



Country
Universities
Centre

WESTERN RIVERINA

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**STUDENT
HANDBOOK**

We wish to acknowledge the traditional custodians of the land, the Wiradjuri people who walked these lands, where our sites are located, for generations. We pay our respects to elders past, present and emerging.



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CENTRE SNAPSHOT

Our Centre is a secure space where students can focus entirely on their studies. Students can connect with like-minded people and experience a campus-like environment while they study locally in the Western Riverina. We are focused on assisting our students to settle into study, improve their academic skills, and make sure they feel like they have the tools to succeed in their studies.

ACCESS HOURS

We recognise that our students often want the flexibility to help ensure that they can balance their study/life/work needs and commitments. Our Centre is generally staffed during business hours, and is open to registered students with FOB access from 5:00am to 12:00 midnight, seven days a week.

* Student FOBs are required to be returned upon completion of studies or are no longer registered. The FOB is part of the Centre's security asset and you may incur a fee for replacement.

QUIET STUDY SPACES

Students come to our Centre because they want a quiet study space where they can focus solely on their studies without the interruptions they face at home. We have tailored our environment with students at the forefront of our thinking.

OUR CENTRE HAS THREE KEY STUDY AREAS:

A dedicated quiet study area with computers and space to bring personal devices to work on; tutorial rooms, which can be used for workshops, group work, virtual intensives and exams; and space for student collaboration and break out, including kitchens and lounge areas.

TECHNOLOGY

Our Centre offers students access to high-speed internet, printing & copying facilities, video conferencing facilities, desktop computers & BYO spaces. We run workshops to help settle students into their study, with a particular focus on navigating their university's learning portal and enhancing academic skills.

WIFI AND COMPUTER LOGIN

Details available on the following page and within the Centre. If you require any further assistance, please see staff.

ROOM BOOKING

Our Centre has two tutorial/exam rooms available for bookings. Please book online through the Skedda app or use the QR Code:

A room is not confirmed until you receive a booking confirmation. Please note rooms book out quickly. We take free bookings for all study activities; however, course exams take priority and then final assessments, live zoom/team lectures or placements and university meetings.

Enquiries can be directed to the Centre Manager at: shiron.kirkman@cucwesternriverina.edu.au



ACCESS, SAFETY AND ACCEPTABLE USE AT THE CENTRE

ACCESS AND SAFETY

Use of the Centre is for registered students only. We are open every day via FOB access. The Centre is staffed throughout business hours, weekdays. The Centre offers extended, flexible access to help students balance their current commitments with study. FOB access is from 5 am to 12 midnight, 7 days a week.

Our Centre is continually monitored with internal and external CCTV and records of FOB access usage. You must be out of the Centre by 11.59 p.m., as it is alarmed at midnight. Anyone triggering the alarm after midnight can be charged the security call-out fee.

RESPONSIBLE USE OF YOUR SWIPE CARD

- Students must register with the Centre again at the start of each semester for continued access. A personal link will be emailed to them.
- FOB access is for you and you only. Do not let anyone else in the Centre with your FOB.
- If you have lost your FOB, notify the Centre immediately. You will be responsible for replacement costs.

A QUIET PLACE TO STUDY

We take pride in offering a safe, inclusive, comfortable space conducive to study. As such, we do not tolerate loud or antisocial behaviour or the use of alcohol or other drugs at the Centre. We expect our students to help keep our Centre's facilities clean, safe, and welcoming for everybody.

Regrettably, we are unable to accommodate children in the Centre at this time. Please speak to our Centre Manager to discuss arrangements for support and studying with children.

OUR TECHNOLOGY

Our Centre offers students access to a high-speed internet connection and wifi, printing, scanning and photocopying facilities, dual-screen computers and space for BYO devices. We also recommend that students bring earphones and regularly save their work. If you are new to online study and would like help using the computers, speak to our Centre Support or Centre Manager.

