

Starting at Griffith

2009 Student Guide





important dates in 2009

Event/Deadline	Semester One	Semester Two	Summer Semester 2008/9
Enrolment opens on the Griffith Portal	week commencing 8 Dec 2008	July	September
Academic Charges Account on the Griffith Portal	February - April	July - September	December - February
Orientation activities	23 February onwards	20 July onwards	None
Semester starts	2 March	27 July	30 November
Last day to add a course on the Griffith Portal	15 March	9 August	Course dependant - see notes
Census Date & last day to drop a course without being liable for tuition fees	29 March	23 August	Course dependant - see notes
Withdrawal with Failure Date	30 April	30 September	Course dependant - see notes
End of teaching	5 June	30 October	Course dependant - see notes
Study week	8 - 12 June	2 - 6 November	Course dependant - see notes
End of semester exam period	13 - 27 June	7 - 21 November	Course dependant - see notes

Notes

Academic Charges Account: this will show the due date for payment of your semester course fees and your payment instructions.

Census Date: if you drop a course after this date the course will be recorded on your official academic transcript and you will remain liable for the fees associated with the course.

Withdrawal with Failure Date: if you drop a course after this date it will be recorded on your official academic transcript with a Withdrawal with Failure grade, which carries a ranking of 0 out of 7 in terms of grade point average, and you will remain liable for the fees associated with the course.

Academic Calendar: you can find the full academic calendar on the student website, www.griffith.edu.au/students.

Non-standards dates

Intensive mode courses: Intensive mode courses and summer semester courses have their own enrolment and fee deadlines. You can find the deadlines for these courses on the Course Catalogue on the web. Select the Course Catalogue Number and look in the Course Offerings table, www.griffith.edu.au/courses.

Medicine students: Medicine students use their own fee deadlines and academic calendar, which can be found on the following website: www.griffith.edu.au/programs-courses

Dentistry students: Dentistry students use their own academic calendar, which can be found on the following website, www.griffith.edu.au/doh

Logan Accelerated programs: Logan accelerated students use their own fee deadlines and academic calendar, which can be found on the following website, www.griffith.edu.au/school/gbs/accelerated-programs



welcome

Welcome from Professor Susan Spence – Pro Vice Chancellor (Learning and Student Outcomes)



I would like to welcome you to Griffith University and to congratulate you on your decision to join Australia's most student-focused university.

As you will soon discover, starting at university can be an exhilarating roller-coaster of emotions and experiences.

At times you may feel overwhelmed by the excitement of starting something so new and so big. At others, you may encounter unique challenges or feel unsure of what to do next. At these times, please remember you are not alone: Griffith is committed to supporting you every step of the way.

This guide is one of the most important ways in which we will assist you to prepare for, and successfully complete, your first semester of study.

Please take the time to read this Guide, and always remember that you can access support by telephoning one of our Student Centres. You will find the telephone numbers on the back cover of this Guide.

I strongly urge you to fully participate in your orientation program to give yourself the best chance of success in your studies. You can find the timetable for your orientation program on the Starting at Griffith website, www.griffith.edu.au/start

Susan Spence
Pro Vice Chancellor
(Learning and Student Outcomes)



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get the most from this guide

This guide tells you everything you need to know to get your life at Griffith up and running – to make the most of your student experience. It explains how you can get involved in university life, both academically and socially; what resources and services are available to you; and how well we're set up to help you – every step of the way.

To get you started, here's a summary of what each section contains.

Get Enrolled gives you an overview of important information and processes like your program and degree requirements, completing your enrolment and paying your course fees.

Get Orientated introduces you to your orientation program, an exciting part of starting at Griffith, and one of the first vital steps you'll take in joining the Griffith community. For your full orientation program, visit the orientation website at www.griffith.edu.au/start

Get Supported explains how Griffith will help you prepare for your first semester, and succeed in your study. You'll find out about undergraduate First Year Advisors, what learning services are available, and how Student Services can support you both personally and academically.

Get Involved is all about the fun of university life.

Key Resources is where you'll find important information regarding the features in the Griffith Portal online Student Centre, payment of your course fees and further enrolment information. You'll also find important information about the Academic Calendar, University policies and terminology and the Student Charter, along with practical details about security, on-campus parking and public transport.

Remember, we're here to help if you have any questions.

Please note that this guide provides an introductory summary of the key services offered to students of Griffith University, and the requirements for successful enrolment. While every effort has been made to provide accurate and up-to-date information, wherever a discrepancy arises between this guide and the official policy of Griffith University, the policy will prevail.

You'll find an electronic version on the Starting at Griffith website, www.griffith.edu.au/start

"At first, my strategy was to wait for someone to tell me what to do. I thought if it's important they'll tell me... I quickly realised that I needed to take responsibility for making things happen."



get enrolled

We want you to join us

To enrol, you'll need this guide and your Welcome letter, which came in the guide pack and contains your username and password for access to Griffith's online services. You'll also need access to the internet. If you don't have internet access at home, you can access the University from internet cafes, public libraries, or you can use Griffith's computer facilities.

How do I enrol in my courses?

When you enrol, you're advising Griffith University of the courses you'll be attending. This in turn gives you access to the learning resources associated with your courses.

The first thing you need to do is to familiarise yourself with your program, the degree requirements and its structure. You need to follow the degree requirements to complete your program. Everything you need to review your program and select your courses is available on-line on the Current Students website

When you know which courses to enrol in, you can enrol through your Griffith Portal online Student Centre. The Enrolment Support website, available from the Current Students website, features screen graphics and step-by-step instructions on how to enrol in your Griffith Portal online Student Centre. These pages are a great way to familiarise yourself with enrolling before you logon to the Griffith Portal for the first time.

How do I pay my tuition fees?

If you log on to the Griffith Portal you will be able to obtain important information about your course fees, along with your Academic Charges account and payment options. Griffith also offers a range of support services to help you manage your finances, arrange accommodation, or find part-time employment.

How do I get my student card?

You can collect your student card from your Student Centre, as soon as you receive your enrolment pack. Photo identification is required, such as an 18+ Card, a passport, or a driver's licence.

If you're studying off-campus, please call your Student Centre for information on how to obtain your student card.

Your student card allows you to borrow materials from the Library from the day after you collect it.

For some full-time students, the student card will include a transport logo, which provides access to public transport concessions.

Can I make changes to my enrolment?

It's important that you finalise your enrolment by the start of semester. However, you are able to make adjustments to your enrolment until the end of week 2, using the Griffith Portal. You'll find the **Census Date** for semesters 1 and 2 in the **Important Dates** section on page 2.

You'll find detailed information about enrolment and fees in Key Resources on page 16



A change in your enrolment often leads to a change in your course fees. If you change your course enrolment, please re-check your account balance in your online Student Centre. Navigate to your Griffith Portal online Student Centre front page and then select the Academic Charges Account in the Finances section.

How can my Student Centre help me enrol?

At Griffith we're committed to providing a high level of support throughout your studies. Our Student Centre staff are fully equipped to help you select your courses and provide advice about on-line enrolment.

