

STUDENT SERVICES and FACILITIES

Student Affairs

Student Affairs includes Student Administration, Student Services (counselling, careers, learning skills, Indigenous and disability services and management of the Peer Adviser and Student Mentor programs which are funded by the Student Guild). Student Affairs also has responsibility for student equity matters.

Student Administration

Location: Building D – Arts & Social Sciences, Ground Floor
Telephone: +61 7 5430 2890
Facsimile: +61 7 5430 2882
Email: Studentadministration@usc.edu.au

Student Administration is one of the central enquiry areas for students of the University and provides assistance in the following services:

Admissions

Student Administration coordinates the admission of undergraduate degree-seeking students to the University through the Queensland Tertiary Admissions Centre (QTAC), as well as the direct admission of visiting, Headstart, Honours, Research and Postgraduate Coursework students.

Student Administration also works closely with Student Services in the management of Alternative Entry schemes and is a valuable source of both general and specific information on the admissions process.

Enrolment

Student Administration can assist students with all functions relating to enrolment including:

- Changes to course enrolment
- Re-enrolment
- Leave of absence
- Internal program transfers
- Credit transfer
- Courses on offer
- Advice regarding cut-off dates
- Confirmations of enrolment

SOLAR

Students can enrol and manage their personal details online using SOLAR (Student Online Access and Registration). SOLAR can be viewed at <http://solar.usc.edu.au>. Student Administration provides support for students managing their enrolment on SOLAR and can be contacted via email solarhelp@usc.edu.au or by phone or in person at the SOLAR kiosk in the office reception area.

HECS and Fees

All enquiries regarding the Higher Education Contribution Scheme (HECS) and fees can be directed to Student Administration, including:

- HECS/fees liability
- Options for HECS payment
- Due dates

Postgraduate Education Loans Scheme (PELS)

PELS is an interest-free loans facility for eligible students who are enrolled in fee-paying, postgraduate non-research courses. It is similar to the deferred payment arrangements available under the Higher Education Contribution Scheme (HECS). PELS enables eligible students to obtain a loan from the Commonwealth Government to pay all or part of their tuition fees incurred from 2002 onwards. It is available for both commencing and continuing students. The Commonwealth pays the amount of the loan directly to the student's institution. Students repay their loan through the taxation system once their income reaches the minimum threshold for compulsory repayment.

PELS is administered under the Higher Education Funding Act 1988 by the Department of Education, Science and Training (DEST), the Australian Taxation Office, and higher education institutions.

Further information about PELS can be obtained by contacting DEST by email: hecs@dest.gov.au, phoning the HECS Enquiry Line 1800 020 108 or at the website: <http://www.hecs.gov.au/pels.htm>. Application forms may be obtained from Student Administration.

Examination and Results

Student Administration coordinates activities associated with centrally scheduled end of semester examinations, and releases final results to students each semester. Official statements of academic record may also be requested at Student Administration.

Graduation

Each semester, Student Administration identifies those students who are eligible to graduate, and advises students accordingly. A graduation ceremony is held each year, usually in April, where all eligible students are presented with their degree.

The Graduation Ceremony in 2003 will be held on Thursday, April 24.

Regular Advice

Student Administration regularly sends advice to students via mail or email, regarding changes to policy, deadlines and important dates. Students are encouraged to read their email regularly and maintain their address details with Student Administration to ensure all written advice is received.

Student Administration is committed to providing a quality service which responds to the needs of students. Office hours are 9:00am to 5:00pm (Monday, Tuesday and Thursday); 9:00am to 6:00pm (Wednesday) (teaching weeks only) and 10:00am to 5:00pm (Friday).

Student Services

Location: Building D – Arts & Social Sciences, Ground Floor
Telephone: +61 7 5430 1226
Facsimile: +61 7 5430 2883
Email: studentservices@usc.edu.au

Student Services provides a range of professional student support services to assist students to achieve their academic and career goals, to manage personal challenges and to experience the sense of personal growth and achievement that participation in higher education at the University of the Sunshine Coast offers.

The Student Services Office hours are between 9:00am and 5:00pm, Monday, Tuesday, Wednesday and Friday and from 10:00am to 5:00pm on Thursday.

