



LA TROBE
College Australia

STUDENT HANDBOOK

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.

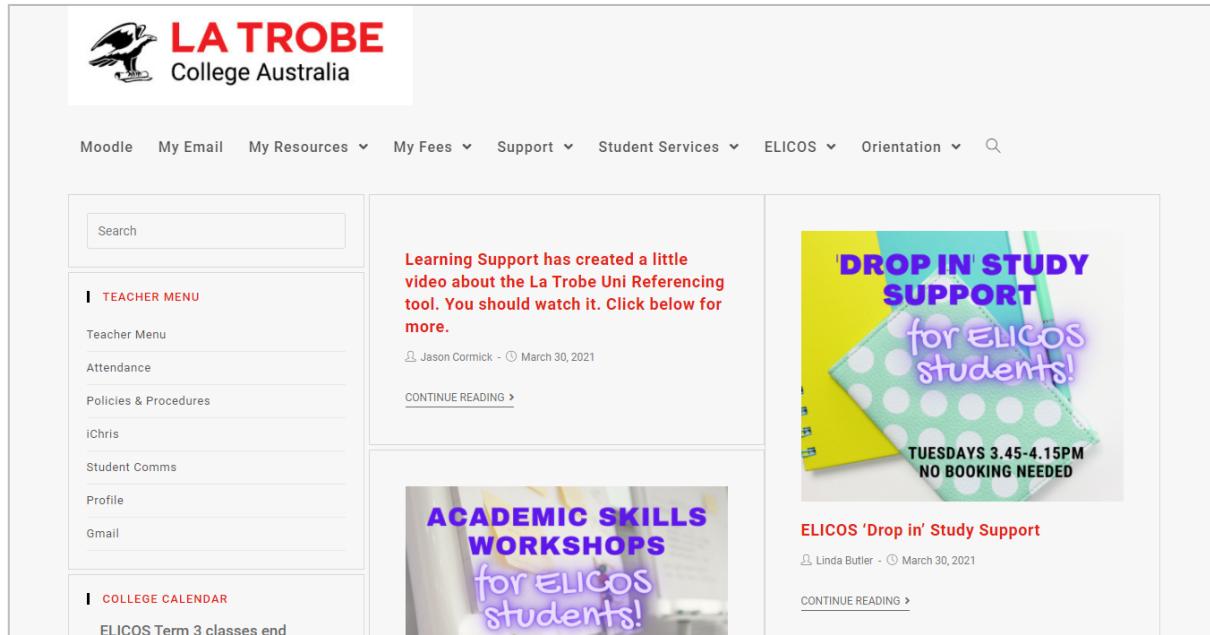
Your initial **PASSWORD** is your birthday backwards: **YYYYMMDD**.

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, you can recover it using the password reset tool (click '**I forgot my password**'). While it may be convenient to have your browser store and auto-fill passwords, if you choose to do so, make sure you also remember your password.

