

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

This Guide aims to give you an easy A-Z reference to some of the activities, events, and people at Menzies 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 in Reception and in the Student Club Common Room), outside the Laundry, along (of course) with those information and advice packed individuals who work and live in the College. Check out your local Senior for news, views and folklore, and try Reps and Mentors for advice.

Academic Awards. Once you're in Menzies (with or without a scholarship or award) you become eligible to receive one (or two) of a series of awards and prizes given out during the academic year. You will be bathed in glory and admired by all on our Awards Night in second semester.

Academic Help. There are many ways in which you can seek academic help from Menzies. Assistance is available from your friends and from Seniors of course. The best approach is to make contact with your Study Focus Group Mentor (see the entry under Mentors), or your Faculty Rep for later-year residents (See the entry under Faculty Reps).

Other sources of information include the collections of the Learning Resource Centre, *Bodyworks*, the IT Centre and the Student Development Centre. You can drop in to the SDC Monday evenings during term time, to check out its resource file. The notice boards at Reception and outside the Learning Resource Centre display useful information about scholarships and academic-focused opportunities.

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, Menzies 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 melodious air floating on the breeze, a gorgeous... you get the picture. Australians like big wines and many like big drinking sessions too. What's Menzies' view on this? Social drinking is fine, but we become concerned if your drinking runs over limit or 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 Menzies, whatever the cause, is not well tolerated. The bar in College is a great place to meet and make friends, and details of opening hours are posted in College. All Seniors and Student Club leaders (including Reps) have received training in the Responsible Serving of Alcohol: Menzies does not tolerate or encourage excessive drinking but celebrates the values and pleasure of social drinking, with friends in a great environment. We adhere strictly to the Division of Residential Services' drug and alcohol policy. All student leaders have a copy of this.

Architecture. Believe it or not, Menzies was designed by one of Australia's best-known architects, Robin Boyd, and features prominently in the recently published study of Boyd's life and work by Geoffrey Serle. You will doubtless form your own impressions from this study and from living, working and playing in College. Menzies 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 Menzies 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 local Senior, although you are more than welcome to come down to Reception or visit the Warden. La Trobe University is pretty 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 Menzies 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 Menzies Ball is a big event, *the* big event in the College social calendar. Around 400 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 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 Menzies 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."

Barbecues. There are three BBQ areas in College, one in the Courtyard, one behind the Toad in the beer garden, and a third for use in the Annexes. Normal rules apply: book up, use up, clean up. See your local Senior 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.

BodyWorks. Menzies 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. See entry for 'Massage Room' below.

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 one 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 will also find Book Bins located across College: feel free to dip in, browse, then borrow anything that catches your fancy. Yes, we encourage you to take books from the Bins! You can also get information about textbook purchasing from your Study Focus Group Mentor and at Reception (See Text Book Purchases).

Books in special collections. We are developing small but useful collections of books in various locations around College. 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 Learning Resource Centre. There are Health Sciences books in *BodyWorks*, professional development and personal development books in *ChallengeWorks*, books on language learning and travel in Menzies Global and Community Lounge, and course textbooks in the Student Development Centre. The SDC also has a collection to help with study skills. You are encouraged to use books on location. If you do wish to borrow a book from a collection, you must report it to Reception. Our Study Focus Mentors have small but excellent collections of key textbooks for the use of first-years. These are generally brought along to SFG meetings on Mondays, and you can borrow these textbooks (and save \$100s) of dollars. A list of the titles is available in the SDC. Recommended textbooks can also be purchased for later-year residents. See the entry under Text Book Purchases.

Books Missing. Twice each year, audits of books in the Learning Resource Centre, *BodyWorks*, the SDC, and the Global and Community Lounge collections 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.

Café. *eat@menzies* offers residents a place to meet and enjoy the ambience, or to have a snack or meal. The times of operation, and the menu, are set towards the start of each semester, and you'll hear details of special events. See their website for more information.

