

## Links to help you get started at JCU Brisbane

Welcome to the Faculty of Law, Business and the Creative Arts at James Cook University. We believe you have made the right decision in joining us to undertake your undergraduate or postgraduate studies. The University and the faculty both provide additional support and services to help you undertake your studies; this document gives you a summary of some of the links that will help you most in your first few weeks of transition to university life. They are all available on our website. The [New Students](#) website contains many other useful links.

Your complimentary USB flash drive has been provided for you by a grant from the Teaching and Learning Development Unit and the faculty. We have partitioned essential information on a small section of this device which you will be able to refer to throughout your studies. We hope that you can use this storage device to manage and carry important files that you will be using in your subjects. All of the blue text is linked to the JCU website with hyperlinks and should therefore provide you with current information related to your studies and key personnel who may be able to assist you as you move through your degree.

## Starting university

- [Checkpoints for new students](#) – Essential reading in your first week! What you should be doing at different times during your first period of study at JCU – first week, first month, assessment and exams.
- [Getting started FAQs](#) - Understanding what university is all about.
- [Getting to know Brisbane](#) – This site gives you some general information about Brisbane city and has some links to other interesting and useful sites.
- [Getting Around](#) – This site gives you information about transport choices in Brisbane.
- [Student enquiries](#) – If you cannot find the information you require from our online services, you should first speak to the staff at the Learning Resource Centre on Level 2. If they cannot help you, they will put you in contact with someone who can.
- [LearnJCU](#) – Students have access to their subjects through the online learning management system known as LearnJCU; this function provides much of the course content and should be used constantly throughout each study period. Each subject site includes announcements from lecturers, the subject outline, additional readings and study materials, plus communication functions such as group email, discussion boards and chat. LearnJCU provides information and checkpoints every time students log on and has shortcut links to the Student Resources tab for Library/Learning resources and services.
- International students' website – What international students need to know about JCU, study options and how to apply. The site also contains information on how to prepare before arriving in Australia.
- [Fees/charges](#) - Find out the costs involved with studying at university.
- [Academic Awards and Bursaries](#) - There are a variety of scholarships and prizes available to undergraduate and postgraduate students.

## Enrolment and Registration

- [Orientation](#) - the Orientation Week program can be downloaded from here.
- [Enrolment](#) - Information about enrolment procedures is available here.
- New student's [computer account](#) – Information on steps to getting started with your computer account.

## Support services

JCU Brisbane has a number of services to support, assist and inform students. Don't be afraid to ask!

- [Accommodation](#) – Information on available accommodation off campus. The site gives you links to accommodation providers and agencies.
- [Careers and employment](#) – This site contains links to help you find and get a job, build and organise your e-Portfolio, and get employment-related advice through the services Joblinx provides.

- [Counselling](#) – Counselling can help students at JCU Brisbane. Students should, in the first instance, go to Level 2 where they will be referred to an appropriate person.
- [English Language Development](#) – UniPath, located on Level 7, offers a range of English language programs that are designed for students who want to improve their English communication skills and successfully sit an English language exam or intend to study at a university in the future. Students enrolled at JCU Brisbane can attend a UniPath program at any time during their studies.
- [Infohelp: library and computing](#) – Includes How To guides and on-line training to help you as you learn to use the library facilities.
- [Keeping In Touch](#) – It is important for international students to stay in touch with family and friends overseas. There is advice on this site to help you do that.
- [Learning skills](#) – Learning in university is indeed different from learning in school. This site contains information on learning skills programs, resources and workshops.
- [Learning Support](#) – Learning support staff are available to assist you with your study skills. They are located in the Learning Resource Centre on Level 2.
- [Mentor Program](#) – This program matches new students with a Mentor who is a current student willing to share knowledge and experience. The match is based on discipline and interests, and the mentoring process continues to the end of the new student's first study period.
- [Student Feedback and Complaints](#) – The University welcomes all forms of feedback from our students. If you have something to say about your experience you should visit JCU's Student Feedback and Complaints web pages.