Your Welcome letter provides locations and times of on-campus enrolment help. During these times you can visit any Griffith campus for expert help in using the Griffith Portal online Student Centre to complete your enrolment.

Your Student Centre can also help you with understanding your course fees, obtaining your student card and finding your course timetables. Just drop in, or call the numbers below. If you prefer, use the resources on the Current Students and the Starting at Griffith websites.

Starting at Griffith Website
www.griffith.edu.au/start

Current Students Website
www.griffith.edu.au/students

Student Centres Telephone – (07) 3735 7700

How will the University communicate with me?

Griffith will provide you with your own email account and we'll use it to send important and official correspondence such as information from your lecturers. Student Administration will also send you information about enrolment deadlines and your course fees. We encourage you to access your email account before semester starts, via the Student email link from the Current Students website.

You can redirect your student emails to a personal email account, but it's your responsibility to ensure your personal email account is able to receive university correspondence. The Student email logon page provides a link to important information on how to use your student email and a link to the Information Technology Code of Practice.

Griffith University recommends that you check your student email regularly. Not reading your student email cannot be accepted as a reason for failing to comply with university policy or important deadlines.

What is a Census Date?

Your semester enrolment must be finalised by the Census Date.

You are liable for all fees and charges relating to courses you are enrolled in on the Census Date and payment must be finalised by the Census Date. If you drop a course after the Census Date you will remain liable for the course fees and depending on the date you withdraw from a course you may receive a grade of Withdraw (W) or Withdraw with Failure (WF).

"I was a bit shy about meeting people and the whole fitting in thing. I think everybody was. We all got over it"



get orientated

We want you to get up and running

What is orientation?

Orientation is your first taste of the activities and events that are part of life on campus. A life that's interesting, challenging, very rewarding and for new students – sometimes bewildering! Sessions available during Orientation will give you vital information on starting at Griffith, let you know what to expect in your study program, and help you perform at your best. As well as Orientation (the week before your lectures commence), some preparatory activities are available beforehand and in the early weeks of semester.

As well as the sessions specific to your program, you can attend workshops ranging from study skills, note taking, computer skills – including help with getting online at Griffith – library tours, campus tours and much more. There's a lot to see and do during Orientation – so make the most of it!

Be sure also to get your free Griffith Student Diary during Orientation. It includes all kinds of important and useful information and is especially for students at Griffith University.

Why is it important?

There's a lot to learn about how to learn at university (and university is very different from school, or TAFE or work). Nobody expects you to know it all when you first arrive. But we know from talking to our students that a good orientation makes the difference. Students who actively engage in a range of orientation activities generally enjoy

university more, make more friends and maintain their studies. University is different – getting prepared will help you succeed. Take it from these student comments:

Where should I start?

You can start right now to prepare for university life and study. Here's how:

- Visit the Starting at Griffith website. Follow the links from www.griffith.edu.au/start for information designed specifically to help students new to Griffith.
- Attend an Earlybird Learning Skills Workshop. This free pre-semester program will help you gain the confidence and skills to be successful in your studies.
- Plan your Orientation Schedule. Follow the links from www.griffith.edu.au/start to get the Orientation timetable for your campus. Print it out and bring it with you.
- Check out the website – www.griffith.edu.au/new-students

What if I don't know what I need to know?

That's OK. You're not expected to. And remember that most other new students won't either (even if they look like they do). This guide, or the Starting at Griffith website, can help you figure out who you need to talk to, to find out what it is you need to know.

Then you can go and ask them lots of questions. This can be intimidating for some



new students, but just remember, Griffith is all about meeting your needs as a student, and everyone on staff is keen to help you settle in.

At this point you could give yourself a huge pat on the back for managing the first test of a successful uni student – namely using the resources available to you. Seeking help is one of the smartest things you will do at uni!

To complete your 'settling-in challenge' why not take a deep breath and talk to at least one other student in your course in the first week? You'll be pleasantly surprised at what fears and dreams you have in common. It could even be the start of a lifelong friendship!

What are common questions about Orientation?

What Orientation sessions do I attend?

You should attend all sessions listed under your academic program. You'll also benefit greatly from attending support services tours and workshops and taking the opportunity to go to social functions.

Are parents, partners and families welcome at Orientation?

Yes. Griffith University recognises the broader community and support of parents, partners and families, who are welcome to attend sessions. Information for supporters of Griffith students, whether parents, partners or other friends can be found at www.griffith.edu.au/parentsandpartners

How do I find a room or building?

Griffith's room numbers system works in the following way. Venues are represented by a building/room code such as 'N13_2.14'. The first three characters represent the Campus and Building. For example, N13 = Nathan campus, Building Number 13, Environment 2 building. The remaining characters represent the Floor Level and Room Number. For example, 2.14 = Floor 2, Room 14. In some instances Floor Levels are negative (-2.02), this indicates a level below the designated Ground Floor level 0.

What if I'm an International student?

International Student Advisors offer sessions specifically designed to help you settle into your new living environment and university life in Australia. Some of these sessions are compulsory. You should also attend all sessions listed under your academic program. Details are included in your Orientation timetable.

What if I'm in a Continuing Education Certificate program?

You must attend sessions for corresponding Bachelor programs, unless otherwise indicated.

"I didn't bother going to orientation... I then spent the first few weeks of semester finding things out the hard way".



get supported

We want you to succeed

How do I prepare for classes?

Why not get a head-start and prepare for your courses before semester begins, using Griffith's online services?

Learning@Griffith gives you online access to an extensive learning resource. The learning resources for semester one courses will appear in Learning@Griffith a week or two before semester starts. At all other times, you will have access to your learning materials the day after you enrol. You can link to Learning@Griffith from the Current Students website, using your username and password from your Welcome letter.

A **Course Outline**, accessible by selecting Programs and Courses on the Current Students website, will provide you with detailed information about a course's content and teaching strategies, assessment details, text books and required readings. It will also include the names of the **Course Convenor** and teaching team. The Course Convenor is the academic staff member who is responsible for the management, conduct, teaching and assessment of a course.

Who can advise me?

First Year Advisors have the specific job of providing support to new undergraduate students. These are members of the academic staff in your degree program, who have a special interest in helping you to succeed. They'll be happy to answer any questions about your program and direct you to the many learning and support services on offer. You can

find your First Year Advisor in your online Student Centre.

Each degree program is co-ordinated by a **Program Convenor** or **Program Director**, who can also provide you with academic advice about your program of study. You'll find the name and contact details for your First Year Advisor and Program Convenor on the Program and Courses Information website, www.griffith.edu.au/programsandcourses

Client Administration Officers from Student Administration can also give you advice about your program and the courses in which you will enrol. Please refer to the back page of this guide for your Student Centre's contact telephone number.

What services will support my learning?

