

YOUR ABSOLUTELY ESSENTIAL NOT-TO-BE-MISSED AND COMPLETELY AUTHORITATIVE *rough* GUIDE TO LIFE AT GLENN COLLEGE IN 2008

This Guide aims to give you easy reference to some of the activities, events, and people at Glenn College in 2008. Separate leaflets have been produced on other topics, ranging from 'Fees and Services' to 'Study Support'. These leaflets are available from the Front Office.

Other sources of information include our website, notice boards (principally those outside Reception and the Dining Hall), and the Resource Room, along (of course) with those information and advice packed individuals who work and live in the College. Check with your local RA for news, views and folklore, and try Residents' Committee Representatives and Mentors for advice.

Academic Help. There are many ways in which you can seek academic help at Glenn. Assistance is available from your friends and from RAs of course. The best approach is to make contact with your Study Focus Group Mentor.

Other sources of information are found in The Academic Resource Centre and the Health Science Resource Room. You will become familiar with these rooms due to mentoring which takes place on Monday evenings during term. The notice boards at Reception and outside the Dining Hall display useful information about scholarships and academic-focused opportunities.

Academic Resource Centre. This room is specifically designed for study and has many resources that you will find useful in your area of study. The book collection (something we will improve upon in 2008) is there for everyone to use. The Academic Resource Centre is located in West Wing.

Academic Year. This is the teaching year at La Trobe University, and forms the basis for the Conditions of Residence agreement.

Agora. The Agora or 'Ag' is the other central point of the main campus, Glenn being of course the centre of your own universe while you're a resident. You'll find shops, cafés and restaurants there and much else.

Alcohol. Yes, many Australians enjoy drinking, which is hardly surprising given the world-class wine and outstanding beer available. A balmy, star-speckled night, a glass of Mornington Peninsula red in one hand, the discreet aromas of a barbie cooking sweetly, a soft melody air floating on the breeze, a gorgeous... you get the picture. Australians like big wines and many like big drinking sessions too. What's Glenn' view on this? Social drinking is fine, but we become concerned if your drinking runs over limit, or you get out of control. Learn to drink responsibly and bear in mind that lots of residents don't drink. Try to remember that drunks are almost always pathetic and tiresome and that disruptive behaviour at Glenn, whatever the cause, will not be tolerated. All RAs, Residents' Committee Members

and Mentors have received training in the Responsible Serving of Alcohol: Glenn does not tolerate or encourage excessive drinking but celebrates the values and pleasure of social drinking, with friends in a great environment. We adhere to the University's drug and alcohol policy.

Architecture. Believe it or not, Glenn was the original University, where in the 1960's students lived and studied within the one set of buildings. Glenn College receives several visitors every year who are curious about the buildings and we are always happy to show the building plans and to offer tours. Please contact the Glenn College office for further information.

Assistance: getting help. There are many people around the College who can help you, formally and informally, with all manner of problems and with information on a wide range of topics. Best place to begin is your RA, although you are more than welcome to come down to Reception, or visit the Warden. La Trobe University is well set up with facilities and services, but getting hold of the right person at a time to suit can be difficult, so it may be best to get advice from Glenn staff and residents first. A useful source of contact numbers and addresses is the 2008 Student Diary, available free of charge to all students from *Contact* in the Agora. See also 'Help' below.

Ball. The Glenn Ball is a big event, *the* big event in the College social calendar. Around 300 residents and their guests enjoy a gorgeous party, followed by a mellow recovery day. The tickets cover transport to and from the ball, three course dinner and drinks, and an assortment of events and special keep-for-ever gifts. Better value, there is none. Last year's organisers put together the biggest and most successful event on record, and writes: "B is for Ball. Girls get yer frocks and fellas get yer tails ready, because the Glenn Ball is the biggest and most exciting social event of the year, bar none. So make sure you all keep the day free to party the night away. And don't forget to keep the following day free for the recovery programme."

Barbecues. There is one BBQ area in the College Courtyard. Normal rules apply: book up, use up, clean up. See your local RA for help and access.

Bar Nights. Every Thursday night is bar night at the Eagle Bar. These are great social occasions, well-lubricated and generally friendly. If you're going to join in, please return to College quietly and take all necessary precautions. The College Bar should be open before Bar Nights begin (generally at around 10pm).

Bond (refundable). It's important that you understand what the bond is for. It is a deposit you make to the College, equivalent to around half a month's rent (set at \$500 for 2008). This bond is a deposit refundable on departure, subject to the conditions of tenancy and residency. Deductions from the bond deposit will occur if there is any attributable (or, in second semester, un-attributable) damage to residential property, furniture or fittings, if there are any repair and cleaning costs that the College incurs, or if items are lost or removed. The bond, less deductions, will be refunded when the tenancy comes to an end.

Books. The College is happy to purchase books to help you in your studies! You can get information about textbook buying scheme from your Academic Mentor and at Reception (See Text Book Buying Scheme).

Books in special collections. We are developing a small but useful collections of books in The Academic Resource Room. There are also books and guides about Melbourne, Victoria and Australia in the Reception area of College. To borrow books from these collections drop in to Reception.

