DEAKIN COLLEGE
in association with
DEAKIN UNIVERSITY

ORIENTATION AND ENROLMENT PROGRAM

FOUNDATION PROGRAM
DIPLOMAS OF COMMERCE, CONSTRUCTION MANAGEMENT, ENGINEERING, HEALTH SCIENCES AND SCIENCE

TRIMESTER 3, 2019

Held at the Geelong Waurn Ponds Campus

Dear student,

I am delighted to welcome you to Deakin College; a direct pathway to Deakin University. At Deakin College you will join almost 3,000 Australian and International students enrolled in our courses.

We continue our commitment to offering quality teaching and learning which draws on innovative teaching and learning practices, a positive student experience and engagement with digital learning technologies. Everyone at Deakin College; Teachers, Academic and Support Officers, Learning Advisors and administrative staff, work together and are committed to ensuring that our environment is the best in which learning can occur. We will provide you every opportunity to succeed in your studies.

At Deakin College, we expect you to try your best. You will achieve exceptional goals if you believe in yourself, remain focused, work hard and seek help when required.

I wish you the best for taking the right step towards achieving your educational goals with Deakin College.

Hamid Khattak
College Director and Principal

Monday 21 October 2019

Venue: KA3.403, Building KA, Level 3, Geelong Waurn Ponds Campus

Student-Welcome, Enrolment & Timetable

9.00am	**STUDENT ARRIVAL** ❖ Pick up a chocolate bar and meet a Student Mentor (students in Blue shirts) ❖ Collect your Orientation Program and Course Wristband ❖ Would you like to volunteer? Ask a Student Mentor
9.30am	"Welcome to Deakin College" Introduction to staff and Student Mentors.
9.40am	**INFORMATION SESSIONS** **Deakin College IT** Presentation on how to access your Deakin College Student Portal and Deakin University email account.
10.15am	**Overseas Student Health Cover (BUPA)** International students – includes information on how to obtain your membership card and how to make a claim.
10.30am to 11.30am	**Learn about your course and enrol in your subjects** **Please refer to your How to Enrol and Course Plan Booklet.** Student Mentors transfer student groups for course briefings and enrolment sessions in: - Foundation Program KA4.403 - Diploma of Commerce KA4.405 - Diploma of Construc. Mgmt KA4.406 - Diploma of Engineering KA4.404 (Computer Lab.) - Diploma of Health Sciences KA4.410 - Diploma of Science KC1.001 (Computer Lab.)

Free lunch 11.30am – 1.30pm

Student Mentors will escort students to Deakin Student Hub and cafes.
Speak to a Student Mentor about 'Your Campus Tour'.

Location Finder: **Deakin Scout** is available for download in the Google Play Store and the Apple App Store.
http://www.deakin.edu.au/life-at-deakin/why-study-at-deakin/deakin-scout

2 steps to do at home

Step 1 – English Diagnostic Activity

To personalise study support services at Deakin College, we use an English Diagnostic Activity. It is not a test. It is an activity to help you see what you might find difficult in your studies at College and how we can help you be successful.

What is it?

- A 30-minute online exercise to show you (and us) what you might need help with.
- This is not assessing your English language ability, but it is an exercise using various academic skills designed for both native English speakers and English as an alternate language (EAL) speakers.
- There are 16 required questions, which are mostly multiple choice, and 2 optional questions at the end.

This exercise is compulsory and all new students must attempt it.

Steps:

1. In your browser (Chrome works best), type in this URL: https://forms.gle/f8dYfaP7rssGiGZp8 (or scan the QR code →)
2. Have a look at your results and feedback
3. Contact a Student Learning Advisor with the links in the exercise if you need help

Why is it important?

Throughout your time at Deakin College, you will be expected to participate in class discussions and presentations, listen and take notes in lectures, and research and write assignments and exams. These are all skills that require a good understanding of academic English. Improving your language skills will help you to get better grades in assignments and exams.

The results

The results **will not affect your grades at Deakin College and do not appear on your academic transcript**. They are only used to identify areas for help and improvement. You will get emails throughout the trimester with suggestions of ways to improve your academic English.

What academic support does Deakin College offer?

- One-on-one appointments with the Student Learning Advisors (scan the code →)
- Study Skills workshops and Peer Assisted Study Sessions (PASS)
- Moodle Online Study Skills page
- Help Hub on Level 4 near Reception
- One-on-one appointments with Deakin College Learning Mentors (scan the code →)

Step 2 - Deakin University username and password

You will need to obtain a Deakin University password to use the computers in the on-campus computer labs.

