



Country
Universities
Centre
SOUTHERN DOWNS

STUDENT HANDBOOK

2025

We acknowledge the Traditional Custodians of the land, the Githabul, Kambuwal, and Bigambul peoples of the Southern Downs. We pay our respects to Elders past and present and honour their role as the first educators and custodians of knowledge on this land.

CONTENTS



01.

CENTRE SNAPSHOT.....04

02.

SAFETY.....05

03.

OUR STAFF.....06

04.

WE ARE HERE FOR YOU.....08

05.

CONTACTS.....10

06.

USEFUL WEBSITES.....11

07.

WELLBEING.....12

08.

EVACUATION PLAN.....13



A Snapshot of Our Centre

Our Centre is a secure space where students can focus entirely on their studies. Students can connect with like-minded people and experience a campus-like environment while they study locally. We are focused on assisting our students settle into study, improve their academic skills, and make sure they feel like they have the tools to succeed in their studies.



ACCESS HOURS

We recognise that our students often want the flexibility to help ensure that they can balance their study/life/work needs and commitments. Our Centre is staffed from 9:00am to 5:00 pm each business day, and is open to registered students with FOB access from 5:00am to 12:00 midnight, seven days a week.

*Student FOBs are required to be returned upon completion of studies or are no longer registered. The FOB is part of the Centre's security asset and you may incur a fee for replacement.



QUIET STUDY SPACES

Students come to our Centre because they want a quiet study space where they can focus solely on their studies without the interruptions they face at home. We have tailored our environment with students at the forefront of our thinking.



OUR CENTRE HAS THREE KEY STUDY AREAS:

A dedicated quiet study room with computers and space to bring personal devices to work on; tutorial room, which can be used for workshops, group work, virtual intensives and exams; and space for student collaboration and break out, including kitchens and lounge areas.



TECHNOLOGY

Our Centre offers students access to high-speed internet, printing & copying facilities, video conferencing facilities, desktop computers & BYO spaces.



WIFI LOGIN

CUC Southern Downs Students:
CuCStud3nT

Access, Safety and Acceptable Use at the Centre



ACCESS AND SAFETY

Use of the Centre is for registered students only. We are open every day via FOB access.

The Centre is staffed from 9.00am – 5:00pm weekdays. The Centre offers extended, flexible access to help students balance their current commitments with study. FOB access is from 5 am to 12 midnight, 7 days a week.

Our Centre is continually monitored with internal and external CCTV, and records of FOB access usage. You must be out of the Centre by 11.59pm, as the Centre is alarmed at midnight.

RESPONSIBLE USE OF YOUR FOB



- For continued access, students must re-register with the Centre at the start of each semester. A personal link will be emailed to you.
- FOB access is for you, and you only. Do not let anyone else in the Centre with your FOB.
- If you have lost your FOB, notify the Centre immediately. You will be responsible for replacement costs.



A QUIET PLACE TO STUDY

We take pride in offering a safe, inclusive, comfortable space that is conducive to study. As such, we do not tolerate loud or anti-social behaviour or the use of alcohol or other drugs at the Centre. We expect our students to help keep our Centre's facilities clean, safe and welcoming for everybody.

Regrettably, we are unable to accommodate children in the Centre at this time. Please speak to our Centre Manager to discuss arrangements for support and studying with children.



OUR TECHNOLOGY

Our Centre offers students access to a high-speed internet connection and wifi, printing, scanning and photocopying facilities, dual-screen computers and space for BYO devices. Access to our internet and printing facilities is subject to a fair use policy. We also recommend students bring earphones and regularly save their work.

Speak to our Student Services Coordinator or Centre Manager if you are new to online study and would like help using the computers.

Our Staff



Alyce Lotz,
CENTRE MANAGER

Available for wrap-around support – university guidance, wellbeing, centre registration and technical support.

Availability:
Monday to Friday 9am to 5pm.