The Library

Libraries are located on every campus and have extended opening hours during semester. Be sure to take a tour at the beginning of your semester. At the Library, you'll be able to:

- Access computers, electronic resources and databases
- Borrow materials
- Study on your own or in a group
- Print and photocopy
- Seek assistance with everything from computing help to research strategies. An InfoServices Help Desk is located in every Library for in-person assistance. You can also get support by phone: Brisbane (07) 3735 5555 or Gold Coast (07) 5552 5555.
- There is also an online library orientation at www.griffith.edu.au/ins/library.html

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Learning Services

Now that you're a Griffith student, you have access to a range of free workshops, consultations and self-help resources designed to help you succeed in your studies. Why not start on the road to academic success by attending the Earlybird Learning Skills Workshops? For more information, go to www.griffith.edu.au/ins/learningservices

- Academic skills: Learning advisers can help you gain confidence and skills in academic writing and oral presentations, study and organisational strategies, understanding the expectations of university study and more.
- Computing skills: Computer literacy specialists can help you develop your IT skills including computer basics and a range of software applications such as Word, Excel, PowerPoint, Access and Dreamweaver. You also have free access to online IT training tutorials.
- Library research skills: Librarians can help you gain skills in finding information for your assignments and projects by using resources such as the library catalogue, online databases and the internet.

Further Information Resources and Services

There are a number of additional information resources and services that you should check out when you start at Griffith. These include:

- Information Services Essentials: This website will help you familiarise yourself with Griffith's online resources.
www.griffith.edu.au/ins/essentials

- Learning Centres and Computer Labs: You'll want to check these out early in your studies for quick and easy access to on-campus computer and printing facilities. For a complete list of locations, go to www.griffith.edu.au/scems

What services will help me succeed?

Student Services

Griffith offers a wide range of support services that will help make your semester successful and stress-free, including those offered by Student Services www.griffith.edu.au/student-services

Student Services offers support and development services and programs – careers and employment, welfare and student liaison, chaplaincy, health, equity and disability and counselling. These services are voluntary, confidential and free to students.

Careers and Employment Service

Services include:

- Career counselling
- Seminars and workshops on job search and applications
- Industry Mentoring Program
- Careers fairs and employers on campus program
- CareerSmarter – a web tool to assist students with career self-management
- CareerBoard – a website with degree related vacancies, part-time jobs and job search resources

"There is much more support than I would have expected. Also, many more things to cram into your brain than I ever could've imagined"



- International career development – specialist career programs for international students
- Workplace contact list – people in industry willing to be contacted by students for career information
- Indigenous career support program – career support for Indigenous Australian students

You can find part-time and casual work, and tutors to assist in course requirements, by visiting CareerBoard, www.griffith.edu.au/careers

Student Equity Services

Griffith University is committed to promoting equity and social justice by providing a learning environment that encourages excellence through diversity.

Student Equity Services is dedicated to achieving equal access and greater student participation by providing a range of University-wide, student-focused services, including the Disabilities Service, Uni-Key, and Uni-Start.

If you'd like to play a part in contributing to greater student equity, Student Equity Services delivers free Notetaker Training Workshops on set dates in February, for first year students who would consider leaving photocopies of their class notes during semester for students with disabilities. Notetakers who assist in this way receive small thankyou payments and certificates.

Disabilities Service

If you're a student with a disability, the Disabilities Service will provide you with information and practical assistance to ensure you can access and participate in the learning environment at Griffith. The University recognises the definition of disability that forms the basis of the Disability Discrimination Act (DDA), specifically

- A medical condition (eg asthma, epilepsy)

- A psychiatric condition
- A sensory, physical, neurological, or learning impairment (eg dyslexia)
- A combination of such impairments, that result in a reduced ability to access educational services provided by the University; and a requirement for support services to overcome these barriers.

Health Service

The Health Service provides a range of services to students and staff. At the medical centres at Nathan and Gold Coast campuses, services include general practitioner and nursing consultations. Medicare Card holders are bulk-billed for medical consultations; International students are direct billed to health funds where applicable.

Welfare and Student Liaison Office

Welfare and Student Liaison Officers can assist with student loans, Centrelink payments, budgeting, tenancy issues, accessing community resources, student grievances and appeals, and other welfare matters.

Counselling Service

Counsellors are available to provide confidential, short-term support, assisting with personal and academic concerns as well as motivation and academic decision-making.

During semester the Counselling Service offers many workshops and group sessions focussing on Orientation, transition and skills development in study, stress management, coping as a mature age student, and other topical issues.

Chaplaincy

Chaplaincy offers opportunities to explore faith, spirituality, prayer, and social justice issues. The Chaplaincy team is ecumenical and provides a supportive environment where students and staff can talk about religion, values and life in general.



International students

Please contact the International Office for additional support about student visa issues and Overseas Health Insurance.

GUMURRII Student Support Unit

GUMURRII Student Support Unit has an excellent reputation for providing support to Indigenous Australians in terms of student academic support and services. GUMURRII also provides opportunities for social interaction for students, staff and community.

Some of the services provided by GUMURRII SSU include tuition through the Learning Assistance Officers, the Indigenous Tutorial Assistance Scheme (ITAS), and the Pre-Orientation Program which provides students with the necessary foundations for assignment writing, research and seminar presentations.

The GUMURRII SSU is staffed by Indigenous Australians to provide cultural, academic and personal support for Indigenous Australian students undertaking undergraduate and post-graduate studies.

How can my Student Centre support my studies?

Visit a Student Centre for advice and information about:

- enrolment
- course timetables
- course fees
- your program and courses
- transferring into another program
- student cards
- scholarships

- leave of absence
- graduations
- credit for prior study*
- exams and assessment
- and much more

A Student Centre is located on all campuses or you can contact us by phone, using the numbers listed on the back cover.

Credit for Prior Study

At Griffith, we don't expect you to repeat learning that you've successfully completed at a similar level and standard elsewhere, where that work is substantially the same in content and standard as that required for your current program of study. If you believe you may be eligible for Credit for Prior Study please visit the credit transfer website,

www.griffith.edu.au/credit for more

information or contact your Student Centre.

What else is possible?

Scholarships

The Griffith University Scholarship Scheme is recognised as one of the most extensive and rewarding university scholarship programs in Australia. Griffith paves the way by offering scholarships to encourage and reward students who have demonstrated their commitment to excellence.

In 2008, more than 1600 scholarships and awards were offered to future and current students in Griffith undergraduate programs. Honours, Postgraduate and Research Scholarships are also offered.

"I had a very busy life, trying to balance work, study and family, sometimes just getting to class was an effort to manage. If I didn't deliberately make some time – even though it wasn't a lot – for meeting people and trying new things at uni, it wouldn't have happened."



Chancellor's Scholarships and Commonwealth Learning Scholarships are available to assist students with costs of education and accommodation while at university.

Perhaps you qualify for a scholarship? Find out, at www.griffith.edu.au/scholarships

Internships and Work-Integrated Learning

Some study programs offer the opportunity for internships, or for work-integrated learning where you'll combine work and learning as part of your university experience. This type of study depends on your program structure. For more information, contact your Program Convenor or Program Director.