COMPUTER WORKSTATIONS

The communal computer workstation login is:
workstation@cucwesternriverina.org.au
Griffith site password: Griffith81
Leeton site password: Leeton81
WiFi: see signs in the Centre or ask the office

The computers have a program called DeepFreeze on them, which returns them to a certain state once shut down. This means any files saved to the machine or downloaded will be erased. If there is a certain program you need to access for your degree, please speak with Shiron.

*Always save your work to the cloud or an external hard drive.

PRINTING CODE OF CONDUCT

The use of printing facilities is strictly for the purpose of study and will remain free to students within the realms of appropriate usage. We may request that excessive amounts of printing be reimbursed. Please be respectful of our system.

To access our printing, photocopying and scanning, please see the Centre Manager to create an account.

OUR STAFF



SHIRON KIRKMAN, CENTRE MANAGER

Operational management and available for university guidance, centre registration, scholarships and technical support.

Email: shiron.kirkman@cucwesternriverina.edu.au

Phone: 0436 461 003



MADDI RAMPONI, CENTRE & OUTREACH COORDINATOR

Available for operational matters, centre registration, technical and pathways support.

Email: maddison.ramponi@cucwesternriverina.edu.au

Phone: 0419 540 956



ISABEL ANDREAZZA, ACADEMIC ADVISOR

Available for wrap-around support – academic skills, well being, university guidance and technology support.



MIA STOCKWELL, FIRST YEAR ADVISOR

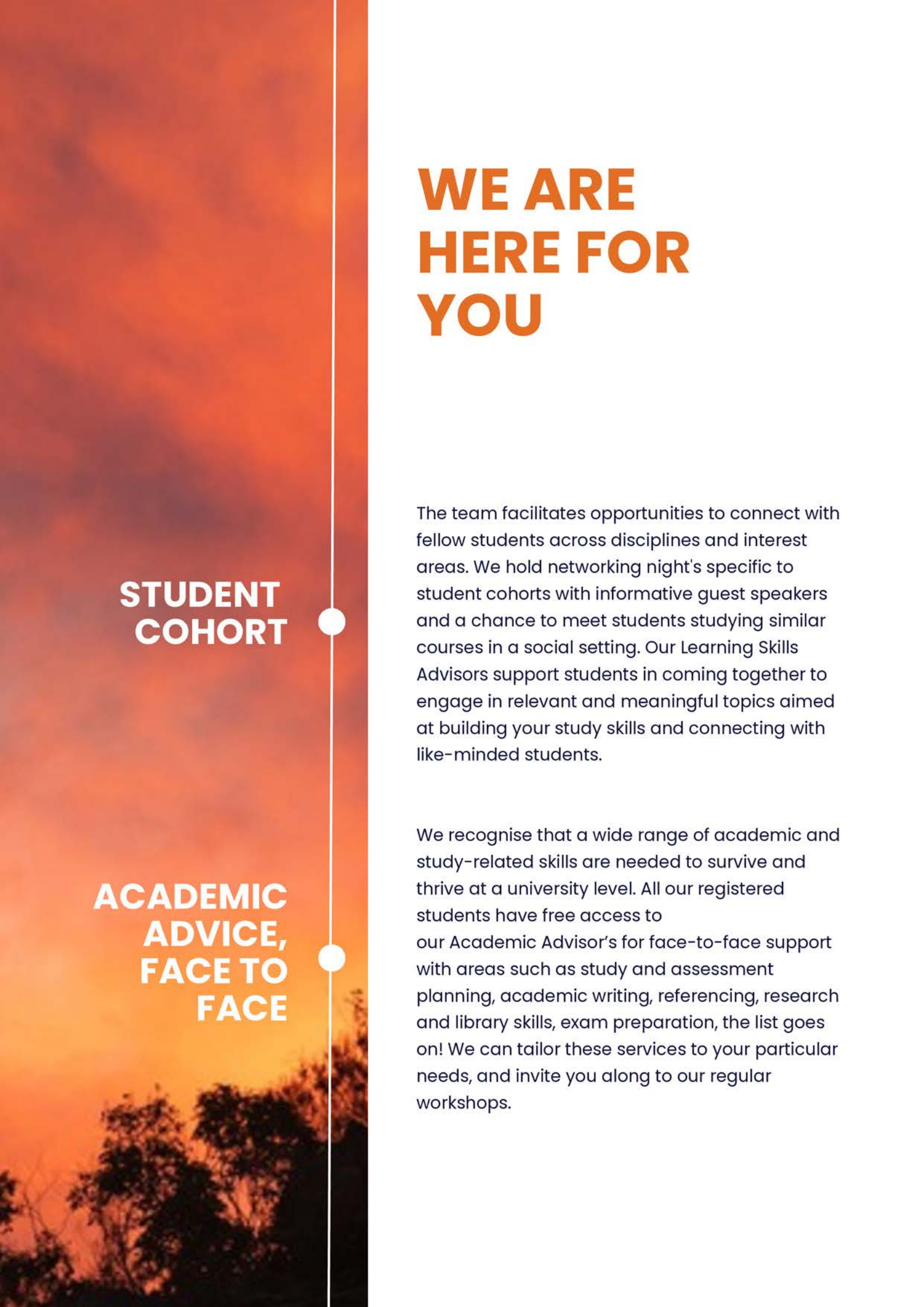
Available for wrap-around support – academic skills, well being, university guidance and technology support.