Book Collections. There are books relevant to the Humanities, Law and Management, Science Technology and Engineering, and reference books in The Academic Resource Centre

Books Missing. Twice each year, audits of books in The Academic Resource Centre, and the Health Science Resource Centre are undertaken. In 2008, audits will take place in June and November. Books that are missing at these times will be charged against the Non-attributable Damages Fund, which comes out of resident fees. Charges emerging from the end of year audit will be put against the College Bond or the UDL (See entry 'UDL' in this guide).

The Glenn Bistro. offers residents a place to meet and enjoy the ambience, or to have a snack or meal. There are regular mouth watering specials usually on a Tuesday for around \$8.00 which includes a drink. The times of operation, and the menu, are set towards the start of each semester, and the College newsletter prints details of special events. See their website for more information.

Calendar . A comprehensive (but not complete) listing of events and activities for 2008. A copy should appear in your Glenn Bag. Use the calendar to organize and plan your social, academic, and cultural life. Love it (and the photos) and live by it.

Cinema. See 'Film' below.

Code Book. This is the College's formal and official set of rules and regulations. You should become familiar with it. Copies are available at Reception and on our website.

Colleges. There are three colleges on campus but only *one* Glenn. It doesn't take too long for primeval loyalties to develop in our residents once they get through O' Week, pick up a T shirt and hang out with the Glenn crowd. Even so, don't forget that the two other colleges (Chisholm and Menzies) also have loyal residents, proud of their institutions and communities. Raids, offensive chanting and other forms of clan behaviour are not tolerated. Glenn residents have plenty of ways to show they're the best, and poor behaviour is not one of them. Demeaning chants, raids to the colleges, and boorish behaviour are not tolerated at Glenn.

The College General Committee is an advisory team set up in college to provide residents with a forum to advise the Warden with operational matters. The President of the Residents' Committee, Coordinator of RAs, and Coordinator of Mentors sit on the GC.

Committees (Residents' Committee). The Residents' Committee will announce the year's social and sporting functions early in 2008. If you are interested in getting involved you should definitely put your hand up to join a committee either on your floor (approach a RA and volunteer to help) or in the Residents' Committee. There are sub-committees in loads of areas, from sports and social, to the Ball, community, outreach, extreme sports, music, drama, debating offering many opportunities and loads of fun.

Community Programs. This year at Glenn we are proud to announce that we have a representative on our Resident's Committee; with their sole purpose being to endeavour to reach out to the wider community and help raise funds and create programs that will better the community in which we reside. In 2008 Morgan Jenkins will be holding this position and all ideas and questions should be directed to him or your trusty RA.

Complaints. If you are experiencing problems with excessive noise please see the entry on 'noise' in this guide. Other problems or complaints you may have should be brought to the attention of your RA, and/or the Warden. Be sure to discuss the problem (if you feel comfortable doing so) with your friends. If you wish to discuss the matter 'in confidence', you are encouraged to do so with the College Warden. If you are experiencing any form of harassment, relating to sex, race or religion, you should draw this to the attention of the Warden.

Please, *please*, don't wait until a problem is unmanageable before bringing it to someone's attention. Most are easily enough settled. If in doubt report it, confidentially, to your RA or the Warden.

Computers. Glenn has a Resource Room located on the second floor of West Wing. It provides 6 Personal Computers running Microsoft® Windows® 2000, Microsoft® Office® 2000 and all of your other standard applications needed for Uni work. All PCs are connected to the university network which enables access to the internet and other university computing resources. A scanner, laser printer and a colour printer are also available. Access to the lab is free, however, you must register (forms are available from Reception). See 'Internet' below (information is accurate as we go to press, but check IT Centre or Coordinators for updates).

Conditions of Residence. A 2008 Conditions of Residence should have been signed by you before coming into College. This is the basic agreement that governs your stay in Glenn. Particular attention should be paid to the regulations relating to vacating college and to making sure that your room is 'checked-off' when you 'check-out'.

Contraception. Condoms are available, free of charge and confidentially, by contacting Duty Res. Tel: 8257.

Courtyards. Glenn has two courtyards that are utilized at every possible opportunity. They are there for our enjoyment and boy do we enjoy them. We must remember to respect them and put our rubbish in the bin when we are done. No one likes sitting in squalor.

Debating. Glenn was the winner of the inter-college debating competition in 2005 and 2006. Glenn will be the best College on Campus in 2008. This is because we compete, and do so with spirit. A good contest won is rewarding, a good contest lost is an honor for our competitor, and ourselves. Glenn enters all of its competitions expecting to display all of the qualities of a good competitor, win or lose. This year Glenn is organising the competition, and any debaters should make their interest known to the Culture Reps in the Residents' Committee. See entry for 'Residents' Committee' for details.

Dining Hall. The Dining Hall (Our prized asset) located near reception is where breakfast and dinner are served. Serving times are: breakfast- 7.30 to 9.30am (Mon- Sat) and 10-12 (Sun). Dinner- 6.00 to 7.15 (7 Days). The Dining Hall provides both a place for eating and socializing but there are both rules and consequences for unruly behaviour.

