



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

HOW TO SURVIVE AND THRIVE IN YOUR FIRST YEAR AT WAIKATO

Kia Ora and welcome to your first year of study at The University of Waikato/Te Whare Wānanga o Waikato. The Student Survival Guide will help you make the most of studying at the University by providing you with an overview of life at Waikato and the services available to assist you.

In addition to what is contained in the Student Survival Guide the University operates a website where anyone can ask questions about any aspect of University life. The website called "Ask Me" will respond to your questions or offer comments. You can also read what other students have asked.

Check out Ask Me at: www.askme.waikato.ac.nz

The Office of Student Life

Contact the Office of Student Life on:

07 838 4466 extn 6264 | studentlife@waikato.ac.nz

Welcome from the Chancellor

You have chosen to live and study in Hamilton at the University of Waikato, and I commend you for your choice. In fact, I envy you for the experiences you will have and share with your friends and fellow students during 2009 and beyond

This University offers you programmes of study that will challenge and stimulate you today, and equip you for life – both personally and professionally, after you leave. Its lecturers and tutors are recognised nationally and internationally as leaders in their fields. The outstanding PBRF results – the rankings for research excellence in New Zealand – establish Waikato as one of the most respected academic institutes in the country, and I know that all of you will find something challenging and stimulating among the innovative papers on offer.

More than this, the University, and indeed the wider Waikato, offer some amazing lifestyle experiences. Your passions and interests might include sport and recreation, arts and music, Tikanga Māori, urban or country activities – whatever your choice, it's all here in this region.

Hamilton itself is strongly about young people, acknowledging that the 13,000 or so students from the University, along with those from Wintec, other tertiary institutes and schools, are a significant part of its constituency. The city provides a wide selection of cafes, bars, arts and performance facilities, as well as some very exciting events. Already on the calendar for 2009 are: the V8 Supercar Street Race, Balloons Over Waikato, The Great Race and Ball, Fielddays, Tri Nations Rugby and the National Kapahaka Competition. Planning is also underway for the 2010 World Rowing Championships.

You're spoilt for choice!

I hope you'll make the most of the opportunities presented to you, and savour one of the best study/life balances you could find. Enjoy your experience.

James B Bolger ONZ
Chancellor



Get Here

Your first two weeks

Use the campus map (pick one up from the information booths during O Week) to familiarise yourself with the facilities and grounds.

Find your lecture, tutorial or laboratory rooms.

Find a Student Volunteer (wearing a red t shirt with volunteer 09 on the back) and ask them any questions about University life. Volunteers will be available in booths around the University for Orientation Week.

Ask friends or family who have been at Waikato University/ Te Whare Wānanga o Waikato to show you around.

Ask one of the friendly staff at the Student Information Centre in the Gateway Building if you have any administration needs.

Sign up for tutorials early as places fill fast.

Go on a Library/Te Whare Pukapuka tour. A Library tour will help you to orient yourself around the Library.

Join one of the many clubs or societies on campus. Attend Clubs Day or visit the Sports Office both in the Student Union Building.

Talk to the person sitting next to you in your lecture, tutorial or laboratory. There are heaps of new students who don't know anyone here yet, so invite them for a coffee or a drink with you. You already have something in common by being in the same course.

Volunteer to be a Class Representative. Your lecturers will be calling for nominations for these positions in the first few weeks of lectures. As a Class Representative, you will develop an understanding of the University, contribute to it, and meet new and interesting people.

Talk to a Counsellor if you are feeling overwhelmed. Many first year students experience feelings of loneliness and isolation. To make an appointment, call in to the Student Services Building or phone 07 838 4201.

Make a habit of calling in to the International Centre, upstairs in the Student Union Building, if you are an international student. Check in to see if they are holding any mail for you, check your email, sign up for a weekend trip, or just relax with a free hot drink in the Drop-In Centre .

Remember you are not alone and Waikato University has many friendly people who can help you out.

LIVE IT

(Acknowledgement is given to the AUSA "alternative 2000 Prospectus" for some of these handy hints.)

Know your dates

2 March 2009

LECTURES BEGIN

If you are unsure about where things are located around the campus, check the map or look out for the student volunteers who will be wearing red volunteer T shirts and who will be visible around the University.

2 March - 8 March 2009

ORIENTATION

Orientation is a festival of music, give-aways, and crazy student entertainment and activities, organised by the Waikato Students Union.

9 March - 13 March 2009

This is your last opportunity to change your Semester A programme of study without penalty. Any changes to your programme of study after this week will cost you money.

If you think you might withdraw completely from University, talk with someone first; with either an academic staff member or a Counsellor before you finally decide.

If you haven't already done so, this is a good time to visit Learning Support to receive assistance in planning your work. They are located in ITS building Or check out their website for useful resources on writing essays, reports, researching tips etc. www.waikato.ac.nz/pathways/student-learning



6 April - 19 April 2009

Enjoy a break from lectures. While it may feel like a holiday, it is a good opportunity to do some reading for your next series of lectures, and you will probably have assignments to complete.

May 2009

The weather may be getting colder making it harder to get out of bed for your 8.00 am lectures, but it will all be well worth the effort. You will now know other students in your courses and now is a good time to form a study group.

1 June 2009

QUEENS BIRTHDAY WEEKEND

Your resolution in April to plan ahead hasn't worked! Never mind, next semester will be different! Remember the Student Learning is still there. to help your learning development.

8 June - 14 June 2009

STUDY WEEK

This is the time to make up any lost ground. Spend lots of time in the Library, at home or wherever you study best to prepare for examinations. Student Learning will be running exam preparation workshops during this week. Check the dates and times of your exams.

15 June - 28 June 2009

EXAM PERIOD

Check the dates and times of your exams again!

Every year students miss exams because they get the day or time of the exam wrong. This usually means that they fail the course so make sure you are not one of them. Exams are held on Saturdays as well so don't plan to be away for weekends. If you are in paid employment, make sure your employer knows you have exams.