DOMENIQUE IIRILLII, ADMINISTRATIVE ASSISTANT

Available for administrative and technology support.





STUDENT COHORT

ACADEMIC ADVICE, FACE TO FACE

WE ARE HERE FOR YOU

The team facilitates opportunities to connect with fellow students across disciplines and interest areas. We hold networking night's specific to student cohorts with informative guest speakers and a chance to meet students studying similar courses in a social setting. Our Learning Skills Advisors support students in coming together to engage in relevant and meaningful topics aimed at building your study skills and connecting with like-minded students.

We recognise that a wide range of academic and study-related skills are needed to survive and thrive at a university level. All our registered students have free access to our Academic Advisor's for face-to-face support with areas such as study and assessment planning, academic writing, referencing, research and library skills, exam preparation, the list goes on! We can tailor these services to your particular needs, and invite you along to our regular workshops.

The First Year Advisor program is designed to provide comprehensive support and guidance to new students as they transition into university life. Each first-year student is eligible to meet with our dedicated advisor, who helps them navigate academic challenges, connect with resources, and build a strong foundation for their studies. Our advisor offers guidance on settling into study techniques and strategies, and provides academic advice, ensuring students have the tools and confidence to succeed. This program fosters a supportive community, helping new students feel welcomed and empowered from day one.

If you are interested in opportunities to represent our Centre, you can apply for our Student Ambassador program. Our ambassadors have opportunities to attend community events, network with local organisations and give talks to future students. We value all our students' contributions to our community and encourage you to attend the events held at the Centre. We're always looking to improve the ways in which we can support students, and your feedback is important to us. We ask that all our students complete our Semester Student Survey, to help shape and strengthen our services.

We offer support at each of the steps students take to pursue a university education and to succeed in their studies. For future students, this can include guidance on which course or university may be the right fit, and the different pathways to get you there. For those brand new to study, we can help you better understand how universities operate and communicate. For current students, we equip you with the skills and information you need to successfully enrol with a manageable study load, navigate your learning portal, connect with university services, and work with your university's policies. We can also help you find and apply for scholarships, placements and internships.

FIRST YEAR ADVISOR PROGRAM

STUDENT-LED INITIATIVES

WRAPAROUND SUPPORT

EMERGENCY CONTACTS

Emergency	000
Ambulance	000
Griffith Base Hospital	(02) 6969 5555
Griffith Police	(02) 6969 4299
Headspace Griffith	(02) 6962 3277
Leeton Hospital	(02) 6953 1111
Leeton Police	(02) 6953 1399
Leeton Library	(02) 6953 0945
Centre Manager	0436 461 003

CONTACT US



CUC Western Riverina.
2/1 Olympic St, Griffith, NSW, 2680
Sycamore St, Leeton, NSW, 2705



www.cucwesternriverina.edu.au



degrees@cucwesternriverina.edu.au



0436 461 003



CUC Western Riverina



[@cucwesternriverina](https://www.instagram.com/cucwesternriverina)

