

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

This Guide aims to give you easy reference to some of the activities, events, and people at Chisholm 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 next to the pool tables in the Common Rooms) and those of our information and advice packed individuals who work and live in the College. Check out your local Residential Assistant (RA) for news, views and folklore, and try the CRAC (Chisholm Residents Activities Club) Reps and Study Mentors (and the rest of the Study Support team) for advice.

Academic Awards. Once you're in Chisholm (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. Awards are given to residents according to their academic achievements as per University records.

Academic Help. There are many ways in which you can seek academic help from Chisholm. The best approach is to make contact with your Study Mentor (see the entry under 'Mentors'), or your Faculty Rep for later-year residents (See the entry under 'Faculty Reps'). Chisholm will be running study mentoring groups for all first year residents as a way to get new residents to know others who are studying either the same course/degree or something equivalent.

Other sources of information and support include the collections of the Library and those in the Centre for Residential Life (CRL) that serves all students in the colleges. The CRL is based in North Wing of Menzies College: follow the signs!

Academic Year. This is the teaching year at La Trobe University, and forms the basis for the Conditions of Residence agreement. See also 'Semester Teaching Periods in 2008'

Agora. The Agora or 'Ag' is the other central point of the main campus. You'll find shops, cafés, a bookshop, a post office and much more.

Alcohol. Yes, many Australians enjoy drinking, which is hardly surprising given the world-class wine and outstanding beer available. Many Australians enjoy alcohol and many enjoy big drinking sessions too. What's Chisholm's 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. All RAs and CRAC Reps have

received training in the Responsible Serving of Alcohol: Chisholm 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 Division of Residential Services' drug and alcohol policy. All student leaders have a copy of this.

Architecture. Chisholm College has a unique architecture: there are 12 residential towers, a great arts centre (with a global lounge at the top), brilliant meeting and recreational rooms, student leader apartments and resident rooms here, there and everywhere. You'll also find open spaces where you can enjoy some "peace and quiet", and we're the best situated college for public transport. Maps and routes are available from the Chisholm College office.

Arts Center. The Arts Centre is another great area within the College. It was opened in July 1982 and it was originally designed as an art gallery and studio for a visiting artist-in-residence. Residents have 24-hour access and it is a space that serves multiple functions: not only is this common area a place for the arts but it is also a retreat from noise curfew where social functions and jamming sessions can be held (see the entry under 'Music'). The Arts Center is also the home of Chisholm's new Global Lounge (see the entry under 'Global Lounge'). Just remember the main rule with the Arts Centre: If you make a mess, clean it up or there'll be trouble!!

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 and you can always speak to a CRAC Rep. You are also very 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 Chisholm 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 the entry under 'Help')

Ball. The Chisholm Ball is *the* big event in the College social calendar. Over 200 residents and their guests enjoy a gorgeous party, followed by a fun, yet relaxing recovery day. The tickets usually cover transport to and from the ball, three course dinner and drinks, live music, endless memories, and a whole night of fun and frivolity!

Barbecues. There's a great BBQ area in College that is located behind tower 12. You are very welcome to use the free BBQ but please keep the area as tidy as you'd like to find it. Yep, normal rules apply: use it, clean it. See your 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. Chisholm is very close to the Eagle Bar so we need to be especially aware of safety and security on bar nights. Please close all doors after you, especially those leading into the Towers.

Benda. Benda is Chisholm's annual end of year celebration. It gives everyone a chance to celebrate the year, say goodbye to those leaving and generally spend time together before the

summer break. The festivities begin on the last day of exams in November (Thursday 19th) and goes for three days. Benda isn't just a party, it's a ritual so don't miss out!

Bicycle Compound. There is a storage area for bikes, which is located under the office. For a small fee it offers a secure place to store your bike. No bikes should be found chained to trees or to other College property. The College administration we can choose to forcibly remove the bikes and fine residents in the wrong.

