A-Z of Services for Students

The following is intended as a quick reference of all the services which are provided by the university for its students. This list is by no means exhaustive but will hopefully give you a head-start in finding your way around.

1. Alumni
2. ATMs
3. Bank Branches
4. Booklists
5. Bookshops
6. Careers Advisory Service
7. Cashier
8. Child Care Centres
9. Counselling and Psychological Services
10. Dental Surgery
11. Eating Places
12. Equity and Diversity (UniAccess)
13. Financial Aid
14. Graduate Management Association
15. Graduate Research School
16. Hairdresser
17. Housing
18. Library
19. Medical Centre
20. Newsagent
21. Optometrist (Eyecare Centre)
22. Parking on campus
23. Pharmacist/Chemist
24. Scholarships
25. Security
26. Shoe Repair / Tool Hire
27. Student Administration
28. Study Abroad and Exchange Programs
29. Study Support (Study Smarter)
30. Taverns
31. Travelsmart
32. UniPrint
1  **Alumni**

UWA Alumni is responsible for maintaining contact with all our graduates. This valuable network can open doors for employment prospects, information, business opportunities, social and cultural exchanges, research leads, personal development and so much more.
Further information: [www.uwa.edu.au/alumni](http://www.uwa.edu.au/alumni)

2  **ATMs**

There are two ATM machines located in the Guild Village. The Westpac ATM is next to 'Talking Heads -- Hairdressers' and the Bank West ATM is across from the vending machines on the bottom floor of the Guild Building.

3  **Bank Branches**

Westpac has a branch on the first floor of above Talking Heads in the Guild Village.
Phone: 9388 2355.
Uni Credit is further along the corridor near Challenge Bank
Phone: 6488 1218.
Commonwealth Bank teller machine next to Book Shop

4  **Booklists**

Booklists for the units you are enrolled in are available on the following webpage:

5  **Bookshops**

**Second Hand Bookshop**
The Second Hand Bookshop is a great place to ensure those expensive text books you no longer have use for don’t go to waste, and you get your money back! It is right next to UniPrint in the Guild Village and is filled with cheaper novels, text books and CDs. So make sure you don’t just pass it by, it could save you a fortune!

Opening hours at the beginning of semester:
Monday – Friday 9am - 4.45pm
Opening hours at all other times:
Monday – Friday 10am - 3pm
Phone: 6488 2310
E-mail: bookshop@guild.uwa.edu.au

**Co-op Bookshop**
The Co-op Bookshop is located in the Guild Village directly across from the Guild Building. It stocks all of your course-required books, course readers and stationery, and has a range of gifts, diaries and high quality bits and pieces!
Phone: 6488 2069
Further information: [http://www.guild.uwa.edu.au/home/your_guild/about_the_guild/guild_village](http://www.guild.uwa.edu.au/home/your_guild/about_the_guild/guild_village)
6 **Careers Advisory Service**

The Careers Centre focuses on developing UWA students' awareness, capacity and skills to self-manage their careers and make a successful transition to employment. This is achieved through the direct delivery of services to students, building strong links with employers, developing collaborative programs with University staff and undertaking labour market research. 

**Services for Students** include job vacancies, careers advice, resume and application reviews, employment preparation workshops and seminars, industry mentoring 

**Career Mentor Link** - a career mentoring program that matches professionals with UWA students

**The Global Student Wiki** - helping UWA students to develop global career competencies and to share their insights and questions. The Careers Centre is located on 1st Floor Social Sciences South Wing.

Phone: 6488 2258 Email: careers.centre@uwa.edu.au 


7 **Cashier**

All student fees including payments for course fees, amenities and service fees, student access cards, library fines, and more can be paid at Student Administration Cashier (Hackett Hall) by cash, cheque / money order, credit card (Visa, Mastercard and Bankcard) or EFTPOS between the hours 8.30am - 4.30pm Monday to Friday.

Phone: 6488 1234 


8 **Child Care Centres**

The University of Western Australia is committed to the delivery of excellence in long daycare, after school care and vacation care. UWA Child Care Services provides a Long Daycare Centre that offers part-time and full-time care to children aged six weeks to five years, and an Out of School Hours Care service that provides After School Care and Vacation Care for pre-primary students to twelve year olds, during state school terms and school holidays.

