup.

During Enrolment you will receive a username and password to activate and access your user account. Visit www.uow.edu.au/its/services/manage-mail/student.html for further information about managing your UOW user account and quota.

PASSWORD RESET

Your username and password are used to access the Internet, your email, SOLS, eLearning and more, so it is very important that you remember them. If you forget your username and/or password you will need to make a request in person at an authorised centre to have the password reset and you will need to bring your student identification card with you. It is not possible to do this via telephone or email.

To avoid the above inconvenience, the Password Reset Challenge has been developed to allow University user account holders to reset their passwords without needing to make a request in person at an authorised centre. It is suggested that you take the time to establish a password reset by going to the Manage Your Password and Quota link under the SOLS login or go to www.uow.edu.au/its/services/manage-mail/student.html

CLOSURE OF USER ACCOUNT

Continued access to a user account is maintained automatically based on records in the University Student Management Package. A user account remains open while:

- An undergraduate, postgraduate coursework or postgraduate research student has an “active” course. A retention period of three months is accommodated; as such the account closes three months after the course is completed. Where a course is closed for reasons other than completion, eg, where a course is lapsed, given exclusion due to minimum rate of progress, a retention period of 14 days applies;
- A non-award or WUC student has a current or future subject enrolment. A retention period of 21 days is accommodated ie, accounts in this category close 21 days after the end date of the student’s most recent subject enrolment;
- A miscellaneous student is attached to a current miscellaneous student group. A retention period of 7 days is accommodated, ie accounts in this category close one week after the end date of the student’s most recent miscellaneous student group enrolment.

More information on user account management is available in the User Account Management Policy at www.uow.edu.au/its/policies
STUDENT ONLINE SERVICES (SOLS)
SOLS provides easy access to your e-mail account as well as information on how to manage your e-mail account (including how to change your password). You can also access information on subjects and courses, key dates, exam timetables, tutorial preferences and much more.

The University uses SOLS Mail for all official communications with students. Don’t confuse your SOLS Mail with email. They are not the same and they work in very different ways. You must check your SOLS mail regularly.

Seminars on how to use the Student Online Services will be run several times daily during enrolment in the Student Central Computing Laboratories in Building 17 and you should attend one of these seminars.

If you experience any difficulties with your University email account please visit the Student Central Laboratories, Building 17, Level 1. You should bring your student identification card with you.

WIRELESS NETWORKS ON CAMPUS
For information about using your personal laptop or PDA on campus with our wireless network, please visit the website www.uow.edu.au/its/wireless

COMPUTER LABORATORIES FOR GENERAL STUDENT USE
WOLLONGONG CAMPUS: STUDENT CENTRAL COMPUTER LABORATORIES
The Student Central Computer Laboratories (located on level 1 of building 17) have eight teaching laboratories and one general purpose open area. The open area is Jupiter and provides students with access to email, the internet, common applications and several laser printers. Roving helpers are available Monday – Friday (11.30am – 2.30pm) during session to help with any computing problems you may have. In addition to these services, the teaching laboratories contain special purpose software for tutorials run by individual departments. When there are no tutorials in progress the teaching laboratories may be used by any UOW student (please check the tutorial timetable posted outside each lab).

Open Hours During Session
Monday - Friday 8.00am - 11.45pm
Saturday 10.00am - 4.45pm
Sunday 10.00am - 4.45pm

Open Hours During Non-Session
(including: Summer Session)
Monday - Friday 8.30am - 5.45pm
Sunday 10.00am - 4.45pm

Note: Student Central laboratories are closed on public holidays

ON SHOALHAVEN CAMPUS
There are two computer labs on Shoalhaven campus– one in the library and one in the main university building. Students have 24 hour access to the computers in these labs, which can be gained using their swipe cards. However students using the computer labs in the main university building should always check if there is a class in the lab before entering.

AT THE EDUCATION CENTRES
All of the Education Centres– Bega, Batemans Bay, Moss Vale and Loftus– have 24 hour computer labs in their main university buildings. These can be accessed using the student’s swipe card.
COUNSELLING SERVICE
http://www.uow.edu.au/student/services/cs/

The 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.

University Counsellors can assist with a wide range of personal difficulties including feeling stressed, anxious or depressed; wanting to become more confident and assertive; experiencing family and relationship conflicts; coping with grief and bereavement; and dealing with emotional stresses associated with balancing work, family life and university studies.

The Counselling Service also provides personal development programs such as stress management, assertiveness and communications skills.

Counselling appointments can be made by:

- On the Wollongong campus, students can make an appointment to see one of the counsellors or enrol in a program, by phoning (02) 4221 3445, or calling in at the office located on the third floor of the UniCentre Building.
- On the Shoalhaven campus, counselling session are available each Wednesday in the Library Interview Room– appointments are essential and can be made by calling 4448 0810 or 4444 0888.
- At Batesman Bay Education Centre, by contacting the counsellor by phone 0438 365 526 or email sbrigham@uow.edu.au, or by contacting the Centre Manager on 4472 2125.
- At Bega Education Centre, by contacting the counsellor by phone 0438 365 526 or email sbrigham@uow.edu.au, or by contacting the Centre Manager on 6494 7035.
- At Loftus Education Centre, the counsellor normally visits the campus once a fortnight, on Tuesdays. Campus visits will increase if demand warrants. To make an appointment students can phone (02) 4221 3445 (1300 303 455 will reach this number for the cost of a local call).
- At Moss Vale Education Centre, the TAFE counsellor will also see university students. The counsellor is located in E Block (EG-16) and is available on Tuesdays and Thursdays between the hours of 9am and 6pm. To make an appointment call 4868 0162 or just call into the counsellor office, or, email her on karen.mundell@det.nsw.edu.au. Alternatively you can make an appointment at the TAFE administration office any day of the week, phone 4868 0111.

At all UOW sites, the counselling service is free and completely confidential.

DISABILITIES PROGRAM

The Disability Liaison Officer can provide advice on how particular disabilities affect university study and information on resources available at the University for assisting students with disability. Various programs are available for students with disability; these include provision of access to lecture and reading material, assistive technology and workshops on independent learning skills.

Students with a disability who need assistance during their studies should contact the Disability Liaison Officer by phone (02) 4221 4942; or facsimile (02) 4221 5667 or call in at the office located on the third floor of the UniCentre building. Students commencing courses are advised to contact the Disability Liaison Officer prior to the beginning of their first session of study.

FIRST YEAR AT UOW
http://www.uow.edu.au/student/services/fye/

First year at university is an exciting experience, but it can also be quite a shock for many new students, with new 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 [http://www.uow.edu.au/student/services/fye/](http://www.uow.edu.au/student/services/fye/)

**HIGHER DEGREE RESEARCH (HDR) STUDENTS**


The Research Student Centre provides a one-stop-shop service centre for students and staff on all higher degree research candidature matters, including:

- Orientation;
- Enrolment and re-enrolment;
- Leave of Absence applications;
- Enrolment variations;
- Annual Progress Reports;
- Higher Degree Research scholarships;
- Thesis submission and examination;
- Information workshops for students and staff.

