

September 2007

Spring 07 Issue

UOW CRICOS Provider No. 00102E

## NEWS In Brief

Welcome to Our New Students & Welcome Back to Our Continuing Students

The University would like to welcome new students who commenced in Spring session and welcome back students continuing their study with the university.

### Summer Session 07/08 Timetable

Re-enrolment opens on SOLS	Early Oct
Last Day to Add Subject via the Web	09 Dec
Last Day to Add Subject with Academic Approval	16 Dec
Census Date	17 Dec
Last Day to Withdraw without Financial Penalty	17 Dec
Last Day to Withdraw without Academic Penalty	23 Dec
Lectures Commence	3 Dec – 21 Dec 07
Mid-Session Recess	24 Dec 07– 01 Jan 08
Lectures Recommence	02 Jan – 25 Jan 08
Recess	28 Jan – 1 Feb 08
Examinations	04 Feb – 08 Feb 08
Release of Results	16 Feb 08

### Do you wish to Graduate in December 2007?

Graduation ceremonies are to be held from 17th to 21st December. Application forms are available online via SOLS in September. Applications must be submitted by Friday 5th October. Please note that applications are essential, whether you are intending to attend the ceremony or to have your degree conferred in absentia (posted to you without participation in a ceremony). Late applications will not be considered.

# Student Matters

## In This Edition....

### ► STUDENT CENTRAL UPDATE

- Fresh New Look UOW Homepage
- Information Relevant to Your Studies
- SOLS Mail
- Spring Session CAN (Commonwealth Assistance Notice) will be released shortly on SOLS
- Changes to UOW Internet Payment System
- Are you OK
- Exams Information

### ► REMINDER TO COMPLETE ILIP

### ► DECEMBER GRADUATION INFORMATION

### ► INTERNATIONAL STUDENTS INFORMATION

### ► COMMERCE CENTRAL – now OPEN

### ► CAREERS SERVICE UPDATE

### ► LIBRARY NEWS

### ► STUDY ABROAD & EXCHANGE UPDATE

### ► CAMPUS WATCH MESSAGE

### ► UNICENTRE

- The Community Centre of UOW
- UniCentre Website Launch
- Spring Session Highlights
- UniBar
- What's On
- UniCentre VIP...Get into it!
- UniShop
- UniClassifields
- UniCrew
- CSD---Centre for Student Development

### ► THE "BACK PAGE"

– MORE NEWS INCLUDING KEY DATES

# UOW

University of Wollongong





\*Fresh New Look UOW Homepage

Locate all your student needs through the Current Students page including the SOLS login, Webmail login, and e-learning.

No need to look anywhere else - now all under just one link from the homepage.

Current Students – your link.

Have questions or need help? Ask Student Central on 1300 ASK UOW (1300 275 869).

Tell Us your feedback on the new look UOW homepage, click on the Tell Us link on the Current Students page or go to

<http://www.uow.edu.au/student/feedback/index.html>.

## \*Info Your Studies

### Information Relating to SOLS Mail

Students are reminded that SOLS Mail is the University's primary method for communication with students.

### It is recommended that you check your SOLS Mail at least once per week during session.

SOLS Mail is your Electronic Letterbox to which all online official communications will be sent. You should not confuse your SOLS Mail with email – they are not the same and work in very different ways.

Using SOLS Mail rather than email provides the University with the ability to check that each official communication has been delivered to you and that you have read it. This ability to track or check is beneficial to ensure that important official messages sent to you do not go astray.

All students of the UOW have access to SOLS Mail. You are automatically registered as an online user on enrolment. SOLS Mail provides numerous benefits including:

A fast and secure way for the University to send official communications to you - they won't be lost in the post at an out of date or mid term address.

Storage and access to official communications. You can access all your official UOW communications from anywhere there is an internet connection.

## Spring Session CAN (Commonwealth Assistance Notice) will be released shortly via SOLS

Your Spring Session Commonwealth Assistance Notice (CAN) will be available via SOLS at the end of September. Simply log on to SOLS through the Current Students page and select 'Commonwealth Assistance Notice' link.

