

2011



ORIENTATION CHECKLIST

You must bring your **ENROLMENT ADVICE** when you attend on-campus sessions or make enquiries as it contains your personal information required to access University systems

Before attending Orientation Week

- Check through the Orientation program and prepare your personal timetable included in this booklet for Orientation week
- Make sure you check your University email account as you may already be receiving important information from the University via email. Remember, all USQ students have a University generated Umail account, even if you have a personal account. To learn more about Umail, make sure you attend Orientation, as well as the ICT workshops.

Before semester starts

- Attend the Introduction to USQ and Learning the Balance session on February 21st at 9:30 am in B104. This session will provide you with valuable information about student support staff and other sessions.
- Attend the relevant faculty course overview and enrolment advisory sessions to find out more about administrative matters and the courses you will be studying
- Check to ensure that you are enrolled in the correct courses (staff at your Faculty Session can help you with this, or see your friendly SRO)
- Have your photo taken by your student guild representative Room A130
- Know your way around – Tour the Campus
- Explore the USQ Current Students webpage!!! (important information)
- Buy the required course materials and texts from the bookshop on-campus, or second hand, but make sure they match the current requirements of the course

Bookshop hours:

Monday to Thursday 9:30am – 4:30pm

Friday 9:30am – 3:00pm

Attend the following highly recommended workshops which have been designed to assist you to manage your first weeks at Uni

- Learning the Basics – Information Communication & Technology Overview
- Learning the USQ Study Desk
- Learning the Skills – Library and LTSU (undergraduate students only)
- Learning the Ropes – Library Introduction – Getting Started with Library Resources

AND IT'S NOT ONLY ABOUT WORK. PLEASE ATTEND THE ON-CAMPUS SOCIAL EVENTS ORGANISED TO MEET YOUR LECTURERS, OTHER STUDENTS AND MOST OF ALL HAVE A GOOD TIME

VICE-CHANCELLOR'S WELCOME TO USQ FRASER COAST

It is my pleasure as Vice Chancellor to welcome you to USQ Fraser Coast. You are now part of a unique community, and as our newest members I'm sure many questions will arise over the next few weeks.

As new students to the University you are about to embark on a new and exciting time in your life. We will do our very best to help you settle in and make your time with us rewarding and worthwhile. I'd like you to know that over the next few weeks we will try to make your transition into university life that much easier.

Orientation is a time for you to get to know how the university works and how you can make the best of your time with us. I understand that many of you will need to find a balance between your family life and the demands of university study, which sometimes can be a challenge. We have made sure there is support available to you and our doors are always open to listen and assist you in any way we can.

Take the time to meet new friends, be part of the many activities that make up university life and most of all do well in your studies. I'm sure your journey with us can be a most existing and rewarding time.



Professor Bill Lovegrove

Vice-Chancellor and President

FROM THE PROVOST

Dear Students,

Congratulations for choosing to study at the University of Southern Queensland, Fraser Coast Campus! Your first year at University marks an important transition - whether you are coming straight from school, or following on from employment or studies elsewhere. We hope you enjoy exploring the range of services and support available to you at Fraser Coast Campus.

Here's a couple of tips that you might find useful over the coming months and years. Questions are encouraged and respected at University. So don't just answer them: ask them too! I would encourage you to remain focused and be unafraid about asking for help from any of our highly trained staff. I am sure you will see excellent results if you manage those very familiar student woes of stress and anxiety.

I hope you enjoy your first semester and I look forward to seeing you around the campus. Good luck!

Kind regards

Professor Ken Stott

Provost, Fraser Coast Campus



YOUR ORIENTATION INTO USQ FRASER COAST

We at USQ understand everyone is busy. Work, family, and social activities take up an ever-increasing amount of time in our day-to-day lives.

Commencing studies can be a daunting experience so we have endeavoured to make this as stress free as possible. As there can be a lot to take in during your first couple of weeks, we at USQ Fraser Coast have included an early bird week commencing Tuesday 15 February. During this week we hold some very interesting and important workshops. Please take advantage of this week if you want to ease into your studies. These workshops are also held during orientation week. The timetable is available at the end of this booklet or online.

You can register for any of the workshops via www.usq.edu.au and follow these easy steps.

Log on to **U Connect** using your student number and password.

Click on **U Learn**

- Click on professional development in the left menu.
- Select your workshops and register.
- An email will be sent confirming the registration to your U Mail account (university student email account).
- If you need assistance please email frasercoastassist@usq.edu.au or call **4194 3133** during office hours.

Our workshops are designed to give you the best possible start to your learning journey. We highly recommend you take advantage of them.

STUDENT ID CARDS

As a USQ Student you will require a student photographic identification (ID) card which will allow you to

- Have 24 hour access to the computer laboratories
- Borrow library resources
- Photocopy
- Add credit to your print account
- Present at your exams as proof of identity

NOTE: Nursing students also require a clinical placement card. More information about this will be discussed at your faculty information session.

FACILITIES ON CAMPUS

STUDENT HUB FACILITIES

The hub area is for students to use and easily adapt to your needs – play a DVD, practise presentations, group work – it is YOUR area.

Student Spaces

CHILL OUT

Chill out in the open space while you have a break – a range of seating and tables are available for use.

FOR GROUP OR INDIVIDUAL WORK

Use the open space for group or individual work/study. Arrange the tables and furniture to suit.

KITCHENETTE

A microwave, hydroboil, and fridge are available for students to use. Please leave the area clean and tidy.

WHITEBOARD

A whiteboard is available for making group notes or practising your writing technique.

LAPTOPS

The Student Hub has two (2) laptops available for student use within the hub area (which has wireless internet access). These are available to be taken for a maximum of 2 hours per booking between the hours of 9am – 5pm. Bookings are made through reception in C Block.