For information on any HDR administrative or general enquiries or on the HDR Student Orientation please contact the Research Student Centre:

Email: research_student_centre@uow.edu.au (when using this email facility remember to provide your full name, student number, the degree you are studying, your phone number and briefly state your enquiry)

Telephone: (02)42215452

Location: Building 20, Ground Floor

**ILLAWARRA COMMITTEE FOR INTERNATIONAL STUDENTS (ICIS)**


ICIS is a local non-profit community group that provides programs, activities and events that contribute to the wellbeing of international students and their families. These include the International Friendship Program, English conversation groups, low-cost sightseeing trips and social functions. We value and promote cultural understanding, sensitivity and tolerance by facilitating meaningful interaction between Australian and international students and the wider community.

Each year eight student representative positions are elected to the Committee – both domestic and international students are encouraged to apply.

Student volunteers for the conversation groups are always welcome, or if you want to find out more about becoming a friendship partner for a visiting international student please contact the ICIS Coordinator via email.

Location: Building 11, UniCentre, Lower Ground Floor

Email: icis@uow.edu.au

**INNOVATION CAMPUSS**


The University of Wollongong’s Innovation Campus is currently being developed as a joint venture between the university and, construction company, Baulderstone Hornibrook. When the development is complete, this new campus will act as a prime site for innovative research and business in the Wollongong area. It will offer increased employment possibilities for UOW students and graduates, and help to further strengthen the University’s proud international reputation.

In the near future, the Innovative Campus will be the home to the University’s new Global Centre of Excellence for Transnational Crime Prevention and Institute for Future Materials. Current UOW organisations located on the Innovation Campus include the Science Centre and Planetarium, Campus East student residences and an Outside Of School Hours childcare centre.
INTERNATIONAL FRIENDSHIP PROGRAM (IFP)
Extend a warm welcome to a new international student...
Join this free program that links members of the campus community with international students studying at UOW for the purpose of cross-cultural friendship. You simply maintain contact with your friendship partner for one session as they adjust to living in a new culture. No financial or homestay obligations are involved – just informal activities such as meeting up for a regular chat over coffee, a bit of local sightseeing or perhaps inviting them to a social event with your friends or family.
You benefit by gaining knowledge of another culture, learning (or brushing up on) a foreign language or travelling to visit your new lifelong friend in their own country one day!
For more information please contact the IFP Coordinator, Illawarra Committee for International Students (ICIS)
Location: Building 11, UniCentre, Lower Ground Floor
Email: icis@uow.edu.au

KIDS’ UNI
Kids’ Uni, located on the Wollongong campus, is the Illawarra’s premier Childcare Centre and offers high quality care for children aged 0 – 15 years. For more information visit http://unicentre.uow.edu.au/kidsuni

LEARNING DEVELOPMENT
http://www.uow.edu.au/student/services/ld/
Learning Development provides:
- Workshops on academic skills such as essay and report writing and structuring arguments and critical thinking.
- Workshops on English language for international students
- Discipline-specific instruction on learning and language skills within subjects - available through Vista, the University’s online learning platform or in classes.
- Individual consultations on academic and language skills - to make an appointment go to the Learning Resource Centre (LRC), located in Room G102 on the ground floor of Building 19, or phone (02) 4221 3977.

Students wishing to consult Learning Development lecturer on Shoalhaven Campus or at the Education Centres can do so by calling the following numbers:
- Batesman Bay– 0438 365 526 email: sbrigham@uow.edu.au
- Bega- 0438 365 526 email: sbrigham@uow.edu.au
- Loftus- (02) 9545 0000
- Moss Vale- (02) 4221 4103 email: celeste@uow.edu.au
- Shoalhaven– (02) 4448 0888

LIBRARY
www.library.uow.edu.au
The Library is your partner in learning, and providing access to half a million books is just the start! With extensive electronic resources available online 24/7 we can provide what you need, when you need it. Make use of computers, comfortable study spaces, CDs and DVDs, newspapers, and leisure reading. Our friendly staff can answer all your questions – in person and online – whether you’re looking for a book or wanting in-depth help with your assignment.
DON’T KNOW WHERE TO START?

First off, drop in and visit us. In addition to the Main Library in Building 16 we have a Curriculum Resources Centre (CRC) in Building 22, and branches at Shoalhaven, Bateman’s Bay, Bega, Moss Vale and Loftus. Details of locations and opening hours are available on our website.

Remember to bring your UOW student card with you. It’s also your Library card and you will need it to borrow books and to use the Library’s printers and photocopiers.

Make time for a Library tour and Computers in the Library session in O’Week and learn the basics quickly and easily. Full details are available in your Orientation Guide, on our website, or in the Library.

Explore the Library website. It’s your entry point for all our services and lets you:

- **Email** or **Chat to a Librarian** for help with all your information and research questions
- Check your borrowing record, renew loans and place holds on items
- **Avoid Library fines** by regularly checking when items are due back
- Access a range of **fulltext electronic resources** (many quota-free), including electronic books, journal articles, newspaper articles, encyclopedias and dictionaries, recommended websites and much more
- Download **essential readings** for your subjects
- **Teach yourself** everything you need to know about information and research with a range of online tutorials
- Complete the compulsory **Information Literacies Introductory Program** (ILIP) online

Your borrowing conditions are dependent on the degree you are enrolled in. For example:

- Undergraduate students can borrow 10 books at a time, for a maximum of 2 weeks
- Masters by coursework students can borrow 20 books, for a maximum of 3 weeks
- Doctoral students can borrow 30 books, for a maximum of one session.

For full details look under **Borrowing** on the Library homepage.

WORRIED ABOUT FINES?

When considering fines, remember that not only do they stack up quickly and cost you money, they can have other impacts:

- **$10 or more** = having your results withheld
- **$60 or more** = suspension of all Library borrowing privileges
- **If you have any fines**, this can stop you from graduating

Avoid the hassle and avoid fines altogether! You can stop Library fines by returning or renewing before their due date. Our handy courtesy emails will remind you the day before each item is due back.

If you do have fines, deal with them quickly and easily. Pay your fines:

- **In person**: at the Library (EFTPOS) or the Post Office (EFTPOS, cheque and cash)
- **Over the phone**: on 02 4221 3545
- **Via mail**

For full details look under **Borrowing** on the Library homepage.

NEED HELP?

Our friendly staff provide help whenever you need it. We are available to answer your questions at service desks throughout the Library. Roving helpers are also available in the Main Library on weekdays, to provide assistance with technology and locating resources. Look out for the **Rovers** in maroon **Here to Help** t-shirts.

