PREPARATION FOR UNIVERSITY

First-Year Experience program
The Australian National University
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Dear Student,

Congratulations on receiving an offer to come and study at the Australian National University! My name is Ryan and I am in my fifth year at ANU. I studied Politics, Philosophy and Economics and loved it so much that I have stayed on to study Law. I moved here from Tasmania in 2015 and I wanted to share some of my experiences with you ahead of moving to Canberra.

Moving to ANU was a big step for me. I had taken a gap year, working for most of that year and then travelling overseas, but leaving for Canberra meant leaving home permanently for at least three years. I remember crying in my room the first week at college – not because anything was wrong, but because change is always scary and confronting, and this was the biggest change I had ever faced! I was able to make friends quickly though, everyone at college was going through the same thing and people are keen to bond. I got involved at my college through games nights, sports teams and social events. I found that people are a lot less cliquey than in high school – as people grow up they tend to become more accepting and it was easier to fit in.

Canberra, despite perhaps having a reputation to the contrary, is a wonderful place to live. Being from Tasmania my standards of natural beauty are pretty high, but the ACT has its own charm! I really love taking walks up Black Mountain/Mt Ainslie and looking out over the landscape. Also, if you have a car (or can rope in a friend with one…), Pine Island reserve is great if you can get there before the cold weather sets in.

One thing that I do regret is not doing more of what I loved in first year. I love performing on stage, but decided to take first year off theatre to focus on my studies. Even though that gave me more time available, I didn’t have anywhere near as much fun that year as when I started getting involved in the ANU theatre scene. For you it might be sports, movies, games, dancing, mountain climbing, anything! – but if you have something fun that you love doing, keep doing it at uni! There are so many clubs and societies (check them out at market day in o-week) and get involved. For me, university has been all about the wonderful people I have met on the journey (even if most of them are from private schools in Sydney!).

The first year experience program looks like a great initiative and I wish I’d been able to get involved in something like that when I started! Good luck in your studies and remember to have fun!

Cheers,
Ryan

INTRODUCTION

The First-Year Experience (FYE) team have created this e-book to provide you with foundational information to support you in your transition and preparation ahead of beginning your studies at The Australian National University (ANU).

FYE is a pilot program launching in 2020 and will engage 100 students in a face to face program and provide access to online support and resources to the remaining eligible students in the cohort.

The aim of the program is to support skills development, knowledge of universities services and support for students who identify as belonging to one or all of these backgrounds; from a regional, rural, remote geographical area, low socio-economic background or experienced financial hardship impacting on their studies and/or be the first in their immediate family to attend university.

Our program is designed to make you feel at home away from home and will connect you to a network of students, new experiences and equip you with the foundational knowledge and skills you need to have an enjoyable and successful first year at university.

We want you to know who to go to for help, recognise when you need it, and offer you fun activities to grow your personal and social

skills, helping you manage your independent study at ANU. Our team will support you from the beginning of your studies right throughout your first year, through providing a range of skills development workshops, and social and community activities to help you build your network at ANU.

We understand that coming to university is both an exciting and overwhelming experience and we want to make sure that you have all the information you need to get off to a good start. This e-book will introduce you to the ANU university culture including the unspoken expectations, the differences in the approach to teaching and learning at university, key terminology and tips on how to prepare yourself for the next chapter in your life.

We will share some advice about the things you can do to prepare before you arrive on campus, and things to consider that will help you in your orientation and adjustment to life as a university student.
A Brief Overview of ANU

The Australian National University (ANU) is a national research university located in Canberra. The campus is in Acton which includes seven teaching and research colleges, in addition to several national academies and institutes. There is also an observatory and associated teaching spaces located on top of Mt Stromlo.

Founded in 1946, it is the only university to have been created by the Parliament of Australia. Originally a postgraduate research university, ANU commenced undergraduate teaching in 1960 when it integrated the Canberra University College, which had been established in 1929 as a campus of the University of Melbourne. ANU is regarded as one of the world’s leading research universities.

ANU is made up of seven ANU Colleges (see around), if you are studying a flexible double degree you may be split across two colleges. It is important to ensure you attend each of your College induction sessions during orientation week.

These sessions are important as they will provide you with detailed information on how the college operates, its structure, processes and who the key members of staff are and the support available to you.

Click on the attached link to see the ANU Academic College structure:
https://www.anu.edu.au/about/academic-colleges

ANU College of Arts & Social Sciences (CASS)
ANU College of Business & Economics (CBE)
ANU College of Engineering & Computer Science (CECS)
ANU College of Health & Medicine (CHM)
ANU College of Asia & the Pacific (CAP)
ANU College of Law (COL)
ANU College of Science (COS)
What to expect at ANU

Most universities assume when first year students arrive on campus that they are prepared for student life, and they understand the expectations the institution has of them as independent learners and young adults.

Some students may be aware of these expectations or unspoken rules universities have of their students through hearing about the university experiences of their siblings, parents or close family friends. This information can be valuable for a student when they first arrive at university as they have some insight on what to expect, how to make use of the resources available, how to behave, and who to reach out to for support when they need it.

For the students who are the first in their family to attend university, they may not have these insights or people to talk to with previous university experience.

Additionally, every university is set up slightly differently. Even the words ‘course’ and ‘program’ can mean different things at different universities. There are many nuances to ANU, and the First-Year Experience program is designed to offer support to bridge this knowledge gap and help you to start to think about what you can do to prepare yourself and increase your understanding of university language and etiquette. We want you to know who you can contact if you need support. Depending on which area of your life you need support with, we have someone who can help you.

An important thing to remember is that universities see their students as adults and treat them as such. Universities expect their students to take responsibility for their own learning. Students are expected to manage their own time, get enough sleep, eat well, organise their timetable, attend classes, study independently, work and manage their finances, and have all the skills they need to live independently.

For new students our biggest piece of advice is to reach out and seek help when you need it. There are lots of resources available at ANU and our FYE team will help to connect you to them.

“Our biggest piece of advice is to reach out and seek help when you need it.”
Adapting to new environments

Moving to a new place and leaving your friends, family, and community can be daunting and leave you feeling lonely at first. It is normal to feel this way, and over time these feelings will ease.

A new research report from health promotion foundation VicHealth and Swinburne University of Technology, 2019 titled ‘the Young Australian Loneliness Survey’ reported that more than half of young people report feeling lonely sometimes or always.

You can start doing things for yourself now to help you prepare for leaving home such as trying new activities, learning how to buy groceries and cook your own meals, and/or getting a part-time job to save some money ahead of arriving at university.

It is important to prepare yourself for moving out of home and start to think and practice some of the skills you will need to live independently. The more you practice and develop your skills ahead of coming to university the better position you will be in to tackle new challenges and have confidence to try new things. ANU offer plenty of support services, programs and activities for you to take part in to help ease your transition.

We encourage you to keep an open mind and get involved in activities when you arrive. Remember you are not alone, and many new students are nervous and unsure at first. It is important to try and make the effort to get to know other people and make new friends as this will help you to settle in and feel more at ease in the first few weeks.

Once you accepted your offer and became an official student at ANU you would have received a series of emails with information on next steps, as well as an online induction titled ANU1001.

We highly recommend that you complete this induction module as it will help to familiarise you with what to expect when you arrive on campus.

The FYE program team will also be in contact in the coming weeks through a series of emails. Try to check your email account regularly as these emails will be sent to you over a couple of weeks and each one will provide you with key information to help you get organised and prepare yourself for moving out of home. Please make sure that you complete the student feedback survey included in these emails as it will inform our team about what you need so that we can best support you when you arrive.

