

GMIT Mayo Campus Student Services



WELCOME TO GMIT MAYO CAMPUS

Student life on this campus is a brilliant experience with stimulating programmes to study, new friends to meet and new sporting and cultural activities to try out. Help is always available when you need it. Our staff are here to support you during your time with us. The following pages will give you more information on how to use our services and facilities and how you can make your time at GMIT Mayo Campus the learning experience you will never forget. We are constantly seeking new ways to develop and improve our services. We strongly welcome ideas from students on how existing services can be improved and new services and facilities developed. So if you have any suggestions we will be delighted to hear them.

Our Student Support Services include the following:

STUDENT SERVICES OFFICE



Anne Donnelly
Student Services Officer
Tel: 094 9043110
E-mail: anne.donnelly@gmit.ie

Anne Donnelly is the Student Services Officer on the Mayo Campus and co-ordinates the services offered to students. If you have a query and are unsure who to go to, then contact Anne and she will be happy to answer your query or refer you to the person on campus who can help you best. We have an open door policy. So don't be afraid to call in.



Deirdre Sheridan
Student Services Administration
Tel: 094-9043217
E-mail: deirdre.sheridan@gmit.ie

Deirdre Sheridan works with Anne in the administration of the student services resources on campus.

FINANCIAL SUPPORTS

STUDENT SUPPORT

We are aware that some students experience financial hardship whilst in third level. To assist with this, the Institute has in place the Student Support Fund. This provides grants to students to assist with financial difficulties. To find out more contact the Chaplain.

WAIVER OF FEES

In cases of hardship the Institute will consider remitting or waiving programme fees (very exceptional cases). The relevant form can be obtained from the Chaplain. All correspondence on this subject will be treated confidentially.

STUDENT ASSISTANCE FUND

The objective of this Fund is to assist students in a sensitive and compassionate manner who might otherwise, because of financial reasons suffer hardship or be unable to continue their third level studies. The Fund is intended to tackle educational

disadvantage by providing financial support to enable students to fully benefit from their third level studies. Assistance with such items as books, rent, transport, and childcare has been made available in the past. Applications for funding should be made from the individual student to the Student Services Officer. The Fund is administered on a confidential, discretionary basis by means of an application form.

SCHOLARSHIPS AND AWARDS

Each year GMIT, in co-operation with various bodies, offer a number of scholarships to students based on their academic performance and/or on their contribution to the college and wider community. Details of the scholarships offered are made available to students in September of each Academic year. The following Scholarships are awarded annually:

GMIT SPORTS SCHOLARSHIPS

GMIT Mayo Campus supports the development of talented athletes and recognises their increasing need to successfully balance both academic and sporting commitments. GMIT facilitates this vision through the Sports Scholarship programme.

SOUTH WEST MAYO DEVELOPMENT COMPANY BURSARIES

The South West Mayo Development Company through its delivery of the Local and Community Development Programme under the Department of Environment, Community & Local Government, has a small fund allocated to assist students in need. This facility allows us to assist a small number of students to part fund their tuition or student contribution (registration) fees to allow them to commence or continue to study at GMIT Mayo campus.

For more information contact Anne Donnelly, Student Services Officer. Completed application forms must be submitted to Anne on or before Friday 26th September, 2014.

Brendan Hopkins Credit Union Scholarships

For further information contact the Student Services Office.

GENERAL BURSARIES/SCHOLARSHIPS

Details available at: www.studentfinance.ie.

To find out more contact Student Services Officer.





CAREERS SERVICE

Trying to decide on a career, applying for jobs, preparing a CV and preparing for interviews can be difficult. The Careers Service provides an arena for exploring these areas through one to one career guidance. It also runs workshops on:

- CV and interview skills
- making applications
- further studies and job research

to help prepare you for your entrance into the job market.

The Career Service also organizes the annual Graduate Careers Fair. The Graduate Careers Fair provides an opportunity for recruiting companies to liaise with graduating students.

All vacancies that come into GMIT are advertised on the GMIT Careers Facebook page so it's important to check this out. The Careers Service also organises company presentations. A job vacancy notice board also operates outside the Counsellors office. Other services offered by the Careers Service include vocational testing, career resource materials, etc.