USEFUL WEBSITES

www.coursesseeker.edu.au

www.gooduniversitiesguide.com.au/scholarships

www.studyassist.gov.au

www.vtac.edu.au

www.uac.edu.au

www.csu.edu.au/studylink/home

www.cucwesternriverina.edu.au

FINANCIAL SUPPORT

CEF <https://cef.org.au/student-support/search-forscholarships/>

UNIS <https://linktr.ee/cucstudentfinancialassistance>

VTAC <https://www.vtac.edu.au/access/scholarships.html>

GOV <https://www.servicesaustralia.gov.au/higher-education>

GROW OUR OWN <https://growourown.org.au/financial-support/>

WELLBEING

“Being mentally healthy is about being able to work and/or study to your full potential, cope with day-to-day stresses, be involved in your community, and live your life in a free and satisfying way.” (Headspace, 2019)

It is generally a good idea to:

- eat well
- stay connected to friends and family
- learn new ways to handle tough times
- reduce or cut out alcohol and other drugs
- stay active
- get enough sleep
- practice mindfulness with apps like SmilingMind
- get in to life, and do what is important for you!

Warning signs that you may be struggling:

- not enjoying things / or being involved in things you normally would be
- changes in appetite / sleeping patterns
- being easily irritated or having issues with the people closest to you
- underperforming at work or with studies
- becoming involved in risky behaviour that you would usually avoid
- feeling sad, down or crying for no apparent reason

If you are experiencing these early warning signs, especially for an extended period of time, you may need to seek professional help.

Establishing healthy habits may also give you a better chance to cope with life's challenges. Eating well will give you more energy, helps you sleep better and improves concentration. So, make sure your diet includes colourful fruit and vegetables, foods high in fibre (wholegrain cereals and bread, beans, chickpeas, lentils and nuts), fermented foods like unsweetened yoghurt, olive oil and fish. Your diet does not have to be perfect! Do not beat yourself up for treating yourself!

Headspace, 2019



headspace boast a varied and dedicated team that is passionate about improving the overall health and wellbeing of young people (12-25) who want some help with mental health, physical health, substance use, and work or study support.

<https://headspace.org.au/>



Mood Gym is a free online program designed to help people learn and practise skills to prevent and manage symptoms of depression and anxiety. It is like an interactive, online self-help book which teaches skills based on cognitive behaviour therapy.

<https://moodgym.com.au/>



myCompass is a free personalised self-help program developed by the Black Dog Institute for people with mild-to-moderate depression, anxiety, and stress. The program aims to help you recognise unhelpful thoughts, feelings, and behaviours, and develop skills to manage them.

<https://www.mycompass.org.au/>



MindSpot is a free telephone and online service developed by Macquarie University for Australian adults experiencing symptoms of anxiety or depression. They offer free online or phone screening assessments to help you learn about your symptoms. You will then receive recommendations from a MindSpot therapist on free online MindSpot Clinic Treatment Courses to help you recover, or local services that can help.

<https://mindspot.org.au/>



THIS WAY UP is run by the clinical research unit for anxiety and depression in Sydney. It offers free information on mental health issues and provides short courses (free with clinician guidance or paid without clinician help) that are designed to help individuals learn to overcome their struggles.

