The University of Waikato is firmly committed to providing equity in education and welcomes students with disability into all areas of campus life. “Disability” is a very broad umbrella term which aims to include people experiencing a wide range of barriers on campus due to impairment (e.g. physical, medical, sensory, mental health, writing and learning). This guide is produced by the Disability Support Service and is an introduction and overview of access arrangements and support available at the University. The Disability Support Service works with the rest of the University to remove barriers to learning for students with disability and to ensure students’ learning requirements are being met through the provision of information, support, services and equipment.

We strongly recommend that you contact the Disability Support Staff to discuss any arrangements or accommodations outlined in the book. It is your responsibility to contact the Disability Support Service and we recommend that you do this as early as possible so appropriate assistance and strategies can be put in place.

Please note, while every effort will be made by the University to support you in your studies, the resources available are limited and there is no guarantee that the services/arrangements will be provided. If you think you may require any services or accessible arrangements during the year, you are responsible for identifying and seeking them in a timely manner. Not doing so may affect your eligibility for certain support services.

We look forward to meeting you and being a part of your University experience. Additional information about the support and services is available from the Disability Service staff or via our website: www.waikato.ac.nz/disability.
Am I ‘Uni Ready’?

Try this Quick Checklist Before you Begin

Getting Around the Campus
- I know what services and facilities the University offers
- I know where to find things & places I need on campus
- I know where to go and who to see if I need help

Being Organised
- I can fund my study and living costs
- I have no problems getting motivated
- I know how to use my time well
- I can balance study, life and fun

Academic Survival Skills
- I am an independent learner
- I know what to do in a lecture and tutorial
- I know how to take good notes & revise for exams
- I know how to find resources in the library
- I can use a computer to write my assignments
- I know how to use the University email system
- and the internet

If you answered ‘no’ to any of these questions... DON’T PANIC!

The University offers plenty of help through:
- SupportStaff, CampusTours, StudentServices, Note-taking, StudySkills,
- Time Management, Library Skills, Technology & Computing Resources

So... read on... then call us and get prepared!
Starting tertiary education can be a challenging step for many students. Being prepared, planning well and getting all the information first can really help in the end. This decision is not always an easy one but don’t despair as there is always someone to talk to.

Some Things That may be Helpful to Consider in Advance are:

• What are your strengths, abilities and interests?
• What are your goals (both short-term and long-term)?
• What are your limitations?
• What course do I want to study?
• Will the course help me get the job I want?
• Do I meet the entry requirements?
Student Recruitment Office

The Student Recruitment Team work with people who are looking at study options at university. You can talk to someone about planning your degree and to offer advice or answer queries relating to your study.

If you need any help planning your degree, the Student Recruitment Office staff also meet intending students individually to provide information and advice about programmes of study or the extensive range of support services we offer.

Māori students may want to make contact with the Māori Students Recruitment Officer in the Student Recruitment Office. The role provides course information and assists both prospective and enrolled students with their degree planning. Information on Māori and Pacific Island Grants and Scholarships is also available.

If you would like to visit our campus to discuss study options or tour the campus with one of our Student Recruitment Officers, please Phone for an appointment. The Student Recruitment Office is situated in The Gateway building on the Hamilton campus. Phone: 07 88 007 or Email: recruitment@waikato.ac.nz

Careers Service

The Careers Service provides guidance and information to assist you in planning your future and they will also give you personal help later on in your search for a job.

The service has a multitude of resources for you to take advantage of. In particular, check out their website resources which include a virtual career profiler designed give you some ideas about the type of work content you might enjoy and some possible jobs which might involve that content.

The Careers Service is located in the Student Job Search Office alongside the shops/banks on the Village Green. Phone: 07 838 4466 ext 6466 or Email: careers@waikato.ac.nz

Disability Support Service

The Disability Support Service provides information and services to assist you in your studies.

Intending students are encouraged to make contact with the Disability Support Service early. In particular, students who require alternative print formats or the use of a sign language interpreter should contact the Service well before enrolment in order for the support systems to be set up in advance of your course. Phone: 07 838 4711. Fax: 07 838 4282 or Email: disability@waikato.ac.nz
What Can I Study

Waikato’s Undergraduate Degrees Include:

- Bachelor of Arts (BA)
- Bachelor of Business Analysis - Financial (BBA(Fin))
- Bachelor of Communication Studies (BCS)
- Bachelor of Computer Graphic Design (BCGD)
- Bachelor of Computing & Mathematical Sciences (BCMS)
- Bachelor of Electronic Commerce (BECom)
- Bachelor of Engineering (BE)
- Bachelor of Laws (LLB)
- Bachelor of Management Studies (BMS)
- Bachelor of Māori & Pacific Development (BMPD)
- Bachelor of Music (BMus)
- Bachelor of Science (BSc)
- Bachelor of Science (Technology) (BSc(Tech))
- Bachelor of Social Sciences (BSocSc)
- Bachelor of Sport & Leisure Studies (BSpLS)
- Bachelor of Teaching (BTchg)
- Bachelor of Tourism (BTour)

For further information, contact the Student Information Centre:
Phone: 0800 WAIkATO (0800 9 58)
Email: info@waikato.ac.nz

Bridging Programmes and Pathways to Waikato

If you haven’t studied for a while and would like to brush up your skills, or if you didn’t get the marks needed for direct entry into a degree programme, then Waikato has bridging programmes available.

Waikato’s programmes will provide you with the skills and opportunities to help you make the step into tertiary study. Our programmes can teach you the research and learning skills you need to succeed at University, as well as offer support and guidance to ensure that you are University ready.

For further information on any of these courses contact the Student Information Centre: Phone: 0800 WAIkATO (0800 924 528) or Email: info@waikato.ac.nz

The Certificate of University Preparation

The Certificate of University Preparation (CUP) is a full-time formal qualification for students who don’t initially meet the entry requirements for study at a New Zealand University. If you are a school leaver, or under 20 years of age and you are from an English speaking background, the CUP can help you make the transition into Waikato. After successfully completing the Certificate, students can then enrol in a degree. To be eligible for the CUP, you would normally need to have completed Year 13 in a New Zealand secondary school. The Certificate runs for one semester and there is approximately 18 hours of tuition a week and up to 18 hours study per week. If you enrol in all four papers you may be eligible for student loans and allowances.

For further information, contact the Student Information Centre:
Phone: 0800 WAIkATO (0800 924 528) or Email: info@waikato.ac.nz
Gateway to Science

The Gateway to Science is designed to prepare students with the knowledge, skills and confidence needed to successfully start a tertiary degree. Successful completion may allow entry into Science and Engineering at Waikato. This course is run in B Semester and consists of 18 two-hour lectures including tutorials and practical labs.

Science Foundation Course

This course is for those who have been accepted for enrolment into the School of Science and would benefit from revising or brushing up their knowledge in Biology, Chemistry, Physics, and Maths. The course is run for 18 consecutive days in February, prior to first semester enrolment.

Te Timatanga Hou

Te Timatanga Hou is a full-time bridging and foundation programme for Māori students which helps to strengthen your confidence and enhance your ability to take on University study.

This one-year pre-degree programme will give you the chance to develop a sound academic base for your degree study. Study skills such as essay writing, time management, using computers and library navigation are taught. Students also participate in kapa haka and other activities.

To be eligible you must be at least 17 years old at the beginning of the course. There are no formal academic qualifications needed for this programme. You will have to attend 18 hours of tuition a week as well as around 30 hours of study.

Study Skills for University

Study Skills is a part-time course which provides you with an opportunity to learn and practice new skills, such as: note taking; writing assignments; critical thinking; researching; presentations; goal setting and time management.

New Start

This part-time course provides an opportunity for you to gain confidence and develop your study skills in preparation for undertaking study. New Start topics include: note taking; writing essays; reading effectively; critical thinking; time management; questioning and discussion and the student role.

Bridging Course for Women

Your academic success will partially depend upon your ability to study effectively. In this part-time Bridging course for Women you will learn writing skills, note taking, time management, using the library, and become familiar with the University environment.
Boost your Study Skills

If you are ready to start your degree programme but would like to strengthen academic skills the following courses could be for you:

Writing for University Purposes

This paper introduces the writing process: generating ideas; researching the topic; composing drafts; editing; register, tone, appropriate language; writing conventions; critical thinking; critical review, report and essay writing. It is a practical paper for students of any discipline who are concerned about the adequacy of their language control and written expression for University study.

Academic Writing and Research

This paper is designed to provide non-English speaking background students enrolled in any School of Studies with the necessary written and research skills to learn and study effectively in University papers. Students are provided with a methodical approach to the understanding of written academic texts, a variety of techniques for organising information and approaches to research aiding the mastery of written English appropriate for an academic setting. Online web conferencing is used.

Preparatory Mathematics

An introduction to statistics and basic algebraic concepts, intended for those who wish to improve their basic mathematical skills.

The Computing Experience

This course provides an introduction to the wealth of computer tools available for application in the sciences, arts, and other disciplines. It is based on an intensive laboratory programme. Each student tailors the course to their own needs and interests by selecting an appropriate set of practical exercises. Introductory and advanced exercises are provided to match students’ prior experience. The course is recommended to students from all disciplines as an important contribution to a modern education.

Te Reo Māori: Introduction to Māori Language

This paper is intended for students with little or no prior knowledge of Māori and develops speaking, listening, reading and writing skills. The paper also takes cognisance of the culture shaping the language learnt. Upon successful completion of the paper, students will be able to: use Māori in a daily conversational way; introduce themselves and their family relationships; speak about themselves and their individual interests.