Exchange study

Griffith students have the opportunity to complete one or two semesters of study overseas at one of more than 200 partner universities around the world. Students who participate in the exchange program gain credit towards their Griffith degree for their overseas study, combine study and travel, gain international experience and develop international networks, all of which add to their personal development and employability. There are a range of scholarships, grants and loans available to support your overseas exchange, including the Australian Government OS-HELP loans and Centrelink assistance for Australian students. Students also have access to diverse short-term overseas programs, including summer schools and internships. You'll find more information about the exchange program on the Griffith international website, www.griffith.edu.au/international

Get to know your First Year Advisor

A list of Advisors by program is provided at www.griffith.edu.au/ua/aa/crp

Who are they?

Each undergraduate program or cluster of related programs has a First Year Advisor. First Year Advisors are academic members of staff who understand, and are interested in, First Year Students, their issues and experiences.

What can they do for you?

First Year Advisors are here to help you:

- Settle into your first year of tertiary study;
- Answer general questions you might have about your program and assignments;
- Suggest additional academic support staff and services if you have more specific questions or concerns;
- Negotiate the systems at Griffith;
- Become part of a community and develop a sense of belonging; and
- Become self-managed learners and take responsibility for your studies and career.

"Uni is completely different to anything I know I have ever done. I didn't expect such a social life. The sporting and cultural clubs... I thought it would be all academic."



We want you to have fun while you learn **get involved**

As you settle in, you'll soon discover that there's a lot more to university than lectures, assignments and exams – Griffith is also about having the time of your life! By joining in the activities and events on campus you'll meet different people, make new friends, and best of all you'll have fun.

To add an extra dimension to your study, think about joining a student club or joining in Common Time – where you'll have the chance to interact with other students, new and experienced, who are studying the same program as you.

What about my social life?

There's plenty to do and see at Griffith.

Fitness485 gyms are located at the Nathan and Mt Gravatt campuses. Both are equipped with cardio equipment, free weights and pin-loaded weights machines. Personal trainers are also available to help you design a program which can help you make the most of your workouts. As well as the gyms, there's group fitness classes you can join, ranging from Boxing to Yoga, Aerobics Combo to Spin. There's also "Boot Camps" for those looking for that extra challenge! There's lots of different membership options for both the gym, and gym and group fitness classes, so there's no excuse for not signing up!

For those interested in sport and physical activities, you can join one of our sporting clubs – AFL, Running, Badminton and a whole lot more. There are a range of dance classes and a number of different social sport

competitions you can play in, with Soccer, Touch Football, Squash and Tennis all on offer. The competitions are run during the semester with games finished and medals presented by study week, so you can focus on your exams!! Best of all, your friends and family can join in as well.

There are other clubs apart from sporting. There's the Bushwalking Society (who do much more than just bushwalking), the Anime Club (Japanese animation), Organised Debating Society (for all those talkers) and many more cultural clubs. Anyone can start a club, although there are a few guidelines and conditions. Clubs are a great way to meet new people, and get involved. Joining a club's committee is a fabulous way to develop professional skills – and it looks great on your resume!

Want more? Nathan and Logan run Market Days regularly where you can pick up bargains on clothes, books, cds and jewellery. There's also movie screenings, student film exhibitions, barbecues and bands, which happen at all the Brisbane and Logan campuses. To find out exactly what's happening and when, go to www.griffith.edu.au/campuslife/whatson

At the Gold Coast campus, all sport, recreation, clubs, cultural activities and events are in the hands of the Student Guild. To find out more about everything the Guild can do for you visit www.gugstudentguild.com.au

Remember to get your **FREE Griffith student diary**. It includes all kinds of important and useful information as well as all the activities and events that are happening on your campus – and it's made especially for students at Griffith University.



key resources

Enrolment instructions: What are the steps in getting enrolled?

The Enrolment Support website www.griffith.edu.au/enrolment will show you step-by-step how to use the online resources to find your program and enrol using your Griffith Portal online Student Centre.

You can log on to the Griffith Portal using the username and password from your Welcome letter. If there is no password on your letter, use the one you have been issued in the past. If you have forgotten your password, phone or visit your Student Centre or IT Helpdesk. If you experience difficulties of a technical nature you should call the IT Helpdesk on 3735 5555.

The first time you log on to the Griffith Portal you will be asked to change your password. Use a password that is unique and easy for you to remember. You must also record a secret question and answer which will enable you to reset your password in the future.

Griffith Portal Online Student Centre

You can access the online Student Centre directly by clicking Student Centre under Key Services in the Griffith Portal. The Student Centre summary page provides you with a snapshot of your

How do I log on to the Griffith Portal?

From the Griffith University homepage at www.griffith.edu.au select Griffith Portal from the menu. Use your username and password from your Welcome letter.



enrolment, financial and personal information. You may also access more detailed pages via links and drop-down menus. The right hand panel on this page contains lists of reminders for any pending tasks, key dates and links to other useful student resources such as Learning@Griffith and the Program Catalogue/Course List.

Your program of study

As a student of Griffith University you are undertaking a program of study. The name of your program and its 4-digit code are printed in your Welcome letter.

Each program has its own program structure, which is a list of the courses you must pass in order to complete the program, and a set of degree requirements, which are the rules which tell you what you must do to complete your program. To find your program structure, visit the Current Students website, select Programs and Courses, and search to find your program. See example below for how this can look like.

Griffith UNIVERSITY Campuses | Phonebook Search websites

Home > Programs and courses > Bachelor of Psychological Science - Mt Gravatt

Bachelor of Psychological Science - Mt Gravatt

Program overview
Summary of the Bachelor of Psychological Science program - Program code: 1312

Program code	Program title	Award abbreviation	Location
1312	Bachelor of Psychological Science	BPsychSc	Mt Gravatt

Host element	Duration	Credit points	Semester intakes
School of Psychology	3 years full-time	240CP	S1

Program fees

- [Commonwealth Supported students](#)
Student Contribution is calculated from the courses you select in your program. A full-time student can expect to pay for the first year of study in 2008, \$5,799.00 (indicative only).
- [Fee-paying Undergraduate students \(Non-international\)](#)
- [International students](#)

[Why choose this program?](#)

[Attendance](#)

[Professional recognition](#)

[Career opportunities](#)

Why choose this program?

The Bachelor of Psychological Science/Graduate Diploma of Education - Secondary is scheduled to commence from Semester 1/2009 (subject to approval).

You will gain a thorough grounding in the core topics of psychology, including personality, clinical, developmental and social psychology, and will develop your skills in critical analysis and evaluation, data handling and communication.

You will learn how to evaluate and understand tests measuring intellectual, behavioural and emotional states, counsel people (under supervision) about personal, health, vocational and social difficulties, and apply psychological theories to topics like motivation, stress, attitudes, health, criminal activity, teaching skills, occupational behaviour, working conditions and organisational structures.

Attendance

The Bachelor of Psychological Science is offered full-time on campus at the Mt Gravatt and Gold Coast campuses. You may choose to study courses at other campuses if or where the program structure allows.

As a full-time student you will generally attend 10-15 hours of scheduled classes per week throughout the semester. Classes may be scheduled during the day and evening throughout the week.

Students may take a reduced study load. You will be classed as a part-time student if you enrol in less than 30CP credit points per semester. This may affect entitlement to [Centralink](#) benefits.

International students must maintain a full-time study load.

