

Griffith University acknowledges the people who are the traditional custodians of the land, pays respect to the Elders, past and present, and extends that respect to other Aboriginal and Torres Strait Islander peoples.

griffith.edu.au/first-peoples

Hello!

Welcome to Griffith University, and Griffith Business School. We're excited you've joined us and hope you are too. Don't worry, we know starting university can be a bit daunting, and you'll have lots of questions as you get settled in. We're here to help! There are so many services available to help you along the way. Refer to this guide and live your best uni life!

**YOU'VE GOT THIS
...AND WE'VE GOT YOU!**

FIRST THINGS FIRST



Enrol in your courses

You need to enrol before each trimester you intend to undertake study. Plan ahead and view class timetables online, and check key dates for enrolment.

griffith.edu.au/enrolment



Check your email

Seriously! Your student Outlook account is where we'll send you important updates so keep an eye on it. Login via your myGriffith homepage.

my.griffith.edu.au



Connect your device

Bring your own device to uni and learn how to set everything up from wifi to wireless printing.

griffith.edu.au/student-computing



Make a friend

Life is better with great friends—and uni is no exception! Strike up a conversation in a queue, ask for directions around campus, or join a club.

YOUR STUDENT PORTAL

myGriffith

myGriffith is your one-stop-shop for everything you need to know about your life as a Griffith student.

- Available anytime, anywhere, on any device.
- View your class timetable, course fees, exam schedules and more.
- Access your student email and Learning@Griffith.
- Find information about support services and events on your campus.

my.griffith.edu.au

THE LIBRARY—MORE THAN JUST BOOKS



Study spaces

Whether you're after a silent, quiet or social space—look no further than the library. You can even book spaces for group assessment.



Copying and printing

Scan to your email, photocopy or print from your personal device using your student account to pay.

griffith.edu.au/printing-services



Help!

Need some tips on taking notes? Or help with referencing for your assignment? The library has got you covered with online advice as well as on-campus workshops.

griffith.edu.au/library/study



24/7 access to resources

Along with our campus libraries, we have a comprehensive online offering for those studying through our Digital campus.

griffith.edu.au/library

THINGS YOU MIGHT BE WONDERING



What is census date?

End of Week 4*

Census date is the last date you can drop a course without financial penalty. It is also the due date to pay your course fees if you are not paying via a HELP loan (*may vary for intensive, OUA or other programs)

How do I apply for credit?

You can apply for credit transfers online, as well as find out what prior learning you may get credit for. You can apply at any time but it's best to have your credit determined before trimester starts as it may impact which courses you enrol in.

griffith.edu.au/credit

Where can I get textbooks?

- Online Textbook Exchange griffith.edu.au/textbook-exchange
- Borrow from the library
- Buy new from the campus bookshop
- Try Gumtree, eBay or Amazon

Find your reading lists on your course sites (Learning@Griffith).

Can I live on campus?

Whether you're looking to live on campus, solo in a studio or in a share house close by, we can help you find a place that feels like home. Contact the Accommodation Services team if you have any questions.

griffith.edu.au/accommodation

Who can I talk to about my degree structure and requirements?

You can contact a Program Support Officer if you require specific information about your program.

Make sure you know your program code (you can find this in myGriffith) and your student number to get the right advice.

07 5552 8855

gbs.programsupport@griffith.edu.au

What if I don't like my degree? Can I change?

You can apply online to transfer between Griffith undergraduate programs. Criteria apply and you can find out everything you need to know about making the switch at:

griffith.edu.au/internal-transfers

How do I drop a course?

You can drop a course via the 'My courses' section of myGriffith.

It is important to consider what the impact may be on your academic transcript and fees before dropping a course (particularly after census date). Contact your local Student Centre if you'd like further advice.

International students must discuss this with an International Student Advisor as a reduced study load may affect your visa.



FIND YOUR COURSE INFO



Learning@Griffith

Each of your courses has a Learning@Griffith site where you can find:

- the course profile
- lecture and workshop material
- assessment items and mark centre
- reading lists and other resources
- lecturer and tutor contact details

learning.griffith.edu.au or access from myGriffith

MEET PEOPLE, GET HELP, HAVE FUN

Student mentoring

Connect with experienced students for tips and tricks on how to succeed. There are a range of programs available.

griffith.edu.au/student-mentoring

Griffith Mates

Griffith Mates is a team of Australian and international students from across the globe who provide a diverse support network for all students. Mates welcome thousands of students every year and make them feel at home.

griffith.edu.au/mates

Peer Assisted Study Sessions

PASS is a free program, run by high-achieving students, that offers group learning sessions for some of the more challenging courses.

griffith.edu.au/peer-assisted

Student clubs

Get involved in a club or student association to pursue a special interest, develop new skills and make new friends. There are over 100 clubs across Griffith's campuses, including a number hosted by Griffith Business School.

griffith.edu.au/clubs or griffith.edu.au/gbs-student-associations

MORE QUESTIONS?



