



Your Distance Campus, October 2018

Important Dates

October

- 12 October: Lectures end before Second Semester exams
- 17 October: Second Semester exams begin
- 22 October: Labour Day (public holiday)

November

- 1 November: Application due for Bachelor of Social Work stage 3
- 1 November: Application due for Master of Social and Community Work (Applied)
- 10 November: Second Semester exams end



Your Distance Campus

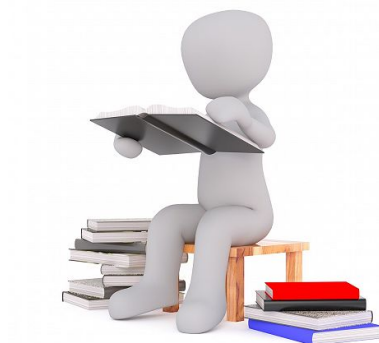
Welcome to the October edition of *Your Distance Campus* newsletter.

Once again, exams are on the horizon, and it's never too early (or late, for that matter) to start planning for them! This semester, exams run from 17 October until 10 November. All of your examination dates should appear in your eVision portal under **Timetable**.

We have, as always, included a range of information about various academic and personal well-being support. If you need help, please ask for it!

And we have the regular information pieces about Information Technology Services, the Library, the University Information Centre, and upcoming workshops and events that are available to distance students.

If you get stuck and you aren't sure where to get help you need, you can always email us at distance.learning@otago.ac.nz and we will make sure that you get to the right person!



Exams and how to survive them!

Here are some links to a few webpages providing a range of tips for exam study and preparation.

Now that exams are about to begin, there are a couple of things you can do to help you get through them successfully.

- Eat well
- Get plenty of exercise
- Set a regular bed time.

These may all seem pretty obvious, but if you're not eating properly, not getting enough exercise, and not getting enough sleep, your exams will be much more stressful for

you!

If you haven't looked at these already, here are some links that may be useful:

University of Otago: Preparing for and sitting examinations

<https://www.otago.ac.nz/study/exams/otago029434.html>

University of Otago Student Health: Exam Stress

<https://www.otago.ac.nz/studenthealth/healthtips/otago028682.html>

Exam Preparation: Ten Study Tips

<https://www.topuniversities.com/student-info/health-and-support/exam-preparation-ten-study-tips>

Tips for sitting the exam

<https://student.unsw.edu.au/tips-sitting-exam>



2018 Guide to the Library

The Library has put together a very helpful guide to the Library for distance students.

The information is updated regularly so it's current. You'll find a huge amount of information about the library, services, research services, and much more.

This booklet is available on the Distance Learning Website at:

<https://hail.to/otago-distance-learning/publication/I7VjjSA>



Support for Students

Help is here when you need it!

Your first point of contact for academic matters should be your course coordinator, your course administrator, or your supervisor. See your course outline for contact information.

If you need help relating to University procedures, academic grievances, harassment complaints etc, OUSA Student Support Centre Advocates can help.

<https://www.ousa.org.nz/support/advocacy>

Other contact information is available in the following online publications:

[2018 Distance Learning Info & Support Booklet](#)
[2018 Guide to the Library](#)

Important contacts include:

Student IT

Help from [Student IT](#) is available at the following times:

- Hours during semester:
Mon - Fri: 8.30am - 9pm
Sat - Sun: 9am - 9pm
Hours outside semester are reduced to office hours.
- In person: Student IT desk in Central Library
- Chat: [Message us on Facebook](#)
- Email: studentit@otago.ac.nz
- Website: <https://blogs.otago.ac.nz/studentit/>

Remember to plan ahead and check notices about upcoming down times and possible issues with IT systems you use. This may have an impact on your ability to upload assignments in time!

There is a StudentIT App for Android and iOS which will help you to keep up to date with notices about the vital IT systems at the University. (Please note: this does not include notices about Moodle)

<https://blogs.otago.ac.nz/studentit/about/student-it-app/>

HEDC Student Learning Development

HEDC Student Learning Development (previously Student Learning Centre) provides free and confidential academic development to students studying at the University of Otago.

Personal consultations are available - see the website for more information.

Bookmark the HEDC Student Learning Development website now!