It is important to be proactive in your career choice - what you get out of it is what you put in. We invite you to come and use the service not just in your final year but also anytime during your time at GMIT, Mayo Campus.

COUNSELLING SERVICE AND CAREERS SERVICE

Michelle Kerins O'Brien is the Student Counsellor for the campus and runs a confidential Counselling Service and the Careers Service. She also assists other services on the campus.



Michelle Kerins
Counsellor
Tel: 094 9043127
E-mail: michelle.kerinsobrien@gmit.ie

COUNSELLING SERVICE

Beginning your third level studies is an exciting time, full of new experiences, new people etc. However, it can also be an anxious time.

If you have any difficulties, call in and talk to the Counsellor. It is a one to one service providing confidential counselling. Problems you may experience can range from personal, to social, to relationship, to academic, to financial and others.

Similar difficulties come up year after year for students and so the Counselling Service offers a series of workshops where students work together, with the Counsellor in working through various areas of difficulty. These workshops include coping with student life, stress management, etc. Indeed, you may not have difficulties in these areas but may be interested in improving yours skills, all students are welcome.

Finally, coming to third level is not just about programme work, it is also about developing and expanding horizons on a personal level. The Counsellor is a resource in this area too.

Call in and say hello, particularly during your first few days at GMIT, Mayo Campus. Drop-in service (without appointment) operates from 11.15 a.m. - 12.00 noon daily.

You can also phone her on 0949043127 or email at michelle.kerinsobrien@gmit.ie.

CHAPLAIN



Daniel Caldwell
Chaplain
Tel: 094 9043150
Mobile: 086 8492552
E-mail: chaplaincbar@gmit.ie

The Chaplain's role is to assist and support students, by providing care, helping to build a sense of community and supporting the inner or spiritual life of the person. Feel free to drop in to the Chaplain for a chat. The Chaplain's office (R112) is on the first floor.

Drop-in time: 12 - 12:45 p.m. Monday to Friday

Need to talk?

The Chaplain is available to speak with students in a confidential and safe environment and treats students with respect and dignity.

Illness and Bereavement

Within the Institute it is possible that some things might go unnoticed. Should you be aware of a student illness, accident or bereavement, please let us know immediately.

Student Volunteers

The Chaplain provides information for students on opportunities to volunteer. In addition a Volunteer Fair will be hosted on campus in conjunction with the Mayo Volunteer Centre.

Overseas Volunteer Work

The Chaplain's office highlights information on volunteer work overseas which students may wish to access. Fundraisers are held throughout the year for a variety of projects in the developing world.

Institute Liturgies

A Prayer Room (Bo24) is made available on campus for personal reflection. This space is also used to facilitate a range of religious services. For further details contact the Chaplain.

Student Safety and Wellbeing

The Chaplain works with a wide variety of committees and working groups highlighting student safety, health and wellbeing. Should any student have concerns or opinions on these matters please let the Chaplain know.

ACCESS OFFICE

The Access Office provides a range of supports and services for students applying to GMIT and attending full-time and part-time programmes within the Institute. It facilitates equality of access and participation for all students.

The Office supports students with physical, sensory or specific learning difficulties such as dyslexia. Students with disabilities should contact the Access Office in advance of commencing their programme or as early as possible in the academic year so that supports can be put in place.

The following supports are available:

Alternative induction Application for the fund for students with disabilities, Alternative print format Loop system, Accessible class location, Referral for psychological assessment, Personal assistants, Interpretation services, Note takers, Mentoring One-to-one learning support, Assistive technology, Assistive technology training, One-to-one academic support, Examination support and examination accommodations Photocopying Service

For further information please contact: Access Office, GMIT
Tel: 091-742129. E-mail: accessoffice@gmit.ie

HEALTH SERVICE

We provide a health service for students. Students can attend the practice as necessary without charge. If a student needs treatment outside of regular working hours then they can telephone the surgery and they will be told who is on duty and the number to contact.

Dr Stephen Patten, Thomas Street, Castlebar, Co Mayo
Tel: 094-9021999



FIRST AID

Along with the health service available to students through a local General Practitioner, a First Aid service is available from the Reception Desk - 9.00 a.m. to 4.30 p.m. daily.

