



LA TROBE
College Australia

Student Handbook 2023

Foundation & Diploma Students





This Student Handbook is your quick guide as a new Foundation or Diploma student at La Trobe College Australia.

You can use the table of contents to quickly find resources and links within the guide with detailed information and links to video content.

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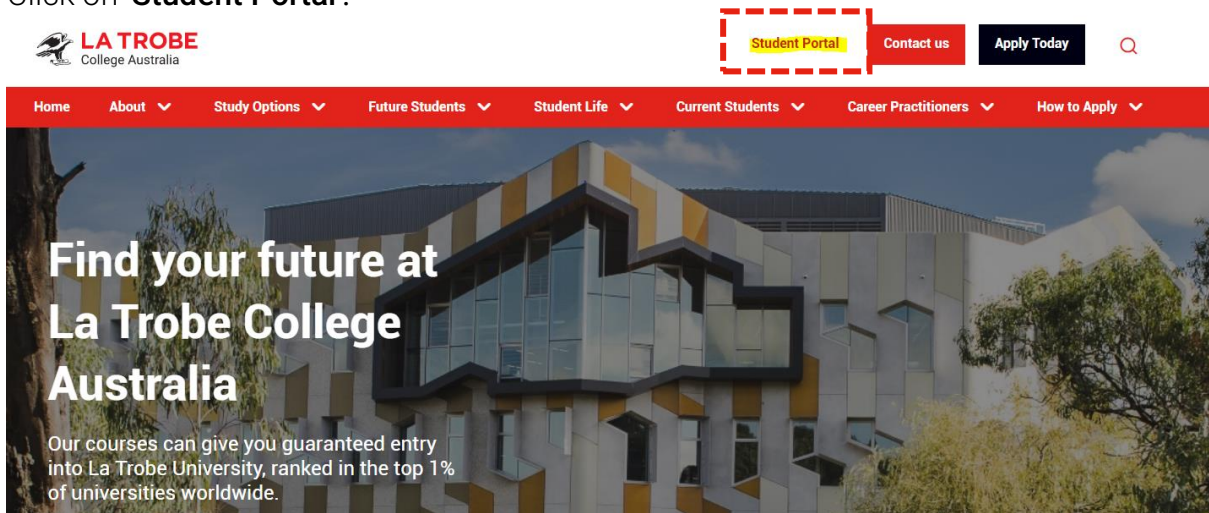
Accessing the **Student Portal**

1. Open either **Google Chrome** OR **Mozilla Firefox** by double clicking the icon on your desktop.

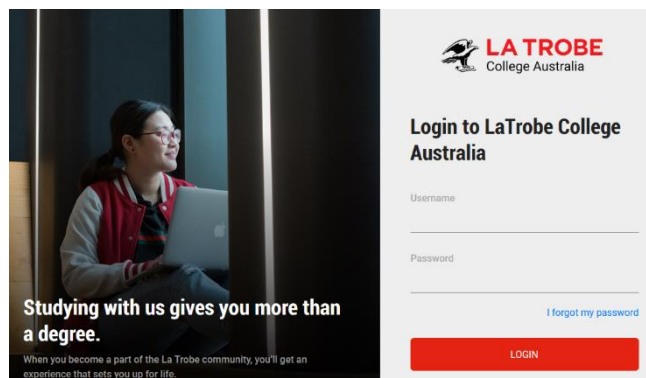


2. Access the La Trobe College Australia Student Portal via the La Trobe College Australia webpage: **latrobecollegeaustralia.edu.au**.

3. Click on '**Student Portal**'.



4. Your Student Portal log-in screen will look like this:



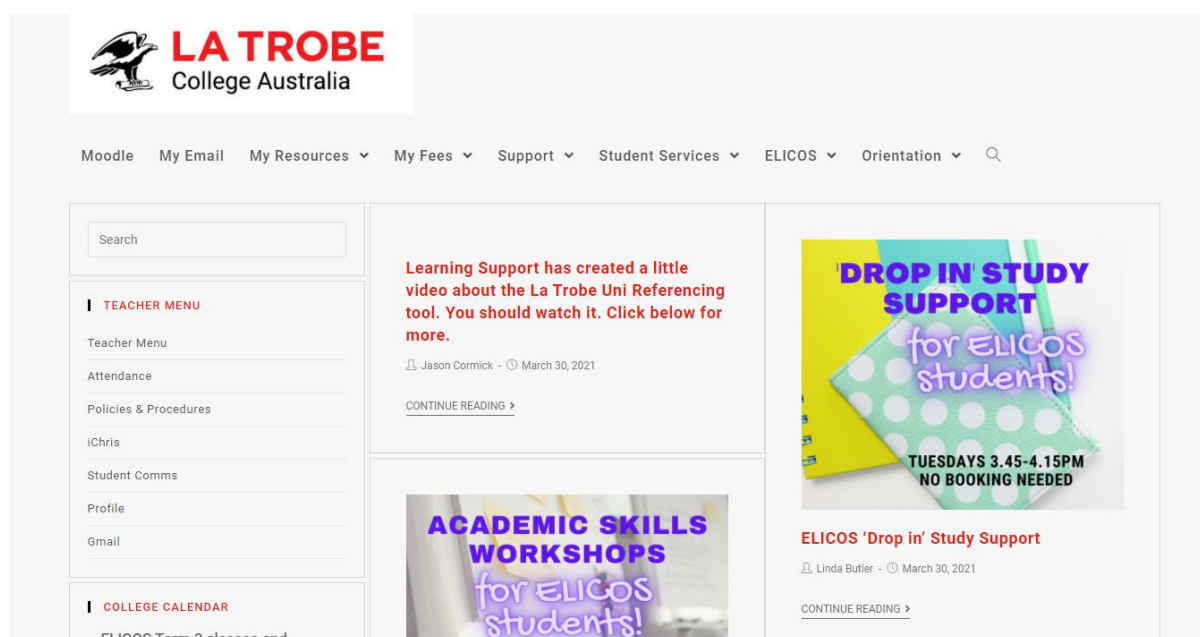
Your **USERNAME** is your La Trobe College Australia student ID.