Double Bunking. This is when visitors to College make overnight use of facilities, whether be it a bedroom, kitchen or bathroom without booking through the office. For obvious reasons, it is important to alert us to any visitors staying overnight and certainly crucial to let us know if any guests stay over more than one night. A charge is levied for such guests; see Reception for details.

Drama. 2007 saw a magnificent Glenn production, an amazing musical extravaganza that drew large crowds and enjoyed outstanding critical success. As for 2008, the production will – if history tells us anything – be bigger, better and more successful than ever before. Be sure to get involved: dozens do, and have a fantastic time.

Drinking on Floors. Organised events, such as parties, involving groups and residents and alcoholic drinks must be approved by the Warden.

DRS. This stands for Division of Residential Services. The division is the administrative body that is the central guidance for all residential life at the colleges across all La Trobe campus'.

Duty Res. Glenn has excellent out-of-hours assistance. If you need help, you can telephone the Duty Res on extension 8257, which will connect you to the Duty RAs mobile: 0419 536 636. The Duty Res, like other students, needs rest; so please telephone in cases of serious need and emergency only.

Eagle Bar. See 'Bar Nights'.

Emergencies. If you are unwell or have hurt yourself you should make your way to the Medical Centre on campus (open 24 hours a day) or, outside office hours, contact Duty Res on x8257 (see Duty Res). Security concerns should be addressed to campus security and the Warden.

Events. There are events scheduled throughout the academic year in college and our brilliant calendar carries the main schedule. An excellent way to keep informed of what's on is to check the intranet, which has news and photos, updates and reports, on student affairs as well as forthcoming events. The address is: <http://www.glenn.latrobe.edu.au/>

Exchange and Study Abroad Students. At the start of each semester 20 or more students come to Glenn on exchange or study abroad program from Scandinavia, Germany, France, Italy, the US, India and other countries. They're great to have around, and bring colour, vitality and madness to Glenn. Over the past few years, we've enjoyed outstanding baseball players (US), artists (France), soccer players (Brazil) and musicians (India). The more the merrier...Glenn students can also assist students wishing to continue their studies overseas, as many have done (to Canada, Italy, Sweden and other countries), by putting them in touch with the experts in the International Programs Office and helping them with resumes and personal statements.

Faxes. We're happy to assist you with receiving and sending faxes from Reception. Please call by for information and charges. Our fax number is (03) 9479 5151.

Fines. Students break things, damage things and lose things. They don't mean to, but the College is committed to maintaining equipment and services at an acceptable level. If a kettle disappears, we replace it; if a fire alarm is set off, we need to pay a call out fee (of nearly \$2000), and so it goes on. To cover the cost, we must occasionally levy a 'non-attributable fine'. Fines can also be levied against individual students whose behaviour causes distress or damage to College residents or property. In 2008 the non-attributable fine levy is \$55.00 for the year. If you'd like to see how the charges are made, you can inspect the NAD Levy book at Reception. You should check the Conditions of Residence 2008 for further details.

Fire Alarms and Drills. Each semester, Glenn has a fire drill. You will be made aware during one of the first floor meetings of the procedures to be followed in the event of a fire or security alarm. Please take all alarms seriously and evacuate the building as directed. Kettles, heaters and other similar devices are not—definitely *not*—allowed in rooms. The meeting point for all residents evacuating the college is behind East Wing, well off Glenn Drive. Each floor has a Warden ('Floor Warden') and we also have Building Wardens. These students have specific duties to perform during emergencies and drills, and you are asked to follow their instructions carefully.

First Aid. All RAs, Residents' Committee Reps have First Aid Level 2 training (see how much we care about your health?). They should be able to help out if you need their assistance. Each 1st floor RA has a First Aid kit in their rooms and a First Aid kit is located in the Warden's office outside Reception. You can be taken to hospital in the College car should you need emergency treatment. For any help, call Duty Res. Phone: 8257 .

Food. (See entry for 'Dining Hall')

Getting Involved and Learning about Glenn. There are many, many ways to participate at just about every level of the college. The Warden will love hearing ideas and suggestions, and there's a suggestions box at the Reception desk. You can come along to **ResCom** (everyone's welcome), raise matters at floor meetings, talk to your RA or any other student representative in College. You can look over the College's financial statements, check returns of

questionnaires, ask questions and make yourself as aware as you wish to be about what makes Glenn work.

Global Programs. Wonderful activities, wonderful people, wonderful places to visit! During 2007 we organized trips to even more destinations including Thailand, Vietnam, Hong Kong and India. In July and December over fifty Glenn residents had some wonderful opportunities to tour local sites, work with development organizations and teach English whilst raising money to support worthy causes. If you'd like the chance to travel to any of these places or want to know more about the community programmes in College, either see 'Community programs' below, get in touch with Kevin Wong (International Representative).

Harassment. If you feel that you are being harassed (e.g. sexually or racially) or being made to feel uncomfortable, you may approach any of the following in College: a RA, the Warden, the College Counsellor, or the Associate Director: Residential Life. All your conversations and complaints will be treated with the utmost confidentiality. Do please approach someone for guidance as soon as you feel the need for help. Glenn College does not tolerate harassment of any kind. See also entry under 'Publications'.