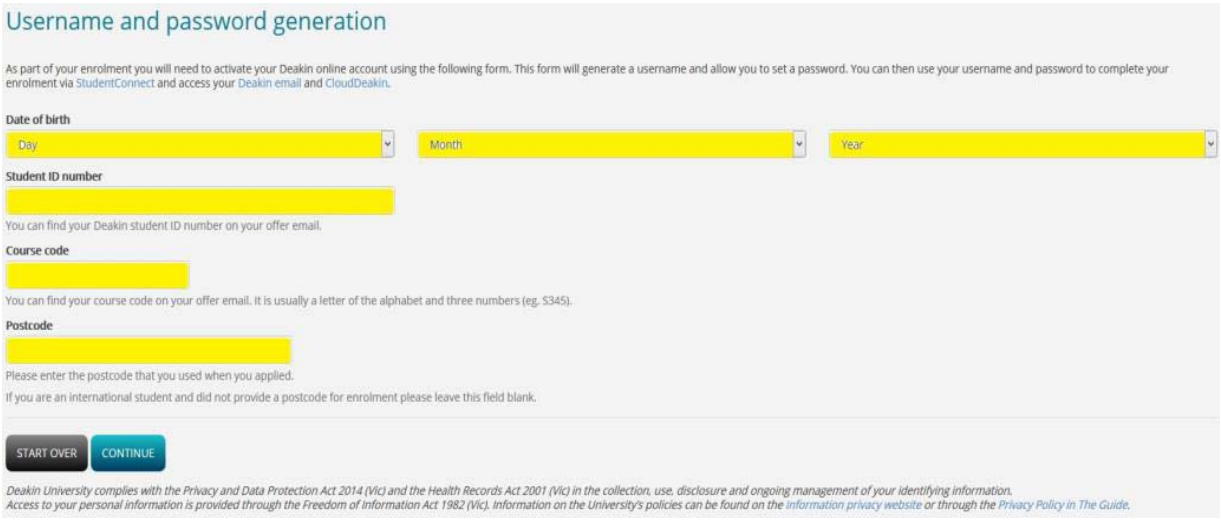
How to activate a Deakin University Username and Password

If on campus: you can log into any of the computers using:
Username: Deakin
Password: Deakin

And click on "New Student"

Or if you are using your own computer:

Visit the following link: https://sync.deakin.edu.au/activate/password
You will see this window:



Enter your details in the fields highlighted in yellow.

Your Student ID number is your Deakin College ID (e.g. TOMBRET1201) which can be found on your letter of offer.

The Course codes are as follows:

Course	Deakin College Course Code
Foundation Program	X088
Diploma of Commerce	X081
Diploma of Construction Management	X096
Diploma of Engineering	X085
Diploma of Health Sciences	X084
Diploma of Science	X087

Enter your postcode - this should be the postcode of the address in Melbourne you entered into the student portal where you will be living while you are studying. It is a 4 figure number.

If you have an issue where Deakin can't identify you, please try leaving the postcode box blank. If this doesn't work try the Burwood postcode, 3125.

Click "CONTINUE".

If successful, you'll be presented with a new username. Please select the option for the system to automatically generate a password for you. You can change the password later. The system will continue setting up your email account. Wait for this to be created, then take down all of the details.

Please note that you will not be able to change your password for approximately one hour after activating your account.

If unsuccessful, please check the details you have entered. There should be a message that the course code, birthdate or postcode do not match and that you must re-enter the details.

If you receive a message that the student ID could not be found, firstly please check there are no spaces before or after the student ID. If the student ID still cannot be found please ask a student mentor (blue shirt) for help.

Tuesday 22 October 2019

Venue – KA3.403, Building KA, Level 3, Geelong Waurn Ponds Campus

All students - Deakin Information Sessions & Library Tour

9.30am	**STUDENT ARRIVAL** **Students meet at Building KA, Level 3, Room KA3.403** *(Don't forget to wear your Course identification wristband.)*
ALL STUDENTS **9.30am** **to** **11.30am**	**Deakin International and Pathways** Deakin welcomes students from more than 120 countries. Find out more about how Deakin can support you. Presentation time : **9.30am** **Deakin University Housing Service** Know your rights as tenants. Understand housing leases, condition reports and where to get help. Presentation time : **10.00am** **Deakin University Safety and Security** Learn about Deakin Safety, Security & Parking, Presentation time : **10.15am** **Deakin University Student Association (DUSA)** Find out to join DUSA and be involved in on-campus student activities. Presentation time : **10.40am** **Deakin University Library** Presentation by the Deakin College Liaison Librarian on how to access Deakin Library resources. Presentation time :**10.50am** A tour of the Library Tour is scheduled from 11.15am (Students studying at the Waterfront campus please refer to the Campus Map location for details on Waterfront familiarisation tours.)

Free lunch and festivities from 11.30am – 1.30pm

Student Mentors will escort students to the **KD Stewart Centre student festivities**.

LATE ENROLMENT SESSION	
2.00pm	**All Courses :** Room KA4.404, Level 4, Building KA. **Course Briefing** (online presentation) and **Enrolment:** Please refer to your relevant Course Enrolment Check List for the relevant course sequence.