Your initial **PASSWORD** is your birthday backwards: **YYYYMMDD**. For example, if you were born on the 6th of June 2001 your password would be 20010606.

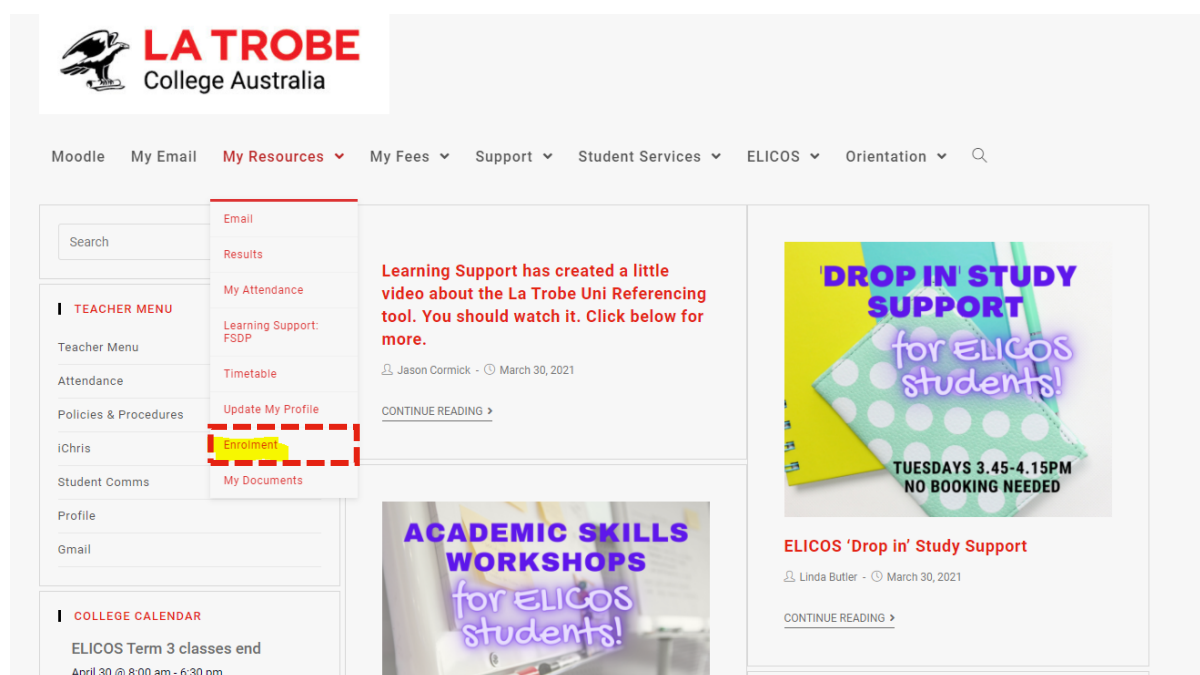
***Note for passwords:** If you forget your password, recovery can be done through the password reset tool (click 'I forgot my password'). It is tempting to have your browser store and auto-fill passwords; if you do this with your password, make sure you also remember it.*

Enrolment and timetables

1. Once logged in, you'll be greeted with the Student Portal home page.



2. To register and create your class timetable, click on 'Enrolment' under the 'My Resources' tab.



3. Select your program on the 'Program and Period' page.

axis Hello, YOUR NAME

Program & Period Conditions Class Times Finance Review & Submit

PROGRAM INFORMATION

Select the option below to proceed with registration.

Trimester 1, 2017

Second Year Degree in Business
Study Plan: UG-Bus2 (Second Year Degree in Business)

First Year Degree in Finance
Study Plan: UG-Fin1 (First Year Degree in Finance)

REGISTER

Select an option

4. In the 'Class Times' page, click the plus sign to add a module.

axis Hello, YOUR NAME

Program & Period Conditions Class Times Finance Review & Submit

Diploma of Engineering
Study Plan: 2ENG - 2ELE (Electrical) Int

You have completed

- 0 out of 15 Required Modules
- 0 Elective Modules
- 0 Free Modules

Required Modules HIDE

Available modules	Load	Charge	HIDE
ARC001 Academic Research and Critical Enquiry	33.0%	\$2,490.00	+
CPP001 Communication: People Place and Culture	33.0%	\$2,490.00	+
ITN001 Information and New Media Technologies	33.0%	\$2,490.00	+
PHYS02 Physics 2	25.0%	\$2,490.00	+
ADM001 Advanced Mathematics 1	25.0%	\$2,490.00	+

BACK NEXT

Study Load

Minimum 75%

Maximum 100%

Selected Modules 0%

Finances

Opening Balance \$0.00

Selected Modules \$0.00

Click to add

5. Choose one of each class type and click on the row to add or change classes.
 - You cannot select a class that clashes with any of the ones you have already chosen.
 - You may have to change class selection for the clashing module if other options are available.