We’re here to help you even when you’re not in the Library! Send a question to Email a Librarian or Chat online for an instant answer. Look under **Help** or **Direct Links** on the Library homepage for more information. And of course you’re always welcome to call us on 02 4221 4548.

Don’t forget to tell us what you like about the Library and what you think we could do better. Give us your feedback online at: [www.library.uow.edu.au/feedback](http://www.library.uow.edu.au/feedback)
**LOST PROPERTY**

It is best if you first return to where you lost it, some places on campus keep lost items for a while behind their reception desk. If you go to where you lost it and the item isn’t there, go to the security office on the ground floor of Building 11.

If you lose your student card and someone hands it in, it will be given to Student Central. If this is the case, you should receive a SOLS Mail from the staff at Student Central informing you that your card has been found.

If you find lost property, please hand it to either security, the security office or any member of staff on campus.

**OCCUPATIONAL HEALTH AND SAFETY**


The University of Wollongong is committed to the provision of a safe and healthy environment for its students, staff and visitors. Therefore, the University encourages all members of the University community to regard accident prevention and working safely as a collective and individual responsibility. To view the full Occupational Health and Safety Policy please visit the OHS Home Page on [http://staff.uow.edu.au/ohs/](http://staff.uow.edu.au/ohs/)

**FIRST AID**

- First Aid Officers and First Aid Kits are in all buildings. To locate the First Aid Officer, please go to the OHS Web site address: [http://staff.uow.edu.au/ohs/](http://staff.uow.edu.au/ohs/). In the event you are unable to locate the First Aid Officer please contact Security on 02 4221 4900 or dial 1 from a Blue Security Phone. All Security Officers are first aid trained and can arrange for an ambulance.

**EMERGENCY EVACUATION**

- All buildings have an emergency evacuation plan located in the foyer, please familiarise yourself with the maps and the evacuation meeting point. Remember call security on 02 4221 4900 or dial 1 from a Blue Security Phone in the event of an emergency.

**HAZARD REPORTING**

- It is the responsibility of a student, employee, supervisor, visitor and contractor to report hazards to their supervisor or the Occupational Health and Safety Unit. A hazard is something with the potential to cause injury or illness to anyone who studies, works or visits our Campus. The University has an online hazard and incident reporting form which can be located at [http://staff.uow.edu.au/ohs/reporting/index.html](http://staff.uow.edu.au/ohs/reporting/index.html).

- More information visit the following OHS web site: [http://staff.uow.edu.au/ohs/](http://staff.uow.edu.au/ohs/)

**PARENT SPACE**


The UniCentre Parent Space is located on the Ground Floor of Building 11 in the UniCentre Foyer, around the corner from the University Hall next to the stairs. The space provides:

- Change Table
- Sink
- Hot Water Jug
- Microwave
- Curtained Breastfeeding Area
- Lounges

Key access available from UniCentre Enquiries and Ticket Counter, near the bookshop. Phone 4221 8000
PASS PROGRAM (PEER ASSISTED STUDY SESSIONS)

PASS is a program where students work together to consolidate understanding, reinforce key concepts, and develop effective study strategies.

PASS consists of weekly one-hour, non-compulsory sessions led by ‘Peer Leaders’, students who have excelled at the subject in the past.

PASS is provided for all students who want to improve their understanding of course material and improve their grades.

To find out more see: www.uow.edu.au/student/services/pass.

“PASS has been an awesome learning experience............you guys rock!”

PARKING

http://www.uow.edu.au/about/parking/

Please visit the parking website for the most recent information.

POST OFFICE

http://unishop.uow.edu.au/postoffice/

The UniCentre’s Licensed Post Office (located in Building 17 on Wollongong Campus) is the place to go for:

- Postage
- Stationery
- Gifts
- Banking
- Bill Payments
- Phone Cards
- Pre Paid Mobile Phones
- Library Fines
- a wide range of Darrell Lea confectionery

For more info visit http://unicentre.uow.edu.au/postoffice

PUBLIC TRANSPORT

http://www.uow.edu.au/about/transport/

Running a full service timetable during University session and exam periods, and a reduced timetable during recess periods, the Premier Illawarra shuttle bus service connects the Wollongong Campus with North Wollongong Railway Station. It operates on weekdays approximately every 20 minutes between 7:36am and 10:09pm at a subsidised cost to users of 60 cents a trip. The service runs through campus via the ring road of the campus, stopping at four signposted internal locations as well as the Northfields Ave.

For further information on the Shuttle Bus service, other bus services and train services which stop at the Wollongong campus take a look at the following web sites:


For students travelling to the Shoalhaven Campus, the RTA Illawarra/Shoalhaven Transport Development Officer advises that Nowra Coaches (phone 4423 5244) town service buses to/from Bomaderry Railway Station by way of Stewart Place for the Shoalhaven Campus operate Monday to Friday. For service times, see http://www.uow.edu.au/about/transport/shoalhaven.html
Wollongong campus students wanting comprehensive information relating to bus and train services operating in the Wollongong and Illawarra areas can refer to the UOW Transport Guide provided in their Enrolment Pack. However students from all campuses and education centres can visit www.131500.com.au for easiest public transport options for their particular site.

SCIENCE CENTRE AND PLANETARIUM
http://sciencecentre.uow.edu.au
The Science Centre and Planetarium is located just north of North Wollongong Beach at the University of Wollongong’s Innovation Campus. It offers hands-on experiences to students and the public and is open every day from 10am to 4pm. A number of paid Internships are available to students of the University of Wollongong.
For further information please telephone (02) 4286 5000 or take a look at the following web site:
http://sciencecentre.uow.edu.au

STUDENT ADMINISTRATION AT SHOALHAVEN CAMPUS AND AT EDUCATION CENTRES
If you need help with administration issues at Shoalhaven Campus, please contact student administration on the campus. If you are at any of the Education Centres, please contact the Centre Manager. You may be told to go through Student Central on the Wollongong Campus to resolve the issue, so please take note of the location and contact details of Student Central (see page 24).

STUDENT CENTRAL
Student Administration, Accommodation Services and the Study Abroad/ Exchange office are all located in Student Central on the ground floor of Building 17. At this one handy location students can arrange all their administration needs, find accommodation, and explore the possibility of spending time studying overseas. There are also self service computer terminals available
The Student Central staff members are friendly and very helpful, and they look forward to meeting you during your studies at UOW.