 0497 682 748





WE ARE HERE FOR YOU

Buddy Systems



Our team creates opportunities for you to connect with fellow students across different disciplines and interests. Throughout the semester, you'll have the chance to join student-led discussions on relevant and meaningful topics. These sessions, supported by our Student Support Coordinator, are designed to help you build study skills and connect with like-minded peers.

Learning Skills Advice, Face to Face



We recognise that a wide range of academic and study-related skills are needed to survive and thrive at a university level. All our registered students have free access to our Student Services Coordinator for face-to-face support with areas such as study and assessment planning, academic writing, referencing, research and library skills, exam preparation, the list goes on!

We can tailor these services to your particular needs, and invite you along to our regular workshops.

If you are interested in opportunities to represent our Centre, you can apply for our Student Ambassador program. Our ambassadors have opportunities to attend community events, network with local organisations and give talks to future students. We value all our students' contributions to our community and encourage you to attend the events held at the Centre. We're always looking to improve the ways in which we can support students, and your feedback is important to us. We ask that all our students complete our Semester Student Survey, to help shape and strengthen our services.

Student-led Initiatives



We offer support at each of the steps students take to pursue a university education and to succeed in their studies. For future students, this can include guidance on which course or university may be the right fit, and the different pathways to get you there. For those brand new to study, we can help you better understand how universities operate and communicate.

For current students, we equip you with the skills and information you need to successfully enrol with a manageable study load, navigate your learning portal, connect with university services, and work with your university's policies. We can also help you find and apply for scholarships, placements and internships.

Wraparound Support



EMERGENCY CONTACTS

Emergency	000
Ambulance	000
Warwick Hospital	(07) 4660 3900
Warwick Police	(07) 4660 4444
Headspace Warwick	(07) 4661 1999
Centre Manager	0497 682 748

CONTACT US

	CUC Southern Downs – Warwick Building B, TAFE 200 Dragon Street, Warwick QLD 4370
	www.cucsoutherndowns.edu.au
	degrees@cucsoutherndowns.edu.au
	0497 682 748
	CUC Southern Downs
	@cuc_southern_downs

USEFUL WEBSITES

www.coursesseeker.edu.au

www.gooduniversitiesguide.com.au/scholarships

www.studyassist.gov.au

www.qtac.edu.au

www.uac.edu.au

www.cucsoutherndowns.edu.au

FINANCIAL SUPPORT

CEF	https://cef.org.au/search-for-scholarships/
Good Uni Guide	www.gooduniversitiesguide.com.au/scholarships
Study Support	www.studyassist.gov.au/financial-and-study-support/scholarships
GOV	www.servicesaustralia.gov.au/higher-education

Wellbeing



headspace Warwick is a FREE and confidential service that helps young people in our community aged 12–25 with their mental health and wellbeing. They provide a fortnightly service to Stanthorpe. Please contact them for details about their Stanthorpe outreach. headspace Warwick will focus your care around your individual needs and work with their in-house team to offer you tailored support.

There is no formal referral required, however a referral form for community agencies and all Medicare related information can be found in their "More information" section on their website:

headspace.org.au/headspace-centres/warwick/

Mood Gym is a free online program designed to help people learn and practise skills to prevent and manage symptoms of depression and anxiety. It is like an interactive, online self-help book which teaches skills based on cognitive behaviour therapy.