Ask Us has over 2,300 FAQs from students just like you and is available 24/7.

griffith.edu.au/ask-us

VISIT YOUR STUDENT CENTRE



Gold Coast
G33 Student Centre

Logan
L03 Wayne Goss Centre

Nathan
N53 Willett Centre

South Bank
S03 Library

Mt Gravatt
M13 Information Services Centre

1800 154 055

griffith.edu.au/student-administration

FOLLOW US @GRIFFITHBIZ



We'll post what's happening on campus, awesome things your fellow students are doing, and opportunities for overseas study, internships, scholarships and more. Tag us to share what you're up to.



Got questions and not sure who can help? Send us a message on Facebook and we'll point you in the right direction.



Also check out:

@griffithuniversity
@griffithstudentadministration

Keep an eye out for other accounts to follow across Griffith depending on your interests.

The information in this guide is current as at January 2020 and has been prepared for undergraduate students studying a Griffith Business School degree. You should consider your individual situation and seek advice if you are unsure. Information and contact details are available at my.griffith.edu.au

SAFETY—WHERE TO GET HELP



Call 000 in an emergency
Fire, ambulance or police



Call 1800 800 707 for 24-hour campus security



Call 1300 785 442 for after hours crisis support
You can also text 0488 884 146

RESPECT. NOW. ALWAYS.

Everyone in the Griffith community has the right to feel welcome, safe and supported.

The Campus Support Team are dedicated to providing a safe and secure campus:

- security escort services
- on-campus hazards
- first aid assistance
- traffic and parking enforcement
- incident reporting
- safety and security resources

griffith.edu.au/safe-campus

DIVERSITY AND INCLUSION

Information and services are available for:

- Aboriginal and Torres Strait Islander students
- students with disabilities
- LGBTIQ support
- students from a refugee background
- mature students
- first in family to go to university
- students who are care leavers
- Pacific Islander and Maori students

griffith.edu.au/student-services/diversity-inclusion

Griffith Pride

Griffith is committed to the inclusion of students who are sexually diverse and have diverse gender identities.

Get together at coffee catch ups, join the Ally Network or march with us under the Griffith Pride banner at Brisbane Pride.

griffith.edu.au/lgbtiq

GUMURRII

GUMURRII is a dedicated support unit for Aboriginal and Torres Strait Islander students. Located on all five campuses, staff assist students from admission and orientation to graduation.

griffith.edu.au/gumurrii

CAREERS AND EMPLOYMENT

Are you ready to get job ready?

The Careers and Employment Service can help you plan your career, find and apply for jobs, and engage with an industry mentor.

Meet employers at Careers Fairs, or check out our online job search platforms like Careerboard. You can book an appointment to discuss your options with a Career Development Consultant.

griffith.edu.au/careers

DID YOU KNOW...



More than 50% of Griffith students are 'mature students'

If you've taken a gap between school and university, or are returning to study after a long time, you're definitely not alone! It is common to see a mix of ages at university and there are plenty of support services available to help you settle in.

griffith.edu.au/student-services

GETTING TO UNI



Catch a bus

Parking on campus can get busy during the trimester. Catch public transport so you're not late for a lecture circling the carpark. Intercampus buses are also available.

Ride your bike

Cycling is a healthy and cost-effective way to travel. Bike racks and end-of-trip facilities are available on campus.

griffith.edu.au/transport

Drive

Limited permits are available to purchase, and casual paid parking is available.

There is no parking at South Bank campus.

Where to park

Find parking machines and permit zone maps at griffith.edu.au/parking

Apply for a permit

Purchase an annual or trimester permit online at griffith.edu.au/parking

Permits sold out?

Purchase daily or short-term parking at a machine on campus or download the PayStay app on your smartphone.

OR

Check out your public transport options at translink.com.au

\$ FINES APPLY \$

for parking in permit zones without payment

STUDENT SERVICES

griffith.edu.au/student-services



HEALTH AND MEDICAL

There are a range of medical and ancillary services available to students including GP clinics at Gold Coast and Nathan, mental health consultations, immunisations and more.

Bulk billing is available for domestic students with a Medicare card.

Nathan—07 3735 7299
Gold Coast—07 5552 8794

griffith.edu.au/health-service

COUNSELLING

Over the past three years more than 4,000 students have received support from our counselling service.

We can connect you with a range of support services if you're experiencing distress, including in-person, video, group and email counselling, crisis support, and personal violence response and prevention.

griffith.edu.au/counselling

FINANCIAL ASSISTANCE

Find out about interest-free loans, bursaries, budgeting, tenancy and Centrelink help online, or book an appointment with a Welfare Officer.

griffith.edu.au/welfare

FAITH AND SPIRITUALITY

Chaplains are here for students and staff of any faith or world view to discuss questions about faith, life and the world. You can also find dedicated prayer rooms and facilities on campus.

griffith.edu.au/chaplaincy

GET MORE OUT OF YOUR BUSINESS DEGREE



DID YOU KNOW...

Your degree can be so much more than lectures

Once you've settled into uni life, start thinking about how you can make the most of all the opportunities on offer at Griffith. You can take on as much or as little as you like to fit around your work and home life.

griffith.edu.au/gbs-engage

It's never too early to get a head start on your career

Sign up for BusinessPLUS—it's a free program available to all Griffith Business School students designed to guide you through career-enhancing activities throughout your degree.

griffith.edu.au/businessplus

You can do an internship as part of your degree

Gain relevant work experience before you graduate and earn credit towards your degree at the same time.

griffith.edu.au/business-internships

Leadership is fun

Apply to join the Griffith Business School Leadership Program. Leaders take part in a variety of development activities over two years, including a leadership camp, workshops and volunteering.

TIP: Applications open each July—keep an eye on our Facebook and your student email.

griffith.edu.au/gbs-student-leaders

You could compete on the world stage

Put your knowledge and skills to the test at a local, national or international student competition. There are opportunities to compete individually or in teams, with recognition and prizes up for grabs.

griffith.edu.au/gbs-engage

You can get tips and mentoring from industry

Register for eCareerCoach to connect with industry professionals in your field of interest using our online portal. For a longer, more structured mentoring arrangement, join the Industry Mentoring Program.

griffith.edu.au/ecareercoach
griffith.edu.au/careers

We award over \$1.2 million in scholarships and prizes each year

Together with our industry partners, Griffith Business School offers a range of scholarships, sponsorships, prizes and awards to recognise and support you in your studies. Find out more and apply online.

griffith.edu.au/gbs-engage

GET THE EDGE

Hitting your inbox in Week 3 and 10

Check out your student newsletter 'The GBS Edge' for the latest opportunities and important updates twice a trimester.

HEALTHY HABITS

- Grow good study habits early—set up a calm and clear workspace, maybe with an indoor plant or two!
- You've heard it all before, and it really does make a difference—eat well, drink lots of water, move your body, get plenty of sleep and breathe!
- Plan for busy study periods—can you make the most of quieter weeks to free up time for exam or assessment preparation when it gets busy?

- Make plans for rest—recharge mentally and catch up on sleep
- Stress is part of life, but it doesn't have to run your life—it's okay to find you're not coping and to ask for some help if you need it!

Check out the **online health and wellness centre** for tips to stay well while you study.

griffith.edu.au/wellness-centre

DID YOU KNOW...



Our staff and students come from over 130 different countries

At Griffith we celebrate the diversity of our community. We have dedicated International Student Advisors to provide support and advice, Griffith Mates who can help you settle in and make new friends, and English language support services to help you succeed in your studies.

griffith.edu.au/student-services/international

'The massive range of programs and opportunities I had at Griffith was what helped prepare me for the future of work.'

Nathan Brierley—Bachelor of Commerce graduate
Senior Economist, Deloitte Access Economics

GO GLOBAL #GOGLOBALGRIFFITH

DID YOU KNOW...

- You can study overseas and get credit towards your degree.*
- You may be eligible for funding towards your overseas experience.*
- You can choose from a variety of experiences, from a trimester exchange to a study tour or internship and more.
- You can book a consultation with a global mobility adviser if you have questions about overseas experiences.

griffith.edu.au/go-global



*conditions apply

SPORT AND FITNESS

GYM, SWIM, RUN...



Stay active and healthy at our on-campus gyms and sporting facilities, or join a social team or sports club. There are dozens of sports to choose from and you can compete for fun or represent Griffith. We also have a calendar of on-campus events aimed at promoting healthy communities.

griffith.edu.au/sport

DID YOU KNOW...



Scholarships are not just for high-achieving students

There are scholarships based on academic achievement, but there are others which are based on other criteria such as low-income and educational disadvantage. You may be eligible, so visit the website and apply—as they say, you have to be in it to win it!

griffith.edu.au/scholarships