Register Your Classes

ARC001 Academic Research and Critical Enquiry

This unit has one 4 hour class per week, including a one hour computer session.

Jun 5 - 11 2016

Sun Mon Tue Wed Thu Fri Sat

all-day

6am

7am

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

6pm

7pm

Practical	Teacher	Room	Times	
Class 2	Dane HORTON	CEBROOKMAN	Wed 5:00pm to 7:00pm	-

Lecture	Teacher	Room	Times	
Class 2	Pearl PANICKAR	CE B5-15, CE B6-17A	Tue 8:30am to 9:30am, Tue 9:30am to 12:30pm	-
Class 3	Kathy GRANT	CE B5-11, CE B6-17A	Wed 8:30am to 9:30am, Wed 9:30am to 12:30pm	+

Select one of each class type.

Click to add or change

- 6.** Check that your registration is complete. If you have chosen a required class, the relevant module will be highlighted.

Diploma of Engineering

Study Plan: 2ENG - 2ELE (Electrical) Int

You have completed

- 0 out of 15 Required Modules
- 0 Elective Modules
- 0 Free Modules

Required Modules

Available modules	Load	Charge	HIDE
ARCO01 Academic Research and Critical Enquiry	33.0%	\$2,490.00	-
Registration for this module has not been completed			
CPP001 Communication: People Place and Culture	33.0%	\$2,490.00	-
ITN001 Information and New Media Technologies	33.0%	\$2,490.00	-
PHYS02 Physics 2	25.0%	\$2,490.00	+
ADM001 Advanced Mathematics 1	25.0%	\$2,490.00	+
PHYS01 Physics 1	25.0%	\$2,490.00	+
ESS001 Essential Study Skills	25.0%	\$2,490.00	+
ENGG1004 Engineering Design and Innovation	25.0%	\$3,600.00	+

BACK

NEXT

Study Load

Minimum75%

Maximum100%

66%

Incomplete. Click and select all class types

6am

7. When all your modules are selected, click '**Next**'. This button will not be available (greyed out) if your registration is incomplete.

axis Hello, YOUR NAME

Program & Period Conditions Class Times Finance Review & Submit

Diploma of Engineering
Study Plan: ZENG - ZELE (Electrical) Int

You have completed

- 0 out of 15 Required Modules
- 0 Elective Modules
- 0 Free Modules

Required Modules

Available modules	Load	Charge	HIDE
ARC001 Academic Research and Critical Enquiry	33.0%	\$2,490.00	-
CPP001 Communication: People Place and Culture	33.0%	\$2,490.00	-
ITN001 Information and New Media Technologies	33.0%	\$2,490.00	-
PHYS02 Physics 2	25.0%	\$2,490.00	+
ADM001 Advanced Mathematics 1	25.0%	\$2,490.00	+
PHYS01 Physics 1	25.0%	\$2,490.00	+

Finances

Opening Balance \$0.00

Selected Modules \$7,470.00

Due Now \$7,470.00

Jun 5 - 11 2016

Sun Mon Tue Wed Thu Fri Sat

If you have fees due now, you must arrange payment before you can continue.

8. You should now review your registration and timetable.
- Click '**Amend**' to change or click '**Exit**' to confirm.

axis Hello, YOUR NAME

Program & Period Conditions Class Times Finance Review & Submit

Registration Confirmation

Module	Class Type	Class	Teacher	Room
ARC001 - Academic Research and Critical Enquiry	Lecture	2	Pearl PANICKAR	CE B6-17A
ARC001 - Academic Research and Critical Enquiry	Lecture	2	Pearl PANICKAR	CE B5-15
ARC001 - Academic Research and Critical Enquiry	Lecture	2	Pearl PANICKAR	CE B6-17A
ARC001 - Academic Research and Critical Enquiry	Lecture	2	Pearl PANICKAR	CE B5-15
ARC001 - Academic Research and Critical Enquiry	Practical	2	Dane HORTON	CEBROOKMAN
CPP001 - Communication: People Place and Culture	Lecture	3	Robert KITT	CE B5-12D
CPP001 - Communication: People Place and Culture	Lecture	3	Robert KITT	CE B5-15
CPP001 - Communication: People Place and Culture	Lecture	3	Robert KITT	CE B5-12D
CPP001 - Communication: People Place and Culture	Lecture	3	Robert KITT	CE B5-15
ITN001 - Information and New Media Technologies	Lecture	2	Boris FEKLISTOV	CE B5-15

Amend or Exit

To make adjustment on your timetable, please click 'AMEND'. Otherwise click 'EXIT' to go back to home page.

