

2021

Student Support Services Directory



JAMES COOK
UNIVERSITY
AUSTRALIA



Ready today for tomorrow

jcu.edu.au

Student Support at JCU

Successful students know how and where to find help. JCU has a wide range of free support services to help with your academic, personal and employability development. We have a saying at JCU that SMART STUDENTS SEEK SUPPORT in their journey to becoming an independent learner. At university you need to 'study smarter and not harder' and this often requires you to access professional services early to fast track your success.

These services are available to all students, whether on campus, at a study centre or studying externally. Visit jcu.edu.au/support for full list of support services at JCU.

Why JCU?



¹2021 Good Universities Guide.

**RESPECT.
NOW.
ALWAYS.**

James Cook University is committed to fostering a community that features, at its core, respect, inclusion and safety for all.

JCU is proud to be part of the Respect.Now.Always. campaign - a national initiative led by Universities Australia to prevent and address sexual harassment and sexual assault. Further information about JCU's commitment to the elimination of sexual harassment and sexual assault, and services and support for students can be found at jcu.edu.au/sew



We acknowledge the Australian Aboriginal and Torres Strait Islander peoples as the Traditional Owners of the lands and waters where we operate our business. We honour the unique cultural and spiritual relationship to the land, waters and seas of First Australian peoples and their continuing and rich contribution to JCU and Australian society. We also pay respect to ancestors and Elders past, present and future.

JCU Orientation

O Week is your first official week of university life. It is one of the most important weeks of your academic journey as the course introductions and skill development sessions provide you with a wealth of tips and strategies to help you survive and thrive at university. These activities will help you meet peers in your course, learn about the free support services, and understand academic expectations in order to succeed.

Before O Week, we recommend that new students review the short GetReady4Uni modules, which will prepare you for the first six months. The interactive modules explore common challenges that JCU students face in their transition to university and proactive advice about how to stay and succeed.

jcu.edu.au/getready4uni



Accommodation

Finding the right accommodation to suit your individual needs is an important step in preparing for life at JCU.

Whether you need somewhere to stay for a short block mode subject or for your whole degree, there are a number of options available and our Accommodation team can help you find a place that suits your needs.

A great way to experience university at JCU is by living on campus with other students. Our on-campus options range from long corridor-style, fully-catered residences to smaller self-catered facilities.

Off-campus housing can come in the form of sharing a house with other students, homestay, purpose-built student accommodation, or renting an entire property.

We are here to provide support or to answer any questions you have in relation to the property or location you are considering living during your time at JCU.

Contact Us:

☎ 07 4781 4148

✉ accommodation@jcu.edu.au

🌐 jcu.edu.au/accommodation



“Meeting and making friends with wonderful people from many diverse degrees and hanging out with them in so many different social settings is one of the best things about living on campus.”

Nancy Wang

BACHELOR OF MEDICINE, BACHELOR OF SURGERY

Careers and Employability

Want to know what steps will lead you to your dream career? JCU's Careers and Employability resources and services are available online and on-campus and will help boost your employability from first year.

Individual Support

- Career planning and preparation
- Job search and application support
- Resume, cover letter and LinkedIn assistance
- Industry and employer events



Online Resources

- Discipline-specific career snapshots and resume examples
- Careers and employability webinars
- JCU Job Ready - steps for success
- JCU Employability Edge - self-paced modules
- CareerHub - job listings and events
- Big Interview - practice software

Contact Us:

☎ 07 4781 4711 (TSV)

☎ 07 4232 1150 (CNS)

✉ careers@jcu.edu.au

🌐 jcu.edu.au/careers

2021 Virtual Careers Fair

Meet local and national employers at the biggest employer event of the year at JCU.

Learn about career options and employment opportunities. All students, all year levels are welcome.

Date - 17 March 2021

Time - 10.00am-1.00pm

For more information search **JCU Careers Fair**.

College Student Support Officers

Student Support Officers (SSO) provide private and confidential, personalised support to first year students.

SSOs provide advice, advocacy and referrals to University services. They will work with you to help achieve your educational goals, and to succeed at university by offering timely information and support when it's needed.

Make an appointment with your SSO by contacting the relevant contact for your College.

 jcu.edu.au/students/support/student-support

Feedback and Complaints

JCU is committed to having an effective system of complaint management that responds to complaints in a positive way and contributes to the continuous improvement of the teaching and learning environment.

JCU welcomes your feedback and perspectives about your experiences as a student. You have the right to express concern about anything you have experienced at JCU that you believe is wrong.