Careers Services

The Careers Officer is available to University of the Sunshine Coast students and graduates for consultation during drop-in time (12:00pm to 1:00pm) every day throughout the year in the Careers Area in DG.49. This service will provide quick and timely careers related advice and assistance in using the online and print resources. Referral to relevant on-campus career workshops and seminars can also be arranged, as can appointments for further consultations.

'Careerhub' is an on-line, computer accessed information service and is the central point for the dissemination of careers and employment related information.

'Careerhub' is located in the Careers Area and can provide students and graduates with:

- current graduate, vacation and part-time employment vacancies
- upcoming career seminars, employer visits and events
- graduate opportunities information
- career related articles, handouts and electronic links

Students will need to register on-line to obtain access to 'Careerhub'. To obtain a Fact Sheet outlining the 'Careerhub' registration process visit Student Services.

The Careers Area has been established to provide a range of self-help and online support services to maximise and promote the career development and employment opportunities of current students and graduates.

Students are encouraged to visit the Careers Area located in Building D, Ground Floor, Room 49 (Arts and Social Sciences Building). The area includes:

- computer kiosks for accessing Careerhub
- handouts covering a range of career related issues
- industry and occupational publications
- folders containing job samples (by academic program)
- information on graduate opportunities, membership of professional associations, overseas employment and postgraduate study

Counselling Services

Student Services provides a free, voluntary and confidential counselling service for students of the University. Counsellors are qualified psychologists and are registered with the Psychologists Board of Queensland.

Counsellors provide assistance for individuals across a range of emotional and psychological issues including:

- adjusting to university life eg. difficulty in coping with personal/emotional problems
- study-related issues eg. feeling overwhelmed by the demands of tertiary study
- anxiety, stress and depression

- family and relationship difficulties
- grief and bereavement issues
- coping with home sickness and loneliness
- crisis management

Counselling sessions are for fifty minutes and are normally by appointment. Drop-in time between the hours of 12:00pm and 1:00pm exists for students to visit without an appointment for short consultations with staff. These appointments are for a maximum of 15 minutes. A short wait may result at particular times during the semester.

Disability Services

Support services are available for students with a temporary or permanent disability. Students may access the Disability Services Officer on a drop-in basis from Monday to Thursday.

The Disability Services Officer will assess the needs of commencing students with a disability who indicate that they require support and provide or arrange for, the following services:

- liaison with faculty staff
- participation assistance
- provision of note takers, signers or readers
- assistive technology access, training and support
- alternative print sources
- referral to other services (counselling, learning skills support etc)
- variations to assessment and special examinations
- equipment loans

Prospective students may contact the Disability Services Officer on + 61 7 5430 1224 to discuss their specific support needs taking into account the nature of their disability and their academic aspirations.

Indigenous Student Support Services

Indigenous student access and support, information for prospective students, liaison with the local Indigenous community and coordination of the Aboriginal Tutorial Assistance Scheme (ATAS) which provides extra tuition by qualified tutors for Indigenous students, is the responsibility of the Indigenous Officer.

The Indigenous Centre is available for use by students and is equipped for both study and relaxation. The Indigenous Officer can be contacted on + 61 7 5459 4439 or through Student Services and is available on a drop-in basis Monday to Friday during office hours.

Academic Skills Services

The Academic Skills Adviser offers a range of services to assist students to become more effective learners. Individual and group sessions are available on various topics. These include:

- assignment writing
- exam preparation
- referencing
- critical reading and thinking
- grammar and punctuation basics

- conversation classes for students from non-English speaking backgrounds
- group skills
- oral presentations

Academic Skills Workshops run throughout the year. For a current timetable visit <http://intranet.usc.edu.au/usc/STUDSERV/>

English as a Second Language skill assistance (for resident and international students of non-English speaking backgrounds) is available and may be accessed through Student Services.

Students will normally make an appointment to access Academic Services staff although a drop-in time between 12:00pm and 1:00pm is available each day of the week for 15 minute consultations.

