



Pukapuka Aratohu Ākonga

Student Guidebook 2025





Nau mai, haere mai, tahuti mai Welcome to **UCOL**

If you're a new ākonga (student), you could be feeling a little overwhelmed right now. But don't worry, we've got your back.

This Student Guidebook is designed to help you settle into life at UCOL. It includes details about the different services available to you, along with info to help you get the most out of your time here.

At UCOL, we're all about making learning connections. Our relationships with you and your classmates, iwi, industry, employers, and communities are the foundation of everything we do. We hope that throughout your time here you develop meaningful connections with your classmates, lecturers, and other mentors who will enrich your life and push you forward to achieve your goals.



One of the first things you should do at the start of the semester is attend your campus pōwhiri or mihi whakatau, a traditional Māori welcome.

It may involve kaikaranga (being called and led onto campus), kaikōrero (welcome speeches), waiata (singing) and hongī (a greeting in which people press their noses together to share knowledge and mutual understanding), all of which are to welcome ākonga into the UCOL whānau (family). Our staff look forward to greeting you there.

Keep an eye on ucol.ac.nz/events and newsletters direct to your email inbox for details about the pōwhiri and Orientation Week activities, and remember to like UCOL on Facebook to stay informed.

Orientation Week isn't only about making new friends and finding your way around campus, it also sets you up to understand how to study and get the best outcomes.

UCOL is pleased that you have decided that your journey starts here. During your time here please reach out to our staff at any time, we wish you well with your studies.

Nāku iti noa, nā

Jasmine Groves
Operations Lead



Ngā Uara Our Values



Whanaungatanga | Relationships

Connecting with people and establishing meaningful relationships built on trust and integrity is vital. Great relationships result in collaboration, partnerships and unity. At UCOL we embrace diversity and inclusivity of all people.



Te Huringa Whakaaro | Transformation

Transformation requires inspiration, and bold, courageous behaviour. We take pride in being a part of the transformation that occurs in our students as they become successful graduates and alumni. UCOL is always looking at fresh ideas.



Kia Eke Panuku, Eke Tangaroa | Excellence

Everywhere we look at UCOL we seek innovation and quality that defines us as a high performing institute. We strive for excellence in our programmes, our teaching methods, our resources and systems and processes. We want to see people excelling at what they do and are proud of what we achieve.



Kia Kakamā | Agility

Agility is about us working in many different ways, being adaptable and agile in the way we work with others. Through engagement, empowerment and innovation we develop deeper understanding and discover new ways of achieving our goals.

Ihirangi

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Te Āhua Noho ki UCOL UCOL Life



Kāri Tautohu Taurira Student ID Cards

We recommend that you always have your student ID card on you. You'll need it to check out resources from the library, access buildings, enter through safety gates, top up your printing/photocopying credit, and use the printers. Your lecturer will help you get your ID on your first day of class. If you need a replacement card, please have a chat with our friendly staff at the Information Centres. A replacement card will cost you \$10.00.

Taputapu Hangarau Whakaaturanga Computers, Wifi, Printing & Photocopying

If you need access to a computer, we've got you covered. We have a number of computer labs and pods across the campuses ready for you to use. All you need is your login information. You can also access the free WiFi networks while you're on campus. Use 'UCOL Public WiFi' with no login required, or select 'UCOL iConnect' from the available networks on your device, enter your student login details, and you're away. Printers are usually located in the computer labs, Atriums, student studios and Libraries. There is a charge for all printing and photocopying. You can top up your printing/photocopying credit at the Information Centres in Manawatū and Whanganui, and reception or the Student Hub in Wairarapa. You can also top up your print credit online via the Student Intranet, or at printtopup.ucol.ac.nz. You need to be on the UCOL network to access this site.

Kei te hia tautoko Hangarau? Need IT Help?

If you need IT support, call the IT student helpline on extension **70602** from a campus phone or **06 241 8243** from any phone. Or you can log a 'Get Help' ticket on Service Hub (this link is also on the Student Intranet).

Ipurangiroto - Taurira Student Intranet

The Student Intranet is the place to access your student webmail, programme handbooks, class timetables, details about student services, UCOL policies and procedures. If there is something you are looking for and can't find it, please use the feedback form and let us know.

<https://student.ucol.ac.nz>

Moodle

Moodle is UCOL's online learning platform providing access to your learning resources, course communications and online learning support. You can access Moodle via a Google Search, via the Student Intranet, or directly at moodle.ucol.ac.nz. To log into Moodle, use your UCOL email address (studentID@studentmail.ucol.ac.nz) and your UCOL computer password provided by your teacher. You can also download the Open-LMS app on any mobile device.

Ratonga Ipurangi - Taurira Student Web Services

Student Web Services is where you update your contact details, enrol for your next year of study, check your grades, and access your financial statements. All you need is your SWS login to use it. We recommend you check this regularly for important information that relates to your study. Please remember that your SWS login information is different to your UCOL network login. You can request your SWS password at <https://sws.ucol.ac.nz>. If you have any issues, please call the IT student helpline on **70602** from a campus phone or **06 241 8243** from any phone.



Tūnga Waka Parking

You can park in campus carparks all day, as long you display a UCOL Te Pūkenga parking ticket (available from the Information Centres) on your vehicle's rear window.

Parking is free at the Whanganui and Wairarapa campuses. Parking at the Manawatū campus costs \$2 a day (paying with cash), or \$1 for four hours (in the main King/Queen Street carpark only). Make sure you put your parking receipt on the dashboard each day so it can be clearly seen and you don't get a ticket. We recommend you respect any no-parking zones, particularly beside nearby businesses.

Te Pae Matauranga ki te Ao Pae Pāpāho Pāpori UCOL on Social Media

Follow us on social media for the latest news, events, photos, and videos from campus. We want to hear about all of the cool things you get up to at UCOL, so like us and @ us.

Facebook

facebook.com/UCOLNZ

There are also campus-specific Facebook groups you can join to interact with other students:

- UCOL Manawatū Campus
- UCOL Whanganui Campus
- UCOL Wairarapa Campus
- UCOL Horowhenua Campus

Instagram

instagram.com/ucolnz

LinkedIn

linkedin.com/school/ucolnz

Tiktok

tiktok.com/@ucolnz

Pahi Utu Kore Free Buses

UCOL ākonga can ride certain Horizons Regional Council buses for free. This includes Palmerston North urban, Whanganui urban, Whanganui-Palmerston North Commuter, and Feilding services. Check out the timetables at <https://www.horizons.govt.nz/busestransport/bus-routes-transport>. Just show the driver your student ID card and you're good to go. Full-time students at the Wairarapa Campus are eligible for discounted trips on Metlink bus services. See metlink.org.nz for more info.

