A wide range of predominantly free professional support services are available to current students, ranging from workshops to one-on-one assistance. Please consider whether any of these services may help you to get your academic progress back on track.

1. Swinburne Student Amenities Association (SSAA)
   - SSAA provides advocacy and support to students with a wide range of academic issues including 'at risk' and 'show cause'.
   - SSAA Academic Advisors can provide guidance when writing show cause submissions to Faculties and can assist and attend progress review hearings with students.

   There are Academic Advisors on each campus.
   Contact an SSAA Student Academic Advisor on (03) 9214 5445, email ssaa@swin.edu.au or visit www.myssaa.com.au

2. Swinburne Student Services
   - Student Services provide a range of support and services including:
     - Careers and Employment
     - Health and Wellbeing
     - Equity
     - Finance
     - Disability
     - Student Development and Counselling
     - Housing
     - Childcare Facilities
   - The services provided by professional staff are personal and confidential and are available on all Swinburne campuses. There is no charge for these services, however, occasional costs may apply at the Health Service.

   Student Services Counselling offices are located at:
   - Hawthorn, Level 4, The George - tel. (03) 9214 8025
   - Croydon, Building A, Room A129 - tel. (03) 9726 1710
   - Wantirna, Building WA, Room WA118 - tel. (03) 9210 1293
   For more information, or to make an appointment, visit www.swinburne.edu.au/stuserv/counselling/contact-appointments.html or register online at www.swinburne.edu.au/stuserv/counselling/register/index.html

   **Health Service**
   The Health Service offers friendly and accessible health services across all campuses, including first aid, medical consultation, health counselling, health promotion and health information.
These services are provided at low cost (medical consultations) or no cost, in a strictly confidential manner. Assistance is available from both Campus Nurses and General Practitioners (by appointment only).

Health Service offices are located at:
Hawthorn, Level 4, The George - tel. (03) 9214 8483
Croydon, Building A, Room A130 - tel. (03) 9726 1711
Wantirna, Building WA, Room WA121 - tel. (03) 9210 1287
For more information, or to make an appointment, visit www.swinburne.edu.au/stuserv/health/contact.html

The Centre for Career Development
The Centre offers careers counselling and support services for all Swinburne students and alumni, including vocational assessments and free resume checks. A range of workshops, seminars and courses aimed at helping students build employability skills will be run during 2014. The Centre also manages SwinEmploy, a comprehensive database which assists students who may be seeking casual or part-time work.

The Centre for Career Development offices are located at
Hawthorn, Level 2, The George - tel. (03) 9214 5360
Croydon, Room CF112B - tel. (03) 9726 1478
Wantirna, Room WD258 - tel. (03) 9210 1262
For more information, or to make an appointment, visit www.swinburne.edu.au/corporate/careers/contact-us.html

3. Academic Success Program Workshops
- These workshops are designed to assist you to more actively manage your progress.
- For workshop details refer to the last page of this flyer.

4. Swinburne International Student Advisers
- Swinburne's International Student Advisers provide advice and support to assist the successful adjustment of international students to life and study in Australia. They can provide a comprehensive advisory and referral service covering both academic and pastoral care, including links with community groups and services.
- International Student Advisors can liaise with Faculties and the many specialist services on campus to provide sound information specific to international students.

International Student Advisers are located at:
Hawthorn, Level 1, SPW Building - tel. (03) 9214 6741
Croydon, by appointment only
Wantirna, by appointment only
Prahran, by appointment only
For more information, or to make an appointment on any campus, visit or email isa@swin.edu.au

5. Learning and Academic Skills (LAS) Centre
- The LAS Centre team provides free language advice and teaching to local and international students. We help you get better results by improving your academic language in the following areas:
  - Writing, speaking, learning and academic skills.
Maths, statistics, science, computing literacy.

You can get support in the above areas by attending one of the following sessions:

- Individual and small group appointments.
- Lunchtime Conversation groups.
- Workshops - Visit this link to check when the following workshops will be running, or contact one of the LAS offices listed below: [http://www.swinburne.edu.au/student/study-help/ias/contact-us.html](http://www.swinburne.edu.au/student/study-help/ias/contact-us.html).

Learning and Academic Skills Centre offices are located at:
- Hawthorn (Vocational Education/Foundation/Unilink): Room TD345 - tel. (03) 9214 6550
- Croydon, Room CB221 - tel. (03) 9726 1503
- Wantirna, Room WD257 - tel. (03) 9210 1996

For more information, or to make an appointment, visit [www.swinburne.edu.au/student/study-help/las.html](http://www.swinburne.edu.au/student/study-help/las.html).

6. Maths and Stats Help (MASH) Centre

- The MASH Centre provides learning support to Faculty of Science, Engineering and Technology student studying first year maths, physics and other (and in some cases higher level) engineering subjects. We may be able to help with questions outside material covered in first year subjects.
- The Centre is open whenever a tutor is present; generally Monday to Friday, 10:00am - 4:00pm.
- For more information and to access the MASH timetable, visit [www.swinburne.edu.au/science-engineering-technology/mash/](http://www.swinburne.edu.au/science-engineering-technology/mash/).