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 College property, if there are any repairs and cleaning costs that the College incurs or if items are lost or removed. The bond will be refunded when the tenancy comes to an end.

Books. The College is happy to purchase books to help you in your studies. The library and the shelves at the Roger Joyce Room have also a good collection of books, some of which are for pleasure reading (and improve your English skills). 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 Mentor and at Reception (also see the entry under 'Text Book Purchases')

Books in special collections. We are developing small but useful collections of books in various locations around College. Our Global Lounge has a growing collection of international and domestic resources. To borrow books from these collections talk with your Study Mentor or Study Rep.

Books for your courses. Our Study Mentors have small but excellent collections of key textbooks for the use of first-years. These are generally brought along to Study Focus Group (SFG) meetings on Mondays, and you can borrow these textbooks (and save \$100s). A list of the titles is available in the Student Development Centre (see 'Academic Help' above). Recommended textbooks can also be purchased for later-year residents. (See the entry under 'Text Book Purchases')

Books Missing. We encourage residents to use our resources but not to abuse them. Books are available to be use but remember that there are other 400 residents, many of whom might want to access the same book. Twice each year, audits of books in the Library and other areas 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. ChisOut is the Chisholm cafeteria which is located in the Common Room, next to the pool tables. It 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 prints details of special events.

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

Car Compound. See entry under 'Parking'

Centre for Residential Life. At the front of North Wing of Menzies College, you will all notice the CRL. The DRS residential life team work there, and you are welcome to drop in. See under 'Residential Life team' for details.

Chisholm News. This is Chisholm's newsletter that is delivered to your kitchen on a weekly basis. It's full of information, College news, the Warden's message, upcoming events, event wrap-ups and photos from events, If you'd like to contribute contact your CRAC Rep or the Media Publications Rep, Shinna McCarthy (in Tower 11).

Cleaners. Luckily for us, we have cleaners that come and clean the kitchens, bathrooms, common areas on your floor and your rooms. The cleaners come on each weekday morning and will let you know when they will clean your room. Please note, the cleaners are not responsible for the cleaning of dirty dishes, excessive mess in the kitchens or in the bedrooms (actually, if your room is too messy they will not help you and refuse to clean it!).

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* Chisholm. 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 Chisholm crowd. Even so, don't forget that the two other Colleges (Menzies and Glenn) also have loyal residents, proud of their institutions and communities. While raids and offensive chanting and other forms of clan behaviour were once the norm, and perhaps tolerated, they are no more. Chisholm residents have plenty of ways to show they're the best, and acting up is not one of them. Demeaning attitudes, raids to the other Colleges, and boorish behaviour are not tolerated at Chisholm.

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 RA, CRAC and Study Support Coordinators sit on CAT. If you have any concern or a great idea that you would like to bring to the attention of the Warden, get in contact with one of the Coordinators for them to raise it in the next meeting. CAT usually meets weekly.

Common Areas. See the entries under 'Arts Centre', 'Common Room', 'The Hill' and 'Kitchens'

Common Room. The common room is the general area next to the front office and its facilities include: ChisOut Café, Laundry, Library, TV & video areas, Foxtel, Public phones, Pool tables and Table tennis. The Common Room is normally open from 9am to 12 midnight, seven days a week and 9am to 2am – for study purposes only – during exam periods. Access to certain facilities may vary within these times.

Common Room Attendants. There are four common room attendants for the academic year. The attendants start at 8pm and work till 12 midnight seven days a week. They are present in the common room for all 4 hours to provide access to facilities. Prior to their working time, access to these facilities is done through the front office and, between 5pm and 8pm, through the Duty RA.

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 RA, and/or the Warden. You can also mention it to your CRAC Rep who will be sure to pass your concerns to the right person. 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 RA or Warden.