Health Science Resource Centre. Glenn boasts a resource centre for Health Sciences and other interested students. The centre has an extensive range of books, references, models, equipment and massage tables. Anatomical models, including limbs and other body parts, can be pulled apart to gain an understanding of 3D structure. There are two PCs available. The room is a pleasant place for both quiet individual and group study.

Help. There are lots of places and people to go to if you need help, would like some advice, or could make use of someone to talk to. The University itself has an excellent Counselling Service, details of which are available from Reception. A University Counsellor is available at Glenn between 4 – 5 pm on a Wednesday, during semester.

Incendiary devices. Not permitted in College buildings: fireworks, guns, dynamite, TNT, cigarettes—especially cigarettes. If smoke or heat alarms are set off, the fire brigade is called out automatically (and irreversibly) and the College is likely to incur a fine of around \$2000. If the alarm is set off by your smoking or interfering with the detector, you will be liable, and may even be suspended from College.

Insurance. Please note that your personal effects are not insured at Glenn College. You are advised to consider taking out insurance for your belongings.

International Students. We have plenty in College, and we love 'em all. A few notes for those in Australia for the first time. You may find Aussies (and not just those in Glenn) loud, you may find that many put having fun above working hard, and you may find that some drink to excess. The Aussie accent can be difficult to understand, but you'll quickly perceive that the Australian is a very friendly, outgoing, relaxed and helpful person. Those at Glenn especially so. Be aware that the International Student Centre and the International Students Association can be of help. For the ISA call 9479 1573/3959 or email at isa@latrobe.edu.au.

International Student Coordinators. In 2008, Coordinator Kevin Wong will be organizing and hosting a wide range of events and activities for our international students. They will be working with other members of college and establishing a committee. All residents, local and international, are encouraged to get involved.

Internet. You may use the internet from your room, in the Resource Room in College, and from various other PCs around College. To do so, you must set up an account. You will need to pay a small amount per Megabyte of traffic to/from the University. Local traffic is free of charge. To set up an account please come down to Reception. If you would like the internet in your room you will need a 10/100 NIC (network interface card). You'll get details when you arrive from the RAs and from our IT Coordinator. See entry under 'IT' for details.

IT. The college is lucky to have a dedicated team of IT coordinators and managers to settle most computer and internet related problems. You will know – or should know – the set up for establishing appropriate internet connections in your room.

Keys: lock outs. If you get locked out after office hours, you may call Duty Res. Please be aware that Duty Res needs beauty sleep like the rest of us. Disturbing Duty Res during the night through your own carelessness is obnoxious. One lock-out is tolerated; if you make more than one call a semester, you will be fined \$5, then \$10, then \$25. You have been warned. During business hours you are to go to the office if you lock yourself out and after hours you have to call the Duty Res. Phone: 8257.

Keys: what happens if you lose your keys. Glenn has the Codalok (flat, metal, and tongue-like) system.

The fee for a lost key is expensive and you want to avoid if you can. If you loose your key you will be charged \$60.00.

If a key and lock is replaced and the original is found and returned within 2 weeks of date of replacement, only a \$30 admin fee will be charged. So: don't leave them in the bar, on the bus, in the lecture theatre.

Kitchens. Please be aware that the housekeepers are not employed to clean kitchens; it is your responsibility to tidy up after cooking and to keep the fridges cleared of out-of-date food.

Laminating. We have a laminating machine in the Front Office. For details, see Reception.

Languages. Glenn is a multi-cultural place of many voices (mostly loud), and many residents are inspired to travel overseas through their friendships with our international residents. To help them on their way, the DRS has developed a small but very impressive language learning collection. This is based in the Global and Community Lounge (at Menzies) and consists of tapes and CDs, travel guides and dictionaries in various foreign languages. Included are resources to help you learn or improve your skills in French, Spanish, Italian, Vietnamese, Chinese, Korean, German, Japanese and Khmer (Cambodian).

Late Payment of Fees. To avoid late rental penalties being imposed, you should ensure that you have discussed your situation with the Accounting Officer. You will probably be asked to complete a 'Request for Exemption from Late Payment Fine' before your installment is due. Late payment is otherwise likely to attract a penalty of \$50.

Laundry. You can make free use of the washing machines and dryers, but you must supply your own washing powder. Please note that the laundry is for the use of Glenn residents only. On occasion, residents have been known to use other residents' washing powder without permission: this is theft, pure and simple, and is not tolerated. Lastly, please use the machines properly: unload them when the washing or drying cycle is complete, otherwise someone else will do it for you. All washing machines at Glenn are top loaders so please make sure you get the right washing agents.

Leadership. There are endless opportunities to develop leadership skills at Glenn College. In 2008, we'll be offering lots of opportunities to take up professional and personal development (see also Personal and Professional Development). You'll have the chance to attend dinners and events, meet leaders from the worlds of business and the professions, and be encouraged to develop your professional and personal skills. There are around 45 leadership positions in College: something to aim for.

Leaving College. See 'Permanent Departure' below.

Letters. Mail is delivered to Glenn on weekdays and distributed to mailboxes in the Reception area. Parcels and special deliveries are kept in the Front Office for collection, and a note is placed in your mailbox to let you know to ask for it.

