

2011

GUIDE TO STUDENT SERVICES



UNIVERSITY OF  
CANBERRA  
AUSTRALIA'S CAPITAL UNIVERSITY



# STUDENT SERVICES

# GUIDE TO STUDENT SERVICES FEBRUARY 2011

## INTRODUCTION

The University of Canberra prides itself on being a supportive and friendly community of staff and students. It is committed to providing the highest quality learning environment and helping its students achieve academic success.

The University offers a wide range of services and facilities designed to ensure that study at University of Canberra is effective. The *Guide to Student Services at the University of Canberra* provides you with an introduction to these services which we hope you will find useful and use to make your time at UC rewarding and enjoyable.

We welcome any suggestions you have about the format and content of this guide. Please send your feedback to: [student.services.guide@canberra.edu.au](mailto:student.services.guide@canberra.edu.au)

Yours sincerely



**Scott Nichols**  
Director  
Student Administration

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## SECTION 1 - HELP WITH ADMINISTRATIVE MATTERS

### MYUC STUDENT PORTAL

MyUC is a web-based system that allows students to access personal and academic information. It is a student's interface with Student Administration.

Using MyUC you can view:

- Personal details – change contact information such as phone, address and email
- Self-Enrolment
- Results and Academic record
- FEE Invoice
- Timetable/Exam Details
- Access to moodle
- Student Email Account

**Any enrolment related problems should be directed to the Student Centre on:**

T 1300 301 727  
E [studentcentre@canberra.edu.au](mailto:studentcentre@canberra.edu.au)

**If you have any technical problems please contact the ICTS Service Desk on:**

T +61 (0)2 6201 5500  
E [servicedesk@canberra.edu.au](mailto:servicedesk@canberra.edu.au)

### RESEARCH STUDENTS' OFFICE

The Research Students' Office administers the progression of research students, including admission, enrolment, academic progress and course completion; management of research scholarships; liaising with academic staff and external stakeholders, such as DEST and Industry scholarship stakeholders.

**Location: Building 1, Level B, Room 206**

T +61 (0)2 6201 2470 / 5407 / 2034  
F +61 (0)2 6201 5391  
E [postgrad.research@canberra.edu.au](mailto:postgrad.research@canberra.edu.au)  
[www.canberra.edu.au/research/welcome](http://www.canberra.edu.au/research/welcome)

## STUDENT CENTRE (UCSC)

The University of Canberra Student Centre (UCSC) is the 'one-stop-shop' for all students' general administrative needs.

- MyUC Student Portal
- Applying for Credit
- Fees
- HECS and FEE HELP
- Graduation
- Applying for Admission
- ID Cards Staff/Students
- Cross-Institutional Study
- Service One Credit Union
- Exams
- Transcripts
- ISA Office
- Timetable Issues
- Scholarships
- OSHC

**Location: Building 1 Level B, Room 150**

T +61 1300 301 727

F +61 (0)2 6201 5040

E [studentcentre@canberra.edu.au](mailto:studentcentre@canberra.edu.au)

[www.canberra.edu.au/student-services/student-centre](http://www.canberra.edu.au/student-services/student-centre)

### Need to ask a quick question?

[www.canberra.edu.au/askuc](http://www.canberra.edu.au/askuc)

An Overseas Health Cover representative is on hand in the Student Centre on Mondays and Wednesdays from 9:00am-12:00noon & 1:00pm-5:00pm to answer any OHSC queries you may have.

International Student Advisors (ISAs) are also located in the Student Centre. To make an appointment to see an ISA please do so online on the following link.

[www.canberra.edu.au/isa](http://www.canberra.edu.au/isa)

E [International.Student@canberra.edu.au](mailto:International.Student@canberra.edu.au)

Also see the entry for International Student Advisors

### Opening hours

9:00am-5:00pm Monday-Thursday & 9:00am-4.30pm Friday

## SERVICE ONE MEMBERS BANKING / CASHIER SERVICES

The Service One Credit Union offers a competitive range of financial products and services and is committed to excellence in member service. Service One is located in the Student Centre, at the southern end of Building 1 on the concourse level.

Service One provides cashiering services for students and members and administers the University's Student Financial Assistance Scheme. This scheme provides financial assistance to students by way of short term loans to assist with University/Study related costs, such as

- Student Residences bonds
- Purchase of Text Books and/or other materials relevant to course work.