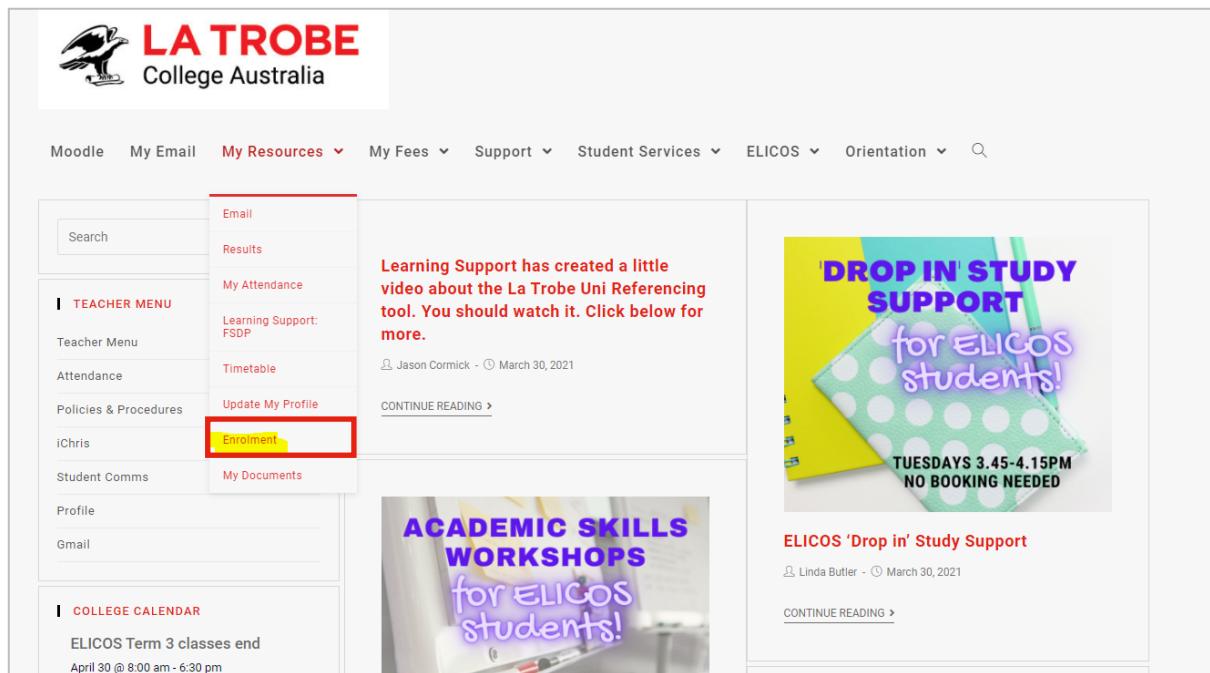
ENROLMENT AND TIMETABLE

- Once logged in, you will see the student portal home page.



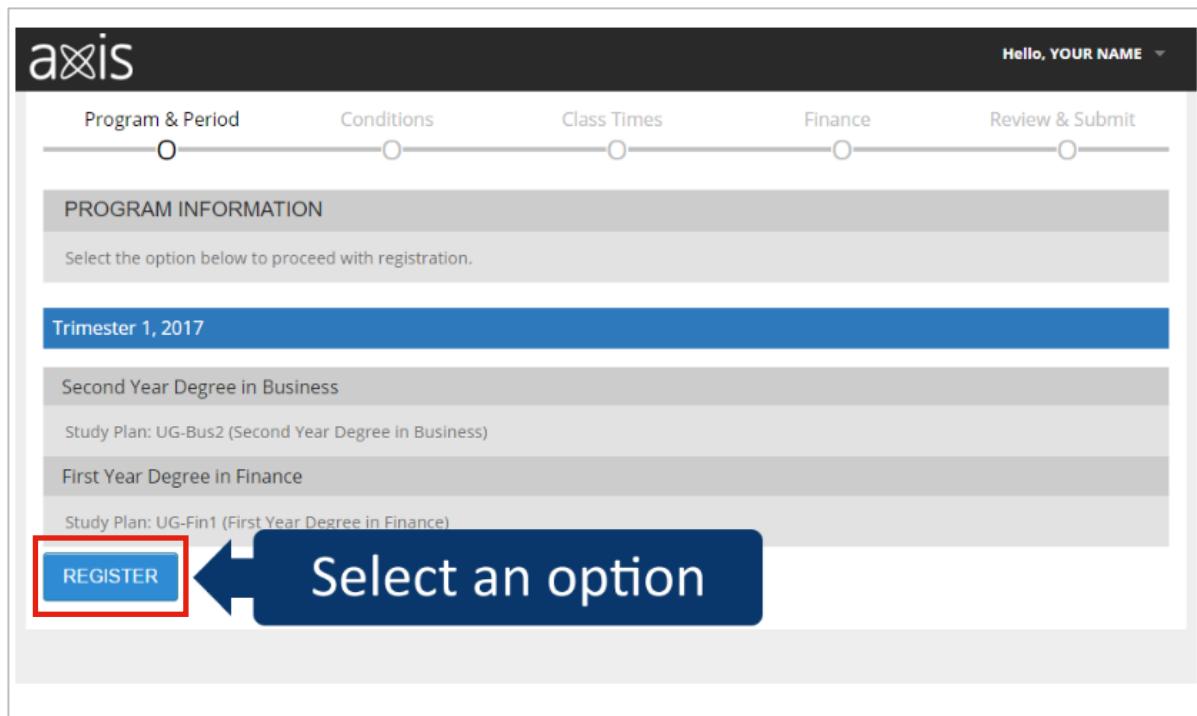
The screenshot shows the La Trobe College Australia student portal home page. At the top, the La Trobe logo and the text 'LA TROBE College Australia' are displayed. The top navigation bar includes links for Moodle, My Email, My Resources, My Fees, Support, Student Services, ELICOS, Orientation, and a search bar. On the left, a 'TEACHER MENU' sidebar lists Teacher Menu, Attendance, Policies & Procedures, iChris, Student Comms, Profile, and Gmail. Below that is a 'COLLEGE CALENDAR' section showing 'ELICOS Term 3 classes end' and 'April 30 @ 8:00 am - 6:30 pm'. The main content area features a news item about a referencing tool video, a link to 'ACADEMIC SKILLS WORKSHOPS for ELICOS students!', and a promotional graphic for 'ELICOS 'Drop in' Study Support' on Tuesdays from 3.45-4.15PM with 'NO BOOKING NEEDED'.