You can view final details of subject charges, payments received and discounts given (if applicable), as well as print out a formal notice directly from this site.

## Changes to UOW Internet Payment System

The University's internet payment system CommSecure will be changing soon. This system enables students to make credit card payments via SOLS' Internet Payment option.

The changes include:

The payee will be required to enter the credit card verification digits when making a payment.

Ability to print a payment confirmation when payment is made (email confirmation will no longer be sent to an email address)

Availability of a University of Wollongong Home button to take the payee back to the SOLS menu. The following message will be displayed before exiting the payment system: "Internet Payment Cancellation – You have chosen to 'Return Home' from the Internet Payment system. No payment has been processed."

Please note: the 'Back' button should not be used during payment or you risk paying twice for your fees. You are advised not to use the BACK button.

Need Help? Contact Student Central on 1300 ASK UOW (1300 275 869) or email [askuow@uow.edu.au](mailto:askuow@uow.edu.au).

## Special Consideration Policy Introduction

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. In some circumstances the application of special consideration will be limited to the remedy of withdrawal without academic penalty; however it is not possible for special consideration to compensate for every consequence of misadventure or illness on attendance and participation in a subject.

To apply for special consideration you will need to log onto SOLS to complete and submit an online special consideration application no more than five work-

ing days after the assessment. Special consideration documentation must be appropriate original documentation, certified by an independent person such as a doctor or counsellor. Please note that the University may check the authenticity of medical certificates with the provider of the certificate. Submission of altered or false certificates will lead to disciplinary action. Students must submit any supporting documentation to Student Central, Building 17 within three working days after applying for special consideration through SOLS.

For more information please refer to the [Special Consideration Policy](#).

## Exams Information

### Provisional Exam timetables

A provisional exam timetable for Spring Session 2007 is now available for students via SOLS. Simply log onto SOLS and click on the Examination Timetable link to view your timetable. If you have any concerns about your own timetable please raise them by sending an email to: [exam\\_unit@uow.edu.au](mailto:exam_unit@uow.edu.au) by Friday 21st September.

### Student Identification in Exams

You will need to produce your student identification card, driver's licence or passport as you enter an exam room. If you are not able to show one of these forms of identification you will be asked to go to Student Central, Building 17 to have a new student ID card produced (at a cost of \$10) before you will be admitted to the exam room. No extra time will be allocated to you if you miss the beginning of the exam, so it is in your best interest to make sure that you have correct identification before you go to your exam.

### Electronic Devices in Exams

Please note that where calculators are permitted in an exam other devices which are not primarily calculators but which have a calculator function are not permitted. For example, watches and mobile phones with calculator functions, Palm Pilots, electronic dictionaries, computers, electronic diaries and electronic organisers are not allowed to be used as calculators. Calculators with programmable memory must be cleared prior to entering an exam room. You are reminded that if any of these items are found in your possession during the exam the matter will be treated as a breach of the University's Assessment Rules.

## Translation Dictionaries in Exams

Translation dictionaries in exams may only be used by students from non-English speaking backgrounds who have been granted special permission. If you were born in a non-English speaking country and have been a resident in Australia or another English-speaking country for less than 10 years, you are invited to submit an application (Form is available on SOLS).

### Are you OK?

Sometimes Uni life can get you down - assignments, exams, expectations, and sometimes even illness. Everyone needs a little support at some stage during their uni degree so it may surprise you to learn that there are many options for accessing support at UOW. Talk to your faculty SEDLO, the Learning Development Unit, Student Services, or the friendly staff at Student Central.

Check out these links for more information and contact details:

#### Faculty SEDLOs:

[www.uow.edu.au/student/services/isa/index.html](http://www.uow.edu.au/student/services/isa/index.html)

#### Learning Development

[www.uow.edu.au/student/services/ld/students.html](http://www.uow.edu.au/student/services/ld/students.html)

#### Student Services:

<http://www.uow.edu.au/student/services/about/>

As a student it is also important to be aware of the policies that relate to you and your study at UOW. Some of policies to keep at top of mind are:

#### Code of Practice for Students

[http://www.uow.edu.au/handbook/codesofprac/cop\\_students.html](http://www.uow.edu.au/handbook/codesofprac/cop_students.html)

#### Including Plagiarism, Late Submission of Work, and Student Academic Grievances; Rules for Student Conduct

<http://www.uow.edu.au/discover/courses/generalrules/temp.html>; and

#### IT Policies

<http://www.uow.edu.au/its/policies/index.html>.

