

## Contact details

### Course Information and Enrolment

Phone: 02 9745 7500, Fax: 02 9745 7501

Email: [csc@nursing.edu.au](mailto:csc@nursing.edu.au)

### Customised Education and Consultative Service

Phone: 02 9745 7515, Fax: 02 9745 7501

Email: [cecs@nursing.edu.au](mailto:cecs@nursing.edu.au)

### Grants and Scholarships

Phone: 02 9745 7500

Email: [grants@nursing.edu.au](mailto:grants@nursing.edu.au)

### Library

Phone: 02 9745 7536, Fax: 02 9745 7503

Email: [library@nursing.edu.au](mailto:library@nursing.edu.au)

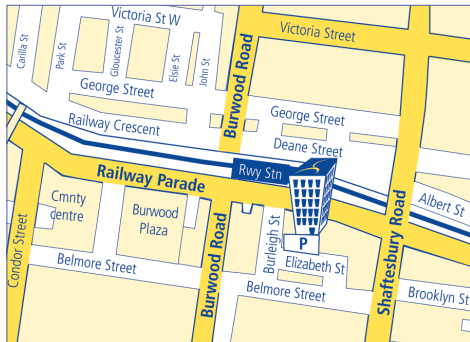
### Membership Services

Phone: 02 9745 7569, Fax: 02 9745 7501

Email: [membership@nursing.edu.au](mailto:membership@nursing.edu.au)

Toll free: 1800 265 534

[www.nursing.edu.au](http://www.nursing.edu.au)



14 Railway Parade, Burwood NSW 2134

## Become a member of the College!

When you become a member of the College you are guaranteed a say in creating nursing's future!

The College of Nursing is a peak professional organisation representing nurses across Australia. College members play a leading role in the direction of national nursing policy and the provision of quality health care.

Benefits of membership include:

- Access to the College Continuing Professional Development (CPD) program
- Discount on many College courses and professional events
- State-of-the art library services
- Political and professional representation
- Affiliation with other healthy industry and professional organisations
- The College magazine *Nursing.aust* published four times a year. Keep up to date with nursing news. Your submissions are welcome.

Membership of the College is open to registered nurses, enrolled nurses and nursing students.

# welcome

Make the most of your student experience



The College of Nursing

creating nursing's future

## Welcome

Welcome to The College of Nursing. This information has been prepared to assist you in finding your way to the College and provides information useful to your student experience.

## Where to find us

All of the College's on-campus courses will be conducted at 14 Railway Parade, Burwood, unless otherwise stated. Check your introductory letter for information about the venue for your course.

## Attendance

Please check your introductory letter or course program for the required attendance time. The College is open to students from 8.00am to 6.00pm weekdays.

While attending courses at the College you are required to sign an attendance record sheet each day. In the case of Continuing Education courses Certificates of Attendance are generated from this record. This record is also a requirement for NSW Health Department reporting for those students sponsored by Department of Health.

## Non attendance

Should you enrol but be unable to attend a Continuing Education course for any reason, please contact Student Administration Services as soon as possible. For absences during a Graduate Certificate course please contact your course coordinator.

Phone: 02 9745 7500, fax: 02 9745 7501.

## Katie Zepps Nursing Library

Library hours are:

Monday to Thursday	8.00am – 6.00pm
Friday	8.00am – 5.00pm
Saturday	9.00am – 5.00pm
Sunday & Public Holidays	Closed

Library facilities are available to you while you are enrolled in a course. The services available depend on the type of course in which you are enrolled. In addition to the lending library, there is a substantial reference section of Australian and international nursing journals. The library provides internet access for students. Photocopying machines are also available for student use for a fee. The library is located on the ground floor.

## College policies

**Student identification** Cards or badges will be provided on enrollment to a course. These must be visible at all times for security reasons and to access the library.

**Occupational Health and Safety** Accidents and incidents should be reported to your course coordinator and appropriate documentation completed.

**Mobile phones** must be turned off during sessions.

**Lost property** Please inform your course coordinator or the receptionist.

**Smoking** is permitted only in an outside designated area of the College premises.

**Valuables** should not be left unattended at any time.

## Communication

**Student messages** Important telephone messages will be forwarded to students via their course coordinator provided the caller can identify the name of the particular course. If you are expecting an important phone call please leave your name and the course you are attending with the receptionist. Sessions will only be interrupted if a message is urgent.

**Post office** A post office is located in Shop 5, Burwood Plaza, one block west on Railway Parade.

## Transport

**Parking** Off-street parking is reserved for staff only. It is recommended that you use public transport. If you intend to travel by car you will need to find parking in one of the streets or public car parks nearby, most of which have time restrictions.

**Public transport** The College's campus is located opposite Burwood railway station and is close to a number of bus interchanges.

Specific information on routes and timetables can be obtained from:

- Sydney transport information line: 13 1500
- Sydney buses: [sydneybuses.nsw.gov.au](http://sydneybuses.nsw.gov.au)
- Sydney trains: [cityrail.nsw.gov.au](http://cityrail.nsw.gov.au)

## Refreshments

Tea and coffee making facilities are located on level 2 and in the student breakout area on level 3, which has a microwave and fridge available for student use.

## Food

There are many excellent cafes, food outlets and restaurants located in the area surrounding the College.

## Accommodation information

Information on accommodation can be obtained from the NRMA and NSW Tourism Authority.

- NRMA Touring Services Telephone: 13 11 22  
Web: [mynrma.com.au/travel/accommodation/index.shtml](http://mynrma.com.au/travel/accommodation/index.shtml)
- NSW Tourism Authority Telephone: 02 9931 1111  
Web: [visitnsw.com](http://visitnsw.com)