Linen. You may exchange your linen by visiting the linen room located at the south end of East. Take your dirty sheets and pick up clean ones: easy. There are specified hours on one day, when you can make the exchange. In 2008, the exchange day will be Wednesday, but double check details with your local housekeeper.

Loneliness. It's not unusual and perfectly normal to feel lonely when you first move into College and during your stay. You should find that the residents in College give you plenty of opportunities to make friends. However, if you *are* feeling low and lonely, you can:

1. Approach a RA (in full confidence: what you say will not go any further)
2. Drop in or make an appointment with the Uni. Counselling Service
3. Check out the books and advice guides in the Personal and Professional Development book collection in *the CRL (Menzies College)*. You can borrow these if you record your borrowing
4. Approach the Warden (you will be guaranteed confidentiality)
5. Visit Maria Nichterlein, our College counsellor, 4 – 5 pm on Thursdays.

Maintenance. If your room needs repair or if you would like to report a fault, you should complete a Maintenance form online. At Reception you'll get advice on the progress in repairing the fault.

Medical Help . Please contact Reception during office hours or the Duty Tutor after hours. Residents should note that the LTU Medical Centre has changed its billing policy, and charges international students a minimum of \$50 at all times. International students are advised to contact the International Programs Office in the University for further advice and information.

Mentors. Glenn Mentors are well known around the College. In 2008, fourteen Mentors will guide the transition of first-year residents and offer study support. If you need academic assistance, seek out a Mentor for advice. First-year students have their very own Mentor, who they will get to know well, through their Monday, Study Focus Group meetings.

The Study Focus Group Mentors for 2008 are:

<i>Name</i>	<i>Focus Group</i>
Melissa Brosso	Humanities/ Asian Studies/ Languages
Shalini Bodhankar	Humanities/ General Arts
David Rose	Business & Commerce
Char Leung	Economics
Alice Paterson	Health Sciences
Arron Winch	Health Sciences
Tom Maclean	Media Studies
Tara Merryfull	Nursing
Sarah Gallagher	OT/Behavioural Science
Mark Riley	Physiotherapy
Jenna O'Brien	Speech Pathology
Sally-Ann Harris	Tourism & Hospitality
Liz Body	Biological Science
Megan Huggard	General Science

Jason Thompson coordinates this marvellous team of Mentors and he can be found on 1st floor south.

Newsletter. This is our newsletter, put together by our publications officer, edited by the Warden (see under 'Warden') and with contributions from staff and students. Essential reading, obviously. If you have anything you would like to see in the pages of the newsletter, please drop your writing (drawing, poetry, art work, etc.) to the publications officer. We're always keen—and sometimes desperate—for good copy. *Glenn.Com.* is *the* place to pick up news and information, and keep tuned to developments and events around the place. The newsletter is also an 'official' publication: announcements are made from time to time in its pages, and it is assumed that all residents read these. *Glenn.Com* also appears on the College

Web site in full and glorious colour. Be aware that with the changes in college, some of these details may change. Check at Reception or on the official college noticeboard for updates.

Mondays. ‘I don’t like Mondays,’ sang Bob Geldof and the Boomtown Rats long, long ago. Not so at Glenn! Monday nights are set aside for study, for Faculty-based academic events, and for meetings of the various mentor groups that are scheduled between 6 pm and 9 pm. These make Mondays memorable. Just remember, noise on the floors is not tolerated on Mondays and those breaking the arrangement will be disciplined. No other organized activities are permitted on Mondays unless specifically approved by the Warden.

Music. There is a music practice room available for the use of residents. This is situated in the recreation room (where else?) and can be reached via the Rec Room door. Your key will have to be specially coded for the music room door and can be arranged at reception. You’ll be able to get much more information from the Cultural Rep (Cameron Rand). A piano is set up in the Davidson Room and you are free to use this after hours.

Noise. The College maintains a noise curfew and infringements of the curfew may result in fines. Details of the penalties are set out in the Code Book. Curfew times are as follows: Sunday to Wednesday, 11pm. Thursday to Saturday, 12 midnight. For quiet study purposes, you may make use of the Resource Room and *The Health/ Science Resource Room*. You may also use the various tutorial and seminar rooms in west wing after hours. Note that Mondays are designated as quiet study nights. During SWOT Vac, there is a total noise curfew, day and night, across the College.

If you are disturbed by noise after the curfew times or on Monday evenings and nights, or if you find that someone in your neighbourhood is making unreasonable noise, here’s what to do: Firstly, consider approaching the person and politely asking for the noise to be toned down. That should work. If not, then try the second approach, namely to seek out your floor RA and obtain help. You can also telephone Duty Res. Feel free to contact the Warden, but try your RA first of all. Excess noise is not tolerated, so be sure to let us know when it’s become too much to bear.

Non-attributable Damages Levy. This is a levy imposed at the start of semester one and is designed to cover the costs of repairs needed following damage to college property which is not attributed to (and hence paid by) any individual. The levy also covers the replacement of goods that have been stolen or damaged and for which no student is responsible.

