

# 2012 Course Enrolment Guide

Southern Cross Business School  
Bachelor of Business Administration

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# Welcome

Welcome to the Southern Cross Business School

It is my pleasure to welcome you to the Southern Cross Business School. Our School is focused on offering students contemporary knowledge and understanding within the fields of Business and Information Technology that is industry relevant and research based. Our academic staff have extensive commercial and academic experience and bring this knowledge and these skills to the classroom.

Through face to face and on-line delivery all students; whether they be undergraduate, postgraduate or executives returning for further education; are provided with the opportunity to learn and engage in a way that best suits them.

Our programs are offered not only within Australia but also through partnerships in New Zealand, Papua New Guinea, Singapore, Hong Kong, Malaysia and China. Together with our global academic network in Europe and North America, students are provided with the opportunity to study in many parts of the world and engage with international students who have chosen the Southern Cross Business School.

Our courses are accredited by relevant professional bodies ensuring that you have the best prospects for securing employment when you finish. We also offer flexibility within our degrees allowing you to explore other avenues and interests as you progress. So whether you are studying from one of our domestic campuses or partnerships, by distance education or with an offshore partner, qualifications from the Southern Cross Business School can be a ticket to success.

Our postgraduate courses have excellent graduate outcomes and in our undergraduate programs you can study single or double majors (or specialisations). An honours option is also available in the Bachelor of Business and Bachelor of Information Technology and double degrees are offered in the areas of business/arts and business/law.

I am sure you will benefit from your time with us and I encourage you to derive all that you can from the experience.

**Professor Stephen Kelly**

BAdmin(Griff), MBus(SCU), PhD(SCU)

Dean of Business



# How to use this guide

This course enrolment guide has been developed to assist students with unit selection, to facilitate online enrolment and provide advice about important contacts, resources and support services available. It is also a valuable resource containing easily referenced material that no student should be without.

- **Part One** contains course-specific information and sets out the structure of the course, maps suggested or compulsory unit progressions and shows specialisation sequences per study period, if applicable.
- **Part Two** provides helpful information in relation to important dates, useful websites and relevant administrative information including the contact details of specialist staff within the University who are available to assist with specific enquiries.

## What to do next

1. Visit the [Getting Started](#) website. This site contains the steps needed to:
  - gain access to [My Enrolment](#)
  - check student details
  - accept an offer
  - choose a payment option
  - gain access to [MySCU](#) and [SCU webmail](#).
2. Print or download this Course Enrolment Guide and retain it for reference throughout the duration of the course.
3. Choose units to study using the course structure and unit information provided in this Course Enrolment Guide. Remember to:
  - read this guide carefully as it will recommend units for enrolment in each study period
  - choose units for each Session or Trimester within the academic year and understand where those units fit into the course structure
  - consider using Session 3 (an optional study period) to spread study load, dedicate time to studying units that might need a concentrated effort, or fast track and complete studies earlier.
4. Enrol in units for the **whole year** using [My Enrolment](#).  
Enrolment for 2012 opens on 12 September 2011. Students will receive a notification advising that enrolment is open in their SCU Webmail account. Look out for this email and enrol early.  
SCU requires students to plan their studies in advance and enrol in units for the full academic year. Students self manage their enrolment online in My Enrolment and can change enrolled units, add more units or withdraw from units up until the start of each study period.
5. Check the census date for each unit using [My Enrolment](#).  
Each unit of study (subject) has a census date that is the day upon which a student's enrolment for unit(s) in the study period becomes final. After the census date a student cannot enrol or withdraw from units without financial and/or academic liability.
6. Access the School Student Centre and Unit Learning Site(s) in [MySCU](#).  
A Unit Learning Site is generated for every unit in which a student has an official enrolment. One week before the start of each study period, the Unit Learning Sites will open. Inside the

Unit Learning Site students will find the **Unit Information Guide** and **Study Guide**. It is very important students visit this site regularly – SCU recommends students visit every day during the study period.

7. Check the [Class Timetable](#).

Internal students will need to check the class timetable to find out when classes have been scheduled for the activities that have been planned for the on-campus units in which they are enrolled.