Takunetanga me ngā Karapu Events & Clubs

Hard work pays off, but being a student is about more than burying your head in the books. Take part in and enjoy the variety of events that happen on campus throughout the year. Some key events to look out for include Orientation, Matariki/Puanga (the Māori new year), and our Connect! events. If you've got a particular interest, whether it's a sport, hobby, or cultural activity, then how about starting a club? Clubs are a great way to make friends and share your interests with the UCOL community. Chat to our Te Mana Tauira/Student Success team about how you can contribute to events, and how you can join or set up a club.

Contact us:

Manawatū / Horowhenua - Wellbeing-Pn@ucol.ac.nz

Whanganui - Wellbeing-WG@ucol.ac.nz

Wairarapa - wellbeing-wai@ucol.ac.nz

Huanga Whakahekenga Utu Benefits & Discounts

As a UCOL ākonga you're eligible for discounts from a range of businesses including cafés, healthcare providers, and cinemas. Just be sure to ask, and make sure you've got your student ID card handy.

Wāhi Kai Restaurant

Our Manawatū campus includes the Ambitions training restaurant where our cookery and hospitality students get to experience serving real customers. Keep your eyes open for service details.

Toa Whakaatanga Āhua Hair & Beauty Salons

Our Hairdressing and Beauty ākonga are always looking for clients. We have salons on the Manawatū, Whanganui, Horowhenua and Wairarapa campuses. Pop in to find out what services are available.

Manawatū

Hair - Hair@ucol.ac.nz

Beauty - Beauty@ucol.ac.nz

Whanganui

Hair - wghair@ucol.ac.nz

Beauty - wgbeauty@ucol.ac.nz

Wairarapa

Hair - waihair@ucol.ac.nz

Beauty - waibeauty@ucol.ac.nz

Horowhenua

Beauty - levinbeauty@ucol.ac.nz

Ngā Kaupapa Here mē Ngā Tukanga UCOL Policy and Procedures

Matauranga ki te Ao

UCOL Policies & Procedures We have policies and procedures in place to help make your time here rewarding, fair and safe. We encourage you to check them out on the Student Intranet.

Ngā Karahipi Scholarships

Scholarships or grants, can help provide financial assistance to students. Scholarships come in a range of categories and are targeted at specific demographics and specific study areas, they're not always for the top of the class so don't count yourself out before applying! Check out our scholarships web page for a full list of our UCOL scholarships along with some external ones that may apply to our students. ucol.ac.nz/study-at-ucol/Fund-your-study/Scholarships

He Wāhi Auahi Kore Smoke-Free Campuses

Please remember that UCOL campuses are smoke-free 24 hours a day, 7 days a week. This includes e-cigarettes and vaping. The smoke-free campus policy covers all buildings, balconies, car parks, and other outdoor areas.

He Whakahoki Kōrero / Whakamihi Feedback & Compliments

We want to provide the best experience for students, and to do that we need your feedback. What do you like best about UCOL? Let us know by filling out the Student Feedback and Compliments form on the Student Intranet. connect.ucol.ac.nz/Forms/Feedback

Whakapōtaetanga Graduation

Graduation is your time to shine after all of the hard work you put into your studies. Once you have completed your programme, we'll send you an email inviting you to register for Graduation. It's important that you register so you don't miss out on your big day. It's also important that you keep your contact details up to date on Student Web Services we can email out your Graduation pack and send your Graduation tickets to the right postal address.



TE ATAKURA

Te Atakura is UCOL's responsive, relationships-based approach, grounded in research and guided by kaupapa Māori values, towards achieving ōritetanga (equity) within tertiary education. It focuses on the educational experience of ākonga Māori in a way that enables our teaching kaimahi to better support the educational experience and outcomes for all ākonga.

You may see kaiako across UCOL being observed while teaching classes by Te Atakura coaches. Observations may happen anywhere that teaching and learning happens such as in your classrooms, practical workshops/settings, or online. You may also be asked to give voice/feedback at the end of a Te Atakura observation in your class.

This voice helps the coach and your kaiako reflect on ākonga engagement in the learning. Ākonga Māori may also be asked to be part of an ākonga Māori focus group.

These focus groups are an opportunity for kaiako and leaders to hear what ākonga Māori are thinking in terms of their learning experience and educational performance.

If you have any questions about Te Atakura, you can contact:

Erin Lincoln (Manawatū, Horowhenua, Whanganui)
e.lincoln@ucol.ac.nz

Riki Anderson (Wairarapa)
r.anderson@ucol.ac.nz

The Values of Te Atakura



MANAAKITANGA

Care for ākonga as culturally located human beings above all else within a supportive environment.



MANA MOTUHAKE

Care for and having high expectations for the performance of our ākonga and enable the development of personal or group identity and independence.



WHAKAPIRINGATANGA

Creating a secure, well-managed learning environment by incorporating routine pedagogical knowledge with pedagogical imagination.



WĀNANGA

Engage with ākonga using effective teaching interactions with rich, dynamic sharing of knowledge.



AKO

Using strategies that promote effective teaching and learning interactions and relationships with their ākonga.



KOTAHITANGA

Promote, monitor and reflect on outcomes in a collaborative manner that will lead to improvements in educational achievement for all ākonga.

Ratonga Ākonga Student Services





Ngā Whare Pukapuka Libraries

Our libraries have the resources you need to succeed, with a wide range of books, magazines, journals, and DVDs. The Library website provides you with access to a wealth of online resources, including e-journals, databases and e-books. The Libraries also provide quiet study spaces, collaborative work areas, computer access, photocopying/printing, and laptop loans. We know that finding the right information for your assignment can be challenging, so our friendly library staff have got you covered. Whether it's help with finding information on a database, or referencing your assignment, the library staff are here to help. If you're studying at the Horowhenua campus, you can contact the UCOL Manawatū Library to have resources couriered to you. student.ucol.ac.nz/library

The best way to contact our Libraries is via email:

Manawatū / Horowhenua
LibraryPalmerstonNorth@ucol.ac.nz

Whanganui
LibraryWhanganui@ucol.ac.nz

Wairarapa
knowledge-wai@ucol.ac.nz

Kaitohutohu Akoranga Learning Advisors

Our Learning Advisors are here to help you develop skills and strategies that will put you on the road to success. Learning Advisors can help you develop skills such as time management, critical thinking, academic writing, exam preparation, and APA referencing, just to name a few. You can arrange one-on-one appointments (both online and in person) or small study groups with a Learning Advisor. The Learning Hub also has a range of resources that you can access online at <https://student.ucol.ac.nz/library/onlineresources/Pages/LearningHubResources.aspx>

The best way to book an appointment with the Learning Advisors is via our online booking system.