Business Writing

This paper provides students with the writing and communication skills, as well as the tools for analysis and argumentation needed to write effective business documents.
Enrolment & the Student Information Centre

Most students apply to enrol by mail or on the web, or you can call into the Student Information Centre to enrol in person.

The Student Information Centre has contact people for students with disabilities (see the list of Contact People at the end of this handbook). The Disability Support Staff are also available to assist students with disabilities through the enrolment process.

The Student Information Centre is also where you can pay your fees, Student IDs are issued, or you can attend to other matters related to your enrolment.

To enrol you need to fill out an Application To Enrol form (ATE). To request an enrolment pack be sent to you by post, contact the University on: Phone: 07 88 76 or 0800 WAIkATO. Email your request to: enrol@waikato.ac.nz or apply to enrol online: www.waikato.ac.nz

Once you have completed your ATE, return it to the University as soon as possible so you have a better opportunity of gaining a place in your choice of programme of study.

If you are not a New Zealand Citizen or a permanent resident of New Zealand you will need to contact the International Centre. Phone: 07 838 4439 or Email: international@waikato.ac.nz

The Student Information Centre is located in the Gateway Building (there is a lift to left of the main door)

Phone: 07 838 4176 or 0800 WAIKATO (924 5286)
Fax: 07 838 4370 Email: info@waikato.ac.nz
Should I Study Full-time or Part-time?

Whilst most students choose to study full-time in order to finish their degrees as speedily as possible, 38% of supported students with disabilities study on a part-time basis. Deciding whether you should study full-time or part-time often depends upon a range of factors. Some students with disabilities have to study part-time rather than full-time because of their disability. Others choose to study part-time in order to balance work and/or family commitments. The main advantage of studying part-time is that you are able to devote more time to each paper, which may result in better grades. This is particularly important for students who have fatigue, mental health issues and specific learning disabilities.

When deciding which option is best for you, it pays to look carefully at what the papers you have chosen will demand of you. How many hours of lectures, tutorials, laboratories and field trips are required? How much reading and study will you need to commit to each paper outside of class time? What other commitments do you have? How will it affect you financially?

If you enrol full-time but find that you cannot manage the workload, you can reduce your study to part-time by withdrawing from papers. Remember though, there are early deadlines for making these changes if you are seeking a fee refund.

Limited Full-time Study

If you’re not able to study full-time you may still be able to get financial help (Student Allowance and/or Student Loan) under limited full-time status. To qualify you need to meet one of these criteria:

- You have an illness, a disability or some other reason beyond your control which stops you studying full-time.
- You have been advised by your education provider to study less than full-time.
- You’re finishing a recognised programme and to do this you’re studying less than full-time but your course is more than half of a full-time course.

Application forms for Limited Full-time status can be collected from the Disability Support Service staff, the Study Link Office on campus, or downloaded from their website: www.studylink.govt.nz
Halls of Residence

The University of Waikato Halls of Residence are open to all students. Living in a Hall is an excellent way to move from home to University life. The four University-owned Halls offer a safe, friendly, supportive atmosphere, making it a great way to meet and make new friends. Each Hall has a Residential Manager and a team of residential staff living on site, as well as housekeeping and office staff.

Three of the Halls – College Hall, Bryant Hall and Student Village – are mainly fully-catered and offer similar facilities. Kaupapa Māori floors are available for people who wish to live in an environment fostering manaakitanga, whanaungatanga, Te Reo Māori and tikanga Māori. A Fale Pasifika floor is also available. A limited number of self-catered flats is available in each of these halls. Orchard Park is a self catered complex consisting of 4 bedroom and 6 bedroom cottages.

There are some accessible facilities for people with disabilities in some of the halls of residence. Students with disability should clearly identify what requirements they may have so that the most suitable options can be discussed with you at the time of application. The Accommodation and Conference Services office is able to provide advice about the University’s Halls of Residence. Contact the Accommodation Advisor on Phone: 07 88 or Email: accom@waikato.ac.nz for more information.

Applications for places in the Halls should be returned by 1 October. Information on alternative accessible accommodation may also be available by contacting L.I.F.E. Unlimited on Phone: 07 839 5506 or Community Housing on: 0800 833 755.

Accommodation Service

The University has an Accommodation Adviser who is located in the ACSO building for other types of accommodation e.g. flatting, boarding.

The Accommodation Adviser will help you to find accommodation suited to your needs and keeps up-to-date listings of houses, flats, rooms in flats and boarding situations. Outside the office are large notice boards where available accommodation is listed, but you can also go in and have a chat with the Accommodation Adviser if you would like to - you don’t need an appointment to do this.

The Accommodation Adviser can also advise you of your tenancy rights and the service is available throughout the year.

The University’s Accommodation Advisory Service is located in the Accommodation and Conference Services Office at the end of Gate 2A, Knighton Road. Phone: 07 838 4231 or Email: accom@waikato.ac.nz
How do I Fund my Study? 

Student Loans and Allowances

StudyLink administers the Student Loans and Allowances Schemes.

Eligibility for Student Allowances depends on your age, immigration status, where you live, dependents (spouse/children), and your income. There is a StudyLink office located on campus in the Cowshed Building.

If you are studying part-time due to disability or health reasons, you may qualify as ‘Limited Full-Time’ for loans and allowances. You must provide evidence that your course load is as much as you should be required to do, given your disability or illness. Phone: 0800 88 99 00 or Website: www.studylink.govt.nz

Work & Income New Zealand

Work & Income administer several benefits designed to help out with day-to-day costs of living if you are unable to work and would like to study. These include the Invalid’s Benefit, Sickness Benefit, Disability Allowance, Training Incentive Allowance, Accommodation Supplement and the Unemployment Benefit Student Hardship. In particular, Students with disabilities should be aware of the following allowances:

Disability Allowance

This allowance reimburses people for ongoing regular costs they incurred because they have a disability. There is an income test which must be met. The amount of allowance paid depends on a person’s costs.

Training Incentive Allowance

The Training Incentive Allowance will help cover the costs of your fees and text books if you are an undergraduate student on an Invalid’s Benefit, Domestic Purposes Benefit, Widows Benefit or Emergency Maintenance Allowance. Contact your Case Manager at Work & Income to see if you are eligible. Phone: 0800 559 009

You may also be eligible to receive a Community Services Card to help with medical costs. Phone: 0800 999 999 or Website: www.workandincome.govt.nz

Workbridge

Workbridge administers the Training Support Fund. This can be used to cover study costs related to your disability, such as personal support, transport costs, equipment costs.

It is to be used when other avenues of funding have been exhausted and has a maximum of $15,600 for each individual, which can be spent over the time of your training. Anyone with a disability can self-refer or be referred by a disability agency. A person does not need to be registered with Workbridge in order to access the funds.

Workbridge staff are responsible for discussing eligibility criteria with potential applicants, and accepting appropriate applications. For further information contact Workbridge: 150 Victoria Street, Hamilton, PO Box 354. Phone: 07 957 3700. Fax: 07 957 3709. Email: waikato@workbridge.co.nz Website: www.workbridge.co.nz
ACC – Accident Compensation Corporation

ACC provides financial and other support to encourage people to return to work after acquiring an injury or disability through an accident. If you are an ACC customer, contact your Case Manager to discuss whether you are eligible for equipment or support. Hamilton Office Phone: 07 957 6100 or www.acc.govt.nz

Ministry of Health

The Ministry of Health in the Waikato DHB area contracts providers such as Disability Support Link, and Enable NZ to provide a variety of disability support services. These include:

- Caregiver & home based support
- Funding of equipment (hearing aids, wheelchairs, computers etc.)
- Housing alterations
- Vehicle purchase and modifications

The Disability Support Staff are happy to assist with referral to the appropriate agency.

Personal Care and Home Help

Personal Care may be available if you need someone to assist you with daily living tasks (dressing, toileting, showering and feeding). Alternatively Home Help assists with household tasks such as washing, cooking and cleaning. If you require either of these services you will have to have a needs assessment. Disability Support Link are contracted by the Ministry of Health in the Waikato area to assess and coordinate these support services. Phone: 07 839 9050. Freephone: 0800 553 399. Fax: 07 839 1225.

Scholarships

The Scholarships Office has friendly staff available to assist you in locating funding to support your education. They will direct you in your search for scholarships and can offer advice on other avenues of funding. You can check out ‘BreakOut’ (a national scholarships database) via the student computer terminals at the Gateway. BreakOut is found at www.fis.org.nz/BreakOut/. You can also look at the University website for scholarships administered by the University of Waikato.

In particular, undergraduate students with physical disabilities may want to apply for the Gemini Trust Disability Scholarship which closes 31 March annually. Phone: 07 856 2889 ext 7883 or 6682. Email: scholarships@waikato.ac.nz Website: http://www.unilink.ac.nz/scholarships.shtml

Student Job Search

Student Job Search can help students find part-time work during term time and also holiday employment. SJS is free to all students and has an affirmative action policy. SJS is located next to the National Bank on campus (behind the main bus stop off Gate 1 Knighton Road). Drop in to sign up or enrol online at: www.sjs.co.nz
Student Financial Adviser

This service, which is free and confidential, is available if you need help in managing your budget or are in financial difficulties. The Student Financial Adviser can assess your financial options, plan a budget and explore possibilities for financial assistance.