## \*Reminder to Complete ILIP Information Literacies Introductory Program

You need to complete ILIP by the end of your first session of study or your results will be withheld. ILIP is compulsory for all new UOW undergraduates and for all new postgraduate coursework students who have not completed the online undergraduate ILIP assignment in the past five years. You are encouraged to complete ILIP in your first six weeks at University as it will assist you in learning how to make the most of information resources available from the University.

The online module and quiz are accessed by clicking on the ILIP link in the SOLS menu or through the Library website.

By clicking the ILIP link, you will go to the ILIP Online Tutorial and the online training modules. In the light blue bar under the picture you will see 'Assignment'. After clicking here, you will be required to log in with your email user name and password. You must get 100% to pass. When you submit your answers, your results will appear immediately. You can redo the questions you have incorrect. When you get 100% you will see a congratulations page. Your results are then automatically sent to administration and your academic record is updated within 24 hours.

### SLIP - Statistical Literacy Modules

Available as well is the Statistical Literacy Introductory Program (**SLIP**) to assist with the development of statistical literacy skills. Module 1 is Producing Data and Module 2 is Describing, Clarifying and Presenting Data. **SLIP** is an introduction to understanding and interpreting statistical information and encouraging critically thought about this form of information.

**SLIP** does not require any previous knowledge of statistics, nor does it require a high level of mathematical ability. **SLIP** can be accessed at [SLIP](#).

For assistance with ILIP or the Statistical Literacy modules email [ilip@uow.edu.au](mailto:ilip@uow.edu.au) or phone 02 4221 5686.

### \*December 2007 Graduations Info

#### ARE YOU IN YOUR FINAL SESSION?

#### !!!Apply to graduate via SOLS now!!!

The University of Wollongong Graduation Ceremonies are an excellent opportunity to celebrate your achievements and to acknowledge family, friends and peers in supporting your efforts in reaching your academic goals. The whole University community extends best wishes to all graduating students in their future endeavours. A few points are provided below to help us help you and your guests have a wonderful graduation experience.

### On the Day Registration

Registration for the ceremony is held in the UniCentre Function Rooms, Building 11.

1. Please have your student card ready to identify yourself to registration desk staff.
2. At the registration desk you will receive your Program booklet marked with your reserved seat number and receive your guest tickets (up to three per graduand).
3. Once you have registered, you will be directed to collect your hired academic dress.

### The Ceremony

You need to be seated at least half an hour before the ceremony starts. We look forward to meeting you and your guests at graduation.

If you have any questions please visit the Graduation & Beyond website located from the Current Students page or contact Student Central on 1300 ASK UOW (1300 275 869).

### Graduation Key Dates

Activity	Date
Applications Close	6th Oct
Confirmation Letters Sent	7th Nov
Last Date to Defer, Pay Outstanding Fees, or Change Student Details	16th Nov
Ceremony Breakdown on Graduation Website	19th Nov
Spring Session Results Available via SOLS	29th Nov
Last Day to Submit Cross-institutional Results	29th Nov
Last Day to Obtain Transcripts	30th Nov
Eligibility Available on SOLS	6th Dec
Last Day to Pay Graduation Fee (for attending students only)	14th Dec
Graduation Ceremonies	17th-21st Dec



## \*International Student Information



Do you get confused about your student visa? Do you know what your responsibilities are? Need information about International fees? Need to know where to go on campus for administrative help? Confused, overwhelmed by all of the conditions and requirements?

The International student website has all the answers to your questions about your student visa and international student issues. The International Student Website can be found at the Current Students page or go to: [www.uow.edu.au/student/international](http://www.uow.edu.au/student/international).

The information available on this new website is the MOST up to date information regarding your student visa and international administrative issues at the University.