Note: all images are for example purposes only.

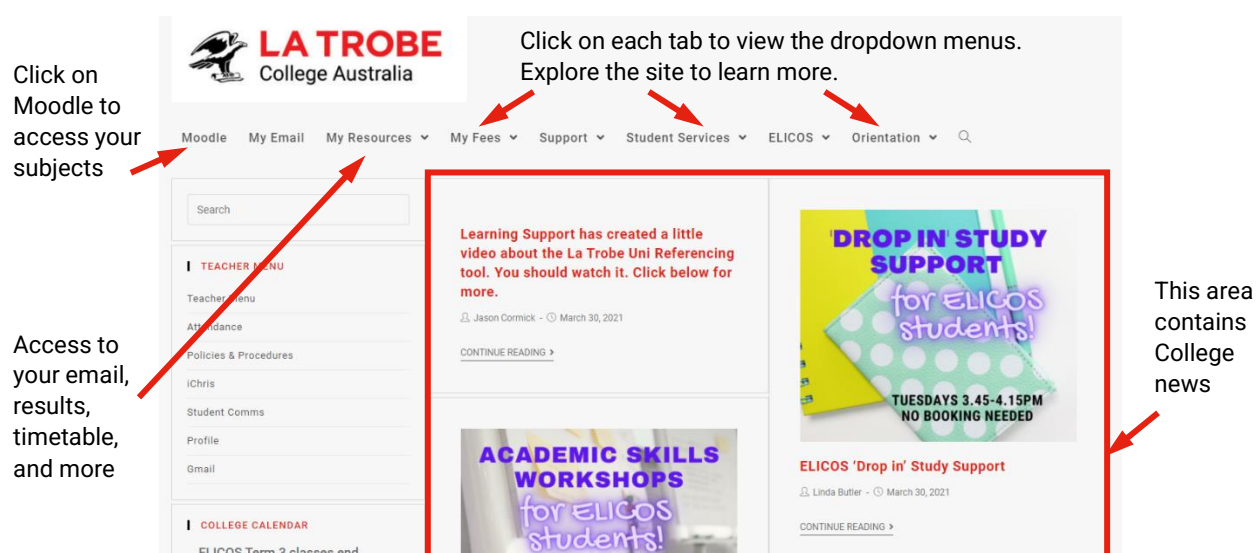
Learning at La Trobe College Australia

Naturally, studying online will be different from studying on campus. Some of the differences include:

- Online lectures via Zoom (see pages 11 to 14 for instructions on how to download Zoom onto your computer). The Zoom link can be found on the Moodle page of each subject.
- Self-guided videos with questions.
- Independent reading, then class discussion over Zoom.
- Weekly online quizzes and tests.

Student Portal

Below is a screenshot of the Student Portal. Here you can access your student email, timetable, and results. It is important that you become familiar with the contents of this page.



Learning online

It is expected that students develop strong independent learning and computer skills to assist them during their course. Developing these skills will become an important tool in both university and your career.

Tips to be an independent learner:

- Be responsible for your learning.
- Complete weekly activities and readings.
- Use a calendar and set deadlines for starting AND completing assignments.
- Create online study groups with your classmates.
- Use Learning Support Services.
- Learn more about studying online by watching **this video**.

Learning support

Foundation and Diploma students can access the following free Learning Support services:

Student Learning Advisor

The Student Learning Advisor can assist students with writing skills, referencing, and learning strategies. All meetings are held using Zoom. To make a booking, go to: **studentlearningadvisor1.youcanbook.me**

PAL Mentors

PAL Mentors are students who have studied at the college and now study at La Trobe University. Students can speak to a PAL Mentor about study skills, starting an assignment and research tips and tricks. To make a booking go to: **latrobecollegeaustraliapalm.setmore.com**

Digital Learning Centre

The Digital Learning Centre is for students who prefer independent learning. The Digital Learning Centre can be found on the Student Portal or by clicking **[here](#)**.

Learning Support on Instagram

Students can follow Learning Support on Instagram for weekly tips at **instagram.com/learning_support_ltca**

Workshops

Learning Support holds workshops throughout each trimester on topics such as how to study online, how to use Google Scholar, and how to reference. News of workshops are sent to students via email, text message and on the Student Portal.

Student well-being

La Trobe College Australia has a free counselling service for all onshore students.

For Health, Wellbeing, and Inclusion services at the University – click **[here](#)** for more information.

External support services

Lifeline Australia (24-hour crisis support)

Phone: **131 114**

Website: **lifeline.org.au**

Sexual assault crisis support line

Phone: **1800 806 292**

Website: **sac1.com.au**

LGBTIQA+ support services

Phone: **1800 729 367**

Text: **0480 017 246**

Email: **support@rainbowdoor.org.au**

Website: **switchboard.org.au**

Beyond Blue (mental health support service)

Phone: **1300 22 4636**

Website: **beyondblue.org.au**

Learn more about: Beyond Blue



Study Melbourne Student Centre

Study Melbourne Student Centre

Phone: **1800 056 449** (free call from landline phones)

Email: **info@studymelbourne.vic.gov.au**

Website: **<https://www.studymelbourne.vic.gov.au/>**

Legal help at the Study Melbourne Student Centre

If you need help understanding the law or have a legal problem, Study Melbourne Student Centre support staff can refer you to our International Student Employment and Accommodation Legal Service that provides the advice you need.