8. Register for on-campus classes online through [My Enrolment](#):

- Students who enrol in any on-campus units (internal mode), should attend the scheduled on campus classes for the activities listed in the class timetable.
- Session students must check the [class timetable](#) to see whether they need to register into any classes. Classes fill up quickly so register early. Students will receive an email in their SCU Webmail account to advise when registration will open.
- Trimester students do not register into classes as there is usually only one class to attend.
- Distance education (university-wide; external mode) and online students do not need to attend classes and will find all the information to start studying in their Unit Learning Site(s).

9. Once students are admitted to their course, enrolled in units and registered into classes, they are ready to start studying. SCU recommends students now visit the [Orientation](#) website to find out about scheduled activities, sporting facilities, mentors, counselling services and lots more.

### Need assistance?

For assistance with My Enrolment refer to:

- the [Demonstration Guides](#) located on the Student Enrolment and Support Services site; or
- contact Student Services on 1800 626 481; or
- email [enrol@scu.edu.au](mailto:enrol@scu.edu.au)

For assistance with course structure and study plan advice, students should contact the School Student Liaison and Support Team. Contact details are listed at the end of Part One in this guide.

Welcome to SCU! We hope you enjoy your studies. Remember, staff are here to help, so don't be afraid to contact us.

### Important notice

A student's course is governed by the Award Rules for the year in which they commenced study. It is important that students become familiar with the Award Rules for their course, which can be found in the [Student Handbook](#).

If a student is unable to adhere to the structure in place when study commenced, they must consult with a School Student Liaison or Support Officer.

The information contained in this guide is correct at the date of publication. This guide is revised each year.

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## Course and Enrolment Information

This guide is correct at the time of publication (September 2011). Students are advised to read the course information in this guide, use the suggested enrolment and course progression information to plan their studies for the entire year and before enrolling, consult the [Schedule of Units](#) (SOU) for current unit availability, requisites and enrolment conditions.

This Course Enrolment Guide (CEG) applies to students that are commencing study in 2012. Continuing students, particularly those that are nearing course completion, should adhere to the course structure of the year they commenced their study, which is detailed in that year's Course Enrolment Guide and [Student Handbook](#) – see the [Archived Course Enrolment Guides](#) or [Student Handbook Archive](#).

Students who are entering or re-entering their course, with [advanced standing](#), may need to follow a non-standard study plan dependent on the availability of units. If this is the case for you, please contact the Student Support Team or Gold Coast Shared Services Advisor for study plan assistance (refer to 'School Contacts' located later in Part One of this guide). When emailing the Student Support Team or Shared Services Adviser, please include your full name, student ID number and other necessary details such as your specialisation preference.

Students commencing in Session 1 or Session 2 are not required to enrol for Session 3. Session 3 is an optional study period which may be used to accelerate course progression and complete studies early, repeat any failed units; or provide consistent life balance by spreading the annual study load over three sessions instead of two.

Students who are commencing their studies in Session 3 should identify appropriate first year (core) units from the 2012 Unit Availability Schedule in this guide and confirm the Session 3 availability of these units via the [Schedule of Units](#) (SOU). If you have not already done so, please read the 'How to use this guide, on pages v and vi.

### Abbreviations used in this guide

<b>AS</b>	advanced standing = credit = credit transfer = exemption	<b>LLB</b>	Bachelor of Laws
<b>BBA</b>	Bachelor of Business Administration	<b>ONL</b>	Online
<b>BBus</b>	Bachelor of Business	<b>SCBS</b>	Southern Cross Business School
<b>CEG</b>	Course Enrolment Guide	<b>SCU</b>	Southern Cross University
<b>CIS</b>	Cross-Institutional Study	<b>SG</b>	Study Guide
<b>EXT</b>	External = University Wide = distance education = correspondence	<b>SLE</b>	Student Learning Entitlement
<b>HRM</b>	Human Resource Management	<b>SOU</b>	Schedule of Units
<b>GPA</b>	Grade Point Average	<b>SSM</b>	Student Self Management
<b>LOA</b>	Leave of Absence	<b>SST</b>	Student Support Team
		<b>UIG</b>	Unit Information Guide
		<b>UW</b>	University Wide

## Courses overview

The business courses offered by the Southern Cross Business School and detailed in this guide include:

- **Bachelor of Business Administration (BBA)** Coffs Harbour, Gold Coast-Beachside, Lismore and External
- **Bachelor of Business with Honours (BBus (Hons))** Coffs Harbour, Gold Coast-Beachside and Lismore

## 2012 Course Rules

Students are advised to consult the Student Handbook for Specific Award Rules that apply to each course and for General Rules Relating to Awards. Hardcopies of the Student Handbook are available for purchase at the Co-op Bookshop.