Computers. Chisholm has a computer/IT centre ('the Computer lab') which is located at the bottom of Tower 5, opposite the Laundry. It has 24 hours access to all residents. All PCs are connected to the university network which enables access to the internet and other university computing resources. Residents can also bring their own computers (or laptops) and organize to have them connected in their rooms by one of our friendly IT officers. Talk with the front office to arrange.

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 Chisholm. Please read it carefully for this is a legally binding document. 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 RA on duty. There are also vending machines in the laundry (ground of tower 5) and the Common Room toilets.

CRAC. The Chisholm Residents Activities Club (CRAC) is the fun and super exciting student organization of Chisholm. CRAC has a proud tradition and it has a Coordinator (Jess Glasson) and 12 Reps responsible for social, sporting and cultural life in College. CRAC

organizes everything from O & T week activities to Benda and everything in between such as themed parties, sports and the ball. Each CRAC committee members represents a Tower.

Here's a listing of the 2008 team:

<i>Team</i>	<i>Name</i>	<i>Room</i>	<i>Phone</i>
Coordinator	Jess Glasson	Flat 7	2883
Female Sports	Jo Amos	6BG	2893
Male Sports	Chris Worland	8BG	2886
Sports Coordinator	Melissa Pratt	4BG	2868
Community & Outreach	Heidi Burns	10BF	2903
Environment	Scott Lane	12BF	2906
Entertainment	Amy Lee	2BG	2877
Global Programs	Mary Macgill	7BG	2888
Media -Publications	Shaun McCarthy	11BF	2905
International	Xavier Smerdon	5BG	2896
Secretary/Treasurer	Alex Smith	9BL	2904
Media Promotions	Amy Wachtel	1BG	2881
Creative Arts	Erin Warner	3CG	2873

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. After hours the duty RA will need to be informed about overnight visitors if reception hasn't already been informed.

Drama. We're hoping for a great production in 2008. That means that we need as many residents as possible to step forward and volunteer either on or behind the stage. Be sure to make your interest known early and contact the CRAC team to express interest.

Duty RA. Chisholm has excellent out-of-hours assistance. If you need help, you can telephone the Duty Tutor on extension 8313, which will connect you to the Duty RA's mobile: 0418532997. The Duty RA will respond to problems from lockouts to urgent emergencies. Just bear in mind that the Duty RA is a RA, Study Rep (and the RA & Study Rep Coordinators), like other students, needs rest... so please telephone in cases of serious need and emergency *only* and keep in mind that repetitive lock outs will result in fines to the repeating offender.

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, at the tram stop opposite McDonalds in Plenty Road) or, outside office hours, contact the Duty RA on **8313** (see Duty RA). Security concerns should be addressed to campus security, the Duty RA.

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 talk to your CRAC Rep, read Chisholm News or Blow, look at the posters in your kitchen or around the College, check the intranet, which has news and photos, updates and reports, on student affairs as well as forthcoming events. The address is: <http://www.Chisholm.latrobe.edu.au/>

Exchange and Study Abroad Students. At the start of each semester 30 or more students come to Chisholm 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 culture, vitality and excitement to Chisholm. The more the merrier... Chisholm 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 Chisholm College. They work together to make sure that later-year residents in the same Faculty and/or 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.

The Faculty Reps for 2008 are;

<i>Name</i>	<i>Focus Group</i>	<i>Room</i>	<i>Extension</i>
Claire Cahalan	Coordinator	Flat 7	2883
Bevan Marshall	Science, Tech. & Engineering	Flat 8	1495
Trevor Wilson	Humanities & Social Sciences	10AF	1015
Purvi Tantia	Law & Management	8BF	2886
Steve Shaw	International	Flat 8	1495
Stephen McAdam	Health Science	Flat 8	1495

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 1211

Fines. Students break things, damage things and lose things. 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. You should check the Conditions of Residence 2008 for further details.