Location: Child Care Office, 7 Monash Avenue, Nedlands WA6009 

Phone: 9389 9433, Email: childcare@uwa.edu.au 


9 **Counselling and Psychological Services**

UWA offers a confidential, free of charge counselling service to all students at UWA. Practitioners are Psychologists and Clinical Psychologists registered with the Psychologists Board of WA.

The counsellors deal with personal and interpersonal issues affecting work and study. These can include:

- anxiety
- depression
- relationship and family issues
- stress management
- substance abuse
- sexuality issues
- equity issues
- issued with poor concentration, organisation, priorities and goal setting
- study and work related matters
Opening hours: 9am – 5pm on University working days. Appointments can be made by calling Student Services Reception on Phone: 6488 2423 or by visiting the Support Centre located 1st Floor, Social Sciences South. Further information: www.counselling.uwa.edu.au

10 Dental Surgery

Matilda Bay Dental Surgery is located in the 1st Floor Guild Village.
Phone: 6488 1215

11 Eating Places

There are a number of food outlets on campus or nearby. These include: cafes, cafeterias and vending machines.
Café – Ground Floor, New Business School building
Refectory and Café – Guild Village
Number of cafes and Asian restaurants – Broadway shopping centre
Café – Ground Floor, Reid Library
UWA Club – membership fee

12 Equity and Diversity (UniAccess)

UniAccess provides a range of services and supports to UWA students who wish to disclose a disability or a chronic medical condition and request assistance. The Disability Officer is able to:
• arrange for supports to help you maximise academic potential
• give advice on individual disability related matters
• facilitate physical access to the campus and its buildings
• represent your difficulties to departments and faculties
• make alternative arrangements for assignments and examinations

All services are free. A free confidential service for students with disabilities or any medical conditions either permanent or temporary that may affect various aspects of life at UWA. Students must register with the service to receive help with:
Alternative exam conditions
Resource information and advice
Library assistance
Access to aids, software and equipment
Interpreting services
Note taking and transcription service

To make an appointment to see a Disability Officer phone Student Services Reception on 08 6488 2423
Further information: http://www.studentservices.uwa.edu.au/ss/disability

13 Financial Aid

The Student Financial Aid Service is a free and confidential service for enrolled students of the University. The Service can inform you about sources of finance to meet education related expenses and emergency or unforeseen expenses. They are located on1st Floor Social Sciences South Wing.
Opening Times: Monday to Friday 9am – 4pm
Phone: 6488 2423 (main reception) or 6488 3547 (direct line)
Email: student.finance@uwa.edu.au
Further information: http://www.studentservices.uwa.edu.au/ss/financial
14 Graduate Management Association
The GMA is the student and alumni association whose sole purpose is to help you take full advantage of the network of high-calibre people that have studied at the Business School.

15 Graduate Research School
The Graduate Research School coordinates the University’s world class graduate research training activities and provides administrative support to research students. Further information: http://www.postgraduate.uwa.edu.au/

16 Hairdresser
Talking Heads Hairdresser is located in the Guild Village. Phone: 9381 2638

17 Housing
The Housing Service offers a free and confidential accommodation advisory support service to enrolled students. Housing Officers do not arrange accommodation for staff or students. They can only provide advice and information; most of which can be found on this web site. Further information: http://www.studentservices.uwa.edu.au/ss/housing

18 Library
The Business Library is located on the 3rd Floor of the Reid Library. The library collection includes books, videotapes, DVDs, sound recordings, computer software. In addition the library includes access to over 10,000 electronic journals. Other services offered by the library include:
- Loans services
- Reference services
- Information Library assistance
- Photocopying service
- Special collections
- Online access to key library resources
- Media support services.

Business School Librarians are at the Business School Tuesday mornings and Thursday afternoons. Further information: http://www.library.uwa.edu.au/

19 Medical Centre
The Medical Centre provides General Practitioner, Nurse and Allied Health Services to assist students with their health care needs. All consultations are strictly confidential. GP medical services provided to students are direct billed to Medicare. International students are able to claim their medical fees from their health fund. The Medical Centre is located on the second floor, Student Services, Guild Village.

Phone: 6488 2118 to make an appointment. Further information: http://www.studentservices.uwa.edu.au/ss/medical
20  **Newsagent**

Campus News and Gifts is conveniently located in the Guild Village, and stocks newspapers, magazines, cards, multiriders, phone cards, UWA souvenirs and postage stamps. The newsagent is open 7:30am to 4:40pm Monday to Friday.  
Phone: 6488 2283.