The Student Financial Adviser is based in the Accommodation & Conference Services Office (located at the University-end of Gate 2A, Knighton Road) and is available to meet students for individual appointments for emergency assistance, financial information and assistance, confidential budget advice and applications to the Special Assistance Fund. The Student Financial Adviser can also help with information and assistance of particular relevance to students with disabilities.

The Student Financial Adviser can be contacted on: Phone: 07 838 4910 or through the ACSO Receptionist on: Phone: 07 838 4084

Basic Sample Budget

**Income for Single Students:**

- Student Loan-Maximum living allowance $150 per week

**Student Allowance-Living Away from Home Rates:**

- Maximum 18yrs-24yrs
  - $134.70 per week plus accommodation benefit
- Maximum 25yrs & over
  - $161.65 per week plus accommodation benefit

**Basic Expenses for a Student in a Flat of 4:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groceries</td>
<td>$40</td>
</tr>
<tr>
<td>Rent</td>
<td>$75</td>
</tr>
<tr>
<td>Lunch/Takeaways</td>
<td>$20</td>
</tr>
<tr>
<td>Power</td>
<td>$10</td>
</tr>
<tr>
<td>Travel</td>
<td>$15</td>
</tr>
<tr>
<td>Phone (excl tolls)</td>
<td>$5</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$30</td>
</tr>
<tr>
<td>Photocopying/Printing</td>
<td>$5</td>
</tr>
<tr>
<td>Approx total for cost of living weekly =</td>
<td>$200</td>
</tr>
</tbody>
</table>

In budgeting for your study you need to consider costs such as tuition fees, accommodation and living expenses. You should also enquire about funding to help you such as scholarships, student allowances and loans.

If you are coping with your study you could register at Student Job Search, where there is a comprehensive listing of available positions for part-time work.
Students with disabilities are assisted by a number of people and in a number of different ways. It is your responsibility to tell people about your disability. Please make yourself known to your lecturers and support service providers at the start of the course and discuss with them any requirements you may have. To help you work out what support you may need, consider the following options:

<table>
<thead>
<tr>
<th>I have difficulty with</th>
<th>This might help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessing University buildings</td>
<td>Classes in accessible rooms</td>
</tr>
<tr>
<td>Hearing lectures</td>
<td>Hearing aids/FM systems</td>
</tr>
<tr>
<td>Access to lecture notes</td>
<td></td>
</tr>
<tr>
<td>Reading print material</td>
<td>Readings in alternative formats</td>
</tr>
<tr>
<td>Text/screen reader software</td>
<td></td>
</tr>
<tr>
<td>Writing text</td>
<td>Access to lecture notes</td>
</tr>
<tr>
<td>A Dictaphone to tape lectures</td>
<td></td>
</tr>
<tr>
<td>Alpha Smart keyboard</td>
<td></td>
</tr>
<tr>
<td>Using a keyboard</td>
<td>Voice recognition software</td>
</tr>
<tr>
<td>Sitting for extended periods</td>
<td>Ergonomic Furniture</td>
</tr>
<tr>
<td>Studying full-time</td>
<td>Limited full-time study</td>
</tr>
<tr>
<td>Sitting tests &amp; examinations</td>
<td>Alternative arrangements</td>
</tr>
<tr>
<td>Performing practical tasks</td>
<td>Laboratory or research assistants</td>
</tr>
</tbody>
</table>

**WHAT ASSISTANCE WILL I NEED?**
Disability Support Service

Hamilton Campus

The Disability Support Service staff are responsible for providing and coordinating individual support for students with disability. The Office is located in the Student Services Building (opposite the Rec Centre between the Student Health and Counselling Services) and is open from 8.30am to 5pm, Monday to Friday.

The Disability Support Staff operate an open door policy and are available 9:00 - 4:00 Monday to Friday, please feel free to drop by during these times, as they look forward to meeting you and being a part of your university experience. Alternatively you may want to make an appointment by Phone: 07 838 4719. Fax: 07 838 4282 or Email: disability@waikato.ac.nz

- The Disability Coordinator is responsible for managing the Disability Support Service, developing policy, dealing with complaints, raising awareness of the barriers on campus which disable students and encouraging the development of an inclusive learning environment.
- The Student Adviser & Māori Liaison staff primarily provide and coordinate individual support for students with disability. The Māori Liaison role also has specific responsibility for supporting Māori students with disability on campus.
- The Disability Support Service Administrator is based at the Student Services Building reception and provides administrative support to the service.

Tauranga Campus

Students with disability studying at the Tauranga campus are eligible for the same range of support as students studying at the Hamilton campus. Full information about the support available through the Disability Support Service is available on request or on the Website: www.waikato.ac.nz/disability

The Disability Support Service provides information, support, services and equipment to students with disability. This support aims to minimise any disadvantage or barriers experienced by students with disability. To access these support services you will need to have a meeting with the Disability Coordinator to discuss the support you require. Disability staff are able to visit the Tauranga campus throughout the academic year and are happy to meet at a time convenient for you. Phone: 07 838 4719. Fax: 07 838 4282. Email: disability@waikato.ac.nz

You can also contact the Manager of the Tauranga University College, based at the Durham Street Office. Phone: 07 577-0620.
International Students with Disabilities

The International Office is a “one-stop shop” for all international activities. International Students with Disabilities are encouraged to make contact with the Disability Support Service and International Office well before enrolment in order that any additional costs related to your support needs can be discussed with you and quoted if required. International students are not eligible for New Zealand Government funding and will need to fund their support costs.

The International Office is located in the Student Union Building. You can access the lift from basement level next to the Campus Pharmacy or from ground level inside the Bongo. For further information call the International Office on: Phone: 07 838 4439 or Fax: 07 838 4269.

Eligibility and Documentation

To receive the support services provided by the University of Waikato and Disability Support Service, supporting documentation is required as to the nature and extent of disability, impairment, illness or injury. If you require support services you will need to complete a Disability Support Service Registration form and return it to the Disability Support Service with accompanying verification of disability from a doctor or appropriate health specialist. To discuss further, or for more information, please contact the Disability Support Service staff.

Disability Support Registration Form

The Disability Support Registration form is in the back of this handbook. Please complete this form and send it to the Disability Coordinator. This form lets the Disability Support Staff know what contact and support you would like to receive. The information you provide on this form is confidential and used to assist University staff and the Disability Support Service in planning to meet the needs of students with disabilities.

Orientation for Students with Disability

The Disability Support Service is happy to arrange an Orientation Programme for students with disabilities. The programme can include an introduction and overview of services available on campus, information on course planning, enrolment, fees and student loans, an opportunity to meet other students and a brief access tour of the campus. If you are interested in attending an orientation programme, please contact the Disability Support Service staff.

The University holds an Orientation Festival at the start of each academic year to introduce students to University life. There are bands, buskers, comedians, competitions and more. The Orientation Guide contains information particularly useful to new students.
Physical Access

This guide has a map of the campus. If you would like more information on access, please contact the Disability Support Staff.

Whilst most of the buildings on campus are accessible to people using wheelchairs, there are a small number of non-teaching rooms which are not accessible. If you encounter any difficulties in accessing any facilities on campus, please contact the Disability Coordinator so alternative arrangements can be made.

Please also let us know if there are areas on campus where you are having difficulty moving around/through, or places where access is good. All feedback assists us in improving campus-wide access for people with disabilities.

An Access Card is available for people with mobility related disabilities to give access to alternative routes throughout campus. These alternative routes include: the Central Library; S-Block (lift access route between L-Block and the Library); J-Block basement entry to the lift; L1 entry; and entry to the MSB-Block lift. Applications for this card can be made to the Disability Support Service staff.

Mobility Training
(Student with Vision Impairment)

Students with a visual impairment may need to arrange for orientation and mobility training through the Royal New Zealand Foundation for the Blind before commencing your studies. Please contact the local Waikato Office. Phone: 07 839 2266. Fax: 07 839 5588.

Accessible Parking

There are over 40 accessible car parks for people with disabilities on campus. Accessible parks are provided for the use of people with physical disabilities and are clearly marked as such. They are exclusively reserved for holders of current Operation Mobility permits issued by CCS, and temporary permits which are issued by the Disability Coordinator or the Disability Support Service staff. You will need to supply relevant documentation to support your application for a temporary permit.

University Parking Attendants vigorously police these parks to ensure only those displaying current permits park there. Holders of Mobility Permits are required to observe the University’s Parking and Traffic Regulations, i.e. no parking on yellow lines, service areas, fire hydrants or on the grass and to adhere to speed limits.

Two areas you cannot park in are Reserved car parks and parking meters (without putting money in).

All parking on campus is at a premium, so it pays to arrive for classes early to ensure you are able to find a suitable park. If you have any questions, please contact the Disability Coordinator.
Wheelchair Taxis

Two taxi companies in Hamilton provide wheelchair hoist vehicles:

Hamilton Taxis: 07 847 7477 Call Free: 0800 477 477
Red Cabs Ltd: 07 839 0500 Call Free: 0800 539 500

Total Mobility

Total Mobility is a ‘door to door’ national transport scheme involving disability support agencies, taxi companies and local government. The scheme is designed to increase the mobility of people with disabilities, living independently, to allow equitable access to the community.

Free assessment of whether you are eligible for travel assistance through the Total Mobility Scheme is provided by Life Unlimited 20 Palmerston Street, PO Box 6, Hamilton. Freephone: 0800 008 011. Fax: 07 834 9982. Email: info@life.org.nz

Alternative Formats

Students with a range of disabilities require print material in alternative formats. This includes large print, different coloured paper, Braille, audio or electronic format. If you require alternative format print material please contact the Disability Support Staff well before starting University.