Checking your email account is a good habit to get into ahead of getting to campus as all official communication from the university will go to your new, student ANU email address.
ANU Student’s Association (ANUSA)

ANUSA is the representative body for all undergraduate students at ANU. If you are starting at ANU as an undergraduate student, you are automatically a member of ANUSA. ANUSA focuses on welfare, advocacy, and social life for students. They run many social events during Orientation Week (O-Week) and throughout the year.

There are also seven ANUSA Departments which act as autonomous groups for students who identify as members of the groups:

- ANU Disabilities Student Association
- ANU Women’s Department
- ANU Ethnocultural Department
- ANU Queer* Department
- ANU Environment Collective
- ANU Indigenous Department
- ANU Women’s Department

Financial support and legal services

ANUSA provides several free advocacy services to undergraduate students. You can visit their office for free, confidential legal service with one of the lawyers. You can visit one of the two-full-time Student Assistance Officers for confidential advice on financial issues, Centrelink, bursaries and scholarships, taxation and community services.

Academic issues

ANUSA can help with a range of academic issues such as appealing a grade, applying for special consideration or deferring an exam or a Show Cause notice. The Student Assistance team can help you through the policies and processes. Within your academic colleges, you can also contact you ANUSA College Representatives who can help you understand College-specific policy.

The Brian Kenyon Student Space

The Brian Kenyon Student Space (BKSS) is space that many of the ANUSA programs are run from and is located on level 2 of the Di Riddell Building, 154 University Avenue, Kambri. It is a lounge available to all students where you can buy cheap snacks and free resources.

Food

Free breakfast every weekday of the teaching period is available through The Student Space and access to cheap groceries through the Student Bites program.

Universal Lunch Hour BBQ runs every Thursday from 12pm-2pm and students can attend and get a free lunch.
ANU guarantees an offer of accommodation in one of our Halls, Colleges, Lodges or other approved accommodation to all the following undergraduate students commencing in the first semester of their first year of study at ANU. The first-year undergraduate guarantee is a commitment made by ANU to afford all first-year students the opportunity to have a residential experience as part of their education.

Each year the University seeks to free up some additional residential places for first year students which means that returning students need to apply to return to their previous residential hall. You should speak to your Head of Hall about this process if you decide you want to remain on campus and find out more on the process to apply. There are different catering options available to students at each of the halls. You can choose catered, where your meals are prepared for you as part of a set menu and included in your tariff, or self-catered, where you do your own cooking and choose your menu and buy your own groceries. Whatever you decide, being part of a residence is a great way to immerse yourself in campus life, build your social network, compete in interhall Arts, Music and Sports programs and get some additional pastoral care as you ease your way towards independent living. ANU has eleven residential halls (see above). All these halls are located on campus except for Gowrie Hall, located in the nearby suburb of Braddon.

Students also reside in the UniLodge buildings which are operated in partnership with ANU staff and are located on the north-east edge of campus; Warrumbul Lodge, Davey Lodge, Kinloch Lodge, Lena Karmel Lodge, Wamburun Hall, Academie House, UniLodge on Gould. In 2010, the non-residential hall named, Griffin Hall was established for students living off-campus.
UniLodge provides purpose-built student accommodation either on campus or near major educational institutions, including universities, colleges and TAFE, across Australia and New Zealand. Their residents hail from different cultures and walks of life and have travelled from across Australia and the globe to study at the educational institution of their choice.

At ANU, we offer students living off campus the opportunity to engage in a dynamic and connected university experience like the one experienced living in the residential halls by joining our non-residential hall, Griffin Hall.

Griffin Hall offers students the chance to participate in the interhall network, comprising of a variety of sports, arts, and social events with and against the residential halls and colleges. Internally, Griffin Hall also coordinates a huge range of activities, including social events, academic and career orientated presentations, information sessions and much more. In addition to the events and activities coordinated by Griffin Hall, there are also teams of later-year students who are experienced and trained in pastoral care to offer peer support. If you are not going to be living on campus, we advise you to think about how you plan to get to class and think about the scheduling of your timetable to make sure you allow yourself enough time from travel.
ANU

Engagement and Success

The Engagement and Success team provides a range of programs and services to enable you to learn and grow intellectually, socially and professionally during your time at ANU. We undertake activities and provide resources that support orientation and transition, extra-curricular enrichment, leadership, and community building for all students. The FYE program sits within this team and we are all located in the Di Riddell Student Centre in the Kambri Precinct. Below is a list of the orientation programs and services we offer which will be very helpful to support you in your arrival and preparation for your first semester at ANU.

Griffin Hall
Griffin provides the opportunity for students who live off campus to engage with sports, arts and social events coordinated by the interhall network. Peer support is also offered to foster the wellbeing and success of members in all aspects of their university experience. Contact: Non-Residential Hall Coordinator griffinhall@anu.edu.au

Learning Communities
ANU Learning Communities is a student led organisation dedicated to bringing people together in areas of common interest. Learning communities are inclusive and open to everyone - you don’t have to be studying at ANU to come along; you might be an ANU staff member, alumni or without any direct affiliation to ANU but you have an interest to learn and connect. For more information or enquiries email learning.communities@anu.edu.au

ANU Wellbeing
ANU Wellbeing aims to promote wellbeing within the Australian National University community, through positive health and mental health messages on their Facebook page and through their events.

This initiative aims to encourage student engagement with physically, socially and mentally healthy activities and information. Wellbeing Wednesdays are held on the corner of Kambri greens opposite Coffee Lab, where the team can answer your questions about health and wellbeing and provide resources to help you.

ANU+
ANU+ is a program that formally recognises your experience and contribution achieved through volunteering. It encourages you to give back to the community, to develop skills related to your employability prospects and to reflect on your co-curricular experiences to gain a deeper understanding of yourself and the world around you.

Faces of ANU
The Faces of ANU exists to share the stories of staff, students, alumni and other members of The Australian National University community.
Set4ANU Orientation Programs

Set4ANU provides programs, resources, and support to all incoming students before, during and after arrival at ANU. Before you commence, Set4ANU provides:

- Informative welcome emails reminding you of important dates and connecting you to relevant services
- ANU1001 online orientation course to help you understand what it takes to be an ANU student
- Webinars where you can ask about moving to Canberra, starting at ANU, and other questions you might have about being at ANU

In the meantime, we recommend that you go online to the ANU Orientation week website and read through the information for new students and plan your schedule by looking through the program of events at: https://orientation.anu.edu.au/

If you have any questions about Orientation week, content on the website or about the emails that you have received please email our team at firstyear@anu.edu.au

As you arrive at ANU, Set4ANU provides:

- Airport and Jolimont (bus station) welcome and pick up - we’ll drop you and your bags off to ANU campus
- Orientation Week (O-Week) Induction sessions - find out about essential services and information provided by ANU
- Campus Tours - explore our campus and find the buildings where you’ll be learning and socialising
- O-Week Mobile Team - if you’re lost or confused, we have friendly faces across campus to help you find your way
- O-Week Drop-Ins - if you want to meet new people, have a chat to some current students, or just a quiet refuge in the busy-ness of O-Week, come find our drop-in space!
Transport and getting to Canberra

The ANU campus is within walking distance to the city centre where a variety of shops and services are located. To get further afield, public transport can be used.

**Transport Canberra** operate the main public transport systems around the capital which are buses and light rail options (which goes from the Northside to the city). You can also incorporate Park & Ride, Park & Pedal as well as Bike & Ride to get around the Nation's Capital. For more information check out https://www.transport.act.gov.au/getting-around/timetables

If you need to use public transport you need to buy a MyWay card, which you can get at a local newsagent and top up as required. Student discounts are available for MyWay. You just need your student ID to receive the discount and remember to tap on and off every time you ride. https://www.transport.act.gov.au/tickets-and-myway/get-myway

If you are going to live on campus it is useful to familiarise yourself with the campus before you arrive: take a virtual tour and look at the campus map online. Make sure you download the ANUOK app and Lost on Campus app, these will provide you with all the key information you need to find your way around.