As an international student, you may have the following questions:

- How many hours can I work?
- What does 'cash-in-hand' mean?
- What is the minimum wage I should be paid?
- How do I pay my accommodation bond?
- What are the minimum standards for a rooming house and its rooms?
- What if there is a problem with where I am staying?

Victorian legal services

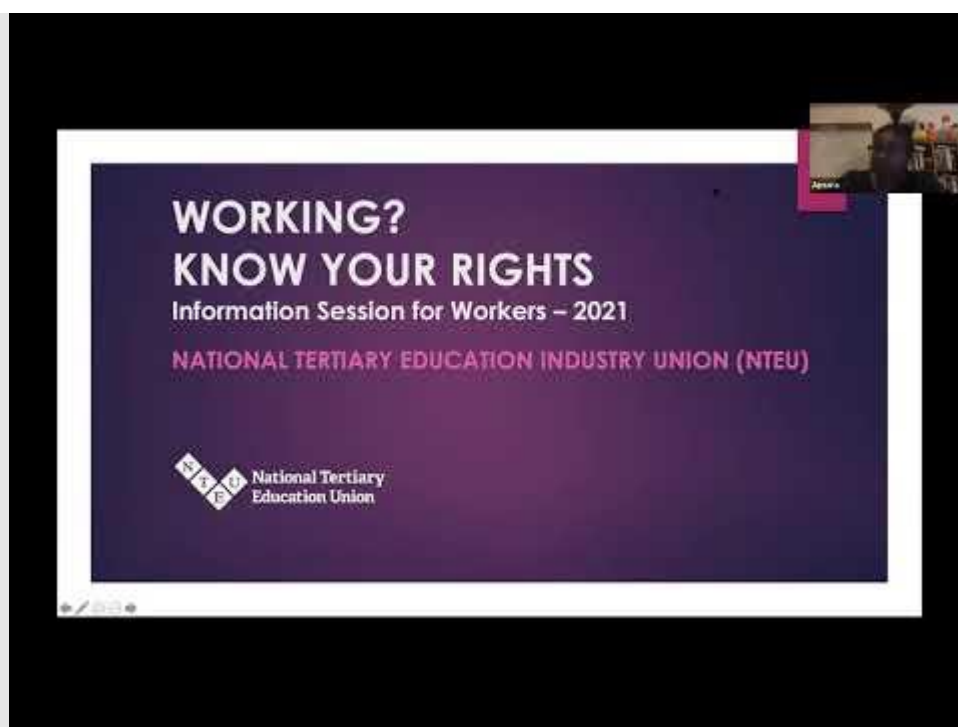
Victoria Legal Aid provides free legal advice and may also be able to help you in your own language. Visit the **'Speak to us in your own language' page** on the Victoria Legal Aid website.

Telephone: **1300 792 387** – Monday to Friday, 8.45am to 5.15 pm.

Website: **legalaid.vic.gov.au**

Know your work rights

The College has created a video to inform all students of their work rights. This was recorded during T1 2021 orientation and is updated regularly.



Need more information?

If you require more information on additional support services head to the **Student Portal** or contact Student Services by email at **info@latrobemelbourne.edu.au**

Sexual assault crisis support line: 1800 806 292

Medical Attention: 13 74 25 or visit the **home doctor's website**.

In a medical emergency dial 000.

La Trobe University Medical Centre: 03 9473 8885 (Located Corner Plenty Road and Kingsbury Drive, Bundoora)

Study Toolkit

Office 365

All students have free access to Office 365. This set of software tools will be your study toolkit at the College and University. Follow the instructions below to download Office 365. If you have difficulties, contact Student Services at:

info@latrobemelbourne.edu.au

To get a copy of Office 365, go to **microsoft.com/en-au/education/products/office**, then follow the instructions below:

Get started with Office 365 for free

Students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Use your valid school email address to get started today.

Enter your school email address:

GET STARTED

2. Enter your college Gmail address and press Get Started

Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, sign up your school.

3. Select I'm a student

I'm a student **I'm a teacher**

Create your account

First name: Last name:

Create password:

Confirm password:

We sent a verification code to testsetuo@learning.latrobemelbourne.edu.au. Enter the code to complete signup.