For more information visit:

 jcu.edu.au/students/feedback-and-complaints

First Year Experience Coordinators

Every course at JCU has a designated First Year Experience Coordinator (FYEC) who is an academic staff member that teaches commencing students and understand the challenges that new students often face when transitioning into university. They can help provide advice about your course, support service referrals, and strategies for success in your studies.

Your FYEC will also deliver your Course Activity in O Week, which will help you understand your course structure, academic expectations, and career paths. This interactive session will also include a course-relevant activity to help kickstart your studies.

 jcu.edu.au/fye-coordinators

Global Experience

Want to get the most out of your degree? Make a lifetime of memories and earn your degree at the same time. The JCU Global Experience Program helps students develop the knowledge, skills, and disposition to succeed in a global workforce. Open your mind to exotic locations, unique experiences, and extraordinary people with over 60 exchange partner universities across 20 countries. You can choose from the following options to tailor your overseas experience:

- Exchange Program - Choose a semester or two at one of our partner universities
- Short Study Program - Access summer and winter schools, individual placements, internships and group study tours around the world
- Intercampus Mobility - Spend a trimester or two studying at JCU Singapore

Funding is available through the New Colombo Plan, OS-Help Loan and various scholarships to assist with your expenses.

 jcu.edu.au/globalexperience



“I wanted to experience life on the other side of the world. My classes were interesting and the small class sizes made it feel personal. I even had the opportunity to volunteer in a lab whilst I was there. Being taught by world-renowned scientists and meeting a bunch of like-minded people made my exchange experience - I now have friends all over the world.”

Kathryn McKenna

BACHELOR OF SCIENCE - MARINE BIOLOGY
Exchange @ University of Miami

Indigenous Education and Research Centre

The Indigenous Education and Research Centre (IERC) has dedicated facilities on the Townsville and Cairns campuses to help our Aboriginal and Torres Strait Islander students reach their full potential. We offer individual mentoring, professional development opportunities, study sessions, and access to free tutoring. The IERC facilities and computer labs are open all day, every day and are secure, monitored spaces.

During your studies, we will strive to help you become an independent learner. We can help you develop ways to meet academic demands and expectations, build strategies, and stay motivated. Think of us as family.

Contact Us:

☎ 07 4781 4676 (TSV)

☎ 07 4232 1046 (CNS)

✉ ierc@jcu.edu.au

🌐 jcu.edu.au/ierc



“I received support on a holistic level – support with study, scholarships, mentorships, and even support with emotional and mental well-being. The Indigenous staff became my university family, and the Centre my home away from home.”

Phillip Obah

BACHELOR OF ARTS - BACHELOR OF BUSINESS ALUMNI

International Student Support

JCU International Student Support is here to help with your transition into life at JCU, with services such as:

- Airport arrival service for new students
- International student mentor programs to help you settle into life in Australia
- International Student Orientation Day at the start of each semester
- Regular social events to help you develop friendships with other students, meet staff, and enhance your campus experience
- Completion ceremony for international students

It is important to remember that things won't always be easy. You may experience homesickness, culture shock, and many other challenges that come with a life-changing experience. In these situations, remember that the International Student Support Team is here to help you.

Contact Us:

☎ 07 4781 4662 (TSV)

☎ 07 4232 1438 (CNS)

✉ internationalsupport@jcu.edu.au

🌐 jcu.edu.au/international



IT Support Services

IT Help Desk

IT Help Desk is your first point of contact for all ICT Services offered at JCU, including IT enquiries, account access issues, and fault reporting.

FREE Software

While studying at JCU, you have access to Microsoft Office 365, which can be installed on your personal devices. You can find a list of additional software available to students in the IT KnowledgeBase.

Cybersecurity

Simple safeguards do not cost much time or money. Acting after an event is too late! We do not want the excitement of university life to be impacted by cyber-scammers, so follow these tips to stay safe online:

Start using strong passwords/passphrases, change them if you suspect they have been compromised, and make sure you do not share or reuse for non-JCU accounts.

Start using a password manager to manage your accounts and passwords.

Stop sharing too much information. Keep your personal information personal.

Stop installing untrusted applications by making sure they are from a verified source (e.g. Google and Apple application stores).

Stay alert to phishing emails, the most common cause of JCU account compromises.

Stay educated. Search Secure IT on the JCU website for important security tips and detailed information on our policies.

Library

Library Services

JCU Library is an essential academic and student service with print and digital resources that you can borrow, or access online 24/7. Library staff assist with finding, evaluating, and referencing information resources for your assignments. Liaison Librarians work with courses, ensuring you get tailored library help with your subjects. Visit the Library Guides, Workshops and Events page on the library website to see what is on offer to help you with your studies.