**Parking** is a challenge on campus and can take some time to figure out. There are two types of car-parking available on campus: vPermit and Pay As You Go (PAYG). If you are going to be parking at ANU daily, then vPermit is the best value for money. You can visit vpermit.com.au/anu/ to check out prices. If you have questions you should contact the ANU Parking Office to discuss which option is best for you. If you park on campus less often, PAYG spaces are another option. Download the CellOPark app and register your vehicle to your account. Then you can start and finish your parking session using the app. If you are living in a residential hall you can also apply for parking there, we recommend you contact your head of hall for more information.

**Accessibility**, if you have mobility issues or a disability that requires you to have access to a disabled parking space, there are disability parking permits available. If you require a disability parking permit, please contact the Access and Inclusion team ahead of your arrival to campus to help you with this process.

**Campus Traveller** is a complimentary shuttle bus service that provides transport to ANU staff and students on campus to two different destinations off campus: National Rock Garden located at Lindsay Pryor car park and National Library of Australia. You can track its location by downloading the ANUOK app and can hop on and off around campus. Otherwise you can request a pickup out of hours through the app.

**On Campus Night Bus service** is provided from Monday to Saturday evenings during semester. The night bus provides transport between libraries, carparks and lecture theatres on campus, from 6.30pm to 12am, Monday to Thursday, and 6.30pm to 2am on Friday and Saturday. Please note there is no service on Sunday.

**Cycling** is also very popular in Canberra and there are lots of designated bike paths, making it very safe for cyclists. ACT road rules apply on campus which means all cyclists must wear a helmet. The ANU Parking Office located in the Anthony Low Building #124 sells bicycle lights, helmets and locks at cost prices. If you are involved in a car or bike crash, slip or fall, it’s important that you contact ANU Security on 6125 2249.

If you are after a second-hand bike, we recommend that you check out the Recyclery. The Recyclery is a not-for-profit business that employs people with a disability to repair bikes for resale and they are on campus on the corner of Lennox Crossing and Lawson Crescent. You can find out if they have stock by following them on Facebook https://www.facebook.com/recyclerycanberra/. The ‘Free & For Sale’ ANU Group on Facebook, or Gumtree are also good options for second-hand bicycles.
Free Welcome Service

It is important to note that if you are arriving on campus for the first time you can access our free welcome service by booking online.

The Engagement and Success team offers an Airport and Jolimont (bus terminal) welcome service where we pick you up. Students must register for this free service ahead of arriving to ANU and provide their expected arrival time, date, contact details etc. To register please follow this link.

If you have any questions about Orientation Week, content on the website or about the emails that you have received please email our team at firstyear@anu.edu.au.

Set 4 ANU Mentoring Program

The Set4ANU Mentoring Program aims to provide new students with holistic support, giving guidance in both living and learning as an ANU student. New students are put in small groups (2-5 people) and given a later year student mentor.

In these mentoring groups, you can make new friends, ask your mentor questions, and leverage their knowledge and networks to help you settle into your study here at ANU. They have also experienced living in Canberra for a while, so can also be a useful contact person for any general questions or concerns if you are new to Canberra.

Set4ANU offer four key activities which you can use to transition to ANU smoothly:

1. Our semester-long guided mentoring program, designed to help you develop the skills and networks you need to be a successful ANU student;
2. Online support and community, which will give you regular summaries of upcoming important dates and interesting events, as well as give you the chance to ask questions of the wider Set4ANU community;
3. Social events, where you can make friends and meet others with the same interests as you; and
4. Group trips to Canberra events and attractions.

Remember that Set4ANU mentors are later year students volunteering their time to help first semester students. They are not academic advisors or tutors and cannot give official course advice, although they can point you in the right direction of who to contact to get academic support or advice.
High School vs University

Classes are at set time and are highly structured and regulated by teachers.

The principal and teachers are responsible for delivering a set curriculum to the student.

Smaller class sizes, usually a maximum of 35 students.

Attending classes in high school is mandatory for students up to the ages of 16-18 years.

Public high school is tuition free, private high school have tuition fees.

Teachers monitor each student’s wellbeing, attendance, behaviour and grades and often remind students about upcoming assignments, field trips and exams etc.

Adults (parents or carers) structure most of their student’s time in and outside of class.

You need to seek permission to do extra-curricular activities or to go out with your friends.

Your day is structured, and one class usually follows another in the same room or building.

Classes are known as lectures, tutorials, labs and can all be scheduled at different times.

The course convener is responsible for setting the curriculum but the responsibility for learning is on the student.

Larger class sizes, lectures can have hundreds of students depending on the popularity of the course.

Attending classes in university is up to the student.

Universities have tuition fees and vary depending on course and institution.

Academics expect you to be organised and aware of your schedule.

You do all your own planning, scheduling and time management (as well as study, cook and enjoy student life!).

You decide which extra-curricular activities you take part in, how you get there and manage cost involved.

Classes are scheduled by central timetabling on behalf of Colleges and are spread across campus.
As outlined in the infographic, there are some differences between studying at high school and studying at university. You are the decision maker when you arrive at university and you have the freedom to plan your own social and academic calendar.

This is a big shift in responsibility, as most first year university students have had their parents, carers, teachers or coaches manage their schedule, transport them to and from places, organise payment of bills/fees and support with organising their activities.

It is important to understand that this can be a steep learning curve but there is support available across the university depending on your needs.

Reaching out for support early will help you develop the necessary skills to succeed in university.

At university you are considered a young adult if you are over the age of 18 years, this means that staff at the ANU cannot communicate with your parents about your progress without your written consent. If you are under 18 years, the university will legally need to liaise with your parent/carer or legal guardian.

Student Responsibilities:

High School vs University Infographic

ANU Student Central offers a wide variety of services to students throughout the lifecycle of their university degree. This begins upon a student’s arrival at the ANU where they offer enrolment advice, issue student cards and provide timetabling assistance, and continues beyond graduation as they issue academic transcripts and Australian Higher Education Graduation Statements.

They answer a vast range of general university enquiries either in person, over the phone or by email to ensure students have a smooth university experience at the ANU. Frequent enquiries include late withdrawal, degree transfer and reduced study load applications.

As the first point of contact between students and the University, Student Central guides ANU students to the best resources for obtaining specified help. Contact them at student@anu.edu.au or call 135 268.

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Classes

Most classes finish 5 minutes before the hour and the following class starts 5 minutes after the hour. You will be expected to arrive prepared to your first day of class e.g. having read the course outline and required readings ahead of the first class.

Most lectures are recorded but showing up to class is encouraged. Check your course guide on WATTLE to find out if you have tutorials or practicals that you must attend. Participation in tutorial discussions can have marks attached. A tutor, lecturer or a course convener may teach your course. This will vary depending on the subject.

If you are struggling to manage your time, make an appointment to see a Learning Advisor at Academic Skills or speak to your course convener during their office hours. If you are worried about doing this for the first time bring a friend along for support.

Planning your timetable

All lectures, labs and tutorials are scheduled by the ANU central timetabling office on behalf of Colleges and these classes are spread out across campus. It is up to you to plan your own timetable and structure your schedule. Check each of your course WATTLE sites to find out more details and release dates.

You need to select your classes and build your own personal timetable and you should consider travel distance between classes when planning. It might be worthwhile investing in a bicycle if you have classes spread out across campus as this will make it easier to get to class on time. Students are encouraged to enroll in tutorials early otherwise they may not get their preferred time!

The final Semester 1, 2020 timetable should be released to students on the 25th of November 2019.