Verification code: [resend signup code](#)

4. Fill in your details and press start (the verification code will be in your college gmail account)

5. Click Install Office and select Office 365 apps. The download will then start

Good afternoon,

Start now **OneDrive** **Word** **Excel** **PowerPoint** **OneNote** **SharePoint** **Teams** **Install Office**

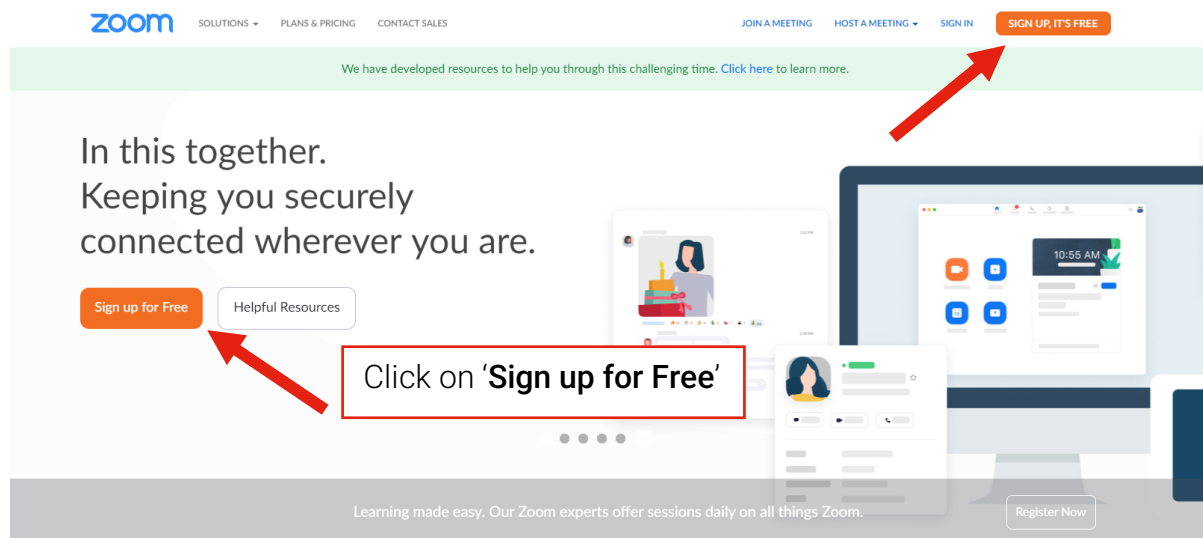
Office 365 apps
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

Other install options
Select a different language or install other apps available with your subscription.

Zoom

Zoom is the video conferencing platform the College uses to deliver lectures and tutorials. Students are required to sign up for free at **zoom.us** using your LTCA email address.

Follow the instructions below to register.



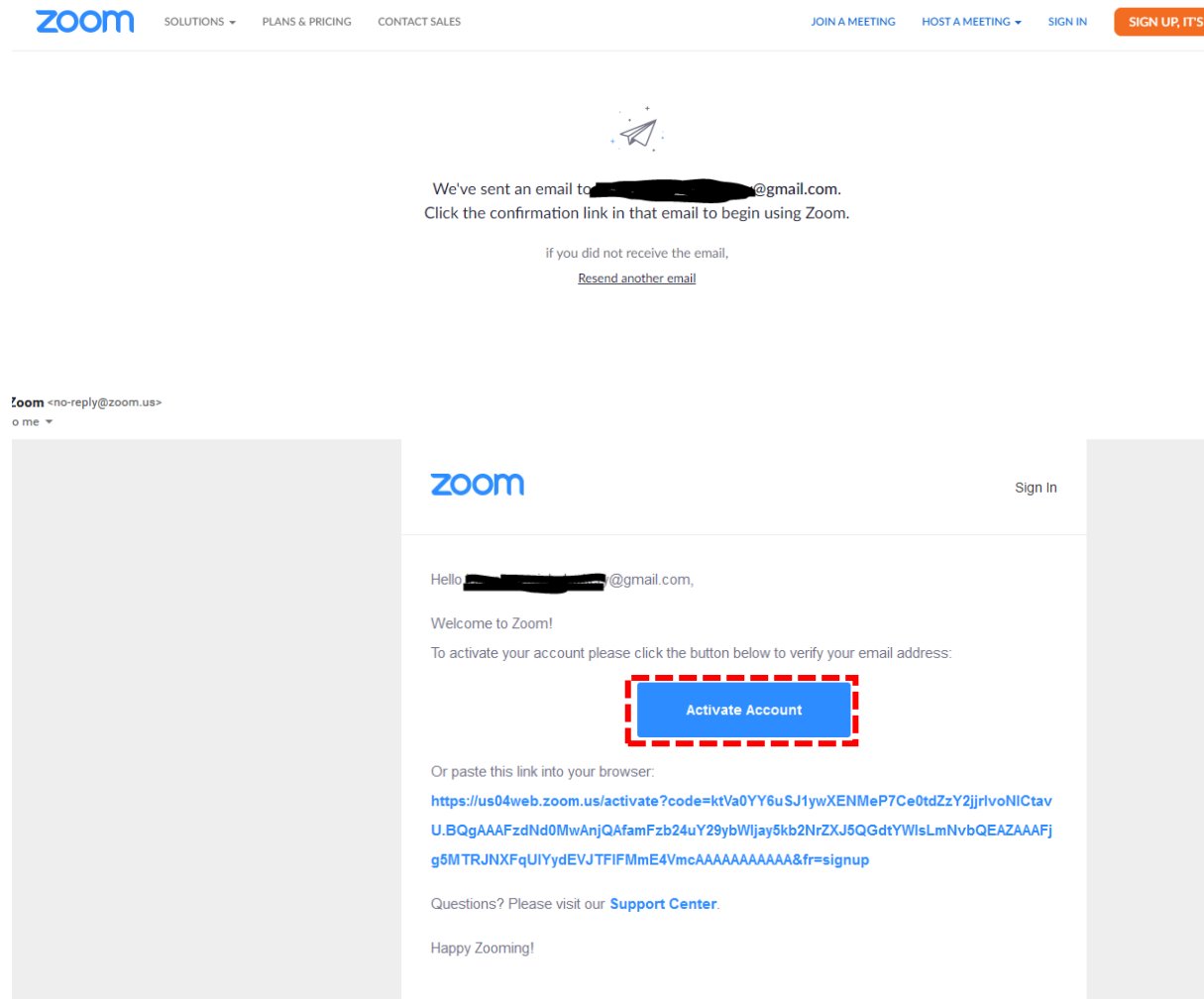
Next, enter your date of birth.