Manawatū
<https://ucol.libcal.com/appointments/manawatu#s-lc-public-pt>

Wairarapa
<https://ucol.libcal.com/appointments?lid=3204#s-lc-public-pt>

Whanganui
<https://ucol.libcal.com/appointments/Whanganui#s-lc-public-pt>

learningservices-wai@ucol.ac.nz

**Manawatū and Whanganui ākonga can also book appointments via the appointments calendar on the Student Intranet.*

Te Puna Oranga Wellbeing

We take ākonga wellbeing seriously and strive to make UCOL a fun, positive, and healthy place. Our experienced Counsellors, Nurse Practitioner and other wellbeing kaimahi are here to give you the right support when you need it. UCOL follows the Te Whare Tapa Wha model of wellbeing, which encompasses the physical, mental/emotional, social, and spiritual dimensions of health. The Wellbeing Hub provides one-on-one support and can point you in the right direction to external organisations that can also assist with your wellbeing. We run support groups and social events throughout the year to help you connect with other students.

The best way to contact our Wellbeing team is via email:

Manawatū / Horowhenua

wellbeing-pn@ucol.ac.nz

Whanganui

wellbeing-wg@ucol.ac.nz

Wairarapa

wellbeing-wai@ucol.ac.nz

Ratonga Rapu-Mahi Careers and Employability

Our Careers and Employability service is here to help you develop those important 'work-ready' skills you need when you're applying for jobs. This includes advice on applying for jobs, creating a standout CV and cover letter, nailing a job interview, and mapping out a career pathway. You can access a range of Careers and Employability resources on Moodle, our online learning platform, anytime on a computer or mobile device using the Open-LMS app. This includes easy-to-follow lessons, videos, links to employment and volunteer sites, and much more. Simply log into Moodle, click the 'Support' drop-down menu, and select 'Careers and Employability Online'.

Ratonga Whai Wāhi/Kaituhono Engagement Coordinators/Navigators

Our Engagement Coordinators/Navigators are here to help you overcome challenges that get in the way of your studies and engaging in life at UCOL. Many programmes have Engagement Coordinators or Navigators who help you transition into life at UCOL, identify any challenges and barriers you face, and develop solutions to help you succeed in the classroom and fully participate in campus life. Whether it's connecting you with our other services or external agencies, our Engagement Coordinators/Navigators can help you get the most out of your time here. Ask your lecturer if your programme has an Engagement Coordinator or Navigator, or if you need some extra help adjusting to UCOL life.

He Māngai He Tautoko Advocacy and Welfare

Our Student Advocate and Welfare Coordinator is here to be a support person/advocate for you in times of need. The Student Advocate & Welfare Coordinator can:

- assist you with Hardship Fund or Compassionate Grant applications;
- help you obtain foodbank parcels;
- connect you with external support agencies (like StudyLink and Work and Income);
- act as your support person during meetings with UCOL kaimahi;
- listen when you just need someone to talk to.

Don't hesitate to get in touch when you need some help.

Contact the Student Advocate & Welfare Coordinator at Wellbeing.Pn@ucol.ac.nz





Te Whare Oranga Ākonga Māori-Pasifika Raukura Māori and Pasifika Pastoral Care

Raukura is a specialist service that provides a general duty of pastoral care and cultural support to Māori and Pasifika ākonga across all UCOL and satellite campuses. The Raukura team meets with new Māori and Pasifika ākonga to help you map out a road to success. They are a friendly team and look forward to meeting new ākonga.

The best way to contact Raukura is via email:

Manawatū / Horowhenua
Raukura-PN@ucol.ac.nz

Whanganui
Raukura-Whg@ucol.ac.nz

Wairarapa
Raukura-Wai@ucol.ac.nz

Whānau Rooms/Whareniui

To promote kāupapa Māori as a foundation for success, the Manawatū and Whanganui campuses have whānau rooms, while the Wairarapa campus has a whareniui. These are available for all ākonga to use.

Our whānau rooms/whareniui

Manawatū
Te Hiringa I Te Mahara, Room 3.0.04

Whanganui
Te Whare Huihuinga, Room E.1.52

Wairarapa
Whakaoriori, lower campus

Tautawhi Ākonga o te Ao International Student Support

Coming to a new country to study can be quite an adventure and we know that it can take time to settle in. Our International Student Support staff are experienced in looking after the needs of international students and follow the New Zealand Government Code of Practice for pastoral care. Taking care of all our students is important, and families back home need to know that there is support here. We can help international students with information and advice about living in New Zealand and studying at UCOL. Things like where to shop and what to do and see in your spare time are important, so we are here to help.

Contact our International Student Support Team
internationalsupport@ucol.ac.nz

International Student Emergency phone
0212427625

Pastoral Care phone
021324826 or 0220161062

He Akoranga ki LinkedIn LinkedIn Learning

All UCOL students can access LinkedIn Learning for free. LinkedIn Learning is an online course website that can help you learn various software, business, and creative skills. The video tutorials are taught by industry professionals, and you earn a certificate when you complete a course. LinkedIn Learning can be a great tool to assist you with your learning, and it might even spark a new interest. You can access LinkedIn Learning via a link on the Student Intranet homepage.

Te Whakamana Hunga Whaikaha Disability & Accessibility Services

UCOL's disability and accessibility services can be accessed by ākonga who identify as having a disability, neurodiversity, medical condition or injury that may affect their learning. If you would like to learn more about the support options available to you, we encourage you to book an appointment for a needs assessment or email us on the emails listed below. Our disability support advisors are here to help you create a success plan that aims to maximise your independence.

The types of supports we offer include*:

- Assistive technology & specialised equipment
- Advice and advocacy on disability matters (including Dyslexia screening)
- Alternative arrangements in tests and exams (e.g., reader/writer, extra time, separate venue, alternate format, computer-based sitting)
- Additional 1:1 disability support assistance (pre-approval of disability support funding is required)
- Referrals to internal & external support services

**Please note, certain types of supports will require advanced notice and/or supporting evidence to ensure fairness across all ākonga.*

The best way to contact Disability Support staff is via email:

Manawatū / Horowhenua

disabilitysupport-PN@ucol.ac.nz

Whanganui

disabilitySupport-WG@ucol.ac.nz

Wairarapa

disabilitysupport-WAI@ucol.ac.nz

Dyslexia- Friendly Quality Mark

Achieving a DFQM demonstrates our commitment to providing comprehensive support for ākonga with dyslexia, from enrolment through to completion of study. Teams within our Manawatū campus are in the process of achieving this mark, while our Horowhenua campus has been accredited since 2021.