- To register and create your class timetable, click on '**enrolment**' under the '**my resources**' tab.



This screenshot is similar to the previous one, showing the student portal home page. The 'My Resources' tab in the top navigation bar is highlighted in red. In the 'TEACHER MENU' sidebar, the 'Enrolment' link is also highlighted in red. The rest of the page content is identical to the first screenshot, including the news item, workshops link, and study support graphic.

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)

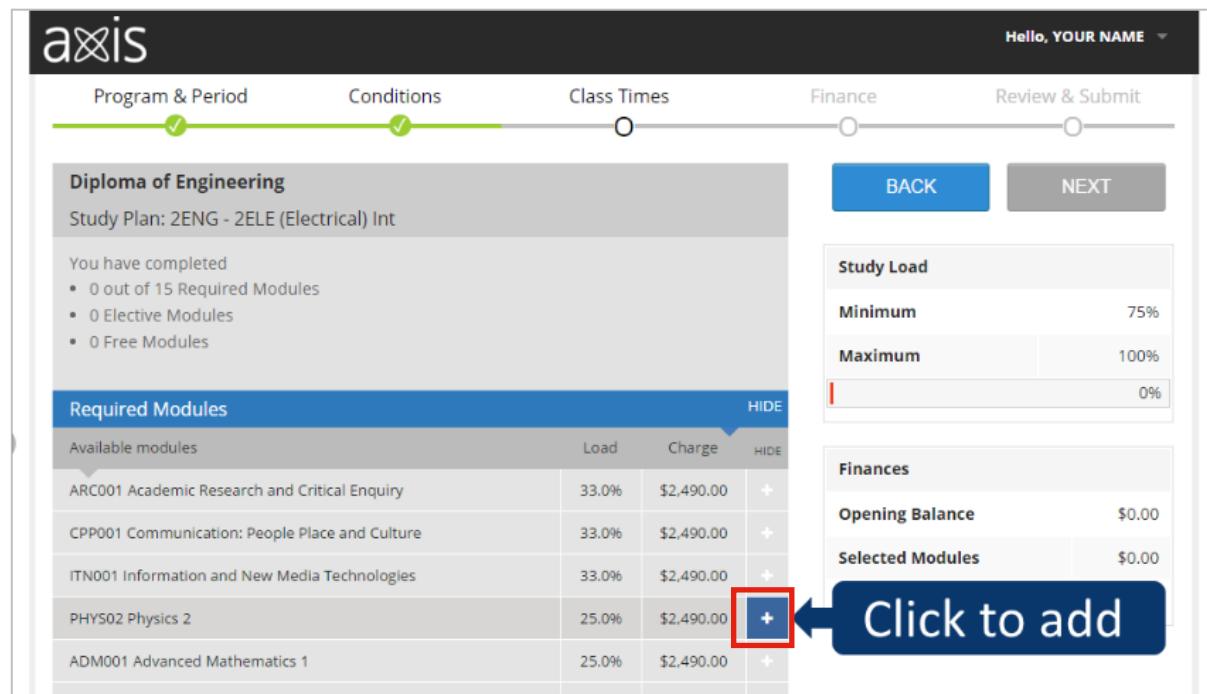
First Year Degree in Finance

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

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	+

Study Load

Minimum	75%
Maximum	100%
	0%

Finances

Opening Balance	\$0.00
Selected Modules	\$0.00

BACK NEXT

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.
- **For Foundation Studies students**, you must select all the same class number unless advised otherwise.

Register Your Classes

ARC001 Academic Research and Critical Enquiry

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

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	+

Select one of each class type.
Click to add or change

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						

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
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	+
ESS001 Essential Study Skills	25.0%	\$2,490.00	+
ENGG1004 Engineering Design and Innovation	25.0%	\$3,600.00	+

Incomplete.
Click and select all class types

Study Load

Minimum	75%
Maximum	100%
66%	

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: 2ENG - 2ELE (Electrical) Int

BACK **NEXT**

You have completed

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

Required Modules

Available modules	Load	Charges	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. Please note your class registrations will not be made or altered, until you complete this step and confirm all new registrations.

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 FEKUSTOV	CE B5-15

AMEND 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.

NAVIGATING MOODLE



All Diploma and Foundation subject materials are on Moodle. Students should log in daily to access lessons, assessment instructions, quizzes, and connect with staff and other students. During the first week it is recommended that students spend time to get familiar with Moodle in order to build their IT skills and confidence in navigating around Moodle.