Please give 24 hours notice to guarantee availability of this resource. Please bring your Student ID card as security.

DATA PROJECTOR

A Data Projector is available to play DVDs. You are welcome to make use of this facility to practise PowerPoint presentations or to watch information relevant to your studies.

CAREER INFORMATION/RESOURCE LIBRARY

Career and job vacancy information is on display within C112.

STUDENT ACADEMIC ROOM (THE LEARNING CENTRE AND ACADEMIC LEARNING ROOM)

The student academic room (C112) is available for student use to study until 10pm Monday to Friday – similar to B Block. The Learning Centre also operates from C112 on specific days and times. The type of support offered includes peer tutors, for one on one support, in specialised areas. A timetable will be posted on the board outside C112 and will be available at C Block reception.

THE DOCTORAL SUITE

The Fraser Coast campus has recently constructed a Doctoral suite, which includes eight purpose built work areas, complete with phones, computers, printer, and storage space. The suite also has swipe access and CCTV. The Doctoral Suite is located in C112 along with the LTSU (The Learning Centre) and is restricted access to approved PhD and Doctoral students only.

OTHER CAMPUS FACILITIES

Student Kitchenette

A student kitchenette is located in the café. There is a microwave, hydroboil, fridge and toasted sandwich maker which has been supplied by the Student Guild along with couches, TV and radio. This is a communal self-catering kitchenette. Please make sure you leave this area clean and tidy. The fridge will be cleaned out at the start of each month. Please ensure that any items you wish to keep are removed at the end of the month.

Lockers

The Student Guild provides lockers for students to use; these lockers are situated in room A127. A limited number of lockers are available, so it operates on a 'first in - first served' basis.

Lockers are able to be hired semester by semester or yearly. There is a small charge for the use of lockers. You are required to use one of our combination locks and are not permitted to place your own lock on the lockers. For more information please contact the Student Guild.

Student Study room A130

The Student Study room, A130, is a student specific study space located at the end of A Block. This study space can be accessed 24 hours; 7 days a week by students who have a valid Student ID Card (don't forget to go to a Student Guild ID Card session during Orientation). This space can be used both individually and for group work, and has full wireless access, as well as a Disability Access PC.

Student use of tutorial rooms

Students can book the use of lecture rooms and AV equipment as a part of their course requirements. Rooms can be booked with Student relationship officers providing a minimum of 24 hours notice is given. Students are required to submit their ID cards at administration in order to gain access. Student ID cards will be returned to students after a check of the room and equipment has been made on completion of the booking.

USQ bookshop

The USQ Bookshop at the Fraser Coast campus is managed by the Student Guild and is located in the Student Guild office, room A126. Opening hours for the Bookshop are 9:30-4:30 Monday to Thursday, 9:30 – 3:00pm Friday.

Books can also be ordered from the Toowoomba campus bookshop by telephoning **4631 2742** or online via the website <http://bookshop.usq.edu.au/>

Car parking

UNRESTRICTED PARKING

There is unrestricted parking in Old Maryborough Road, the unsealed area at the rear of the Library car park and the Police Citizens Youth Club sealed car park at the back of the campus.

RESTRICTED PARKING

There is restricted parking in the service area car park, adjacent to B Block. The service area contains a permit parking bay and a loading zone for the delivery of goods. Once packages have been delivered, your vehicle must be moved to one of the areas that has unrestricted parking.

DISABLED PARKING

Three disabled access car parks are located in the Staff Car Park behind A Block. A disabled parking bay is located in the restricted service area. Visitors, staff and students may be issued with special Temporary Parking Permits. Application for these permits may be submitted at the administration desk.

AFTER HOURS PARKING

The car park behind A Block includes provision for after hours lighting and closed circuit TV. Three disabled access car parks are also provided. A 24-hour access door has also been installed in the entry nearest the car park.

During business hours (7:00am to 5:00pm Monday to Friday) this area operates as the Staff Car Park with only vehicles displaying a current Staff Permit being permitted to use the area. All others will be subject to fines issued by the University.

After 5 pm the area is open to all for parking, making it a convenient, safe and well lit alternative to all other parking.

SHOWERS

Showers are located in the disabled toilets. Priority use for the disabled toilets is for disabled personnel.

Please limit showers to a minimum amount of time and ensure the area is left clean and dry after use.

PARENTS ROOM

The disabled toilets have a baby change table inside. The priority of the disabled toilets are for disabled personnel.

If you utilise the baby change area please ensure it is left clean and tidy and dispose of all rubbish thoughtfully.

STUDENT SUPPORT

STUDENT HUB SERVICES – WHO CAN HELP ME WITH...

The Fraser Coast Student Hub is open from 8:30 am until 5pm Monday to Thursday, and Fridays from 9am to 3pm. The Hub is located on the ground floor of C Block. See us at the Hub Reception in C116 or call us on **4194 3125** (Email: FraserCoast.StudentHub@usq.edu.au).

The following services are available through the student hub.

Careers Counsellor

The Fraser Coast careers counsellor can assist you with;

- Help on deciding the career you want to pursue
- Advice on University programs
- Job searching and application techniques
- Financial matters including loans and scholarships

Students can make an appointment by telephoning **4194 3125**. Face- to- face or phone appointments can be arranged.

Student Counsellor

At USQ Fraser Coast Campus we have a counsellor who provides assistance to students and many ways.

- Difficulty coping with study workload
- Anxiety
- Depression
- Grief & Loss
- Adjusting to university life
- Motivation
- Relationships
- Stress management
- Conflict management
- Drug & alcohol problems

You need to make informed decisions about your options if you are having difficulty coping with your study workload and personal commitments. Talk to your lecturers, counsellors, and student relationship officers. We can help you make the decision that is right for you at that point in time. Appointments can be made by phoning **4194 3125**.