Te Noho Haumaru Staying Safe



Hauora / Haumarū Health & Safety

All staff and students are responsible for keeping UCOL a safe place to learn and work. Here's how you can play your part:

- Report hazards to your lecturer or a staff member.
- Always follow the health and safety guidelines of your lecturer, inside and outside of the classroom.
- In the event of any emergency, immediately call **111**.
- Familiarise yourself with the emergency exits, fire alarms, evacuation procedures, and assembly points. If you have any questions, please ask your lecturer.
- Evacuate the building immediately whenever you hear a fire alarm, and meet at the assembly point outlined on your room wall.
- Report all accidents, fires, and 'near misses', by completing an Incident Report Form. Your lecturer will help you access and fill in this form.
- Keep emergency evacuation routes, fire alarms, fire equipment, and electrical switchgear tidy and free from obstacles.

Take Ohorere Concerns, Complaints & Harassment

Your time as a UCOL learner should be one of the most rewarding and fun experiences of your life. It's a chance for you to make new friends and achieve awesome things. We're proud that UCOL is a safe and inclusive place to study, and any form of harassment or bullying will not be tolerated. If you have any concerns or complaints, please talk to a staff member right away. You can also fill out the Student Feedback and Compliments form on the Student Intranet, and we'll move to resolve the issue as quickly as possible. The form is also an opportunity to provide us with feedback and suggestions at any time.

Ratonga Tarukino Drugs & Alcohol

UCOL is a safe environment for all students and staff, and we take the use of illegal drugs and alcohol on campus and at all UCOL activities very seriously. The manufacture, distribution, dispensing, possession, sale, and use of drugs is strictly prohibited. The Police will be notified of any illegal activity on campus or at UCOL activities. Students thought to be affected by drugs or alcohol that could impair their judgement or behaviour shall be excluded from class and may face disciplinary proceedings. Any instance where a student's behaviour or actions suggest that they are under the influence of drugs or alcohol is considered reasonable cause for testing. Remember, a lot of classes involve equipment that could be dangerous if operated by someone who is under the influence of drugs or alcohol. It's about not only following the law but also about keeping you and your classmates safe.





Whakahaumarutanga Security

The Manawatū, Whanganui, and Wairarapa campuses all have security guards on-site or on off-site patrol. If you are concerned at any time, please don't hesitate to ring.

Contact Security

Manawatū

Extension 70032

Mobile 027 447 9480

Whanganui

Extension 61835

Mobile 021 242 3209

Wairarapa

Extension 72056

Mobile 027 431 2154

Horowhenua

0800 347 787

These phone numbers are also printed on the back of your student ID card.

Campus Hours 2025

Manawatū Campus Hours

Students can access the Palmerston North campus between

- 7.30am - 9pm Monday – Friday
- 9am - 5pm on weekends (Atrium and Block 2 only)

Wairarapa Campus Hours

Students can access the Wairarapa campus between

- 8am - 9pm Monday – Friday
- 9am – 5pm on weekends - Te Pā Hao (Student Hub)

Horowhenua Campus Hours

Students can access Horowhenua Campus between

- 8am – 5pm Monday to Friday

Whanganui Campus Hours

Students can access Whanganui Campus between

- 7:30am – 9pm Monday to Friday
- 9am – 5pm on the weekends (Atrium, library and Arts blocks only)

Ngā Mahere Te Kura Campus Maps





Kāinga

Your Place

Campuses

UCOL has campuses in Manawatū, Whanganui, Wairarapa, and Horowhenua. We also deliver programmes of study in other regions and offer online study options.

Whanganui Campus

Whanganui Iwi, Te Āti Haunui-a-Pāpārangi, gave the campus the name 'Matapihi ki te Ao', which means "window of opportunity to the world". It is located on the banks of the Whanganui Awa, next to Pākaitore (Moutoa Gardens) and its architecture is an inspiring blend of heritage buildings and modern facilities.

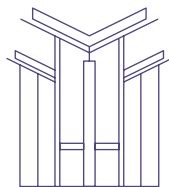
Location: 16 Rutland Street, Whanganui



Manawatū Campus

Named 'Rangitāne Tikaraina ki te Mātauranga' by Rangitāne, which translates in part to "straight pathway to education", our Manawatū campus architecture blends historic buildings with modern facilities and is nestled in the heart of Palmerston North making it a vibrant hub for student life.

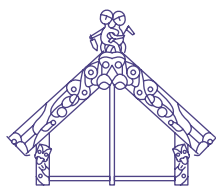
Location: 18 Princess Street, Palmerston North



Wairarapa Campus

Located in the heart of Masterton, our Wairarapa campus houses Te Pā Hao (the Student Hub), Whakaoriori Marae with Te Hāpai o (Wharekai), and Te Amorangi (Wharenuī). UCOL has strong ties with the community and local iwi, Rangitāne o Wairarapa and Kahungunu ki Wairarapa, ensuring the campus is consistently working to meet the region's training needs.

Location: 143 Chapel Street, Masterton



Horowhenua Campus

UCOL Horowhenua is located in the centre of Levin, near to CBD shopping and Levin's library, 'Te Takeretanga o Kurahau-pō'. UCOL is focused on supporting the Horowhenua region's infrastructure upgrade and community learning needs.

Location: 160 Oxford Street, Levin





Ngā Akomanga Classrooms and Facilities

UCOL ākonga are immersed in a practical learning environment, with innovative technology and a range of specialised equipment.

Regional Trades and Technology Centre

UCOL is committed to providing learning through practice. Our Trades and Technology Centre, located on the Manawatū campus, provides ākonga with cutting-edge technology and industry-proven tutors to ensure their development into qualified tradespeople.

Simulation Labs – Te Whaioranga

In 2023, UCOL opened its new, purpose-built healthcare and social services teaching facility, named Te Whaioranga (the pursuit of health and wellness), where the practical courses for nursing, medical imaging, social services, and mental health education programmes are taught. This state-of-the-art building has a variety of simulation labs, covering a range of environments that ākonga would

be working in, once out in the industry, including a home environment, aged care facility, and a hospital. In addition to the sim labs, UCOL ākonga learn by practising on animated mannequin ‘patients’, each with their own personality and medical history.

These high-tech mannequins and the high-tech simulation lab provide valuable reality-based hands-on learning, which is a key reason our graduates do so well in employment.

Training Kitchens and Restaurant

UCOL ākonga gain practical experience in our training kitchens located on our Manawatū and Wairarapa campuses.