Fire Alarms and Drills. Each semester, Chisholm 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 definitely *not* allowed in rooms. In the case of a fire alarm, residents in Towers 1 to 8 are requested to calmly evacuate and meet on the footpath on the outskirts of the College towards Car park 3 side. Residents in Towers 9 to 12 are requested to calmly evacuate and meet on the footpath near the BBQ area outside tower 12. Each resident is to line up on their designated area painted on the footpath. Each Tower has a Fire Warden ('Your RA') and we also have Floor Wardens (people who reside in corner rooms). These students have specific duties to perform during emergencies and drills, and you are asked to follow their instructions carefully.

If a fire alarm is set off by your smoking or you are interfering with the fire and/or smoke detectors, you will be liable and will face possible expulsion from College.

First Aid. All RAs, Faculty Reps and Sports Coordinators have First Aid Level 2 training. They should be able to help out if you need their assistance. If you need help after hours, call the Duty RA. First Aid Courses are also held throughout the year and are open for participation by residents at a subsidized cost. Please see the front office for more information.

General Committee (GC). 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 RA, who will receive all papers and agendas in advance. The agenda should be posted well in advance of the meetings.

Getting Involved and Learning about Chisholm. 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 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 Chisholm work.

Global Lounge. Chisholm College residents make the most of its unique global and community programs by getting out there. The Global Lounge on the top floor of the Arts Centre is the place for information on where you can go and what's involved.

Global Programs. In July and December there are many opportunities for Chisholm residents to take up some tour to visit local sites, work with development organizations and teach English whilst raising money to support worthy causes. We also plan to visit India, Cambodia, Hong Kong, Nepal, Kenya, Thailand and China. 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 or get in touch with the International Global programs CRAC Rep. 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 RA, the RA Coordinator, the Warden or the College Counsellor (see 'Student 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. Chisholm College does not tolerate harassment of any kind.

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 (located in the top floor of Peribolos East, close to the Agora), details of which are available from front office. A University Counsellor is available at Chisholm between 4 – 5 pm on Thursdays, during teaching weeks. Please check with Reception or your RA for details (see 'Student Counsellor').

Hill (the hill). The hill is a peaceful grassy common area located in the center of the College between the Common Room, Tower 5 and the Arts Centre. It is here where a resident can relax and chill in the sun. The Hill is also a prime location for our social events such as BBQs, sports and massive parties.

Incendiary devices. Not permitted in College buildings: fireworks, guns, explosives, *cigarettes, etc.* 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 will face possible expulsion from College.

Insurance. Please note that your personal effects are not insured at Chisholm College. You are advised and strongly encouraged to consider taking out insurance for your belongings. Closing the floor doors and keeping your windows shut (especially if on A-Level) are also important ways to prevent unwanted intruders.

International Students. We have plenty in College and they are party of what makes Chisholm such an exciting and vibrant community. The Aussie accent can be difficult to understand, but you'll quickly perceive that the Australian 'mate' is a very friendly, outgoing, relaxed and helpful person. Those at Chisholm are 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. You can also contact either of the international coordinators (see 'CRAC') for assistance.

Internet . You may use the internet from you room, in the Computer Lab 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 the front office. 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 staff.

Keys: lock outs. If you get locked out after office hours, you may call the Duty RA. Please be aware that the Duty RA needs his/her 'beauty sleep' like the rest of us. Disturbing the Duty RA during the night through your own carelessness is obnoxious. Two lock-outs is tolerated; if you make more than two calls a semester, you will be fined \$5, then \$10, then \$25. You have been warned. Also keep in mind if you want efficient service then don't forget your manners when calling a Duty RA.

Keys: what happens if you lose your keys. Chisholm has one key systems operating within the college: the Codalok (flat and tongue-like) system. If you lose your key you can request in front office to get a replacement. This will incur in a cost. If a key 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, etc.

Keys: what happens if you want a second set . A second set of keys that you might use for a friend costs \$100 (returnable key deposit). Keys can only be obtained following approval from the Warden.