7. Programming Help Desk

- The Programming Help Desk supports mainly first and second year students who have programming questions and is also useful for raw beginners who are stuck on a problem. Currently the Help Desk is located in ATC620.
- For more information and to check opening hours visit [www.swinburne.edu.au/ict/students/helpdesk.htm](http://www.swinburne.edu.au/ict/students/helpdesk.htm).

8. Swinburne Chaplaincy

Swinburne Chaplaincy provides spiritual support and pastoral care to students and staff at Swinburne, regardless of their religious affiliation or lack of it. This support includes:

- A focus for the spiritual life of Swinburne - prayer, meditation, worship, spirituality.
- Chaplains from Christian, Jewish and Islamic traditions; contacts can be found for other faiths.
- Study groups, seminars and discussion groups; and much more.

For more information contact
Newton Daddow at ndaddow@swin.edu.au or tel. (03) 9214 8489 or visit [www.swinburne.edu.au/chaplaincy/](http://www.swinburne.edu.au/chaplaincy/).

9. Group Programs and Workshops


Every semester Student Development and Counseling run a series of free workshops and programs to help you with study and personal concerns. Refer to workshop schedule overleaf.
These free workshops have been especially designed to assist students to be proactive and effectively manage their academic progress. The workshops will be offered each semester. Visit the Student Services website www.swinburne.edu.au/stuserv/counselling to book your place in a workshop. This website also has online tools, as well as further information about resources and services available to assist you to improve your academic performance.

**Making the most of your time** - Further study can have a huge impact on other areas in your life, especially if you have other commitments such as work and family. In this workshop, learn ways to organise your time so that you can achieve balance in your life.

**Make stress work for you** - Understanding the pressures and stress in your life isn’t easy. This workshop will help you develop practical ways for organising yourself, improving your problem solving skills, and reducing your stress levels.

**Getting and keeping motivated** - Feeling that your enthusiasm and interest in your course is running low? This workshop will show you various ways of getting your motivation back so you can focus on your study goals.

**Preparing for exams** - Learning how to prepare for exams is a set of unique skills. In this workshop, learn how to make the most of your preparation time, how to put exams into perspective and deal with exam anxiety.

---

### Individual Workshop Sessions

**Date and time:** Various (see below). Each workshop runs for 60 minutes.

**Location:** GS310, The George Building, Hawthorn campus. *Online sessions held via Blackboard Collaborate.

### All Day Workshop (covering all 4 Individual Workshop Sessions)

**Date and time:** Thursday 31 July 2014, 10.00am - 3.00pm (12noon – 1.00pm lunch).

**Location:** TD220, TD Building, Hawthorn campus.

<table>
<thead>
<tr>
<th>Make stress work for you</th>
<th>Getting and keeping motivated</th>
<th>Preparing for exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 18 August</td>
<td>2.30pm</td>
<td>Tuesday 19 August</td>
</tr>
<tr>
<td>Tuesday 19 August</td>
<td>10.30am</td>
<td>Wednesday 20 August</td>
</tr>
<tr>
<td>Wednesday 27 August</td>
<td>2.30pm</td>
<td>Monday 25 August</td>
</tr>
<tr>
<td>Thursday 28 August</td>
<td>12.30pm</td>
<td>Thursday 28 August</td>
</tr>
<tr>
<td>Wednesday 9 September</td>
<td>10.30am</td>
<td>Monday 15 September</td>
</tr>
<tr>
<td>Thursday 11 September</td>
<td>2.30pm</td>
<td>Wednesday 17 September</td>
</tr>
<tr>
<td>Tuesday 7 October</td>
<td>12.30pm</td>
<td>Tuesday 16 October</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Making the most of your time</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 18 August</td>
<td>10.30am</td>
<td>Wednesday 20 August</td>
</tr>
<tr>
<td>Thursday 21 August</td>
<td>2.30pm</td>
<td>Thursday 21 August</td>
</tr>
<tr>
<td>Tuesday 26 August</td>
<td>2.30pm</td>
<td>Monday 25 August</td>
</tr>
<tr>
<td>Wednesday 27 August</td>
<td>12.30pm</td>
<td>Thursday 26 August</td>
</tr>
<tr>
<td>Tuesday 2 September</td>
<td>10.30am</td>
<td>Wednesday 24 September</td>
</tr>
<tr>
<td>Wednesday 3 September</td>
<td>2.30pm</td>
<td>Thursday 25 September</td>
</tr>
<tr>
<td>Monday 22 September - Online*</td>
<td>7.00pm</td>
<td>Wednesday 1 October</td>
</tr>
<tr>
<td>Monday 29 September</td>
<td>12.30pm</td>
<td>Tuesday 21 October</td>
</tr>
</tbody>
</table>

For further information, please contact **Student Development and Counselling**, Level 4, The George Building (Hawthorn campus) at sdc_hawthorn@swin.edu.au or call (03) 9214 8025.