Professional recognition

As a graduate, you may undertake a further year of study for Honours, making you eligible for associate membership of the Australian Psychological Society and general registration (with probationary conditions) as a psychologist in Queensland.

Select "program structure" to find your courses and "degree requirements" to find your degree requirements

The program structure shows which courses are compulsory for your program and which are optional. Compulsory courses are called core courses; optional courses are called electives. If you are required to enrol in electives in your first semester you can visit the Elective Choices website for more information, www.griffith.edu.au/electivechoices. Please make sure you are familiar with your program structure so that you're aware of the options available to you.

Your courses and classes

When you look at your program structure online, you will notice each course has a code, also called a Course Catalogue number (for example, 1001PSY).

Selecting this code will take you to information about the course, including the course timetable.

Griffith UNIVERSITY

Home > Programs and courses > Bachelor of Psychological Science - Mt Gravatt

Bachelor of Psychological Science - Mt Gravatt

Program structure

Program structure for the following programs.

Program code	Program title	Campus	Semester intake
1712	Bachelor of Psychological Science	Mt Gravatt	S1
2033	Bachelor of Psychological Science with Honours (Title change from 2007)	Mt Gravatt	S1

These programs were formerly known as the Bachelor of Behavioural Science and the Bachelor of Psychology with Honours.

- Psychological Science
- Psychological Science with Honours

Bachelor of Psychological Science

Course list

Year	Sem	Catalog Nbr	Course	CP
1	I	1001PSY	Introductory Cognitive and Biological Psychology	10
1	I	1001PSY	Interpersonal Skills	10
1	I,II		Free choice electives	30
1	II	1001PSY	Introductory Individual and Social Psychology	10
1	II	1001PSY	Research Methods and Statistics 1	10
1	II	1001PSY	Introduction to Psychological Science and Society	10
2	I	2001PSY	Research Methods and Statistics 2	10

Select code to access course information and timetable

Griffith UNIVERSITY

Home > Programs and courses > Course search > 1001PSY: Intro Cognitive&BioPsychology

1001PSY: Intro Cognitive&BioPsychology

Summary of 1001PSY: Intro Cognitive&BioPsychology course

Academic Career:	UGRD - Undergraduate
Academic Subject Area:	Biological Sciences
Host Element:	PSY - School of Psychology
Student Contribution Band:	Band 2
Workload Units:	10 Credit Points
Progress Units:	10 Credit Points
Description:	This course provides a foundation for understanding the cognitive and biological bases of human behaviour, including the role of the brain and neural processes in behaviour, perception (how the senses allow you to see, hear, taste, touch and smell the world around you), conditioning and learning (how humans and other animals learn about their environment), cognition and memory (how people think, solve problems and remember). Drawing on various research traditions in experimental psychology, this course demonstrates how cognitive and biological psychology contributes to our knowledge of human well-being and performance. Students apply this knowledge each week through a series of practical in-class exercises. INCOMPATIBLE: PB11002 OR 1005APP Introductory Cognitive and Biological Psychology AND: SS11BPY OR SB11BPY OR 1007PSY Psychology
Course Attributes:	<ul style="list-style-type: none"> Course is Timetabled Course Course offered Gold Coast Semester 1 Course offered Mt Gravatt Semester 1
Enrol Requirements:	nil

Course offerings

Offering list

Semester	Campus	Location	Learning Mode	Comm Date	Class Number	Convener	Outline
Semester 1 - 2008 [3081]	Gold Coast	On Campus	In Person	06 Apr 2008	View timetable	Dr Debra Bath	Outline not available
Semester 1 - 2008 [3081]	Mt Gravatt	On Campus	In Person	06 Apr 2008	View timetable	Dr Timothy Culmore	Outline not available

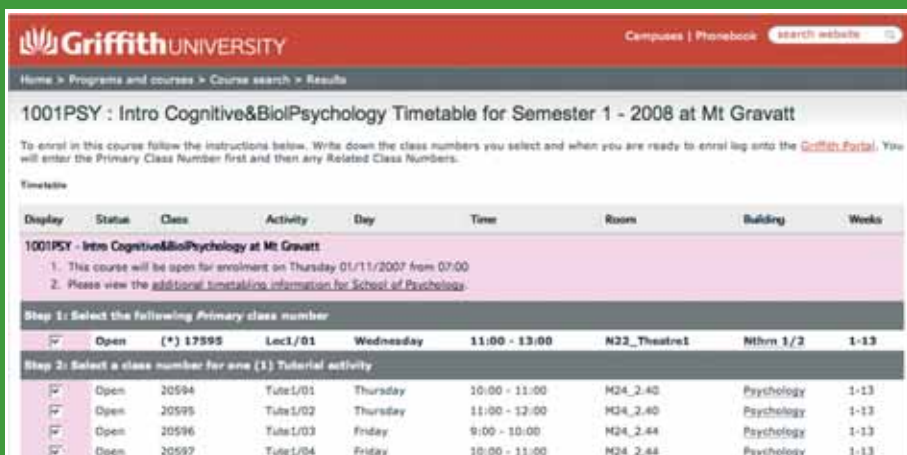
Courses

Other institutions may call these subjects, or units of study.

Select "View timetable" to find class numbers and timetable

Many courses consist of a lecture and a number of related components, such as tutorials, laboratories or workshops. Each component is called a class.

In the example above, the course consists of 1 lecture and 4 tutorials. The lecture is named "Lec1/01" In this example each tutorial is named Tute1/01 to 04 – this tells you the same tutorial is being repeated 4 times a week. For this course, you need to enrol into and attend only one of the tutorials. If you wanted to attend the Thursday 11am tutorial you would select this tutorial when you enrol. It's important to note that some courses, including most postgraduate courses, do not have multiple classes.



Display	Status	Class	Activity	Day	Time	Room	Building	Weeks
1001PSY : Intro Cognitive&BiolPsychology at Mt Gravatt								
To enrol in this course follow the instructions below. Write down the class numbers you select and when you are ready to enrol log into the Griffith Portal . You will enter the Primary Class Number first and then any Related Class Numbers.								
Timetable								
1001PSY - Intro Cognitive&BiolPsychology at Mt Gravatt								
1. This course will be open for enrolment on Thursday 01/11/2007 from 07:00								
2. Please view the additional timetable information for School of Psychology								
Step 1: Select the following Primary class number								
<input checked="" type="checkbox"/>	Open	(*) 17595	Lec1/01	Wednesday	11:00 - 13:00	N23_Theatre1	Nthrn 1/2	1-13
Step 2: Select a class number for one (1) Tutorial activity								
<input checked="" type="checkbox"/>	Open	20594	Tute1/01	Thursday	10:00 - 11:00	M24_2_40	Psychology	1-13
<input checked="" type="checkbox"/>	Open	20595	Tute1/02	Thursday	11:00 - 12:00	M24_2_40	Psychology	1-13
<input checked="" type="checkbox"/>	Open	20596	Tute1/03	Friday	9:00 - 10:00	M24_2_44	Psychology	1-13
<input checked="" type="checkbox"/>	Open	20597	Tute1/04	Friday	10:00 - 11:00	M24_2_44	Psychology	1-13

Classes

Courses are comprised of a number of components, such as a Lecture and a number of Tutorials and Workshops. Each of these components is called a class.