STUDENT ADMINISTRATION- FOR UNDERGRADUATE AND POSTGRADUATE COURSEWORK STUDENTS
The Current Students website provides students with extensive resources to organise their study at UOW. The website, http://www.uow.edu.au/student/index.html contains current information regarding student administration, enrolment, fees, and assessments, in addition to online forms and other important information and updates. Remember to bookmark this site for quick reference! See also the information on page 8 about SOLS.
For further administrative enquiries relating to your studies please contact Student Central:
Current Students Website: http://www.uow.edu.au/student/index.html
Email: askuow@uow.edu.au
Telephone: (02) 4221 3927
Location: Student Central, Building 17
Opening Hours: 9am-5pm Mon-Fri
Please ensure you always bring your student ID card with you when visiting Student Central.
STUDENT EXCHANGE PROGRAM


The UOW International Exchange Program gives UOW students the opportunity to complete one or two sessions of study overseas, and to count that study towards your Wollongong degree. Student Exchange provides a wonderful opportunity for personal growth and leads to superior employment prospects.

Possible exchange destinations include CANADA, SWEDEN, JAPAN, UK, FRANCE, USA, INDONESIA, ITALY and THAILAND.

For more information on exchange opportunities, visit the UOW Study Abroad & Exchange Office, located in the Student Central (Bldg 17) or visit http://www.uow.edu.au/student/exchange/ for further details. Regular information sessions are also held in Student Central every Tuesday and Thursday from 12:30 – 1:30pm. Come along to learn more about your options for overseas study.

ACCOMMODATION SERVICES

http://www.uow.edu.au/about/accommodation/

Location: Student Central, Ground Floor, Building 17 (across from Sal Paradise)
Phone: (02) 4221 5467
Email: accomapp@uow.edu.au

At Accommodation Services we help with the following:

- **On Campus Accommodation**: We offer a range of on campus accommodation options, including self catered, fully catered and flexi catered options. If you are already in residence, you can visit us in person at student central between 9am - 5pm, Monday to Friday. We are happy to help you with any queries you may have and assist with maintenance requests, shuttle bus ticket purchases and payment of fees.

- **Off Campus Accommodation**: We have listings from local Real Estate Agents as well as listings of Share Accommodation. These listings are updated daily and are worth a look. These listings are also available on the website http://accommodation.uow.edu.au

STUDENT DIARY

You can collect your FREE UniCentre Student Diary from the VIP Lounge during Orientation Week and the first weeks of session. Not only will it keep you organised, it contains heaps of information about campus life as well as the Student Guide with Academic dates and information. Directions to the VIP Lounge can be obtained from the VIP Zone, located outside the UniShop in Building 11.

STUDENT SAFETY AND SECURITY

http://www.uow.edu.au/about/security/


On the Wollongong Campus, the Security Service is available 24 hours a day, seven days a week throughout the calendar year. The Security Unit in Wollongong has an office located adjacent to the UniCentre Retail Shop, in the UniCentre Building, Number 11.

Although Security staff are not in attendance at the office on a continuous basis, they are readily contactable by using the security telephones and dialling #1 for emergencies or #3 for Safety Escorts, assistance or inquiries.

The Service relies on members of the campus community to report problems, suspicious persons or incidents immediately when they occur. Without this assistance from the campus community the Service cannot function effectively.

Security can be contacted on +61 (0)2 4221 4555 for security escorts or enquiries or in case of emergency call: 4221-4900 (x4900) or dial #1 from any campus security telephone.
provide support, liaison, information, referral and assistance to UoW students, as well as provision of programs supporting student equity and diversity both within faculties and across campus. They are available to help in a number of areas including:

- Student Welfare for International and Domestic students
- Provision of equity information
- Transition programs for International Students
- EdStart (grants for financially disadvantaged students)
- Liaison for the University’s Disability Service
- Liaison for other Student Services and referral to services such as Counselling, Learning Development, and Careers services, etc.
- Liaison with the Academic Registrar’s Division and other areas of the University
- Liaison with external agencies
- An emergency point of contact and for ongoing information and support for students at risk and students involved in critical incidents

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<th>Faculty</th>
<th>Name</th>
<th>Location</th>
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<tr>
<td>Arts</td>
<td>Viv McIlroy</td>
<td>Blg 19 Rm 1075 (Wed – Fri)</td>
<td>4221 3635</td>
<td><a href="mailto:vmcilroy@uow.edu.au">vmcilroy@uow.edu.au</a></td>
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<tr>
<td>Commerce</td>
<td>Ann-Maree Smith</td>
<td>Commerce Blg 40 Rm 254</td>
<td>4221 4714</td>
<td><a href="mailto:ams@uow.edu.au">ams@uow.edu.au</a></td>
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<td>Position vacant</td>
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<td>Enquiries to</td>
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<td></td>
<td>Viv McIlroy</td>
<td>Blg 67 Rm 207 (Mon, Tues) Or</td>
<td>4221 5017</td>
<td><a href="mailto:vmcilroy@uow.edu.au">vmcilroy@uow.edu.au</a></td>
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<td></td>
<td></td>
<td>Blg 19 Rm 1075 (Wed – Fri)</td>
<td>4221 3635</td>
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</tr>
<tr>
<td>Engineering</td>
<td>Virginie Schmelitschek</td>
<td>Eng. Enquiries Centre Mon-Wed 12pm</td>
<td>4221 5670</td>
<td><a href="mailto:virginie@uow.edu.au">virginie@uow.edu.au</a></td>
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<tr>
<td>Health &amp; Behavioural Sciences</td>
<td>Erin Hiesley</td>
<td>Blg 41, Enquiries Centre</td>
<td>4221 5332</td>
<td><a href="mailto:ehiesley@uow.edu.au">ehiesley@uow.edu.au</a></td>
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<tr>
<td>Informatics</td>
<td>Virginie Schmelitschek</td>
<td>Blg 3 Rm 114 Wed pm- Fri</td>
<td>4221 3833</td>
<td><a href="mailto:virginie@uow.edu.au">virginie@uow.edu.au</a></td>
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<tr>
<td>Law</td>
<td>Viv McIlroy</td>
<td>Blg 67 Rm 207 (Mon, Tues)</td>
<td>4221 5017</td>
<td><a href="mailto:vmcilroy@uow.edu.au">vmcilroy@uow.edu.au</a></td>
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<td>Erin Hiesley</td>
<td>Blg 41 Enquiries Centre</td>
<td>4221 5332</td>
<td><a href="mailto:ehiesley@uow.edu.au">ehiesley@uow.edu.au</a></td>
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STUDENT SERVICES


Student Services provides a range of services and programs to help students progress their studies including:
- Careers Service (See Page 11)
- Counselling Service (See Page 14)
- Learning Development (See Page 16)
- PASS Program (See Page 19)
- Student Equity and Diversity Liaison Officers (See Page 22)

For general enquiries phone (02) 4221 3445 or call in at the office located on the third floor of the UniCentre Building on Wollongong campus. Access to this office is available through the lift in the IT Resource Centre or the multi-storey car park stairs.

UNIADEVICE


UniAdvice provides course information for the University and for Wollongong University College (WUC) to prospective students.

For further information, brochures and application forms for courses offered at the University and for the Wollongong University College please contact us at UniAdvice, located on the ground floor of the Wollongong campus Administration Building (Building 36), phone 1300 367 869 or email uniaadvice@uow.edu.au.