Students who require alternative format library books or textbooks (Braille, audiotape or electronic versions) through RNZFB Accessible Information Consultancy will need to organise this well in advance of the course starting, as it can take considerable time for textbooks to be transcribed.

The University Library has an Interloan Service (Document Access and Delivery) which enables students to borrow material from other libraries (this includes audio books from the University of Auckland). Requests should be made at the Information Desk and must be course-related.

Scanners, OCR and screen reading software are available for scanning print information and reading it on computer as required. These are located in the Library Resource Room and Student Services Building Access Room. Please contact the Disability Support Service Staff to discuss access to this service.

Hearing Loops

Most of the larger lecture theatres are fitted with hearing loop systems. These are signposted outside the specific lecture theatres. If you are in a lecture theatre which does not have a fitted system you should contact the Disability Support Staff to arrange the loan of a portable Easy Listener system.
NZ Sign Language Interpreters

If you are Deaf and require a Sign language interpreter, please contact the Disability Support Service Staff well before the start of the semester so arrangements to book external interpreters can be made.

Note Taking Support

If you are not able to take notes in lectures due to a disability, alternatives such as taped lectures and copies of overheads can be arranged. Also some lecturers provide notes on Course Reserve at the library or on-line for you to read on computer.

If you are unable to access notes in any of these ways a note taker may be able to take notes for you. The Disability Support Service employs and trains staff (usually students experienced in your particular subject area) to take notes. You are required to attend the lecture in order to receive copies of notes. Please contact the Disability Support Service staff at least 2 weeks before the start of semester if you require this service.

Laboratory and Research Assistance

Individual support is available for students where disability impacts on their ability to study. This assistance can involve having someone to assist in practical laboratory sessions, obtaining books from the library, reading text unavailable in alternative formats and so on.

Contact People in the Schools

Each School of Study and most University Divisions have a contact person for students with disabilities. You can contact these people for any academic needs you may have within the School/Division. A list of these staff can be found at the back of this handbook.

Mentoring

If you are a first or second year student who would like to have a mentor, or if you are a graduate student or student who has been around for a while and you have something to offer new students as a mentor, please contact one of the Disability Support Service staff for more information.

The Library

The University Library includes the Central and Law Libraries, housed in the one building at the centre of the campus and the Education Library, adjacent to the School of Education. There are people available to assist you with anything – just ask at the Information Desk. Both Libraries have contact people as listed at the back of this guide. For more information, check out their Website: www.waikato.ac.nz/library/disabilities.html

Learning Support (TLDU)

The Teaching and Learning Development Unit offers a range of services to students who would like assistance developing their learning, communication and basic mathematical skills. The services, which are advertised regularly and offered on a no-charge basis, include: individual learning sessions, drop-in sessions, workshops, orientation programmes, handouts and computer based resources. The TLDU can assist you to develop skills required for:

- Academic reading and writing
- Notetaking
- Test and exam preparation
- Time management
- Seminar preparation and presentation
- Research skills
To obtain further information about TLDU services, or to make an appointment for one-to-one help either drop into the centre which is part of the Information Commons located on Level 1 of the library or contact them on Phone: 07 838 4657 or Email: tldu-admin@waikato.ac.nz

Arrangements for in Class Tests

Alternative test arrangements may be available for students who require a more accessible way of sitting their tests. If you require additional time, a separate room or the use of a reader/writer for tests, please let the Disability Support Service staff know as soon as you have information on test dates because they need considerable time to liaise with the appropriate people. You will need to provide them with written details of your name, the date and time of the test, the course name and number and the names of the Lecturer and Departmental Secretary. Please pick up the form you need to fill in from the Disability Support office.

Arrangements for Examinations

Depending on your requirements, you may need to organise an Alternative Examination Arrangement for the end of semester formal exams. Examples of assistance include the provision of a reader/writer (amanuensis), enlarged or Braille examination papers, additional time, the use of a computer, or the arrangement of a separate room. Please also refer to the relevant sections under the Regulations Governing Examinations and Other Means of Assessment in the University Calendar.

It is important that you complete the form “Application for Special Arrangements for Examinations due to a Learning, Temporary or Permanent Disability” and any assessment requirements well before any examination period. As a guideline you will need to fill this out and have handed or posted it into Examinations six weeks prior to your exam. They will then follow through with you and organise the arrangement.

Alternative assessment arrangements cannot be automatically carried over to the next assessment period. Students must re-apply for alternative assessment arrangements each semester. If your documentation is current it will not normally have to be re-submitted. You can pick up the application form from the Disability Support Service staff, on Phone: 07 838 4711 or The Assessment Office (Upstairs at The Gateway, Gate 5, Hillcrest Road, Phone: 07 838 4466 or Website: www.waikato.ac.nz/sasd/enrolment/exams.shtm

Disability Computer Labs

The Disability Computer labs are located in the Student Services Building and the Central Library. Both labs have specialist software and equipment for use by students with disability. Access and training to use any of this equipment can be arranged with the staff. More detailed information on these facilities is included in other sections of the handbook.

Special Consideration

The Assessment Office is responsible for the special consideration process for formal examinations only. For missed or impaired performance in items of internal assessment, including tests, applications should be made in writing to the examiner of the relevant paper no later than three days after the date on which the item of internal assessment is due.

Please see over the page:
Students can apply for special consideration if:

- You have been prevented from sitting an examination by circumstances beyond your control.
- You consider your examination performance has been seriously impaired by illness, injury, personal bereavement or any other critical circumstance.
- You consider your examination preparation has been seriously affected by an illness or trauma, for which you are under continuous and well documented care by a qualified person, e.g. a medical practitioner. To make an application under this provision you must demonstrate that effective preparation for the examination was not possible in the two weeks immediately before it.

Applications for special consideration must include supporting documentary evidence from either a registered medical or dental practitioner, midwife, registered psychologist or counsellor, depending on the circumstances, on the day of the examination or, if this is not possible, within 24 hours of the examination. The practitioner, psychologist or counsellor must complete the appropriate sections of the application form. The Assessment Office must receive this form within 72 hours of the examination affected.

Students who are granted alternative assessment arrangements are not usually granted Special Consideration on the grounds of impairment unless under exceptional circumstances.

Application forms are available from the University’s Student Health Service and Student Counselling Service or the Student Information Centre, The Gateway (Te Kuaha), Gate 5, Hillcrest Road, Hamilton.

Compassionate Withdrawal

If you are unable to complete a paper because of exceptional circumstances beyond your control after the deadline for deletion or withdrawal, you may apply in writing to the Director of Student and Academic Services for withdrawal on compassionate grounds.

The application must include an account, with appropriate evidence if available, of the exceptional circumstances that prompted the withdrawal. If the application is approved, the Director of Student and Academic Services may also approve, at his or her discretion, a credit of some or all of the student’s fees.

If you are considering withdrawal from papers you are encouraged to seek advice first from your School of Studies or Faculty, Disability Support Service or from the Assessment Office in the Gateway, about whether you might be entitled to special consideration under the Assessment Regulations.

The Library

The University Library includes the Central and Law Libraries, housed in the one building at the centre of the campus and the Education Library, adjacent to the School of Education. There are people available to assist you with anything – just ask at the Information Desk. Both Libraries have contact people as listed at the back of this guide. For more information, check out their Website: www.waikato.ac.nz/library/disabilities.html

Library Orientation Tours and Tutorials

The Library offers brief introductory tours and essential tutorials on using the Library Catalogue, electronic databases and the Internet. Tours and tutorials are free and are run several times a day at the
beginning of each semester or as requested by individuals or specific groups and classes. There’s no need to book for a Library tour, just turn up. Book a tutorial time on a booking sheet at the Information Desk. Subject-specific tutorials are also offered during A and B semesters. Details are available at the Level 2 Information Desk or from: www.waikato.ac.nz/library/learning or from the Information Literacy Team on extension: 8175 or 8237.

Access

- Ramp at main entrance to the Central Library and on the north end of the Education Library link-block which leads to a lift
- Lift to the right of the stairwell, access to all levels of the building.
- Toilets Level 3 Central Library and in the Media Centre on Level 2 for Education Library
- Mobility parking is available close to the library via Gate 5. (also: behind the Bookshop, and between B Block and Law School)
- Library Catalogues at wheelchair height in various points throughout the Library
- In very special circumstances, alternative access to the Library may be arranged. Please see the Disabilities Coordinator first who will assess your needs and if appropriate, will give you a referral letter to bring to the Library. Please note that after receiving the referral, it will take us a few days to make the necessary arrangements.

The Library Resource Room

Access is available to a resource room in the Central Library. This room houses computer equipment, including a CCTV, scanner and software that converts print to voice or to electronic format; voice recognition software and text-enlarging software. Contact one of the Disability Support Staff to discuss accessing this room.

Other equipment may be borrowed from the Desk Copy counter for use while in the library. You will need to hand in your ID card when using these items:

- A kneeler chair
- BookSlope
- Trackballs

Services

Accessing the Library from Home

You can access the Library Catalogue and most Library databases from home. To renew books, choose the Borrower Information option. Enter your full Library barcode first, then the last 4 digits of your Student ID number as your PIN.