First Aid cabinets are located at Reception, at the Canteen and near the Electronics Laboratory.

Any student involved in an accident (however small) on Campus should report it to the Student Services Officer and receive treatment if required.

REGISTRATION AND GRANTS

REGISTRATION

It is important that you go online and register for your course before attending classes. Please follow the instructions posted to you in August. If you are waiting on a grant or have any other queries relating to fee payment please email feecollection@gmit.ie. You should complete your online registration while you are waiting to sort fee payment. It is also important to inform the registration office if you are withdrawing from your course. Otherwise you may be liable for fees.

GRANTS

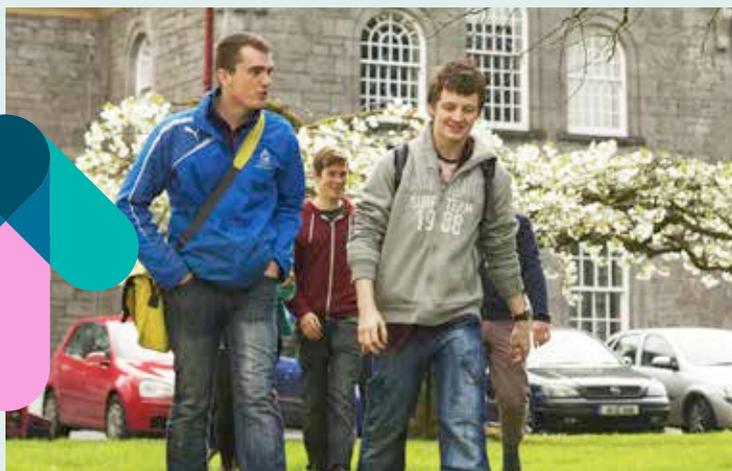
Some students will be entitled to maintenance grants. Students interested in applying for a grant should apply online to Student Universal Support Ireland (SUSI) through www.studentfinance.ie. Once your grant is approved, each grant instalment is paid into your bank account in monthly payments, as per the SUSI calendar. Deductions may be made to grant payments in the event of poor attendance. In the event of absence due to illness students should notify the College in writing i.e. medical cert or certificate from College Counsellor.

STUDENT ID CARDS

All full-time registered students will receive a Student ID card at the beginning of the year. However to ensure you receive your card you must attend registration and ensure the College staff takes your photograph. Your Student ID card is very important. You will need it to gain access to the examination hall during examinations and to avail of the services offered by the library. The cost of a replacement card is €10, which must be paid in advance.

CHANGING ADDRESS

If your permanent address changes during the course of the year you should inform Administration. If you don't inform us of the change important information will be mailed to your old address and consequently you may not receive it.



SPORTS, CLUBS AND SOCIETIES



Nigel Jennings
Sports Officer

Tel: 094 9043244
E-mail: nigel.jennings@gmit.ie

Sport is very much at the heart of life on campus and there are a large number of active sports clubs in the college, membership of these is a gateway to a whole host of exciting activities.

Adventure sports

We are extremely fortunate in our geographical location, as well as the existence of the Outdoor Education Course in relation to Adventure Sports. The proximity to great beaches, rivers, mountains and woodlands are a huge asset to the **Surfing, Kayaking, Kitesurfing, Sailing, Windsurfing, Mountaineering, Caving and Bushcraft** clubs. Beginners are quickly shown the ropes while club trips and weekends away combine the chance to hone your skills and widen the social circle. The Intersvarsity event is the highlight of the year and this year our surfers had the distinction of hosting what was a brilliant event and establishing themselves as the top surfing college in the country as they were crowned 2014 Surf Intersvarsity champions. The windsurfing Club also took home medals from their national titles and will hope to build on the experience the surfers gained as they have applied to host the 2015 event.

The mountaineering club will be unveiling their newly revamped and extended indoor climbing wall in September which offers a great opportunity to sample this exhilarating activity before heading into the great outdoors.

Foreign trips are always great occasions where members can gain invaluable experience; the mountaineers have made an annual fixture of their winter Scotland trip while an intrepid group are making an expedition to Spain another annual event. Meanwhile the Surf, Kayaking, and Sailing clubs have ventured to such places as Norway, France, Croatia, Slovenia and Portugal over the last few years.