Students with a disability

If you are a student who has particular access needs to support your progress through your study program, if you are a student who identifies as having a disability, or if you have a medical condition that may require consideration in order to learn effectively, please make an appointment to see our Disability Support Officer (DSO).

Support is available for the following:

- Chronic medical conditions (e.g. diabetes, arthritis, cancer)
- Mental health conditions (e.g. depression, schizophrenia)
- Learning disabilities
- General support and advocacy
- Temporary disabilities
- Permanent disabilities
- Exam considerations
- Disability Access PC - A computer is available for authorised use through Disability Services. This computer is located on the adjustable table in A130 and is 24 hour access, 7 days a week for those who hold a valid Student ID card. When not in use by authorised users, other students can book this computer. It is important to assess your needs as soon as possible during orientation week – phone **4194 3125** for an appointment.

The DSO is the person who works in consultation with you to assess your needs and recommends particular accommodations that can be offered by the campus.

Buallum Jarl-Bah

The primary purpose of Buallum Jarl-Bah is

- to assist and support Aboriginal and Torres Strait Islander students throughout their tertiary studies
- to teach Australian Indigenous Studies
- to promote advocacy, research, consultation and promotion of Australian Indigenous culture

Please make an appointment with our staff if you would like information on ITAS tutoring or any of our other services available.

The Buallum Jarl-Bah Centre is located on-campus in Room C105 within C Block.

Initial enquires for the Buallum Jarl-Bah should be directed to: Email: buallum@usq.edu.au Phone: **4194 3119** or **4194 3195**.

ACADEMIC LEARNING SUPPORT

LTSU provides free academic learning support for undergraduate and postgraduate students in any USQ course. Staff help students develop a range of learning skills at a university level relating to academic language and mathematics. This support includes:

- workshops
- drop in sessions and one consultations
- one-on-one consultations
- small group sessions
- lectures on common problem areas
- embedded workshops in lectures in collaboration with academic staff

Areas of support include: academic writing, academic reading, professional presentations, grammar, understanding university assignment tasks, structure and organisation, and developing strategies for academic success.

Students can talk with learning advisers in person, by phone or via email, drop in to The Learning Centre, or make an appointment. Times of these services are advertised as appropriate.

The Learning Centre is located in C112 in C Block. This facility provides a phone for internal calls and four computers, which students can use for academic learning purposes. A range of self-access materials is also available. Students can use this room for quiet study after checking the timetable for availability.

If you have an issue with academic communication, LTSU staff can help you at any point from question analysis through to your final draft. Please note that advisers do not proofread assignments or other work.

To make an appointment or request details about upcoming sessions on general academic topics, contact the Student Hub on **4194 3125** or email adcockb@usq.edu.au.

Details of the academic support sessions will be provided via posters, the plasma screen in the foyers, Campus Update and on application to The Learning Centre in the Student Hub.

OTHER CAMPUS SERVICES AVAILABLE...

LIBRARY

The library at USQ Fraser Coast is unique in that it is a joint-use facility with the Fraser Coast Regional Council Library. Not only do you have access to more than 25,000 USQ books and audio-visual materials on-campus, you can also access the 250,000 items from the library collection at Toowoomba via intercampus requests, and that's not all! You can make use of the million dollars worth of online library resources from your home computer or any computer with access to the internet. Library staff offer training sessions to make the most of all the library resources and help you reach your study goals. Check out the library website at www.usq.edu.au/library. Don't spend hours looking for irrelevant information, pick up the phone (**4194 3148**), email (libfc@usq.edu.au) or come in and see your helpful friendly information experts.

SEMESTER LIBRARY HOURS (HOLIDAY HOURS MAY VARY)

Monday:	9am – 6pm
Tuesday:	9am – 6pm
Wednesday:	9am – 6pm
Thursday:	9am – 6pm
Friday:	9am – 4pm
Saturday:	9am – 4pm
Sunday:	CLOSED

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

The Fraser Coast Campus boasts three 24 hour access computer labs, students access these by swiping their student ID cards. In total the campus provides over 80 current model Dell computers all with DVD writers and 19" LCDs for student use plus two high speed Canon MFDs for colour printing and scanning. A wireless network also exists across the campus for students, staff and guests and for those who do not have access to broadband from home the University provides a free dialup ISP service. Information and configuration brochures are available from the ICT brochure stand located at room A135 or www.usq.edu.au/ict/students/default.htm. External students, please contact the ICT office to have your Student card activated to gain access to the Campus resources.

Students will be impressed with the leading edge technologies incorporated into the major teaching spaces, these technologies allow students on a daily basis to participate in the wider academic community via synchronously connected video and data links between Toowoomba, Springfield, Fraser Coast and the outside world.

ICT Service Desk operates Mon-Fri 8am-5pm and can be contacted on extension 1900 or via email ictservicedesk@usq.edu.au.

Assistance in the use of software applications (e.g. Word, PowerPoint, Excel etc) is available from qualified staff and peer tutors through the Academic and Learning Support Centre which is located within C Block.

INTERNATIONAL STUDENTS

International students can face even greater challenges than Australian students. Adjusting to life in another country at the same time as adjusting to life as a University student can be extremely daunting. Overcoming language, cultural and social barriers presents unique challenges.

Support and assistance with all areas inside and outside of University life is available. Whether you need to know where to find a local doctor, how to find out about the law in Australia, assistance with the English language, accommodation assistance or help with any other problem. Phone **4194 3125** and ask to speak to the international officer.

