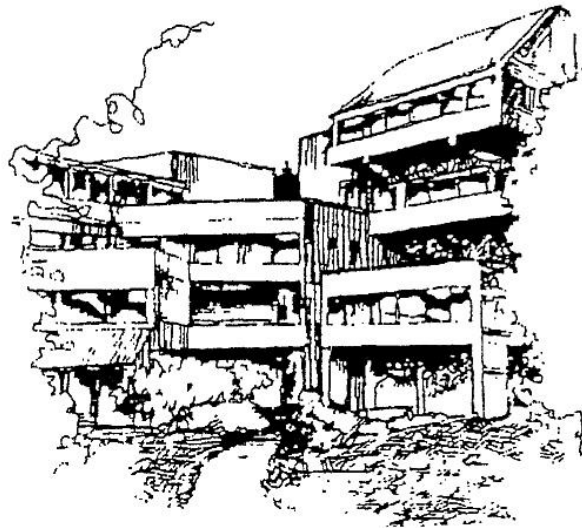


Residential Schools Information

Albury, Bathurst, Dubbo, Orange, Wagga Wagga



CHARLES STURT
UNIVERSITY



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1. RESIDENTIAL SCHOOLS.

How do you know if your subject has a residential school?

The Subject Availability List is available online and has a residential school indicator against each subject. Information is also available from students' my.csu page, or by contacting Student Services Support Central.

1.1. How do you know the location of your residential school?

The "Enrolment and Residential School Information" page sent with your subject material displays the campus or location of the residential school. This is usually abbreviated to A, B, O, W for the Albury, Bathurst Orange or Wagga Wagga campus respectively. If the school is to be held at another location then the "Enrolment and Residential School Information" page will show this. Other possible locations are the Dubbo campus, Macquarie University, St Mark's National Theological Centre (and others). If you have any doubt about the location of your residential school, contact Student Services Support Central on 1300 734 654.

1.2. Attendance at residential school

Attendance at residential schools is a **compulsory or optional** requirement depending on the subject. Attendance and satisfactory performance are essential for the successful completion of a subject which has a **compulsory** residential school.

Students enrolled in a subject which has a compulsory residential school are required to attend unless an exemption has been applied for and granted.

Students who fail to attend a compulsory residential school and have not applied for exemption may be awarded a fail grade. Permission for partial attendance may only be granted by the lecturer in charge of the subject.

1.3. Exemption from attendance at a compulsory residential school

Exemption from a residential school is considered only under exceptional circumstances. In general, if students miss a residential school they may not be able to complete the subject.

Students must apply in writing to **STUDENT SERVICES** for exemption from attendance at a compulsory residential school. You can either go online or download the form on the following website: http://www.csu.edu.au/division/studserv/helpdesk/res_sch_pg.htm **Applications must be made prior to the commencement of the school** and should be sent to Student Services of your home campus.

For subject based schools, applications for exemption will be decided by the Head of the School on the recommendation of the Subject Coordinator.

For course based schools, the exemption application will be decided by the Course Coordinator.

Applications will normally only be considered on the following grounds:

- medical or disability; or
- where students are re-enrolling in a failed subject and have satisfactorily completed the residential school requirements; or
- where students have already completed the work to be taught at the residential school.

The result of exemption applications will be conveyed to students in writing by Student Services.

ORAL AND WRITTEN ARRANGEMENTS BETWEEN STUDENTS AND LECTURERS ARE NOT ACCEPTED AS OFFICIAL EXEMPTIONS. FAILURE TO FOLLOW THE CORRECT PROCEDURE COULD RESULT IN THE AWARD OF A FAIL GRADE.

1.4. Registration of attendance

The Attendance Register will be made available to students at the first class of each school. **ALL STUDENTS ARE REQUIRED TO SIGN AGAINST THEIR NAMES AS PROOF OF ATTENDANCE.** Failure to sign the register will result in a “please explain” letter (if the subject has a compulsory school) and may result in the award of a fail grade in the subject.

2. TRAVEL INFORMATION

Students are encouraged to bring their own vehicles as this gives the advantage of mobility around the University campus and from the campus to the city.

For those who prefer to use public transport, each of the three main campuses is serviced daily by air, rail, and coach services. **Please note: the travel information supplied here is subject to alteration without notice and students should contact their local travel service to obtain up-to-date information.**

2.1. Rail services

All campuses have daily services to and from Sydney. Albury and Wagga Wagga have daily services from Melbourne.

2.2. Air services

You should contact airlines early regarding advance purchases and special deals if available.

Albury

Albury has daily services to and from Sydney, Melbourne and Canberra.

Bathurst

Regional Express (REX) operates services between Bathurst and Sydney. The aircraft are small (19-36 seats) and timetables change subject to demand.