DEAKIN UNIVERSITY STUDENT ASSOCIATION

DUSA is Deakin University Student Association.
Run by students, for students, we are dedicated to enriching your experience at Deakin.

Deakin College students can join our fun & inclusive community with an Associate Membership, for only $30!

DUSA offers a range of perks, services and opportunities, such as Orientation Weeks, Advocacy, Legal Aid, Events & Parties, Trips & Tours, Short Courses, Sport, Clubs & Societies, Membership Pack & Discounts and the Bookshop.

WE ARE #YOURDUSA

1300 555 528
dusa-contact@deakin.edu.au
221 Burwood Highway, Burwood, VIC 3125

/yourdusa
@yourdusa
www.dusa.org.au

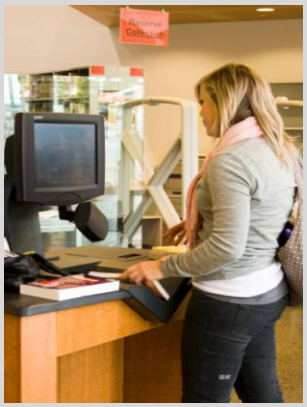
DUSA

CRICOS 00113B 01590J

Wednesday 23 October 2019

Venue – KA3.403, Building KA, Level 3, Geelong Waurn Ponds Campus

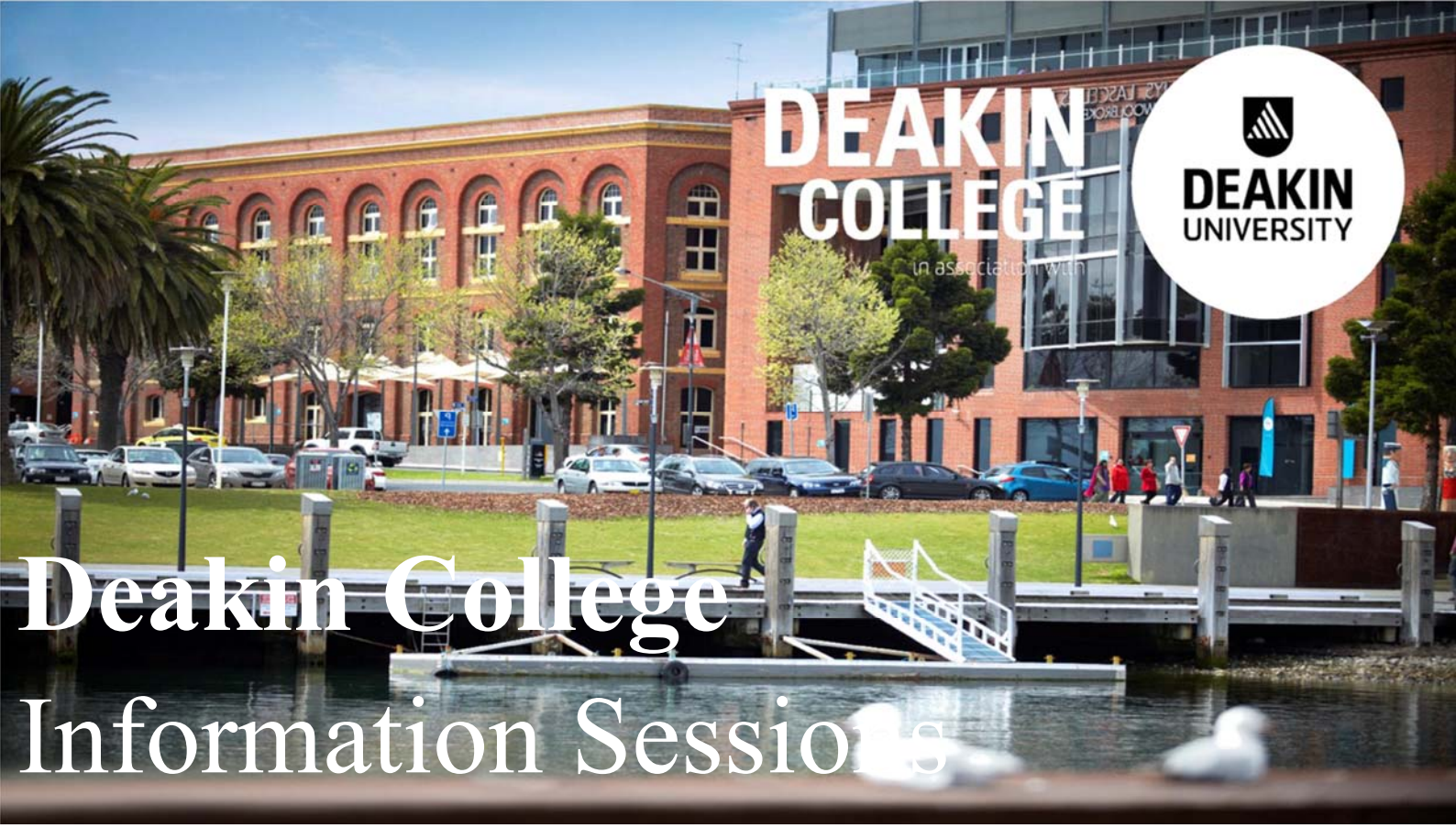
Presentations: Learning Skills and Managing Your Studies