The official ANU timetable: https://www.anu.edu.au/students/program-administration/timetabling

The unofficial ANU timetable: To find this do a google search for ‘anutimetable.com’
Financial Support

The Higher Education Loan Program (HELP) allows you to defer your payment of university course (HECS) or student amenities (SA) fees until your income is above a minimum repayment threshold. You need to submit a completed Request for Commonwealth Support and HECS-HELP form in order to defer tuition fees to HECS and the SSAF-HELP form to defer the Student Services and Amenities Fee.

Bursaries and financial assistance are available as well as emergency grants through ANUSA Student Assistance Officers. They can also offer support and advice on Centrelink and scholarships available to students at ANU. For more information please visit the ANUSA website. https://anusa.com.au/welfare/financial/

Centrelink

Centrelink is the government agency responsible for providing social security payments to Australian citizens. Youth Allowance is financial help you may be eligible for if you are 24 years old or younger, studying full-time, independent or living away from home to study or temporarily unable to study.

If you are relocating to Canberra from a regional or remote area for higher education study and you already receive youth allowance or ABSTUDY you might be eligible for a relocation scholarship.

A relocation scholarship is a once a year payment if you get ABSTUDY, Youth Allowance or Energy Supplement. You must also need to move to or from a regional or remote area for higher education study.

You should enquire about whether you are eligible to receive financial help and/or payments or assistance to help with your living costs (rent assistance, energy supplement) before coming to University as this can often take several weeks/months from the time you apply to the time you receive your first payment.

To find out more information please contact your local Centrelink office or go online to https://www.humanservices.gov.au/individuals/subjects/payments-students-and-trainees

Care Inc. Financial Counselling Service

Care Inc. is a community organisation set up to ensure consumers are treated fairly and have support to overcome debt. They received funding from the ACT and Commonwealth governments and their services are free for people living on low to moderate incomes.

Care Inc. do not provide emergency financial relief but they can connect you to services who do. They also provide the following services:

- Financial Counselling, a free and confidential service to support people to gain control over their financial situation;
- No Interest Loan Scheme (NILS), these loans provided to people living on low incomes who live or work in the ACT;
- Consumer Law Centre, provides free legal advice/assistance to vulnerable consumers on a range of consumer protection and fair-trading issues;
- After-Hours Drop-In Service, operates every Wednesday from 5:30pm 7:30pm;
- Community Development and Education Programs covering topics such as budgeting and credit and debt issues.

For more information visit www.carefcs.org
ANU Systems

At ANU there are a number of different systems you will need to familiarise yourself with to support you in your learning and development. Below is a list of some of these systems and we advise that you follow the link to learn more detail about each.

Adobe Connect
A real time conferencing tool and an online collaborative space which enables you to present, explain, chat, demonstrate and engage with students online.

ISIS
Allows students to enrol, view invoices, check grades, confirm graduation eligibility, pay fees, submit commonwealth assistance forms (CAF), maintain personal information.

Wattle
An online environment that facilitates learning, communication and collaboration that can be used to make lecture notes, readings, digital lecture recordings and other learning resources available to students online.

ePortfolio
An electronic portfolio or ePortfolio is similar in concept to the paper-based portfolio. Its benefit is that in electronic format your portfolio is portable anywhere that you have Internet access.

Office 365
(Known as Wave 15) includes a new interface, increased mailbox size, and a mobile application for android and iOS users.

Echo360
A university-wide system designed to capture and record lectures and upload lecturer-created videos for access through Moodle (Wattle).

Programs and Courses
This website provides a complete list of all courses, degrees, majors and minors available at ANU.

Turnitin
This text-matching service is designed to educate students regarding appropriate citation and referencing techniques. It’s used to assess assignment submissions as a component of our approach to managing Academic Integrity.

Timetabling
The Academic Timetabling Service System includes a website where readers can locate timetable and room availability information and an administrative side for staff to manage timetables. The official ANU timetable: https://www.anu.edu.au/students/program-administration/timetabling

For more information on each of these systems please visit: https://www.anu.edu.au/students/systems
Establishing good communication with course conveners is important.

“Establishing good communication with course conveners is important.”

Communication and Etiquette

Office Hours

This is time set aside by your course convener/lecturer or tutor to meet with them about any questions or issues you may be having in their course.

We recommend you make a note of the course convener for each of your courses and their office hours. Office hours are a great resource that you should take advantage of throughout your time at university. These office hours are a designated time when you can meet with the course convener/lecturer to ask questions, clarify their expectations on assessments, raise concerns and discuss any issues you may be having related to the course.

It is ok to be nervous about reaching out for help the first time, if you need support you could always ask a friend or a classmate to go along with you. Be prepared ahead of these meetings, make sure that you bring notes to discuss any course materials or assessments questions you have as this means you will maximise the time you have to get the help you need. Office hours are not designed to recap a lecture. Instead, they should be used efficiently to help you to problem solve independently with the feedback from your course convener advising if you are on the right track.

If you find your convener has not advertised their office hours or does not appear to offer this support, we recommend that you email them directly to seek support and make an appointment to meet.

Check with your course convener if they set designated times that they respond to emails from students in their courses, and if so, make a note of this too. Then you are aware when you send an email to the course convener when you can expect to receive a reply.

Establishing good communication with course conveners is important especially for those courses you may be finding challenging. It may not be something you need to do for all your courses, but it will be helpful, especially in your first semester.
**Preparing for your first day of class**

Below are some things to think about ahead of your first day of classes.

- Make sure you have read over your course outlines in WATTLE.
- Have you completed the prescribed readings ahead of class?
- Do you know where you are going for your first class, have you thought about where you should sit and to best support your learning? (at front, middle or back row)
- What worked well for you in the past to help you learn?
- Say hi to someone beside you, smile and be friendly, making new friends in your course is important.
- Find out when the course convener has office hours and the location.
- Make a note of the key dates assessments are due, start to create a timeline working backwards from the due date to ensure you have enough time for reading, researching, writing and peer reviews (if relevant).
- Note if you have mid semester and end of semester exams and the dates (knowing that you will have assessments due too that may overlap).

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**Overall course**

These are some things to think about over the course of your degree.

- Set yourself goals for the course, short, medium and long term (setting timelines for your goals is a good idea, it helps to have a deadline and check your progress, also sharing your goals with a friend helps keep you accountable).
- Plan for the semester, work backwards from assessment deadlines to create a study plan, (seek support from Academic Skills if you are not sure how to go about this).
- Is the course on a topic that interests you? (Speak to your academic advisors early if you are not sure about a course or degree, they will talk to you about your options to transfer).
- How will you monitor your progress?
- What do you want to be able to do by the end of the course?
Introducing yourself at UNIVERSITY

It is ok to feel nervous and it’s perfectly natural when you first come to university, just remind yourself that you are not alone- most other first year students are feeling the same way as you. You will meet so many new people from all over Australia and the world when you come to ANU, and you can expect to learn a lot about different cultures, perspectives and new ways of seeing the world. ANU has its own unique culture, that is made up of social behaviours and norms found in the ANU community, as well as the knowledge, beliefs, arts, laws, customs, capabilities and habits of the individuals in the university.

It can seem daunting at first trying to learn this new culture but try not to worry, just remember you are part of the ANU community now. The best way to learn more about new cultures is to get amongst it and participate, be yourself, be respectful and keep an open mind. You will find that you will learn so much about yourself and others when you come to university and that being different is not a bad thing, embrace your individuality.

Making new friends is an exciting and important part of your university life, getting to know new people is fun but can also be scary, especially since some of you may not have had to make new friends since you were a kid. We have some tips on starting conversations to help take that first step. You will be amazed at all the new things you’ll learn about the people around you and you’ll be surprised how much you might have in common.