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

Chant. Menzies isn't, to be honest, a great chanting College, but 2008 promises to be an improvement over 2007. Doubtless the college's 2007 sporting victory will inspire residents. When the occasion cries out for it, and the residents are feeling full-throated, 'Menzies, Menzies, Menzies oy!, oy!, oy!!!' may be heard. Not very musical but effective. During O & T week you'll get the chance to learn some more complicated songs and chants being composed during the break.

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* Menzies. It doesn't take too long for primeval loyalties to develop in our residents once they get through O&T-Week, pick up a T-shirt and hang out with the Menzies crowd.

College Advisory Team (CAT). This is an advisory team set up in college to provide residents with a forum to advise the Warden with operational matters. The Coordinator of the Student Club, the Coordinator of Seniors, and the Coordinator of Mentors sit on CAT.

Committees (official). No one likes them, but they're a necessary evil. The General Committee at Menzies has representatives from the students, elected by secret ballot, and they help to guide Menzies by providing advice to the Warden. Announcements of elections are made at the start of Semester One. Other committees with student participation are set up for time to time, for particular purposes, an example being the Open Day Committee.

Committees (student club/floor). The Student Club will announce the functions and elections to the Club committees 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 Senior and volunteer to help) or in the Student Club. There are committees in loads of areas, from sports and social, to the Ball, community, outreach, extreme sports, music, drama, debating. Loads of opportunities and loads of fun.

Committee (General Committee). This elected body offers advice and direction to the Warden, meets regularly, runs for about one hour, and is an effective way for residents to influence the policies of College. Elections take place at the start 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 GC members or from your Senior, 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 GC (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.

Community Programs. Following the launch of a community fund and awareness-raising campaign in College in 2001, and very successful years in 2005, 2006 and 2007, Menzies is continuing the good fight in 2008. We hope to raise funds for the various development organizations we support in all of our Global Program destinations, including Thailand, Nepal, Cambodia and India. See your Senior for more information. Laura Burge (Centre for Residential Life) helps look after global programs and has plenty of information of interest.

Complaints. If you are experiencing problems with excessive noise please see the entry 'noise' in this guide. Other problems or complaints you may have should be brought to the attention of your Senior, 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 staff. If you are experiencing any form of harassment, relating to sex or race or other subjects, 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 Senior or Warden.

Computers. Menzies has a computer/IT centre located on the ground floor of South Wing. It provides 40 IBM PCs 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 Seniors 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 Menzies. 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 the DT on duty. Tel: x 8333

Counsellor. The College has a drop-in counsellor, Phoebe Riches, who is a highly experienced and effective member of the Counselling Service and of the Menzies team. You can drop in to see her, or make an appointment. Please check with your Senior for details.

Drinking on Floors. Organised events, such as parties, involving groups and residents and alcoholic drinks need to receive prior approval from the Warden. These events need to conform to the DRS's policies on alcohol.

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 (so far as you can) 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. Under no circumstances should guests occupy a room that appears to be vacant without first organizing this through the office: security and the police may be called to deal with any such unlawful trespass.

Down Under Collection. There's an assortment of books, maps and guides about Melbourne and Australia in the front office area of the college. The collection is for international students but all residents are welcome to come on down and browse and borrow. The guides to bars and restaurants, to shops and markets, and to tours around Victoria and Australia are popular. So, too, are bus timetables, fortnightly guides to what's on in Melbourne and other bits of information.

Down Under Program. Too many international students coming to Australia leave with only a meager grasp of our history and culture, our cuisine, our literature, our cinema and our lifestyle. Hence Down Under, our exciting programme designed specifically for students who have arrived in Australia from overseas. The program, based at Menzies College over each semester, will introduce you to key aspects of Australian life, history and culture. Students will receive schedules at the commencement of the year and should direct any other queries to the front office.

Drama. 2002 saw the first ever Menzies production, an amazing musical extravaganza that drew capacity crowds and enjoyed outstanding critical success. 2003 was even better, many think; and 2004, 2005, 2006 and 2007 were also real stunners. 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. You could even win the Ash Morphet Trophy, for the best contribution to the production.

Duty Tutor. Menzies has excellent out-of-hours assistance. If you need help, you can telephone the Duty Tutor on extension 8333, which will connect you to the DT's mobile: 0417 320952. The DT is a member of the college leadership team who, 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 the DT on x8333 (see Duty Tutor). Security concerns should be addressed to campus security and/or to our own Security Coordinators.