9.30am	**STUDENT ARRIVAL** **Students meet at Building KA, Level 3, Room KA3.403**
9.35am	**STUDYING AT DEAKIN COLLEGE** **"Academic Responsibilities and Expectations"** Presentation by Academic Managers
10.00am	**"What should I do and when…."** Presentation by Campus Manager Briefing on what to do if you are absent from class, miss an assessment or have an enquiry.
10.30am	**HOW TO BE A SUCCESSFUL DEAKIN COLLEGE STUDENT** Presenter: Dianne Backwell, Learning Skills Adviser - Student Learning Advisor Presentation Learn more about academic expectations, study skills workshops and academic support at Deakin College - Introduction to Peer Assisted Learning Mentors (PALMs) an invitation to join the 'Buddy Program'.
12.00pm	**Step 3 – STUDENT ID CARD** **Venue : Deakin College, KA4.600.1, Level 4, Building KA** To have your photo taken and to receive your Deakin College Student ID Card, please bring proof of identity (e.g. passport or driver's license). **Please note you will not be able to obtain a Student ID Card unless you have completed the Academic Language Evaluation Tool (Online).** **A valid Student ID card must be carried with you whenever you are on-campus and is required for all exams and in-class tests.**

DEAKIN COLLEGE CLASSES COMMENCE FROM

MONDAY 28 OCTOBER 2019



Deakin College Information Sessions

How to be a successful Deakin College student

Wednesday 30 October 2019
10.30am

This information will cover the topics such as follows:

- how to create a study planner
- the purpose of lectures
- preview lecture notes
- note taking
- how to review and summarising
- referencing and plagiarism.

Contact Dianne Backwell
T: +61 3 5227 3433; 61 3 5227 2890
E: dianne.backwell@deakin.edu.au

deakincollege.edu.au

Melbourne Institute of Business and Technology Pty Ltd trading as Deakin College; CRICOS Provider Codes: Deakin College 01590J, Deakin University 00113B