Whether you have just moved into your new hall or a share house off campus, something to consider when you are settling in or unpacking is to leave your door open. This shows that you are open to having a conversation and will allow your new roommates to say hi as they walk past or drop in to invite you to take part in an event or activity.

Starting Conversations

The FORD method may be a way to never run out of conversation topics again. The method is backed by research and is all about asking questions. Asking people questions shows you are interested in getting to know them more, remember to listen and share information about yourself too. The FORD method can be useful in new social situations and here’s how to use it.

The letters stand for four topics that can be used as conversation starters for just about anyone:

<table>
<thead>
<tr>
<th>F</th>
<th>Family</th>
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<tbody>
<tr>
<td>“Do you have any siblings?”</td>
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<tr>
<td>“Do you have family in the area”</td>
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</table>

<table>
<thead>
<tr>
<th>O</th>
<th>Occupation</th>
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</thead>
<tbody>
<tr>
<td>“What are you studying?”</td>
<td></td>
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<tr>
<td>“Are you working part-time?”</td>
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<table>
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<tr>
<th>R</th>
<th>Recreation</th>
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<tbody>
<tr>
<td>“What do you like to do for fun?”</td>
<td></td>
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<tr>
<td>“What are your hobbies or interests outside of your studies?”</td>
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<table>
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<tr>
<th>D</th>
<th>Dreams</th>
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</thead>
<tbody>
<tr>
<td>“Have you ever thought about doing [recreation] professionally?”</td>
<td></td>
</tr>
<tr>
<td>“What’s the number-one thing on your bucket list?”</td>
<td></td>
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<tr>
<td>“Where in the world would you like to travel to?”</td>
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</tbody>
</table>

This method can be helpful at first, but you will find that the more you practice striking up conversations with people the easier it will become, and you will build your confidence and friendship group in no time at all!!
How long does it take for you to form an opinion of someone you meet? First impressions can have an instant and lasting impact. Whether you meet someone for the first time in-person, over the phone or by email you should try to represent yourself well. Below are some tips on how to make a good impression and guide you on how to approach these situations for the first time.

It is important to remember when introducing yourself - to always address faculty (academics, lecturers, tutors) by their professional title when you first meet them. By doing this you are showing that you respect and acknowledge that they are experts in their field of research.

For example:

**Student**
Good afternoon Professor O’Neill, my name is Susan Foley.

**Professor**
Susan, please call me John. I prefer students to address me using my first name.

**Student**
Ok John, thank you for letting me know your preference. I was wondering if I could ask you a couple of questions about Assessment one to clarify my understanding?
Face-to-face

- Smile and make and eye contact, offer your hand to shake hands with someone when you first meet and clearly introduce yourself. This shows good manners and respect from the start.
- Be well presented – Dress appropriately for your meeting, class, or networking event. For example, smart casual is suitable for more formal events such as a networking event/meeting etc.
- Be punctual, this means giving yourself enough time so that you arrive ahead of your appointment/meeting etc. we recommend arriving 5 – 10 minutes early. This will give you a chance to familiarise yourself with your surroundings, prepare for the meeting ahead and allows you to maximise the time you have with your academic/tutor/learning advisor etc.

Email

Always use your ANU email address when sending an email to an academic or a professional staff.

Be polite and avoid using slang or abbreviations you would use with your friends. Address the recipient by their professional title in the first instance (e.g. Dear Professor O’Neill).

Introduce yourself, name and U-number, course name and course code (if applicable), the issue you need support with, and your availability should the person need to contact you for a meeting/telephone conversation etc.

Remember when you are signing off an email you should use your full name and U-number too, this makes it easier for the person you are communicating with to identify who you are and respond to your enquiry efficiently.

Phone

Answer your mobile promptly.

- Speak in a friendly and professional tone, especially if you do not know the number or the caller is not identified, it is best to answer the phone formally.
- This means stating your name and then asking politely who is calling you.
- For example, an appropriate greeting to an unknown caller would be; “Hello, Anne speaking. Who may I ask is calling?”
- Also, consider your tone and use of language when talking with an academic or employer, try to avoid slang and stay respectful.
- Make sure the greeting on your voicemail is appropriate, state your name and be professional.

Sample Email to an Academic

To

Subject

Dear Professor O’Neill,

My name is (insert your Full name and U-number) and I am in your (insert your course code e.g. PSYC1001) class.

Some examples:
(A) I was wondering when you have office hours as I have a question about assessment 1.
(B) I have been unwell recently with the flu and could not study or do the readings needed for assessment 1 and was hoping that I could get an extension of two days to complete it.
(C) I have been managing an ongoing medical condition which has been impacting on my ability to attend lectures and tutorials. I am registered with Access and Inclusion and I have attached my Education Access Plan, I was hoping to come and speak to you about my reasonable adjustments and negotiate a time that suits you. I am seeking an extension for this assessment and I think I would be able to submit it by XXX. Please let me know if you think that this is reasonable. I apologise for the late notice and thank you for your time and consideration of this request.

I look forward to hearing from you.
Kind Regards,
Susan Foley (First Name and Surname)
U1234567 (U-number)

Note: Always explain the situation clearly and only share what is necessary and you are comfortable sharing. If you need support and someone to talk to about what might be affecting your studies and you wish to keep this confidential contact your GP or ANU counsellor. They will advise you the best course of action depending on your situation.
SKILLS TO DEVELOP FOR SUCCESS

Time Management
Managing your time and organising your priorities is your responsibility now. You are the decision maker and need to think about setting timelines, goals (short-term and long-term), planning budgets, and sticking to deadlines. Time management is a critical part of university and a skill you will need to develop for adulthood. Effective time management will support you, especially when it comes to planning out your assessments and making sure you have enough time to do your readings, research and writing up the essay/report, and don’t forget about referencing too. Setting yourself small goals/milestones can help you see your progress and breaking down big tasks is useful so that you don’t end up feeling overwhelmed. Setting your vision and goals for your university experience is important as it helps to keep you on track.

Teamwork
Working as part of a team is a big part of university, you will be given group projects and assignments depending on the courses you select. Some disciplines have a stronger emphasis on group work than others. If you have concerns about working as part of a group or you need support, it is important that you reach out to your academic early during their office hours to discuss.

Working respectfully with people who are different in age, gender, race, religion or political persuasion is an important skill to develop as this will be required of you when you enter the workforce. If you are new to group work don’t be afraid to seek support, ask an academic, ask a peer, or a fellow student. Better still join a club, group, or society and get involved in group work outside the classroom first so that when you are called upon to work in groups you will have real life experience to bring with you.

Growth Mindset
Carol Dweck, Professor of Psychology at Stanford University, states that there are two categories of mindset (growth mindset and fixed mindset) that can group individuals based on their behaviour, specifically their reaction to failure. She states that those with a “fixed mindset” believe that abilities are mostly innate and interpret failure as the lack of necessary basic abilities, while those with a “growth mindset” believe that they can acquire any given ability provided they invest effort or study.

A growth mindset is the belief that ability can be developed through effort and by embracing challenge. This is the mindset we want to support you to develop during your time participating in the First-Year Experience program.

We recognise that you have worked hard to achieve the grades to get into your chosen degree at ANU. There will be challenges you face when you first come to university, and we want you to know we are here to support you in developing your skills, and the ability to overcome these challenges yourself and keep pushing beyond your perceived limits.

