

## ***Ten Things to be Mindful of as you Begin your Studies at CIS And a few more!***

### ***1 Checking that I have received the right things***

A couple of weeks before semester you should have received in the mail a “Confirmation of Enrolment” and an “Invoice.” If you are availing of the Government loan system, FEE-HELP your invoice will be for the CISSA fee only and after the third week of the semester you will receive a Commonwealth Assistance Notice.

If there is any query about either please bring your question to the Registry Secretary.

At the beginning of each course unit you will receive from the lecturer a course unit outline which will fully explain the structure of the course, the assessment involved and the contact details of the lecturer.

### ***2 Introducing myself to the Registry***

#### ***The Location of the Registry***

The Registry is located to the right of the main foyer as you enter from Albert Road. It is a place you will visit often!

#### ***The Registry Staff***

The Registry Secretary is Mrs. Mary Cassar. You should direct all your queries and requests to Mary. Mary may not be able to address all your requests or queries when you make them, but she will take all your details and have someone make contact with you as soon as is possible.

**Mary’s phone number is 9752 9501 and her email is  
mcassar@cis.catholic.edu.au**

The Registrar is Ms. Janelle Craig and she has overall responsibility for academic organization. Any query about your academic program, or any request for an official letter from CIS should be directed to her.

**Janelle’s phone number is 9752 9503 and her email is  
jcraig@cis.catholic.edu.au**

### ***What do I need to do at the Registry?***

- Collect your Student Identification Card. As a new student, you will be required to complete a Student Identification Card form, a rail concession eligibility form (if applicable), and have your photo taken. Note that you must have a current Student Identification Card. The card is necessary to borrow books from the Library.
- Make my payments for the course unit or make enquires about the government loan system FEE-HELP.
- Arrange for the semester hire of a student locker if one is required by you.
- Pick up the Booklet of Readings or text book belonging to my course unit, if so directed by the lecturer.
- Gather a range of helpful guides and information about the courses offered at CIS including:
  - Academic Regulations and Procedures  
In this document are very important policies particularly regarding the **attendance at lectures requirement** and the **policy on academic misconduct (plagiarism)**.
  - Guidelines for Written Work  
It is very important that you take a copy of this document as your assignments will be assessed in part as to the way in which they are properly presented.

### ***3 Finding the right lecture room!***

At the start of the semester, the lecture rooms for all course units are advertised on the notice board near the Registry as you come into the main building. Don't hesitate to ask for directions to your allocated room.

### ***4 Introducing myself to the Library***

Once you have your Student Identification Card from the Registry you will be able to take it to the library for validation as a library borrowing card. When you do so, the library will check that you are validly enrolled student and be happy to show you how the library works.

### ***5. Becoming acquainted with the student common areas***

At the rear of the main building are the student common areas. Here there are comfortable chairs in which to relax, papers to browse, notice boards to peruse.

At the very rear of the student common area there are tea and coffee facilities, vending machines, fridges and microwaves for your use. Sometimes evening students bring some food to heat up during lecture breaks.

You are asked to lend a hand in keeping the common areas tidy by disposing of rubbish thoughtfully, washing up cups or stacking them and loading the dishwasher.

There are bathrooms throughout the complex, off the student common area courtyard, and above the Veech Library. There is also a fully accessible bathroom off the main foyer.

CIS also has first aid facilities should the need arise.

**Above the Veech Library is the CIS Chapel which is always available for your use. Eucharist is celebrated Mondays to Thursdays at 12.40pm**

#### **6. *Becoming an avid reader of TIN***

Each Monday during the semester, The Institute News (TIN) is published. It is left in boxes attached to the main notice boards.

Be sure to read it each week as it will contain important notices from the President, the Registrar and the CIS Student Association (CISSA).

#### **7. *Changing classes and/or withdrawing from a course unit once it has begun***

It is possible to change course units in the first two weeks of semester.

It is possible to withdraw without penalty from a course up to the 3rd week of the semester.

#### **8. *Dipping into the CIS Annual Handbook***

Given its volume, the annual handbook is not published and distributed en masse. However, it is fully available on the CIS website: [www.cis.catholic.edu.au](http://www.cis.catholic.edu.au)

All the policies and all the programs of CIS are outlined there. The full CIS Annual Calendar is there too! Be sure to familiarize yourself especially with the academic requirements of the program in which you are enrolled. If there is anything you are unclear about, be sure to discuss it with the Registrar.

#### **9. *Picking up the way of some important procedures***

Be sure to familiarize yourself with:

- The policy and procedure about requesting an extension for an assignment.
- The procedure for attaching the right cover page (with its signed declaration) to your assignments
  
- Where to submit and collect assignments  
All assignments are to be **lodged at the Registry Office** and are to be **collected from the Veech Library**.

## **10. Being Mindful of the Various Roles and Committees at CIS**

**The Chancellor** of the CIS is the Archbishop of Sydney, the Most. Rev. Anthony Fisher OP.

**The Senate** is the governing body of CIS.

**The President** is Rev. Dr. Gerard Kelly.

**The Academic Dean** is Dr. Rohan Curnow. Rohan has responsibility for the integrity of academic programs at CIS, the development of the curriculum and for disciplinary concerns.

**The Registrar** is Ms. Janelle Craig

**The CIS Secretary** is Mrs. Angelina Tropeano.

**CISSA** is the CIS Student Association

- Its Executive is advertised on the notice boards.
- Each course unit will be asked to nominate a Class Representative who can bring to CISSA any concerns of the class, and who can act as a liaison over such things as the student evaluation forms at the end of the semester.

**The CIS Academic Board** governs the academic life of the Institute. Leaves of Absence from your program and “Withdrawals without Penalty” are processed by the Board through the Registrar.

**The Assessment Review Committee** is a committee of the CIS Academic Board which oversees academic results at the end of the semester. No results are final till they have been reviewed by this committee, monitored by the SCD, and tabled at the SCD Academic Board.