<http://www.otago.ac.nz/hedc/students/index.html>

The Distance Learning Office

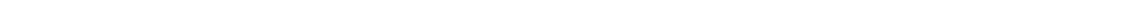
The Distance Learning Office Administrator is available Monday to Thursday morning and Tuesday afternoon. Our aim is to respond to your emails and telephone voice messages within 24 hours. We may not have the answers but we will direct your inquiry to someone who does!

distance.learning@otago.ac.nz
64 (0)3 479 4138

Ask Otago

All queries about your enrolment, exams, graduation, academic transcripts, key dates, course approval, change of course, study timetable and any administrative matters about your study at Otago should be directed to Ask Otago

AskOtago
0800 80 80 98 (Free phone in NZ)
64 3 479 7000 (Direct dial)
university@otago.ac.nz
<https://otago.custhelp.com/app/home>



Library Services

The University of Otago has world-class libraries to support staff and students engaged in teaching, learning and research.

You may want to look at past exams in your preparation for the upcoming exam period. Here is a link to exam papers - search by paper code:

<https://www.otago.ac.nz/library/exams/>

See the 2018 Guide to the Library developed specifically for our distance students:

<https://hail.to/otago-distance-learning/publication/l7VJjSA>

Library resources are increasingly available online as e-journals and e-books and these are particularly useful for Distance students and staff. The Guide to the Library will help you get started using these.

Virtual Bookshelf on Library Search I Ketu

A 30 second introduction to the new Virtual Bookshelf on Library Search I Ketu -

<https://vimeo.com/261217783>

Google Search Operators

Google search operators are special characters and commands (sometimes called "advanced operators") that extend the capabilities of regular text searches. Search operators can be useful for everything from content research to technical SEO audits. See the link for a list of Google search operators to get the most out of your searches:

<https://moz.com/learn/seo/search-operators>

Automatic renewal of loans

Most items on loan will automatically renew. You will get an email to say your books are due, but they will auto-renew, so there is no need for you to do anything.

Exceptions include Reserve & 3day books, recalled items, theses, interloans and Hocken material. See:

<https://www.otago.ac.nz/library/quicklinks/borrowing/index.html>

Subject Librarians

Subject Librarians support you as a Distance teacher by providing library and research support. Contact them for assistance with using the Library's online databases; developing information search skills; finding out about the various Library services available; support using EndNote and much more. To find out who is the Subject Librarian for your subject area, go to:

<http://otago.libguides.com/liaison>.

eReserve

You can ask for readings to be placed in [eReserve](#) for multiple access by your students, and can also ask for copies of high use books to be placed in the Distance Services Collection *at no charge to your Department*.

Renewing Library Books

No need to worry any more about renewing your Library books! The Library is introducing a new service: auto-renewals. As an undergraduate, this can mean up to 112 days loan for eligible items. As a postgraduate, this can mean up to 336 days loan. Some items (like reserve books) are not eligible for auto-renewal and if an item you have on loan is requested by another borrower we'll email you a new due date.

Automatic renewals continue until the item has reached its maximum loan period.

The Library will continue to notify you about returning this material.

Library Facebook

Keep up to date with what is new at the Library

- <https://www.facebook.com/UniversityofOtagoLibrary/>

Support for Distance Students

Distance guide: The Library has created a guide for Distance students on the [Library Homepage](#) and outlines the services and resources available. (Look for the link in the far left hand blue column.)

It's a good place to direct Distance students who have questions about Library services.

Access to Library Resources: The Library supports Distance students' access to Library resources by providing two core services:

Home delivery:

The Library will post books to Distance students and include a freepost address label for the return postage,

Library scan:

The Library will scan and email journal articles and books chapter to Distance students.

Subject guides: Aimed at students, these provide gateways to relevant databases, books and other research resources in their subject <http://otago.libguides.com/>

Contact the Library

Email ask.library@otago.ac.nz

Tel 0800 347 826 (0800 DISTANT) within New Zealand

Tel 03 479 8940



Looking after yourself!

Getting plenty of regular exercise can be difficult when you're studying for exams, making time to do something fun is also important, so when you DO sit down to study, you're energised and relaxed!

It's very easy to make excuses to NOT exercise, but it really does help you to focus, particularly when you're studying for exams and getting final assessments completed.

Making a regular time to go to the gym, for a run, a bike ride, or for a walk really helps to establish a routine. Even if you're exercising for 30 minutes a day, you'll notice the

benefits very quickly!

As well as exercising, it's important to eat well, and get plenty of sleep. I know you all know this, but sometimes we lose track of the obvious things when we get busy.

Here's a link to the Eventfinda Gig Guide :

<https://www.eventfinda.co.nz/concerts-gig-guide/events/dunedin>

So get the most out of the upcoming exam period by exercising well, eating well, and sleeping well. And don't forget to make sure you set aside time for your friends and family (and yourself!).