Responsibility
This word can seem scary at first, as this may be the first time in your life that you have had total control of your decisions and the choices you make. Responsibility should not be viewed as a negative thing, as taking responsibility means you have the power and influence over your own life and outcomes. Just remember the choices and actions that you take today can change your future for the better, taking a positive outlook and breaking big tasks into smaller ones can help manage your responsibilities. For example, if you study well for a class, you influence your rate of success when it comes to getting a good grade on an assessment or exam. However, if you decided to skip that class and don’t do the required readings, your likelihood of doing well in an assessment or exam is a lot lower, and this may result in you feeling disappointed. Every day is full of decisions and you are responsible for the kinds of decisions you make and where they will lead you. Think about your personal road map for university, what you want, and what decisions will help you get there. Create your own road map of decisions and check the map regularly to make sure you are still on course. Then adjust and ask for directions when needed.
Academic Skills
In high school you would have completed a lot of surface learning, for example reading course material and memorising the content for exams. In university you will also need to move beyond memorising course material to conceptual learning, writing skills, intellectual curiosity, and critical thinking which is referred to as deep learning. Depending on what you are studying you will need to apply different types of learning, study techniques to demonstrate your knowledge and understanding.

At university the expectations of you as a learner are greater. You will be taught new concepts, given lectures on theories, be expected to review the research, reference other scholars, and apply your own critical thinking process to formulate your own arguments.

We recommend you seek advice early from Learning Advisors in Academic Skills and the ANU Library staff to help you develop your academic skills and understanding of what is expected when researching and referencing at university. It may take some time to develop these new skills, and we recommend getting off to a good start by attending the Academic Skills sessions in O-Week and training available through the ANU Libraries across campus.

If you are struggling to understand the assessments and what is required, go and speak to your course convener during their office hours to seek some guidance. Managing your own learning can be challenging but it is possible. You just need to be willing to learn inside and outside of the classroom. Being open to new ideas and techniques and asking for help when you do not understand are all important things to remember.

Communication
Developing your communication skills are important and will help you to make new friends and adapt when you first arrive at university.
A good way to develop your communication skills is to take part in university programs such as SET4ANU mentoring, college run peer mentoring programs, or joining a club or society.

Communicating effectively with your peers and academics will help you get the right support when you need it. You can learn a lot from other people at university, through observing and participating so don’t be afraid to put yourself out there and try something new. There are lots of opportunities to build your communication skills, we recommend checking out the ANU Market day to find out about all the clubs, societies, and programs available for you to participate in.

Problem Solving
This is a skill that you will start to work on as soon as you leave home for university. This might be overwhelming at first, being the one who must make the decisions and solve all sorts of problems without the guidance of family and friends. An important thing to know is that there are other students feeling the same way! You do not need to solve all the problems you may face on your own. Reach out for help and advice when you need. There are lots of ways to ask for help: you could join New at ANU Facebook page, speak to your head of hall or senior resident, or join a club or group to learn new skills and make new friends. Go to Student Central, your College Student Office, and ANUSA. There are many ways to seek support, just reaching out is the best first step! In time you will find yourself developing creative and innovative solutions and help others to solve problems.

Information Technology
Having a range of basic IT skills is vital for university as you will be expected to be able to navigate a range of online systems when you arrive at university. There are staff who can help and the ANU library offers free training sessions to help students build their digital literacy. To learn more about the different systems at ANU make sure you complete the online orientation module, ANU1001. This module will walk you through how to enrol, create your timetable and use the online systems at ANU. It will also tell you more about the IT support available to students and how to reach out when you need help.

Motivation
Motivation is the key, but it is not always easy. You can fail or succeed – but you will learn from it! Motivation drives you toward a goal. It keeps you going when things get tough, the reason you get up early to exercise or work late to finish a project. There are all kinds of motivations – to eat, earn money, exercise, hang out with friends.

There is only so long that you can go trying to motivate yourself to do something you don’t like to do, something you don’t want to do. But if you find something you are passionate about or something you enjoy, you can sustain your effort for much, much longer. Achieving things can be hard when you feel demotivated. People are motivated in different ways. One of the challenges in meeting any goal is sticking with it. If you can stick with a goal for long enough, you’ll get there eventually.
Employment

Part-time work

There are some things that you can do to help prepare yourself to get ready to apply for work before you arrive in Canberra:

1. **Banking**
   Firstly, you will need to set up a bank account in your name. If you are under 18 years of age you might need your parents to support you to do this.

2. **CV**
   It is important to create a resume or curriculum vitae (CV) that outlines your work experience to date (if any), your achievements in high school and extra-curricular activities, interests, and any voluntary work you might have completed along with two referees.

3. **Superannuation**
   Superannuation is something you should speak to a trusted individual about ahead of starting work so you can choose one that will be right for you before you start working. You can always transfer your superannuation, but it usually takes a bit of effort and sometimes there is a cost involved.

4. **Tax File Number**
   Everyone who works in Australia needs to get a Tax File Number (TFN). If you have had a part-time job during high school, you may already have one. TFNs are issued by the Australian Taxation Office (ATO) and uses your number to identify your tax records. Your TFN is yours for life, even if you change jobs, move interstate or change your name.

   Even if you aren't planning on working, you'll want to register for a TFN now as it is required to complete the Commonwealth Assistance Forms in order to defer your tuition fees to HECS. Your TFN is valuable.

   Do not share it with friends and do not provide it over the internet when applying for jobs. It is, however, important to provide your employer with your TFN when you start a new job otherwise you risk having your tax deducted at a higher rate than necessary.

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**ANU Careers**

ANU Careers Consultants can advise students and recent graduates on the career implications of their program and employment opportunities, as well as help them understand themselves, their career interests, and how this relates to career decision making and further study. We recommend attending the career workshops in O-Week and making an individual appointment to get support with resume/CV checks, interviews, addressing selection criteria, career planning, job search strategies (internships, graduate recruitment, part-time/casual work, etc.) and other career-related topics.

**Volunteering**

Volunteering is a great way to broaden your employment skills and develop your communication and teamwork skills. It is also a great way to get to know people who have similar interests and passions as you do which helps to make new friends.

There are many opportunities to volunteer both at ANU and in the wider Canberra community. If you are interested in learning more about volunteering, you should contact the Engagement and Success Team and ask for more information about ANU+.

**Peer Assisted Learning**

Peer Assisted Learning programs are offered across the Colleges, these are led by later year students to offer support and guidance and understanding what your academic is seeking from your assessments. Academic Skills also have Peer Writers (trained later year students) who will review your essays and reports on a drop-in basis and will give you constructive feedback and tips on how to write well at university. These sessions are typically 15-20 minutes.

Beyond Peer Assisted learning, Academic Skills have; Writing Coaches and Learning Advisers who provide more comprehensive and constructive feedback on your assessment drafts. These sessions last from half an hour to forty-five minutes. These are booked appointments, and you just need to book online to secure your appointment. Learning Advisers also run workshops throughout the year to support you to develop the academic skills you need to succeed at university.

**Student Leadership positions**

There are opportunities for students to take up leadership roles and receive qualifications in addition to the traditional university experience, to give them the skills and experience to prosper in their lives post-university. Check out opportunities through ANUSA, Engagement and Success, and Student Recruitment team.
Knowing your employment rights

The Fair Work Ombudsman’s purpose is to promote harmonious, productive, cooperative and compliant workplace relations in Australia. They are responsible for providing education, assistance, advice and guidance to employers, employees, outworkers, outworker entities, and organisations.

They have factsheets, videos and useful checklists for young workers on how to prepare themselves for employment.

Below are some useful links:

Warning Signs at Work

- **Unpaid work trials** for any period beyond what’s reasonably required for you to demonstrate the skills required for the job
- **Not being paid** for meetings or training and the time you spend opening and closing the business
- **Not being given a pay slip**, you should receive a pay slip within one day of being paid
- **Being sent home from work early**, you should start and finish your shift at the rostered time no matter how busy or quiet it is, unless you and your employer agree otherwise
- **Receiving goods or services instead of pay**, you should be paid in money in the form of cash, cheque, money or postal order, or through electronic funds transfer into your bank account
- **Being pressured**, forced or threatened to sign a workplace agreement
- **Being sacked because you were sick or injured**

If you feel like any of these things are happening to you, contact the Fair Work Infoline on 13 13 94 for assistance.