Peer Adviser Program

The Peer Adviser Program is funded by the Student Guild and is managed by Student Services. Peer Advisers are advanced level students from various fields of study, trained to assist fellow students with:

- getting started – where to start with essays, reports, assignments, etc
- writing skills such as developing an argument, structuring an essay and the use of relevant supporting evidence
- time management skills
- general study skills
- referencing
- expression and grammar

Appointments for a 45-minute free session with a Peer Adviser can be made by contacting Student Services and a drop-in time between 12:00pm and 1:00pm is available each day of the week for 15 minute consultations.

Special Arrangement Examinations

Applications for special arrangements may be made to Student Services Counsellors or the Disability Services Officer, should a student require variation to the length or location of an exam or the equipment provided in an exam due to temporary or permanent disability or a personal crisis. Students who meet the Commonwealth definition of Non-English Speaking Background may have a standard extra 15 minutes per hour of exam and may be able to take a bilingual dictionary into an exam.

Student Equity

The University is committed to encouraging access to, and successful completion of, University courses by those groups identified by the Commonwealth Department of Employment, Science and Training (DEST) as having lower than average access, participation or completion rates. These groups include:

- People with disabilities
- People whose first language is other than English
- People from rural or isolated locations
- People with low family incomes
- Women entering programs where participation has traditionally been low – such as some science or information technology programs

Transition programs, cultural diversity programs and disability support are offered to address identified equity issues. Information about equity programs may be obtained from Student Services on + 61 7 5430 1226.

Student Loan Scheme

The Student Loan Scheme provides short term financial assistance to help students meet some of the costs involved in studying at university. This could include purchase of text books or study materials. The Loan Scheme is not available for payment of HECS or Library fines.

Emergency Loans will be:

- up to AUD\$50 in cash (with the approval of Finance)
- available after a minimum of 24 hours
- interest free for three months

Other Loans:

- up to AUD\$500 maximum and cheque(s) will be made out to the third party: for example – the Uni Bookshop, etc.
- require up to seven working days for approval and processing

Only students who have permanent Australian residency status are eligible to apply. All loans must be repaid by the end of Study Week in each semester. Criteria for assessment information and loan application forms can be collected from Student Services.

Student Mentor Program

The Student Mentor Program is funded by the Student Guild and managed by Student Services. The aim of the Mentor Program is to provide a friendly and supportive environment that assists new students to adjust to University by linking them with experienced students. Mentors assist students by answering general questions about the University, referring them to the appropriate support services on campus and by providing information about Student Services, Student Administration and the Library facilities.

The Mentor Program is conducted over a number of weeks and begins with a tour of campus, followed by opportunities to meet other students in the program. Benefits of the program include opportunities to develop a network of friends and acquaintances on campus and meet people with whom to discuss lectures, tutorials, assignments and Faculty expectations.

Variations to Assessment

Applications for extensions to assignments, special examinations or special consideration (where a student believes an illness or personal crisis may have affected their performance in a course and wishes to have this taken into consideration in their final grade) will normally be made to the faculty.

If the reason for seeking a variation to assessment is of a confidential nature, the student may contact Student Services Counselling staff who can recommend a variation to the faculty. If the reason relates to a disability the student may see the Disability Services Officer who can recommend a variation to the faculty.

Accommodation Register

The Off-Campus Accommodation Register is a free service provided by Student Services. The Register provides a resource for students and staff who are seeking accommodation in the local area.

The University does not act as an agent for either the accommodation seeker or provider, and does not screen individual listings in the register. It is the responsibility of the accommodation seeker to contact the provider and determine the suitability of the accommodation for their individual needs. The University accepts no responsibility for any accommodation arrangements made as a result of the use of information contained in the register. The listings in the register are updated at regular intervals to keep the register as current as possible.

Car Pooling

Students who have their own transport to university may like to reduce their travelling expenses by car pooling with other students living in their area. Similarly, students without transport may wish to organise a lift with another student and contribute to the weekly petrol costs. Interested students can add their name to the Car Pooling List located in the reception area of Student Services. Students are required to utilise the contact details provided to negotiate their own car pooling arrangements.

Student Guild

General Services Fee*

All students are required to pay the General Services Fee (GSF) per semester. The fees, less a \$AUD15 pa access levy and a 5% administrative fee charged by the University, are transferred to the Student Guild to provide services and amenities to the students. Payment of the GSF automatically entitles students to membership of the Student Guild.

The Student Guild is a separate (body corporate) entity to the University, and is coordinated by the Board of Directors, all of whom are students of the University elected by their peers.