STUDENT ADMINISTRATION

The Student Relationship Team at USQ Fraser Coast is chartered with providing assistance to current and prospective students with information relating to:

- Information about applying to University including admission requirements and recognition of previous education
- Program and course information
- Fees and financial assistance (scholarships, loans)
- Enrolment queries and assistance with timetabling
- Practicum placement queries
- Appointments with the International Office
- Contact with University Academic staff
- General administrative matters and other enquiries
- The Fraser Coast Administration office is open from 8:30 am until 5:00pm Monday to Thursday, and Fridays from 9 am to 5 pm. Come and see a Student Relationship Officer (SRO) at the main reception located in A Block, call us on **4194 3133** or email frasercoastassist@usq.edu.au

STUDENT GUILD

The Student Guild provides cultural, social and welfare services to all USQ students. Its objectives and services are non-political and non-religious. The Student Guild complements the academic program of the University and helps students with academic and personal matters, as well as their social, cultural and sporting needs, through its elected Board of Directors and its full-time and part-time professional staff.

In 2011, Student Guild activities and services on Fraser Coast campus will include:

- Student Guild Committee
- ID Cards
- lunchtime activities
- social events
- information and referral to local sporting and clubs in the community
- personal development, e.g. Phoenix Award, Workshops and programs

- recreational programs, including Pilates and Dance Stretch
- information and advice regarding student appeals and grievance procedures.
- free Hervey Bay PCYC membership
- binding and laminating service.
- Nursing clinical placement shirts
- Bookshop
- JP Service
- Photocopying facilities within the A block resource room and the library computer lab

Students can register on the Student Guild website to:

- receive regular updates regarding events on campus
- access online services, including classifieds, second-hand book sales, legal service
- get information about USQ, your community, and updates regarding the Student Guild. www.studentguild.com.au

The Student Guild office is located in A block, room A126 and is open Monday to Thursday 9:30am to 4:30pm and Friday 9:30am to 3pm.

For further information, contact The Student Guild on **4194 3144** or fsguild@usq.edu.au

The Student Guild welcomes feedback from students. Please forward your comments to fsguild@usq.edu.au

CONTACT OFFICERS

Contact Officers, along with the Student Equity Office, are available to offer information and support to both staff and students who may have enquiries regarding discrimination, harassment, victimisation or vilification. Staff and students can also lodge a complaint with these Officers, a current list of contact officers can be located at www.usq.edu.au/student-services/student-equity/contact-officers The Student Equity Office can be contacted on **4631 2374**.

STUDENT LIFE

The Student Representative Council (SRC) is a student-run organisation which represents the students of the Fraser Coast campus and reports back to the Campus Provost on any issues, ideas or concerns raised by the student body. These may range from program structure, lecturers and academics, administrative requirements, assessment criteria, events and activities for students to engage in, to transportation issues.

The SRC also helps to plan and coordinate events in conjunction with the Fraser Coast campus and the Student Guild, while also assisting with any promotions of events and helping to generate interest and awareness of events and activities happening on campus. They also encourage, promote and manage debate on topical issues on the Fraser Coast campus (within campus and University guidelines).

The basic aim of the SRC is to represent the interest of the students on the Fraser Coast campus. Every student is indirectly a member of the SRC and has the opportunity to voice and raise any issues, concerns or ideas that they feel are worthy and important to the USQ Fraser Coast student experience.

PHOENIX AWARD

The Phoenix Award is a non-competitive award that recognises:

- a student's involvement in the full USQ experience
- the opportunities that they may have undertaken to develop their employability and life skills.

The Phoenix Award aims to assist undergraduate students:

- in their personal development
- to become more "well-rounded" USQ graduates
- to improve their employment prospects.

For further information about the Phoenix Award, please contact the Student Guild or visit www.phoenixaward.com.au

SOME BRIEF TIPS TO HELP YOU SETTLE INTO UNIVERSITY LIFE:

- Ask questions - we have great staff who are here to help you
- Get organised early - see the checklist as a starting point
- Get to know as many other students as you can
- Be professional - your career starts here
- Be considerate and respectful of others
- Ask questions
- Attend orientation information sessions and workshops for more great tips

RULES AND REQUIREMENTS

LECTURE ETIQUETTE

Students are reminded that there are certain academic codes of practice that they will be expected to adhere to whilst attending lectures. It is not acceptable for students to arrive late and then disturb proceedings, or to make it difficult for other students to focus and concentrate. If you are arriving late please use the late entrance door (if available) to minimise interruptions. Please turn off mobile phones. Students are also reminded that no eating or drinking is permitted in the lecture rooms.

SMOKING, EATING AND DRINKING

By law, the buildings on-campus are non-smoking. Smoking must be confined to outside and at least five metres from any doorways and eating areas. Smokers are requested to extinguish their cigarettes in the ashtrays provided. The undercover BBQ area and the garden area directly outside the Student Hub are non-smoking areas.

The consumption of food and drink is not permitted in any lecture, tutorial or other teaching room. Bottled water is an exception. Students are requested to keep the campus clean and tidy and dispose of any litter in the bins provided.

CHILDREN ON-CAMPUS

The University of Southern Queensland seeks to support employees and students who find it necessary to bring a child into work or classroom situations provided that:

- The basis for the child's visit is as a result of an unexpected and temporary breakdown in normal childcare arrangements, or is required to enable the parent to maintain regular breastfeeding of the child;
- The visit is approved by a person with the appropriate authority;
- The student or employee accepts responsibility for supervising the child at all times during the period of the visit to the campus; and
- The child does not cause a significant disturbance to the integrity of the work or study environment concerned.