A screenshot of the Zoom registration form for date of birth verification. The Zoom logo and navigation links are at the top. The main heading is 'For verification, please confirm your date of birth.' Below this are three dropdown menus for 'Month', 'Day', and 'Year', followed by a 'Continue' button. A small note below the dropdowns states 'This data will not be stored'.

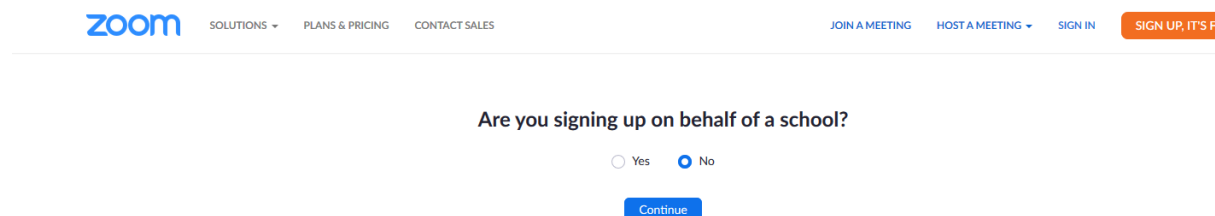
Then enter your student email address.

A screenshot of the Zoom 'Sign Up Free' form. The Zoom logo and navigation links are at the top. The heading is 'Sign Up Free'. Below it is a text input field for 'Your work email address'. Under the input field, there is a small note: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' Below this is a blue 'Sign Up' button. Under the button, it says 'Already have an account? [Sign in.](#)'. Below this is a horizontal line with 'or' in the center. Under the line are three buttons for social login: 'Sign in with SSO', 'Sign in with Google', and 'Sign in with Facebook'. At the bottom, it says 'By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#)'.

A confirmation email will be sent to your student email with a click. Open the email and click on the button to activate your account.




Click 'No', then click on 'Continue'.



Next, enter your name and create a password.

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting



Welcome to Zoom

Hi, jas***@***.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password


Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

On the next page, click on '**Skip this step**'.

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting



Don't Zoom Alone.


Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)


☐ I'm not a robot 

Invite

Skip this step

You can now use your personal meeting URL to test a meeting, or you can continue to your account page.

1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting





Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:
<https://us04web.zoom.us/j/4281647309?pwd=M2FPMlhGUDkzS3FnZHZGSG9lOGJlUT09>

[Start Meeting Now](#) [Go to My Account](#)

Save time by scheduling your meetings directly from your calendar.

 Microsoft Outlook Plugin [Download](#)  Firefox Add-on [Download](#)



Study tip:

You can use your personal meeting ID to create your own meetings for study groups.

On your account page, scroll to the bottom and download Zoom to your computer.

SOLUTIONS ▾ PLANS & PRICING CONTACT SALES [SCHEDULE A MEETING](#) [JOIN A](#)

Time Zone [GMT+10:00 Canberra, Melbourne, Sydney](#)

Date Format mm/dd/yyyy Example: 08/15/2011

Time Format ☒ Use 24-hour time

Calendar and Contact Integration We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365

[Configure Calendar and Contact Service](#)

Sign-In Password *****

Host Key ***** [Show](#)

Signed-In Device [Sign Me Out From All Devices](#)

[Download](#)






Meetings Client
Zoom Rooms Client
Browser Extension
Outlook Plug-in
Lync Plug-in
iPhone/iPad App
Android App

Sales
AUS: 1.800.768.027
Contact Sales
Plans & Pricing
Request a Demo
Webinars and Events

Support
Test Zoom
Account
Support Center
Live Training
Feedback
Contact Us
Accessibility
Privacy and Security

Language
English ▾

Currency
Australian Dollars \$ ▾

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Navigating Moodle



Moodle is where all your subjects are located. You will need to log in to Moodle daily to attend online class, complete quizzes and tests, find information about assignments, and to connect with academic staff and other students.

We recommend that you spend some time in your first week getting familiar with Moodle. This will help build your IT skills and confidence in navigating around Moodle.