21  **Optometrist (Eyecare Centre)**

The optometrist on campus is located in the Guild Village, and offers everything necessary for your eye care needs.  
Contact: The Eyecare Centre. Open between 9am and 5pm, Monday to Friday.  
Phone: 6488 1491.

22  **Parking on campus**

All vehicles parking on University grounds are required to display either a current valid parking permit or a valid metered parking ticket. Parking areas and parking bays are clearly marked and require vehicles to be parked within marked pays in accordance with permit/ticket requirements.  
General Enquiries – 6488 3020 (M - F 8am to 4.30pm)  
Permit and Infringement Enquiries – 6488 1229/7184 (M – Th 9am–4pm, F 9am-1pm)  
Location: Unipark and Security Office, Administration East, Winthrop Entrance  

23  **Pharmacist/Chemist**

The UWA pharmacy is located in the Guild Village next to the Co-op Bookshop. It has all your medical requirements and is staffed by qualified pharmacist and friendly and helpful assistants.  
Phone: 6488 2290

24  **Scholarships**

Details of scholarships for both undergraduate and postgraduate study are available at the scholarship web site [www.scholarships.uwa.edu.au](http://www.scholarships.uwa.edu.au)  

25  **Security**

UWA Security Dept is staffed by qualified, professional and committed security officers and operates 24 hours a day seven days a week. Security officers are available to walk students to their car or bus stop when they are studying on campus during the evening, weekends and public holidays.  
Phone: 6488 3020 (after hours escort).  
Free Call Security: 1800 655 222  

26  **Shoe Repair / Tool Hire**

The most economical shoe repair service in Perth, conveniently located in the Refectory courtyard. For the best prices and service anywhere, go and see Vlad, 9am to 3pm, Monday to Friday!  
Phone: Ph: 6488 3804
27 **Student Administration**

The Student Administration manages a range of core university functions, including:

- Access cards
- Fees
- Cashier services
- Enrolment information and assistance
- Fees
- Lodgement/pick up of forms
- Examinations

Student Administration is located on the Ground Floor, Hackett Hall.

**Opening hours are: 8.30am to 6:00pm Monday and 8:30am to 4:30pm Tuesday to Friday. On Saturdays when end of semester exams are held Student Administration is also open from 8:00am to 3:00pm.** Further information: [http://www.studentadmin.uwa.edu.au/welcome](http://www.studentadmin.uwa.edu.au/welcome)

Phone: 6488 3235

28 **Study Abroad and Exchange Programs**

Postgraduate Business School students are encouraged to broaden their skills and knowledge by spending part of their university life studying at international partner universities. Due to the time involved in planning for exchange you should speak to an advisor at least eight months before you want to go on an exchange.


29 **Study Support (Study Smarter)**

The Learning, Language and Research Skills team offer a wide range of expert services to help you improve your study and assignment skills. These include: one to one consultations, workshops, drop-in sessions in the library, and study resources. They are located within Student Services on 1st floor, Social Sciences South Wing.

Phone: 6488 2423 for enquiries or to make an appointment to see an advisor.

Email: study.smarter@uwa.edu.au.


30 **Taverns**

The UWA tavern The Tavern provides a place where students can meet and enjoy student-priced drinks and meals in a relaxed and friendly atmosphere. Your Guild also provides free entertainment every week during semester. For the sports-minded, the Tavern has pool and foosball tables and a BIG screen TV for major sporting events.

Opening hours during semester are:
- Monday – Thursday 11.00am – 6.00pm
- Fridays 11.00am – 7.00pm

Phone: 6488 2318

Email: tavern@guild.uwa.edu.au

31  **Travelsmart**

For detailed information on local transport, parking and getting around campus visit:
http://www.studentservices.uwa.edu.au/ss/housing/transport_parking

32  **UniPrint**

Uniprint, previously called the Copy Centre, offers a range of photocopying services to staff and students. There are four photocopiers for affordable student copying, as well as one colour copier, which you can pay for by cash, with your campus card, or by VISA and EFTPOS. Uniprint is also able to do binding, laminating, faxing and creating overheads, not to mention creating customised t-shirts, stubby holders and mouse pads as well as selling lab equipment and lab coats.

Opening hours during semester are:
Monday – Friday 8:45am to 4:45pm

Opening hours during semester break are:
Monday – Friday 10am to 3pm

Phone: 6488 2297
Email: uniprintjobs@admin.uwa.edu.au