You can check and compare the timetables for your courses to avoid timetable clashes. To do this, visit www.griffith.edu.au/timetables. You can also view the class timetables in the online Student Centre. Just select the Search link and follow the prompts to search for the classes you are interested in.

The Timetable webpage includes Frequently Asked Questions that provide you with a detailed explanation on how to read the Timetable. As each course is different we suggest you visit that section of the Timetable homepage before attempting to enrol.

My Planner

You can use the My Planner feature in the online Student Centres as an easy tool to plan your degree for the current and future semesters. Make sure you revisit My Planner and your degree requirements as you progress through your degree to ensure they are up to date.

My Planner also makes it easier for you to enrol. If you have updated My Planner, you can add the courses from My Planner straight into your Enrolment Cart.

Enrolment Cart

Before you enrol you must add your classes to the Enrolment Cart. If you have added courses to My Planner, you can select the classes straight from My Planner. If not, you can use the Search features on the Enrolment Cart to find the classes you are looking for. To complete your enrolment, you select the courses in you Enrolment Cart and click the "Enrol in Classes" button. You will then be asked to confirm your enrolment and will receive a message stating whether your enrolment was successful.

Your personal course timetable

There are several places you can view your personal timetable. All students can use the Griffith Timetable website to view and print the combined timetable for all their courses. To do this, visit www.griffith.edu.au/timetables

Enter your student number to find your personal timetable, which now contains your current enrolment. Note that if you change enrolment, it may take some time for your personal timetable to be updated.

In addition to this most students can also view their timetable through the Griffith Portal online Student Centre. Access the My Class Schedule, calendar view.

Changing your enrolment

Important: There are a number of deadlines that may affect your academic record and your course fees if you change your enrolment. An important deadline to be aware of is the course Census Date. If you drop a course after this date you will remain liable for fees for that course. More information about these dates and deadlines can be found in the Important Dates on the 2009 Academic Calendar section of this guide.

You can use the Griffith Portal online Student Centre to change your enrolment. In the online Student Centre you can

- Swap one course for another course until the end of week 2;
- Edit a class until the end of week 2; or.
- Drop a course. Please see Important Dates for 2009 for further information regarding the drop deadlines.

Course fees: What do I need to know?

It is important that you organise your finances for the semester ahead – before it starts. Your main costs at university will be your course fees, your living costs, and other study expenses such as text books.

What are course fees?

These are the fees Griffith University charges for enrolling in a course. Please remember that you must pay your fees by the final due date, referred to as the course Census Date (see Important Dates on page 2). Some domestic students may be eligible for Australian Government assistance to pay course fees. To find out if you qualify, refer to the sections below on Commonwealth supported students, HECS-HELP and FEEHELP.

More information on course fees can be found on the Fees and Charges website:
www.griffith.edu.au/feesandcharges

In the online Student Centre you can view the current balance of your account by selecting the Academic Charges Account. This will show you the current balance and the available payment options. You can also make a payment online using a credit card. You do this by selecting Make a Payment in the online Student Centre.

In the online Student Centre you can also view your Financial Summary for the semester as a printable PDF document.

Griffith University does not send statements of account through the mail. It is essential that you re-check your account on the Griffith Portal if you change your enrolment.

How much are my course fees?

The information below explains how course fees are charged at Griffith University. If you are unsure of which fee category applies to you, please check your Welcome letter, or phone or visit your Student Centre.

More information on course fees can be found on the Fees and Charges website:
www.griffith.edu.au/feesandcharges

Commonwealth supported students

The course fees for Commonwealth supported students are called Student Contribution Charges.

If you are a Commonwealth supported student it is a requirement of the Australian Government that you fully read their information booklet on Commonwealth Support prior to enrolling in your courses. You will find a link to this booklet in the Griffith Portal. You can also obtain a copy from your Student Centre.

The Australian Government also requires Commonwealth supported students to complete a Commonwealth Assistance Form. You will be shown how to do this on the Griffith Portal when you first enrol. Alternatively you can go to the Fee Status page in the online Student Centre and complete the form there.

For further information Commonwealth supported students can also visit the Australian Government Department of Education, Employment and Workplace Relation (DEEWR) website: www.goingtouni.gov.au

HECS-HELP eligibility

Some Commonwealth supported students have access to the Australian Government HECS-HELP scheme. To be eligible for HECS-HELP, a Commonwealth supported student must:

- Be an Australian Citizen or a Permanent Humanitarian Visa holder;
- Submit their Tax File Number (TFN) on the Griffith Portal before the course Census Date; and
- Complete and submit a Commonwealth Assistance Form either electronically in the Griffith Portal or a paper form.

If you do not have a tax file number, you should immediately apply for one from the Australian Taxation Office (ATO). The ATO will provide you with a Certificate of Application for a TFN. Please bring this into your Student Centre and submit your TFN as soon as it becomes available. For more information on tax file numbers visit the ATO website: www.ato.gov.au

HECS-HELP options

Commonwealth supported students who are eligible for HECS-HELP have three options for paying their Student Contribution Charges:

- Submit your TFN before the course Census Date and pay nothing upfront. The full amount of your Student Contribution Charges will be paid using a HECS-HELP loan. You can select to defer all your Student Contribution Charges in the online Student Centre;
- Pay 80% of your Student Contribution Charges upfront before the course Census Date and receive a 20% HECS-HELP Upfront Discount; or

- Submit your TFN and pay a minimum of \$500 before the course Census Date. You will then receive a 20% discount on the amount you paid upfront. The remaining balance of your Student Contribution Charges will be paid using a HECS-HELP loan.

Students who receive a HECS-HELP loan to pay their Student Contribution Charges will be required to pay back the loan through the income tax system when their income reaches the minimum threshold for compulsory repayments, which in the 2008/2009 income year is \$41,594.

Please visit the Fees and Charges website for information about other limits and conditions which apply to HECSHELP and Commonwealth support.

Important note: Commonwealth supported students who are New Zealand Citizens or Australian Permanent Residents are not eligible for HECS-HELP and must pay the full amount of their Student Contribution Charges without discount before the course Census Date.

Domestic fee-paying students

Domestic fee-paying students include fee-paying postgraduate, Continuing Education Certificate, and miscellaneous domestic students. The course fees for these students are called tuition fees.

Tuition fee rates are based on a student's program of study and can be found on the Program information website (see page 17 for an example). Find your program and select the Fee-Paying Students (Non-international) link in the Program Fees section.

Payment of tuition fees is required by the course Census Date each semester.

FEE-HELP eligibility

The Australian Government offers the FEE-HELP loan scheme to most domestic fee-paying students, which can be used to pay all or some of your tuition fees.

If you are eligible for FEE-HELP it is a requirement of the Australian Government that you fully read their information booklet on FEE-HELP prior to enrolling in your courses. You can find a link to this booklet in the Griffith Portal. You can also obtain a copy from your Student Centre.