Services in 2003

- Full funding of the Student Mentor Program
- Full funding of the Peer Adviser Program
- Free accident insurance
- Legal referrals
- Emergency accommodation referrals
- Loans in conjunction with the University loan scheme
- Free student diary
- Advocacy and representation on campus
- Access to intervarsity sporting competitions
- Resource centre (information and referrals)
- Guild shop including second hand text books
- Discount cards
- Web bulletins
- Cheap tea, coffee and hot chocolate
- Fax/printing/scanning services
- Representation with national bodies eg National Union of Students (NUS)
- Sponsored entertainment nights around the Coast

- Clubs and societies

Where to Find USC Student Guild

The Student Guild is temporarily located in the demountable building behind the Brasserie pending the completion of a permanent location. Office hours are 8:00am to 5:00pm, Monday to Friday.

Conscientious Objection

There is provision in the Guild's Constitution for Conscientious Objection to membership of the Student Guild. If a student's religious, ethical or other beliefs conflict with Guild membership, that person can apply in writing to the Board of Directors at the Student Guild or the Deputy Vice Chancellor, for exemption. If exemption is granted by a panel convened for the purpose, GSF is still required, and will be used to fund student related University services .

* Please refer to Fees for further information on GSF.

International Relations

Location:	International Office, Building D – Arts & Social Sciences, Ground Floor
Telephone:	+ 61 7 5430 1156
Facsimile:	+ 61 7 5430 2882
Email: International undergraduate and postgraduate award programs	International@usc.edu.au
Email: Study Abroad and Exchange	abroad@usc.edu.au

The International Office, within the International Relations area, is responsible for admission and support of international undergraduate and postgraduate degree program students, study abroad students, and inbound and outbound exchange students.

The International Office is the information hub for international students who wish to apply for entry to programs or to source information on programs, courses, enrolment, fees, and procedures for gaining entry. Staff offer and facilitate ongoing post-enrolment support for international students.

Pre-departure Services

The International Office provides pre-departure assistance including:

- processing application for entry
- arranging Overseas Student Health Cover
- issuing confirmation of enrolment for visa purposes
- providing *Pre-Departure Guides* to students who have been offered a place, which contain information on visa and passport matters, accommodation options, what to bring, Australian currency, banking, useful web sites and more

On Arrival Services

The International Office offers on arrival services to new students including:

- arranging airport pick-up and transfer to accommodation
- finding initial temporary accommodation
- providing a *Welcome Pack* containing local maps, bus timetables, student discount vouchers, and other useful information about living on the Sunshine Coast

- providing an orientation program with academic, and social and cultural elements

Ongoing Support Services

The International Office provides ongoing support throughout the student's stay with the University and is the place to seek advice, information and direction about any issues of concern - personal, academic or administrative. Regular activities, get-togethers and functions are also arranged, providing opportunities to get to know staff and other students.

Study Abroad

Study Abroad allows international students to earn credit towards their home degrees while living and studying in Australia. International students can join the study abroad program for one or two semesters, or for a six-week intensive 'Australian focussed' Summer Abroad program, and at the same time get to know a different culture and make long lasting Australian friendships.

Internships in selected fields are available to students undertaking semester long programs, however, arrangements will need to be made well in advance, as these opportunities are limited.

International Exchange

University of the Sunshine Coast students are encouraged to take up opportunities to study overseas. The University has exchange has currently has formal agreements in place in Canada, England, Finland, , France, Germany, Italy, Japan, Korea, Norway, Sweden and the United States. Information about specific universities, eligibility, application procedures, and scholarship support may be obtained from the International Office.

Information Services Branch

On behalf of the Information Services staff, welcome to University of the Sunshine Coast.

The Information Services Branch includes the resources and expertise provided by Information Technology Services, Library, Registry and Reprographics. A short summary of the hours and some services are included below but for more detailed and up-to-date information please go to the student intranet <http://intranet.usc.edu.au/student> on a regular basis.

Heather Gordon
Executive Director, Information Services

Information Technology Services

Information Technology Services (IT Services) provide all computing, telecommunications (data and voice), and audio-visual services to the University community. This is a brief outline of the variety of services provided to students.