### Opening hours

Monday to Friday 9.00am until 4.30pm

T 1300 361 761

## SECTION 2 - HELP WITH ACCESSING INFORMATION RESOURCES

### INFORMATION AND TECHNOLOGY MANAGEMENT (ITM)

Computing and Networking services for students include:

- Centrally supported computer laboratories throughout the campus are accessible 24 hours a day, 7 days a week (excluding public holidays and stand down periods). All lab machines have, as a minimum, software for word processing and Internet access.
- Email Accounts: Each student has an email account that is provided at enrolment time.
- Internet Access: All students are entitled to Internet access from the campus. An initial set quota is granted at enrolment time, however students may purchase further credit at the Service One cashier.

The ITM Service Desk provides students with services including online documentation. If you have enquiries related to Computing and Network services, you should contact the ITM Service Desk.

**Location: Building 10**

**T** +61 (0)2 6201 5500

**E** [servicedesk@canberra.edu.au](mailto:servicedesk@canberra.edu.au)

[www.canberra.edu.au/icts/service-desk](http://www.canberra.edu.au/icts/service-desk)

### LIBRARY

UC Library provides print, multimedia and electronic resources to support the study and research needs of diploma, undergraduate and postgraduate students. Essential and supplementary readings for many Units of study are available online via e-Reserve and integrated with Unit sites in Moodle.

The Library provides computers for student access and is wireless-enabled for laptop users. Seating is provided on the different levels of the Library for individual or group study. Facilities include printing, scanning and photocopying equipment, access to power for laptops, self-service loans and a large-screen presentation practice room. There are two service desks: the Information and Loans Desk for borrowing and general information about the collections and services, and the Research Assistance Desk for help with assignment research. Assistance is also available by phone, email and interactive chat. Orientation tours and research skills training sessions are held each semester.

When off campus, students can access online resources including journals, research databases and e-Reserve resources and use the online reference enquiry services, Ask-a-Librarian and Chat-with-a-Librarian.

Visit the UC Library Website for more information about Library resources, services and facilities at [www.canberra.edu.au/library](http://www.canberra.edu.au/library)

**Location: Building 8**

**T** +61 (0)2 6201 2282

**F** +61 (0)2 6201 5068

## SECTION 3 - HELP WITH ACADEMIC STUDIES

### ACADEMIC SKILLS CENTRE

The Academic Skills Centre (ASC) helps all students at the University to acquire and enhance the skills needed to succeed in their studies. In workshops, tutorials, and individual consultations, the ASC can assist students to:

- manage a university workload
- get more out of lectures and tutorials
- read more efficiently and effectively
- research and find resources

The ASC can also help students gain a deeper understanding of the academic requirements of their assignments, units and courses. The ASC can advise you on how to:

- analyse instructions and plan
- locate appropriate resources
- present a well-structured piece of writing
- incorporate information from a range of sources
- follow referencing conventions
- The Centre operates all year round and also provides a suite of *Student Learning Resources* on Moodle.

**Location: Building 1, Level B, Room 24**

**T** +61 (0)2 6201 2205

**F** +61 (0)2 6201 5140

**E** [asc@canberra.edu.au](mailto:asc@canberra.edu.au)

[www.canberra.edu.au/studyskills](http://www.canberra.edu.au/studyskills)

### HEALTH LEARNING RESOURCE CENTRE

The Health Learning Resource Centre provides resources and reference material relevant to all disciplines within the Faculty of Health. We offer the use of computers, access to Wi-Fi, scanner, printer and photocopier. Student mentors are available at advertised times to assist with general and discipline-specific essay and assignment writing, referencing, study and research advice, and exam preparation. In addition to the above, students have the use of a kitchenette and tea or coffee is available for a small contribution.

**Opening hours**

9:00am -5:00pm Monday to Friday

**Location: Building 12, Level C, Room 26**

**F** +61 (0)2 6201 5129

**E** [Sue.Hewat@canberra.edu.au](mailto:Sue.Hewat@canberra.edu.au)

[www.canberra.edu.au/faculties/health/home/facilities/the-learning-resource-centre](http://www.canberra.edu.au/faculties/health/home/facilities/the-learning-resource-centre)

### MATHEMATICS, INFORMATION SCIENCES & ENGINEERING STUDENT LEARNING RESOURCE CENTRE

This Resource Centre is a drop-in help centre which assists Mathematics, Statistics and Information Sciences students in their units. The Centre's friendly environment is staffed by tutors. Timetables of operation are posted outside the Centre and on the Web. Services and resources include: personalized help from the tutors on duty; workshops; support for preparation programs; computers; current and reference texts.