Orange

Regional Express (REX) operates daily services between Orange and Sydney.

Wagga Wagga

Wagga Wagga has daily services to and from Sydney and Melbourne.

2.3. Coach services

Regular coach routes provide services from Sydney, Melbourne, Brisbane, Adelaide and Canberra.

2.4. Private car-parking on-campus

The following points must be observed:

1. The roads on-campus are deemed to be public streets for the purposes of the Motor Traffic Act. Police may patrol the roads and issue infringement notices for breaches of Traffic Act Regulations.
2. The University accepts **no** responsibility for any damages to, losses from or loss of a vehicle brought onto the campus.
3. Any vehicle brought onto the campus shall be parked:
 - a. only in designated areas which will be notified to students and staff from time to time in staff and student publications and notices,
 - b. in accordance with signs, lines and other accepted markings.

2.5 Shuttle Bus Service

Albury

The Albury Student Services, will collect students from the airport/railway/terminal in business hours: 8.30am – 5pm. One working day's notice is required. (If wanting to be picked up on the Monday, they need to contact us on the Friday). Phone Kerry on (02) 6051 6764 or email kread@csu.edu.au.

Bathurst & Wagga Wagga

The Wagga Wagga campus is approximately 10km from the city of Wagga Wagga. Taxi fares are expensive, e.g. - airport to University approximately \$50.00, railway station/coach depots to University approximately \$30.00.

At both Bathurst and Wagga Wagga, Student Services provides a free mini-bus to and from the airport and railway station during residential school periods between the hours of 7:30am and 8:00pm. A minimum of one working day's notice is required (i.e. if you need a shuttle on Monday, you **MUST** book your shuttle before Friday). Phone (02) 6051 9936, Monday-Friday, 10am-4pm, with your travel details.

Bookings for transport can only be made 24 hours in advance, Monday to Friday. No bookings are taken over weekends so if you do not book your transport in advance, you will need to arrange your own transport without reimbursement.

If you require a drop-off or pick-up before 7.30am or after 8.00pm we will not be able to assist and you will need to arrange your own transport without reimbursement.

3. ON-CAMPUS SERVICES

3.1. Student Administration Office

The Student Administration Office is open during normal office hours to handle any problems you have with enrolment, examinations, credit, graduation and similar administrative matters.

3.2. Library services

PLEASE BRING YOUR STUDENT ID CARD to borrow books from the University Library. You will also need your username and password to access online resources and services. Your print balance must also be in credit.

During residential schools, please come and use the [Library](#). Meet the people who work in the Distance Education section and discuss your particular needs.

Library tours are conducted during major residential schools. These are a useful introduction to [Library facilities and services](#). For details, ask at the Information Desk.

Library opening hours during Residential Schools are available on the Library website. To avoid disappointment, we suggest you check online for opening times at: <http://www.csu.edu.au/division/library/about/opening/index.html>

3.3 Computing facilities

The University has a wide area computer network which links academic and other facilities on all of its three campuses and provides access to the Internet. Student users should make themselves aware of the 'Code of Conduct' which applies to the use of University facilities and is located on the CSU web pages from my.csu.

The facilities available in the Computer Centres support Windows, Macintosh, and Unix computing environments.

Opening hours during the residential schools will be:

Albury Campus

A computer laboratory with 24-hour access is available but card authorisation is required, i.e. your Student ID card has to be programmed by IT to allow access.

Thurgoona Campus

There are two computer laboratories available. One is located in the same building as the Library and is open in line with Library opening hours. The other laboratory is 24-hour access but card authorisation is required.

Bathurst and Wagga Wagga

The Library Commons has a computer area with 24-hour access and is available by card authorisation, i.e. your Student ID card has to be programmed by IT to allow access.

University Co-operative Bookshop

The University Co-operative Bookshop has branches on the Albury, Orange, Bathurst and Wagga campuses. They operate during normal business hours (9am-5pm) Monday to Friday.

3.4 Banking facilities

Albury City

The location of the Albury city campus is within walking distance of most banks in the central business area.

Thurgoona

No banking facilities on campus, however, there is an ATM at the IGA Supermarket a short distance away and there are EFTPOS services in the Gums Café.

Bathurst

An ATM is located on the eastern side of Building C5 – the Co-op Bookshop.

Wagga Wagga

An ATM is located on campus in building 20 (next to the CoOp bookshop). EFTPOS is also available at the Rivcoll Shoppe. The Mini Market has Commonwealth bank electronic banking facilities also.

3.5 Messages for students attending residential schools

MESSAGES WILL NOT BE PERSONALLY DELIVERED EXCEPT IN EMERGENCY SITUATIONS.