The Australian Government also requires eligible students who select FEE-HELP to complete a Commonwealth Assistance Form. You will be shown how to do this on the Griffith Portal when you first enrol. You can apply for FEE-HELP when you enrol or on the Fee Status page in the Finances section of your online Student Centre.

For more information regarding FEE-HELP, students may also visit the website of the

Department of Education, Employment and Workplace Relations (DEEWR):
www.goingtouni.gov.au

To be eligible for FEE-HELP a domestic fee-paying student must

- Be an Australian Citizen or a Permanent Humanitarian Visa holder;
- Submit their Tax File Number (TFN) on the Griffith Portal before the course Census Date;
- Select and Save the FEE-HELP option on the Fee Status page of the Griffith Portal and complete and submit a Request for FEE-HELP Assistance Form (paper form or electronically in the Griffith Portal);
- Be active in postgraduate or undergraduate unit of study eligible for FEE-HELP (undergraduate students will be charged an additional 20% loan fee by the Australian government); and
- Not be Commonwealth supported in relation to this unit

If you do not have a tax file number, you should immediately apply for one from the Australian Taxation Office (ATO). The ATO will provide you with a Certificate of Application for a TFN. Please bring this into your Student Centre and submit your TFN as soon as it becomes available. For more information on tax file numbers visit the ATO website:
www.ato.gov.au

FEE-HELP payment options

Eligible domestic fee-paying students who select FEE-HELP and who have submitted their TFN on the Griffith Portal can choose to either pay their tuition fees upfront each semester or use a FEE-HELP loan to pay some or all of their tuition fees. If you wish to make a payment please pay by the Census Date. Any amount outstanding after the Census Date will be deferred to a FEE-HELP Loan if you have submitted your TFN.

Students who receive a FEE-HELP loan to pay their tuition fees will be required to pay back the loan through the income tax system when their income reaches the minimum threshold for compulsory repayments, which in the 2008/2009 income year is \$41,594.

Please visit the Fees and Charges website for information about other limits and conditions which apply to FEE-HELP.

Important note: New Zealand Citizens, Australian Permanent Residents, miscellaneous students and Continuing Education Certificate students are not eligible for FEE-HELP and must pay any tuition fees upfront and in full each semester before the course Census Date.

Tuition Fees and Charges website:
www.griffith.edu.au/tuition-fees-charges

International fee-paying students

All international students are classed as International Fee-Paying and pay tuition fees each semester. International tuition fees are based on a student's program of study and can be found on the Program information website (see page 17 for an example). Find your program and select the International Students link in the Program Fees section.

As you are aware, part of your student visa condition is that you must maintain your Overseas Student Health Cover for the duration of your student visa.

Once you enrol each semester you will automatically be charged Overseas Student Health Cover as part of your fees and charges. The 2009 charge is \$190 for a single person and \$380.00 for family cover.

Our preferred international health insurance provider is World Care Assist with staff currently located on all Griffith University campuses. They also provide a service which enables you to make cash claims through the post office. If you have any questions about your health care insurance please ask the staff in the International Office or on-campus World Care Assist staff.

International students do not have access to the HELP schemes and must pay their tuition fees upfront and in full each semester by the course Census Date.

Is there a final date to pay my course fees?

Yes. The final date for payment of your course fees is called the course Census Date. This day is normally the last day of the fourth week of the semester. However, it is important to note that some courses have a different Census Date because they are shorter or longer than a standard 13 week course. Examples include medicine courses, intensive mode courses offered during semester one and two, and all summer semester courses.

You can check and confirm the Census Date for a course on the course information website (see page 18 for an example). Go to the Current Students website, select Programs and Courses, find the course and look for the Census Date in the course offering table. You can also find the census dates for the courses you are enrolled in the online Student Centre in the Griffith Portal.

Will I be penalised if I do not pay by the Census Date?

To avoid penalty you must pay your course fees or submit your tax file number if eligible for a HELP loan, by the course Census Date. Penalties may include:

- Cancellation of enrolment
- Late Payment Fee
- Block on enrolment and release of results.

Payment methods

Griffith University offers students a full range of payment options:



Internet: Click on the Make a Payment link on your Griffith Portal online Student Centre to pay your account online by credit card.



B-Pay: Contact your participating Financial Institution to make a payment from the account of your choice. Quote the biller code and reference found on your Academic Charges Account in the online Student Centre



Pay by phone – Credit Card: Call 1300 309 047, 24 hours a day. Please have your Academic Charges Account and Credit Card ready. Griffith University accepts MasterCard, Visa and American Express.

Telegraphic Transfer: You can find the BSB and account number on the the Academic Charges Account in the online Student Centre. ANZ Bank, Sunnybank QLD, Australia 4109. Please include your Griffith ID and quote "Academic Payment".



By mail: A Cheque or Credit Card payment by mail can be made by completing this slip on your Academic Charges account and returning it to: The Cashier, Office of Finance and Business Services, Griffith University, Nathan, Queensland, 4111, Australia. Please make the Cheque payable to Griffith University.



On Campus Cashier: Refer to www.griffith.edu.au/fbs and select Cashier under the Services tab for information regarding cashier office opening hours, locations and contact details. Payment can be made at a Campus Cashier via Eftpos (debit card), Credit Card, Cheque, and Cash.

"I figured out early that uni was very different to school – help is available – but you are expected to look for what you want. It might sound strange but staff actually like you to have a 'go for it' attitude."





additional information

What else might be useful to know?

The Academic Calendar

Your life as a student revolves around the Academic Calendar. It tells you when semesters start and finish, when the mid-semester breaks, study weeks and exams periods are on. It also tells you about important dates such as the last day to enrol in your courses and the last day to drop a course without academic or financial penalty. This information is very important and you will find a summary on page 2 of this guide. You can also use the link to the Academic Calendar from the Current Students website.

enrolled in at least 75% of your program's normal fulltime study load; usually 30 credit points.

Some programs such as double degrees have what we call a non-standard study load. This means that as an average, you need to study more than 30 credit points per semester. If you are unsure of what your program's standard full-time study load is please contact your Student Centre. This is especially important for domestic students as it may affect Centrelink payments.

Updating your personal details

It is important that the University has a record of your current contact details such as mailing address, home telephone number, mobile number and emergency contact. The Griffith Portal allows you to update your personal details at any time and we strongly encourage you to keep them up to date. It is even more important for international students as it is a requirement of your Student Visa to advise the University of your current address in Australia.

The Student Charter

The Student Charter promotes the active and reciprocal engagement of all members of the University community in achieving Griffith's mission. To this end, the Student Charter seeks to make transparent the obligations and responsibilities of all Griffith University staff and students within the University context, providing an overview and direct access to relevant policies and support systems of the University.

The Student Charter provides the framework for what you can expect from your teaching and support staff and in turn what the university expects from you. It is an important document and we hope you are able to find the time to read it during the excitement of starting your studies at Griffith. You can access the Student Charter from the Starting at Griffith website.

Study load

Courses at Griffith are assigned a number of credit points (CP). When you successfully complete a course you earn these credit points towards completing your program. As a guide 1CP requires on average one hour of participation or self-directed learning per week.