The responsibilities of people bringing children into the university are as follows:

- To provide direct supervision at all times to children in their care;
- To take reasonable steps to safeguard the health and safety of the children in their care while on-campus;
- To consider the potential risk to the health and safety of others that may arise when children are brought into the university environment and to take reasonable steps to safeguard against risks; and
- To be responsible for the behaviour of the children in their care, so as to not inconvenience, disrupt or endanger employees, students or other visitors.

Supervising adults, in making arrangements to cater for their responsibilities, should give consideration to the needs of other university employees and students, and must adhere to university health and safety policies and procedures. This responsibility cannot be delegated to another person.

Supervising adults may, at times, need to make special arrangements for the care of sick children. While these arrangements, may, in exceptional circumstances, include bringing the child onto campus as a last resort, it is not permissible for parents or carers to bring a child who has been recently exposed to an acute infectious illness (such as measles, mumps etc) into the University.

Areas in which children are not permitted include:

- Science laboratories and laboratory preparation areas;
- Photographic laboratories or studios;
- Printer/copier rooms
- Scientific, technical and maintenance workshops
- Fine arts workshops or studios, or performing arts workshops or studios;
- Kitchens and other food preparation areas
- Storerooms or areas where hazardous substances are being kept;
- Areas subject to particular statutory or local regulations (such as areas licensed to sell alcohol or rooms where formal examinations are being held); and
- Construction sites and areas where minor works or maintenance are being carried out.

Refer to <http://policy.usq.edu.au/portal/custom/detail/children-on-campus/> for the complete policy

STUDENT ACADEMIC POLICY

It is highly recommended that students access and read the USQ Student policies, in particular the Student Academic Misconduct and Student Discipline policies. This can be found at https://policy.usq.edu.au/portal/custom/search/category/usq_document_policy_type/Student.1.html

SECURITY AND EMERGENCY PROCEDURES

Security guards patrol the campus regularly. Security cameras are also located around the campus.

PERSONAL SECURITY

1. Use A Block computer labs after dark as they are monitored, and preferably study with others.
2. Keep doors shut in the computer labs so that only USQ card holders can be admitted.
3. In emergency contact Security officer 8100 from any campus handset. Queensland Property Protection will respond immediately. Non emergency calls may attract a fee
4. However, if you are worried by suspicious persons, ring 8100 and an escort can be arranged. It may take up to 30 minutes for them to arrive. Remain in the building until then.

All students are encouraged to complete the online Student Safety induction. This can be found at www.usq.edu.au/extrafiles/humanresources/usqsafe/

Students should familiarise themselves with the evacuation procedures for each building and their individual teaching rooms.

EARLY BIRD WEEK TIMETABLE

Register online at www.usq.edu.au and log on to **UConnect** (instructions on page 2)

LEARNING THE BASICS (ICT OVERVIEW)

Presented by – our local ICT Officers

Learn how to access your email, folders and USQ from home and the computer labs after hours and important information on security aspects of ICT.

Date	Time	Room
Tuesday 15 February	8.30am – 10am	A122
Thursday 17 February	10.30am – 12pm	A122

CONTACT WITH STAFF – CONSULTATION TIMES

Students are encouraged to have contact with their teaching staff but should initially approach the appropriate administration area to coordinate this unless already given permission.

Students are also encouraged to approach all other staff any time if they have a query or need assistance. Contact details for staff are available at www.usq.edu.au/frasercoast/contact/staff.htm.

A list of designated staff consultation times is on display by the student phone within the foyer of A block

Should students have issues they need raised they may take them up with the appropriate staff member. Should they not consider this to satisfactorily resolve the situation all students have the right to take the issue up with the department head. This should be coordinated through administration. Issues, comments and suggestions can also be emailed to the Fraser Coast administration at frasercoastassist@usq.edu.au

MEDICAL CERTIFICATES

When requesting a deferred examination or assignment extension due to medical reasons, students will be required to provide a USQ medical certificate. A blank copy of the certificate can be found at www.usq.edu.au/currentstudents/forms

IMPORTANT DATES

During the University year there are many important dates, for example the last date to add courses and the last date to drop courses. To find the most up to information please refer to www.usq.edu.au/handbook/current/impdates.html

LEARNING THE USQ STUDY DESK

This workshop will assist you to navigate your personal study desk, download lecture notes and material provided by your lecturers, find resources and find your way around the web site.

Date	Time	Room
Tuesday 15 February	10.30am – 11.30am	A122
Thursday 17 February	1pm – 2pm	A122

LEARNING THE ROPES (LIBRARY INTRODUCTION)

This workshop will show you how to use the catalogue to find resources for your assignments, find the recommended readings for your course and learn how to borrow from the library and from the Toowoomba campus. More of these and advanced research workshops will be held during the first five weeks of semester.

Date	Time	Room
Tuesday 15 February	1pm – 2pm	A122
Thursday 17 February	9am – 10am	A122

SEMESTER 1 ORIENTATION TIMETABLE

MONDAY 21 FEBRUARY 2011

Introduction to USQ (compulsory for new students)

Presented by your Administration Coordinator & your Student Guild Officer

Where do I go when I need help?

Why do I need a student Id card and what can I use it for?

Who can help me with writing assignments?

What should I expect during the first few weeks of uni?

Come along to the USQ introduction session to have all these and many other questions answered.

Date	Time	Room
Monday 21 February	9.30am - 10.30am	B104

Learning the Balance (compulsory for new students)

University is a unique environment and can be a bit daunting, but odds on – you are not the only one feeling that way. Learn how to balance your work, your family (and friends) and your study. Pointers, tricks and tips for surviving at university.