Albury

The message can be collected from Student Services located in the Gordan Beavan building at Thurgoona. Phone: (02) 6051 9938

Bathurst

The message can be collected from Student Services in Building C4. Phone: (02) 6338 4219

Orange

Messages can be collected from the Student Support Officer in Building A (Admin bldg), room 24. Phone (02) 6365 7680.

Wagga Wagga

The message can be collected from Student Services in Building 20C. Phone (02) 6933 2376.

Note: Phone numbers and locations of students will not be released under any circumstances.

3.6 After hours emergency contact during residential schools

After office hours, urgent messages can be left with the Security Officer:

Albury	(02) 6051 6888
Bathurst	(02) 6338 4999
Orange	(02) 6365 7522 after 7pm
Wagga Wagga	(02) 6933 2288

3.7 Telephones

Not all campuses have public telephones on the grounds

Bring a mobile phone.

Albury

A telephone is located in the Canteen.

Thurgoona

A telephone is located in level 1, Administration/Teaching Building.

Bathurst

Telephones are located in each of the residential rooms. A CSU customized phone card must be purchased from the Mini Market and The Shop to use these phones to call externally. CSU internal telephones for use by students are located in each of the residential complexes, in the C4 building (Card Phone) and outside the Registration Centre (C1), in the main lecture complex (C2) and the Mini Mart building (S18) (Card Phone).

Wagga Wagga

Telephones are located in each of the residential rooms. A CSU customised phone card must be purchased from the Mini Market or The Shop to use these phones to call externally.

Facilities are available on-campus at the Cashiers office to send a fax.

3.8 Security/insurance of property

For security reasons rooms should be locked when not occupied. If you lock yourself out or lose your key you should contact the Accommodation Office during normal office hours. If after hours, contact the Security Officer.

The University will not be responsible for loss or damage to students' property during or after the period of the schools and does not have any insurance coverage in respect of loss or damage to such property.

Students should take the following precautions:

1. Be aware of the need to ensure personal safety, especially at night. Walk with someone else and avoid poorly lit areas. If problems occur, contact the Security Officer.
2. Lock cars when unattended.
3. Do **not** leave valuables where they can be seen, (including vehicles), or leave rooms unlocked when absent.
4. Check rooms to clear all personal belongings before leaving.

Any thefts should be reported immediately to:

Albury City

Security: Extension 16888

Thurgoona

Security: Extension 19888

Bathurst

Security: Extension 84999.

Orange

Security: Extension 57522

Wagga Wagga

Security: Extension 32288

3.9 University bus service - Wagga Wagga

As the University is located 10 kilometres from the city centre a limited daily bus service (Monday to Saturday), between the University and the Wagga Wagga central business district, is provided during the residential school period.

The bus departs from Wagga from the corner of College Avenue and Charleville Road. On the return journey the bus departs from Joyes Hall, Agriculture Area. The Bus Timetable http://www.csu.edu.au/division/finserv/students/timetable_bus.htm will assist with times and details.

3.10 Transport - Thurgoona Campus (Albury)

Thurgoona campus is located 10 kilometres from the Albury campus. The Martins Bus Company (<http://www.martinsalbury.com.au/>) operates daily between the Albury and Thurgoona campuses.

3.11 Bathurst Bus Service

A bus service operates between the city and the campus. Please see Jones Bros Bus Company <http://www.jonesbros.com.au/> for timetable details.

3.12 Winery – Wagga Wagga

Charles Sturt University Winery will be open for Cellar Door sales:

Monday-Friday 11.00am- 5.00pm

Saturday-Sunday 11.00am - 4.00pm

Tours may be arranged during weekdays by calling the Winery on extension number 32435. Students may obtain a discount by producing their student ID card.

3.13 Student Services

Student Services has offices on each campus. Please feel free to meet the staff that you may have spoken to on the phone or if you just want to make an enquiry, you are always welcome.

The Division of Student Services is also able to provide special assistance for students with disabilities.

Albury

Student Services is located on the ground floor in The Gordon Beavan building at the Thurgoona campus. Phone: 1300 734 654 or on-campus 84678.

Bathurst

Student Services is located in Building C4. Phone: 1300 734 654 or on-campus 84678.

Wagga Wagga

Student Services is located in Building 020, adjacent to the Boorooma Canteen. Phone: 1300 734 654 or on-campus 84678.

3.14 Sporting Facilities

Students have access to a wide variety of sporting facilities at the University's campus at Bathurst and Wagga Wagga, including football fields, tennis and basketball courts and gymnasiums. Wagga Wagga also has a swimming pool and Bathurst a golf course.