Noticeboards. These are located on every floor. Other noticeboards—the main ones—are found in Reception, outside the Dining Hall, and in various corridors around college. The ‘official’ notice board is at Reception.

Open Mic Nights. These are events scheduled on a regular basis and are very popular with residents. In a nutshell people get out into the courtyard and sing or play an instrument (or both) and everyone comes out to enjoy the night. If you are interested in singing please speak to Cameron Rand (The Cultural Rep).

Parking. You can park in Car Park 6 or obtain access to the Car Compound, used by both Glenn and Menzies. The Compound offers greater—but (be warned) not 100% thief-proof—security through its electronically-operated boom gate and high wire fencing. You can obtain a Compound key for an annual fee; note that both car parks are areas of the University and to use either you need to obtain a parking permit from the Cashier’s Office.

Permanent Departure. If you have special reasons for needing to depart from College before the academic year is over, please be sure to see the Warden in good time. As you will know, residential agreements generally cover the whole academic year, from February to November. With exception for some international students who stay only one semester. Please see the Conditions of Residence for more details.

Photographs. Our college photographers (ex *Vogue*, *Hollywood Reporter*, ABC ‘Four Corners’ etc) will be at work taking pictures for the newsletter, student publications, the website and so on). If you’re interested in helping out, make sure you contact the Residents’ Committee Publications Team.

Piano. The College has a piano for the use of residents. If you’d like to practice, please contact the Culture Reps for information (see ‘Music’ in this guide).

Post. All mail is placed into your mailboxes in the Reception area. You’ll also receive notification of any registered mail and parcels in your mailbox. See also Letters.

Publications (student). In 2008, the Publications Rep is keen to establish a sub-committee, get help (writers, artists, poets, editors, proof-readers, designers) in publishing the Newsletter and *The Tardis*. Join the publications team, and get involve! Student publications are required to meet the University’s harassment policy guidelines.

Residential Fees. These are calculated on an annual basis. Payments are best made on a monthly basis at reception. If you get into difficulty with college fees please talk to reception and book a meeting with the warden to explain the situation.

Resource Centre (Academic). Glenn has a small, but useful and growing, academic library consisting of textbooks and other key works in the Resource Room, which is situated on the second floor of West Wing. The Centre has 6 PCs to work at, study tables and comfy chairs for reading. We want you to use the books in situ. To remove them without permission constitutes theft. If there is something you need to borrow, you may seek special permission from Reception. The College is happy to purchase books to add to the collection. Please contact Reception with your recommendations. See ‘Books and Academic Resource Centre’ above.

Rules and Regulations. We’ve got to have them, haven’t we? But, really, it’s better to live by precept and principle than by legislation. Glenn Colleges aims, through its culture and community spirit, to support a tolerant and liberal environment. From time to time, though, we need to alert residents to rules. The Code Book embodies many of the rules of College. If

you are concerned about infringing any accepted rules, please look over the Code Book, or ask the Warden.

Scholarships and Prizes. Glenn is keen to encourage students of high ability and achievement to join Glenn College, and is equally concerned to acknowledge the performance and effort of students already in College. Scholarships are awarded to students who are new to the College based on their academic record and potential to contribute to life in the Glenn community. Awards are made to returning students who achieve outstanding results in their subjects the previous year. In 2007, awards were given to returning residents who have achieved high marks. A range of special prizes are distributed at our commencement dinners at the beginning of each semester.

Scholarships and Grants. The noticeboard by the entrance to the Resource Room has lots of information about scholarships and grants. There is lots of money and support available within the University and beyond, and we want to help you to get your hands on it. The Warden, your RA's and the coordinator of mentors (Jason Thompson) can assist.

Security. Every resident is responsible for his or her personal security, and every RA is responsible for their floor, the RA Coordinator is responsible for the RAs, and the Warden is responsible for the security of the College. Our security and safety record in College is good, and we are much helped by campus security services. Please note: that if you leave your key in your door when your room is left unattended, your RA will take your key out and throw it in the room and close the door. You will then have to ask your RA to open the door and they will explain to you why you have to be security conscious in college. (See *lockouts* in this guide)

Semester Teaching Periods in 2008. Semester 1, 2008 runs from Monday 25th February and concludes on Friday 1st June. Semester 2 begins on Monday 21st July and winds up on Friday 26th October. Mid-semester breaks are from 23rd March to 30th March, and 29th to 5th October. These dates do not include examination periods.

Seminar Rooms. The College has a number of seminar rooms available for use on the second floor of West Wing. These must be booked and are there for your use after 5pm daily and right through the weekends. They are good spots to use for study. Please leave the rooms as you find them, use them quietly. If there is any problem accessing them, contact Duty Res.

RAs. We are overwhelmingly proud of our RAs, 16 in all, who have been selected to occupy pastoral and student welfare roles in College. Full details of their location are listed below. If you have any queries (or complaints or comments) about matters on your floor, you should approach your RA in the first instance. He or she is here to help, counsel, direct, discipline and generally make your experience in College as rich as it can be.