Campus Facilities

Cairns and Townsville campus libraries are open seven days a week with extended opening hours during exam periods. All students are welcome to visit, but you may need your Student ID card to access some facilities.

- Borrowing assistance
- Printing (including 3D) and photocopying
- Binding and laminating
- Computers and Wi-Fi
- Collaboration, Quiet and Silent Study zones
- Group study rooms (bookable)
- CopyPrint pay stations
- Kitchenette access and food/drink vending machines
- Cafe and lockers with charging facilities (Townsville only)
- Information Commons 24/7 (Townsville only)

GATCF Labs

Need a computer on campus?

The university computer labs, known as GATCF Labs (General Access & Teaching Computer Facilities), allow access to software, computers and the internet 24x7 across Townsville, Cairns and Mackay campuses.

JCU App

The JCU App is your mobile study assistant. Use it to:

- Accept an offer to study at JCU and complete the enrolment process
- Enrol in subjects and register for classes
- View your personalised timetable including class times and locations
- Access study tools like LearnJCU, eStudent and the Library search without having to log in again
- Open your JCU Email from within the app
- Find your way around campus, including parking information

Contact Us:

☎ 07 4781 5500 (TSV)

☎ 07 4232 1777 (CNS)

✉ ithelpdesk@jcu.edu.au

🌐 jcu.edu.au/ict



Services and Resources

- Chat with a Librarian service
- Library Rovers
- Library FAQs
- OneSearch resource discovery tool
- Catalogue and databases
- Library guides
- InfoSkills Toolkit - self-paced library skills training
- Course Readings
- Off Campus Library Service
- JCU Library News blog
- Past exams

Contact Us:

☎ 07 4781 5500 (option 2)

✉ library@jcu.edu.au

🌐 jcu.edu.au/library

Safety and Wellbeing

JCU is committed to ensuring the safety and wellbeing of all its members and providing a working and learning environment (online and on-campus) that is free from discrimination and harassment. Support and information is available through:

- JCU Respect online modules
- Workshops and events
- Equity Contact Officers
- Policies, procedures, reporting guidelines and support
- Cyber and technology abuse resources

 jcu.edu.au/safety-and-wellbeing

Safety on Campus

JCU Security contributes to the provision of a safe and secure environment for all staff, students and visitors. Security are on campus 24/7 and can provide escorts after-hours between buildings, car parks and on-campus accommodation. JCU Security can also assist with on-campus emergencies. The emergency telephone number is 1800 675 559 – please take the time now to enter this into your mobile telephone.

 jcu.edu.au/jcu-contact-information/security

Student Association

The JCU Student Association (JCUSA) is a not-for-profit organisation run by elected students independent of the University. JCUSA is an integral part of the University community, bringing the campus to life with a variety of student engagement activities and events.

JCUSA offers free, confidential and non-judgemental support services for students and can help with information, advocacy and referral on a range of student support issues. JCUSA also helps with academic support issues including exams and assessment, appeals, interpreting University policies and procedures, and academic misconduct.

Membership with JCUSA is optional, however members can receive extra benefits and discounts, as well as the right to vote in council elections.

Support Services:

- Academic Advocacy
- Welfare Assistance
- Clubs and Societies
- Sport and Recreation

Contact Us:

 1800 330 021

 studentassociation@jcu.edu.au

 jcusa.edu.au



Student Centre

The Student Centre is your number one point of contact and if we can't answer your question, we will point you in the right direction. Our services include:

- Applying to JCU
- Entry requirements
- Subject and course advice
- Enrolment help
- Subject timetables
- Credit for previous study
- Fee and financial support
- Assessment, grades, results
- Academic progression
- Student ID cards
- Academic records
- Graduations

Ask Us:

If you have a question, check AskUs – it's a 24/7 online enquiry database with answers to more than 1,000 commonly asked questions.

 jcu.custhelp.com

Contact Us:

 1800 246 446

 enquiries@jcu.edu.au

 enrolmenthelp@jcu.edu.au

 jcu.edu.au/contacts

Important dates 2021

Find key dates including O Week, study periods, payment due dates, census dates, and exam periods. You can also print out teaching period calendars at:

jcu.edu.au/students/important-dates



“My advice to new students would be to use all the free resources and services that are made available to you. Sometimes things can get overwhelming, but JCU has the support programs in place to help you succeed.”

Phoebe Ryder

BACHELOR OF NURSING SCIENCE



Student Equity and Wellbeing

Wellbeing is a combination of your physical, mental, emotional, spiritual and social health, and is strongly linked to happiness and life satisfaction.

Student Equity and Wellbeing services provide professional, free and confidential support, information, and referrals to assist you in developing the capacity and resources to manage personal circumstances that could impact on your studies.