Collecting Books

For students who find it difficult to get into and around the libraries, it is possible to nominate someone as ‘a proxy’ to take out books on your behalf. Alternatively, staff throughout the Library are able to collect material from the shelves for you. If you have a list of items, you may hand this in or email to the Borrower Enquiries counter, Level 2. Please allow 24 hours for items to be collected. (NB: the list should include full details and call numbers of the items required).

Photocopying

Give a list of your requirements, together with a contact phone number to staff at the Borrower Enquiries counter, Level 2. When the material is ready, we will contact you and advise of the charges. If you have any special requirements e.g. enlarged copies, please let us know. Please note that we are bound by Copyright legislation!
How do I Find Out What’s Going on?  

AccessAbility Newsletter

This newsletter is published and posted to all students who indicate on their enrolment form that they live with the effects of disability. The newsletter keeps students up to date on what is happening on campus, relevant to students with disabilities. We invite you to send in any news of interest that you may like to put in future newsletters. If you do not receive this newsletter and would like to receive it, or you have something to contribute to the newsletter, please contact one of the Disability Support Staff. You can expect to receive the first newsletter of the year towards the end of March.

DSS Web Pages

The Disability Support Service webpages are a good way to get information and resources and keeping in touch with the latest news. Check it out regularly at: www.waikato.ac.nz/disability

E - Group

There are a number of local and national email discussion groups for students with disabilities. An up to date list is available on the DSS web pages: www.waikato.ac.nz/disability

ACHIEVE

ACHIEVE is a national network established to ensure equal opportunity and access to tertiary education and training for people with disability. Its membership includes students with disabilities, family and friends, tertiary education providers and service providers in the community. The University of Waikato is a corporate member of ACHIEVE. The ACHIEVE newsletter is a good way of keeping in touch with what is happening at a national level. For more information or to apply for individual membership check out their Website: www.achieve.org.nz
Equipment for loan

The following range of equipment may be borrowed for use on campus by students who require it. The equipment is normally loaned on a free of charge basis through a booking system with the Disability Support Staff. Equipment includes:

- **Dictaphones for taping lectures** – Rechargeable batteries are provided and 5 tapes per year. Taping lectures is a useful way to ‘fill in the gaps’ in your course notes. Students should not attempt to re-listen to all of their classes on audiotape as this will inevitably take too long and become unmanageable. Students should always seek permission from their lecturers and/or tutorial groups prior to audio taping classes.

- **Transcribers** - For transcribing of tape to print format.

- **FM hearing equipment.** The Easy Listener is a portable FM transmitter/receiver listening system with a hearing loop or a headset. These allow you to hear the lecturer’s voice directly in your ear with little or no distracting noises. They are primarily used by students with hearing impairment and Deaf students who wear hearing aids. However, they are also good for people who have head injuries, ADD/ADHD, mental illnesses and others who have common concentration or distraction difficulties.

- **Specialist Computer Software** – can be used in the labs on campus and allows users with a variety of impairments to access and produce material in alternative formats.

- **Alpha Smart Keyboard** – portable battery powered word processor that allows you to enter and edit text, then send it to any computer for formatting or directly to a printer. Its portability allows students to use it anywhere and anytime - in the classroom, at home, or on field trips.

- **Ergonomic Office Chairs with adjustable height and back support for use in lectures.**

- **Kneeling chairs** – Designed to promote good sitting posture. It should be noted that as these require some weight to be borne on the knees they may not be suitable if the user has knee pain.

- **Read-write stands** – angled work surfaces for writing or holding books and notes at the correct angle.

- **Mouse alternatives.** – there are a range of alternative ergonomic pointing devices in a range of sizes and shapes.

- **Bambach Saddle seat** – Designed to reproduce the upright standing position with height and seat tilt adjustment.
What is Specialist Software?

Dragon Naturally Speaking Software

Dragon Naturally Speaking is a voice recognition program allowing you to interact with the computer using your voice to control its actions. The version that we currently use has drastically improved its recognition rate and ease of use over previous versions.

Dragon was designed for anybody who has trouble using a keyboard and/or mouse to access the computer. You will need to spend a bit of time at the beginning, training the software to recognize your voice. This will then allow you to dictate notes, essays and assignments directly into the word processing program, send emails, browse the internet and use almost every aspect of the computer with your voice instead of your hands.

This software is available for students in the Library Resource Room and G.18 lab.

SmartView CCTV

The SmartView is a Closed-Circuit-Television system for magnifying hardcopy material and displaying it on an attached TV monitor.

The SmartView is designed primarily for the use of students with Visual Impairments.

There are large knobs on the front of the SmartView which allow for the control of magnification, focus, and contrast of the image displayed on the monitor. The tray holding the hardcopy material moves freely to allow you to view all of the hardcopy material beneath the camera. The SmartView is located in the Library Resource Room.

Kurzweil 3000

The Kurzweil software lets you scan hardcopy material, such as books or handouts and then reads the material to you. The Kurzweil reader was designed for people with visual impairments and works very well for students with learning disabilities. The software is easy to use, just place your hardcopy material on the scanner, press the scan button and scanning begins. Kurzweil then recognises what is scanned and will begin to read it back to you, highlighting each word or sentence as it reads it. You can control how much it reads, or jump through the sections scanned using the mouse or keypad controls. You can adjust the voice it uses and the speed at which it speaks. Kurzweil also reads web pages.

The Kurzweil software is located in the Library Resource Room and Access Room lab.

JAWS Software

JAWS is a screen reader, a software program that reads back to you what is happening on the computer screen, what menu is active, what option is selected, etc. JAWS is primarily designed for people with low vision or who are blind.

OpenBook Software

OpenBook converts printed page into electronic text to be read aloud through its included voice synthesizer and shown on a customisable screen display. OpenBook will scan your hardcopy material and can convert text that is imbedded in graphics. There are user-controlled settings for magnification, character spacing, colour and contrast as well as easy to use reading enhancement features.
ZoomText Software

ZoomText is a screen magnifier with clear images, smooth panning, enhanced cursor for easy tracking, colour filtering for better contrast and readability and full and partial screen magnification support. ZoomText is designed for people with low vision or who are blind.

Microsoft Accessibility Features

Windows XP Professional and Office XP include enhanced accessibility features to aid specific vision, hearing, mobility, cognitive, and seizure-related needs.

In particular these accessibility features include:

- Allowing you to change the settings of your keyboard, display, sound and mouse functions.
- Basic Screen Magnifier, Screen Reader (Narrator), On-screen Keyboard and Utility Manager. These utilities are not intended as replacements for full-featured assistive technology products.
- Speech Recognition allows you to supplement mouse and keyboard input with voice commands. You can dictate text, make direct formatting changes and navigate menus using speech and voice commands you input by microphone.
- Microsoft Reader Text-to-Speech feature allows you to listen to many eBooks using a synthetic speech engine. The ‘Read in Microsoft Reader’ (RMR) add-in for Microsoft Word enables you to convert any Word document into a Microsoft Reader format eBook in just a few simple steps.

Internet Explorer provides www users with a range of accessibility features:

- Adjust or specify fonts, font sizes and colour for text, backgrounds and links.
- Use keyboard navigation and shortcuts.
- Works in conjunction with screen readers so that descriptive ALT text is displayed for images. System caret support allows aids to follow the selected link or control.
- Responds to Windows High Contrast mode by turning off the background image, doubling the font size and overriding fonts and colours specified by the Web page author.

For more information and download of Microsoft accessibility features visit their Website: www.microsoft.com-enable
Other Campus Services

Student Health Service

The Student Health Service provides a full medical service to students. Students pay a student services levy when they enrol which entitles them to use this service. Most services are free if you have a community services card. The staff have all had plenty of experience with student health and are happy to discuss any health concerns you may have. The Student Health Service also provides supporting documentation for extensions, and special consideration in tests and examinations.

Don’t forget to get a Community Services card as this helps keep your doctor and prescription charges down.

Student Health is open Monday to Friday from 8.30am to 5.00pm. It is located in the Student Services Building or Phone: 07 838 4037.

Campus Pharmacy

The Campus Pharmacy is located in the Student Union Building. It also sells stamps, postbags and envelopes.

Student Counselling Service

Coming to university means big changes in your life and you may find you need someone to talk to if things get tough. Don’t feel your problem isn’t big enough, or that you should be able to cope on your own. The Counsellors, including a full-time Māori Counsellor, are here to help everyone. Some of the problems they assist with include loneliness, living arrangements, study overload, eating disorders, grief, exam stress, relationships, sexuality, depression and problems with confidence.

The Student Counselling Service is located in the Student Services Building. Appointments can be made at the Student Services Reception or Phone: 07 838 4201.

Chaplaincy

The Lady Goodfellow Chapel is in a beautiful setting overlooking one of the University lakes. It is used for a wide range of activities such as worship services, meetings, concerts and recitals.

There is also a Drop-In centre attached to the Chapel where you can relax or study in quiet surrounds.

The University’s Ecumenical Chaplain and Catholic Priest, are located in the Chapel end of the Student Services Building. The Ecumenical Chaplain can be contacted on Phone: 07 838 4201. The Catholic Priest can be contacted on Phone 07 856 2889 ext. 8575.
Campus Copy

The Campus Copy Shop is located in the basement of the Student Union Building next to the Campus Pharmacy. Campus Copy is the place to go for colour and black and white copying, report and assignment printing and document finishing. Computers are available for printing from discs and also for scanning and email use. Students can purchase course readings for WMS and FASS, computer consumables, postal products and paper and can access the dry cleaning agency operated through this unit.