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

The screenshot shows the Moodle subject page for 'Introduction to Strategic Communication - MSTC11SC'. The top navigation bar includes 'Home', 'Help', 'Log out', and 'Search'. The header displays the subject name, the time (9:47 AM), and the date (Tuesday, January 19, 2021). The 'Class connection' section features a 'Class connection Padlet' with various pinned items, including a reminder for a media release due on Friday 22nd. Below this is a 'TIME TO DO THE SURVEYS' section with links to take the subject survey and the teacher survey. The 'Zoom class link' is prominently displayed with a red arrow pointing to it. The 'Weekly readings & lecture materials' section is also highlighted with a red arrow, showing a series of weekly modules: 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, and Week 9: Workshop - Campaign Planning and Delivery. Each module is accompanied by a small thumbnail image and a brief description.

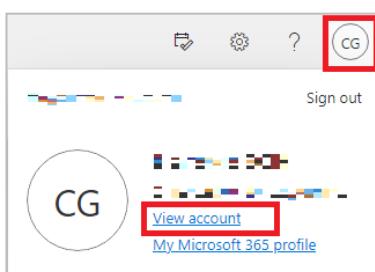
OFFICE 365

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 Office 365 Office Applications (Word, Excel, PowerPoint) for free. Instructions are shown below.
(Only Available from 10th Feb 2024).

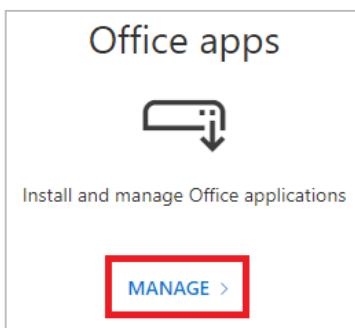
Note: The Office 365 Application is only available when you have active enrolment with La Trobe College Australia

If you have difficulties, please see additional information in the **FAQ**
OR contact Student Services at: **info@latrobemelbourne.edu.au**

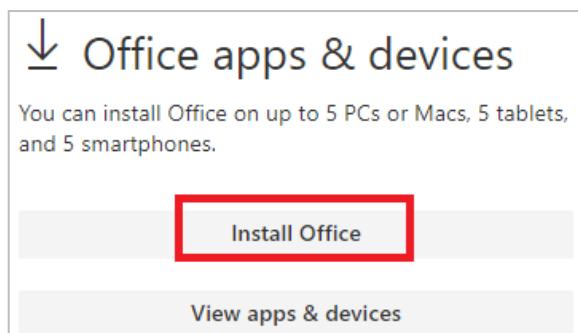
- A.** Visit the Student Portal, Click on My Email. Sign In using your student email as follows:
StudentNumber@learning.latrobemelbourne.edu.au with Student Portal Password
- B.** Click on Outlook icon on the left
- C.** From your web Office 365 email, go to the top right – click on your initials and '**View Account**'



- D.** Find the '**Office Apps**' and click on '**Manage**'.

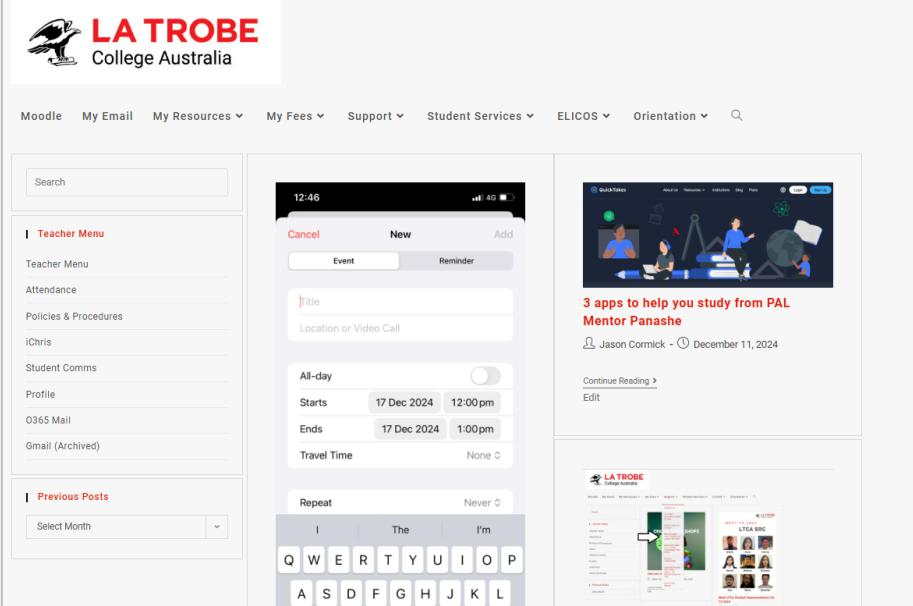


- E.** Click on '**Install Office**', the installer will start to download.
After downloading the installer, double click on it to start the installation.