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.menzies.latrobe.edu.au/>

Exchange and Study Abroad Students. At the start of each semester 40 or more students come to Menzies 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 Menzies. Over the past few years, we've enjoyed outstanding baseball players (US), artists (France), soccer players (Brazil) and musicians (India). The more the merrier...Menzies 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.

Faculty Reps. We have a special team on board to make things happen for later-year residents at Menzies College. They work to make sure that later-year residents in the same Faculty and doing the same course get together to get motivated and to know what is out there for them. The team is there to promote scholarships and work experience opportunities. They also organise distinctive Faculty Dinners and other course-based events. Your Faculty Reps for 2008 are:

Faculty of Health Sciences:	Danny Hegarty
Faculty of Humanities:	Steffen Joeris
Faculty of Law and Management:	Lucy Galliker
Faculty of Science, Technology and Engineering:	Gaelle Ng

If you have any great ideas for your course network let them know so it can happen.

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 3690.

Film (movies, cinema). If you're after lots of free movies, interested in cinema, or want to *make* movies, check out 'MTV' below.

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 such cases, the Warden and CAT will enforce the DRS policy. In 2008 the non-attributable fine levy is \$55.00 for the year. You should check the Conditions of Residence 2008 for further details.

Fire Alarms and Drills. Each semester, Menzies has a fire drill. You will be made aware during one of the first floor/annexe 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 the Conference Centre, well off Menzies Drive. If there is no access to this area, or if you are in West Wing or the western areas of College, the assembly point is the front of the College's main entrance. 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. Be aware that the detectors in the rooms are very sensitive: be sure not to direct hair spray or deodorant spray to them. Unauthorised setting off of the fire alarms is a very serious offence and is likely to lead to your eviction and prosecution.

First Aid. All Seniors, Mentors and Student Club Reps have First Aid Level 2 training. They should be able to help out if you need their assistance. A First Aid cupboard, in *BodyWorks*, keeps a good stock of equipment and supplies and you can get run to hospital in the College car should you need emergency treatment. Any help, call the DT. First Aid Courses are also held throughout the year and are open for participation by residents at a subsidized cost. Please see Reception for more information.

Fitness Centre and Keeping Fit. A great place to loosen up, tone up, and get fit. It is looked after by our Sports and Fitness Rep team. There will be events in the Fitness Centre, and a selection of magazines on fitness and health is also available for your reading pleasure. Access to the Centre is via free membership, and you should apply for membership by obtaining and completing a form from Reception.

Fitzies. New in 2007, this proved popular. A great way to stay fit and healthy, have fun, and make friends. Join up, show up and participate! We hope to be able to run this weekly programs in 2008.

Games. Menzies has a good collection of board games (Trivial Pursuit, chess, Monopoly, and such like) You can borrow the games through Reception. In addition, there is sports equipment (bats, balls, helmets). Sport equipment is available via the Sports Reps. Out of hours access is via the Duty Tutor on extension 8333.

Getting Involved and Learning about Menzies. 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 (and notice board) by the Reception desk. You can come along to GC (everyone's welcome), raise matters at floor meetings, talk to your Senior 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 Menzies work.

Global and Community Lounge. Menzies College residents make the most of its unique global and community programs by getting out there. The Global and Community Lounge on the ground floor of South Wing is the place for information on where you can go and what's involved. This attractive and comfortable space has language learning materials, foreign language dictionaries, travel guide books, foreign language newspapers and two PCs linked up to global networks. It is a quiet place to reflect on your next overseas or community learning experience.

Global Programs. Wonderful activities, wonderful people, wonderful places to visit! In recent years, Menzies has raised over \$10,000 to give to projects in Cambodia, as well as to other development and support organizations. There's more: during 2006 we organized trips to even more destinations including Thailand, Vietnam, Hong Kong and India. In July and

December over fifty Menzies 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 Community and Outreach Reps, or visit Laura Burge in the SDC. Check the calendar for early information sessions about our Global Programs.