AccessAbility Services

You can register with AccessAbility Services if you are studying with a documented disability, injury, illness, short or long-term health condition, including learning disabilities and mental health conditions.

AccessAbility Services staff can assist registered students to:

- Develop, document and implement reasonable adjustments
- Access assistive equipment, technology and software, adjusted exam conditions, mobility aids and other potential solutions that suit your needs
- Develop work-placement strategies to prepare you for employment
- Build on your own resilience and resourcefulness

Counselling and Wellbeing

Counsellors can assist you to clarify issues and explore alternatives or solutions to issues that could be impacting on your academic progress and university experience. Counsellors can also provide helpful tools, strategies, and perspectives on personal, relationship, study or work-related difficulties.

Our Counsellors have Social Work, Psychology, Youth Work, Occupational Therapy and/or Counselling qualifications and can facilitate referrals to other services available on and off campus.

Multifaith Chaplaincy

The Multifaith Chaplaincy provides pastoral care, spiritual and religious support to students of any religious or spiritual background. The Multifaith Chaplaincy also facilitates a number of programs for students.

Contact Us:

☎ 07 4781 4711 (TSV)

☎ 07 4232 1150 (CNS)

✉ studentwellbeing@jcu.edu.au

🌐 jcu.edu.au/sew

Student Mentor Program

Student Mentors are experienced, successful students in your course who volunteer their time to help new students through their first study period at JCU. They can provide valuable tips and advice about:

- Support services
- Finding your way around campus
- General queries about university life
- Effective strategies to approach your subjects
- Getting organised for your study, assessments and exams
- Connecting with other new students and forming study groups

Students who have a mentor and attend O Week are more likely to stay and succeed at JCU: 23% improved retention and 1 Grade Point Average. You will connect with your mentor during O Week.

Contact Us:

✉ tsv-studentmentors@jcu.edu.au

✉ cns-studentmentors@jcu.edu.au

✉ offcampus-studentmentors@jcu.edu.au

🌐 jcu.edu.au/mentors



“I had completely forgotten how to study. However, I got through because the people and resources at JCU are so good. I had a wonderful mentor who inspired me to become a mentor as it helped me adjust so well. I always thought that JCU believed in my capabilities before I knew what I was capable of achieving.”

Laura Fewtrell

BACHELOR OF SPORT AND EXERCISE SCIENCE

The Learning Centre

Learning Advisors

At JCU, all students are entitled to the best possible learning experience. Our expert Learning Advisors support the development of students' academic language and learning strategies in specific subjects across the University through 30-minute consultations.

You can also stay connected with more learning strategies on the JCU Learning Centre Facebook and Twitter pages.

Peer Advice Desk

Peer Advisors are trained students who can help with general academic short consultations on the following topics:

- Managing your time
- Study strategies
- Understanding and planning your assignment
- Editing strategies
- Basic mathematics and statistics

The Peer Advice desk is located on the ground floor of the Townsville and Cairns libraries and an online service is also offered.

Peer Assisted Study Sessions (PASS)

PASS is an academic support program for selected subjects, facilitated by an experienced student leader and focuses on integrating course content (what to learn) with academic reasoning and study skills (how to learn).

Why attend PASS?

- Improve marks and overall academic performance
- Study more effectively
- Understand subject content more deeply
- Develop closer relationships with other students
- Develop teamwork and communication skills

Studiosity

Available to all JCU students, Studiosity provides free after-hours support from a trained network of advisors. JCU Australian tropical campus students have access to eight personalised online interactions with Studiosity each semester (6 month period).

- Connect Live (3pm-midnight) - Connect to a live tutor for help with a question right away about English, Maths, Science, Business, and other core skills areas.
- Writing Feedback (any time) - Review of submitted assessment drafts for academic literacy, including structure, spelling, grammar, punctuation, and referencing. No review of content, no editing or proofreading.

To access Studiosity:

1. Log in to LearnJCU
2. Go to your Subject Site
3. Click on Tools in the right-side menu
4. Click on the Studiosity Link

Contact Us:

- ✉ learning@jcu.edu.au
- ✉ peeradvice@jcu.edu.au
- 🌐 jcu.edu.au/learning-centre

“We just go over everything that’s confusing, and we go over it until we all understand completely!”



Find out more about how your Student Services and Amenities Fee contributions are improving support services and facilities at JCU - Search 'SSA Fee'.



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CRICOS Provider Code: 00117J

This publication is intended as a general guide. The information is correct at the time of printing. Prospective students should contact the University to confirm admission requirement and course availability. James Cook University reserves the right to alter any information without prior notice.