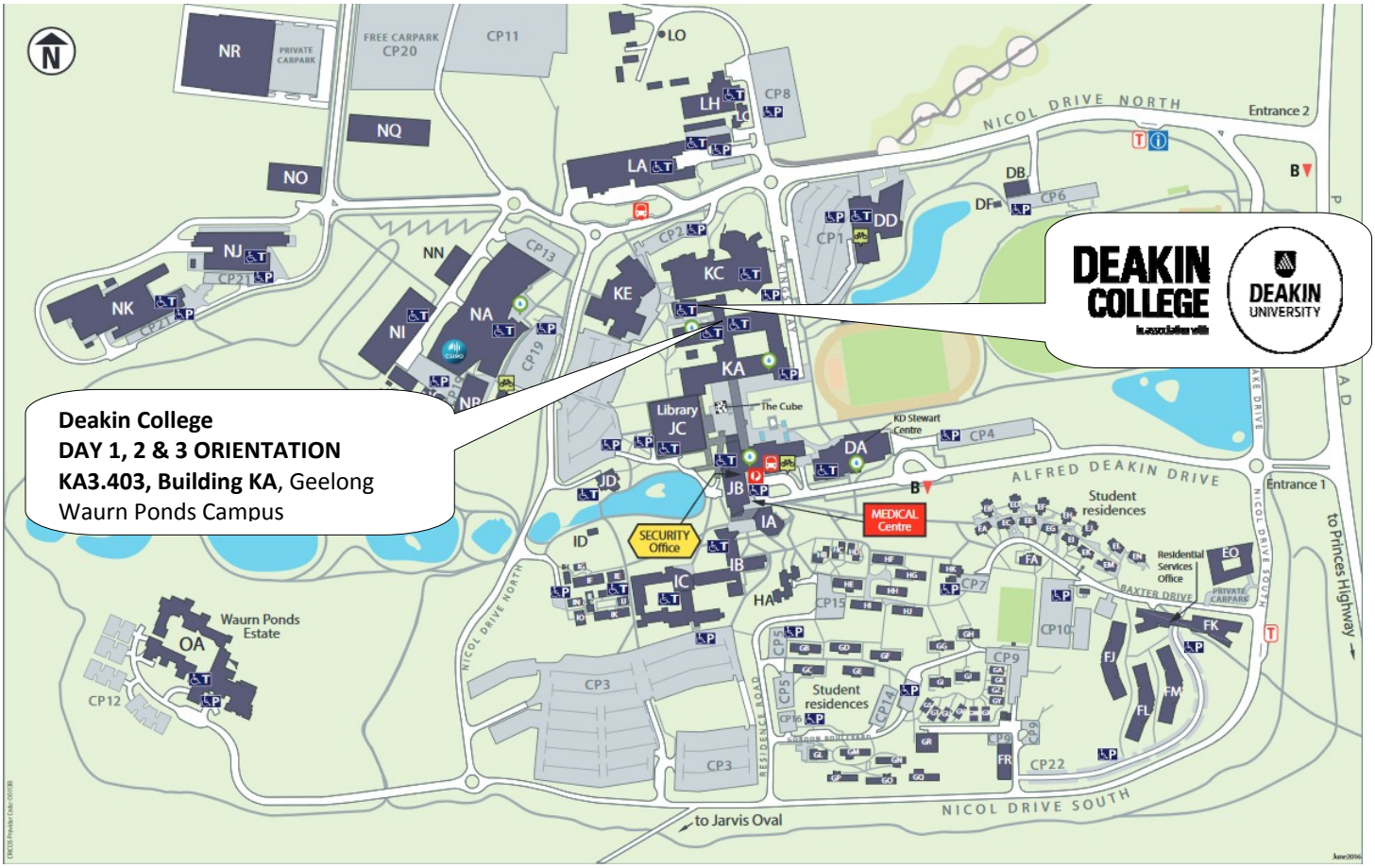
Geelong Waurn Ponds Campus Map

Find your way around campus

Deakin Scout is available for download in the Google Play Store and the Apple App Store. http://www.deakin.edu.au/life-at-deakin/why-study-at-deakin/deakin-scout

Diploma of Engineering
Diploma of Health Sciences
Diploma of Science

Campus familiarisation tours will be offered to student studying at the Geelong Waurn Ponds campus at the following times. Depart from **Deakin College, Level 4, Building KA, Room KA4.600.1** :
Monday 28 October 12.30pm
Tuesday 29 October 12.30pm