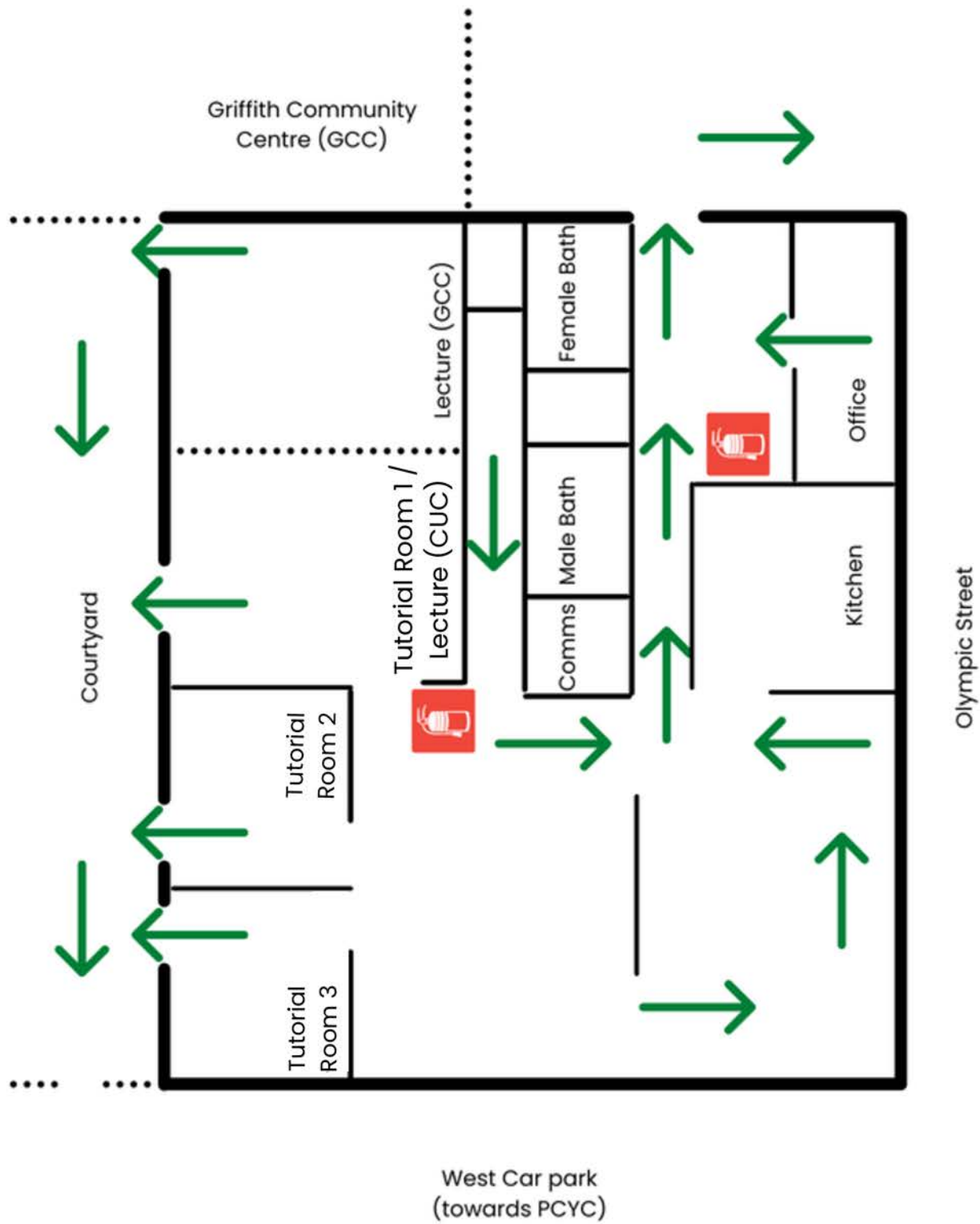
<https://thiswayup.org.au/>



Head to Health website is a free confidential service from the Australian Government. It provides mental health screening assessments, information, guided treatment courses and referrals to other organisations.

<https://www.medicarementalhealth.gov.au/>

EVACUATION PLAN - GRIFFITH



LEGEND

- WATER EXTINGUISHER
- CARBON DIOXIDE EXTINGUISHER
- DRY CHEMICAL POWDER EXTINGUISHER
- FIRE HOSE REEL
- FIRE BLANKET
- FIRST AID STATION
- ILLUMINATED EXIT POINT
- EXIT POINT

GROUND FLOOR PLAN

SITE LOCATION PLAN 1:1000

MAJOR DOOLEY LIBRARY
SYCAMORE ST LEETON
FIRE SERVICE & EVACUATION PLANS

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