Student Intranet

An intranet at <http://intranet.usc.edu.au/student> has been established providing all students with access to a variety of information and communications services. Information on this service is available online from the student intranet and in the IT Student Guide.

Introduction to the Network Tutorials

New and returning students are encouraged to attend an Introduction to the Network tutorial offered during the first weeks of each semester, and learn in a hands-on environment how to log into the University's network to access a variety of services including:

- tutorial and lecture notes available from the student intranet;
- email and Internet access;
- printing facilities;
- network disk storage; and
- remote access.

Regulations regarding the use of information technology are also covered.

IT Student Guide

Become familiar with the IT Student Guide, available from the student intranet at <http://intranet.usc.edu.au/student>. The guide includes information on the location of computer laboratories, including the types of labs, hours and access. Other information in the IT Student Guide includes: support and network services, student intranet, email, discussion forums, Internet access and remote access. A print copy of the guide is provided to students attending the Introduction to the Network tutorial. Copies may also be printed from the student intranet.

ITS Help Desk

Online help is available from the student intranet at: <http://intranet.usc.edu.au/helpdesk/>. Check here first for information and self help available from the Frequently Asked Questions (FAQ), Information Sheets, Quick Links, and the IT Student Guide. The face-to-face IT Help Desk is located at the Library Loans Desk.

Hours of operation during semester:

Monday to Friday 10am – 2pm

Monday to Thursday 5pm – 7pm

The Help Desk can also be contacted via email at helpdesk@usc.edu.au.

Acceptable Use

Students should ensure that their behaviour is in accordance with the University's Student Conduct and Discipline Statute and that they comply with the University policies on Acceptable Use of Information Technology Resources and Electronic Mail. The Statute and policies are available from the Student Handbook and online from the student intranet. Failure to abide by the policies may mean the denial of services.

Audiovisual Equipment

A pool of audiovisual equipment may be available for use by students. A lecturer or tutor must book equipment. Equipment includes OHPs, LCD Projectors (for PowerPoint Presentations) and TV/Video units. Information about camera loans is available at <http://www.usc.edu.au/library/faq/camera.shtml>

Computer Laboratories

Fifteen computer laboratories with more than 290 workstations are located throughout the campus. They are heavily used during the day for timetabled classes but are available at other times and after hours. Most laboratories provide students with 24 hours access via the student ID card. The use of the laboratories is for

academic purposes only and the playing of games and other recreational pursuits is prohibited.

Email

Each student is provided with a free email account to communicate with other students, staff and over the Internet.

Discussion Forums

Discussion forums are available to post and discuss information on a wide variety of topics, both academic and social. General and special interest newsgroups are included such as items for sale, study groups and accommodation. Students can subscribe to a variety of newsgroups to read and post messages to fellow students.

Internet Quota System

The University provides Internet access to students for purposes directly associated with their academic studies. An Internet quota system has been developed to ensure that all students have reasonable access to this valuable resource. More information, including a FAQ, is available from the student intranet at:

<http://intranet.usc.edu.au/student/quota/default.asp>.

Lecture Notes and Support Information

Various areas of the University providing support to students have placed documentation, information and resources on the student intranet, including lecture and tutorial notes, library access, University policies, newsletters, information from Student Services, Student Administration and the Student Guild.

Printing

Networked printing services are available across campus. The printers are "user pays" and require the use of a copy card. Cards are available for sale through a vending machine in the Library.

Remote Access

Many services are available from off-campus to students with their own computer and access to the Internet. This includes email, lecture notes, a personal home directory, the student intranet, library resources and discussion groups. For more information see the Information Sheets posted on the student intranet and the IT Student Guide.

Library

Students, staff, and the community use the award-winning Library that integrates library, audio-visual and information technology services.

Five hundred reader-seating spaces are provided throughout the building, including individual study carrels, group study rooms and tables, most of which can accommodate laptop computers. Other facilities include special collections, a reserve room, an adaptive technologies centre, an Indigenous Room for Aboriginal and Torres Strait Islander students, a computer laboratory, a copying and scanning centre and an art gallery.