If you are ill or have a personal crisis during the exam period, you must see a Doctor at Student Health or a Counsellor at Student Services within twenty-four hours of your exam to apply for Special Consideration. Check the University of Waikato 2009 Calendar for details on applying for Special Consideration.

Get Sorted

The Gateway Building - Te Kuaha

The Gateway is the student information and administration centre.

The building is intended as a gateway into University study and life.

The Student Information Centre, Enrolment, Assessment, Graduation, Post Graduate Studies, Academic Administration and Student Recruitment Offices are all located in the building.

Downstairs in the Gateway is the Student Information Centre where you can:

- Apply to enrol (this can also be done via the online application)
- Pay fees at the Finance counter (or you can use the secure online payment system)
- Check and update personal details such as name, address, email, etc.
You can update your own contact details as often as you like on iWaikato. Make sure your email address is the one you use the most.
- Have your photo taken and collect your ID card:
You need your student ID card for access to some University resources, e.g. Library, computer access and as an approved form of identification at Waikato University examinations. You can get heaps of student discounts around town with your ID card.
- Order and pay for a copy of your academic record.
- Apply and pay for credit from previous study to be assessed.
- Pick up a copy of your School or Faculty handbook.
- Apply for your graduation.
- Find out where the J.P's are on campus

The Gateway Building at Gate 5, Hillcrest Road, Hamilton.

Contact us to find out more.

Phone 0800 WAIKATO (0800 924 528)

Email info@waikato.ac.nz

iWaikato

iWaikato is the University's website which contains your personal details, enrolment details, examination results, University information and services, news, events and more.

www.i.waikato.ac.nz

Fees for papers

The fee for a paper varies depending on the subject, the level, and whether you are a NZ citizen, permanent resident, Australian citizen or an international student.

Your enrolment agreement is your account for your tuition fees and other charges. You can pay them online, via your student loan, using our online banking option, or at The Gateway by cash, cheque or EFTPOS.

Helpful papers

Three general papers which can be credited to any undergraduate degree are:

Writing for University Purposes ALED100-09;

The Computing Experience COMP123-09;

Preparatory Maths MATH168-09.

These papers are useful for building a foundation for your University study.

Catalogue of Papers

A brief introduction to the subjects and level one papers offered by the University.

<http://papers.waikato.ac.nz>

Resource fees

These are compulsory fees additional to the fees for your paper(s). Resource fees are charged for use of laboratory equipment, laboratory manuals, and similar resources. The fees will vary greatly depending on your paper(s).



The Calendar

The Calendar is an annual University publication which includes the regulations, statutes and prescriptions for papers offered in that year.

<http://calendar.waikato.ac.nz>.

StudyLink

Students who want to apply for a Student Loan or Student Allowance should apply online at www.studylink.govt.nz or call 0800 88 99 00. If you need to speak with a StudyLink staff member in person, Hamilton Outreach operates on an appointment basis. Please call StudyLink on 0800 88 99 00 to book an appointment.

Student Allowances

A Student Allowance is a weekly payment to help with your living costs while you study full-time. You don't have to pay this back.

Student Loans

A Student Loan can help to finance your study. It is made up of three components - compulsory fees, course-related costs and/or living costs. When you apply for a loan, you choose what parts you need.

It is important to remember that the Student Loan is a loan and needs to be repaid, so only borrow what you need to keep your debt to a minimum.

Student Loan Interest Write-off

If a student has a query regarding Student Loan interest write-off, they need to contact Inland Revenue on 0800 377 778.

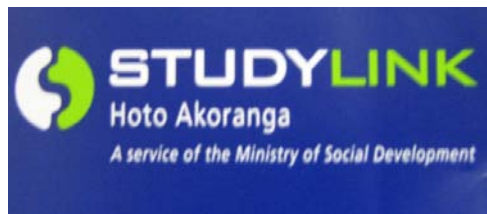
Scholarships

Scholarships are a good way to fund your study and are open to a wide range of students. StudyLink offers the Step Up and Bonded Merit Scholarships. You can download application forms for these scholarships from www.studylink.govt.nz. There are also other scholarships that you may be able to get to help fund your study.

Extra Costs

There are also a number of ways that they can help with extra costs while you study or if you are on a study break and can't find work. These include accommodation, health, ongoing medical, childcare or emergency costs.

International students are not eligible for Student Loans or Allowances.



For any enquiries on Student Allowances or Loans, contact StudyLink

0800 88 99 00

www.studylink.govt.nz

Get Involved

Class Representatives

Class Representatives are the link between the University, academic staff, and students. They are elected by their peers in each paper to pass on to teaching staff any feedback regarding educational issues.

Class Representatives are coordinated, trained and supported by the Student Support Adviser in the Office of Student Life.

www.waikato.ac.nz/go/rep

Cultural Hour

Wednesday 1.00 – 2.00 pm is free of lectures and tutorials so clubs and societies can meet, and so that other student and University activities can be held.

Student Exchange Programmes

The University of Waikato offers undergraduate students who have completed the equivalent of two semesters at Waikato, the chance to spend a semester at one of over 30 partner universities around the world.

You can find out more at the International Centre, on the first floor of the Student Union Building.

Web: <http://www.waikato.ac.nz/international/students/exchange/index.shtml>

E-mail: studentexchange@waikato.ac.nz



Sport @ Waikato

Get into Sport at Waikato. For up to date information on all sports and clubs, phone 07 838-4463, email unisport@uleisure.co.nz, or view www.waikato.ac.nz/go/sport

What's happening on Campus?

There are a number of ways you can find out about what is happening on campus:

- Check your emails for your fortnightly 'Student E-News' from the University.
- Check the notice boards around campus and in the cafes.
- Read a copy of Nexus – the weekly student newspaper.
- Check the online University events calendar and the Waikato Students Union web site www.wsu.org.nz
- Check out www.hamiltonevents.co.nz

Know your campus

Academy of Performing Arts

The Wel Energy Trust Academy of Performing Arts hosts music concerts, theatre and dance performances, art and photography exhibitions, festivals, and balls.

www.waikato.ac.nz/academy

The Access Room

The Access Room is a study place and rest area for students with disabilities. Specialised computer and other equipment is available.