### What information is on the website?

#### General administration information

Including advanced standing, fees, forms, important dates and University policies.

#### Visa Information

New government rules, confirmation of enrolment (COE) information visa responsibilities, how should you enrol, study information, work rights and overseas health cover.

#### Additional Information

Links to Student Equity and Diversity Liaison Officer (SEDLO), Learning Development, DIAC Website, clubs and societies and ILIP.

Check out the website today!

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

## WHAT'S HAPPENING ON CAMPUS?

### \*Commerce Central- Now OPEN

Dean of Commerce, Professor Shirley Leitch and Deputy Vice-Chancellor (Operations), Professor John Patterson along with the Faculty's Acting Executive Officer, Cathy Nicastri, and student representative Diane Ryder marked the opening of Commerce Central on Wednesday 17 July.

Commerce Central is the focal point for the delivery of Commerce faculty student services and after nine months of construction the purpose-built area is now open for operation.

The Faculty of Commerce aims to be the best environment in Australia to research and learn commerce and is committed to creating an inspirational learning environment.

Streamlining administrative support and student services, Commerce Central is a one-stop shop, giving students greater access to important information about the faculty. All Commerce enquiries plus enquiries for the Sub Deans Unit, International Unit and the SEDLO are now directed through Commerce Central.

Commerce Central staff are available to advise and provide assistance with a range of enquiries:

- Staff contact details
- Timetables
- Handbooks
- Subject details
- Assignment submission
- Administrative forms
- General information

**Location: Level 1, Building 40**

**Open: Monday – Friday**

**Phone: 02 4221 4478**

**Email: [commerce@uow.edu.au](mailto:commerce@uow.edu.au)**

**Web: [www.uow.edu.au/commerce/cc](http://www.uow.edu.au/commerce/cc)**

### \*Careers Service Update

#### The Employability Challenge (TEC)

The Employability Challenge has been extended – so don't miss your chance to participate in this great event.

**What do employers want?****What are the employment prospects for your degree?**

Find out the answers to these questions and many more by taking part in the 2007 Employability Challenge with judging to be held on 5th October 2007. Join in a faculty team to interview employers about what they are looking for when recruiting graduates, present your information and win prizes!

TEC is open to all students from 1st year to post-graduate, from any discipline or faculty. For more information about The Employability Challenge click on this link: [TEC](#). To take advantage of this opportunity and secure your place in a Faculty team, contact Linda Corrin by email [lcarrin@uow.edu.au](mailto:lcarrin@uow.edu.au) or call into the Careers Service, Lower Ground Floor, UniCentre. (Opposite the new games room) or call 02 4221 3325.

**Careers Service ePortfolio Trial****Collect and reflect on your Uni experience**

Having trouble locating evidence of your experiences for a job application?

Want to record the new skills you have learnt during Uni?

UOW is currently implementing an ePortfolio system that can help you to collect and reflect on your skills and experiences online making applying for employment at the end of your degree much easier.

Be one of the first students at UOW to use this great new tool!

For further information about how to get involved contact Linda Corrin by email: [lcarrin@uow.edu.au](mailto:lcarrin@uow.edu.au).

**\*Library News**

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

**Want More from Your Library?**

Want to get library help quickly, easily and online? Join our email list and find out how!

Join Library\_info4u and have news and hints sent to you twice-monthly during session. A minute of your time spent joining the list could mean hours saved during your studies at UOW. Look under News at [www.library.uow.edu.au](http://www.library.uow.edu.au) for more information.

**Need a Laptop?**

Borrow one! As of the start of Spring Session there are now even more laptops available to borrow. We've made the process simpler too, so it's now quicker and

easier for you to borrow a laptop. Use one within the Main Library building, for group work or individual study, for up to three hours. Ask at the Short Loans Desk for more information.

**Need to Pay Your Fines?**

Don't forget that you can now pay your fines by EFTPOS in the Main Library. Don't risk being blocked from borrowing or having your results withheld. Pay off any amount – no matter how great or small – during Library opening hours. Ask at the Lending Desk for more information.