**Location 11A33,11A34**

**T** +61 (0)2 6201 2951/2417

**F** +61 (0)2 6201 5231

**E** [ise@canberra.edu.au](mailto:ise@canberra.edu.au)

[www.canberra.edu.au/faculties/ise/student\\_support/ISE\\_Learning\\_Centre](http://www.canberra.edu.au/faculties/ise/student_support/ISE_Learning_Centre)

### INTERNATIONAL LEARNING AND TEACHING CENTRE (ILTC)

The ILTC is the learning resource and support centre for students from the University of Canberra English Language Institute (UCELI) and University of Canberra College (UCC). The centre offers access to computers and English language learning materials, graded readers, IELTS practice books, dictionaries, and English, Chinese and Japanese DVDs. International students, in particular, find the ILTC a welcoming place to meet with friends or catch up with the news from home. Students also use the centre for study and quiet discussion.

**Opening hours: 9:00am – 5:00pm (Monday – Friday)**

**Location: Building 20 Level B, Room 18 (Building 5 Level A later in 2011)**

**T** +61 (0)2 6201 5723

**E** [iltc@canberra.edu.au](mailto:iltc@canberra.edu.au)

[www.canberra.edu.au/iltc](http://www.canberra.edu.au/iltc)

## LAW LEARNING RESOURCE CENTRE (LLRC)

At the Law Learning Resource Centre (LLRC), tutors are available for individual assistance with aspects of your studies such as understanding a legal question, preparing for an oral presentation, finding study skills resources and legal referencing.

The LLRC is located in the Library on Level D, Room 8D40. No appointments are necessary. The centre is open at the following times:

### Opening hours

Tuesday: 3:30pm - 6:30pm

Wednesday: 10:30am - 1:30pm

Thursday: 11:30am - 1:30pm

[www.canberra.edu.au/faculties/law/already-studying-at-uc/law-learning-resource-centre](http://www.canberra.edu.au/faculties/law/already-studying-at-uc/law-learning-resource-centre)

## NGUNNAWAL CENTRE

The Centre provides academic support for mainstream Aboriginal and Torres Strait Islander students on campus, teaching rooms and quiet study areas so that students can work on their assignments in a comfortable and friendly environment.

The Ngunnawal Centre also administers the Foundation Program which provides an alternative entry program to university for those Aboriginal and Torres Strait Islander students who may not have completed Year 12 or who have been away from study for many years.

### Location: Building 7, Level B, Room 6

T +61 (0)2 6201 2998

F +61 (0)2 6201 5149

E [www.canberra.edu.au/ngunnawal](http://www.canberra.edu.au/ngunnawal)

[www.canberra.edu.au/ngunnawal](http://www.canberra.edu.au/ngunnawal)

## SCIENCE RESOURCE CENTRE

The Science Resource Centre is a facility dedicated to enhancing the learning and university experience for all science students. It provides a friendly atmosphere where students can meet, study, store their books etc. (through lockers available for a small fee) and enjoy a cuppa. The Centre is staffed by academic members of staff (Imi Moore and Dr Jim Woolnough) who are available to help all students.

The Centre is set up with computer access to the internet and WebCT, with printing facilities, and study areas, including a whiteboard. The other half of the Centre is designed for student relaxation, interaction and discussion to solve the problems of the world. The area is furnished with lounge chairs and coffee tables, TV and video facilities, microwave and fridge. Tea, coffee and biscuits are provided at a small cost. There are also tutorial rooms for the various peer support programs run through the centre.

### Location: Building 6, Level B, Room 104

T +61 (0)2 6201 2298

## SECTION 4 - SUPPORT SERVICES

### ACCOMMODATION OFFICER

The University of Canberra's Accommodation Officer provides information and advice to students searching for on-campus and off-campus accommodation. On-campus accommodation is available at the University of Canberra Village and Arscott House. Off-campus accommodation options include share accommodation, renting and Homestay. The Accommodation Officer does not place students in accommodation but does provide information and assistance to help students find suitable accommodation.