Geelong Waterfront Campus Map

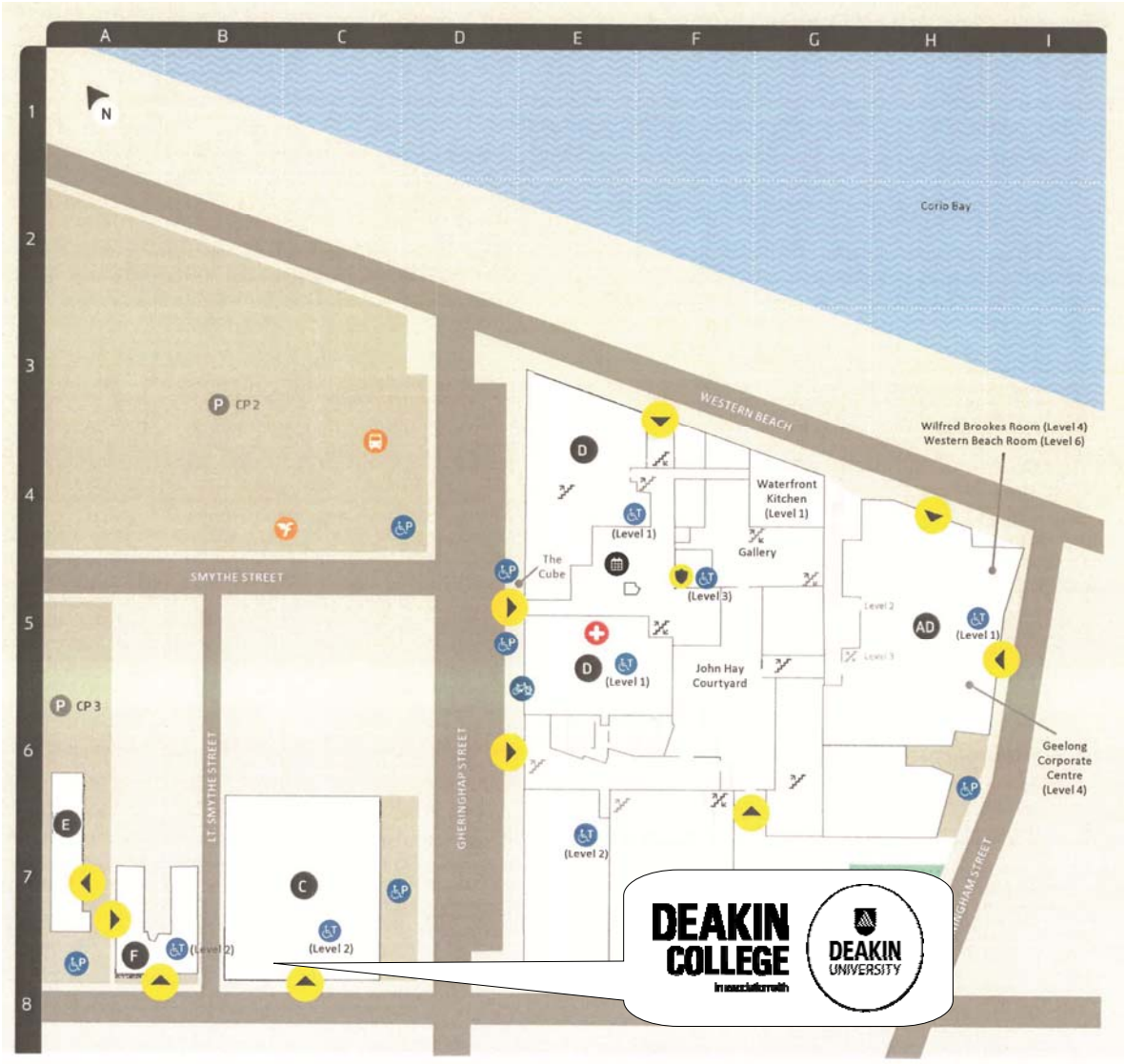
Find your way around campus

Deakin Scout is available for download in the Google Play Store and the Apple App Store. http://www.deakin.edu.au/life-at-deakin/why-study-at-deakin/deakin-scout

Foundation Program
Diploma of Commerce
Diploma of Construction Management

Campus familiarisation tours will be offered to student studying at the Geelong Waterfront campus at the following times. Depart from Deakin College, Level 2, Building C, 27 Brougham St, Geelong:

Monday 28 October 12.30 pm
Tuesday 29 October 12.30 pm



Deakin College, Geelong Waterfront, Level 2, Building C, 27 Brougham Street, Geelong.

Student Orientation Resources Guide

Find out about:

- Welfare Support
- Academic Support Services
- Accommodation Information
- Visa Condition Information for international students
- Grievance Procedures
- Legal Information
- Critical Incident or Emergency
- Medical Emergencies
- Further information

Welfare Support

Deakin College has a number of dedicated staff assigned to handle student welfare issues. Students can make an appointment via email or directly at Deakin College Reception to see Student Counsellors for a free consultation regarding any personal issues which may arise during their study. Issues may relate to accommodation matters, personal and family concerns, financial issues or other matters. No issue is too small or unimportant. Your campus contacts are listed below:

YOUR DEAKIN COLLEGE STUDENT SUPPORT SERVICES STAFF ARE:

Melbourne Burwood Campus

Erica Paine	Email: dcoll-studentservices@deakin.edu.au	Tel: 9244 5262
Shupu Wang	Email: dcoll-studentservices@deakin.edu.au	Tel: 9244 6241

Geelong Waterfront Campus

Jennifer Brockett	Email: dcoll-sasgeelong@deakin.edu.au	Tel: 5227 2890

Geelong Waurn Ponds Campus

Anthea Rose	Email: dcoll-sasgeelong@deakin.edu.au	Tel: 5247 9381

Deakin College Students can also access the Counselling Services at Deakin Student Life which provides free personal and confidential counselling to students. Appointments may be made directly with Student Life:

Melbourne Burwood Campus - Student Life - Building B, Level 2 - Tel: 9244 6300

Geelong Waterfront Campus - Student Life - Building D, Level 2 - Tel: 5227 1221

Geelong Waurn Ponds Campus - Student Life - Building JB, Level B - Tel: 5227 1221 or 5227 1223

Chaplaincy (Faith/Religion) service is also available at Deakin Student Life for students who wish to discuss spiritual matters.

Students also have access to Health Services at Deakin University.

For more information on Student Life visit: deakin.edu.au/life-at-deakin/health-wellbeing-safety.

Academic Support Services

To assist students with meeting Deakin College course and attendance requirements, the following resources are available to all students at no additional cost.

- Free consultation hours with lecturers. Lecturers can be contacted via email or directly for appointments.

- Study Support through a range of services delivered by Deakin College's Student Learning Advisor. Services include lunchtime **study skills workshops** (topics such as study skills, managing your time, research methods, referencing and avoiding plagiarism, essay structure and exam techniques), **private consultation** and study support **drop-in centre**. Details are posted on the Deakin College Student Portal or email dcoll-studyskills@deakin.edu.au

- English Language Support. The Student Learning Advisor can provide targeted support to help you improve your listening, speaking, reading and writing skills.

- Students can access a wealth of information on Study Skills via the 'Study Skills' tab on the student portal, including making individual appointments with a PALM mentor to improve your skills.

- Language and Learning Advisers at Deakin Student Life. Language and Learning Advisers are available to assist students with improving their approaches to study, assignment writing, referencing, reading, researching, exam preparation and workshops.

