# Useful Information

Your academic journey begins here….

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1. Useful Information

Curtin University Health Service

Curtin University Health Service provides comprehensive general practice patient care including:

- Health checks for students who enrol in units that include clinical practice.
- Management of all health problems.
- Lifestyle advice, including information on stress management, sexual health and drugs.
- Preventive health care – assessment and management of health risk factors, support to quit smoking and plan healthy lifestyle changes.
- Management of sports injuries and medicals for scuba diving
- Travel advice and pre-travel vaccination
- Nutritional advice – appointments with a dietician are available
- Pregnancy related counselling and care
- Nursing care such as dressings to injuries, vaccinations (travel, childhood, allergy), health education.
- Response by Health Service staff to request for help concerning accidents and sudden illness on campus.
- Counselling services

Location: Building 109, Curtin Bentley Campus
Phone: +61 8 9266 7345
Hours: Mon to Fri, 8.30am - 4.30pm
Nurse in attendance 8.30am – 7.30pm Mon-Fri in semester time, 8.30am – 6.00pm in non-semester time
Curtin Health Services – http://healthservices.curtin.edu.au

2. Printing and photocopying - POLAR

Step One: Card activation

To access your POLAR account, you will first need to activate your Curtin Student ID Card at an Activation station or EFTPOS kiosk. These are available in Abacus Labs building 303, 408 and 501, the Library building 105, CBS building 402, Engineering building 204 and Humanities building 201. To activate your card, swipe your card across the black card reader and the light will change to green and the card reader will beep. Login using your OASIS account and password and follow the prompts to activate your card. It is important that you set a PIN on your card so that no one else can access your funds.

Step Two: Adding credit

At a blue coin/note autoloader, located in the aforementioned locations, swipe your card across the card reader and your account balance will be displayed on screen, insert coins or notes and when complete press exit.

Printing

At a print station, tap your card on the card reader. The reader will beep when it has read your card. Enter your 4 digit PIN. If you forget your PIN you can reset it at an activation workstation or EPTPOS kiosk. A list of all documents in the print queue will be displayed at the bottom of the screen. You can sort the list to make it easier to find your document by clicking Job name, Owner or Time in the column headers.

Take care only to select your own documents. You will not receive a refund if you print incorrect documents. When you select the documents you want to print, the number of pages and cost will display at the bottom of the screen. Click the print button. If the cost of printing the documents exceeds your balance you will see the message “insufficient funds to continue print job” and your documents will not print. When you have finished make sure you click “Log Off” to end your session. Remember to take your Curtin Student Card and your
Photocopying

At the photocopier, swipe your card in the card reader. Enter your 4 digit PIN. If you forget your PIN you can reset it at an activation workstation or EFTPOS kiosk. Your POLAR balance will be displayed on the card readers’ screen. Place the original you want to copy on the copier glass or into the document feeder. Select your photocopying options. Click the copy button. When you have finished make sure you click the “enter” button to end your session. Remember to take your Curtin Student ID Card or Payment Card and your documents.

If you require assistance to activate your card or to report a photocopier fault, please visit your nearest Student ICT helpdesk or the Library Enquiries Desk.

3. Computing facilities

Curtin University has a number of computing laboratories available for students to use. The Abacus labs are available to all students studying at Curtin. These are located in Buildings 303, 408 and 501 on Bentley Campus. All Abacus Labs are open 7 days a week, and are only closed from 5:30am to 6:30am. For more information about the Abacus Labs at Curtin go to [http://abacuslab.curtin.edu.au/students/](http://abacuslab.curtin.edu.au/students/)

Important Information:

Activities PROHIBITED within these Labs:

- Any use of these computers for non-academic purposes;
- Viewing or downloading of movie and video material, including trailers and sample clips;
- Downloading of music, including MP3’s, listening to music / radio through the internet;
- Watching online news / TV broadcasts;
- Accessing, viewing and/or downloading pornography;
- Introducing viruses or other software designed to interfere with the normal operation of systems;
- Downloading excessive amounts of data, generating excessive load, over use of storage capacity, network traffic, etc;
- Online chatting;
- Gaming of any sort;
- Consuming food or drink (bottled water is permitted) and;
- Using thumb drives or external storage devices for non-academic purposes.

4. Blackboard

Gives you access to units which have an online presence and Tall Poppies (the School’s Bulletin Board).

1. Login to OASIS, select “my studies & evaluate” tab. The link to Blackboard is located in the “eStudent” module (you won’t have to login again). If you experience any problems logging in, contact OASIS Central Support. To log a call online, use the Contact Us link at the top right of any OASIS screen. For a complete list of contacts, click Contact OASIS Support in the Help Facility.

2. If your unit has an online presence and you are enrolled in it for the current study period, the unit link will appear in “My Units: Quick View” module on your Blackboard homepage. For queries about academic content, contact your Unit Coordinator or Lecturer.
3. In Blackboard you have access to a tab called “Students”. You can view a Blackboard Student Tour which will assist you in using Blackboard, and you will also find some useful links and Student Support information.

4. As well as study material being available on Blackboard, the unit coordinator provides instructions and additional material for you. You should access your unit on Blackboard at least weekly.

5. Bentley Campus Map

Copies of the Bentley Campus Map are available at Reception, School of Nursing and Midwifery, Building 405, Bentley campus – or you can find a map on the Bentley Campus map web page at:
http://properties.curtin.edu.au/maps/

6. Library

Robertson Library opening hours:

**Semester:**

**Limited Service (access to all Floors)**
Monday to Friday  7.00am -8.00am

**Full Service**
Monday to Thursday  8.00am -10.00pm
Friday  8.00am – 6.00pm
Saturday – Sunday  9.00am – 4.50pm

**Limited Service (access to levels 2 & 3 only)**
Monday to Friday  8.30am-6.00pm

**Semester Break:**
Monday to Friday  8.30am – 6.00pm

Please note that you will be charged for overdue library books. Check your OASIS email account for library notices.

For more information please visit: [http://library.curtin.edu.au/](http://library.curtin.edu.au/)

7. UniEnglish

If English is not your first language, the UniEnglish website has been designed to help you develop your ability to use English with confidence and fluency. Take the time to explore these pages at:
[http://unienglish.curtin.edu.au/](http://unienglish.curtin.edu.au/) - you are sure to find something that can help you to improve your English competency.