**Building a Better Library for You!**

The Library extension is 50% complete! Most of the heavy demolition work has been finished and there will be less noise disruption in Spring Session. The project is running according to schedule, so we are confident that the new building will be completed in time for the start of Autumn Session 2008. We look forward to the bigger, brighter space that will be available to all our. Find out where we're up to, what's happening over Spring Session and how it might impact on you at: [www.library.uow.edu.au/building/index.html](http://www.library.uow.edu.au/building/index.html)

**\*Study Abroad & Exchange Update**

Go on Exchange in Spring 2008?

Application Deadlines to commence study in Spring 2008:

November 30, 2007: University of California System and Indiana University

January 14, 2008: All other North American destinations (including Canada, Mexico and USA) and Asia

March 24, 2008: All other destinations (Europe: UK and Scandinavia)

**Why Wait Until You Graduate to SEE THE WORLD?**

Come visit us in the Study Abroad & Exchange Office, Student Central, Building 17 or visit our website:

<http://www.uow.edu.au/student/exchange/>

**\*Campus Watch Message****- Theft Incidents off Campus**

Senior Constable Mary Patterson, Crime Prevention Unit, Wollongong Police has asked UOW Security to convey to students that Police have had several reports of thefts of mobile telephones and laptops

reported off campus or near bus stops.

(Incidents not necessarily involving students). But they would like students to be aware that when off campus students should avoid actively do any of the following to reduce the risk of theft:

Don't sit in bus stops working on laptops

Avoid openly displaying mobile telephones or other valuable property of interest like MP3 players, etc

For tips on safety click on [Campus Security](#)

## \*UniCentre

### The Community of UOW

Wollongong UniCentre is the community centre of the University.

UniCentre creates great experiences! UniCentre's activities and facilities bring UOW's diverse population together, ensuring that during your time at university you gain more than just a degree!

### UniCentre Website launch

UniCentre are excited about their new website launch, scheduled to go live at the end of this month. Find out what's on and be in the know with the latest updates on social events, highlights and activities on campus.

### Spring Session Highlights

#### The UniCentre Band Comp

**Final - Thursday 13th September**

Watch the Band Comp heat finalists' battle it out in the Final at the UniBar.

This year's major prize comes courtesy of 313 recording studios, with the Band Comp winner given 2 days of recording time to the value of \$2000 at the 313 recording studio in Wollongong.

#### The UniCentre Annual Dinner

**Friday 14th September, 6:30pm at the Uni Hall**

A night not to be missed...The UniCentre Annual Dinner (Friday Night Fever)!

Dress up in your best disco fever outfit and don't leave your boogie behind because the dance floor will be grooving on to the funky beats of Gotcha.

Socialise and mingle with your work or study buddies, drink, eat, soak up and enjoy the bubbly atmosphere, laughter and entertainment by guest speaker comedian Lehmo.

Tickets: \$65 VIP, \$70 STAFF, \$78 GUESTS

For Booking enquiries visit the UniCentre website or email: [rfranco@uow.edu.au](mailto:rfranco@uow.edu.au).

### Oktoberfest

**Thursday 4th October, 7:00pm at the UniBar**

Oktoberfest is a fun event on campus with lots of activity in a traditional German style Festival. Bringing students and staff together the evening is spent singing and dancing along with the Oom Pah Pah Band's traditional Bavarian tunes and participating in the nail hammering challenge, plus lots more.

### End of Session and End of Exams Party

**E.O.S – Thursday 25th October**

**E.O.E – Thursday 15th November**

Look forward to the end of session and party in style at the UniBar.

Bid spring session farewell with the End of session party. Celebrate success or drown your sorrows at the End of Exams.

### UniBar

UniBar is the place for entertainment during session.

With a new act every week, Poker, Karaoke, or Band Comp, the UniBar rocks every evening. Check out what's on at the UniBar at: <http://unibar.uow.edu.au>

### What's On

Don't forget, subscribe to and check What's On to keep you up to date on the [www.unicentre.uow.edu.au/whatson](http://www.unicentre.uow.edu.au/whatson)

### UniCentre VIP...Get into it!

If you hate paying full price then being a UniCentre VIP is for you!

