



Raffles College of Design & Commerce

Induction Day Thursday 17 July 2008

10.30am, meet in the Lecture Theatre, Ground Floor

Registration upon arrival, you will receive:

- Schedule of Induction Day
- Missing forms to be filled out

10.45 – 11.30am Orientation commences

Welcome

- Professor Tony Shannon, Provost and Head of Academics
- Occupational Health & Safety (OH&S) issues, Guy Campbell, Human Resources Manager
- Brief slide show of Student Handbook
- Viewing of Australian Health Management (AHM) for Overseas Student Health Cover (OSHC) DVD
- David Solomons from Eckersleys to talk about Equipment Kits

Introductions

- Student Services
 - Hannah Paterson, Registrar
 - Sarah Orczy, Student Services Manager
 - Kasia Zmijewska, Admissions Officer

Student Services

Student Services are available Monday-Friday 9am-5pm, on level 18, to answer all questions about anything and everything including timetables, visas, appeals, subjects etc...

Equipment kits

David Solomons will be talking about what each kit contains and how much they cost. He will be available on Friday 25 July at 12.00pm in the Boardroom on level 18 if you wish to purchase a kit.

Equipment Kits are only available for students studying:

Art and Design, Graphic Design, and Interior Design

Students will now be split up in groups to attend different sessions.

Please see Schedule over

Induction Day Schedule Thursday 17 July

Lunch Break 12.30-1.00pm

	Group 1	Group 2
Written Test (L11)	11.30-12.30pm	1.00-2.00 pm
Interview (L10)	1.00-1.30pm	11.30-12.00pm
ID Photos (L17)	1.30-2.00pm	2.00-2.30pm

Group 1: Fashion Design, Fashion Marketing, Graphic Design, Moving Image

Group 2: Art and Design, Multimedia, Photography, Digital Media, Interior Design, Business Management, Commerce

Communication Skills Test/Interviews

Students are required to sit a written test and attend a 5 minute interview with the Communication Assessment officers. This session is **compulsory** for all new students.

ID Photos

See John Rivers in Room 1704 on level 17 to have your photograph taken for a student ID card. Cards will take 3 working days to process and can be collected from Reception on level 18.

This will complete the formalities of the day

Induction Day Friday 18 July 2008

10.30am meet in Lecture Theatre

Students will be given their class timetables. Any queries or changes to the timetables can be made to Student Services, Level 18, after 2.00pm today.

Lunch Break 12.00-12.30pm

	Group 1	Group 2
Library Session (L10)	10.45-11.15am	11.15-11.45am
Study Skills (L11)	11.15-11.45am	10.45-11.15am

Group 1: Fashion Design, Fashion Marketing, Graphic Design, Moving Image

Group 2: Art and Design, Multimedia, Photography, Digital Media, Interior Design, Business Management

Library

Meet Oriana Mitchell in the Library on level 10. This session is **compulsory** for all new students.

Study Skills

Meet Jaqi Coan in room 1102 on level 11. This session is **compulsory** for all new students.

12.30 – 1.00pm Tours

Meet in the Lecture Theatre on ground floor. All students will be taken on a tour by their respective Head of Departments. Please note that Library tours are conducted on the following day.

- Jaqi Coan, Head of Learning Development
- Associate Professor Peter Cameron, Course Coordinator for Bachelor of Arts, Head of Digital Media
- Simon Brushfield, Course Coordinator for Art and Design, and Head of Graphic Design
- Robert de Giovanni, Head of Fashion
- James Barnett on behalf of Sarah Smith, Head of Photography
- Greg Pritchard, Course Coordinator for Bachelor of Design
- Associate Professor Bob Chung, Course Coordinator for Master of Design, Head of Interior Design
- Chun Jiang, Course Coordinator of Bachelor of Commerce

This will complete the formalities of the day.