Date	Time	Room
Monday 21 February	10.30am - 11.30am	B104

FREE LUNCH, ACTIVITIES and campus tours

Love free stuff? Then come along during your lunch break on Monday 21 February to the outdoor area. The Student Guild will be hosting a free BBQ lunch as well as having information stalls set up by a variety of groups. Kick back and listen to some live music while having your lunch or take part in some of the free activities including massages and candle making. Why not try the rock climbing wall or challenge a friend to the gladiator dual challenge.

This is the start of a new chapter in your life, let the Student Guild kick it off with great memories

Date	Time	Room
Monday 21 February	11.30am - 1.00pm	Undercover Area

Course overview & Enrolment Advisory session – SCIENCES

STUDYING NURSING, SCIENCES, OR BIOMEDICAL SCIENCE

Meet the staff involved with your faculty and learn about your program of study. Find out exactly what is expected of you as you begin your learning journey at USQ.

Date	Time	Room
Monday 21 February	1.00pm - 2.30pm	B104

Course overview & Enrolment Advisory session – ARTS

STUDYING THE BACHELOR OF HUMAN SERVICES

Meet the staff involved with your faculty and learn about your program of study. Find out exactly what is expected of you as you begin your learning journey at USQ.

Date	Time	Room
Monday 21 February	1.00pm - 2.30pm	B205

Course overview & Enrolment Advisory session – BUSINESS

STUDYING THE BACHELOR OF BUSINESS OR COMMERCE

Meet the staff involved with your faculty and learn about your program of study. Find out exactly what is expected of you as you begin your learning journey at USQ.

Date	Time	Room
Monday 21 February	1.00pm - 2.30pm	B209

Course overview & Enrolment Advisory session – EDUCATION

STUDYING EDUCATION

Meet the staff involved with your faculty and learn about your program of study. Find out exactly what is expected of you as you begin your learning journey at USQ.

Date	Time	Room
Monday 21 February	1.00pm - 2.30pm	C210/211

Course overview & Enrolment

Advisory session – TERTIARY PREPARATION

STUDYING THE TPP PROGRAM

Meet the staff involved with your faculty and learn about your program of study. Find out exactly what is expected of you as you begin your learning journey at USQ.

Date	Time	Room
Monday 21 February	1.00pm - 2.30pm	A139

ONE STOP SHOP

Still haven't found the answer to your question? Or maybe you haven't found the person you need to talk to? Well come along and find that person in a relaxed atmosphere and make sure that you have everything sorted out to start study. Talk with current students and staff and let them help you with all the hints for university that they wish they had known when they started.

Date	Time	Room
Monday 21 February	3.30pm - 4.30pm	A Block Foyer/Cafe

MONDAY 21 FEBRUARY TO FRIDAY 25 FEBRUARY 2011

Register online at www.usq.edu.au and log on to **UConnect** (instructions on page 2)

Student ID Cards

To obtain your student ID card you must attend one of the following sessions and bring along the following information

- Photographic identification eg; drivers license or passport **and**
- Your enrolment advice

Prior to having your photo taken for your student ID card you are required to register your details on the Student Guild website. Assistance will be provided in room A130 during each of the ID session times listed below. If you wish to do this earlier please go to www.studentguild.com.au and click on sign up.

Date	Time	Room
Tuesday 22 February	9.30am - 10.30pm	A130
Tuesday 22 February	11.30am - 12.30pm	A130
Tuesday 22 February	1.30pm - 3.00pm	A130
Wednesday 23 February	9am - 10am	A130
Wednesday 23 February	11am - 12pm	A130
Wednesday 23 February	2pm - 3pm	A130
Thursday 24 February	12pm - 1pm	A130

Please note: Nursing students also require a clinical placement card and lanyard. These cards are required to be paid for at time of order. Cost for the card is \$9.00 and \$4.00 for the lanyard.

Learning the Basics (ICT Overview)

Presented by Fraser Coast ICT Officers

Learn how to access your email, folders and USQ from home and the computer labs after hours and important information on security aspects of ICT.

Date	Time	Room
Tuesday 22 February	8.30am - 10am	A125
Tuesday 22 February	12pm - 1.30pm	A125
Wednesday 23 February	8.30am - 10am	A125
Wednesday 23 February	12.30pm - 2pm	A125
Thursday 24 February	8.30am - 10am	A125
Thursday 24 February	12.30pm - 2pm	A125
Friday 25 February	11.00am - 12.30pm	A125
Friday 25 February	1pm - 2.30pm	A125

Learning the USQ Study Desk

This workshop will assist you to navigate your personal study desk, download lecture notes and material provided by your lecturers, find resources and find your way around the web site.

Date	Time	Room
Monday 21 February	2.30pm - 3.30pm	A122
Tuesday 22 February	9am - 10am	A122
Tuesday 22 February	10.30am - 11.30am	A122
Wednesday 23 February	10.30am - 11.30am	A122
Thursday 24 February	10.30am - 11.30am	A122
Thursday 24 February	2.30pm - 3.30pm	A122
Friday 25 February	11.30am - 12.30pm	A122
Friday 25 February	1pm - 2pm	A122

Learning the Ropes (Library Introduction)

This workshop will show you how to use the catalogue to find resources for your assignments, find the recommended readings for your course and learn how to borrow from the library and from the Toowoomba campus. More of these and advanced research workshops will be held during the first five weeks of semester.

Date	Time	Room
Monday 21 February	2.30pm - 3.30pm	A125
Tuesday 22 February	10.30am - 11.30am	A125
Tuesday 22 February	12.30pm - 1.30pm	A122
Wednesday 23 February	9am - 10am	A122
Wednesday 23 February	12.30pm - 1.30pm	A122
Thursday 24 February	10.30am - 11.30am	A125
Friday 25 February	2.30pm - 3.30pm	A122

Learning the Skills (Library/LTSU) – for Undergraduate students only

Are you an undergraduate student studying a Bachelor program? Let us help you learn the skills you need to start at university, and show you where you can get help when you need it.