Located in the Student Services Building.

Alumni Association

Alumni Association. The Alumni Association offers a life-long link to the University for all graduates, staff and friends. You are automatically Waikato alumni when you graduate and the University will keep in touch with you by sending you a Off Campus magazines twice a year and by email. It's important that you keep in touch with the Alumni office with up to date contact details so that the link can continue. Waikato alumni have contacts in most countries and look to organise reunions and get together as well as offering networking support for their local Waikato alumni.

The Alumni Office also sells University of Waikato clothing and memorabilia which can be purchased from B Block annex.

www.waikato.ac.nz/alumni

Campus Pharmacy

The Campus Pharmacy is located in the basement of the Student Union Building. You can also buy stamps, post bags and envelopes and get your photo processing done there.



Banks

The National Bank and ASB Bank both have branches on campus. In 2009 they will be temporarily located in L6 and L7 lecture theatres in L Block. By April 09 they will be permanently in the new shopping complex by the Village Green. There are three automatic teller machines (ATMs)

located outside the shops, and one is located in front of Bennetts Bookshop.

Bookshops

Bennetts University Bookshop is where you can buy your University text books and all your stationery requirements. It is located between the Library and L Block.

Vol.1 Book Shop is located on Knighton Road, opposite Student Village - just a short walk from the middle of the University. They are specialists in new and second-hand textbooks. If you require any information, please call 856-1077 or email waikato@textbook.co.nz

Citizens Advice Bureau

There is a Citizens Advice Bureau branch available on campus in the cowshed for any problems you may have or for any information you may need, for example; consumer, tenancy, immigration, insurance etc. Free legal advice is also available through the CAB. The CAB is available to all students, International students are welcome. The CAB is free and confidential. Ph. 07 838 4466 ext 6622. Open 11am - 2pm during semester.

Contact 88.1 Fm

Contact FM is the Student Radio Station based in the Cowshed Building. Tune into contact on 88.1 FM. www.contactfm.co.nz

Get involved; visit the crew at the Cowshed!

ID Card

When you have signed and returned your Enrolment Agreement indicating how you will pay your fees, you will be issued with your Student ID Card. If you lose your card, you can go to the Student Information Centre in the Gateway and get a new card for a replacement fee of \$10.00

STA Travel & ISIC Card (International Student Identity Card)

STA Travel is the world's largest student, youth and budget travel organization. STA Travel specializes in cheap flights, student travel insurance, hotels and hostels. Talk to one of the team in the university branch located in the new shopping complex by the Village Green.

An ISIC card offers discounts on domestic and international air travel, and much more. Application forms are available from STA Travel in the shops area. You must be a full-time Student, or a Postgraduate Student doing 20 hours or more, to apply.

Food

The following food outlets are available on campus:

Bongo: The Bongo is situated upstairs in the Oranga Centre. They have a variety of food including a 'select your own' sushi bar. They are open throughout the year.

Campus Kiosk: Located in the cowshed building, Campus Kiosk is where you can purchase drinks, chips, lollies etc. They are open during term time.

E-café: A snack and hot drinks machine is available inside the entrance to the Central Library. A computer with internet access is also available here.

Momento Coffee Bar: Momento is situated in the School of Management as well as in the shops complex behind the bus stop. They sell coffee and café style food and are open throughout the year.

Oranga Centre: The Oranga Centre houses a variety of food outlets in a food court style. The food available varies but generally includes Chinese, kebabs, burritos, halal food, turkish breads, and much more. They are open throughout the year.

School of Education Cafe: Based in the School of Education, this cafe has a variety of food. They are open during term time.

The Station Café: The Station Café is situated on Hillcrest Road. They have a hot food menu which changes daily, and are open throughout the year.

Justices of the Peace

There are a number of Justices of the Peace on campus able to verify documents for enrolment or other purposes. Pat Gregory is located upstairs in the Gateway Building, (07) 838 4345. Maria Reynolds is located in the Student Services Building, (07) 838 4201.

Mature Students

If you are over 25 years of age, you are regarded as a "mature student". To meet other mature students and share your experiences, contact the Waikato Students Union in the Student Union Building.

Nexus

Nexus is the weekly student magazine printed by the WSU. Get involved as a contributor by contacting Nexus at nexus@waikato.ac.nz

Waikato Print

Waikato Print shop is where you go to purchase course readings. They also offer photocopying, laminating, binding, large banner printing and fax services. They sell CD's, stationery, phone cards, hand made paper, and other paper/card and art work done by local students. They are located in the basement of the Student Union Building and various other locations on campus. Waikato Print also operates a professional photographic unit within the ITS Building. The service includes graduation and CV portraiture.
photo@waikato.ac.nz



Recreational Facilities

The Uni Rec Centre on campus is one of the best equipped gyms in the region and offers a wide range of sporting and recreational activities at affordable rates for students. ASB Social Sport Leagues run throughout the year at the Uni Rec Centre with leagues including indoor netball, soccer and volleyball, outdoor touch and soccer. The Don Llewellyn Pavilion is the building by the tennis, netball and squash courts, and sports fields off Silverdale Rd at Gate 3B. The Don is the home of official University sports clubs and its bar provides and avenue for clubs on campus to socialise. The Campus Swimming Pool is located at Gate 4, Hillcrest Road.

www.unirec.co.nz www.socialsport.co.nz



TRANSPORT

Getting to University and classes – especially at 8.00 am – can be extremely difficult for some of you.

Here are some suggestions:

Walk, ride or skate

Even if your study schedule doesn't give you time to get to the gym, walking, biking or skating to and from campus can help keep you fit. It's inexpensive, you avoid the hassle of parking, and you can come and go as you please. There are bike racks near the bus stop and throughout campus, plus a secure bike cage between G and R blocks. To get access to the bike cage, call Security (07) 838 4444.