  Melbourne Burwood Campus - Building H
  Geelong Waurn Ponds Campus - Building JB, Room 2.401
  Geelong Waterfront Campus – Building D, Room 2.20
  For more information, visit deakin.edu.au/study-success

- Students may also contact the Academic Managers and Academic Coordinators via email or at Deakin College Reception for free academic advice.

Note: Please refer to the Deakin College **Attendance Policy and Academic Progress Policy** in the following link: www.deakincollege.edu.au/policies-procedures

Accommodation Information

Deakin College Student and Academic Services staff provide details on accommodation options. Please contact Deakin College Student and Academic Services or Deakin College Reception for details.

Deakin University Student Life also runs a housing service which provides a number of accommodation options for students, including full board, share housing and vacant properties for private rental. For more information visit: deakin.edu.au/life-at-deakin/accommodation/off-campus-housing.

Email: housing-melbourne@deakin.edu.au; housing-geelong@deakin.edu.au

Visa condition information for international students

Students must notify Deakin College of any change to their residential address within 7 days of the change. Students are asked to provide contact numbers - mobile and any other telephone numbers - should there be a need to contact you urgently. Changes to residential address and telephone contact numbers can be made through the **Deakin College Student Portal**.

Overseas Student Health Cover (OSHC) should be maintained and kept current during studies in Australia.

Attendance must be at a minimum of 80% each trimester. Students may check their attendance through the Deakin College Student Portal. If there are any issues affecting their attendance, students are strongly advised to make an appointment at Deakin College Reception to speak to a Student Counsellor.

The Deakin College ***Care of Students Under the Age of 18 Policy*** applies to overseas students under the age of 18 not being cared for in Australia by a parent or suitable nominated relative, and for whom Deakin College has agreed to accept responsibility to ensure that appropriate accommodation, support and general welfare arrangements be in place for the period that the student will be under 18 years old while in Australia. The Deakin College Support staff will meet with all overseas students under the age of 18 at the beginning of each trimester to explain the support services and assistance available.

International students may not work more than 40 hours per fortnight while classes are in session. These hours are not transferrable to another week. For more detail information, about visa condition information for International students, go to the Department of Home Affairs website: https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students

Please see on the next page the letter from the Fair Work Ombudsman to international/overseas students. A copy of the letter can be obtained at https://www.fairwork.gov.au/about-us/our-role/corporate/open-letter-to-international-students. For further information regarding work rights for overseas students and other visa holders you can refer to the Fair Work Ombudsman's website https://www.fairwork.gov.au/find-help-for/visa-holders-and-migrants .

Grievance Procedures

Students who have any grievances relating to academic or non-academic matters have access to processes that allow for grievances, disputes, problems and complaints of an academic or non-academic nature to be resolved. The Complaints Policy is available on the Deakin College website: www.deakincollege.edu.au/policies-procedures

Legal Information

Victoria Legal Aid Multilingual Telephone Information Service

This service gives free legal information in English and 14 other languages. For languages not listed, call the English line for a telephone interpreter. Tel: 9269 0120 Monday to Friday between 8.45am and 5.15pm. Country callers: 1800 677 402

Victoria Legal Aid

350 Queen Street, (03) 9269 0234, legalaid.vic.gov.au

Open letter to international students

Australian Government

Fair Work OMBUDSMAN

Do you know that international students have the same workplace rights as all other workers in Australia?

My name is Natalie James, and I am the Fair Work Ombudsman. The Office of the Fair Work Ombudsman is a government agency that can provide free help to international students working in Australia.

You may have a part-time or casual job while you study in Australia. Depending on the job, most people should be paid at least $18.29/hour; and over $22.86/hour if you are a casual employee. You may be entitled to even more than this depending on the industry you work in, or if penalty rates apply to your shifts. If you need help checking your pay rate, or if you have concerns with your hours of work, please contact us or use our Pay Calculator.

I encourage you to visit our website www.fairwork.gov.au to get informed and, if you are unsure, seek our help. We have information about work entitlements in multiple languages. We also have an App called 'Record My Hours' for your smartphone that records your hours of work for you. It's available for both Apple and Android phones.

If there's a problem with your pay or if other issues arise at your work, I encourage you to speak to us. Under an arrangement with the Department of Immigration and Border Protection and my agency we can offer you some protections even if you're in breach of your visa conditions.

"International students have the same rights as all workers in Australia."

We help international students like you every day. So call our Infoline on **13 13 94** or call 13 14 50 for our Translating and Interpreting Service. If you have an issue at work but don't want to tell us who you are, you can tell us anonymously through our website in English or in one of 16 other languages.

Protections exist for all workers and you can't be paid below the minimum pay rates. Please seek our help if you think something doesn't seem right.

Natalie James
The Fair Work Ombudsman

Critical Incident or Emergency

Deakin College has a duty of care to protect and provide the highest possible standard of health and safety for its students, staff and visitors. Deakin College aims to deal with any critical incident or emergency which may arise during normal campus activities.