Hours of operation during semester:

Monday to Thursday 8am – 9pm

Friday 8am - 5pm

Saturday 12noon - 6pm

Sunday 1pm - 5pm
Closed all public holidays

For more information contact the Information Desk via email at infodesk@usc.edu.au or telephone + 61 7 5430 2803.

Library's Home Page

Many of the Library's services, including remote access to the Library catalogue and to electronic databases, are available from the Library's home page via the University's web site at: <http://www.usc.edu.au/library> and the student intranet. The FAQ (Frequently Asked Questions) section on the Library home page is recommended as the first place for information about the Library, including open hours, <http://www.usc.edu.au/library/faq/default.asp>.

Library Card and Access

The University student ID card is also the University Library card. Once issued with a University student ID card, students may borrow from the University Library.

Acceptable Use

Conditions and examples of acceptable use are posted in the Library building and are included in the student guides to the Library. Students should ensure that their behaviour is in accordance with the University's Student Conduct and Discipline Statute and the posted Acceptable Use of the Library conditions. Failure to abide by the policies may mean the denial of services.

Adaptive Technologies Centre

Computers, software, scanner and other equipment and services are available for people with disabilities. For more information about the Adaptive Technologies Centre, contact the Information Desk.

Copying and Scanning Centre

Text and image scanning, binding, laminating, colour and black and white photocopying, transparencies, and network printing are all fee-based services available in the Library. The photocopiers and network printers require the use of a copy card, available for purchase from a vending machine in the photocopying room adjacent to the Reserve Collection in the Library. Self-service and assisted student copying and printing services are offered. Assisted services are offered from the SCPS office located on the second floor of the Library. Hours are posted outside of the office. For more information including a price list go to the student intranet.

Information Literacy and Online Training

The Library offers a variety of information and research skills tutorials throughout semester. More information is posted on the Library's home page and on the notice board in the Library building. An online Library catalogue tutorial is also available from the student intranet.

Information Services

Librarians are available at the Information Desk to answer general enquiries, and to provide expert assistance in finding information and using the Library's collections.

Print and Electronic Collections

The Library supports the university's teaching, research and scholarship activities. Most library materials can be located using the online catalogue, both on campus and

remotely through the Library's home page. Students have access to a wide variety of electronic information, including databases with more than 10,500 full-text journal titles, and to select Internet sites via on-site workstations and remotely through the Library's home page.

Copies of texts and recommended readings listed on course outlines, tapes of lectures, TV and radio programs are held in the Reserve Collection. Electronic reserve services are also available for some courses from the student intranet. Materials not held by the University Library may be available through interlibrary loan and document delivery services, and by accessing other libraries through reciprocal borrowing arrangements. See the Library FAQ for more information.

Student Guides to the Library

Several guides, including for undergraduate students, postgraduate students, and people with disabilities are available at:
<http://www.usc.edu.au/library/libraryf.html>

The guides include information on the Library's hours, loan periods, information and reference services, tutorials, remote access, location maps, and so on. Copies of the guides may be printed from the Library's home page on either the University's corporate web site or the student intranet.

Registry

The office is located on the ground floor of the Administration Building (Block B) and office hours are from 8:30am and 5:00pm Monday to Friday.

FOI

All requests relating to access to University records under the Freedom of Information Act 1992 QLD should be directed to the FOI Coordinator through the Registry Office. For more information about FOI see the policy and procedures posted on the student intranet under Administration/USC Policies.

Lost and Found

Items lost or left in university buildings are deposited with Registry for safe keeping until either claimed by the owner, finder or disposed of in accordance with the Lost and Found Property Policy and Procedure.

Students are reminded that computer disks should be removed from computers after use. Disks left in computers will be handed in as lost property.

Privacy Plan

The University's Privacy Plan has been developed to comply with the Queensland Government Information Standard 42. For more information about the types of personal information held by the University go to:
<http://www.usc.edu.au/news/privplan.htm>

Mail

The University does not have an Australia Post letterbox on campus. Students wishing to post letters may lodge stamped, addressed letters at the Registry Office during office hours. Letters received before 4:00pm will be collected by Australia Post that day.

Facilities

The Facilities office oversees the physical facilities of the University, including buildings and grounds, roads, parking, first aid, sports facilities, security, maintenance, hire of facilities and the academic timetable. For further information please contact Facilities on + 61 7 5430 1195.