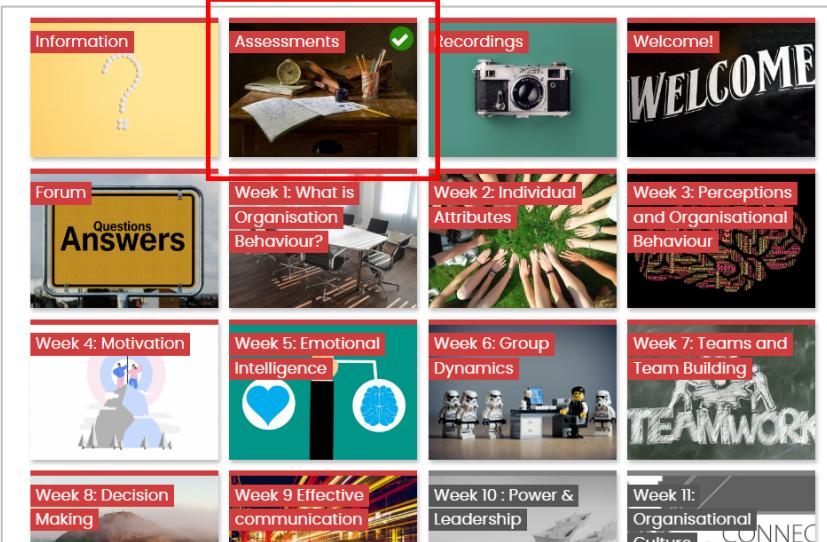
HOW TO ADD DATES FOR ASSESSMENTS, TESTS AND EXAMS ON A PHONE CALENDAR

1. Open Moodle on your laptop.



The screenshot shows the La Trobe Moodle homepage. On the left, the Teacher Menu is open, displaying various links like Teacher Menu, Attendance, Policies & Procedures, and Student Comms. On the right, a calendar interface is shown with a new event being created. The event details include a title, location, date (17 Dec 2024), and time (12:00pm - 1:00pm). Below the calendar, a news article titled '3 apps to help you study from PAL Mentor Panache' is visible.

2. Next, go to the first subject you want to add. For this example, the subject Organisational Behaviour will be used. Let's add weekly quizzes to the calendar. Click on the '**Assessments**' tab for that subject, and you'll see a list of all the deadlines for the trimester.



The screenshot shows the Organisational Behaviour subject page. The 'Assessments' tab is highlighted with a red box. Below the tabs, there are 11 week-overviews arranged in a grid. Each overview includes a title, a small image, and a brief description. The weeks are: Week 1: What is Organisation Behaviour?, Week 2: Individual Attributes, Week 3: Perceptions and Organisational Behaviour, Week 4: Motivation, Week 5: Emotional Intelligence, Week 6: Group Dynamics, Week 7: Teams and Team Building, Week 8: Decision Making, Week 9: Effective communication, Week 10: Power & Leadership, and Week 11: Organisational Culture.