First Name	Surname	Wing	Room Number	EXT
Tom	Overall	North	141/142	5234
Kate	Smith	North	143/144	5235

Drew	Howell	North	241/242	5204
Jen	Taylor	North	243/244	5256
Lucy	Dobson	North	341/342	5200
Tim	Mulholland	North	343/344	5400
Jesse	Rudd-Schmidt	South	241/242	5305
Danielle	Cosgriff	South	215/216	5351
Kate	Hanman	South	318/319	5386
David	Barlow	South	341/342	5396
Jordan	McPhan	East	150	5412
Ronan	McInerney	East	149	5408
Jess	Parker	East	249	5125
Nick	Phillips	East	250	5410
Margot	Lowther	East	350	5407
Roscoe	Gunn	East	349	5411

Residents' Committee. This elected body offers advice to the Warden and is responsible for the running of College sporting, social, international activities etc., meets regularly, generally on Mondays at 6pm twice a month (see Calendar for details), runs for about one hour, and is an effective way for residents to influence the policies of College. Elections take place at the end of the academic year, and all residents are encouraged to stand for office or come along to meetings. Minutes are taken for each meeting and displayed in the Reception area. You should also be able to get information from the ResCom members or from your RA, who will receive all papers and agendas in advance. The agenda should be posted well in advance of the meetings. At the end of the year, an in camera meeting of the ResCom (and other residents who wish to attend) is held to review the College's activities and management. Students often wonder how decisions are made, and wish to get involved.

<i>Team</i>	<i>Name</i>
Sport	Tom Byrne
Sport	Hannah Kennedy
Sport	Alesandro Di Gironimo
Cultural	Cameron Rand
Facilities and Catering	Merryn Tate
International	Kevin Wong
Community Outreach	Morgan Jenkins
Social	Brenton Gillies
Social	Lee Colbe
Social	Bec Dunkley
Publications	(To Be Confirmed)
Entertainment	(To Be Confirmed)

Residents' Rec Room. Our Residents need space for activities and games, and our RecRoom fits the bill. Noticeboards, a big screen TV, pool tables as well as comfy sofas and chairs, make the room superb for lounging out or catching up with mates.

Security Bus. There is a bus run by security that will pick residents up at the tram stop (or any other designated stop) and take them to various stops around campus. This service is available to all La Trobe students and costs nothing. There will be a number which you will receive in O' Week to call to arrange this service. Reception will also have this information.

Sexual Harassment. See the entry on 'Harassment' in this guide.

Smoke Detectors. Each room is equipped with a sensitive smoke detector which will alert the local fire station automatically once it picks up smoke or heat in your bedroom. Smoking in your bedroom is of course prohibited. Interfering with the smoke detectors is dangerous and stupid: it could put not only your own life but the lives of others in peril. Any resident interfering with the smoke detector in his or her room (or permitting any visitor to do so) will be open to exclusion from the College, or other disciplinary measures. You should note that if you use a kettle or smoke in your room, or if you use such devices as electrical heaters in your room, you will set off the detector. You will be liable to pay the call-out charge, which is likely to be around \$1900. *You have been warned.*

Smoking. All rooms and buildings in College are strictly 'Non Smoking' and are fitted with smoke detectors. Do not place yourself and others at risk by tampering with or disabling the detectors: to do so will incur a fine, a suspension, and may lead to your exclusion from College. If you wish to smoke out-of-doors, do please use the bins provided, e.g. in the middle courtyard. See under 'Smoke Detectors' above for a warning.

Sports. Sports are organized through the Sports Representatives of the Residents' Committee. Sports are a fabulous way to get involved in College life, make friends, stay fit and develop a healthy sense of belonging. There are many organized sports in the Inter-College Competition, as well as many opportunities to play socially rather than competitively. You can join in or come along and enjoy supporting your College team.

The Inter-College Sports Competition involves the three Colleges in 17 sports. A full listing with dates will be available at the start of the year, and appears in the Calendar. There have been excellent contests in 2001, 2002, 2003, 2004, 2005, 2006 and 2007. Win or lose, our competitors always know they have been in a contest of the highest quality when Glenn College is involved. Now it's your turn to be part of the competitive spirit that defines Glenn College.

Sports Store. This holds a good supply of sports equipment, ranging from baseball bats to table tennis bats, from sports tops to soccer balls. The store is in the South Wing. To gain access contact the Sport Reps.

Study Abroad Students. Please see entry above, 'Exchange and Study Abroad'.

Study Assistance. As well as Mentors, who are there to assist you with your studies, Glenn residents are well known for helping each other. Make up an informal study group with other students studying your subjects, and meet together to make sure you know what's required, and to make your study active.

Study Spaces. Note that there are several parts of College where you can study quietly: the Resource Room, and the Seminar Rooms all provide out of hours areas for quiet reflection and hard work.

Suggestions and Complaints. A suggestions box is kept at Reception and you are invited to complete a suggestions form. These forms are read promptly by the Warden, whose responses are posted on the Suggestions Board (in Reception) and, wherever possible, passed on to the student concerned. You may also raise suggestions and make complaints in many other ways: (1) contacting your RAs or other student leader; (2) mentioning the matter at a Floor Meeting; (3) contacting any member of staff; (4) contacting the Warden. Your contact and discussion may be confidential, should this be desired.