4. CHILDREN AT RESIDENTIAL SCHOOLS

4.1 Accommodation for children

Accommodation for children during residential school **IS LIMITED**. Students who wish to bring their children to a residential school should contact Student Services Support Central for assistance and advice. All campuses please call 1300 734 654.

4.2 Child care during residential schools

Albury

Child care during the residential schools can be provided on the Albury City campus. We need to know **WELL IN ADVANCE** if you will be requiring this service. **The amount of care available is LIMITED, and it will be allocated on a first come, first served basis.** For more information, or to make a booking, call the Manager: (02) 6051 6768

Bathurst

There are child care facilities on Campus at Mitchell Child Care Centre. The centre is open Monday to Friday 8.00am-6.00 pm. There is special provision for Distance Education students attending residential schools, **BUT VACANCIES ARE LIMITED.** If you anticipate using the centre you should contact the Director to make a booking as early as possible. (02) 6338 4346

Bathurst Family Day Care Scheme provides child care to children aged 0 – 12 years and child care can be provided outside the operating hours of other child care services. Please contact the Co-ordinator, (phone 02 6331 6409, fax 02 6331 5927) for details.

Wagga Wagga

The Children's Centre on Wagga Wagga campus operates Monday to Friday from 8.30am-5.30pm catering for children aged 6 weeks to 5 years. Weekend care during residential schools may be available depending on numbers requiring the service & availability of staff. **As the PLACES AVAILABLE ARE LIMITED** bookings well in advance are essential & can be made by contacting the Director: (02) 6933 2665.

If you are having difficulties or require further assistance with childcare please contact the Student Support Officer at the campus you are attending:

Albury	(02) 6051 6764
Bathurst	(02) 6338 4812
Wagga Wagga	(02) 6933 2785

or the Equity Officer at the relevant campus:

Albury and Bathurst	(02) 6051 9978	fax: (02) 6051 9748
Wagga	(02) 6933 2987	fax: (02) 6933 2199

5. **Don't forget!**

- Study notes, CD ROMS, etc;
- Textbooks;
- Assignment cover sheets (see note below);
- Appropriate Clothing (we have cold winters and hot summers!)
- Your own tea and coffee supplies:
- Mobile phone
- Assignments.

If you intend handing in assignments whilst on-campus, please remember to bring your assignment cover sheets with you. It is not possible to provide immediate replacements.

Assignments can be left in the blue post box outside the Learning Material Centre at Albury, Bathurst and Wagga Wagga or the blue post box in front of the Student Administration building on the Orange campus.. This box is cleared daily (Monday to Friday) at 5.00pm.

Students should **NOT** hand assignments direct to lecturers or leave them with any other section of the University as no official record of their receipt can be made.

6. Accommodation arrangements –Albury & Thurgoona campuses

Students attending Residential Schools in Albury or Thurgoona are required to make their own accommodation arrangements as there is **no** on-campus accommodation available at either campus.

A range of hotel/motel accommodation is available within walking distance of the Albury City. For your convenience some of these are listed below but please note that **this accommodation is often heavily booked, especially at weekends.**

Motels

Albury City Motel, (02) 6021 7699
Albury Viscount Motor Inn, (02) 6021 2444
Albury Town House, (02) 6021 3000
Astor Hotel/Motel, (02) 6021 1922
Burvale Motel, (02) 6021 6911
Clifton Motel, (02) 6021 7126
Thurgoona Country Club Motor Inn (02) 6043 1666

Caravan Parks

Albury Central Tourist Park, (02) 6021 8420
Albury Motor Village, (02) 6040 2999
Trek 31 Tourist Park, (02) 6025 4355

• Meals/coffee-tea facilities

Students are to arrange and pay for their own meals. Morning and afternoon teas are available from the ‘The Shed’ at the Albury city campus or the Gums Café at Thurgoona

• Excursions - Albury

Some subjects in the Parks and Wildlife courses have excursions as part of the residential school requirements. Depending on the travel and accommodation requirements some excursion fees are required. Details of the excursion and fees to be paid will be advised by the School of Environmental Sciences.

7. Frequently Asked Questions

Here are answers to some **Frequently Asked Questions**:

- Sheet and towels are provided. All you need to bring are your personal items.
 - **ORANGE CAMPUS** – because Orange does not offer a catered option in the on-campus accommodation, CSU will provide basic booking utensils for you to cook for yourself in the self-catered accommodation. Food may also be purchased from Banjos during opening hours.

- ‘What to take to the class room’ is best discussed with your lecturer by email prior to residential school.
- For the finish time on the last day of your residential school please contact your lecturer prior to residential school.

For more information about Residential School Accommodation please refer to on the website on:
<http://www.csu.edu.au/division/studserv/residences/de/index.html>

For all enquiries relating to residential schools please call 1300 734 654.