Campus Copy SOE is located next to the student cafeteria in the School of Education. It offers both colour and black and white copying/printing, document finishing services, a range of stationery items and SOE course readings. The unit includes a Digital Publishing service for document scanning and imaging. Much of the School’s teaching resources have now been digitised and are available for on-demand printing or electronic publishing.

The Disability Support Service can arrange priority queue cards for people who have a disability which may impact on their ability to queue.

Bookshop

Bennett’s University Bookshop maintains a well-stocked store on campus. It is located centrally between the Library and the L-Block lecture theatres.

Secondhand books may also be available check out secondhand bookshops, Nexus classifieds and the noticeboards on campus.

The Gateway

The Gateway is the “one-stop shop” for students needing information about the University’s administrative services: admissions, course and careers advice, enrolment, examinations, academic records, student fees, loans, cross credits and credit applications, graduation, and scholarships. The Gateway is located at Gate 5 on Hillcrest Road, and their helpline is Phone: 07 838 4176.

Security

The Security Services Centre is in the B Block Annex which is located between the Law School and B Block. Security staff are on campus 24 hours a day, 7 days a week and can be contacted on ext. 4444 or (07 838 4444). If you are on campus after dark, a Security Officer can assist in escorting you to your transport just call 4444.

Emergency phones for contacting security are easily identified and are located

- Between K and L Blocks,
- Gate 1 carpark adjacent to Student Services Building,
- Outside Management Studies Level 1,
- Outside Security Services Centre and
- Adjacent to the bus stop.

Should you have any safety or security concerns, please contact the University Security Coordinator on ext. 4180.
Banks
The National Bank and ASB bank operate full branch services on campus and are accessible for people who use wheelchairs. Other banks provide ATM machines for your convenience.

Buses
There are regular bus services to and from the University. Some of the buses have low-level entry. For more information, Phone: 07 846 1975.

Waikato Student Union (WSU)
When you enrol at Waikato you become a member of the WSU and pay a membership fee. This entitles you to use the services and resources they provide. The WSU is managed by Executive members who are elected annually by all students on campus. These hold representative positions including a person responsible for the Disabled Student’s Issues portfolio. Services include:

- Advocacy & Representation
- WSU Hardship fund, Scholarship and grants
- Funding and support for existing clubs & societies and those wanting to set up or join a club.
- Activities like the annual Orientation event held at the start of A semester and weekly events on campus e.g. clubs day, political speakers, educational forums and much more.

- Sponsorship of events such as the New Zealand University Games and Blues Awards. Individuals and groups can also approach the WSU for sponsorship for specific events.
- Nexus, the weekly student magazine
- Campus Movies
- Campus Services including the Uni Rec Centre and Campus Pools.
- Student Space including Clubs & Societies room, Guru’s, inside the Student Union Building and the Women’s Room and Mature Student Room.

Komiti Awhina
Komiti Awhina is a parallel association representing Māori students. Their primary aim is to enhance academic quality provided by the University and to address specific concerns such as Māori recruitment, retention, academic achievements, study in non-traditional fields, graduate and post graduate studies and Māori academic careers.

Uni Rec Centre Support
The Uni Rec Centre is located on campus and is a great place to become involved in sport or leisure activities. The membership rates for students are very affordable and entitle access to: exercise classes, social sports, aquatic leisure and dive pool, massage therapist and physiotherapist as well as activities such as yoga, squash and kickboxing. There is also a Sport Rehabilitation person available to work with students with disabilities wishing to access the Uni Rec Centre. Phone: 07 838 4177 or Email: unirec@waikato.ac.nz or view the Website: http://unirec.waikato.ac.nz for more information.
Food Outlets

There are a number of food outlets on campus with a variety of food. These include:

- Various cafes around the Student Union Building (Shops & Oranga)
- The Eastside Cafe (adjacent to MS3 in the School of Management)
- The Station Bar and Cafe (on Hillcrest Road) – this Cafe is accessible by going around the side of the building next to the Creche
- School of Education Cafe (Level 1, TC Block) - best accessed by the entrance facing the sports fields
- There are also a number of food and drink vending machines located throughout campus.

Campus Creche

The Campus Creche, located on Hillcrest Road next to The Station, was established in 1973 and is the largest campus day care in the country. The children of students and university staff members are cared for by trained and committed staff who are currently located in a mini-campus of four ‘houses’ connected by lawns, trees and gardens. The Creche accepts children from six months to five years of age and also runs a number of holiday programmes. Children can be enrolled on a full-time or casual basis. To contact please call in or Phone: 07 88 4034.

Kohanga Reo

The Kaiako and whanau of the Kohanga Reo at Waikato have a strong commitment to passing on Te Reo Māori and their cultural values to their tamariki. For details on fees and hours. Phone: 07 856 2982.
University is different from school. You are free to do what you like at University. Teaching styles can vary enormously from course to course, as can the time commitment and workload involved. Along with the changes in learning and teaching styles, comes a change in independence. This freedom means you are responsible for organising your own time, for getting to lectures and tutorials, taking notes of relevant information, getting assignments in on time and deciding on what other activities you want to become involved in.

We’ve found that the students who make friends and are willing to become involved in the many new experiences campus life offers are often those who gain the most satisfaction from the time they spend at university.

Work to Succeed!

Remember that while the University is responsible for providing you with good learning opportunities and experiences they are not accountable for whether or not you learn. It is imperative that you actively engage in learning and work to succeed.

What are Lectures & Tutorials?

A lecture is normally held in a large theatre with up to 350 students and one lecturer. The lecturer speaks at normal speaking speed and shows overheads and you are expected to take down relevant notes during the lecture. Sometimes guest speakers may deliver the lecture, especially if they are an expert in a certain part of the course.

Attendance at lectures is a critical part of success as these introduce and develop the key language and ideas you need to know in order to understand the subject. In addition, lecturers often give out important information about the course, such as changes to assignment requirements or pointers for upcoming tests. You can get the most
Access to Computers

The University has about 3000 terminals and microcomputers available on campus. These are run predominantly by individual Schools of Studies for their own students. Facilities available to students include word processing, databases, spreadsheets, graphics, drawing, painting, image scanning, optical character recognition, international communications, electronic bulletin boards, statistical analysis, programming, simulation packages and Computer Assisted Learning packages.

The ITS Help Desk is available to assist students with any computer problems. Phone: 07 838 4008 and they are located in the ITS block at the rear of the Gate One main carpark.

What Does a Computer Account Give Me?

- Access to computer labs provided by your school of studies for course work and assignments.
- Use of network printers.
- An e-mail address allowing you to send and receive electronic mail world-wide.
- Access to other Internet services (such as the World Wide Web).

What Does it Cost?

The account itself costs nothing, you get charged for things like printing and internet use. Charging is done through your UniCash account unless you are using the facilities in the School of Management. Money can be added to your UniCash balance at Campus Copy, the Library, the School of Education Media Centre and the ITS Help Desk. For more information on accessing and using computers on campus drop into the ITS Helpdesk or access them online: http://help-desk.its.waikato.ac.nz

Will I Need to be Able to Use a Computer?

Most assignments at University need to be word processed so you should be able to use a word processor. If you do not have one at home, there are computers available in the library and at computer labs around the University for your use.

You will also need to be familiar with other uses of computers such as using the web and searching for references in the library. If you feel your computer skills are not up to speed, you may want to consider doing an introductory computer course right at the start of your degree.
Understand What is Required of You

Early in the year, lecturers will give you a course outline referring to the material that will be covered in lectures, required reading and details of term tests and assignments. Make sure you understand this. Make clear notes in your diary of all due dates for assignments. If there is anything you are not sure of, speak to your lecturer about it. Be aware of the closing dates for additions to and withdrawals from your programme of study. These dates are all noted in the University Calendar and the University website.

Time Management

Most students agree the one thing you do not have enough of while studying is time! Whilst it isn’t always possible to lessen the number of commitments your academic, social, work and everyday life will bring, planning how and when you deal with each of these issues can help to reduce the feelings of stress and anxiety this produces. Students who succeed, identify and prioritise their tasks so they complete them in the right order, at the right time and as successfully as possible.

Make a Plan

- Make a weekly and yearly study plan (free wall planners and diaries are given out during Orientation)
- Note down all your lectures, tutorials, labs and library times.
- Note down all your essays, projects, tests etc with their submission dates.

Library Resource Room

The Disability Support Service provides access to a resource room in the Central Library for students with disabilities. This room houses computer equipment including a scanner and software which converts print to voice or to electronic format, voice recognition software and computer and text-enhancing software for computer use and reading. For more information on this equipment and its availability, please speak to one of the Disability Support Service staff. The room is located in The Central Library, Level 2, and is accessed using a cardax entry card. You will need to contact the Disability Support Service staff to discuss accessing this room.

The Access Room & G.18 Lab

The Access Room and G.18 lab are located alongside the Disability Support Staff offices in the Student Services Building. The Access room is a combined study and drop-in space for use by students with disabilities. The room has comfy chairs and a selection of drinks are available along with whiteware appliances such as toaster, fridge and microwave. Make visiting this room a priority to meet other students with similar interests, goals and study plans, or just to have time out from your busy day. The Access Room computers have some specialist software including a scanner and software which converts print to voice or to electronic format. The G.18 Lab houses the voice recognition software computer. Access to this computer can be arranged through the Disability Support Staff.