Survey. At the beginning and towards the end of each semester, the floors runs a survey to get as much feedback as possible about facilities and services and to get your feedback about your life in College. We love getting input, having the chance to make improvements and knowing how you're getting on. Please help us to help you: complete the survey and get it back to your RA. The Associate Director: Residential Life collates all the answers and prepares a report (available to all residents) based on the results.

SWOT Vac. Glenn College is famous for its SWOT Vac Program which is designed to support and reward you. College staff organise a special afternoon-tea (to show their love and support). The College organises treats, relaxation and fitness activities to keep you going (massage, aerobics), and makes special arrangements to help residents through their studies. There is a strict, total noise curfew throughout SWOT Vac (announced in SWOT Vac News, our special newsletter), and students who exhibit boorish behaviour, disturb other residents and generally act up are severely penalised. The College respects all your hard work, and wants to support you in your studies.

Taxis. The College taxi pick-up point is at the bottom end of Glenn Drive, at the front entrance to South Wing. The spot is signposted. There is a free Taxi phone located at reception near the Wardens office (near the trophy cabinet).

Theatre. See drama.

Theft of Books. Glenn College provides a wide range of books for enrichment and study purposes. Books are held in the Resource Room. Taking these books without first recording the borrowing with Reception constitutes theft. Twice each year, audits of books in the collections are undertaken. In 2008, audits will take place in June and November. Books that are missing at these times are charged against the *Non-attributable Damages Fund*, which

comes out of residents' funds. Please do not remove books: if you see others doing so, please ask them to return the books immediately or report them. See the entry 'Books Missing' above.

Textbook Buying Scheme. If you want the assigned textbook in first-year electrical engineering, the third-year commercial law textbook, or the readings prescribed for second-year physio, the first thing is to check with your Mentor, who has a collection of key textbooks for your area. If the book's not in stock in our textbook library or elsewhere in College, simply fill out a text book request form and we'll do our best to obtain it for you. Once purchased, the holders of the text then accept responsibility for returning the book by signing off on it. If the book is not returned when the subject is completed, as you would expect, it needs to be paid for. We can also deal with requests for newspapers and journals and magazines (See 'Newspapers' above).

Transport. The Melbourne public transport system provides fairly efficient trams, buses and trains, giving students easy access to the city centre and to other areas of interest around Melbourne and Victoria. Travel from central Melbourne to the Bundoora campus takes about 30-40 minutes by bus or car, and 50 minutes by tram. There is easy access by public transport to beaches, many shopping districts, nightlife—clubs, pubs, live music, live theatre, restaurants and places of interest—as well as sporting stadiums, galleries, museums, tourist attractions, parks and gardens and historical icons. National parks and many other attractions are all easy to reach from the Bundoora campus.

Travel. Many students, especially international visitors to Australia, enjoy travelling around the country during the holidays and mid-semester breaks. Glenn keeps an up-to-date collection of travel guides in the Reception area. The International Rep, Kevin Wong, or other interested residents, from time to time organize information sessions on states or areas to help those setting out on their travels. In 2008, we'll be organizing some opportunities for you to travel on organized cultural tours.

(UDL) Unattributable Damages Levy. At the start of each year, all residents make a contribution to a fund. This fund is used to pay for damage, breakages or theft in college that we are not able to attribute to any individual or individuals. It has been decided that the UDL should also help residents who have accidentally caused damage. The idea is to spread the cost across all the community. If we didn't do this, a single resident might have to pay around \$1800 for accidentally triggering a fire alarm or around \$300 for a broken window. We reckon it shows the strength of the college community that we can all pitch in to help residents, even those who have accidentally caused damage. Further details are available from Reception.

Visitors. We love having guests and visitors in Glenn. We're happy to have your guests stay over. They can share your room for two nights in a given week, and for a total of six nights in a semester. You must inform your RA if you have a guest. Remember that you are responsible for the behaviour and safety of your guest whilst they are within the College precinct. For more details and conditions, please check with Reception, and see the entry 'Double Bunking'.

Warden. The Warden of Glenn College is Mr Bret Slade. Bret, as well as being the Warden of Glenn, is a senior lecturer in strategy at La Trobe University's Graduate School of Management and also directs the Masters Program there. The Warden is responsible for an environment that promotes the educational development, well-being and security of the residents in the College. The Warden has an excellent student leadership team comprising the RAs, the Residents' Committee and the Mentors to assist in the creation and maintenance of this environment.

World Wide Web. Check the College web sites: <http://www.glenn.latrobe.edu.au> for the internal site, run by and for students (volunteers are welcome—please contact the IT Coordinator); and www.latrobe.edu.au/glenn get you loads of official information about the College.

Windows. Have you noticed how quickly they get dirty around College? We do try to keep them clean, but pesky spiders and assorted insect life get in the way and make a home here. In any event, clean or dirty, we like to keep our windows in one piece. That's one reason we don't like ball games in the courtyard. Warning: if you break a window, you'll have to pay for it, but see entry 'Unattributable Damages Levy' for further information.

Zzzzz. See entry 'noise'.

Please note that the information in this booklet is for guidance and may be changed without notice.