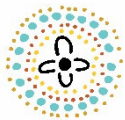


ORIENTATION HANDBOOK



ACKNOWLEDGEMENT OF COUNTRY

The Geraldton Universities Centre respectfully acknowledge the Yamatji Nation Peoples who are the Traditional Owners and First Peoples of the land on which we live, work and learn. We pay our respects to the Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of the Yamatji Nation Peoples.

WELCOME

This is an exciting time in your life entering university for the first time, but it can also be confusing. Geraldton Universities Centre (GUC) staff are here to support you in every way we can.

Keep this guide as a handy reference as you commence your learning journey.

GUC OFFICE HOURS

8.30am – 5pm Monday to Thursday

8.30am – 4pm Friday

GUC CONTACTS

- Phone: 9920 4400
- Email: info@guc.edu.au
- Web: www.guc.edu.au – www.guc.edu.au/students/current-students
- Like the Geraldton Universities Centre - GUC Facebook page

GUC STAFF

- Natalie Nelmes, Director
- Natasha Colliver, Project & Communications
- Sari Jacobsen, Finance & Facilities
- Elly Leigh-Firbank / Chelsea Routledge, Admin Assistants (Reception)
- Tamarra Haynes, Administration Coordinator, **Education & Nursing**
- Tiambra Calvin, Student Support, **STEPS/ITEC, Accounting/Business, Psychology, Social Work & SDE**

Academic Coordinators:

- **STEPS/ALC** – Melanie Jodah
- **EDUCATION** – Renee Olsen
- **NURSING** – Steph Millns-Sizer

GUC STUDENT CARD

All new students at GUC receive a GUC Student Card – **call into reception to collect it during week 1.**

The card allows you to access the 24 hour study hall and student printer/photocopier (fees apply for printing). This card is free but you **MUST** report it if lost or stolen for security reasons.

GUC STUDENT WEBPAGE

Much of the information you need to make the most of your experience at GUC can be found on our website at:

<https://www.guc.edu.au/students/current-students/>

Here you'll find:

- Lists of library books available for your course
- Current semester timetables
- "How to's" for everything from the 24/7 study hall, booking a room for group work or having a library book or laptop left in the study hall lockers
- Services open to you and much more

COVID SAFETY

- If you are ill, please **DO NOT ATTEND**. Call and we will let your tutor know.
- If you test positive to **COVID**, please call (**DO NOT COME IN**) and we will make arrangements to help you continue with your study and classes.

ATTENDANCE

- To ensure your own success as a student, and to meet our obligations to your university, you are expected to achieve **at least 80% attendance** at tutorials

PARKING

- Student parking is located on the far side of the bottom sealed carpark or follow the driveway to the top gravel carpark behind CSIRO
- Park in the top gravel carpark when attending evening classes or 24 hour study hall

DAILY CALENDAR

- TV screens in both buildings display a daily calendar to indicate the location of tutorials and rooms
- Check it on arrival as rooms can change from time to time throughout the semester

STUDY and GROUP WORK

- The 24-hour study hall is equipped for all your study needs.
- Any common area can also be used for study during office hours.
- You can book a room for group work at reception during office hours.
- Out of hours, B6 off the study hall can be booked by emailing reception@guc.edu.au

GUC 'AFTER HOURS'

- Tutorials may be scheduled until 7.30pm Monday-Thursday
- External doors will lock 30 minutes after the commencement of the last evening class (most often at 5:30)
- **The 24 hour study hall door locks at 5pm so make sure you have your student swipe card with you if you are studying there or have a tutorial after 5pm.**
- To unlock doors after hours, press the door latch down while pushing the door open or use the door release on the side wall.

ACADEMIC LEARNING CENTRE (ALC)

- GUC's ALC Coordinator provides students with a range of supports in academic communication, including assistance with a variety of styles for academic assignment writing, referencing, note taking and paraphrasing.
- Email for support at ALCsupport@guc.edu.au

EXAMS

- Choose Geraldton as your exam centre when completing your enrolment checklist
- **All exams commence at GUC at 9am or 1pm** on the day set by your university
- Always check each semester when your exam timetable is released that Geraldton is still listed as your exam centre

LIBRARY

- The required text for each unit supported at GUC is in our Building A library
- A list of relevant resources for your course is on the GUC current student webpage
- Current term text books are available to read at the GUC only (i.e. closed reserve)
- To read a book in another part of the GUC, please book it out at reception
- Borrowed books must be returned to reception by 4.30pm
- You can also request a book be left for you in the Study Hall lockers.
- Books that are not the current term's reading may be borrowed for a more extended period – just ask at reception
- All students are required to sign the GUC Library Agreement Form
- You have full access to your university's library online as well as the Central Regional TAFE library by showing your student card

RULES

No smoking on campus

No food and drink in the classrooms other than water bottles

No mobile phones to be used in tutorials

IT

Laptops

- Laptops can be loaned from reception for use at the GUC
- Laptops must be signed out and signed back in
- Laptops can also be left in lockers in the 24 hours study hall for after hours use
- Please shut down the laptop when finished, don't just log out

Wireless

- The GUC offers wireless access throughout the campus. You will be provided with the password
- You are encouraged to bring your own laptops in to access wireless. If you have any difficulties connecting, please see reception

IT issues

- Please report any issues with GUC IT equipment to reception. Make a note of any fault message and provide as much detail as you can about what has gone wrong.