Assessments

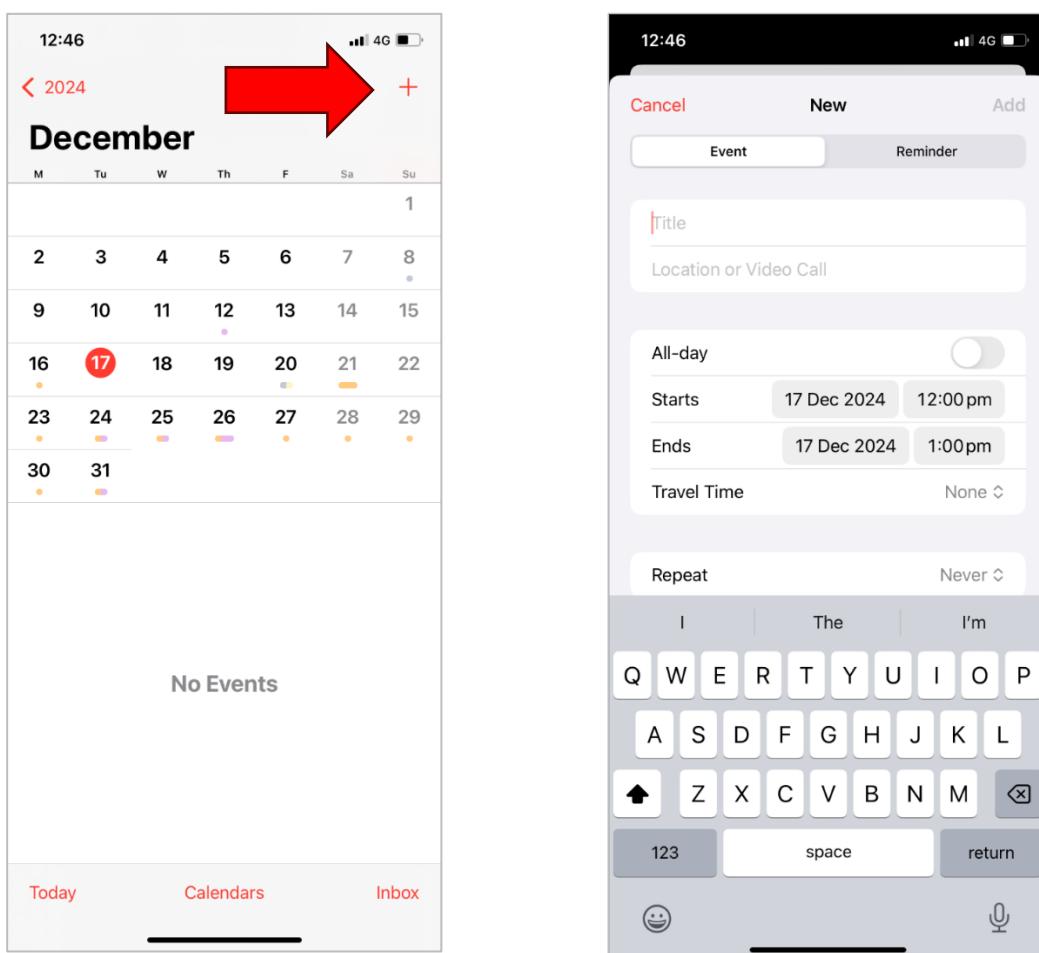
Information regarding assessment requirements, due dates, marking rubrics and submission details for each task is below.

Assignment Type	ILO	Word Limit	Marks	Due Date
Quizzes	Research ,Critical Thinking &Evaluation	N/A	20	Week 2 to 11
Individual Assignment	Multicultural team ,Manage conflict resolution	1000	20	24 November 2024
Group Assignment	Research ,Critical Thinking &Evaluation	2000	20	22 December 2024
Final Individual Assignment	Analyse and resolve contemporary organisational challenges	1500	40	28 January 2025