There is nothing like real-life customers to support the learning of ākonga. Ambitions, our Manawatū restaurant, provides our graduates with the practical, industry-focused experience that employers look for. It is open to the public, delivering delicious gastronomical experiences created and served by our ākonga.

Hair Salons and Beauty Clinics

UCOL's hair and beauty training facilities in our Manawatū, Whanganui, Wairarapa, and Horowhenua campuses meet industry standards to develop industry-ready graduates. Members of the public can book in with ākonga for beauty, nail, and hairdressing treatments providing ākonga with the opportunity to establish professional relationships with clients, which is essential for working in the real world.

Photography Studios

Our large-scale commercial shooting studios are equipped with professional lighting systems and studio props. They provide a learning environment that enables ākonga to master the craft of photography.

Design Studios

UCOL's creative spaces include fashion, music, glass art, and more. The creative computer suites are equipped with Apple iMacs and up-to-date Adobe Creative Suite Software.

Science Labs

Our science labs are fully resourced with laboratory equipment and materials for biology, microbiology, molecular biology, and chemistry.

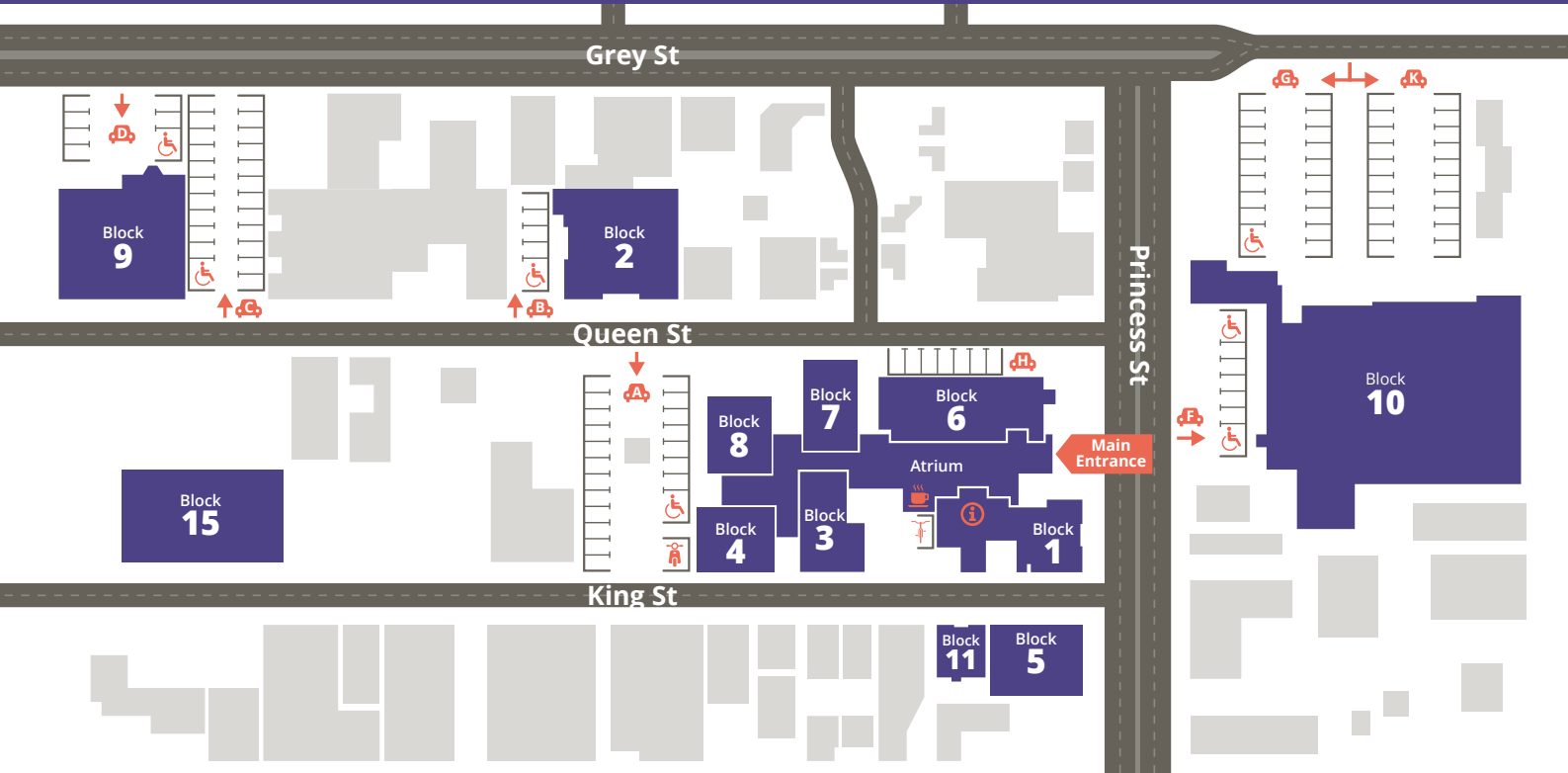
Whānau Rooms

Located in our Manawatū, Whanganui, and Wairarapa Campuses, whānau rooms provide a welcoming space for all ākonga. They are equipped with a kitchen and lounge, and support kaimahi on hand for our Māori and Pasifika ākonga.



Ngā Mahere Kura - Manawatū

Manawatū Campus Map



-  Tūnga Waka Car Parking
-  Tūnga Paihikara Bicycle Racks
-  Taupaepae Information Centre
-  Whare o UCOL UCOL Building
-  Tūnga Waka Whaikaha Mobility Parking
-  Tūnga Motopaika Motorbike Parking
-  Wharekai Café
-  Ehara nō UCOL Other Building

Room Numbers Example:
(3.1.02) means **Block 3** on **Level 1** in **Room 02**

BLOCK 1

- Ground** : Hair and Beauty • Information Centre • Registry
- Level 1** : PC Labs • Tutorial Rooms • Staff Studios
- Mezzanine** : Staff Studios

BLOCK 2

- Ground** : Mac Labs • Photography Studios • Design and Art Studios
Student Space • Tutorial Rooms • Staff Studio
- Level 1** : Video Studio • Tutorial Room

BLOCK 3

- Ground** : Office of the Chief Executive • Whānau Room
Wellness Room
- Level 1** : Raukura • Tutorial Room • Staff Studios
- Level 2** : PC Lab • Tutorial Room

BLOCK 4

- Ground** : Vet Nursing • Staff Services
- Level 1** : Tutorial Rooms • Staff Studio
- Level 2** : Tutorial Rooms
- Level 3** : Tutorial Rooms • Staff Studio