UNICENTRE

http://unicentre.uow.edu.au/

UniCentre is a hive of activity on campus at UOW. UniCentre create services, spaces and activities that enhance the student experience at the University of Wollongong. To achieve this, UniCentre provides a huge range of facilities and services, including:
- UniCentre VIP Member benefits
- Eating facilities such as Fuel Silo, Keira Buffet and Sal Paradise and UniBar
- UniShop
- Child care at Kids’ Uni
- Entertainment
- Centre for Student Development
- UniBar
- Clubs and Societies
- UniMovies.

For more info about UniCentre visit the VIP Zone (Located outside the UniShop) or visit http://unicentre.uow.edu.au
UNICENTRE VIP

http://unicentre.uow.edu.au/vip/

UniCentre VIP.....Get into it

For $79 per year you get:

- 12.5% Cash Discount on texts and general books
- 12.5% Cash Discount on hot and cold food items
- 5% Rebate on all other items*
- VIP discount to UniCentre entertainment events
- Other VIP member benefits* such as discounts on CSD workshops, special VIP promotions and access to UniCentre competitions

To become a UniCentre VIP, all you need to do is become a UniCentre Member on SOLS. Bring your student cards and your $79 to the VIP Zone. Wait 30 seconds, get your VIP cards and start using it all over campus*.

You can easily cover the cost of VIP membership as you spend most of your time on campus.

For more information visit http://unicentre.uow.edu.au/vip

* Terms and Conditions are available at http://unicentre.uow.edu.au/vip

UNICENTRE MEMBERSHIP – FREE!

To become a UniCentre Member is FREE* to all university students. All students need to do is elect to be a UniCentre Member via SOLS.

UniCentre Membership entitles you to:

- Free Student Diary (see Student Diary above to find collection area)
- Free use of all UniCentre on-line services including the What’s On Email Newsletter, UniClassifieds and other competitions
- Eligibility to join a Club or Society
- The right to nominate for and vote in the UniCentre Board of Director’s Election.

*UniCentre Members must elect to become a UniCentre VIP and the $79 monetary fee to receive any cash discounts on and off campus.

UNICREW

http://unicentre.uow.edu.au/unicrew/

Get involved, gain experience and have a great time doing it with UniCrew! You can do all different activities such as Marketing, Photography, Journalism or Promotions. It is not menial labour, it is fun and interesting work that will help build your skills. For more info and to register your interest visit http://unicentre.uow.edu.au

UNIMOVIES

http://unimovies.uow.edu.au/

There’s more to campus life than lectures and studying – like the cheapest cinema in town, UniMovies! For just $4 you can see a new release film, ranging from comedies and dramas to foreign films and art-house flicks. The best way to know what’s playing each week is visit http://unimovies.uow.edu.au
UNISHOP
http://unishop.uow.edu.au
UniShop is the UniCentre Campus Retail and Book store. UniShop offers great value for all books, academic texts, stationery, newspapers, magazines, binding, clothing, memorabilia, phone products and photo printing. We have also partnered with The Good Guys to bring all your electronic needs directly to you at super low prices! UniCentre VIP’s receive 12.5% discounts on texts and other items*. For more information about what textbooks you need or our operating hours, visit http://unishop.uow.edu.au

* VIP discount does not apply to NETT items

URAC (UNIVERSITY RECREATION AND AQUATIC CENTRE)
http://www.urac.com.au
Building 13, Ph: 42 21 4700
Find out where and when you can shake it, bounce it, float it, hit it, throw it, train it or just have fun and relax! URAC Ltd is located in Building 13 on the Wollongong Campus and offers a gym, group exercise classes, squash courts, tennis courts, 50 metre heated swimming pool, sports stadium, café, exercise science and rehabilitation centre, sporting and recreational clubs, leisure courses......... Don’t miss the excitement!!!

For more information about URAC take a look at the following web site: www.urac.com.au

WOLLONGONG UNDERGRADUATE STUDENTS’ ASSOCIATION (WUSA)
http://wusa.uow.edu.au
For over thirty years the University of Wollongong students’ association has provided services and representation to the students of UOW. The University of Wollongong Undergraduate Students’ Association (WUSA) and its governing body, the WUSA Council, are semi-autonomous sub-bodies of the University, run by democratically elected undergraduate students who volunteer their time to represent undergraduate student interests and to help provide services such as free barbeques, cheap photocopying, bike repairs, fax services and childcare subsidies.

WHAT DOES WUSA DO?

- **Advocacy**: Elected WUSA representatives provide independent and confidential advocacy for undergraduate students on matters including dealing with University administration, academic staff, the library, CentreLink or your landlord/ tenant.
- **Representation**: WUSA Council provides an essential political voice for undergraduate students both with the University and the broader community. We are a vital mechanism in student governance and in ensuring that the rights and interests of students are heard.
- **Publications**: Each year WUSA produced seven editions of the UoW magazine, the Tertangala. Our website, http://wusa.uow.edu.au, also contains highly useful information regarding WUSA’s activities, services and other student matters.
- **Second-hand book bank**: WUSA sell over $130,000 worth of textbooks on consignment for students. If you need cheap text books or need to sell some old ones. Check our website to see if we have or need your book
- **Car-Pooling**: WUSA are committed to encouraging sustainable modes of transport and we have created an on-line carpooling service for use by our members.
- **Subsidies**: WUSA provides subsidies for childcare and clubs and societies.
- **Free barbeques**: On Tuesdays at 12:30, WUSA provide a free barbeque on Duckpond Lawn for its members.
• **Free gigs**: Each week, WUSA provide entertainment on either the Duckpond or McKinnon lawn.

• **Free safe-sex products**: WUSA provides free condoms, dams, lubricants, and drink-spiking detectors.

• **Glasshouse Lounge**: located on the ground floor of Building 11, WUSA provide indoor seating and tables for study, eating or relaxing.

• **Women's Space**: located on the ground floor of Building 11, WUSA provide a safe lounge area for women only.

• **Emergency loans**: WUSA can provide students with an interest free loan.

• **Justice of the Peace**: available by appointment.

WUSA is located on the ground floor of Building 11 on Wollongong campus. [http://wusa.uow.edu.au](http://wusa.uow.edu.au) or call 4221 4201

### WOLLONGONG UNIVERSITY POSTGRADUATE ASSOCIATION (WUPA)


The **Wollongong University Postgraduate Association** (WUPA) is an independent student organisation representing approximately 4500 students at the University of Wollongong and Satellite Campuses. WUPA's membership is open to all students currently enrolled in postgraduate studies including: Doctorates, Masters by Coursework, Masters by Research, Graduate Diploma, Graduate Certificate, Postgraduate Qualifying and discrete Honours.