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 Senior, the Warden, or the College Counsellor. 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. Menzies College does not tolerate harassment of any kind. See also entry under 'Publications'.

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 Menzies on a specified weekday, during semester. Please check with Reception or your Senior for details.

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.

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

International Students. 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 Menzies 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.

Internet. You may use the internet from your room, in the IT Centre 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 Seniors and from our IT Coordinator.

Keys: lock outs. If you get locked out after office hours, you may call the Duty Tutor. Please be aware that the DT needs beauty sleep like the rest of us. Disturbing the DT 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. Payment for such lock-outs will be needed in cash.

Keys: what happens if you lose your keys. Menzies has two different key systems operating within the college: the Codalok (flat and tongue-like) system and the Lockwood (regular key shape). Therefore, the cost to replace lost keys will be determined by where you live.

* North or South wing full room set: \$105.00 (*This cost includes cutting of 2 new keys, changing of lock in bedroom and creating a new GA Key.*)

* Annexe and West Wing room set: \$75.00. (*This cost includes creating 2 new Codalok keys and replacing the Codalok on the bedroom to a new code*)

* GA access key only: \$37.50

* Car compound key: \$25.00

* Computer lab key: \$25.00

If a key and lock is replaced and the original is found and returned within 2 weeks of date of replacement, only a \$50 admin fee will be charged. So: don't leave them in the bar, on the bus, in the lecture theatre – or anywhere else!

Kitchens. It is your responsibility to tidy up after cooking and to keep the fridges cleared of out-of-date food. Seniors on your floor, as well as the Duty Tutor on rounds, will report as needed to the Warden who is empowered to fine or discipline miscreants. Keeping kitchens clean and fit for use by other residents is part of the implicit 'communal contract' that each student in College accepts when he or she signs in.

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

Languages. Menzies is a multi-cultural place of many voices, and many residents are inspired to travel overseas through their friendships with our international residents. To help them on their way, the college has developed a small but very impressive language learning collection. This is based in the Global and Community Lounge 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 Menzies 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. Odd bits and pieces of laundry will be picked up and stored

daily in the appropriate bin ('Monday', 'Tuesday' etc). After a week the bins will be emptied and the clothes kept for a while longer. If not collected after a month or so, they'll be donated to charity. By the way, the washing powder you use should be for front loading machines.

Leadership. There are endless opportunities to develop leadership skills at Menzies 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 60 leadership positions in College – something to aim for.

Learning and Resource Centre. Menzies has a small, but useful and growing, academic library consisting of textbooks and other key works in the Learning and Resource Centre, which is situated on the ground floor of South Wing. The Centre has two 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' above.

Leaving College. See 'Permanent Departure' below.

Letters. Mail is delivered to Menzies on weekdays shortly after lunch 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 west side of the ground floor of South Wing. 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 Thursday, but double check details with your local housekeeper. The linen room also houses odd and old bits of laundry left in the washing and drying machines.

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 Senior (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 *ChallengeWorks*. You can borrow these if you record your borrowing
4. Approach the Warden (you will be guaranteed confidentiality)
5. Visit Phoebe Riches, our College counsellor, (see above under 'Counsellor').

Magazines. Magazines are purchased (some from the Student Club budget) and distributed around College, for example, in the Fitness Centre, Global and Community Lounge and Learning Resource Centre. These magazines should not be borrowed but read and enjoyed on

site. If you would like to suggest some titles for us to acquire, please see your Senior, Reception or fill out a suggestions slip.

Maintenance. If your room needs repair or if you would like to report a fault, you should complete a Maintenance Form in sufficient detail for us to get to work repairing the fault. The Maintenance Book is kept at Reception. At Reception you'll get advice on the progress in repairing the fault. You can also submit a maintenance request on line via the Menzies College website (details from your Senior).

Massage Room. This is situated off the foyer in South Wing (Courtyard entrance), next to *BodyWorks*. The room is equipped with two tables, towels and, off the room, a shower, toilet and change area. Please be sure to place the 'occupied' notice on the door when you're using the facility. Let Reception know if the room needs any improvements or if you have any suggestions.