BLOCK 6

- Ground** : Library • Student Support Services • Café
Security
- Level 1** : PC Labs • Tutorial Rooms • Staff Studio
- Level 2** : Science Labs
- Level 3** : Gym • Sport Science

BLOCK 7

- Ground** : Digital Operations • Music
- Level 1** : Music • Tutorial Room
- Level 2** : Tutorial Rooms

BLOCK 8

- Ground** : Board Room • Staff Studios
- Level 1** : Electrotechnology
- Level 2** : Tutorial Rooms • Staff Studios • Staff Room
Deans of Faculty

BLOCK 9

- Ground** : Training Restaurant • Kitchens • Early Childhood
Tutorial Room • PC Lab
- Level 1** : Student Space • Staff Studios

BLOCK 10

- Ground** : Automotive • Panel and Paint • Carpentry
Joinery • Furniture Design • Engineering
Atrium • Tutorial Rooms
- Level 1** : Draughting Lab • Tutorial Rooms • Staff Studio

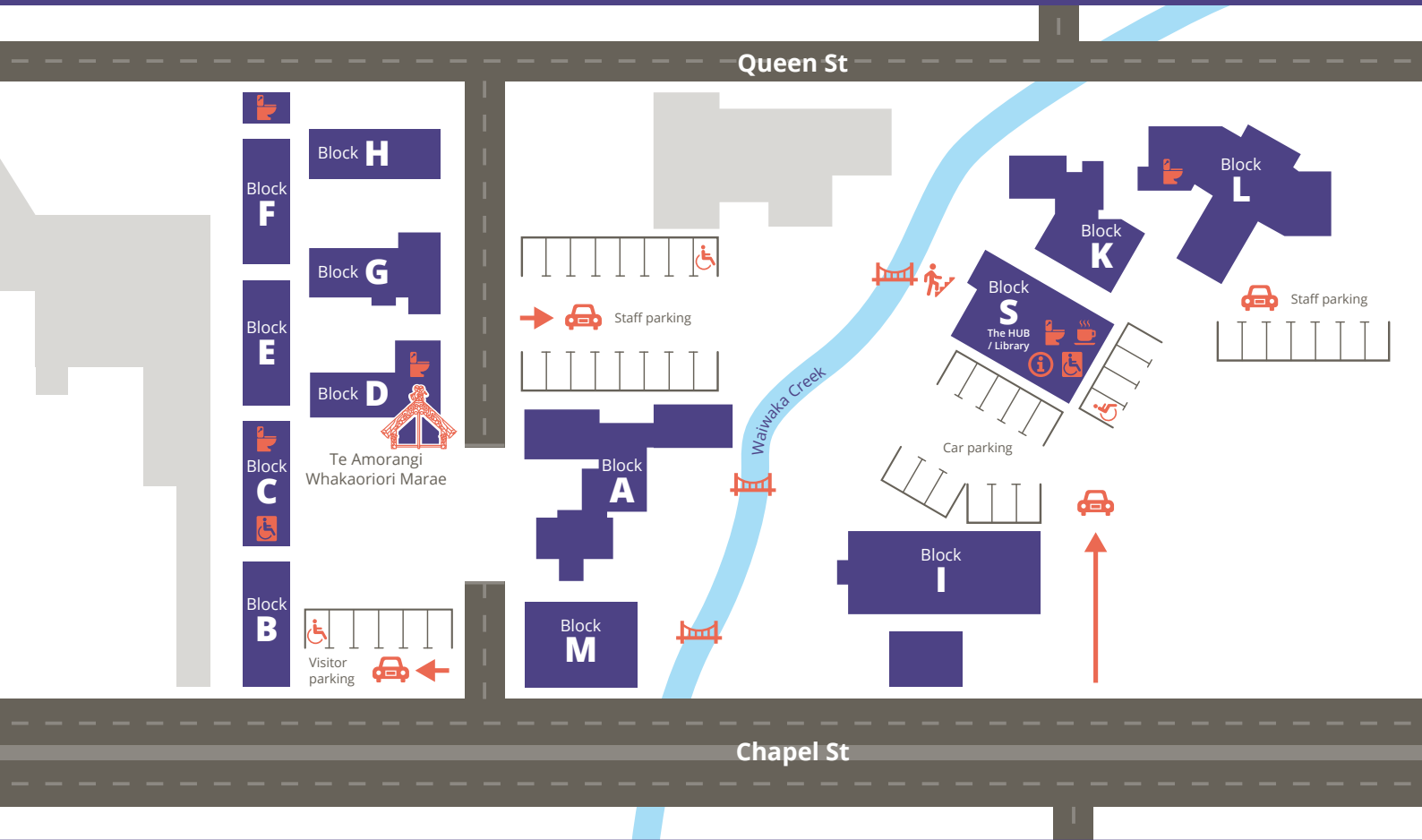
BLOCK 11

- Ground** : Workhub

BLOCK 15 (Te Whaioranga)

- Ground** : Medical Imaging • Skills Lab • Simulation Lab
Home Environment
- Level 1** : Staff Studio

Ngā Mahere Kura - Te Wairarapa Wairarapa Campus Map



 **Tūnga Waka**
Car Parking

 **Wharepaku**
Toilet

 **Rapu Pāronga**
Enquiries

 **Arawhiti**
Bridge

 **Whare o UCOL**
UCOL Building

 **Tūnga Waka Whaikaha**
Mobility Parking

 **Wharepaku Whaikaha**
Accessible Toilet

 **Wharekai**
Café

 **Arawhata**
Staircase

 **Ehara nō UCOL**
Other Building

BLOCK A

Hair & Beauty • Staff Studio • Video Conferencing

BLOCK B

PC Lab • Staff Studios

BLOCK C

Staff Room • Staff Studio

BLOCK D (WHAKAORIORI)