Date	Time	Room
Tuesday 22 February	2pm – 3pm	A139
Wednesday 23 February	10.30am – 11.30am	A139

UPCOMING EVENTS

Welcome & supporters BBQ

University can be tough for family and friends of new students.

Sometimes it may be difficult for these people to understand what you are going through and how best they can help.

Everyone is welcome to attend a free BBQ with an opportunity for your support network to come along, meet staff and other students, and celebrate your commencement at University

Contact administration to RSVP for catering purposes on **4194 3133** or email frasercoastassist@usq.edu.au with numbers.

Date	Time	Room
Thursday 24 February	6pm – 7.30pm	Undercover area

USEFUL LINKS

USQ Assist provides many answers to your questions

<http://usqassist.custhelp.com/app/answers/list>

This online information literacy tutorial provides undergraduates with the skills and tools to find and manage information effectively

<http://libtute.usq.edu.au/>

Academic Warning and Reflection Exercise to improve academic performance

www.usq.edu.au/aware/default.htm

Some information on financial assistance

www.usq.edu.au/student-services/finassist/default.htm

What study materials do you need for your course?

www.usq.edu.au/currentstudents/studymaterials.htm

Information for current students including important dates, forms etc.

www.usq.edu.au/currentstudents/default.htm

Opening of the Academic Year

The Official Opening of the Academic Year and Awards Ceremony will take place at the end of Orientation Week. At this ceremony, University awards and community donor scholarships will be awarded to new and existing USQ Fraser Coast students, and the academic year will be declared officially open by the Chancellor Ms Bobbie Brazil. This will be followed by a morning tea. RSVP's are essential as there is limited seating, please contact Stephanie Bayley at Stephanie.bayley@usq.edu.au or **07 4194 3113**.

Date	Time	Room
Friday 25 February	9.30am – 10.30am	B104

Quiz Night

Before we get into the real nitty, gritty of meaningful study come along and meet with fellow students and USQ staff for an opportunity to download some of that excess interesting, quirky (sometimes useless) trivia. Food and drinks available at bar prices.

Date	Time	Room
Tuesday 1 March	6pm – 8pm	The Irish Fiddler (Boat Harbour drive, next to the Big 6 Cinema)

But wait, there's more

Your transition into university does not stop at orientation week. Throughout semester we will be offering a huge range of workshops to help you through your studies. Please keep an eye on your emails, noticeboards and screens around campus for updates and invitations to these valuable workshops. Below is a brief outline of offerings this year at USQ Fraser Coast.

Transition to university (cultural issues)

This workshop focuses on assisting students in adjusting to academic study by providing a range of strategies for planning, organising and managing their learning.

Research skills

This workshop is facilitated in conjunction with library staff to assist students by identifying information sources, developing search strategies and organising information strategically.

Mapping, planning and thinking for assignments

This workshop assists students by providing strategies to support their transition from researching a topic to organising their thinking critically around specific aspects of the gathered data and the task.

Writing and presenting persuasive arguments

This workshop helps students understand persuasive strategies and how these are used strategically in writing and presenting information in academic assessment.

Understanding grammar and writing effective sentences

This workshop assists students with the basics of English language expression as a way to provide clearer communication within their academic expression.

Referencing and integrity

This workshop assists student understand the role and facilitation of referencing systems for academic work.

Working effectively in a group

This workshop helps students with how to organise and facilitate productive groups by focusing on strategies for maintaining team work through conflict management and interpersonal communication.

Exam preparation

This workshop helps students with how to best facilitate their examination preparation by providing strategies to organise, plan and process information, clarifying exam focus and procedures, and dealing with stress.

MATHEMATICS**Calculator workshops**

This workshop helps students to use their scientific calculators for different calculations including using the statistics functions.

Success in maths for statistics (SIMS)

This full day workshop helps students with the skills to study statistics. The workshop covers topics such as arithmetic and using scientific calculators, algebra, graphing and statistics.

Chemistry workshop

This 2 day on-campus workshop is designed for nursing students and is designed for students who have not completed high school chemistry. It covers atomic structure; the periodic table' name of elements and compounds and their formulae; metals and non-metals; ionic and covalent bonding and other topics. This workshop is run at both Toowoomba and Fraser Coast campus.

Problem solving (maths)

This workshop will equip students with the skills to approach mathematical problems successfully.

Technical writing

This workshop will help Science and Engineering students to communicate in effectively for technical documents.

Maths communication (type-setting)

This workshop will help students to type-set mathematics in their Word documents for electronic submission.

**Library Workshop – Advanced
(Finding information online)**

This workshop will show you how to find relevant information on the web and through our extensive range of databases. Learn how to use online information efficiently and effectively in your assignments. Referencing and search strategies will be outlined.

You can register for any of the workshops via www.usq.edu.au and follow these easy steps.

- Log on to **U Connect** using your student number and password.
- Click on U Learn
- Click on professional development in the left menu.