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. Menzies 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>	<i>Room</i>
Brady Thomson	Health Science	3N-339
Sally Chirside	Nursing and Allied Health	4S-455
Megan Hogarth	Occupational Therapy	A2-48
Teresa Hamm	Physiotherapy	A1-15
Stacey Beacham	Podiatry	2N-239
Jessie Crowe	Speech Pathology	4N-442
Alexandra Newhouse	Arts and Humanities	3N-340
Maddison Crabbe	Arts and Humanities	A4-95
Josephine Walsgott	Media and Journalism	5S-561
Orry Pilven	Business & Management	3S-375
Georgina Murphy	Economics & Commerce	A3-70
Caitlyn Stove	Law & Legal Studies	2N-242
Rachel Foy	Behavioural Sciences	6S-675
Felix DeNatris	Biological Sciences	4N-441
Gemma Ryan	Physical Sciences	A5-107

The Coordinator of Mentors is Emma Harris.

Mondays. ‘I don’t like Mondays,’ sang Bob Geldof and the Boomtown Rats long, long ago. Not so at Menzies! Monday nights are set aside for study, for Faculty-based academic events, and for meetings of the Study Focus Groups that are scheduled between 6 pm and 9 pm. These make Mondays memorable. No other organized activities are permitted on Mondays unless specifically approved by the Warden.

MTV. Menzies TV is an exciting part of the College’s activities—our very own TV channel, broadcasting information, views and feature movies. If you’re interested in helping out, by making videos, planning schedules, promoting the station, or simply by volunteering your time, please contact the Student Club Culture team in College. We will be screening movies every night on channel MTV.

Music. There is a music practice room available for the use of residents. This is situated at the back of the Laundry (where else?) and can be reached via the door in the Laundry or via the upper level of the Conference Centre. You’ll be able to get much more information from the Music Rep. A piano is set up in the Function Rooms and you are free to use this. Please remember that the volume needs to be kept really low after 11.00pm.

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 (kept at Reception and distributed to all Seniors). Curfew times are as follows: Sunday to Wednesday, 11pm. Thursday to Saturday, 12 midnight. For quiet study purposes, you may make use of the Learning Resource Centre, *BodyWorks*, and the Seminar rooms above Reception. 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 Senior and obtain help. You can also telephone the Duty Tutor. Feel free to contact the Warden, but try your Senior first of all. Excess noise is not tolerated, so be sure to let us know if you are having any problems.

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 and in each Annexe. Other noticeboards—the main ones—are found in Reception, outside the Learning Resource Centre, and at the entrance to the laundry. The ‘official’ noticeboard is at Reception.

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 Traffic and Parking Office located on the ground floor of Peribolos East.

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.

Premature Departure. If you have reasons to wish to vacate college before the end of semester or academic year (depending on your lease agreement), you are advised to discuss this with your Senior or others at the earliest opportunity. Breaking your lease agreement will be permitted under exceptional circumstances, in conformance with DRS policy. .

Personal and Professional Development (P&PD). In 2008, there will be loads of opportunities to acquire skills and competencies in, e.g. music, sports, public speaking, debating. The College is also running a series of professional development classes, and the programme as a whole is sponsored by Menzies. Included are expected to be: public speaking, computer literacy, leadership, First Aid (Level 2), Responsible Serving of Alcohol, and Developing Self-Confidence. You'll also find a very useful collection of books and guides on P&PD in the Student Development Centre.

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 Student Club Culture 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.

Residential Fees. These are calculated on an annual basis and we prefer students to pay annually or semesterly (this keeps costs down). If you find semesterly payments difficult, so we can make arrangements to receive monthly payments. Please note opening hours of the Office. For help with financial difficulties and to arrange monthly payments, please see Reception.

Residential Life Team. In addition to the Warden, Lynda Yates, the DRS has a team devoted to developing and managing programs of appeal to residents. The team works closely with Wardens and is made up as follows:

Associate Director of Residential Life:	Michael Shortland
Coordinator of Learning Programs:	Dai Harris
Research and Projects Officer:	Laura Burge
Executive Assistant and Communications Officer:	Kristen Doran-Stawiarski

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. Menzies College 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.