### General information

- [Census dates](#) – The census date is the date that a student's enrolment in a subject is taken to be finalised. This means:
  - a) Withdrawals from subjects should be made through eStudent where possible. If you are unable to withdraw using eStudent you must inform enrolment staff in writing by the close of business on or before the census date.
  - b) Your fees must be finalised by census date – make sure you have submitted the appropriate forms, follow the link above.
- [Class timetables](#) – This is where you can access your lecture timetable.
- [Photocopying](#) – Photocopiers and scanners for student use are located on Level 2.
- [eStudent](#) – this portal allows students to access to their personal and enrolment information. [eStudent help](#) is also available on-line.
- [Email and Internet](#) – What you should know about your email and internet account can be found here. To learn how to use your student email account, contact [InfoHelp](#).
- [Important dates, calendar](#) (includes exam timetables). – These contain very important links to academic calendars and timetables, as well as information on scenarios such as withdrawing from subjects.
- [Policy library](#) – A list of policies at JCU. Policies can be searched by subject or alphabetically.
- [Terminology](#) – A full glossary of terms and useful information that are most relevant to the enrolment process.

### Academic information

- [Academic records](#) – Information on how to obtain unofficial and official academic records and their corresponding costs.
- [Academic Misconduct](#) – The University has a policy on Student Academic Misconduct Requirements including types of academic misconduct, procedures involved in investigating academic misconduct, and penalties that may apply in cases of proven plagiarism.

## FACULTY OF LAW, BUSINESS AND THE CREATIVE ARTS.

- [Assessment, results and exams](#) – This page has links to many frequently asked questions, such as subject results, exam timetables and academic progression.
- [Avoiding plagiarism, Referencing](#) – This site contains JCU's definition of and relevant policies on plagiarism. It also provides information on proper referencing.
- [Courses and degrees](#) – A list of all courses (in alphabetical order, by study area, by location/campus and by study type).
- [Faculties](#) – A Faculty is a division within the University that is responsible for the teaching and administration of related course and subject areas. Each Faculty has different Schools and Centres.
- [Learning and writing skills](#) – On-line learning activities to help students improve organisational skills, writing skills, reading and note taking, studying for exams, oral presentations, referencing and English grammar. Look for 'Learning Skills On-line' and 'Writing Skills On-line' under Programs and Resources.
- [Library and Computing Services](#) – Free library and IT skills training is available online. If you prefer face-to-face training, visit the staff at the Learning Resource Centre on Level 2.
- [Student Rights and Responsibilities](#) – Students are expected to conduct their interactions in a polite and reasonable manner as outlined in the Student Conduct policy.

### Additional information for new students

- Mobile Phone Usage – Students should be considerate of the right of individuals to learn without interruption. Mobile phones should be switched off during the course of lectures and tutorials. An exemption to this policy applies to emergency services staff such as ambulance officers, police officers, fire fighters, SES and so forth.
- Smoking – There is a Smoke-Free policy within the University and therefore smoking is not permitted in the building. Outdoor smoking is also not permitted within 4 metres of external doorways.
- Personal Hygiene – You are in constant and close contact with other students and with staff. It is essential that you have a conscious awareness of all aspects of personal hygiene.
- Children in Attendance – Children, other than newborn babies, are not permitted in lectures unless prior permission has been gained from the lecturer.
- Equipment – Please ensure that you exercise every possible care with and take responsibility for every piece of equipment you use. Replacements are expensive and it is important for all equipment to be in good working order for the next person who needs to use it.

### Faculty of Law, Business and Creative Arts Information

[The Faculty of Law, Business and the Creative Arts](#) offers internationally recognised degrees that inspire students by exposing them to contemporary issues, the latest research and new ideas. Our degrees focus on learning outcomes that have professional relevance and practical application.

The Faculty operates from locations in the Australian cities of Cairns, Townsville and Brisbane, and also offers courses in Singapore and China.