SELECT YOUR WORKSHOPS AND REGISTER

Date	Time	Room
Tuesday 8th March	11am-12pm	A125
Wednesday 9th March	2pm-3pm	A125
Thursday 10th March	5pm-6pm	A125
Tuesday 15th March	11am-12pm	A125
Wednesday 16th March	2pm-3pm	A125
Thursday 17th March	5pm-6pm	A125

ENDNOTE

EndNote is a bibliographic software tools for creating and managing bibliographies on the Windows and Macintosh desktop. Using it, students and professional writers will save countless hours of typing and formatting references in a referencing style demanded of academics, supervisors, or journal editors, when creating bibliographies for assignments, thesis/dissertations, grant proposals, term papers and other publications

Date	Time	Room
Wednesday 16th March	10-12pm	A125
Thursday 24th March	10-12pm	A125

PLAN YOUR ORIENTATION WEEK

Time	Monday February 21	Tuesday February 22	Wednesday February 23	Thursday February 24	Friday February 25
8:30am					
9:00am					
9:30am	INTRODUCTION TO USQ ROOM B104				
10:00am					
10:30am					
11:00am	LEARNING THE BALANCE ROOM B104				
11:30am					
12 noon					
12:30pm					
1:00pm					
1:30pm					
2:00pm					
2:30pm					
3:00pm					
3:30pm					
4:00pm					
4:30pm					
5:00pm					
5:30pm					
6:00pm					
6:30pm					
7:00pm					
Later					

SEMESTER TIMETABLE

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am					
9:00am					
9:30am					
10:00am					
10:30am					
11:00am					
11:30am					
12 noon					
12:30pm					
1:00pm					
1:30pm					
2:00pm					
2:30pm					
3:00pm					
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4:00pm					
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5:30pm					
6:00pm					
6:30pm					
7:00pm					
Later					

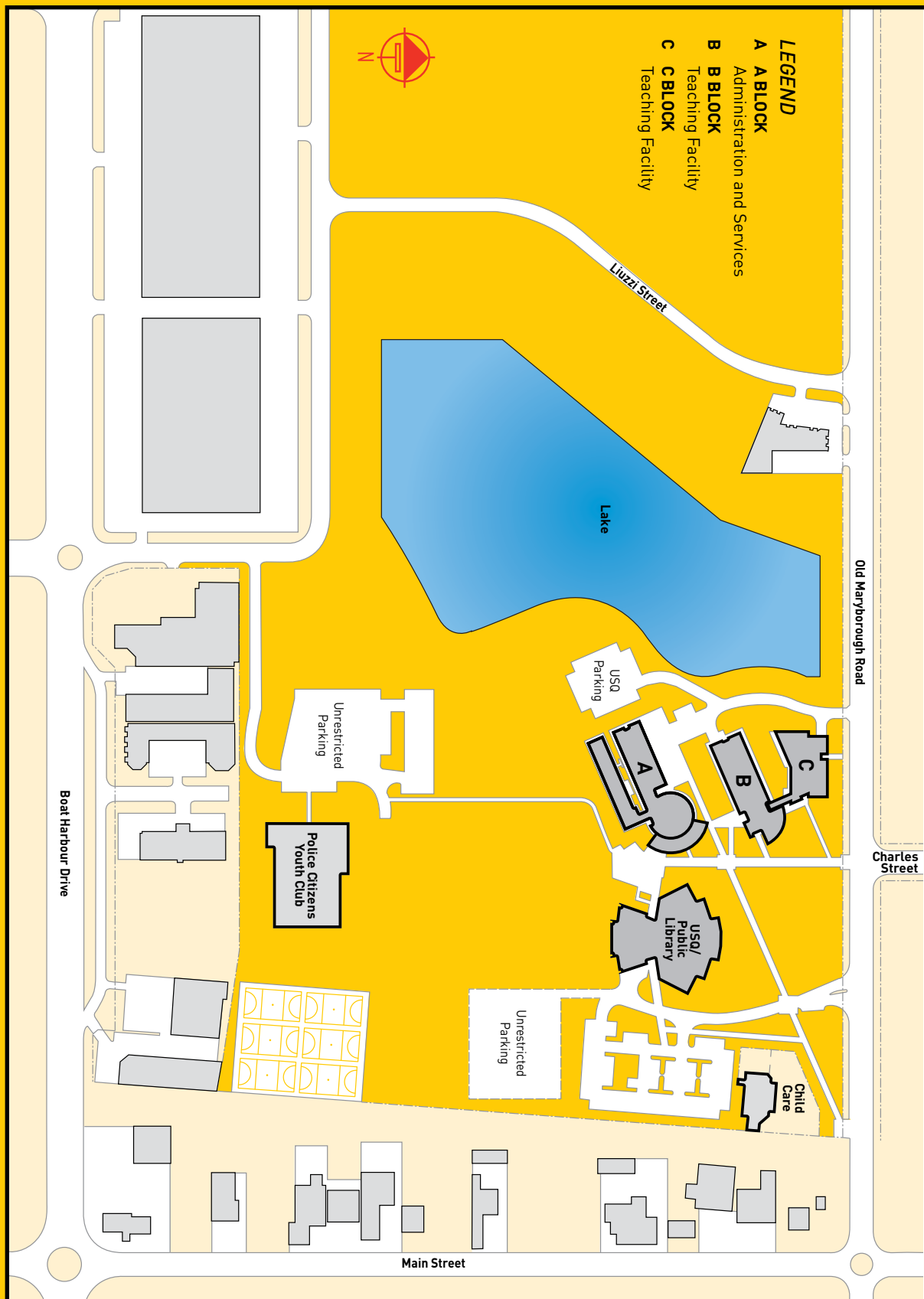
KEEP TRACK OF YOUR STUDIES HERE BY WORKING OUT YOUR ENROLMENT PATTERN

Year	20__ __	20__ __	20__ __	20__ __
Semester 1				
Semester 2				
Semester 3				

We advise you to follow the recommended enrolment pattern of your program where possible to accommodate prerequisites and co-requisite courses



Essential Guide to USQ Fraser Coast Campus



USQ GRAPHICS (10-1170) • USQ PHOTOGRAPHY

WANT TO KNOW MORE?

- T 4194 3133
- E frasercoastassist@usq.edu.au
- W www.usq.edu.au/frasercoast