Wharekai • Whānau Room • Whareniui

BLOCK E

Tutorial Rooms

BLOCK F

Tutorial Rooms • Staff Studio

BLOCK G

Beauty • Staff Studio

BLOCK H

PC Lab

BLOCK I

Carpentry

BLOCK K

Hospitality • Tutorial Room • Staff Studio

BLOCK L

Nursing Skills Lab • Health Science Lab
Tutorial Rooms • Staff Studio

BLOCK M

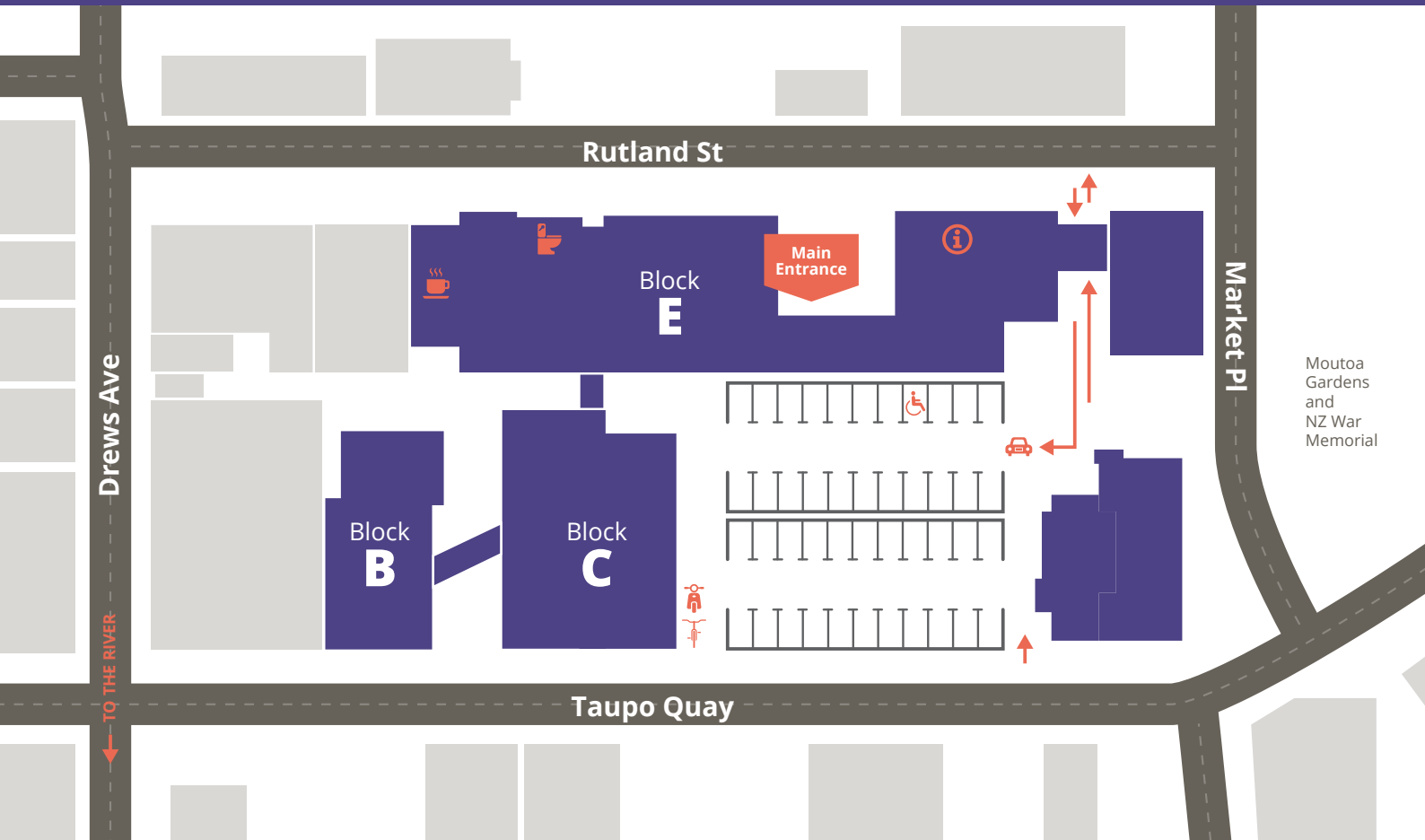
Automotive • Staff Studio

BLOCK S (TE PĀ HAO - THE HUB)

Café • Student Support Services • Library
Enquiries • Administration

Ngā Mahere Kura - Whanganui

Matapihi ki te Ao Campus Map



-  Tūnga Waka Car Parking
-  Tūnga Paihikara Bicycle Racks
-  Taupaepae Information Centre
-  Whare o UCOL UCOL Building
-  Tūnga Waka Whaikaha Mobility Parking
-  Tūnga Motopaika Motorbike Parking
-  Wharekai Café
-  Ehara nō UCOL Other Building