Your program structure will tell you how many credit points you should enrol in each semester and for most students this will be 40 credit points for fulltime study. To be classed as a fulltime student you must be

University policies & terminology

As a student of Griffith University, it is your responsibility to ensure you read and



understand the official Griffith University Student Policies, including the Student Administration Policy, the Student Email Policy the Fees and Charges Policy and the Student Grievances and Appeals Policy. Your Student Centre can help you find policy information as well as guide you on making the right decisions.

More detailed information on the University's official policies and terminology can be found in the online Policy Library at

www.griffith.edu.au/policylibrary

Academic integrity

The University has a new policy for dealing with incidents of academic misconduct. This policy is called the Institutional Framework for Promoting Academic Integrity among students. While academic misconduct will be handled educationally or developmentally where possible, it is important to note that, under this policy, findings of academic misconduct are recorded centrally on an Academic Integrity Management system and maybe referred to when determining a response to a subsequent breach of academic integrity. More information and resources are available at

www.griffith.edu.au/academic-integrity

Parking, Security & Transport

One of the University's service support areas is Campus Life. Among other things they're responsible for parking, security and transport information. You will find everything you need to know about their services at

www.griffith.edu.au/ofm

Parking

A parking permit or payment at a parking meter is required on all University campuses when parking your vehicle. Parking permit conditions on

campus operate all year round from 8am to 7pm Monday to Friday (except Public Holidays). During these periods permits are to be paid for and displayed clearly on your vehicle or payment made at a parking meter for a maximum of 2 hours. There is no parking available at GH1 or South Bank.

We recommend you purchase a permit early to avoid disappointment. You can apply for a permit through the Griffith Portal. Credit card payments are accepted online.

Security

Griffith places a very high priority on the security and safety of all students and staff. Information on safety when travelling to and from campus and while on campus can be found at the Security Office on your campus or at www.griffith.edu.au/ofm/security.

In the event that you require assistance from Security please telephone 7777 from an on campus telephone. Further to this a Security telephone is located outside the Security Office on each campus if the office is unattended.

Transport

Public transport information for each campus is available on the TransInfo website at

www.transinfo.com.au

Campus maps and locations

Campus maps are located at

www.griffith.edu.au/about

griffith/campuses/campus-maps.html

Health and Safety

The OFM website provides easy access to a wide variety of health, safety and environmental information that is relevant to the University community as a whole.

new students checklist

First Week

Help yourself find your feet at Griffith. Try to check off all the following by the end of Week 1, or make time to do them in Week 2!

- ☐ I have enrolled successfully in all my classes for the Semester.
- ☐ I have completed all the requirements for my fees and charges.
- ☐ I have the Course Outlines for all my Courses.
- ☐ I know the exact location of all my classes (lectures, tutorials, laboratories, etc).
- ☐ I know who my First Year Advisor is, and how to contact them.
- ☐ I have a copy of the Academic Calendar showing critical dates.
- ☐ I have my Student ID card.
- ☐ I have my Griffith internet username, password and email address.
- ☐ I have checked my student email account for messages.
- ☐ I attended my School orientation activities and/or have obtained the information provided about my Program.
- ☐ I have my free Griffith Student Diary.
- ☐ I know where the Student Centre is located on my campus.
- ☐ I have met some other students in my Program.
- ☐ I have printed a copy of my program structure and degree requirements.
- ☐ I know where to locate my personal class timetable on the web.

First Month

Now you have found your feet, you will want to make the most of your first semester. Make sure you can tick off the following by end of Week 4.

- ☐ I know where to go if I need help.
- ☐ I have done a library tour and/or know how to use the library for lending, research etc.
- ☐ I have the relevant textbooks and course materials I need (new books, second hand books, library borrowings, course readings, equipment etc)
- ☐ I know where Learning Centres are located and how to use them.
- ☐ I know where Learning Services are located on my campus.
- ☐ I know where Student Services is located on my campus.
- ☐ I know what activities and events are available on my campus (www.griffith.edu.au/campuslife/whatson)
- ☐ I have met some other students in my program and in other Programs
- ☐ I have worked out a personal timetable incorporating time for my study, employment, community and family commitments, and my recreation and social time.
- ☐ I attended the 'It's Who You Know' BBQ on my campus.

First Semester

By now you will be feeling more at home at Griffith. If you can check off the following by the end of your first semester you will be helping yourself succeed in your first year.

- ☐ I have sought feedback on assessment items to identify where I can improve.
- ☐ I have met all of my lecturers and my First Year Advisor.
- ☐ I have worked in study groups with other students.
- ☐ I have registered on CareerBoard (www.griffith.edu.au/careers) to start my career planning and management.
- ☐ I am involved in some extra-curricular activities at Griffith (clubs, societies, volunteer work) or outside.



contact and support information

Student Centres

General student enquiries
Student Cards
Program and course information
Enrolment
Timetables
Student fees and charges
Exams and assessment
Graduations
Scholarships
Credit for prior study
Internal transfers
Leave of absence

Brisbane & Logan campuses: (07) 3735 7700
Gold Coast: (07) 5552 8811

Library and Learning Services

Library Services
Computing & IT Help
Learning skills support

Brisbane & Logan campuses: (07) 3735 5555
Gold Coast: (07) 5552 5555

Student Services

Student Equity Services
Health Service
Welfare Office and Student Liaison
Counselling Service
Chaplaincy
Careers and Employment Service

Gold Coast: (07) 5552 8734
Logan: (07) 3382 1159
Mt Gravatt: (07) 3735 5669
Nathan: (07) 3735 7470
QCA: (07) 3735 7470
QCGU: (07) 3735 7470

Campus Life

Accommodation
Sport & Gyms
Food
Child Care
Memorabilia
Clubs
Activities & Market Days
Academic Dress

www.griffith.edu.au/campuslife

International Office

Student Visas
Exchange Studies
Overseas Health Insurance

Brisbane campuses: (07) 3735 7200
Gold Coast & Logan: (07) 5552 8819

GUMURRII SSU

Indigenous student support
Community engagement
Tutorial assistance

Nathan: (07) 3735 7676
Logan: (07) 3382 1101
Gold Coast: (07) 5552 8820
Mt Gravatt: (07) 3735 7676
South Bank – QCA & QCGU: (07) 3735 3197

Websites

Starting at Griffith
www.griffith.edu.au/start

Griffith University Home Page
www.griffith.edu.au

First year students
www.griffith.edu.au/firstyear

Orientation
www.griffith.edu.au/start

Current students
www.griffith.edu.au/students

Library and Learning Services
www.griffith.edu.au/ins

Student Services
www.griffith.edu.au/studentservices

Campus Life
www.griffith.edu.au/campuslife

Activities and events
www.griffith.edu.au/campuslife/whatson

Program and course information
www.griffith.edu.au/programsandcourses

Cashiers
www.griffith.edu.au/fbs

Campus maps and locations
www.griffith.edu.au/about-griffith/campuses/campus-maps.html

Academic integrity
www.griffith.edu.au/academic-integrity