WUPA engages in representation and lobbying, provides advisory and advocacy services, publications, induction, outreach, social and cultural activities, academic workshops, printing, IT facilities and a variety of other student services. The Association provides computer, study and lounge facilities for postgraduates in the Postgraduate Resource Centre (Bld 115 - 116).

WUPA employs several staff including: Advocacy Officer, Momentum Coordinator, Operations Manager, Marketing Officer and Rhizome Magazine Editor. The vision, policy and direction of the association are determined by the WUPA Council, consisting of 14 elected postgraduate students. For more information about the association, please visit the WUPA web site at [www.uow.edu.au/wupa](http://www.uow.edu.au/wupa)

The services and representation provided by WUPA include (but not limited to):

- Advocacy (free confidential advice) for students who have complaints or grievances (e.g. appeals, or problems with university administration, etc),
- WUPA makes submissions in response to proposed policy and procedural changes in the university, and lobbies for the interest of our members,
- **Rhizome Magazine** (a publication promoting student research),
- Academic and student help brochure series,
- Group funding for select postgraduate social functions/departmental newsletters etc,
- Co-funding of various University services & scholarships,
- Momentum, a student mentoring program for international students,
- Migration Seminars,
- Outreach activities (departmental meetings and activities),
- WUPA is an affiliate to the Council of Australian Postgraduate Associations (CAPA),
- Free BBQ's,
- Annual postgraduate party,
- Meeting and conference rooms (booking required),
- Multilingual computers (PCs),
- Cheap photocopying (5 cents/page),
- Free laser printing (if you bring your own paper),
- Lounge and TV room.

Location: Buildings 11.5-11.6
Opening Hours: 8:30-4:30pm weekdays
E-mail: wupa@uow.edu.au
Phone: (02) 4221 3326
Fax: (02) 4221 4248

WOOLYUNGAH INDIGENOUS CENTRE

The Woolyungah Indigenous Centre (WIC) is located in Building 30. The centre is open Monday-Friday 9am-5pm (excluding public holidays). The WIC offers all Aboriginal and Torres Strait Islander students enrolled in subjects at the University of Wollongong the services of a student support officer, a supplementary tutorial service, a computer lab, a student lounge and kitchen facilities.

The Centre provides regular social events for Indigenous students to attend throughout the year, along with an open invitation to all students to attend and meet with staff and students from the centre.

The WIC also has a Resource Library, which provides general research, teaching, and study resources for all students enrolled in Aboriginal Studies subjects and other related subjects. The collection includes books, documents and manuscripts, audio visual material and a collection of tools, weapons, implements, photographs, paintings and other cultural artefacts which concentrate on the Illawarra and the New South Wales coast knowledge and histories.

Come in and visit the Centre, visit the website [http://www.uow.edu.au/wic](http://www.uow.edu.au/wic) or phone on (02) 4221 3776.

STUDENT ADMINISTRATION INFORMATION

ACADEMIC TRANSCRIPT

An academic transcript is an official record of all subjects attempted at this University and the corresponding grades. Each student will receive a free copy of their academic transcript upon graduation. You are able to print copies of your enrolment record from SOLS free of charge.

ADDING OR DELETING SUBJECTS

If you wish to vary your enrolment, you may do so online via SOLS. Variations can only be made before the dates listed on the SOLS website.

Higher Degree Research Students are advised to contact the Research Student Centre before varying their enrolment.

ADVANCED STANDING

Advanced Standing is credit or exemption granted on the basis of previous studies. Applicants for courses at the UOW may seek advanced standing prior to their enrolment at the University. Studies undertaken at other tertiary institutions and TAFE may be considered for advanced standing. Applications for advanced standing must be accompanied by full documentation of previous studies, including photocopies of the relevant pages from the Handbook/Calendar of the institution concerned and a certified transcript of results. The amount of Advanced Standing you receive varies depending on the type of course(s) you have previously studied, when you commenced study, and whether or not you have completed them. With prior approval, you may be
permitted to enrol for a subject at another tertiary institution and, on satisfactory completion of that subject, have it count towards a course at UOW.

**GRADUATION**


Graduation Ceremonies are held in July and December each year and students must apply in advance via SOLS. Students may attend the first ceremony following the completion of their course, have their degree conferred in their absence or defer graduation until a later ceremony. Deferral must be notified by a certain date – refer to the ‘Application to Graduate’ form for these dates. Please note you must submit an application to graduate and this must be submitted via SOLS by the due date. Late applications to graduate will not be considered.

Postgraduate Research students may apply to graduate on SOLS and this application will be approved by the Research Student Centre after satisfactory examination of theses. Alternatively, the HDR Thesis & Student Progress Officer at the Research Student Centre can apply for graduation on your behalf after you become eligible. The closing dates for applications noted at the above website do not apply to Postgraduate Research students. You may enquire at the Research Student Centre for the last day to satisfy Thesis Examination Committee resolution in order to graduate at a particular ceremony.

Further information on graduation, including information on Academic Dress, is available on the Graduation website at: http://www.uow.edu.au/student/graduation/index.html

**ATTENDANCE**

University is not like school, it’s all up to you to go. You will find that a lot of people don’t go to all their lectures, however if you want to get good grades, it is definitely a good idea to go to all your classes. Some lecturers actively encourage class attendance by stating that you have to attend a certain percentage of your lectures and they may enforce this by making you write and submit a comment on what was said in the lecture, or by taking the roll during certain lectures.

Unlike lectures, tutorials and practicals are always compulsory and a roll is always taken. In the case of tutorials, some classes have a percentage of tutorials you must attend (e.g. it is 80% in most Arts subjects) and if you miss more tutorials than this without an adequate explanation (one for which you can provide documentation about) you run the risk of failing. Practicals are usually compulsory and you will need documentation of why you could not attend.

**CHANGING TO ANOTHER COURSE**


If you wish to change your course (called a ‘Course Transfer’), you should first consult the Sub-Dean of the Faculty you wish to join before submitting an “Application to Vary Course Registration” form.

**CHANGING YOUR ADDRESS**


Please ensure that you keep your contact details and address up to date on Student OnLine Services (SOLS)-http://www.uow.edu.au/student/index.html Please note that failure to advise of a change of address could result in important correspondence or course information not reaching you. The University cannot accept responsibility if official communications fail to reach you if you have not notified of a change of address. For International students, failure to advise the University of your latest address could result in cancellation of your Student Visa.

**CHANGING YOUR NAME**

If you wish to change your name on University records, you should complete a Change of Name form available from Student Central in Building 17 and provide an original Marriage Certificate, Deed Poll Certificate or other valid evidence for notation.
CREDIT POINT
Credit points refer to the value attached to each subject as a part of a degree. Credit points are also a guide to the number of hours per week you should be studying for a subject. Most subjects are single session (half-yearly duration, offered in Autumn or Spring session, and normally have a value of 6 or 8 credit points. Double session (annual) subjects usually have a value of 12 or 16 credit points.