As a UniCentre VIP you'll be able to swipe your card and earn/redeem Rebate Points, receive cash discounts, special offers and other benefits all around campus. As a UniCentre VIP you will get a huge 12.5% discount or 5% rebate points. That means more money in your pocket to spend on the things you really want. You get special VIP discounts and presale UniBar tickets on specific events. Best of all UniCentre VIP's get discounts on all CSD activities and event.

Got kids? We've got you covered. Childcare is a big expense, but UniCentre VIP's have the \$50 Enrolment Fee waived at Kids' Uni. Already, you have saved more than half the price of becoming a VIP!

## The Back Page

### Student Central Forms

Did you know that all student administration form can be downloaded from the Web? Simply go to the Current Students page (Administrative Matters), download and complete the required form and drop it in the drop box located at Student Central, Building 17. To download the form, go to:  
<http://www.uow.edu.au/student/forms/UOW008135.html>

### 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. Click on the "Manage User Account (email and internet)" link on the SOLS page ([www.uow.edu.au/student](http://www.uow.edu.au/student)) and follow the instructions.

### Spring Session Key Dates

Mid Session Recess	24 Sep-30 Sep
Graduation applications close	05 Oct
Study Recess	29 Oct -2 Nov
Spring Session Exam Period	3 Nov -16 Nov
End of Spring Session	16 Nov
Spring session results on web	29 Nov
Summer Session Commences	3 Dec
December graduation ceremonies	17-21 Dec

### 2008 Autumn Session +Key Dates

<http://www.uow.edu.au/student/dates/index.html#session2008>

Re-enrolment Opens on the Web	Late Nov 07
First Day of Autumn Session 08	25 Feb 08
Last Day of the Session	20 June 08
Last Day for Re-enrolment without Late Fee	27 Jan 08
Last Day for Late Re-enrolment	9 March 08
Autumn Session Census Date	31 March 08

### Need to Contact us?

#### Student Administration Issues

Contact Student Central or visit us in Building 17

**Email:** [askuow@uow.edu.au](mailto:askuow@uow.edu.au)

**Ph:** 1300 ASK UOW (1300 275 869)

**International:** +61 2 4221 3927

#### Student Academic Issues

Contact your faculty

**Ph:** (02) 4221 3555 (switch)

ask to speak to the relevant academic unit

AND ... you also get the advantages of The **Rewards Club** Loyalty Program offering discounts at locations all round the country and around the corner including cinemas, restaurants, hotels and even supermarkets and your local eats! Sweet! The Rewards Club alone is valued at \$25.00!

### VIP zone

The VIP zone is located outside the UniShop and is your information haven. Buy concert and movie tickets, CSD workshop tickets and your VIP card too. Come to the VIP zone and ask any questions, we can help you find your way on campus.

### UniShop

Discover more at UniShop with a huge range of academic and general books, a news agency and general goods. Check out the huge range of UOW memorabilia from UniShop. We have UOW jumpers and tees and UOW souvenirs to help you remember your good old days at Uni!

### UniClassifieds

UniClassifieds is a free online service for all UOW students and staff, and is a haven for buying, swapping, selling and trading! Take advantage of this great service today at:

<http://unicentre.uow.edu.au/classifieds/>

### UniCrew

UniCrew is a student volunteer program run by Uni-Centre. It is your opportunity to get out there and get involved on campus. UniCrew gain experience that can't be taught in a lecture hall in marketing, promotions, photography & journalism. Visit our website: <http://unicentre.uow.edu.au/unicrew/> and join now.

### CSD

#### -Centre for Student Development

CSD's vision is simple, to be a catalyst for positive development in the lives of UOW students. To fulfil this we design and run a wide range of opportunities which students can get involved in including Activities, the Black Opal Leadership Program, Clubs & Societies, Entertainment, Green Team, Project Challenge and Training Workshops. If you want to make Uni the 'Time of your Life' gets involved in CSD today. For all program information go to:

[www.unicentre.uow.edu.au/csd](http://www.unicentre.uow.edu.au/csd).