Sauna. We have a neat little sauna, adjacent to the Computer Centre (where else?). It's free for College residents and can be booked through the Duty Tutor (after hours) or Reception (office hours). Certain rules apply and are set out in the Code Book.

Scholarships and Prizes. Menzies is keen to encourage students of high ability and achievement to join Menzies 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 Menzies community. Awards are made to returning students who achieve outstanding results in their subjects the previous year. In 2008, awards have been made to returning residents who have achieved an A average in 2007. A range of special prizes are distributed at our Academic Gala Dinner, held annually.

Scholarships and Grants. The noticeboard by the entrance to the Learning Resource Centre has lots of information about scholarships and grants. Money and support are available within the University and beyond. The Warden and the Faculty Rep team can all assist. We also have a copy of the *Grants Register*, available in *ChallengeWorks*, which you may care to check out. There are hundreds of grants, some targeted to specific kinds of people (e.g. female student from Marysville studying podiatry), so it's well worth a browse.

Security. Our security and safety record in College is good, and we are much helped by campus security and our own Security Coordinators.

Semester Teaching Periods in 2008. For the university, these are Semester 1, 2007 from 25th February to 30th May. Semester 2 begins on 21st July and winds up on 24th October. Mid-semester breaks are from 21st to 28th March, and 29th September to 3rd October. These dates do not include examination periods. Please remember that we do have residents studying outside these dates.

Seminar Rooms. There are three seminar rooms available above Reception and immediately below the West Wing rooms. They are 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 the Duty Tutor.

Seniors. We are overwhelmingly proud of our Seniors, 13 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 or in your Annexe, you should approach your Senior 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.

<i>Name</i>	<i>Room</i>	<i>Phone</i>
Adam Gill	West Wing, 810	x 3800
Kate Rankin	2 North, 204	x 1841
Rebecca Tatnell	3 North, 326	x 2848
Elaina vanderMark	4 North, 404	x 2849
Annie Boake	3 South, 366	x 2850
Rebecca Scarborough	4 South, 478	x 1992
Brodie Price	5 South, 566	x 2851
Jacob Mildren	6 South, 678	x 2852
Sam Bell	Annexe 1, 20	x 2830
Meg Ulrik	Annexe 2, 50	x 2843
Elise Monahan	Annexe 3, 75	x 2866
Jordan Dunstone	Annexe 4, 100	x 2867
Eva Cambridge	Annexe 5, 111	x 2869

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 expulsion 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 and may lead to your eviction from College. If you wish to smoke out-of-doors, do please use the bins provided for your butts, e.g. near the laundry. See under ‘Smoke Detectors’ above for a warning.

Sports. Sports are organized through the Sports and Fitness Team of the Student Club. 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. In 2001, 2002, 2003, 2004 and again in 2005, Menzies showed its sporting superiority over the other colleges. In 2006, we narrowly missed out (a long story about recounting points) but in 2007 we won the trophy again. Lend your weight to the mighty Menzies bandwagon and help us to retain the inter-college trophy in 2008!

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 North Wing undercroft. If you would like to borrow these, contact the Sports and Fitness Reps.

Student Club. Launched in 2003, the Menzies College Student Club has encouraged residents to take a greater part and have a greater voice in student life. The Club has an elected Executive (Coordinator and Co Coordinator), and a General Committee (appointed at the start of 2008), and has a talented, imaginative and energetic group of Team Leaders and Student Club Reps, each charged with managing student events and activities in key areas such as music, sport, personal development, community, major events, and social. Here's a listing of the 2008 team:

<i>Team</i>	<i>Name</i>	<i>Room</i>	<i>Phone</i>
Sport and Fitness	Bodie Chislett	4 North, 438	x 1849
Sport and Fitness	Sam Winzar	Annexe 1, 5	x 2830
Sport and Fitness	Gemma Goss	Annexe 2, 28	x 3789
Sport and Fitness	Kim Rosos	Annexe 4, 88	x 1089
Outreach	Geoff Ham	2 North, 238	x 1848
Outreach	Nicole Mills	5 South, 557	x 3789
Outreach	Daniella Tripodi	3 South, 380	x 1840
Outreach	Jayden Brown	4 South, 460	x 2838
Outreach	Zoe Linke	3 North, 336	x 1955
Culture	Amanda Hebbard	4 South, 474	x 5126
Culture	Will Rickwood	3 North, 317	x 1426
Culture	Yvette Baker	Annexe 1, 1	x 3788
Culture	Jack Hall	Annexe 5, 121	x 3787
Entertainment	James Marsden	3 North, 309	x 1996
Entertainment	Emma Lorenzin	3 South, 351	x 1850
Entertainment	Jess Laurie	6 South, 651	x 1852
Entertainment	Leigh Coffey	Annexe 3, 53	x 3796

The team, also includes two elected residents who lead, direct, manage, inspire and in other ways contribute to the effectiveness of the Club and student body. The Executive is composed as follows:

<i>Title</i>	<i>Name</i>	<i>Room</i>	<i>Phone</i>
Coordinator	Mel Clarke	West Wing, 806	x 8233
Co Coordinator	Jay Petty	West Wing, 804	x 8262

Student Club Common Room. Our Student Club needs space for activities and games, and our Club Room fits the bill. Noticeboards, a big screen TV, pool tables and a table tennis table as well as comfy sofas and chairs, newspapers and magazines, make the room superb for lounging out or catching up with Club activities.

Student Development Centre. At the front of North Wing, you will all notice the SDC. This is designed as an academic meeting space, to support the work of the Mentors and the Faculty Reps. The SDC houses the text book collection, study skills books and a resource file. The DRS residential life team work there, and you are welcome to drop in. See under 'Residential Life team' for details.

Student Enrichment. Opportunities for Faculty-based scholarships, work experience, study support, and academic enrichment will be promoted by our 2008 Faculty Reps. The team coordinates a special program for later-year residents, which includes speakers, excursions and debates, as well as the popular Faculty Dinners, all of which are well supported by Menzies' Academic Associates, who are lecturers and tutors from the University.

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

Study Assistance. As well as Mentors and Faculty Reps, who are there to assist you with your studies, Menzies 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 Focus Group Program. Study Focus Group meetings on Mondays during the academic year are a way of life for first-year residents at Menzies. Discipline-based groups, under the guidance of a trained and enthusiastic Mentor, make the transition to University study easier.

Study Spaces. Note that there are several parts of College where you can study quietly: *BodyWorks*, the Learning and Resource Centre, 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 Seniors 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. Towards the end of first semester (sometimes early in second semester), the College 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 the office. The Associate Director: Residential Life collates all the answers and prepares a report (available to all residents) based on the results.

SWOT Vac. Menzies 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 disturb other residents or 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 Menzies Drive, to the south of the front entrance to South Wing. The spot is signposted.

Theatre. See drama.

Text Book Purchases. 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 Study Focus Group 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.

Toad Tavern. See entry above 'alcohol'.

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. Menzies keeps an up-to-date collection of travel guides in the Reception area. In 2007, we'll be organizing many opportunities for you to travel on organized cultural, community and outreach tours.

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. Following discussions at the college's General Committee in 2005, 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 negligently caused damage. Further details are available from Reception.

Visitors. We love having guests and visitors in Menzies. We're happy to have your guests stay over. They can share your own room. For more details and conditions, please check with Reception, and see the entry 'Double Bunking'.

Warden. The Warden of College is Dr Lynda Yates. Lynda is an academic at the university and also has an office near to Reception at Menzies. If you would like to talk to her about anything, it is usually best to check a good time with Andrea (at Reception) or to drop her an email (l.yates@latrobe.edu.au). She is here to make your life in college as rich and trouble free as possible, so please do get in touch with her if you have any suggestions or concerns. Lynda Ives (with her husband, Dai Harris, the Coordinator of Learning Programs) in the Menzies Residence.

World Wide Web. Check the College web sites: <http://www.menzies.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/menzies 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.

Without wishing to end this *rough* Guide with a warning, it is important to stress that hanging or (worse still) climbing out of windows onto ledges is highly dangerous. Please do not succumb to the temptation to do so.

Zzzzz. See entry 'noise'.

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