Each credit point has an implied workload of 26 hours over the duration of the subject. For example, for a 6 credit point single session subject you should spend a total of 12 hours per week in attending classes and studying for that subject. Summer session subjects require twice as many hours per week as subjects run in Autumn or Spring session.

CROSS INSTITUTIONAL ENROLMENT
If you wish to enrol at another tertiary institution, either concurrently or otherwise, and wish to have subjects successfully completed at that institution counted towards your course at the University of Wollongong, you must gain the prior approval of your Faculty Sub-Dean. Application forms for Cross Institutional Enrolment must be submitted to Student Central. Applications must contain full details of the course(s), including a photocopy of the Handbook entry for the course(s), for which approval is being sought. Applications are available from http://www.uow.edu.au/student/centre/pdf

DEFERMENT OF ENROLMENT
Some programs or faculties may permit you to defer your enrolment for up to 1 year. Applications for deferment must be received within one month from the commencement of your first session. Some programs may not allow this so please check with the faculty.

ENROLMENTS
Enrolment involves the selection of subjects to make up a course of study. Domestic students may enrol in either on a full-time or part-time basis. International Students are required to enrol fulltime to meet the conditions of their student visa. The university has an OnLine Enrolment system. This means that you input your enrolment information directly in the student computer labs with academic and administrative staff on hand to provide advice and assistance. At the time of enrolment you will be issued with your Student Identification card. Prior to enrolments you should seek academic advice and information on study options. Higher Degree Research Students are enrolled by Research Student Centre staff and must contact the Research Students Centre before varying their enrolment.

ENROLMENT IN A DOUBLE DEGREE
If you are enrolled in a double degree program, you are required to comply with the course requirements for double degrees and with the requirements of the two individual degrees for which you are enrolled. You should consult with the Sub-Deans of the Faculties participating in the degree before finalising your enrolment.

ENROLMENT IN PROGRAMS EXCEEDING CREDIT POINT LIMITS
If you wish to enrol in a program which exceeds the credit point limits, you should first consult the Sub-Dean of your Faculty before submitting the appropriate form, available from Student Central. For details of situations where students may be allowed to exceed credit point limits, please refer to the Course Rules at http://www.uow.edu.au/handbook
ENROLMENT RECORD
An enrolment record is a list of subjects in which you are officially enrolled. You should carefully check your Enrolment Record to ensure that it accurately reflects the subjects you are attempting. Enrolment records are available on SOLS.

LEAVE OF ABSENCE
If you wish to take a break from your studies, you need to notify UOW or your course enrolment may lapse. Please see information under ‘Vary or Defer’ Studies on the Current Students page at http://www.uow.edu.au/student/index.html

FINAL DATE FOR COMPLETION OF ENROLMENT
No new enrolments will be accepted after the end of the second week of the relevant session, except with the recommendation of the relevant faculty Sub-Dean.

GRADUATION
When you are in your last session of study and wish to graduate, you will need to apply via sols to do so. Graduation ceremonies are held in July and December. Please visit the Graduation website at http://www.uow.edu.au/student/graduation/

NON-AWARD SUBJECT ENROLMENTS
If you wish to enroll in non-award subjects (ie subjects not to be counted towards an award) you will require the permission of the Head of the Academic Unit offering the subject. To be eligible for admission as a non-award student, you must meet the University's normal entrance requirements. Applications for subject enrolments are not considered until after all undergraduate and postgraduate degree/diploma students have enrolled. Results of applications for admission will not be advised until the first week of lectures. Only in exceptional cases will subjects taken this way count towards an award. Where a student is under exclusion they may not be enrolled in subjects unless given approval by the Academic Senate. Applicants permitted to enroll in non-award subjects are required to pay non award student fees. All non-award student charges must be paid at the time of enrolment.

PREREQUISITES
A pre-requisite is a subject or a requirement that you must meet before you can do a certain subject. Many 200-level subjects have prerequisite 100-level subjects and most 300-level subjects have 200-level prerequisite subjects. Some higher level subjects will have a prerequisite number of credit points instead of specific subject perquisites. Some 100-level subjects have a prerequisite based on the subjects you took for the HSC. Other subjects have what are called co-requisites which mean that you have to take another subject at the same time.

RE-ENROLMENT
http://www.uow.edu.au/student/admission/
In early December each year, students who will be continuing their studies next year can re-enrol. There is a set time for re-enrolments and if you do not do so in the required period, you will incur a late re-enrolment fee.

REMOVAL OF FAIL GRADES
It is important to note that the University of Wollongong takes its awarding of grades seriously. Beyond the
eighth week, you are no longer able to withdraw from a subject without being awarded a fail grade. Fail grades will only be removed under very exceptional circumstances.

SPECIAL (OR ACADEMIC) CONSIDERATION


If you believe that your performance in a subject (including an examination) has been affected by illness or other cause beyond your control, you may apply for special consideration. To apply for special consideration you will need to do so via SOLS, please visit http://www.uow.edu.au/student/

STUDENT ID CARDS

All students are issued with an Identification Card at the beginning of their first year of enrolment. It is advisable to have your card with you at all times during attendance at the University. The number appearing on the front of the card is your student number used in the University's records. This number should be quoted in all correspondence. The card must be presented when attending examinations and collecting examination results, when requesting an enrolment record, when applying for travel concessions and when requested, for any appropriate reason, by a member of University staff. If you lose your ID card you should notify the University as soon as possible. Proof of identification must be produced before a replacement card can be issued. Replacing your ID card will incur a charge.

Students on Shoalhaven Campus or at any of the Education Centre can collect their student card from student administration at their campus/centre.

STUDENT VISA

http://www.uow.edu.au/student/international/

International students who hold a student visa have several conditions they must comply with while studying in Australia. The University is required by law to report any breaches of these conditions to the Department of Immigration and Citizenship (DIAC) (http://www.immi.gov.au/students/index.htm). Please refer to the International Student Website for more information.

STUDENT VISA WITH PERMISSION TO WORK

You can apply online for a Student Visa for permission to work. For further information for step by step instructions, please go to the following link:


SUBJECT LEVELS (100, 200, 300, 400, 600, 800 AND 900)

The first digit of a subject number gives you an indication of what year of study most of the students taking this subject will be. 100-level are also known as ‘first year subjects‘- these subjects usually do not have any prerequisite subjects. 200-level or “second year” subjects usually have some prerequisites at 100 level. 300-level or “third year” subjects usually have prerequisites at 200 level. 400-level or “fourth year” or “honours” subjects in some faculties are subjects with 300-level prerequisites, in others these are subjects you can only take if you have been accepted into an honours year of your degree. 900-level and 800-level subjects are postgraduate subjects and you can only take these subjects if you have completed an undergraduate degree and are enrolled in a postgraduate course.