<https://moodgym.com.au/>



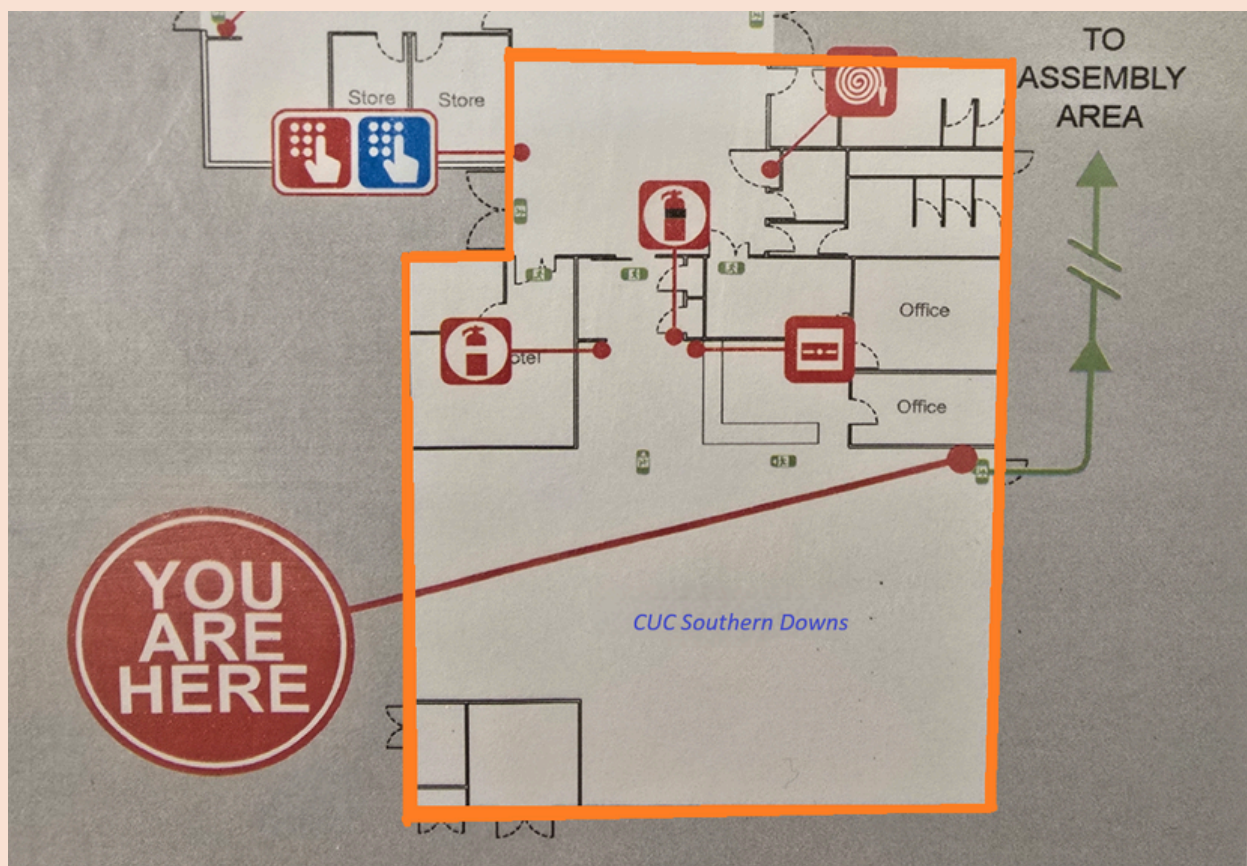
myCOMPASS is a free personalised self-help program developed by the Black Dog Institute for people with mild-to-moderate depression, anxiety, and stress. The program aims to help you recognise unhelpful thoughts, feelings, and behaviours, and develop skills to manage them based predominantly on cognitive behaviour therapy.

<https://www.mycompass.org.au/>

headsMindSpot is a free telephone and online service developed by Macquarie University for Australian adults experiencing symptoms of anxiety or depression. They offer free online or phone screening assessments to help you learn about your symptoms. You will then receive recommendations from a MindSpot therapist on free online MindSpot Clinic Treatment Courses to help you recover, or local services that can help. Note. You must be eligible for Medicare-funded services in Australia to access Mindspot.

<https://mindspot.org.au/>





Evacuation Plan



**Bringing
degrees closer
to regional,
rural and
remote
Australia.**



Australian Government
Department of Education

0497 682 748
www.cucsoutherndowns.edu.au