Lecture Theatres

There are five air-conditioned lecture theatres on campus, with a seating capacity ranging from 45 - 300. All lecture theatres are outfitted with ultra modern sound and audio visual equipment.

Tutorial Rooms

The University has 22 tutorial rooms that can accommodate between 16 and 50 people. All are equipped with Overhead Projectors, screens and white boards. Most have TV/VCR.

Computer Laboratories

There are 11 computer laboratories with a seating capacity ranging from 18 - 25, all of which are equipped with up-to-date technology including Internet access. Dedicated MacIntosh laboratories are available for computer-based art and design students.

Science Laboratories

The two Science Laboratories accommodate up to 45 people each and are fitted with up-to-date equipment, including advanced sports testing equipment.

Events and Catering

Events and Catering service a wide range of functions on campus. Together the Brasserie and Function Hall can accommodate between 300 - 500 people, depending on the type of function required. For smaller functions, the rooms can be hired as separate venues.

The new Innovation Centre Auditorium has a 2,000 seat capacity, making it ideal for all types of events and functions. Bookings can be made through Events and Catering on + 61 7 5430 1195.

The Athletics Track

The athletics track is IAAF (International Amateur Athletic Federation) approved, with international standard synthetic running surface, provisions for disabled events and AIS (Australian Institute of Sport) approved hammer throw cage. The complex also includes provisions for pole vault, javelin, long and triple jump, hammer throw and steeple chase. The athletics track is home to University of the Sunshine Coast Athletics Club.

Multi-purpose Playing Field

The multi-purpose playing field is used for soccer, touch football, rugby league, rugby union and other special events. The multi-purpose playing field is home to the University Barbarians Rugby Union team.

University Club

The University Club is an informal social venue, which is home to a number of University social and sporting clubs. Sports testing is also housed in this facility with room available for small functions, circuit training and teaching space.

Innovation Centre

The University's Innovation Centre contains a 2,000 seat auditorium, café, English Language Centre and Business Incubator.

Food

Food is available for purchase from two areas on campus. The Brasserie (located in the Science Building, Building I) has hot and cold food and drinks, with indoor and outdoor eating areas. Detroit's (located in the Innovation Centre) sells fast food, snacks and refreshments. There are also a variety of vending machines located around the campus.

Foundation

The Foundation has been established to assist the University in its growth and development. An important role of the Foundation is to build strong relationships with the community, invite support to priority areas, and report on the progress of this support and its impact on the University's development.

In seeking support for priority areas the Foundation works closely with the community, allowing those interested in the community to learn more about how they can help with the development of areas such as scholarships for students, teaching and research programs, the art gallery program, campus enhancement activities, library resources, etc.

All funds raised by the Foundation are dedicated to the University's development as an institution of national and international standing and its pursuit of excellence in teaching, research and scholarship.

Monetary or others gifts to the University are generally allowable for deductions for Australian income tax purposes. Donors should, however, seek independent advice from their legal and/or taxation adviser.

Those interested in learning more about the Foundation and becoming involved with the growth of the University, can contact the Foundation on:

Executive Officer, University Foundation
Reply Paid Permit No. 63469
University of the Sunshine Coast
MAROOCHYDORE DC QLD 4558

Phone: + 61 7 5459 4418
Fax: + 61 7 5459 4403
Email: foundation@usc.edu.au

Alumni

The word 'alumni' refers to a group of past students and graduates from a school or university. Graduates of University of the Sunshine Coast automatically become members of the University's Alumni. There is no cost and they are entitled to a number of benefits.

The first graduation ceremony at the University was held in 1999. There are now more than 1250 graduates who make up the alumni of the University.

The Foundation is responsible for coordinating the University's Alumni Relations Program. The Foundation maintains links with graduates to update them on the activities of the University and allow them to maintain their links to the University as well as each other.

Alumni, their family and friends are welcome to visit the campus, receive the quarterly newsletter, *Community*, as well as take part in other University activities.

For further information please contact:
Executive Officer, University Foundation
Reply Paid Permit No. 63469
University of the Sunshine Coast
MAROOCHYDORE DC QLD 4558

Phone: + 61 7 5459 4418
Fax: + 61 7 5459 4403
Email: foundation@usc.edu.au