To use the computers provided within the Library or Student Services Building Resource Rooms you must first have enabled your Student Computer Account, which you can do at the ITS Helpdesk or online: http://help-desk.its.waikato.ac.nz.
5. Make detailed lists of things you need to do and prioritise into ‘urgent’, ‘important’, not urgent.’

6. Try your best but don’t get caught up in trying to make everything perfect – that’s not realistic.

7. Don’t worry about the overall workload. Push yourself to get on with the task you have set yourself now. Don’t procrastinate and if you do, take steps to overcome it!

**Why Take Notes?**

- Notes can help you remember.
- Taking notes can help you to pay attention and focus on what is being said.
- Good notes sort out the key points and can prompt more active thinking.
- The information may not be available through other sources.

**When to Take Notes**

- During lectures
- During discussion and seminars
- During tutoring and supervision meetings
- As you read.

Remember that taking notes is only necessary when the ideas and information being presented is not available from another source or as an addition to help you to expand upon or think about them. If good lecture outlines or full notes are provided during the class or on-line it may be more beneficial to concentrate on listening to and thinking about, what is being delivered.

**A Good Notetaker Will**

- Read-up on the topics to be covered before going to class. This enables more thoughtful listening and greater understanding of the information.
- Remember to leave plenty of gaps between separate ideas as this makes it easier to read later.
- Use abbreviations (but only if you know what they mean).
- Write the course name/code, the date and page number at the top of each page name.
• Attend all lectures and tutorials and be on time.
• Sit in a position where you can hear and see everything and avoid distractions.
• Listen actively for the main points and note these down. Remember it is not possible to write everything that is being said, so listen for clues as to what is important.
• After class, check that the notes are legible. If you use a dictaphone you should be reviewing the tape to fill in any gaps in information you may have missed.
• File your notes (along with handouts) in a folder. This will make it much easier to refer back to for assignments and revision.

What Should My Notes Look Like?

Choosing which format best suits you will be a personal thing. Some of the options you may want to consider are:

Continuous
Taking Continuous Notes
This normally involves continuously noting down key words and phrases. There is usually some use of side headings and main ideas are separated with lines, white space…

1. numbered points or
• bullet points

Indents
Students use ‘indents’ to separate main themes and show how ideas relate to one another.

Main Idea

First level idea

Second level idea

Third level idea

Third level idea

Third level idea

Second level idea

Third level idea

Columns

• A main note taking section (A)
• A side column (B) for recording key words, main ideas, mini maps, questions and reminders.
• A section (C) for new vocabulary, words that need spelling checked or a glossary of abbreviations

A
B
C
Mind maps can be a very useful way of taking notes, particularly from books, journals, videos etc. Mind maps are also powerful review and test preparation tools. As you look over your notes and assignments try to pick out half a dozen or so major topics which you are almost sure to be tested on and construct a mind map for each one.

Creating Mind Maps

Mind mapping does not have any hard and fast rules, but the following basic characteristics describe what works best for most.

1. Start by putting the main topic or point of focus in the centre of the page. You should also draw a box or circle around this main idea.

2. Identify main sub-points and major elements of the topic, draw a line branching off the central topic and leading to a single word or phrase which is the label for each sub-point. You can start your first branching idea anywhere on the box encircling the main idea. Draw a circle or box around each sub-point.

3. Try to limit the number of sub-points to four or five. If you are coming up with more, try combining some or divide your overall topic into two separate maps. Limiting the number of sub-points will keep the mind map from getting too “busy” or complex.

4. Look for details which support or illustrate the sub-points and attach these to the main branching lines as key words or short phrases.

5. Continue in this way until you have “mapped” the topic on the page. The map should look balanced and as simple as possible. At test time, you should be able to close your eyes and see the structure of the map in your mind’s eye.

6. Personalise your mind map with colours, symbols, and simple sketches. You might use several different coloured highlighters to make the main sub-points stand out visually. Sketches and symbols also help. It isn’t necessary to be an artist to make these symbols useful. As long as the images mean something to you, they will serve their purpose.
Assignments

Writing assignments requires you to think clearly and critically, use valid evidence and produce well-structured and coherent pieces of writing. Perfecting the skills of writing assignments, whether essays, reports or seminar presentations, is critical to your success. The Teaching Learning Development Unit (based in the Central Library) offers both workshops and individual support in developing these skills so make sure you contact them well in advance.

Tips for Success:

- Learn how to do it well - contact the TLDU.
- Planning – write each assignment into your study plan.
- Break large assignments into smaller chunks.
- Starting early allows you to do it well.
- Reference your work properly

Extensions

An extension is an adjustment to the due date for a piece of assessed work. If you require an extension to complete an assignment you will need to contact your lecturer before the due date to request an extension. Normally an extension will only be considered if the student is prevented from meeting the deadline by circumstances outside their control such as illness or exceptional circumstances.

Tests & Examinations

Tests and examinations are used to evaluate your knowledge in a time-restricted way. Different formats are used, ranging from multi-choice questions to short paragraph answers and essays.

If you are going to do well, revising for tests and examinations will occupy a lot of your time. On-going revision of the new ideas you are learning is much better than last minute ‘cramming’. The TLDU can help you plan a schedule for managing the revision you need to do and to help you find the best techniques. They also offer workshops on preparing for tests and exams towards the end of each semester. Contact them Level 1 – Central Library to book into a workshop or individual session.

While good and timely revision will help to lower the stress most students feel when sitting tests and exams some students may continue to experience a level of stress which prevents them from achieving. If you feel your anxiety about tests or exams is impairing your performance please contact one of the University Counsellors or attend one of the workshops they offer on managing stress.
Plagiarism is the direct copying or the paraphrasing of somebody else’s writing, ideas or other material without full and proper acknowledgement through referencing. It is fine to include and use ideas from your reading, including the internet (or from other students where a course includes group work) but you must refer back to the source 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 or tutor may well tell you which referencing system to use; if not, the Library and TLDU have information on accepted referencing systems. A number of referencing systems are used in the University and these may vary between, and even within Departments so check what is required for each paper. The Assessment Regulations make it clear that plagiarism is misconduct and will be dealt with through the Discipline Regulations and that unacknowledged copying or paraphrasing of another person’s work, published or unpublished, will be heavily penalised.

Work Safely

Writing or using a computer for long periods can cause a range of symptoms related to muscle fatigue, often referred to as Occupational Overuse Syndrome (OOS). Early stages of pain (even light) should be acted upon in order to avoid a debilitating worsening of the condition. The symptoms to watch out for include:

- Muscle discomfort
- Fatigue
- Aches and pains
- Soreness
- Hot feelings
- Cold feelings
- Muscle tightness
- Numbness
- Tingling

If you have any of these symptoms, let your doctor know and start changing the way you work immediately. Additional information on strategies for avoiding and working with OOS are available from the Disability Support staff.

Get Involved!

Remember it’s up to you to make the most of your experience at University, so why not:

- Set up your own peer study group
- Join a Club or set up your own
- Become a Course Rep
- Write for Nexus
- Become a Mentor
Graduation is the culmination of years of hard work at University and each year a large number of students with disability graduate alongside their peers. The graduation ceremonies take place either at the Founders’ Memorial Theatre or Te Kohinga Marama Marae. If you or any of your guests have a disability and require special assistance on the day, please contact the Graduation Administrator in the Academic Services Division. Phone: 07 838 4132. Email: graduation@waikato.ac.nz. Fax: 07 838 4130 so that special access and seating can be arranged.

The University of Waikato Alumni Association
Te Rauika Pukenga (Gathering of the Learned or Skilled)

The Alumni Association of the University of Waikato, Te Rauika Pukenga, was founded on the belief that tertiary study is not a short-term activity, but rather a life long link between students, staff and their University. The Alumni Association continues the relationship between graduates (alumni) and their University, forming a ‘community of scholars’.
The Alumni Association makes up the greater University of Waikato family with nearly 20,000 graduates, staff and friends, who have a life long link with the University of Waikato and the former Hamilton Teachers College.

On graduation you will automatically become a member of the Alumni.

**Careers Service**

The Careers Service has a wide variety of resources available, from job hunting tools to current vacancies. They will discuss with you your CV, covering letters and interview techniques and have available career related resources and access to Internet based employment resources. The Careers Service runs regular workshops and seminars, organises employer visits to campus and careers fairs. You will be advised of these in the Student E Newsletter which is sent to your University email address every fortnight during the academic year.

The Careers Service is located in the Student Job Search Office alongside the shops/banks on the Village Green. Phone: 07 838 4466 ext 6466 or Email: careers@waikato.ac.nz

THE IMPORTANT BITS
In 1997, The University of Waikato developed and adopted its Disability Policy. This policy was created to provide a focus on disability-related issues on campus. It is an accessible statement of intent for people with disabilities and is a starting point for staff training, development and review of administration procedures throughout the University and for planning and allocation of resources.

The Five Key Areas of the Policy are to:

1. Endeavour to remove any physical access barriers to ensure our campus is as accessible as possible for students, staff and visitors with disabilities.

2. Seek to foster positive attitudes amongst students and staff towards people with disabilities.

3. Encourage the development and implementation of procedures to address the requirements of students and staff with disabilities across all areas of the University.

4. Provide reasonable accommodations* in the form of teaching strategies, alternative assessments, and support assistance for students with disabilities in all aspects of academic programmes.

5. Advertise and promote the Disability Policy and procedures and the provision of disability support within all areas of academic learning, research and employment opportunities.

