



**GERALDTON
UNIVERSITIES
CENTRE**

STUDENT 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 – 5:00pm Monday to Thursday
8.30am – 4:00pm 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
- Kristie Panero - Finance
- Karen Baker - Reception
- Tamarra Haynes - Administration Coordinator, Education & Nursing
- Tiambra Calvin - Student Support, STEPS/ITEC, Accounting/Business, Psychology, Social Work & Supported Distance Education

Academic Coordinators:

- STEPS/UNIREADY/Academic Learning Support – Melanie Jodah
- Education – Reece Olsen
- Nursing – Dr Stephanie Millns Sizer
- Nursing Clinical Facilitation – Michelle Ward (RN)



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:

- Hollomby Foundation Scholarship & Travel Bursary Program
- Current Semester Timetables
- GUC Live Calendar
- 24/7 Study Hall and facilities including student printer guides
- Orientation information - including student badge form, and student agreements that need to be completed.
- GUC Graduation information



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.



UNWELL?

- If you are unwell, please **DO NOT ATTEND**. Call and we will let your tutor know.



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 24/7 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.
- The GUC daily calendar can also be accessed via: <https://guc.edu.au/guc-live-calendar/>



STUDY and GROUP WORK

- The 24/7 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 exit 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 either 9:00am or 1:00pm 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

- A library can be found in the study hall.
- Check the GUC [current student webpage](#) for a list of books available by course.
- Books can be read in the study hall and then returned to the yellow trolley in the library. GUC staff will return to the shelf for you.
- To borrow a book (one week maximum), please bring it to reception (during office hours) or fill in the card and leave in the front of the yellow trolley after hours. Return borrowed books to reception please so we can match the cards back up.



CHILDREN

- GUC is committed to supporting the National Principles for Child Safe Organisations.
- As such, GUC has a [Campus Parent Responsibility Policy](#). While we understand at times it may be necessary to bring children on campus, please refer to the policy and ensure they remain with you and under your supervision at all times.
- Children are not permitted to accompany GUC students studying in the study hall.



RULES

- No smoking or vaping on campus
- 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 study hall for after-hours use.
- When finished, please shut down the laptop, 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 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 takes 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](#) webpage.
- 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. Email [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 Ph: 07 4930 9456

UniSQ: supportforlearning@unisq.edu.au or Ph: 07 4631 2372

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

Headspace Geraldton (under 25's): Ph: 9943 8111

360 Health Geraldton: Ph: 6184 7996

Geraldton Health Campus: Ph: 1800 051 999 or see your GP



ABORIGINAL STUDENT SUPPORT

If you identify as Aboriginal or Torres Strait Islander, Tiambra Calvin 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.
- Muster Points - Please refer to the evacuation map on the back page of this booklet.



EMERGENCY CONTACT NUMBERS

Emergency Services	000
DFES	13 3337
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.

Main Reception

- first aid kit in overhead shelf near main counter.
- fire extinguisher next to kitchen door.

Building B

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

Building B Study Hall (Kitchenette)

- on fridge (labelled)

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 emergency services personnel.