Carpooling

For a commuting alternative which provides the convenience of a car, try carpooling to campus with a friend or two. You can find someone to car pool with through the University Ridelink website. Those who car pool to campus are eligible for special car pool parking at Gates 1 and 10. Ridelink permits are available from the Security Office in B Annex. You do not have to be registered onto the Ridelink website to be eligible for a Ridelink permit.

ridelink.waikato.ac.nz

Parking

There are approximately 1500 car parks on the University campus. The largest ones are accessed through Gate 1, Gate 2B and Gate 10. Parking is at a premium so it pays to arrive early if you want to secure a space. Most car parks are well over 90% full just after 9.00am during week days.

There are 52 accessible car parks available for people with mobility-related disabilities. To park in these spaces, you must display a current CCS Operation Mobility card. A temporary permit can be arranged through the Disability Support Service if you experience a temporary disability while studying.
www.waikato.ac.nz/fmd/services/studentpark.shtml

Car

For those who still want to drive solo to campus, a car will keep you dry on rainy days and can be faster than other means of commuting. However, car maintenance is expensive and you can end up parking as far from Uni as you live - but in the other direction!

Buses

Several buses come onto or near campus to suit your commuting needs. The main bus terminal can be found behind the shops and another is located near Gate 9. You can purchase and charge up a Busit (concession) card at Campus Copy or with cash from the bus driver.

The new Orbiter provides you with an easy and convenient way of getting around the city without needing to go into the city centre. It runs clockwise and anti-clockwise every 15 mins and leaves from the bus stop behind the shops on campus. For further information including bus timetables go to www.ew.govt.nz or call 0800 4 BUSLINE.

Taxi

Taxis can be a good option for occasional rides to and from campus, and some companies even offer student discounts. Because of the expense, taxis are probably best for emergencies, sharing with others or for getting home after a big night out. For more information, look in the local Yellow Pages.

Treaty of Waitangi

The University is proud of the fact that, from the outset, it has been fully committed to the Treaty of Waitangi. In the context of excellence, distinctiveness, and connectedness, we give effect to this commitment by:

- maintaining a strong relationship with Tainui as mana whenua,
- providing leadership in research, scholarship, and education relevant to the needs and aspirations of iwi and Māori communities,
- supporting Māori students and staff communities with a focus on leadership and academic excellence,
- providing learning opportunities for staff, students and the wider community to participate in exploring and celebrating our shared heritage and distinctive culture.

We are determined to build on our reputation and achievements as a leader in partnership with Māori, and we are determined to further enhance the relevance and value of the University to Māori communities and to the nation as a whole.

(University of Waikato Calendar 2009, pg 21).

Waikato Law Students Association (WULSA)

All law students become members of WULSA free of charge. The Association provides advocacy support and representation for law students as well as organising social and academic events throughout the year. wulsa@waikato.ac.nz.

Student Learning Support (SLS)

SLS staff assist you in developing your learning, communication, writing and mathematical skills. They offer individual learning sessions, drop-in sessions, workshops, handouts and computer-based resources. Students can make appointments, register for workshops or find resources at <http://www.tldu.waikato.ac.nz> or call in person to the ITS building For further information, contact the administrator on (07) 838 4657.



Security Services

The University Security Services Centre is located in B Block Annex (between B Block and the Law School). The Centre is responsible for ensuring that all campus users are provided with a safe and secure environment. Unisafe staff patrol the campus 24 hours a day, seven days a week, and can be contacted on (07) 838 4444 or by using one of the emergency/helpline telephones on campus.

Security Card CARDAX

If you require after-hours access into a University building, your student ID cards will double as a CARDAX card allowing you access into buildings, however, you must have authorisation from your School/ Faculty.

Lost Property

Lost property is also located in the Security Services Centre. If you have lost or found any property, this is where you go.

Student Job Search

Student Job Search is a free service for students looking for part time / casual work during term time and part time / full time work over the summer holiday period.

If you haven't already enrolled, visit our website: www.sjs.co.nz then come into the SJS office with your Student ID.

International students will also need to bring their passport containing a work permit.

Student Job Search is located in the basement of the Studnet Union Building.

(07) 856 5023.

www.sjs.co.nz



Get Support - Student and Academic Services

University life can be very challenging for students. The role of the Student and Academic Services Division is to help make your time at the University one of satisfaction and accomplishment.

The Student Services Building (CHSS) is located behind the Chapel, which is opposite the Uni Rec Centre. Here you will find Sharon Pehi, the Receptionist, and the Group Manager of Student Support Services, Bethea Weir. (07) 838 4201

The Gateway Building beside Gate 5, Hillcrest Road is where you will find many of the Academic Services. Check out the Get Sorted section of the guide for more information on these services.

info@waikato.ac.nz.

Accommodation and Conference Services

The Accommodation Adviser can help you find accommodation suited to your needs, and can provide advice on tenancy matters, lists of houses, flats, rooms and boarding situations. These are available in the Accommodation and Conference Services Office, Gate 2A.

There is also direct online access to student houses, flat mates and boarders available at www.studentrent.co.nz.

For any advice that is specific to first time student flatters visit www.flatting101.co.nz. This website covers a comprehensive range of advice and information including particularly useful Frequently Asked Question page.

An International Accommodation Student Coordinator is available to assist international students with their accommodation needs. int.accom@waikato.ac.nz

The Halls of Residence offer on-site accommodation with academic support in a community environment. To apply to live in the Halls, contact the Accommodation and Conference Office. (07) 838 4084.



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careers @ waikato.ac.nz

» *CV Assistance*

» *Cover Letters*

» *Workshops*

» *Interview*

Preparation

» *Job Vacancies*

» *Resources*

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Chaplaincy

The Lady Goodfellow Chapel (opposite the Rec Centre) is a place you can visit for quiet time out and for spiritual support. Looking for a church, temple or place of worship? Feeling homesick? Making a decision? Need a listening ear? The Ecumenical Chaplain is available to staff and students of any faith. There are multimedia services on the last Sunday of the month at 8pm, and for special occasions.

chaplain@waikato.ac.nz

Careers Office

The Careers Office, offers workshops on CV writing, applying for jobs, and interview techniques.

There is also a Careers Fair held on campus throughout the year which give students a chance to meet with potential employers and discuss future opportunities and discover what employers are seeking in graduates.

For more information contact The Careers Office on 07 838-4466 ext 6264 or visit us in the Cow Shed Building.

www.waikato.ac.nz/careers

careers@waikato.ac.nz

Student Counselling Service

The Student Counselling Service aims to ensure that your time at University is the best it can be. To make a confidential appointment, contact the Receptionist at Student Services. (07) 838 4201. www.waikato.ac.nz/go/counselling

Disability Support Service

Te Tari Kai Awhina Hauā

The Disability Support Service provides information and services to assist you in your studies. Students are encouraged to make contact with the Disability Support Service early. In particular, students who require notetakers, alternative formats, or the use of a sign language interpreter should contact the Disability Support Service well before enrolment in order for the support systems to be set up in advance of their course.

For more information, please refer to the Handbook for Students with Disability available from our website: www.waikato.ac.nz/disability. DSS is located in the Student Services Building

Telephone: 07 838 4711, Fax: 07 8384282 or e-mail disability@waikato.ac.nz

International Centre

International students - this is the place to come if you need help, advice, or direction on absolutely anything. There is a Student Lounge with computers for your use. This is located on the 1st Floor of the Student Union Building.

Email: int.centre@waikato.ac.nz

Phone: 838 4439

Student Recruitment Office

Staff at the Student Recruitment Office can help you if you are considering changing your degree or your School/ Faculty. The Māori Student Recruitment Adviser has particular responsibility for Māori students. The Student Recruitment Team is located in The Gateway Building. recruitment@waikato.ac.nz

Financial Advisory Service

The Student Financial Adviser is located in the Accommodation and Conference Services Office and is available to assist you if you need help in managing your budget or are in financial difficulties.

You may need help to access your financial options, plan a budget, and explore possibilities for financial assistance. However, if you find yourself in an emergency situation financially, the Student Financial Adviser can advise you if special assistance may be available.
07 838 4910, ainsleys@waikato.ac.nz

Here are some pages you might find useful when it comes to managing your finances:

Get sorted <http://www.sorted.org.nz/>
Student Job Search <http://www.sjs.co.nz>
Studylink <http://www.studylink.govt.nz/>
Scholarships <http://www.waikato.ac.nz/research/scholarships/>

Student Health Service

Te Huinga Waiora

The Student Health Service has four Doctors, four Practice Nurses, and administrative support to look after all your health care needs.

A Dietician and Diabetes Nurse Educator are also available, as is a Sports medicine doctor one day a week. With a Community Services Card your general medical consultations are FREE. Without a card, there is a \$15 fee.

International students - please note that your health care services are billed directly to your insurer where possible; any additional or external treatment will incur costs which you will have to cover yourself or through your medical insurance.

OPENING HOURS

Monday 9am-5pm

Tuesday - Friday 8.30am-5pm

Closed Public Holidays.

Located in the Student Services Building.

(07) 838 4037.

www.waikato.ac.nz/go/health.

Get Support - Other Services

Early Childhood Education and Care

The University Crèche/Te Kura Kōhungahunga is situated opposite B Block on Hillcrest Road. The Crèche caters for children aged from 3 months to five years. Places are limited. Phone (07) 838 4034 or visit www.creche.waikato.ac.nz.

Waikato Student Union (WSU)

As a student, you are a member of the Waikato Student Union (WSU). The Waikato Student Union represents and advocates for students at the University and through the New Zealand Union of Students Associations at a national level. The WSU also provide a social orientation week for students, as well as other events throughout the year. The Waikato Student Union is based in the Student Union Building (SUB).
www.wsu.org.nz

Waikato Student Union Advocacy

The Waikato Student Union provides a free, confidential advocacy service to students. They are able to provide you with assistance, information, resources and support on a wide range of issues which affect your life as a student.
(07) 856 9139

Scholarships

If you want help locating scholarships to support your university studies, visit the Scholarships Office website at www.waikato.ac.nz/scholarships

The Office recommends that all students and staff subscribe to the "Scholarships Update" e-newsletter. To go on the electronic mailing list, email scholarships@waikato.ac.nz

The National scholarships database "Breakout"
www.fis.org.nz/Breakout/ can be accessed free at the University library.

TE PUNA TAUTOKO – Supporting Māori Students

He mihi maioha nā te whānau o Te Puna Tautoko!

Kei te hākerekere o ngā pia e tau nei ki te Whare Wānanga o Waikato.

Nei hoki mātou o Te Puna Tautoko e mihi ana ki a koutou me tō kari tonu

ki te whakakī i ngā kete wānanga.

E ngā waka, e ngā mana, e ngā reo, tēnā koutou katoa.

Te Puna Tautoko is a network of specialist support staff from across The University of Waikato.

Our main objective is to *tautoko*; to ensure that Māori students get the most out of their time here at the University. Whether you are studying at foundation level or postgraduate level there are services available to assist you.

So go hard! We will tautoko you! And if you need some advice or assistance with anything during the course of your studies here at Waikato, kaua e whakamā – make contact with someone in our network.

To contact Te Puna Tautoko visit our website – www.waikato.ac.nz/tautoko or email tepunatautoko@waikato.ac.nz

Ko te reo Māori te reo rangatira

The University of Waikato supports the right of students to use the Māori language in written work for assessment within the University. For further information, refer to the University Calendar 2009 or contact the Examination Office.

Understand University

This section answers some of the questions students may have on how the learning systems work at Waikato. Check the Glossary at the back of this guide for the definition of some of the words you will start to hear or read which may be new to you.

How do I tell where a paper is taught?

Papers are taught in a variety of ways in a variety of locations. However, the majority are taught through lectures and tutorials on the Hillcrest campus. The main locations are:

- (HAM) The Hamilton campus in Hillcrest
- (TGA) The University of Waikato at Tauranga
- (NET) Via the Internet

For a full list of subject codes and locations, see the 2009 University of Waikato Calendar.

The Room Numbering System

How to Work it Out:

Look at the campus map.

Find the building you are looking for. All buildings are allocated a letter or letters for example
K = K Building.

To find a room named K 2. 27

K = Go to K Building.

2 = Go to the 2nd Floor

27 = Go to room number 27.

Paper Codes

Each paper has a unique code. The codes are structured in the following way.

For example –

ACCT101-09A (HAM)

ACCT is the subject code; in this case
Accounting

101 is the level and unique number of the
paper

-09A is the year and semester indicator

HAM is the location where the paper is to be
taught.

How do I tell when a paper is taught?

Papers are taught over a variety of teaching periods within the year.

The four main teaching periods are:

A SEMESTER

An -09A within a paper code indicates that the paper will be taught in the A Semester 2009, for example

ACCT341- (HAM) Auditing.

The A Semester runs from February to June.

B SEMESTER

An -09B within a paper code indicates that the paper will be taught in the B Semester 2009, for example

COMP104- (HAM) Introduction to Computer Science 2.

The B Semester runs from July to November.

FULL YEAR

An -09Y within a paper code indicates that the paper will be taught over the full year, for example

LAWS102- (HAM) - Legal Systems.

Full-year papers start at the beginning of the A Semester in February and continue until the end of the B Semester in November.

SUMMER SCHOOL

An -09S within a paper code indicates that the paper will be taught in the Summer School, for example

STMG191 - (HAM) Introduction to Management.

Summer School runs from January through to February.

Sometimes papers are taught over periods other than those outlined above. These papers have a C, D, E or F etc, at the end of the code. Normally, the weeks in which these papers will be taught are detailed under the entry for a paper in the 2008 Waikato University Calendar. If details aren't given, contact the School of Studies or department teaching the paper for information.

How to work out a timetable

1. Check lecture times and rooms on timetable.waikato.ac.nz
2. You can create a timetable by entering your lectures, tutorials, workshops and labs.
3. Print out your timetable.
4. Use one timetable for each semester.

Timetable clashes

If you have a timetable clash, you need to do something about it.

1. Change one of the papers on i.waikato.ac.nz, or
2. Talk to someone about alternative papers; see your Academic Adviser at your School/Faculty, or a Student Recruitment Adviser.
3. If you think the clash is minor and you can juggle the work by missing classes/getting notes from friends etc, you don't need to do anything. This is not usually a good option and can be expensive if you end up failing one or both papers.

Need to change your programme of study?

- Go to i.waikato.ac.nz and complete an Application to Change Enrolment form.
- While on i.waikato.ac.nz, make sure your contact details are correct.
- When changes to papers have been approved, a Notification of Change will be posted to you.
 - *If additional fees are due, sign and return the Notification of Change with payment to the Finance Office in the Gateway.*
 - *If no fees are due or you are paying your fees by student loan, an "Information only" Notification of Change will be posted to you.*

You must inform StudyLink immediately of any changes (additions/withdrawals/transfers) as these may affect your eligibility for a Student Loan and/or Allowance. You must retain full-time status to qualify for Student Loan living and/or a Student Allowance and some scholarships, eg the Tearaway Scholarship.

*For further information: Contact your School of Studies/Faculty, or
Call into the Student Information Centre in the Gateway Building.*

Lectures

A lecture is delivered by an academic staff member and exposes you to information, ideas and theories. Lectures start on the hour in the mornings until noon, and ten minutes after the hour from 1.10 pm onwards. Some lecturers provide outlines or summaries of what is presented in the lecture either on-line or in hard copy. These are either handed out in the lecture or can be downloaded from your School of Study website. These notes are complementary to your attendance at lectures.

Streams

Some papers with large numbers of students divide the class into streams. Streams are often referred to by a letter, eg stream X or stream Y. Every lecture will be repeated for each stream. You only need to go to the lectures for your stream. You will be advised at your first lecture whether you need to sign up for a stream, and also how to do this. It is helpful if you have your timetable with you so that you are able to choose the stream that suits you best.

Workshops, Labs, Field Trips

Workshops, Labs (Laboratories) and/or Field Trips are an essential part of many papers. Attendance is compulsory and forms part of the assessment. The purpose of workshops and labs is to provide practical experience for many of the topics covered in lectures and tutorials.

Labs also refer to the places in which this practical work takes place, so you will hear terms such as Computer Lab, Language Lab or Science Lab.

Tutorials

Tutorial sessions are usually discussion-based and are facilitated by a tutor or your lecturer. Tutorials are in addition to lectures and most start in the second week of each semester. Tutorials provide the opportunity for you to raise questions about the lectures and assignments. In some papers, attendance and participation in tutorials is part of the assessment process and will contribute to your final grade.

Moodle

Moodle is the University's online learning system. Many papers have course resources and discussion forums in Moodle.

elearn.waikato.ac.nz

Departments

Each School of Study is divided into Departments. For example, the School of Science and Engineering includes the following Departments:

Biological Sciences, Chemistry, Earth Sciences, Engineering, Materials and Process Engineering, Physics and Electronic Engineering, and Psychology.

Find out where each Department is for the paper(s) you are taking so that you can locate your Lecturer's office.

Office Hours

If you wish to see a particular Lecturer, check on the times that he or she is available to students. Some will post times on their office door or state them in paper outlines. The Department Secretary can also provide you with this information.

Paper Outlines

You will receive a paper outline for each paper which provides detail about the content, reading and assessment requirements for that paper.

Reading Manuals and Text Books

A reading manual contains photocopied readings the lecturer has selected to complement the lecture programme. Reading manuals can be purchased at Campus Copy. In addition to a reading manual it may be recommended that you purchase text books. These can be obtained from Bennetts University Bookshop or at Second Hand Bookshops.

Points

Each paper has been given a point value. A full-time year of study equals 120 points. The total student learning hours required for a paper can be calculated at 10 times the point value of the paper, for example, a 15 point paper would require 150 hours of study.

Assessment

The work you produce for your papers will be assessed in a variety of ways. Common forms of assessment include; essays, reports, presentations and tests. Paper outlines and handouts provide guidelines for the forms of assessment and will give you the dates on which your assignments are due along with the penalties for missing these dates.

Whether your paper involves an exam or is assessed internally is indicated by a ratio. For example, Educational Studies PCSS101-09A has an internal assessment/ final examination ratio 3:2 which means that 60% of the paper is assessed throughout the semester and 40% is assessed through a final exam.



Group Work

Many papers involve a component of group work as this helps develop skills which will assist you in your future career as well as during your time at University. At times, problems can develop in group work and these need to be resolved quickly either by discussion among group members or with your Lecturer/Tutor.

Study Groups

Many students find working in a study group motivating, helping to develop a deeper understanding of a subject through the exchange of ideas. A guideline hand-out for forming and working in study groups is available from the Teaching and Learning Development Unit.



Extensions

If you have been prevented from meeting a deadline for an assignment by circumstances such as illness, accident or personal crisis, you may apply for an extension. To do this, check your paper outline or ask your lecturer. You may be required to provide proof to verify your circumstances.

Tests

Tests are held during the semester and are overseen by your Lecturer. Test papers will be marked and returned to you once your results are available.

Examinations

Examinations are held during the exam weeks after lectures have finished. The exam timetable is available at www.waikato.ac.nz/go/exams, on notice boards and on i.waikato. The exam timetable comes out six weeks before exams are held.

There is also an Examination Information brochure which includes information on: Special Examination Arrangements, Examination Procedures, Special Consideration for Impaired Performance or Missed Examinations, and Review of Grade. This brochure can be picked up from The Gateway, Schools/Faculty offices and the Assessment office.

Formal examinations are held under strict conditions and are overseen by the Assessment Office. Take your ID Card to the exam. Before each exam begins, the Supervisors will explain how the exam will be run and at what stage you can leave the room.

Special Consideration

If you are ill or have a personal crisis during exam time, you can apply for special consideration. You must either see a Doctor at Student Health or a Counsellor at Student Services within twenty-four hours of your exam for your application to be considered.

www.waikato.ac.nz/sasd/enrolment/exams.shtml

Plagiarism

Plagiarism is the direct copying or paraphrasing of somebody else's writing, ideas or other material in your assignments without using referencing to show that this information is not your original work. It is fine to include and use ideas and information from other sources, including the internet, but you must state who or what the source is, and you must use quotation marks if you are using the original author's exact words.

The paper outline for your course, or the Lecturer, should tell you which referencing system to use. You can also find information about the different referencing systems used within the University on the Library website and from SLS and L&LC. Plagiarism is misconduct and will be dealt with through the University Student Discipline Regulations.



Student Academic Complaints Policy

Students should seek to resolve academic issues with their tutor/lecturer in the first instance. However, if a serious issues arises and a satisfactory resolution cannot be reached, you can get information and advice on how to make a complaint from the Student Support Advisor located, in the Student Services Building. (07) 838 4201.

What happens if I owe the University money?

There are several ways students might owe the University money, e.g. fees, charges, library fines, disciplinary fines etc. If you do owe the University money, you can call into the Finance Office in the Student Information Centre for advice .

Students who owe the University money may not be able to re-enrol, use the Library, transfer their academic record to another University, or receive their degree or other qualification.

Use the learning facilities

Computer facilities on campus

Waikato students have access to a large number of computers on campus which provide ready access to email and Internet services.

When you are fully enrolled at the University, you will have a computer account provided to you. If you are a first timer at the University, you will have to enable your computer account (e.g. set a password and enable printing). This can be done by visiting the Information Commons (computer lab) in the Library within three weeks of the beginning of your course; remember, you must be fully enrolled. Your new University of Waikato username becomes your University email address e.g. abc20@waikato.ac.nz.

UniCash

Information and Technology Services (ITS) maintains a charging system called UniCash for printing and Internet access. You must have money in your account in order to use charge services. Many departments subsidise these services. Payments can be made at Campus Copy, the Information Commons, and some other places around campus.

Help

ITS provides a Service Desk which is available to students to use (phone 4008, or email help@waikato.ac.nz). Student labs on campus will display notices providing information on who can help and how to contact them.

ASK ME

There is a self-help tool available via the University's main web page. You can ask this application various questions and be presented with selected answers. Please click on the links that say "Ask Me a question", and follow the instructions.

Computer Regulations

The University provides computers for students for the purposes of study and assessment. Any inappropriate use of computers, for example accessing pornography from the web or other misuse of web access, may result in disciplinary action being taken. It is not permissible to share passwords or use another person's computer account. The Computer Regulations can be found in the University Calendar <http://calendar.waikato.ac.nz/policies/computersystems.html>

Equipment Loan Pool

ITS have a range of audio visual equipment available for loan. If the use of equipment is a requirement for a paper, there is no charge. Please phone the Teaching Technology Group on 5000 or visit them at the ITS building for more information.

The Library/ Te Whare Pukapuka

The University Library comprises not only the buildings on campus but virtual access to many other resources.

The Law Library, Map Library and New Zealand Collection are within the Central Library.

The Education Library is located in the School of Education.

The Library catalogue is online at: www.waikato.ac.nz/library.

Electronic resources are available via links through the Library Catalogue, or through LibraryLink Databases on the Library homepage.

Opening Hours - during semester

Central Library/ Law Library

Monday - Thursday 8.30 - 10pm

Friday 8.30 - 6pm

Saturday & Sunday 10am - 6pm

Education Library

Monday - Thursday 8.30 - 9pm

Friday 8.30 - 5pm

Saturday & Sunday 11am - 5pm

Course Reserve

Books and journal articles which are in high demand are held at the Course Reserve Desk in the Library.