**T** +61 (0)2 6201 2004  
**E** [accommodation.officer@canberra.edu.au](mailto:accommodation.officer@canberra.edu.au)  
[www.canberra.edu.au/residences](http://www.canberra.edu.au/residences)

(Also see entries for Residential Services)

### APPEALS AND GRIEVANCES

The University has formal procedures for Review of Subject Results and Resolution of Student Grievances. The Policy can be found at: [www.guard.canberra.edu.au/policy/policy.php?pol\\_id=3014](http://www.guard.canberra.edu.au/policy/policy.php?pol_id=3014)

See also entries for Student Equity and Access Office and UC Students' Association

### AUSAID OFFICER

The AUSAID officer acts as a liaison between AUSAID and the University.

The AUSAID Officer is also the contact point for AUSAID students studying at the University. The AUSAID Officer provides advice and support to AUSAID students and their dependents in a wide range of matters including orientation, OSHC issues, study progress, tutorial assistance, stipend payments, referral to University and community services and facilities, schooling of dependent children and preparation for returning home.

#### Rozana.Muir

**T** +61 (0)2 6201 2897  
**E** [Rozana.Muir@canberra.edu.au](mailto:Rozana.Muir@canberra.edu.au) or [ausaid@canberra.edu.au](mailto:ausaid@canberra.edu.au)

### CAREER SERVICES

The Careers Service is dedicated to providing students with meaningful support and assistance so they can develop the skills to be actively involved in finding work opportunities, and to successfully plan and develop their personal career path. Assistance is provided with career planning, résumés, job applications and career preparation workshops.

The Service maintains a comprehensive website that provides information on casual jobs, graduate and vacation employment, résumés, selection criteria and interview techniques.

The Service also co-ordinates an Employer Visits Program, Careers Fairs and has a Careers Consultant available by appointment. Dates for these events can be seen on our website.

#### Location: The Hub, Building 1, Level A

**T** +61 (0)2 6201 5221  
**F** +61 (0)2 6201 5116  
**E** [careers@canberra.edu.au](mailto:careers@canberra.edu.au)  
[www.canberra.edu.au/careers](http://www.canberra.edu.au/careers)

### CHILD CARE

#### WIRADJURI PRE-SCHOOL CHILD CARE

Centre provides high quality education and care for 3-5 year olds.

#### Location: Building 5, Level B, Room 33

**T** +61 (0)2 6201 2087  
**F** +61 (0)2 6201 5360  
**E** [wiradjuri@canberra.edu.au](mailto:wiradjuri@canberra.edu.au)  
[www.canberra.edu.au/wiradjuri](http://www.canberra.edu.au/wiradjuri)

#### KIRINARI EARLY CHILDHOOD CENTRE

Centre provides campus based education and child care for children from birth to five years. There are two types of care: permanent (50 weeks per year) and semester care (2 intakes per year).

#### Location: Kirinari Street, adjacent to Sports ovals

**T** +61 (0)2 6201 2339  
**F** +61 (0)2 6201 5903  
**E** [keccorg@hotmail.com](mailto:keccorg@hotmail.com)  
[www.kirinari.canberra.edu.au](http://www.kirinari.canberra.edu.au)

## FINANCIAL ASSISTANCE

Students requiring Financial Assistance are advised to first approach Service One Members Banking (SOMB). SOMB is located inside the Student Centre just off the main concourse. Please visit their website for more information: [www.canberra.edu.au/student-centre/service-one](http://www.canberra.edu.au/student-centre/service-one)

If you are unable to obtain a loan through SOMB, you may wish to apply for a loan under the University of Canberra's Student Loans Scheme through the Student Equity and Access Office (see entry below).

Loans are provided to those students who need financial assistance for educational purposes, assistance with accommodation both on and off campus and for other essential purposes.

**Location: Building 1, Level C, Room 143b (appointment only)**

**T** +61 (0) 2 6201 2004

**E** [Accommodation.Officer@canberra.edu.au](mailto:Accommodation.Officer@canberra.edu.au)

[www.canberra.edu.au/seasu/financial-assistance/student-loans](http://www.canberra.edu.au/seasu/financial-assistance/student-loans)

## HEADSPACE ACT

headspace ACT is a one-stop shop for young people aged 12-25 and their families to receive mental health and/or alcohol and other drug support in a youth-friendly environment. At headspace ACT you can receive support from a range of professionals including youth workers, psychologists, social workers, alcohol and other drug workers. These workers are skilled in listening to young people and can help you identify problems, goals and achieve creative solutions to issues.

### Opening hours:

Mon 10am -5pm, Tues 10am - 7pm, Wed closed, Thurs 10am - 7pm, Fri 10am -5pm.

**Location: Building 12, Level B, Room 40**

**T** +61 (0)2 6201 5343

**F** +61 (0)2 6201 5666

**E** [headspaceact@canberra.edu.au](mailto:headspaceact@canberra.edu.au)

[www.headspace.org.au/act/](http://www.headspace.org.au/act/)

## HEALTH AND COUNSELLING SERVICE

The Health and Counselling Centre is a service dedicated to the needs of University of Canberra students and the University community.

### HEALTH SERVICES

The Health Centre provides a comprehensive range of general practitioner and nursing services to University of Canberra students and the University community. These services include:

- General Practitioner medical consultations
- Treatment of emergencies
- Immunisations
- Sexual health and contraception advice
- Travel vaccinations
- Sport Medicine
- Minor surgery

Medical doctors are available at the University of Canberra Health Centre throughout the year. Medical consultations for University of Canberra students are bulk-billed through Medicare or OSHC (Overseas Student Health Cover) in the case of international students.

The Health & Counselling Services provide an ethical and confidential service. The University does not have access to health or counselling records. The University of Canberra Health & Counselling Services respect your right to privacy.

### COUNSELLING SERVICES

The Counselling Service is a free service available to help currently enrolled University of Canberra Students deal more effectively with their personal lives and study. The Psychologists and Social Workers in the Counselling Service are experienced in a wide range of issues facing University students, including students with a disability or from overseas.

Initial appointments can be made by booking a drop-in appointment (which run for up to 30 minutes). These are made on the morning you would like to be seen, please call Reception after 9am on the day you would like an appointment to book. Longer appointments (i.e. 50 minutes) can be made following your initial drop-in appointment (or directly with reception if you believe you need a longer appointment).

**Location: Building 1, Level B, Room 124**

**T** +61 (02) 6201 2351

**F** +61 (02) 6201 2352

[www.canberra.edu.au/health-counselling](http://www.canberra.edu.au/health-counselling)

## HEALTH CLINICS (FACULTY OF HEALTH)

The Faculty of Health Clinics provide a range of evidence based Allied Health Services for the Canberra Community, including the University staff and students.

**ALLIED HEALTH PRACTICE:** Experienced Allied Health Practitioners provide a range of clinical services including Physiotherapy, Dietetics and Nutrition, Psychology, Exercise Physiology, Remedial Massage and Pilates. Students may observe or participate in treatment.

**PSYCHOLOGY INTERN CLINIC:** Master of Clinical Psychology interns provide services with supervision at concession rates (non student/staff)

**STUDENT LED PHYSIOTHERAPY:** Master of Physiotherapy students provide services with supervision at concession rates.

**UC NUTRITION and DIETETICS CLINIC** Graduate Dieticians and Master of Dietetics students provide services with supervision at concession rates.

**Location: Building 12, Level B, Room 40**

**T** +61 (0)2 62015843

**F** +61 (0)2 6201 5666

**E** [healthclinic@canberra.edu.au](mailto:healthclinic@canberra.edu.au)

[www.canberra.edu.au/faculties/health](http://www.canberra.edu.au/faculties/health)

## INTERNATIONAL STUDENT SUPPORT SERVICE

The International Student Support Service (ISSS) is a useful first point of contact for international students to discuss progress or problems. The ISSS organises the orientation program for international students, and provides advice and on-going support on administrative, visa-related, and pastoral matters and in dealings with the University, government departments or community organisations.

**Location: University of Canberra Student Centre (UCSC) 1B150**

**T** +61 (0)2 6201 5021/5880

**F** +61 (0)2 6201 5040

**Appointments can be made online at:**

[www.canberra.edu.au/int-future-students/](http://www.canberra.edu.au/int-future-students/)

**E** [International.student@canberra.edu.au](mailto:International.student@canberra.edu.au)

## MULTI-FAITH CENTRE

The University of Canberra has a Multi-faith Centre staffed by a team of professional volunteer chaplains from a variety of religious faiths. The Centre has connections with a variety of faith groups in the wider Canberra community. In addition to spiritual support, students can seek pastoral support for personal problems.

Catholic Mass is held a various times in the week and on Sundays. There is a separate Muslim prayer room in 2A2 and the University organises a free bus each Friday to the Mosque for Friday Salat.

**Location: Building 1, Level C, Rooms 19 and 83**

**T** +61 (0)2 6201 2052

**E** [chaplaincy@canberra.edu.au](mailto:chaplaincy@canberra.edu.au)

[www.canberra.edu.au/multifaith-centre/home](http://www.canberra.edu.au/multifaith-centre/home)

## PART-TIME EMPLOYMENT

See entry under Careers Service above. Part-time and casual vacancies are displayed in the Students' Association window and website. Contact information follows:

**Location: Building 1, Level B, Room 17**

**T** +61 (02) 6201 2000

**F** +61 (02) 6251 4248

## PARENTING ROOM

The parenting room provides a nappy changing bench, children's toilet and wash basin. The key is available from the Students' Association, located at 1B17 on the concourse.

**Location: Building 1, Level B, Room 23A**

(key available from Students' Association, 1B17)

**T** +61 (0)2 6201 2000

**F** +61 (0)2 6251 4248

## RESIDENTIAL SERVICES (ARSCOTT HOUSE)

Arscott House is a student residents accommodation facility located on the University of Canberra campus. Managed by the UCSA, Arscott House offers a supportive, community-style living environment for students. It is operated on a non-for-profit basis and is fully catered. Over the summer period, from December to January, Arscott House offers conference facilities, meeting rooms, and delegate accommodation.

**Location: Arscott House, Aikman Drive, Belconnen**

T +61 (0)2 6206 8380  
F +61 (0)2 6251 4248  
E [arscott@theucsa.org.au](mailto:arscott@theucsa.org.au)  
[www.arscotthouse.com.au/](http://www.arscotthouse.com.au/)

## RESIDENTIAL SERVICES - UNIVERSITY OF CANBERRA VILLAGE

This University of Canberra Village Office manages and allocates on-campus accommodation (except Arscott House) during semester sessions and vacation periods. It provides support and assistance to the residential community and receives payments for all accommodation related services. This Office also provides accommodation for groups and conferences during December and January.

**Location: Cooina Hut, Cooina Street, Bruce**

T +61 (0)2 6206 3500  
F +61 (0)2 6206 3504  
E [info@canberra.uv.com.au](mailto:info@canberra.uv.com.au)  
[www.canberra.uv.com.au](http://www.canberra.uv.com.au)

## STUDENT EQUITY AND ACCESS OFFICE

The Student Equity and Access Office (SEAO) runs programs to support equitable access to higher education and to support students from equity groups, helping them to succeed at university. The SEAO also runs a number of workshops and activities to support all students.

The SEAO provides advice on a range of issues including student grievances, student loans and student accommodation..

**Location: Building 1, Level C, Room 167/143b**

T +61 (0)2 6201 2333/2004  
E [studentequity@canberra.edu.au](mailto:studentequity@canberra.edu.au)  
[www.canberra.edu.au/seasu](http://www.canberra.edu.au/seasu)

## SCHOLARSHIPS

The Scholarships and Prizes Office provides information and assistance with coursework scholarships for domestic and international students and the awarding of prizes. A range of scholarships are available for students in financial hardship while others are awarded according to academic merit. A full list of scholarships is available on the Scholarships website.

**Location: University of Canberra Student Centre (UCSC)**

T +61 1300 301 727  
F +61 (0)2 6201 2112  
E [scholarships@canberra.edu.au](mailto:scholarships@canberra.edu.au)  
[www.canberra.edu.au/scholarships/home](http://www.canberra.edu.au/scholarships/home)

## STUDENTS' ASSOCIATION

The main function of the Students' Association is to provide advocacy and representation for students on campus. The Students' Association provides a variety of services including advice and support on Austudy and ABSTUDY; academic appeals and exclusion; subsidised photocopying; part-time employment service; emergency loans; passport photographs; faxes; the free monthly paper Curio; safety cards; an annual women's handbook; typewriter and sewing machine hire; free condoms, tea and coffee; microwave facilities; Women's room; and Parents room. The Students' Association also operates the InfoCentre, the one-stop shop for all student information needs. So come into the students association and become a member today.