* A “reasonable accommodation” refers to a support provision or strategy which, when put in place, aims to minimise any disadvantage due to the impact of a disability. It is not the intention to advantage any one person over another, but rather to ensure students and staff with disabilities are placed on a more equitable level with others.
Contact People

There are contact people throughout the university to support students and staff with disabilities. These people act as a liaison between their Departments and Disability Support Staff:

- **Arts & Social Sciences**
  Jo Ashdown 07 838 4295

- **FASS Information Centre**
  Mary Morriss 07 856 2889 ext. 8668

- **Education**
  Val Riley 07 838 4864

- **Executive Education**
  Debbie Roberts 07 838 4014

- **School of Law**
  Eileen Suttor 07 838 4318

- **Māori & Pacific Development**
  Louise Tainui 07 838 4960

- **Management**
  Pamela Bird 07 856 2889 ext. 4317

- **Science & Technology**
  Tony Cartner 07 838 4546

- **Computing & Mathematical Sciences**
  Rebekah Bright 07 838 4322

- **Library**
  Margaret Smith 07 856 2889 ext. 8198

- **Education Library**
  Glenys Fayen 07 838 4530

- **The Gateway - Examinations**
  Els Brown 07 856 2889 ext. 8018

- **The Gateway – Enrolment and Student Information Centre**
  Judy Percy 07 838 4480

- **Teaching & Learning Development Unit (TLDU)**
  Andrea Haines 07 856 2889 ext. 6078
There are a number of organisations that can provide information and services for people with disabilities. Some of these include:

- **Achieve** - Tertiary Education network established to ensure equal opportunity and access to tertiary education and training for people with disability. Website: www.achieve.org.nz

- **CCS Waikato** - Provides services for people with physical disabilities. Freephone: 0800 227 2255 or 07 838 2744

- **Deaf Association of New Zealand (Waikato Branch)** - Provides support, services and advocacy for Deaf people. Phone: 07 834 0119 Fax: 07 834 0130 TTY: 07 834 0119

- **Disability Support Link (Waikato)** - Needs assessment and service co-ordination agency (NASC) for people with disabilities. Freephone: 0800 553 399 or 07 839 9050. Fax: 07 839 1225

- **DPA (The Assembly of Persons with a Disability)** - National organisation which represents and advocates on behalf of people with a disability. Phone: 07 839 5506. Website: www.dpa.org.nz

- **Enable New Zealand** - National service which provides information and manages health funding for people with disabilities. Freephone: 0800 17 1981. Email: enable@enable.co.nz

- **Epilepsy New Zealand** - Provide support and promote the welfare of people living with epilepsy along with their families/whanau. Phone: 07 838 1433. Fax: 07 838 3440 Email: epilepsy.wkto@paradise.net.nz

- **Hearing Association** - Provides support and advice to all people affected by hearing loss. Phone: 07 856 2008. Fax: 07-856-2097. Email: houchen.house@xtra.co.nz

- **L.I.F.E. Unlimited (disability resource centre)** - Provides information, referral and support to people with disabilities. 07 839 5506. Website: www.life.nzl.org

- **Royal New Zealand Foundation for the Blind** - Service provider for blind, vision-impaired and deafblind people. Phone: 07 839 2266. Fax: 07 839 5588

- **Schizophrenia Fellowship NZ (Waikato Branch)** - Provides information, advocacy and support for persons with a mental illness and their family / whanau and caregivers. Phone: 07 839 7069. Fax: 07 839 0175. Website: www.sfnat.org.nz

- **SPELD Waikato (Specific Learning Disabilities Federation)** - SPELD can provide assessments and one-to-one tutoring with specially trained teachers which can include reading, maths, memory skills and motor co-ordination. Phone: 07 834 3109. Fax: 07 855 3946

- **Workbridge** - Provides support in training and job finding for people with disabilities and administers the MSD Training Support Fund. Phone: 07 834 1080. Website: www.workbridge.co.nz
Disability Support Service Registration Form

The University of Waikato is committed to supporting the participation of students with disability. If you consider your studies may be affected in some way by disability you will need to complete this form to access the available services. Continuing students should re-register each year.

Return this form to Freepost 78837, Disability Support Service, Private Bag 3105, Hamilton 3240, New Zealand

REGISTRATION DETAILS (PLEASE PRINT)

1. Student ID Number: ___________________________  Domestic Student ☐  International Student ☐
   (If known)

2. Surname or Family Name: ______________________  First or Given Names: ______________________

3. Postal Address: ________________________________

4. Telephone Number: ( ) _____________________  Cellphone: _________________________________

5. Email: ____________________________________  Fax: ( ) _________________________________

6. Name of Qualification: _________________________  Major Subject: __________________________

7. Faculty/School: _______________________________

8. Campus: ☐ Hamilton  ☐ Tauranga  ☐ Other: ______________________________

9. Please indicate the area(s) which most closely describe your impairment:
   ☐ Blind  ☐ Visually Impaired  ☐ Speech  ☐ Deaf  ☐ Hearing Impaired  ☐ Head Injury
   ☐ Medical  ☐ Physical/Mobility  ☐ Specific Learning Disability  ☐ Mental Health  ☐ Temporary
   ☐ RSI/OOS (Occupational Overuse)  ☐ Other (Please describe): __________________________

10. Is your disability/injury covered by ACC (Accident Compensation Corporation)?  ☐ YES  ☐ NO
    If your disability/injury (either temporary or long term) is the result of an accident ACC may be able to fund support services for you. Please let us know so we can advise further.

11. Have you registered with Disability Support Services before?  ☐ YES  ☐ NO

12. Would you like up to date information about the support available?  ☐ YES  ☐ NO

13. Would you like information in:  ☐ Standard Print  ☐ Enlarged Print  ☐ Electronic Text  ☐ Audio

14. Would you like a Disability Support Service staff to contact you to discuss your individual requirements? (eg. Notetaking assistance, parking, access, equipment etc)  ☐ YES  ☐ NO

Please contact: The Disability Coordinator, Phone: 07 838 4179 Fax: 07 838 4282
Email: disability@waikato.ac.nz If you wish to discuss any aspect of this registration form.

Needs Evaluation

To be completed by both new and continuing students.

☐ I do not require assistance at this time

☐ or I require assistance in the following ways:

☐ To hear lectures & tutorials  ☐ To see/read print material

☐ To access grounds, buildings & facilities  ☐ To write text

☐ Other (Please specify) ____________________________________________________________

☐ Use of special equipment (Please describe) ___________________________________________

You will be contacted to arrange an interview if you have registered as requiring assistance.

To be eligible for support services while at The University of Waikato, it is essential that you include supporting documentation from a doctor, therapist, or other appropriate professional with this application. This is used by the Disability Support Office in determining what services will be provided. This must describe:

1. The disability or medical condition
2. The impact this has on your study
3. The equipment and/or services you are applying for
4. Whether your condition is permanent, temporary or fluctuating

Support services cannot be provided without the required documentation. Implementation of support services will be based on a range of factors which include the above information, discussion with the student, previous disability support received, available technology, and the longer term view of student needs and independence.

If you have previously supplied documentation to the Disability Support Service please specify what year this was provided:

Please Note:

If you are applying for adjustments to exam procedures you will need to complete a separate form 'Application for Special Arrangements for Examinations due to a Learning or Physical Disability' and return this to the Examinations and Assessment Office in the Gateway. This must be completed six weeks prior to your examination(s) to allow time for arrangements to be made or altered.

Consent Agreement: In order to best meet your needs, it may be necessary to liaise with other staff at The University of Waikato from time to time. Consent from you is required if the information you provide is to be used. It is important that you complete the following:

(Please print your name) ___________________________ give consent to the Disability Support Service, to authorise the obtaining of information from, and provision of relevant information to, University of Waikato staff about myself. Such information is to be used only for the purposes of identifying and/or supporting any disability related needs that may impact on your study program. I understand that all such information shall be used in the strictest confidence. However it is also understood that disclosure could occur in instances where the University may be legally required to make disclosure.

Your Signature: ___________________________ Date: / /

Office Use Only:

Date contacted: __________ Date Enrolled: __________ FT / PT / LFT / TGA / ONLINE / INT

Documents supplied: YES / NO  Interview Required: YES / NO  Date of Interview: __________

Support Required / Approved: YES / NO  TEMP / ACC / SSG  Entered By: __________
Supporting Documentation
For provision of Disability Support Services at
The University of Waikato
To be completed by Doctor/Specialist/Psychiatrist

1. Date: ____________________________

2. Student Name: ____________________________

3. Address: ____________________________

4. The above named person has an Impairment/Disability/Medical condition as follows:

5. The disability/condition is: Permanent/Temporary (Please specify duration)
   - [ ] Fluctuating
   - [ ] Constant
   - [ ] Improving
   - [ ] Degenerating
   - [ ] Progressive

6. The impact this disability is likely to have on the student's study at University is:

7. The following support/equipment/modifications are recommended:

Practitioners Name: ____________________________
NZMC Registration Number: ____________________________
Surgery Address: ____________________________
Signature: ____________________________

Please return marked confidential to: The Disability Support Service, The University of Waikato, Private Bag 3105, Hamilton 3240, New Zealand.

A full size map can be downloaded from www.waikato.ac.nz/contacts/map.pdf
Before I Enrol:

To Fund my Studies:

Support & Equipment I will need:

Study Skills I need to Develop:

Clubs & Activities I will get involved in:

Work Experience & Employment I will seek while studying: