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**Essential Information**

Please read all of the following information thoroughly. Success in your course will depend on your understanding the following information:

1. **Orientation/Convention Day**
   The School of Nursing and Midwifery (SoNM) Semester 1, 2016 Orientation will be conducted at Curtin University, Bentley Campus on Monday 22 February 2016 from 12.30pm in Building 405, room 201LT (Haydn Williams Lecture Theatre). Your attendance is **highly recommended**. This orientation is for **ALL** new to course students. Please refer to the Semester 1, 2016 SoNM Orientation timetable on the website for more information.

2. **OASIS** (http://oasis.curtin.edu.au) and **BLACKBOARD**
   OASIS is a secure web portal to electronic services provided to Curtin students. It is a condition of your enrolment to log into OASIS **at least once a week** in order to read Official Communications from the University.

   **Activate your account**
   Select ‘activate your account’ then enter your Curtin ID number and your birthday to begin.

   **Resetting your password**
   If you forget your password, simply click on the ‘Forgot your password?’ link on the OASIS login screen. Alternatively, you can contact OASIS Central by clicking ‘Contact us’ in the top right corner of the OASIS login screen or phoning +61 8 9266 1222.

   **Online help**
   Access **Help** using the link in the grey bar at the bottom of the screen. See **OASIS SUPPORT**.

   **OASIS Central**
   If you have checked OASIS Help and are still experiencing difficulties with OASIS, contact OASIS Central for assistance. To log a call online, use the **Contact Us** link below the login box on the OASIS screen.

   **General IT Problems**
   If you encounter IT related problems when using the Computer Lab, please contact Health Sciences IT Support on +61 8 9266 9000 or visit the Curtin IT Services website at http://cits.curtin.edu.au/.

**BLACKBOARD (learning management system)**

I. The link to Blackboard is located in OASIS in the eStudent module under the ‘my studies & evaluate’ tab. If you experience any problems logging in, contact OASIS Central Support. To log a call online, use the **Contact Us** link below the login box on the OASIS screen.

II. When you are enrolled in a unit for the current study period, the unit link will appear in the **My Units: Quick View** module on your Blackboard homepage. For queries about academic content, contact your Unit Coordinator or Lecturer.

III. As well as study material being available on Blackboard, your Unit Coordinator provides instructions and additional material. You should **access your unit** on Blackboard **at least once a week**.
IV. In Blackboard you have access to a tab called Students, which provides information about technical requirements (minimum hardware, software and plug-ins), Bb User Guides and other online support resources which will help you settle into Curtin’s online learning environment.

3. Important dates
http://students.curtin.edu.au/administration/dates/index.cfm

4. Health and Legal checks
All students doing units with clinical practice need to submit proof of the mandatory health and legal clearances before clinical placement, further information regarding these clearances can be found:

International students can have their health checks done in their home country. Proof that the checks have been completed must be submitted in English to be accepted.

WARNING:

- Health and Legal checks must be attended to if clinical experience or fieldwork is a part of your course.
- If you are unable to provide evidence for these checks, you will not be able to undertake clinical and be asked to withdraw from the unit.

You will need to have all of your health checks completed as follows:

**B-NURS Bachelor of Science (Nursing)**
- Comprehensive stream by **end** of your first semester (OCC will be sent with official due date)
- 300 Credits CRL by the 27/05/2016 (OCC will be sent with official due date)
- STRU-AREGN Australian Registration Stream by the 27/05/2016 (OCC will be sent with official due date)

**STRU-PARAM Bachelor of Health Science (Paramedicine)**
- by **end** of your first year (OCC will be sent with official due date)

Detailed information can be found on the Nursing and Midwifery Health and Legal Checks website at:

It is vital that you visit this website and understand your responsibilities in relation to the health and legal requirements.

The Health and Legal Checks website will also inform you:

- How to complete the checks
- Where to find health check form
Where do I submit the completed forms?
Submit all completed forms as follows:

In Person: Clinical Office, Mailbox 117 - opposite Reception, School of Nursing and Midwifery, Building 405, Bentley Campus
Via Email: clinical.nursingmidwifery@curtin.edu.au
Via Post: Clinical Office
School of Nursing and Midwifery
Curtin University
GPO Box U1987
Perth WA 6845

What should I do if I am already immune?
If you have already been vaccinated against the conditions specified on the Health and Legal Checks website, you must show evidence from a doctor to prove that you have had the required health checks or have immunity.

What are the costs of the health checks?
Screening and vaccination costs are your responsibility and will vary for individual students, based on immunisation history. You will need to visit a general practitioner to confirm your immunisation status. Curtin Health Services in Building 109 on Bentley Campus are familiar with Health Science student requirements.

Keep a record
You are strongly advised to submit photocopies of your screening/vaccinations and keep the originals in a safe place.

If you have any further queries regarding the checks, please email the Clinical Support Office at clinical.nursingmidwifery@curtin.edu.au

5. Uniform
Uniforms must be worn when in Clinical Practice or when in the nursing laboratories/simulation wards. Students will require their uniform in the first semester and are required to order/purchase their uniform from the Curtin Concept Shop on campus.

6. Clinical Name Badge
Students are required to wear an identification badge during clinical placements. You can purchase your name badge from the Curtin Concept Shop on campus.

7. Change of Address for International Students
Please note that it is a condition of your student visa that Curtin University has your residential address. If you move house, please update your details in OASIS, or submit a change of address form to the Faculty Student Services Office.
8. Mentors

**Student Mentor Support**
All undergraduate students are offered Student Mentor support. The role of a student mentor has been designed to assist all Undergraduate students in their studies. The School of Nursing and Midwifery offers both a Student Mentor Program and an award-winning Academic Mentoring Program as there is strong evidence that this type of assistance is positively correlated with academic success.

- **Student Mentor Program**
The aim of the Student Mentor Program is to aid student transition into the School of Nursing and Midwifery and to enhance university life. The Student Mentors will meet regularly with a group of new to course students and follow a set twelve-week program. The program is designed to assist in the academic and social success of new to course students by advising them on learning and support services within the University.

- **Academic Mentoring Program**
The academic mentor is available to advise international students and interested domestic students about academic progress, to assist with problem solving and to provide guidance regarding additional learning and support services within the university. A program will be provided on the Orientation day on 22 February 2016.

9. Referencing and Plagiarism

If you would like to know more about how to reference your work and avoid plagiarism, visit the Academic Integrity website at: [http://academicintegrity.curtin.edu.au/global/studentbook.cfm](http://academicintegrity.curtin.edu.au/global/studentbook.cfm)

You can download a copy of the student booklet ‘Academic Integrity at Curtin: Student Guidelines for Avoiding Plagiarism’ from the site.

10. Official Communication Channel

Official University correspondence sent to you via OASIS is delivered to the Official Communications Channel (OCC). Not to be confused with Student Email, the OCC is a separate electronic message system designed to replace official letters traditionally sent by post to students.

Messages sent by OCC cannot be deleted and it is a condition of enrolment that all Curtin students check their OCC at least weekly. Curtin monitors if and when students read their official communications.