Below is a screenshot of what a subject may look like in Moodle:

Introduction to Strategic Communication - MSTC11SC

Melbourne
9:47 07 AM
Tuesday, January 19, 2021

Class connection

Zoom class link

Weekly readings & lecture materials

Information, Assessments, Live Session, Subject Forum, Week 1: Introduction, Week 2: Strategic Communication Theory, Week 3: Introduction to Media Releases, Week 4: Writing Media Releases, Week 5: Public Awareness Campaigns, Week 6: Issues Management, Week 7: Crisis Management, Week 8: Examining Campaigns, Week 9: Workshop: Campaign Planning and Delivery

Staff at La Trobe College Australia

Dr David Bower

Academic Director (Acting)

E: David.Bower@latrobemelbourne.edu.au



Academic Coordinators

For questions related to your course please contact the relevant coordinator.

Dragan Kale

Academic Coordinator

Diploma of Information Technology

Diploma of Cyber Security

E: Dragan.Kale@latrobemelbourne.edu.au



Tina Belokozovski

Academic Coordinator

Diploma of Business

Diploma of Data Analytics

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Dr. Sapha Shibeeb

Academic Coordinator
Diploma of Health Sciences

E: Sapha.Shibeeb@latrobemelbourne.edu.au



Miranda McKellar

Academic Coordinator
Foundation Studies

Diploma of Media and Communication

E: Miranda.mckellar@latrobemelbourne.edu.au



Dr. Noni Frankenburg

Academic Coordinator (Acting)

Diploma of Psychology

Diploma of Bioscience

E: Noni.Frankenburg@latrobemelbourne.edu.au



Student Learning Advisors

Jason Cormick-Dockery

Student Learning Advisor

E: Jason.Cormick@latrobemelbourne.edu.au

T: (+61 3) 9479 5345

Booking : <https://studentlearningadvisor1.youcanbook.me/>



Dr. Noni Frankenburg

Student Learning Advisor

E: Noni.Frankenburg@latrobemelbourne.edu.au

Booking : <https://studentlearningadvisor2.youcanbook.me/>



Student Services



Have an issue? Please come and see us at Student Wellbeing Hub (Level 5, Sylvia Walton Building) Or you can send your questions to [Enquiry](#) or call us at **+61 (03) 9479 2417**.

Student Services can assist you with the following:

- Password resets
- Accommodation
- Student hardship
- Fee payments
- Well-being services



Who can help me?



Your teacher (class-level questions)

Helps you with: understanding your studies within the subject. Most of your questions should be directed to your teacher first.

Example questions to ask:

- What does [this] mean?
- How can I best learn [this]?
- Where is [this] resource?
- Can you suggest another resource to help me understand [this]?
- Can you please sit with me and help me understand [this]?
- May I reschedule a minor assessment?

Subject Coordinator (subject-level questions)

Helps you with: requirements and organising your subject programme. Your teacher may redirect you to your subject coordinator, if necessary.

Example questions to ask:

- May I change from [this] class number to [this] class number which is on at the same time? *[Some subjects will need changes to be requested to the Academic Coordinator, even if the classes run at the same time.]*
- I have been told I breached academic integrity; what have I done and how may I learn from it?
- I was sick/absent during an assessment; May I have special consideration for/reschedule an assessment piece worth <20% of my overall mark? *[Email completed digital special consideration form and supporting documentation (e.g. medical certificates) covering absences for assessment. Completed applications must be in within 72hrs of assessment. Please note: digital forms should not be printed; please complete digitally and not change file format.]*

Academic Coordinator (Diploma programme-level questions)

Helps you with: organising your studies over all of your subjects and over the duration of your diploma studies, pathway advice, academic well-being & support.

Example questions to ask:

- May I change from [this] class number to [this] class number which is on at the different time?
- How will [this change] affect my study plan and progression to my 2nd year bachelor course?
- Can you please tell me more about my chosen pathway degree?
- What employment options are available with an [this] degree?
- How may I defer my diploma studies to another trimester?
- May I drop [this] class this trimester?
- May I reschedule a major assessment?
- May I have special consideration for/reschedule an assessment piece worth >20% of my overall mark?

[Email completed [digital special consideration](#) form and supporting documentation (e.g. medical certificates) covering absences for assessment. Completed applications must be in within 72hrs of assessment. Please note: digital forms should not be printed; please complete digitally and not change file format.]

Student Services (general inquiries)

Helps you with: Any additional questions or finding where/who to ask the questions you have.

Example questions to ask:

- I have issues with my enrolment, who should I speak with?
(Please provide appropriate details so they may direct you appropriately)
- My Axis portal account is not letting me in and I have tried the reset tool, what should I do next?
- Help! I am lost, how do I get to [this room/building]?
(Many of the key buildings are indicated on the Campus maps tile in your Orientation Moodle page. Google maps or the University Bundoora/Melbourne campus map is very useful, too)
- Where is my class, please?
(After triple-checking your timetable, please)
- May I please have [this] form?
(Please check Documents and Forms on your Axis portal first)
- May I please have my academic transcript?
(A fee and waiting period may apply)
- I have arrived at the organised time for an appointment with my teacher/subject/academic coordinator, can you please page them?
- I have missed my final exams for my subjects; may I apply for special consideration for my final exam(s)?
[Email completed [digital exam special consideration](#) form and supporting documentation (e.g. medical certificates) covering absences for all missed exams. Completed applications must be in within 72hrs of assessment. Please note: digital forms should not be printed.; please complete digitally and not change file format.]