Kitchens. These are located on every floor and are obviously there for cooking... but you will soon learn that so much more can be experienced in a College kitchen. The floor kitchen is yet another common area within the College where residents can 'hang out' and socialise. It is also a place where you can learn how to cook new foods from around the world. Please be aware however 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. Your RAs 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.

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. There are 2 laundries at College: one at the ground level of Tower 5 and the other at the back of the Common Room (also at ground level). 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 Chisholm 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.

Leadership. There are endless opportunities to develop leadership skills at Chisholm College. In 2008, we'll be offering lots of opportunities to take up professional and personal development (see also the entry under '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 50 leadership positions in College: something to aim for.

Leaving College. See the entry under 'Permanent Departure'.

Letters. see the entry under 'Mail'.

Linen. You may exchange your linen taking your dirty sheets and pick up clean ones from the Common Room Attendants. There are specified hours on one day, when you can make the exchange. In 2008, the exchange day will be Wednesdays from 8pm to 10:30pm but double check details with front office. 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. Firstly, join in as many of Chisholm's many social activities available as you wish! If you are scared to go by yourself, feel free to approach your CRAC Rep, RA or Study Mentor, who will be happy to help you out and introduce you to our great community! We strongly recommend having a go at everything... you may just be surprised at how much fun you can have!
2. Approach a RA (in full confidence: what you say will not go any further)
3. Check out the books and advice guides in the Personal and Professional Development book collection in the CRL. You can borrow these if you record your borrowing
4. Approach the Warden (you will be guaranteed confidentiality)
5. Visit Bruce, our College Counsellor (see 'Student Counsellor'), 4 – 5 pm on Thursdays at the Roger Joyce library.
6. Drop in or make an appointment with another Counsellor at the Student Counselling Service, a free service at the University.

Mail. Mail is delivered to Chisholm 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.

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 the front office. Eleanor at the front office or your RA will also be able to get advice on the progress in repairing the fault. You can also submit a maintenance request online via the Chisholm College website (details from your RA).

Medical Help . Please contact the front office during office hours or the Duty RA after hours. The LTU Medical Centre 'bulk bills' for LTU students so most can visit free of charge however, residents should note that the 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. In 2008 Chisholm has a team of fourteen Study Support leaders, including eight Mentors to help and 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>	<i>Phone</i>
Claire Cahalan	Coordinator	Flat 7	2883
Vanessa Bowen	Law	12AH	1020
Bethany Uhe	Humanities and Social Sc.	9CB	1014
Adam Rosenow	Business and Management	4AM	2872
Emma McLennan	Psychology	6AG	2894
Madeleine Barwick	Media and Journalism	5CG	2895
Marilena Ymmas	Allied Health	2CC	2878
Kasia Hart	General Health Sciences	1AM	2882
Keith Rogers	Computer Sciences	11AF	1018

Mondays. ‘I don’t like Mondays,’ sang Bob Geldof and the Boomtown Rats long, long ago. Not so at Chisholm! 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. 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. Chisholm has a fine tradition of excellent musicians passing through its rooms and we are keen to see this tradition continuing. Music can be played in your room (provided it complies with the noise regulations rules of your tower). Jamming sessions are common amongst residents and they tend to occur in the music room on the ground floor of the Arts Centre. A piano is set up there and you are free to use this. Contact your CRAC Rep if you have a passion for music or if you are interested in teaming up with other musicians and they can point you in the right direction!

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: Quiet Towers: all the time; Non Quiet Towers: Sunday to Wednesday, 12pm (with the exception of Monday where there is a curfew for the whole College) and Thursday to Saturday, 1am. During SWOT Vac, there is a total noise curfew, day and night, across the College.

If you are disturbed by noise, 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 turned down. That should work. If not, then try the second

approach, namely to contact your RA (or the Duty RA if it is after-hours) and obtain help. 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.