TIMETABLE

University timetables are more confusing than high school timetables as you often have the option of multiple classes to choose from. However don’t let this worry you, if you are a Wollongong campus student and you look in the purple bag you got when you enrolled, you will find a helpful sheet entitled “Timetable Information- How do I view my Timetable?” If you follow the steps on this sheet, you will find your way to the online version
of the University of Wollongong’s Wollongong campus timetable and to the timetable entries for your particular subjects.

Students at Shoalhaven Campus or the Education Centres can find the timetables for their site via the relevant links from the UOW Timetable webpage (http://www.uow.edu.au/student/timetables/).

As you look at the timetable and pick classes which may suit you, always keep in mind the timetables for your other subjects so you don’t end up with clashing classes. It is a good idea to write or type a copy of your personal timetable as you look at the wider university timetable. This will help you to avoid clashes and to work your timetable around other commitments such as part-time work.

TRAVEL CONCESSION

- **Train & Bus**: Concession passes are available to eligible full-time domestic, permanent resident and exchange students to enable them to travel at concession rates on trains and buses.
- Renewal of these passes is provided to eligible students at Student Central.
- International students are **NOT** eligible for rail concession passes

TUTORIAL ENROLMENT

If you look in the purple bag you got when you enrolled, you will find a sheet entitled “Enrolment in Tutorials and Practicals”. This sheet tells you what tutorial enrolment system your faculty uses and when the enrolment starts and finishes. To find out how many tutorials and practicals you have to attend, check the entry for your subject on the university timetable. Once you have found this out, log on to the relevant system when the enrolments open and select the classes which are best for you. Pick classes carefully and always have a back-up class you can attend, as classes fill quickly and you may not get your first choice.

WITHDRAWING FROM YOUR COURSE


If you wish to withdraw from your course, you must do so via the Student OnLine Services (SOLS) web page. Please note the deadlines to withdraw from subjects and your course, if you do not wish to incur tuition fees or academic penalty. If you withdraw after the Census date for your session, you will be charged the fees for that Subject.

If you are an International Student, you need to be aware you may have Visa conditions that require you to be enrolled full-time. If you want to leave or withdraw from your course you must inform Student Central.

Many of the forms involved in these procedures are now available online and can be accessed on the Student Central webpage at www.uow.edu.au/student/

Whenever you fill out a form, please take note of any key dates which may affect your decision. If you are experiencing problems, it would be best to first discuss your decision with your faculty.
FACULTY CONTACT DETAILS

FACULTY OF ARTS
Arts Central: Building 19 Room 1050
Phone: 4221 5328
Fax: 4221 5341
Email: fac_arts@uow.edu.au
Office Hours: 8.30am – 5.30 pm
Website: www.uow.edu.au/arts/
Postal address:
Faculty of Arts
University of Wollongong
Wollongong NSW 2522 Australia

FACULTY OF COMMERCE
Commerce Central: Building 40, First Floor
Phone: 4221 4478
Fax: 4221 3257
Email: commerce@uow.edu.au
Website: www.uow.edu.au/commerce/cc/
Postal Address:
Faculty of Commerce
Commerce Central
Building 40, Room 130
University of Wollongong
Wollongong NSW 2522 Australia

FACULTY OF CREATIVE ARTS
Enquiries: Faculty of Creative Arts Reception Building 25 Room 113
Phone: 4221 3996
Email: fca_faculty_office@uow.edu.au
Fax: 4221 3301
Website: www.uow.edu.au/crearts/
Office Hours: 9am - 5pm
Postal Address:
Faculty of Creative Arts
University of Wollongong
Wollongong NSW 2522 Australia
FACULTY OF EDUCATION
Faculty Student Service Centre: Building 23
Phone: 4221 3981
Fax: 4221 3892
Email: ssc@uow.edu.au
Website: www.uow.edu.au/educ/
Postal Address:
Faculty of Education
University of Wollongong
Wollongong NSW 2522 AUSTRALIA

FACULTY OF ENGINEERING
Engineering Enquiry Centre: Building 4
Phone: 4221-3491
Fax: 4221-3143
Email: engineering@uow.edu.au
Website: www.uow.edu.au/eng/
Mailing Address:
Faculty of Engineering
University of Wollongong
Wollongong NSW 2522

FACULTY OF HEALTH AND BEHAVIOURAL SCIENCE
HBS Central: Building 41 Room 152.
Phone: 4221 3492.
Email: hbs_ssc@uow.edu.au
Postal Address:
University of Wollongong
Faculty of Health & Behavioural Sciences
Building 41, Room 152
Northfields Avenue
Wollongong NSW 2522 Australia
Website: www.uow.edu.au/health/

FACULTY OF INFORMATICS
Faculty Student Enquiry Centre: Building 3, Room 120
Phone 4221 3606
Fax: 4221 4843
Email: informatics_studenq@uow.edu.au
Postal Address:
University of Wollongong
Faculty of Informatics
Northfields Avenue
Wollongong NSW 2522 AUSTRALIA
Website: http://www.informatics.uow.edu.au/
FACULTY OF LAW
Faculty of Law Administration: Building No. 67, Level 2, Room 239
Phone: 4221 3456
Fax: 4221 3188
Email: law@uow.edu.au
Website: www.uow.edu.au/law/
Postal Address:
Faculty of Law
MacKinnon Building (Building 67, Level, Room 239)
University of Wollongong
WOLLONGONG NSW 2522

FACULTY OF SCIENCE
Science Faculty office: Building 41, Room 258.
Phone 4221 3530
Email info@science.uow.edu.au
Website: www.uow.edu.au/science/

GRADUATE SCHOOL OF BUSINESS
The Graduate School of Business is located on the 1st floor of Building 38.
Phone: 4221 3751
Fax: 4221 4709
Email: gsb@uow.edu.au
Postal Address: Graduate School of Business
University of Wollongong
Wollongong NSW 2522 Australia
Office hours: Monday to Thursday 9 am to 5.00 pm
Friday 9 am to 3.00 pm
Website: http://www.uow.edu.au/gsb/index.html

GRADUATE SCHOOL OF MEDICINE
The Graduate School of Medicine is located in Building 28.
Phone: + 61 2 4221 4111
Fax: + 61 2 4221 4341
Email:
Admissions – jb@uow.edu.au
Office of the Dean – bmuir@uow.edu.au
Postal Address: Graduate School of Medicine
University of Wollongong
Wollongong NSW 2522 Australia
Office hours: Monday to Friday 8.30 am to 5.00 pm
Website: http://www.uow.edu.au/gsm/
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<td>Switchboard</td>
<td>4221 3555</td>
</tr>
<tr>
<td>Accommodation &amp; Casual Employment</td>
<td>4221 5467</td>
</tr>
<tr>
<td>Alumni Network</td>
<td>4221 3169</td>
</tr>
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