Team Sports

There is a great tradition in team sports here in the college and recent years have seen the reputation grow even further with All-Ireland titles in **Hurling & Women's Gaelic football** at the head of the list of honours. The **Men's Gaelic football** team had the distinction of qualifying for the finals weekend in 2014 and plan to build on the experience gained for the coming year, while the **Men's soccer** team were extremely unfortunate not to make the CFAI Umbro Plate Final, exiting in a penalty shootout at the semi-final stage. Connuaught Rugby are in the second year of their link with the college and the men's & women's game on campus is already benefitting from their involvement.

Martial Arts & Boxing

Strong martial Arts clubs offer a great opportunity to perhaps try something new & the current Karate club is expertly run by a student black belt who guided the Junior team to Gold at this year's Intersvarsity event. Silver was claimed at the Judo Intersvarsity and we also boast a black belt in taekwondo, so there is a great diversity of martial arts to choose from.

The Boxing club has grown rapidly over the last few years and combine training in college with use of a local club-Aglis, while Club Captain and trainer Michael Oviawe was selected for the Irish Third Level team in 2014.

Societies

Health & fitness

There is a comprehensive range of exercise classes on offer with extremely generous, subsidised rates including – Yoga, Pilates, Boxercise, metafit, Aerobics, Bootcamp, bellydancing, cardio tennis, Yagalates and Zumba, while we have also negotiated excellent rates at some local leisure facilities and the swimming pool is a 3 minute walk from the door of the college. Sign up for the GMIT Mayo Fitness Facebook page and get the support to help you get involved, or sign up to newly set up “parkrun” at the beautiful lough lannagh loop situated 5 mins from the college- <http://www.parkrun.ie/castlebar/>

Facilities

As well as our onsite pitch & running track our indoor hall caters for Basketball Volleyball Badminton while work is due to start in the coming months the recent announcement of a €12.5 million plan incorporating; Swimming pool, National Centre for Outdoor Adventure Sports, athletics track and playing fields with changing facilities reinforces the colleges commitment to ensuring sport continues to play a central role of life on campus.

What else can I get involved in?

There are a diverse range of societies on offer from Heritage to Music to Drama, Languages or the relaxation of the Yoga society or the rapidly developing green Campus society. Can't see a club or society? Let us know and we will help you set up a new one.

COLLEGE CALENDAR 2014-2015

08/09/2014	Third Level Programmes Commence (1st Years only)
10/09/2014	Third Level Programmes Commence (All 2nd, 3rd & 4th Years)
15/12/2014	Winter Examinations
24/12/2014	Christmas Break
12/01/2015	Term Two Commences
27/03/2015	Term Two Ends
13/04/2015	Term Three Commences
05/05/2015	Summer Examinations

MAYO CAMPUS OPENING HOURS

DURING TERM TIME:

Monday - Thursday: 8.30 a.m. - 10.30 p.m.
Friday: 8.30 a.m. - 8.00 p.m.
Saturday: 8.30 a.m. - 1.00 p.m.

OUTSIDE TERM TIME:

Monday - Friday: 8.30 a.m. - 6.00 p.m.

GMIT Student Portal

The GMIT Student Portal gives you access to a wide range of information on student life such as student services, student union, IT services, learning resources online, the library, examination timetable and results.

You can log on to the GMIT Student Portal: student.gmit.ie
Your login is your GMIT Student Number and your password is the GMIT Student Password you will be given when you commence your studies.

USEFUL CONTACTS

AHEAD

Association for Education and Access
Disability East Hall, UCD, Carysfort
Avenue, Blackrock
Co. Dublin

Tel: (01) 7164396
9:00 a.m. - 1:00 p.m.
2:00 p.m. - 5:00 p.m.
Website: www.ahead.ie

Alcoholics Anonymous

Ozanam House
St. Augustine St
Galway

Tel: (01) 8420700
Tel: (091) 767777
7:30 p.m. to 10:00 p.m. Mon-Fri
11:30 a.m. to 2:00 p.m. Saturday

APCOA Parking Ireland Ltd

Unit 6, Kilkerrin Park 2
Liosbaun Industrial Estate
Tuam Road
Galway

Tel: (091) 730267
Tel: (091) 730271
E-mail: galway.admin@apcoa.ie

AWARE

(Helping to Defeat Depression)