Non Quiet ('Normal') Towers. These are the odd-numbered towers (1, 3, 5, 7, 9 and 11). Noise curfews for these towers are 12am Sunday to Wednesday (with the exception of Monday where there is a curfew for the whole College) and 1am Thursday to Saturday. Please bear in mind that not having a noise curfew does not allow for excessive noise. After all, Colleges are here to support residents' interests to engage in academic pursuits and these often involve a good amount of 'quiet space for reading and reflection'. Note also that during SWOT Vac there is a total noise curfew throughout the whole college.

Parking. You can park in Car Park 3 or obtain access to the Car Compound. 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.

Personal and Professional Development (P&PD). In 2008, there will be loads of opportunities to acquire skills and competencies in, e.g. dance, music, wine tasting, debating. The College is also running a series of professional development classes, and the programme as a whole is sponsored by Chisholm. Included should 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. The DRS Diary also carries information about Division-wide P&PD programs.

Piano. The College has a piano for the use of residents, located inside the arts centre. If you'd like to practice, please contact the CRAC Reps for information (see 'Music' in this guide).

Quiet Towers. These are the even-numbered towers (2, 4, 6, 8, 10 & 12). Their name says it all: noise curfew is a feature of the tower designed for those who are in need of a more gentle and academically committed environment.

RAs. We are overwhelmingly proud of our RAs, 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 Tower, 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.

The 2008 RAs are:

<i>Name</i>	<i>Tower</i>	<i>Flat</i>	<i>Phone</i>	<i>Email</i>
Jesse Volbeda	Coord.	7	2883	jivolbeda@students.latrobe.edu.au
Jack Sale	1	2	1491	jasale@students.latrobe.edu.au
Marnie Malcolm	2	2	1491	memalcolm@students.latrobe.edu.au
Kudzai Mhishi	3	3	1492	ktmhishi@students.latrobe.edu.au
Rachel McDermott	4	3	1492	rcmcdermott@students.latrobe.edu.au
Annabell Deppeler	5	4	1493	aadeppeler@students.latrobe.edu.au
Karen van del Heyden	6	4	1493	kavanderheyden@students.latrobe.edu.au
Pauline Sitagata	7	6	1494	psitagata@students.latrobe.edu.au
Ashleigh Hill	8	6	1494	ak2hill@students.latrobe.edu.au
Tim Thwaites	9	9	1496	s3112877@student.rmit.edu.au
Simone Laiu	10	9	1496	srlaiu@students.latrobe.edu.au
Loren Urzia	11	11	1498	lurzia@students.latrobe.edu.au
Sam Wood	12	11	1498	stwood@students.latrobe.edu.au

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

Residential Life Team. The DRS has a team devoted to developing and managing programs of appeal to residents. The team works closely with the 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. Chisholm 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. Chisholm is keen to encourage students of high ability and achievement to join Chisholm 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 Chisholm community. Special prizes are distributed at our Academic Gala Dinner, held annually.

Security. The La Trobe Security Hub is located near the bottom of Flat 1 where the boom gates are. Security concerns should be addressed to campus security, the Duty RA and/or to your RA Coordinator. Call extension 2012 if you need to contact security or extensions 2222 for security emergencies.

Security Bus. Residents are able to use the Security bus to get around the La Trobe campus after dark. It's a rather convenient service, which means you don't have to walk back from the tram stop alone late at night. Please note they won't take a group of 3 or more and you can't use this service just so you don't have to carry back your shopping bags! Call extension 2012 for this service.

Semester Teaching Periods in 2008. Semester 1, 2007 runs from 25th February and concludes on 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.

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. If the alarm is set off by your smoking or interfering with the detector, you will be liable and will face possible expulsion from college. *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, e.g. near the laundry. See under 'Smoke Detectors' above for a warning.

Sports. Sports are organized through the CRAC team Reps and 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. Lend your weight to the mighty Chisholm teams and help us do our best in 2008!