38 HOURS is the maximum weekly work an employee can be asked to do

Minimum Hourly Wage by Age

<table>
<thead>
<tr>
<th>Age</th>
<th>Minimum Hourly Wage</th>
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<tbody>
<tr>
<td>&lt;16</td>
<td>$6.21</td>
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<tr>
<td>16</td>
<td>$7.98</td>
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<tr>
<td>17</td>
<td>$9.75</td>
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<td>18</td>
<td>$11.42</td>
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<td>19</td>
<td>$13.92</td>
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<td>20</td>
<td>$16.48</td>
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<tr>
<td>&gt;20</td>
<td>$16.87</td>
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It is unlawful for an employer to take adverse action against a person who is an employee, former employee or prospective employee because of the person’s race, colour, sex, sexual orientation, age, physical or mental disability, marital status, family or carer’s responsibilities, pregnancy, religion, political opinion, national extraction or social origin.


30 min break per 5 hours of work is the general rule of thumb when it comes to breaks at work, however this can vary between industries.
How to speak UNIVERSITY
Speaking university language: useful terms at ANU

When you first arrive on campus you may hear people using words and terms you don’t know or maybe even understand. We want to share some insider information with you early so you can start to learn your new academic language ahead of arriving at ANU. Don’t worry, we all had to learn this new language and while it seems daunting at first, trust us, it gets easier when you start to put it into practice and get on campus.

At first it may feel like you are in a foreign country where you do not know the language, but once you come along to some workshops with the FYE team you will be fluent!

The ANU website has a university glossary which gives you an overview of lots of terms used in the university, it also has a video and you can check it out by following this link https://www.anu.edu.au/directories/university-glossary

In the meantime, here are a few basic terms to help you get started.

Academic Calendar is a list of important dates for the university year. The year is broken into two semesters that are 12 weeks long. The dates on this calendar are important such as census date (the date to drop courses without incurring academic or financial penalty).

Academic progress: Students enrolled in undergraduate and graduate coursework awards in ANU colleges are expected to maintain satisfactory results, i.e. pass grades, in order to progress through their degree in a timely manner. Students who do not pass all of their courses will move through a process that is also known as Academic Progress, which is where the University contacts you when you haven’t passed 50% or more of the courses you are enrolled in for a semester.

Academic Staff are people employed by the university to teach and carry out research. They will typically have university qualifications and titles.

Academic year: The academic year refers to the ANU academic calendar, the time during which you attend class or exams. The academic year is broken into two periods for standard courses, known as Semester 1 (Feb-June) and Semester 2 (July-Nov). There are also Summer (Jan-March), Fall (April-June), Winter (July-Sept) and Spring (Oct-Dec) sessions known as non-standard sessions. Most undergraduate students will take courses in Semester 1 and 2.

https://www.anu.edu.au/directories/university-calendar

Alumni are people who have graduated from your university. Once you have a degree, you will become an ANU alumnus.

ANU Observer is a campus media organisation dedicated to providing timely, accurate, and detailed coverage of news relevant to ANU students. It is an online publication that publishes articles ranging from breaking news to articles on groups/topics or longer investigative pieces. For more information visit https://anuobserver.org/.

ANUSA: The ANU Students’ Association or ‘ANUSA’ is the peak representative body for all undergraduate students at ANU. If you’re an undergraduate student or ANU College student then you’re automatically a member of ANUSA, and membership is free.

Bachelor’s Degree is an undergraduate degree usually awarded after three years of study majoring in a certain area. Depending on what you are studying at ANU this could take anywhere from 3-5 years with a maximum time of 10 years allowed to complete. By means of practical work including the production by students of essays or theses or case studies, or the attendance and participation by students in seminars or workshops.

Look! There is white fluff in the air.
I guess we better start studying for finals!

White fluff from the poplar trees falls in early October, a few weeks before exams, and is often seen as a reminder to students that they should be studying!
Census date is the date that the university finalises a student’s enrolment in a course. If you withdraw after census date you will have to pay fees or, if you have a HELP loan, you will incur a debt.

First Semester Census Date 31 March
Second Semester Census Date 31 August

This means that if you are not sure about a course, or are really struggling to keep up and are thinking of dropping it, you must do so before these dates otherwise you will have to pay fees or incur a debt (even if you do not complete the course!)

College Student Office is an office located within each academic College where professional staff can provide students with academic advice including which courses to enrol in, graduation eligibility, and approve all changes to enrolment requests.

Course code: A course code is made up of four letters and four digits which are used to describe the course topic and level e.g. PSYC1003 - PSYCHOLOGY 1. At ANU the numbers used in the course code are an indicator as to which year of study you should aim to take the course in e.g. courses starting with 2001 are second year and so on. Your class number will be listed in the Terms section of your Course Outline. (Always read your Course Outlines). You can take a look at this by clicking on the link and selecting courses tab.

https://programsandcourses.anu.edu.au/catalogue We advise you discuss with your college adviser if you need specific advice on course selection.

Critical Thinking: is process of analysing information in an objective way, in order to make a judgement about it.

Curriculum is the sequence of courses in a program of study that leads to receiving a bachelor’s degree in a major.

Deadlines (Academic): Final dates for submission of a piece of assessment.

Deadlines (Administrative): Final dates to apply or submit various forms/documents. Students submitting after a deadline will usually incur a late fee, submission refusal, academic or other penalty.

Deadlines (Fees): Set final dates for payment of all fees (e.g. up-front tuition fees so it doesn’t defer to HECS etc.). Also ‘Deferred’ as in ‘Your fees were deferred to HECS’ means that your tuition fees were rolled over into your HECS loan and will now need to be paid directly to the Australian Taxation Office (ATO). Students who fail to pay or submit their eCAF by the specified date(s) may have their enrolment cancelled. If permitted to re-register their enrolment by the Registrar, they will be required to pay all outstanding fees plus a penalty fee determined by the University.

Dean of Students offer confidential, impartial advice and can help to resolve problems by acting as a neutral intermediary between students and the academic or administrative areas of the University.

Discipline: A term to describe an academic field of study.

Double degree: A program that leads to more than one award, for example, the Bachelor of the Arts (BA)/Bachelor of Science (BSc) program leads to the separate awards of BA and BSc after four years of full-time study. Undertaken individually, and not as part of a double degree, a BA and BSc would each take three years’ full-time study.

eCAF is the Electronic Commonwealth Assistance Form, you need to complete an eCAF to help you pay for your study. For more information visit https://ecaf.education.gov.au/home

Enrolment: Will typically refer to the courses you have signed up to take. All new and continuing students must formally enrol in courses through ISIS. Enrolment instructions for new students are provided at the time of offer of admission.

Experiential Learning: A term to describe learning opportunities that give students hands on experience to connect their academic foundations to the world, their community outside the classroom. This can be through volunteering, studying abroad, student leadership opportunities, peer mentoring, academic mentoring, and learning communities. Contact the Engagement and Success team for more information.

GPA: A grade point average (GPA) is calculated as a weighted average of your course grades and unit weights; it provides a summary of overall academic performance. At ANU, the GPA is calculated on a 7-point scale.

Grading Scale: The range of grades you can achieve in a course; High Distinction (HD) 80-100, Distinction (D) 70-79 Credit (C) 60-69 Pass (P) 50-59 Fail (N) 0-49. There are other grades that exist for some circumstances.