72 Lower Leeson Street, Dublin 2.

Tel: 01 661 7211 (24 hour LoCall Helpline)
10.00 a.m. - 10:00 p.m. Mon - Thurs
10.00a.m. - 1:00 a.m. Fri - Sun
Website: www.aware.ie

Bus Eireann

Galway Ceannt Station
Regional Head Office

Tel: (091) 562000
Westport - Passenger Enquiries
Tel: (098) 25711
Ballina - Passenger
Enquiries Tel: (096) 71800

Citizens Information Centre (Information for All)

Cavendish House
Link Road, Castlebar

Locall: 0761 07 6040
Monday 9.30 - 5.00
Tues-Thur 9.30 - 1.00 & 2.00 - 5.00
Fri 9.30 - 1.00 & 2.00 - 4.30.
Website: www.citizensinformation.ie

Cura

Galway Arus de Brun
Newtown-Smith
Galway,

Tel: (091) 562558
E-mail: curagalway@eircom.net
Referral, counselling and advisory
service for pregnant girls.

Department of Social & Family Affairs

Michael Davitt House Compound,
Castlebar

Tel: (094) 90 34280 / 34290
Website: www.welfare.ie

Free Legal Advice Centres

13 Lower Dorset St., Dublin 1.

Tel: (01) 874 5690
Monday to Friday
9:30 a.m. to 5:30 p.m.

Gardai

Castlebar Garda Station
The Mall, Castlebar

Tel: (094) 90 38200

Gay Switchboard

Room 20, Carmichael House
North Brunswick St.
Dublin 7

Tel: (01) 8721055
E-mail: info@gayswitchboard.ie
Non-directive counselling, support and
information.

HeadsUp

HeadsUp, Roslyn Park, Beach Road
Sandymount
Dublin 4

Tel: (01) 2057200 (switchboard)
Tel: 01 2057326 direct line
E-mail: info@headsup.ie

Alternatively you can find HeadsUp on
Facebook

Iarnród Eireann

Castlebar

Tel: (094) 90 21222

Mayo General Hospital

Castlebar

Tel: (094) 90 21733 / 90 42000

Rape Crisis Centre

Tel: (094) 90 25657 Freephone 24 Hour
Helpline: Dublin: 1800 77 88 88
Locall: 1800 234 900
Confidential telephone counselling service

St. Vincent De Paul Society

Pavilion Road, Castlebar

Tel: (094) 90 23207

Student Travel Information

Website: www.usit.ie

SUSI

Student Universal Support Ireland

P.O Box 869
Togher
Cork

Contact the SUSI Support Desk
Available 9.00am - 5.30 Mon/Fri
Available 10.00am - 1.00pm Saturdays

E-mail: support@susi.ie
Tel: 0761 08 7874
[Facebook.com/susisupport](https://www.facebook.com/susisupport)

Taxis & Taxicabs

Carra Taxis (094) 90 32040
Castlebar Cab Centre (094) 90 26699
Castlebar Taxis (087) 25 45404
Jos Corcoran (094) 90 23289
Peter Gray (094) 90 23456
Padraig Grimes (094) 90 22421
Michael Moran (094) 90 25736
Tommy McLoughlin (094) 90 25588

The Samaritans

14 Nuns Island, Galway
Tel: (091) 561 222
Nationwide helpline: 1850 609090

Threshold National Housing Organisation

3 Victoria Place, Merchants Road, Galway.
9.30 a.m. - 5.00 p.m.
Tel: (091) 563080
E-mail: thresholdgalway@eircom.net

Union of Students in Ireland/ Aontaus an Macleinn in Eireann

Portview House
York Road, Ringsend
Dublin 4.

Tel: (01) 7099300
Fax: (01) 7099302
Mon - Fri: 9.00 a.m. - 5.30 p.m.
Website: www.usi.ie

USIT

Travel Agent, 16 Mary St.
Galway

Tel: (091) 565177

9.30 a.m. - 5.30 p.m. Mon - Fri
10.00 a.m. - 4.00 p.m. Sat



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GMITMayoStudentServices](http://www.facebook.com/GMITMayoStudentServices)