In the event of an **emergency or a critical incident**, **dial 000**. For **Deakin Security – dial 222** on the Deakin University white telephones or 1800 062 579. Please refer to information on page 13 on how to download and install on your phone the **Safe Zone App**.

Please familiarise yourself with Deakin College 'Critical Incident Policy' available on the Deakin College website (https://www.deakincollege.edu.au).

Medical Emergencies

For any medical emergencies on campus, please contact:

Deakin College Reception		**Student Life at Deakin University**	
Melbourne Burwood Campus -	Tel: 9244 5197	Melbourne Burwood Campus -	Tel: 9244 6300
Geelong Waterfront Campus -	Tel: 5227 2890	Geelong Waterfront Campus -	Tel: 5227 1221
Geelong Waurn Ponds Campus -	Tel: 5227 3433	Geelong Waurn Ponds Campus -	Tel: 5227 1221/3

For after-hours medical emergencies please contact:

Melbourne based students:		**Geelong based students:**	
Box Hill Hospital - Nelson Road, Box Hill	Tel: 9855 3333	Geelong Hospital - Ryrie Street (Emergency) Ballerine Street (Main Entrance) Geelong	Tel: 5226 7111

Or call: **Nurse-On-Call** - Tel: 1300 60 60 24
(Telephone health line, providing immediate, expert health information and advice 24 hours a day, 7 days a week)

Further Information

Deakin College Policies

Take the time to look at the Deakin College policies and procedures which are available at https://www.deakincollege.edu.au/policies-procedures. Some of the policies are listed below:

- Critical Incident Policy
- Refund Policy
- Academic Progress Policy
- Appeal Policy
- Complaints Policy
- Care of Students Under the Age of 18 Policy
- Attendance Policy
- Pathways and Credit for Prior Learning Policy
- Enrolment, Fees and Charges Policy
- Overseas Student Transfers Policy (Students seeking release must apply to Deakin College **and** Deakin University)

Deakin College Student Portal

The Deakin College Student Portal contains information relevant to your studies at Deakin College. Please check this regularly. Students must update their contact details on the portal.

The Student Portal can be accessed at (https://www.learning.deakincollege.edu.au/). Check out important topics under the **Students/Documents** tab and under the **Study Skills** tab including:

- Trimester Dates
- Learning Support
- Assessment
- Change your units/timetable
- Change of address and contact details
- Exams and Deferred Exams
- Fees
- Health Services
- Hurdle requirement
- Student Committee (SC)
- Special Consideration and other student forms
- WAM – Weighted Average Mark

How to Connect to Wi-Fi at Deakin University

- Our wireless network is called **eduroam**.
- The Help Site allows you to watch a short video with easy instructions on how to access the Deakin wi-fi for multiple devices.

Scan this QR using the QR scanner on your phone

Free QR scanner apps are available at the app store you use for your device, or you can go to the site directly: deakin.edu.au/students/help/it-help/internet-and-network-services

SafeZone

SafeZone is a free app for all Deakin University students and staff that connects you directly to the Security team when you need help on campus. Deakin University's Security team monitors SafeZone 24 hours a day.

Download the free app directly from the SafeZone or click below for the Apple and Android links under Useful Links

- For Apple - itunes.apple.com/us/app/safezone/id533054756?ls=1&mt=8
- For Android - play.google.com/store/apps/details?id=com.criticalarc.safezoneapp

Campus Compass

This handy app uses GPS and map technology to show you where you are on campus and help you get where you need to be.

Frequently Asked Questions:

1. Where do I find information about parking at Deakin?

General information about parking at Deakin University is detailed at:
http://www.deakin.edu.au/students/your-campus/parking

2. Why is my enrolment blocked?

Enrolment may be blocked for a number of reasons:

- You may not have accepted your offer – complete section 2, 3 & 4 of your offer letter.
- You may not have paid your fees.
- You may not have submitted your release letter from your previous college or any other documents requested by Admissions.
- If you are a sponsored student, you may not have submitted your financial guarantee.

3. Where do I find information about the Learning and Support Services at Deakin College?

Go to: https://www.learning.deakincollege.edu.au
login > click on the 'STUDY SKILLS' tab > all services available will be displayed.

4. What is the policy on attendance?

All enrolled Deakin College students, including domestic, overseas and temporary residents are required to attend a minimum of 80 percent of their scheduled contact hours for all units of study. For further details see "Policy and Procedures" in the student portal.

5. What can I do if I miss a class?

Students are permitted to attend a maximum of two alternative classes per unit of study in a given trimester. However, a *Lecture Attendance Variation Form*, which may be collected from Reception or downloaded from the Student Portal, must be submitted to the lecturer of the alternative class to sign and verify the student's attendance.

The signed and verified *Lecture Attendance Variation Form* must be submitted to Reception by the student within 7 days after the initial scheduled class.