HECS-HELP and SA-HELP: The Higher Education Loan Program (HELP) allows you to defer your payment of university course (HECS) or student amenities (SA) fees until your income is above a minimum repayment threshold.

ISIS (Interactive Student Information Services) is a web-based system that allows students to access certain personal and academic information held on the University’s student system, including examination results, enrolment, and graduation details. It is also where you view and pay tuition and SSAF invoices, complete your Commonwealth Assistance Forms, enrol in courses and request a transcript.
Late Withdrawal: If you need to drop a course after the census date, you may be eligible to apply for a Late Withdrawal. Late Withdrawals may be granted to students who encounter unavoidable and unexpected extenuating circumstances that impede their successful completion of a course where the circumstances occur or are exacerbated after the census date.

Lecture: An eductive talk normally delivered as a component of a course.

Major: A set of related courses (48 units at ANU) which are designed for students to achieve specific learning outcomes in a specific field as part of their overall course of study in their degree.

Minor: A set of related courses (24 units at ANU) which are designed for students to achieve specific learning outcomes in a single discipline or multi-disciplinary field. Minors exist independently of programs and are only available to undergraduates.

Office Hours: The time set aside by course conveners to meet with their students and answer questions. Office hours are usually on a set time each week. You should always reach out if you have a question or need some guidance - try to get in before the busy periods of the semester (e.g. ahead of a due date for an assignment, before exams).

Online Forums (WATTLE): Use these forums to ask questions and learn from other students in the course. These forums are a way to engage in discussions and continue learning outside the classroom. The course convener moderates these forums too and will participate to varying degrees depending on the course and intention of the forum in the overall learning outcomes for the course. Students are enrolled into their course on WATTLE 24 hrs after enrolling in the course through ISIS.

Orientation Week (O-Week): The week before classes start, this week offers new students activities and information sessions designed to help you when you first arrive.

Peer Mentors: Later year students who have undergone formal training to share their knowledge of university, guide you to helpful services and activities, to meet new people and help you build your skills for living independently.

Plagiarism: Using someone else’s work for examples their ideas, research and evidence without properly acknowledging it.

Referencing: Is to show where the information you use in assessments comes from. Given this purpose, the first principle is to provide enough information in your citations so that your reader can find that same piece of information themselves. The second principle is consistency in format and style. If you are unsure of how to reference other people’s work, reach out to your tutor, lecturer or make an appointment to see an Academic Skills advisor.

Semester: There are two semesters in each academic year—Semester 1 and Semester 2—normally each of 12 weeks’ duration divided into two teaching periods, with a non-teaching period of two weeks between each of the teaching periods and a larger break between Semester 1 and 2.

Tjabal Indigenous Higher Education Centre provides a meeting place and support-base for Aboriginal and Torres Strait Islander students and staff at ANU. “Tjabal” means large assembly of groups from widely separated areas. Here you will find Indigenous students and staff strongly committed to improving education outcomes and achieving study and career goals that positively impact our communities.

Turnitin: An online text matching tool accessed through Wattle designed to assist you with your academic writing. It helps to ensure that you are completing your work with academic integrity by submitting original work which appropriately acknowledges the words, ideas, scholarship and intellectual property of others.

Tutorial: A tutorial is a small group discussion led by a tutor. Usually you will be given the topic for the tutorial and the reading you must do ahead of time. You will also be issued with some questions on the topic which will be addressed in the discussion. In tutorials you can share your ideas and your problems with your fellow students and an experienced academic tutor.

Undergraduate: A student enrolled in and not yet completed or graduated from a bachelor’s degree, diploma or associated degree program.

Unit: This is an indicator of the value of the course within the total program. Most courses are valued at 6 units. Units are used to track progress towards completing a degree. Full-time students normally undertake 24 units of courses each semester.

University ID: A unique 7-digit number that identifies you as a member of the ANU. Your student ID card carries this number and can be used to access services around campus, as well as discounts with businesses and services around Canberra.

Vice-Chancellor: The Vice Chancellor is the executive head of the university, who is nearly always an academic and who holds the post for a five- or seven-year term.

WATTLE: Is an acronym for Web Access To Teaching and Learning Environment. This is the platform on which all the courses and other linked platforms are located.

Woroni: Woroni encompasses Woroni Student Newspaper, Woroni Radio and Woroni TV. Woroni has been the ANU student newspaper since 1950, Woroni radio was established in 2012, and Woroni TV was launched in 2017.

*For more information see your College Advisers.
Sport at ANU

Joining a sporting team or a club at ANU is a great way to meet new people and make friends. Taking part in sport teaches us a lot of important lessons and builds several different skills which are transferrable to many areas of your life at university.

ANU offers plenty of opportunities to play a variety of sport through ANUSA clubs and residential halls. ANU Sport provide subsidised services to ANU students and ANU Sport membership holders and they are home to 35 sporting clubs. They also offer free group fitness classes to students.

For more information contact sport@anu-sport.com.au or visit their website https://www.anu-sport.com.au/

Final words from our team

Thank you for taking the time to read through this e-book we hope that you found it useful and that it has helped you in some small way to prepare for starting university.

We would love to get your feedback, please if you have any suggestions or comments email our team at firstyear@anu.edu.au

We look forward to welcoming you on campus soon.

Best Wishes,
The First-Year Experience Team
Appendix: Useful Websites

ANU Website
The ANU website has a specific page for Current Students which provides a lot of helpful information and resources to support you in your studies.

One of the best ways to stay connected about what is happening at ANU is through the official website and related ANU Facebook pages.

- Watch a short YouTube video which explains common ANU terms.
- Have a look at the Faces of ANU Facebook page to get a glimpse of daily life at ANU and all the fantastic achievements of students and academics.
- Browse through the Woroni website. Woroni is the ANU student newspaper and also has own weekly internet radio station.
- Sign up to the ANU Observer to keep up to date with what is happening on campus.

External Websites

- First in Family - This website is designed for current and intending university students who are the first in their immediate family to go to university, as well as for their families and for all those who work within the higher education sector. http://www.firstinfamily.com.au/

- STAR - Is an initiative of Widening Participation and Outreach (WPO) at the University of Sydney and partners. And what's WPO? They are an elite force for good, with one united vision: to create and sustain a university in which, for the benefit of Australia and the wider world, the brightest and most promising students, regardless of their cultural or social background, can thrive and realise their potential. https://astar.tv/about/

- ReachOut.com - Reach Out is Australia’s leading online mental health organisation for young people and their parents. They offer practical support, online resources and tips for managing a broad range of issues such as mental health, drought, identity and gender. Download their app Next Steps. www.reachout.com

- Study Canberra - Canberra's world-class institutions and schools attract thousands of students from all over Australia and the world, positively contributing to our city and community. In recognition of this our Student Ambassador program was developed to tell the stories of just some of the exceptional individuals who choose to study here. Studying across school, diploma, undergraduate, postgraduate and PhD levels, volunteering on campus or in the community, these students are our future leaders. https://www.studycbr.com.au/

- Visit Canberra - Chat to a friendly local and get the best deals and information on all things Canberra. Co-located with the National Capital Exhibition at Regatta Point, a visit to the Canberra and Region Visitors Centre will ensure your holiday to Canberra is one good thing after another. https://visitcanberra.com.au/

- HerCanberra - At HerCanberra, we live and love local. Our website is designed to connect women (and blokes) with their city and each other. Featuring the voices of local writers, we write daily about life in Canberra - from ‘what’s on’ to reviews of places to eat; social commentary to health and fitness; beauty and nutrition to books and movies; fashion and motherhood to recipes and home style; if it’s part of ‘her’ life you’ll find it on HerCanberra. https://hercanberra.com.au/