Student Counsellor. Bruce Jenkins is one of the University Student Counsellors. He comes to Chisholm once a week – on Thursdays from 4 to 5pm – during the academic semester (except SWOT Vac and exams) to be available to College residents. Should you want to discuss issues that are of concern to you in a confidential conversation with someone with great experience both of life at Uni as well as of Melbourne, then Bruce will prove to be a valuable connection for you. He can be located at the Roger Joyce library during this time.

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, Chisholm 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 Chisholm. 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. The common room has plenty of sufficient study locations such as the library and ‘fishbowl’. The Roger Joyce Lounge and Kitchen, Arts Centre and the Computer Lab can also be used to study.

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:

- contacting your RAs or other student leader;
- mentioning the matter at a Tower Meeting;
- contacting any member of staff;
- contacting the Warden either by email, through making an appointment at the front office or simply by ‘popping in’ during her working hours (see the entry under ‘Warden’)

Your contact and discussion may be confidential, should this be desired by you.

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 front office. The Associate Director: Residential Life collates all the answers and prepares a report (available to all residents) based on the results.

SWOT Vac. Chisholm College is famous for its SWOT Vac Program which is designed to support and reward you in your preparations for exams. 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 and generally act up are severely penalised. The College respects all your hard work, and wants to support you in your studies.

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 Mentor, who has a collection of key textbooks for your area. If the book is not in stock in our textbook library or elsewhere in College, simply get together with 2 other friends in need of the same book and 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. Discuss these ideas with either your Study Mentor, Study Rep or Claire, the Coordinator.

Theatre. See the entry under 'Drama'.

Theft of Books. Chisholm College provides a wide range of books for enrichment and study purposes. Books are held in the Library and the Global Lounge. Taking these books without first recording the borrowing with the front office 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 resident bonds. Please do not remove books: if you see others doing so, please ask them to return the books immediately or report them.

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. www.metlinkmelbourne.com.au is a very helpful website with information about all forms of transport in Melbourne. Don't miss the opportunity to go out and get familiar with what this beautiful city (and region) has to offer!

Travel. Many students, especially international visitors to Australia, enjoy travelling around the country during the holidays and mid-semester breaks. Chisholm keeps an up-to-date collection of travel guides in the Global Lounge area. In 2008, we'll be organising many opportunities for you to travel on organised 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. 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 the front office. Monies in this fund that were not spent during the year are used in student activities so it is helpful to remember that it is always desirable to avoid damages so that the funds can be used in constructive and recreational activities rather than repairs.

Visitors., see the entry 'Double Bunking'. Also, the College has a 'Visitor's Flat' at the base of Tower 1 that is used, as its name states, to accommodate special guests. Access to this flat needs to be discussed with the Warden.

Warden. The Warden of Chisholm College is Maria Nichterlein. Her office is near Reception, and she lives (with her partner, John, and daughter, Natassja) in the Chisholm Residence which is next to the BBQ area. The Warden's role at the College is to overlook the day to day residential life at College and to ensure that the residents have a satisfying experience at Chisholm. She works very closely with Eleanor at the front office and with all student leaders, specially the Coordinators.

Warden office hours. All College Wardens at La Trobe do their work at the College on top of their other University work. Maria is a registered Psychologist and she works full time at the Counselling Service. She usually is in her office for one to two hours after 5pm during the weekday yet she tries to be as accessible as possible for residents. She can be contacted either by email, talking with the front office or calling: her office's extension is 2899 and Chisholm House's one 2891.

World Wide Web . Check the College web sites: <http://www.Chisholm.latrobe.edu.au> for the internal site, run by and for students (volunteers are welcome—please contact the IT staff); and www.latrobe.edu.au/Chisholm 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 (neither in the floor's halls!). Warning: if you break a window, you'll have to pay for it, but see the 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 yield to the temptation to do so.

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