Software

- As a student you can access free Microsoft Office programs at this link:
<https://www.microsoft.com/en-au/education/products/office>

Email accounts

- You will have a student email account with the university you are studying with - **it is absolutely essential that you check your student email regularly**
- GUC will also use your student email as the main contact point

Back ups

- You cannot save your work to GUC laptops – you must provide your own thumb drive (with your name on), email your work to yourself or use a cloud service
- **Save your work regularly** - GUC will take no responsibility for your documents

Printing/Scanning/Photocopying

- A student printer/photocopier is available for your use in the 24/7 study hall
- Access is via your GUC student card. You will need to put a minimum of \$5 on it (paying at reception) and associate your card with the printer the first time you use it.
- You must download an app to be able to print from your own device
- Instructions for doing so and using the printer are on the pin up board next to it and on the GUC current students web page
- The printer also scans - **you will need a USB to save your scanned files**

Printing/copying charges are as follows:

Black – A4 5c/pg, A3 10c/pg

Colour – A4 20c/pg, A3 30c/pg

STUDENT SUPPORT

Tiambra Calvin is GUC's Student Support Officer, your first point of contact for any issue on campus not specifically related to your study program. See Tiambra to discuss:

- Disability/access applications
- Accommodation needs
- Income support

Should you need **psychological support or counselling**, services are available through your university and locally:

CQUniversity: counselling@cqu.edu.au or 07 4930 9456

University of Southern Queensland: supportforlearning@unisq.edu.au 07 4631 2372

Curtin University: counselling@curtin.edu.au or 9266 7850

Headspace (under 25's): 9943 8111

360 Health: 9960 6800 or see your GP.

Aboriginal Student Support

If you identify as Aboriginal or Torres Strait Islander, Tiambra is here to guide and support you on your university journey. Please don't hesitate to make contact with Tiambra for:

- Course information, applications and enrolment help
- Assistance with study plans and time management
- Arranging additional education support
- Scholarship applications and finance queries
- Advocating for you with tutors and the GUC
- Referrals to agencies for additional pastoral care
- Assistance with GUC/partner university services

While you are studying you should contact Centrelink to discuss your individual circumstances and any potential entitlement for student support payments.

Students (Youth Allowance and Austudy)	13 24 90
Abstudy and Abstudy Pensioner Education Supplement	1800 132 317
Parenting Payment	13 61 50
Pensioner Education Supplement	13 24 90
Disability, Sickness and Carers	13 27 17
Centrelink Employment Services	13 28 50
Full-time study is regarded as 75% of normal full time study or 3 courses per term	

EMERGENCY AND EVACUATION PROCEDURES

- All classrooms have emergency and evacuation procedures located on the wall near the door
- Students should familiarise themselves with all emergency exits and muster points and take time to read evacuation procedures
- Any accident must be reported to reception
- GUC will provide you with a tour to point out Muster points

EMERGENCY CONTACT NUMBERS

Emergency Services	000
DFES	132 500
ST John Ambulance	000
Geraldton Police	9923 4555
Geraldton Hospital	9956 2222

EMERGENCY EXITS

Building A

Main hall – Main entrance, TAFE end, Student courtyard and Student Access way to Building B

Building B

Main entrance and TAFE end

All classroom external doors are emergency exits

FIRST AID KITS & FIRE EXTINGUISHERS are located in the following locations:

Building A

Student Lounge

- wall mounted first aid cabinet
- fire extinguisher & fire blanket next to fridge

Staff Room

- first aid kit in overhead cupboard near kitchen door
- fire extinguisher next to kitchen door

Building B

- first aid kit in Room B1 (cupboard)
- fire blanket & fire extinguisher behind kitchen door
- first aid kit kept in labelled cupboard in class room B1

Building B Study Hall (Kitchenette)

- Overhead shelf

IN CASE OF FIRE or THREAT

Should you suspect a threat or fire either in the building or on GUC grounds during normal office hours, inform administration staff immediately.

Out of office hours emergency, call 000

GUC trained Fire Wardens will follow the GUC fire procedure and evacuate students, visitors and staff safely to the nearest muster point.

In the event of a fire make your way to the nearest safe exit – these are marked on the GUC emergency exit plan – a copy is situated in each room.

Stay calm and assess the situation – make sure all students/staff are accounted for.

Once you are clear of the building walk as a group to relevant GUC muster point.

Emergency Assembly Point 1

Top gravel car park near the end of the CSIRO building

Emergency Assembly Point 2

Bottom car park next to the skip bin

Emergency Assembly Point 3

Top end of path to TAFE, located at the west end of GUC

Follow the instructions of the FESA officer in charge