Many of these items are also available electronically.

To find items held on Course Reserve, go to the Library Catalogue.

Information Commons

The Information Commons is on Level 1 of the Library.

This facility has 120+ computers for general use by any Waikato University student.

Printing and scanning facilities are available as well as most general computer software.

Tours and Tutorials

The Central Library offers introductory tours and tutorials throughout each semester. Timetables are available at any Information Desk or from the Library homepage. Alternatively you can try the online tutorials, WISE, also available from the Library homepage.

The Education Library and Law Library tours and tutorials are part of specific classes and intakes.

Glossary

Ask Me: A website through which you can ask any question or offer any comment about the University, your study, or University life, and have them responded to.

www.askme.waikato.ac.nz

Assessment: A qualification can only be awarded after a student's knowledge has been measured in some way. This is called "assessment". Assessment methods include tests and exams, essays, reviews, laboratories, workshops and presentations.

Bachelors degree: The qualification awarded to a person who has completed a first University degree.

Calendar: The University's official record of rules and regulations, staff, papers, dates etc. Published annually.

Cardax: A swipe card issued to students to enable access to buildings after-hours.

Core paper: A paper that must be passed as part of a particular degree or diploma.

Co-requisite: A paper that must be studied at the same time as another (or others).

Corresponding papers: Papers which are either equivalent or share a considerable amount of common content of which only one paper can be credited towards a degree.

Credit points: Each paper has been given a point value. A full-time year of study equals 120 points. The total student learning hours required for a paper can be calculated at 10 times the point value of the paper, for example a 15 point paper would require 150 hours of study.

Degree: A programme of study which meets the requirements set down by the University to complete a qualification.

Department: An organisational unit responsible for teaching and research in a particular subject within a School of Study or Faculty.

Diploma: A qualification gained from the equivalent of one year's full time study at graduate level or two years at undergraduate level.

Discipline: A general subject area for example, English or Psychology.

Exemption: Permission to enrol in a paper that overrides requirements such as co-requisites or pre-requisites.

Further examination: In some papers you may be able to sit another exam if you narrowly fail the final exam or are granted Special Consideration

The Gateway: The building in which Student Information, the Enrolment Office, Assessment Office and the Student Recruitment Office is located. It is beside Gate 5 on Hillcrest Road.

Grade: The rating or result awarded for work produced by a student for assessment. Letter grades are usually given for example, B-.

Graduand: A student who has completed the requirements of a degree but has not yet graduated.

Graduation: A ceremony where Graduands receive their degrees.

Graduate: A person who has been awarded a University degree.

Honours

1. Honours degrees are the equivalent of the first year of graduate study and require a higher level of academic scholarship e.g. BMS(Hons).

2. A class of honours may be awarded for academic excellence in some degrees, e.g. First Class, Second Class (First Division), Second Class (Second Division).

Interdisciplinary paper: A paper taught from the perspective of more than one discipline, and involving academic staff from different departments.

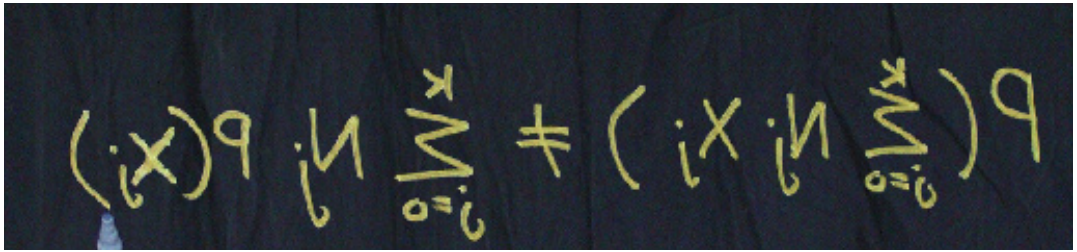
Laboratories: The purpose of Laboratories or Labs is to provide practical experience for topics covered in lectures and tutorials. Laboratories also refer to the places in which these sessions are held.

Lecture: The oral presentation of subject material.

Level 1,2,3,4.: Papers are taught at different levels. Levels 1 – 3 are undergraduate papers with level 3 being more advanced than level 1.

Major: The main subject of your degree studied to level 3 or 4.

Masters degree: A graduate degree which requires the prior completion of a Bachelors or Honours degree.



Paper: A named set of lecture, tutorials, labs or field trips which gives credit towards a degree.

Programme Coordinator: A staff member who has overall responsibility for organising and administering a paper.

Postgraduate: Postgraduate study refers to study above undergraduate level.

Pre-requisite: A paper which must be satisfactorily completed before entry to another specified paper can be approved.

Programme: The papers you are enrolled in each year make up your programme of study.

Restricted pass: You pass the paper (just) but you cannot continue to a higher level paper in that subject.

School of Study or Faculty: A group of departments responsible for teaching and research in related subjects.

Semester: A teaching period equivalent to half the academic year.

Stream: In some large classes, students are divided into smaller groups called streams.

Student Support Services: An area of the University responsible for delivering a range of non-academic support to students e.g. Student Health, Counselling.

SUB (Student Union Building): The Student Union Building located beside the Uni Rec Centre.

Subject: An area of study e.g. Accounting, History.

Supporting Subject: A subject study to level 2 which supports the major subject for your degree.

Undergraduate: A student studying for his or her first degree.

UniCash: An account in your name which must be operated in credit, and from which your printing and internet charges are deducted.

Vice-Chancellor: The academic and administrative head of the University.

Workshops: See Laboratories.

KIA TIKA TE WHAKAHUA!
SAY IT RIGHT!

WAIKATO or Y-CUT-OR

Linguistic Explanation:

Wai - In Māori means water

Kato - In Māori to flow

Waikato - Flowing waters

WAI - As in 'y'

KA - As in 'car' - not 'cat'

TO - As in 'tore' - not 'toe'

For more information check out our website -
<http://www.waikato.ac.nz/tautoko>