**Location: Building 1, Level B, Room17**

T +61 (0)2 6201 2000  
F +61 (0)2 6251 4248

## UC ACCESSABILITY

Academic and logistical support is provided for students with disabilities and health conditions. If you are a person with a disability or health condition which you believe may affect your studies, you are encouraged to register with UC AccessAbility. You are strongly encouraged to seek advice before applying for admission, particularly if you require material in alternative formats.

**Location: Building 1, Level B, Room 24**

**T** +61 (0)2 6201 2205/2990

**TTY** +61 (0)2 6251 4601

**F** +61 (0)2 6201 5140

**E** [accessability@canberra.edu.au](mailto:accessability@canberra.edu.au)

[www.canberra.edu.au/accessability](http://www.canberra.edu.au/accessability)

## UC FIT / FITNESS AND RECREATION CENTRE

The UC Sports and Fitness Centre offers users both memberships and casual visits to utilise weights and cardio equipment. Members can participate in Les Mills Group Fitness classes and Sport and Fitness courses which aim to teach new skills and encourage fun and participation at a variety of levels.

UC Fit is responsible for the co-ordination of all representative sport through Australian University Sport, including the Eastern University Games, Australian University Games and Snow Sport Championships.

### Opening hours:

6:30am - 10:00 pm (Monday to Thursday)

6:30am - 9:00pm (Friday)

9:00am - 5:00pm (Saturday, Sunday and Public Holidays)

**Location: Building 4, University of Canberra**

**T** +61 (0)2 6201 2542

**F** +61 (0)2 6201 5731

**E** [sportscentre@canberra.edu.au](mailto:sportscentre@canberra.edu.au)

[www.canberra.edu.au/ucu/sports-fitness](http://www.canberra.edu.au/ucu/sports-fitness)

## UC LIFE!

UC Life! organises vibrant social, cultural and sporting activities and events throughout the year. UC Life! provides a wide range of on campus community services including; UC Live! (live music and entertainment events), UC Eat! food and beverage facilities, UC Fit!- Sports & Fitness Centre, UC Events! conference and catering facilities and casual room bookings, Union shop - newsagent, stationary, graduation hire and the Post Office.

**Location: Building 15 Demountable**

**T** +61 (0)2 6201 5367

**E** [lucy.gledhill@canberra.edu.au](mailto:lucy.gledhill@canberra.edu.au)

[www.ucu.canberra.edu.au](http://www.ucu.canberra.edu.au),

[www.uclive.com.au](http://www.uclive.com.au),

[www.stonefest.com.au](http://www.stonefest.com.au)

[www.canberra.edu.au/ucu/clubs](http://www.canberra.edu.au/ucu/clubs)

## UC LIFE! CLUBS AND SOCIETIES

There are many types of Clubs and Societies which students can join or be elected to manage. The clubs range from faculty based societies to hobby, social, cultural and sporting groups. The UC Life! Activities Officer assists the clubs and societies with initial set up, reporting requirements and can provide general support.

**Location: Building 4, University of Canberra**

**T** +61 (0)2 6206 8647

**F** +61 (0)2 6201 2133

**E** [christine.gates@canberra.edu.au](mailto:christine.gates@canberra.edu.au)

[www.canberra.edu.au/ucu/clubs](http://www.canberra.edu.au/ucu/clubs)

## SECURITY

Security officers patrol the campus and are on-call round the clock to deal with inquiries and provide assistance. The Security Office is the repository of Lost Property. All property found should be presented to the Office. Lost property can be claimed by producing evidence of ownership. Security recommends the use of University's Preferred Pathways, especially after dark. These pathways have been specially lit for ease of access on campus. Security are also able to escort students and staff to car parks and residences. This service is available as time permits by phoning to request the service.

### Opening hours:

8am and 4pm

**Location: Building 1, Concourse, Room 1B123**

**T** +61 (0)2 6201 2222 (all hours)

[www.canberra.edu.au/security/safety](http://www.canberra.edu.au/security/safety)