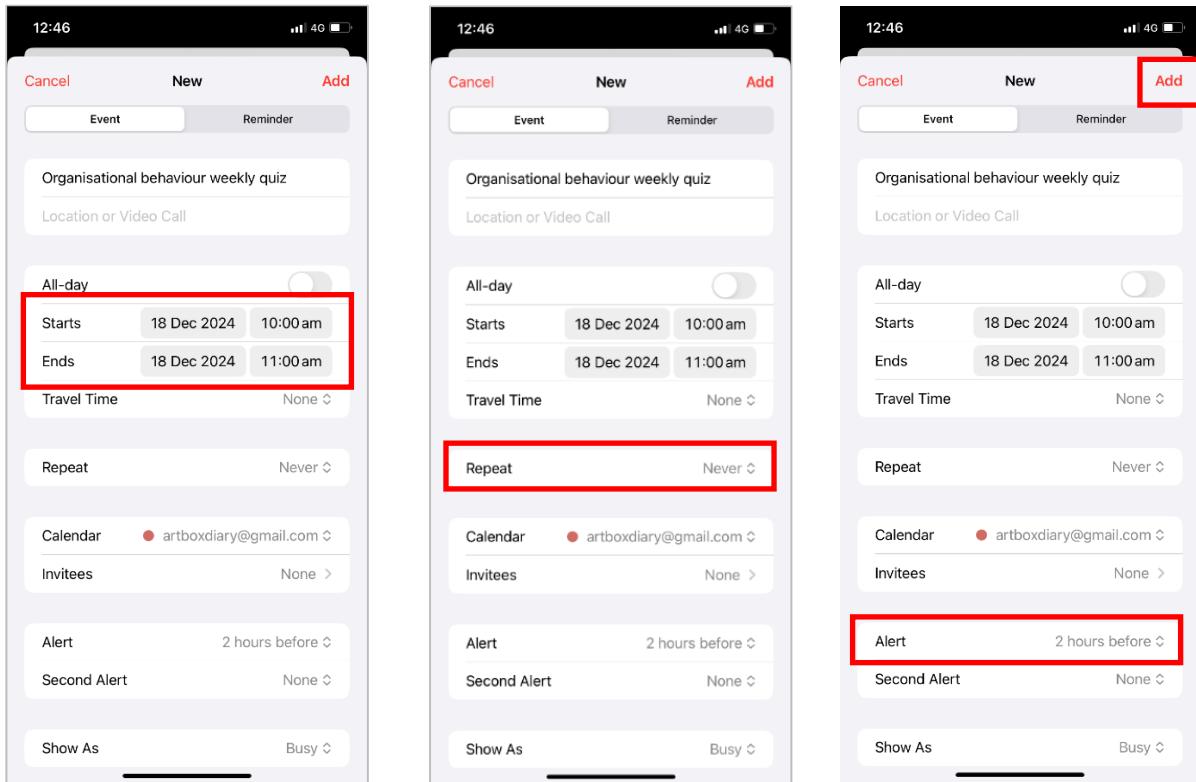
3. Open the calendar on your phone –

This example uses an iPhone, but the process is similar for most devices.

Tap the **plus sign** to open the new event window.



4. Next, name the event—let's call it '**Organisational Behaviour Weekly Quiz.**'



5. It's a good idea to **add a time** to the event because your quiz might have a set time or shut-off.
6. Since this quiz is weekly, I'll use the **repeat function** and set it to repeat until week 11.
7. Don't forget to add a few **alerts!** I like to set one **a week before**, another **the day before**, and **one on the day of the quiz**, just to make sure I'm ready.
8. When everything looks good, click the '**Add**' button to save it to your calendar.

Use your phone calendar for all your other assessments and don't forget to **schedule study sessions!** Block out time in your calendar to go over notes or work on assignments as it really helps keep you on track and avoid the dreaded last-minute cramming.

So **next time you get your course schedule**, take just a few minutes to **add those dates to your calendar**. It's a small habit that will save you a lot of stress down the road



When accessing your Office 365, you may be asked to use MFA authentication.

MFA* for La Trobe College Australia Students

*Multi-Factor Authentication: a security measure to protect all of our accounts

La Trobe College Australia students will be asked to enrol in MFA to provide an additional layer of security for your system accounts.

MFA uses an additional 'factor' (a mobile device you own, or a mobile phone number) to add to your existing password, to make access more secure. You're probably already familiar with this from the many online services that use these techniques. We combine something you know (a password) with something you have (a mobile device).

We are using a risk-based approach, so unless you are doing something unusual or accessing from a new location, you won't often be asked to use MFA authentication. Two main options for using MFA will be available:

Option 1: Microsoft Authenticator app for mobile phone

This is the preferred and most secure way to use MFA, student choosing to use Authenticator should install this App to their preferred device, but we know that some of you won't want to install an app on your own device.

Option 2: SMS

If you don't want to use the Microsoft Authenticator app, you can choose to have a code sent by SMS to your mobile each time you need to authenticate.

At first you will have a two-week window to setup MFA at a time that suits you.

If you don't get it done during that time, you will be forced to enrol the first time you login after the end of those two weeks.

Until you have enrolled, you will see an extra window displayed after entering your username and password.

That window will say '**More information required**'. You can select '**Next**' to enrol immediately ... but don't delay too long!

If you have difficulties, please see additional information in the **FAQ** OR contact Student Services at: **info@latrobemelbourne.edu.au**

LEARNING SUPPORT

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

JASON CORMICK DOCKERY **STUDENT LEARNING ADVISOR**

E: Jason.Cormick@latrobemelbourne.edu.au
T: (+61 3) 9479 5345

Booking: <https://outlook.office365.com/book/>
[LearningSupportandAcademicSkills@navitas.com/](mailto:LearningSupportandAcademicSkills@navitas.com)



DR. NONI FRANKENBURG **HELP WITH SCIENCE**

E: Noni.Frankenburg@latrobemelbourne.edu.au
Booking: <https://outlook.office365.com/book/>
[LearningSupportandAcademicSkills@navitas.com/](mailto:LearningSupportandAcademicSkills@navitas.com)

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

WORKSHOPS

Learning Support holds workshops online throughout trimesters on topics such as research skills, ethical use of generative AI, 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

Glenn is the La Trobe College Australia student counsellor, he considers it a privilege to assist students seeking support regarding any difficulties. Glenn prioritises building a positive relationship with students to provide an encouraging and comfortable space.

He draws on several approaches, techniques and strategies to benefit students.

For any personal issues, mental health and wellbeing issues, family issues or academic related stress please make an appointment through:

<https://studentcounselling.youcanbook.me/>

Counselling sessions are confidential and free of charge for all currently enrolled LTCA students.