Room Numbers Example:
(B.1.02) means **Block B** on **Level 1** in **Room 02**

BLOCK B

- Level 1 : Music • CAD Studio
- Level 2 : Mac Labs • Tutorial Room

BLOCK C

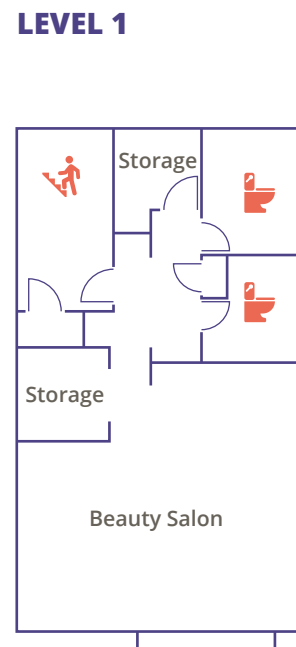
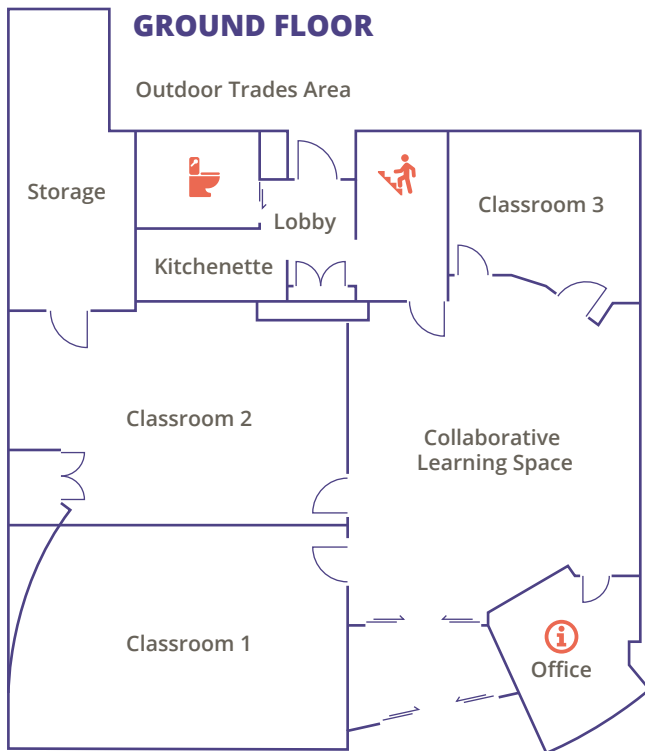
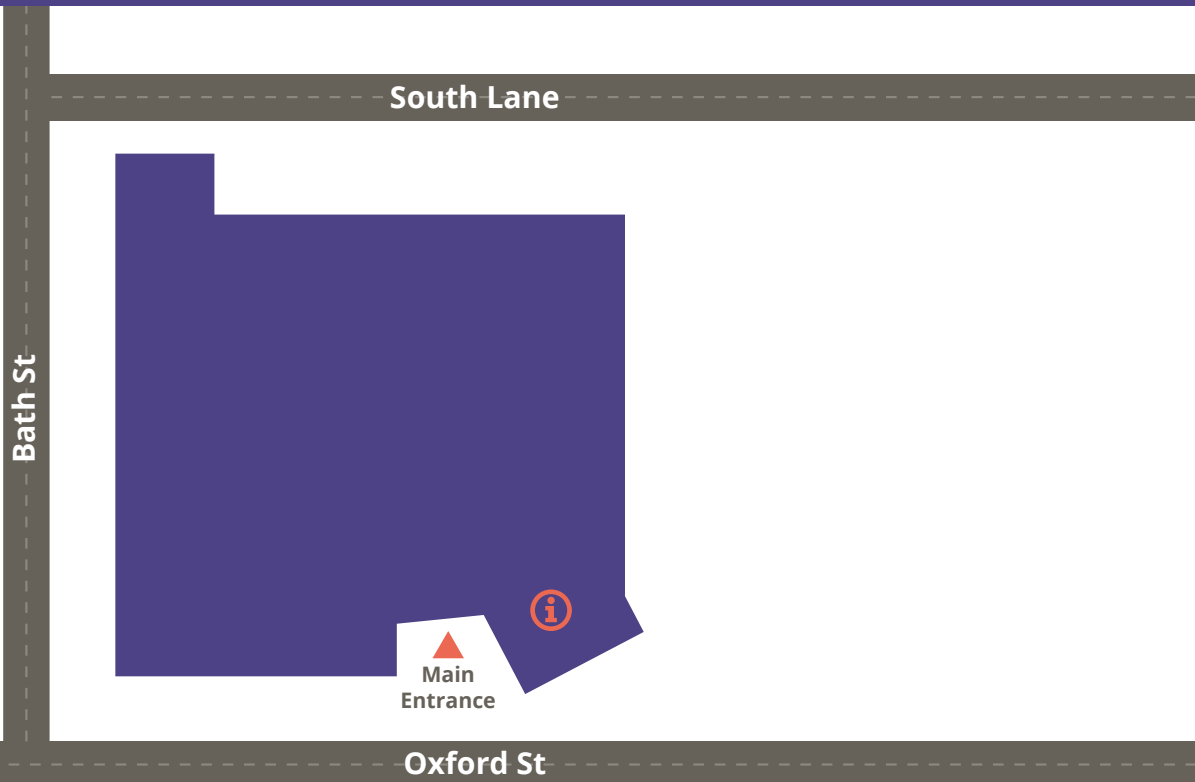
- Level 1 : Head of School (Creatives) • Community Education (CE)
Edith Gallery • 3D Studio • Photography Studio
Facilities Management • Tutorial Room
- Level 2 : Mac Labs • Design and Art Studios

BLOCK E

- Level 1 : Atrium • Information Centre • Library
Student Support Services • Café • Whānau Room
Training Kitchens • Training Restaurant • Hair and Beauty
- Level 2 : Library Training Room • Tutorial Rooms • Staff Studios
- Level 3 : Nursing Skills Lab • Health Science Lab • PC Labs
Tutorial Rooms • Staff Studio

Ngā Mahere Kura - Horowhenua

Horowhenua Campus Map



 **Taupaeape**
Information Centre

 **Wharepaku**
Toilet

 **Arawhata**
Stairs

 **Whare o UCOL**
UCOL Building

Ground : Office • Collaborative Learning Space • Classroom • Lobby • Tea Space • Storage
Level 1 : Toilet • Beauty Salon • Storage

Ngā Tohu 10 kia Eke Panuku

10 Tips for Success at UCOL

1 Know What Is Expected Of You In Class And On Campus

Familiarise yourself with your Programme Handbook, which is available on the Student Intranet.

2 Manage Your Time

Have a plan and stick to it, but be sure to give yourself breaks. Our Learning Advisors can help you with your time management.

3 Get To Know The Campus

Take the time to explore the campus, and find spots that suit you for studying or just chilling out.

4 Combat Procrastination

Write down the tasks you need to complete. Breaking complex tasks down into smaller ones can make them feel more achievable. Reward yourself when you finish something really difficult.

5 Ask For Help

Whether you're feeling lost on campus or you're having trouble with your studies, ask for help before it starts feeling like a big problem.

6 Don't Cram

Cramming for exams and doing assignments the day before they're due is not a great way to learn and it can really stress you out. Pace your learning throughout the semester.

7 Get To Know Your Classmates

The classes here are smaller than what you'd see at a university, so it's easier to get to know your classmates and make great friends.

8 Ask Questions And Contribute To Class Discussions

Speaking up in class can be scary for some people, but it's a great way to keep your learning on track. If you don't ask the question, you may never know the answer.

9 Stay Healthy

Eat well and get a good amount of sleep. Our Wellbeing staff can point you in the right direction if you have any health concerns.

10 Have Fun

Your time at UCOL will probably fly by, so make the most of it. Keep an eye on our Facebook page and the website for cool things happening around the campus and the community.

He Rārangi Tūtohu

Starting at UCOL Checklist

- I am enrolled in the right programme**
Please talk to someone at the Information Centre if there are any issues.
- My programme fees have been paid**
Please contact StudyLink on **0800 88 99 00** if you need a student loan.
- I've read my programme handbook**
You can find these at student.ucol.ac.nz.
- I have my student ID card**
Your lecturer will help you get an ID card when your programme starts.
- I have my timetable**
You can check your programme's timetable on student.ucol.ac.nz. If you can't find it there, please contact your Programme Lecturer.
- I can log into a UCOL computer**
Contact IT Service Desk on extension **70602** if you need assistance.
- I can access my student webmail**
Log into webmail.ucol.ac.nz. Any problems, contact Service Desk on extension **70602**.
- My details on Student Web Services are up to date**
You can check and update your details at sws.ucol.ac.nz
- I have a parking sticker for my vehicle**
You can pick up a parking sticker from the Information Centre.
- I'm following UCOL on social media**
See page **4** of this guidebook for information on how to connect with us.
- I know about the Orientation events and workshops**
Go to ucol.ac.nz/events to see what's happening.



Kei Konei Mātou Hei Āwhina We're Always Here To Help

Just ask if you have any further questions.