M: 0488 064 207

Glenn.Daly@latrobemelbourne.edu.au

La Trobe College Australia Counselling service:

<https://www.latrobecollegeaustralia.edu.au/student-life/learning-support/counselling>

La Trobe University Counselling:

latrobe.edu.au/students/support/wellbeing/services/counselling

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



RAISING A CONCERN OR FEEDBACK / COMPLAINT

We hope you have a positive experience at La Trobe College Australia and if you like to bring any matters to our attention, you can submit your concern or feedback complaint by completing the online form – [concern or feedback / complaint](#)

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: sacl.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

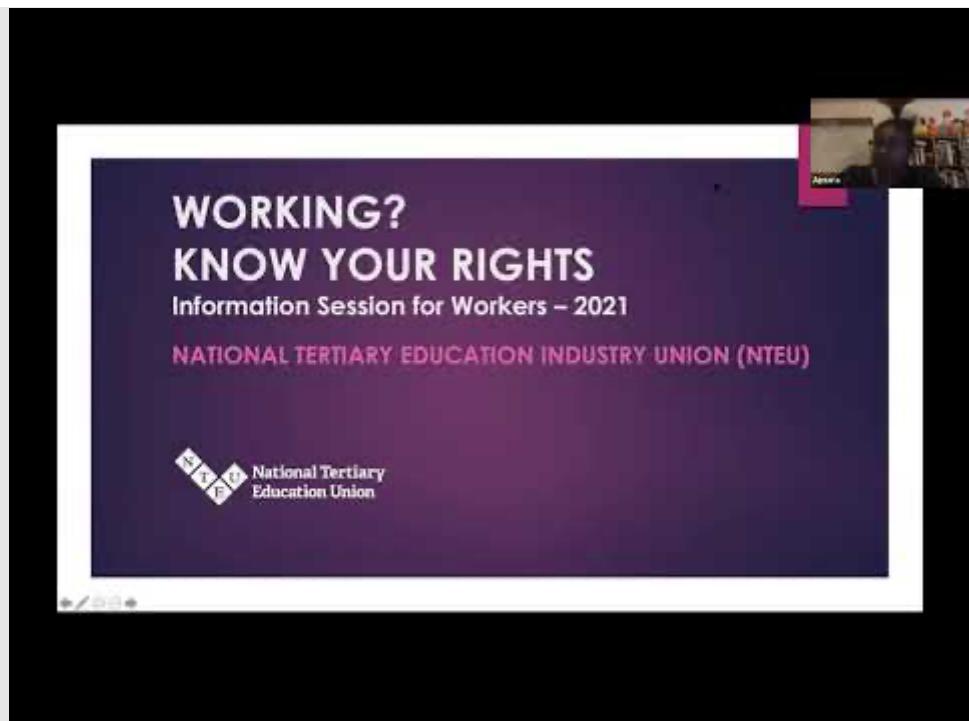
Victoria Legal Aid provides free legal advice and may also be able to help you in your own language. Visit the '**Speak to us in your own language**' page on the Victoria Legal Aid website.

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)

WHO CAN HELP ME?



STAFF AT LA TROBE COLLEGE AUSTRALIA

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](tel:+61394792417).

Student Services can assist you with the following:

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



Example questions to ask the student services team:

- **I have issues with my enrolment, who should I speak with?**
(Please provide detailed information so they may direct you appropriately)
- **My student 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, the University Bundoora/Melbourne campus map or the lost on campus app is very useful, too)
- **Where is my class, please?** (After triple-checking your timetable, please)
- **May I please have [this] form?**
(Please check 'Forms and Documents' 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?**

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.
(contact details available on subject moodle page)

SUBJECT COORDINATOR (SUBJECT-LEVEL QUESTIONS)

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

ACADEMIC COORDINATOR (DIPLOMA PROGRAM-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 and support.

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

DOM HARDEN
ACADEMIC DIRECTOR

E: Dom.Harden@latrobemelbourne.edu.au
T: (+61 3) 9479 3225



ACADEMIC COORDINATORS

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



JITENDER GILL
ACADEMIC COORDINATOR

Diploma of Information Technology

Diploma of Cybersecurity

Diploma of Engineering

E: Jitender.Gill@latrobemelbourne.edu.au

TINA BELOKOZOVSKI
ACADEMIC COORDINATOR

Diploma of Business
Diploma of Business Analytics

E: Tina.Belokozovski@latrobemelbourne.edu.au



DR. CALUM DOWIE
ACADEMIC COORDINATOR

Diploma of Health Sciences

E: Calum.Downie@latrobemelbourne.edu.au

MIRANDA MCKELLAR
ACADEMIC COORDINATOR

Foundation Studies
Diploma of Media and Communication

E: Miranda.Mckellar@latrobemelbourne.edu.au



ASHER LONGNEY
ACADEMIC COORDINATOR

Diploma of Bioscience
Diploma of Psychology

E: Asher.Longney@latrobemelbourne.edu.au