## Bachelor of Business Administration

The Bachelor of Business Administration program (BBA) is a three year full-time, six year part-time internationally recognised business qualification ideal for experienced managers early in their career or those aspiring to move into supervisory or managerial roles. It offers a highly flexible option to those who already have some professional or technical qualifications and the opportunity to broaden their knowledge and skill base in the areas of management and professional practice. The program is offered at Coffs Harbour, Gold Coast-Beachside, Lismore and External.

## Course Rules

Students who achieve the BBA can apply to continue their studies in order to gain a BBus with Honours. This involves

### 4.1 Requirements for an Award

- To be eligible for the award of the BBA a candidate shall complete twenty-four (24) units in a sequence approved by the Course Co-ordinator, comprising:
  - eight (8) units from Part A of the Schedule of Units attached to the Rules (all undergraduate units offered by the SCBS);
  - eight (8) units from Part B of the Schedule (all undergraduate units from within any specialist major offered by SCU); and
  - eight (8) units from Part C of the Schedule (all undergraduate units offered by SCU).
- To be eligible for an Associate Degree of Business Administration a candidate shall complete sixteen (16) units comprising:
  - Eight (8) units from Part A of the Schedule of Units attached to the Rules (all undergraduate units offered by SCBS);
  - four (4) units from Part B of the Schedule (all undergraduate units from within any specialist major offered by the University); and
  - four (4) units from Part C of the Schedule (all undergraduate units offered by SCU).
- To be eligible for a Diploma of Business Administration a candidate shall complete eight (8) units comprising:
  - Four (4) units from Part A of the Schedule of Units attached to the Rules (all undergraduate units offered by SCBS);
  - two (2) units from Part B of the Schedule (all undergraduate units from within any specialist major offered by SCU); and
  - two (2) units from Part C of the Schedule (all undergraduate units offered by SCU).

- d). To be eligible for a Certificate of Business Administration a candidate shall complete four (4) units, comprising:
- i. Two (2) units from Part A of the Schedule of Units attached to the Rules (all undergraduate units offered by SCBS);
  - ii. one (1) units from Part B of the Schedule (all undergraduate units from within any specialist major offered by SCU); and
  - iii. one (1) units from Part C of the Schedule (all undergraduate units offered by SCU).
- e). Subject to subclause (h) below, a candidate who while enrolled for the BBA has completed the requirements for the Associate Degree of Business Administration may elect to be awarded the Associate Degree of Business Administration following withdrawal from candidature for the Bachelors degree.
- f). Subject to subclause (h) below, a candidate who while enrolled for the BBA has completed the requirements for the Diploma of Business Administration may elect to be awarded the Diploma of Business Administration following withdrawal from candidature for the Bachelors degree.
- g). Subject to subclause (h) below, a candidate who while enrolled for the BBA has completed the requirements for the Certificate of Business Administration may elect to be awarded the Certificate of Business Administration following withdrawal from candidature for the Bachelors degree.
- h). If a candidate who while enrolled for the BBA elects to be awarded the Associate Degree, Diploma or Certificate of Business Administration following withdrawal from candidature for the Bachelors degree, the candidate cannot have been awarded as advanced standing more than the equivalent of fifty percent (50%) of the units in the **exit** award (see below).

## Early exit - advanced standing

The following examples demonstrate how only 50% advanced standing can be applied in an early exit award:

- eight (8) units only can be counted as advanced standing if exiting early with a sixteen (16) unit Associate Degree from a twenty-four (24) unit Bachelor degree
- four (4) units only can be counted as advanced standing if exiting early with an eight (8) unit Diploma from a twenty-four (24) unit Bachelor degree
- two (2) units only can be counted as advanced standing if exiting early with a four (4) unit Certificate from a twenty-four unit Bachelor degree

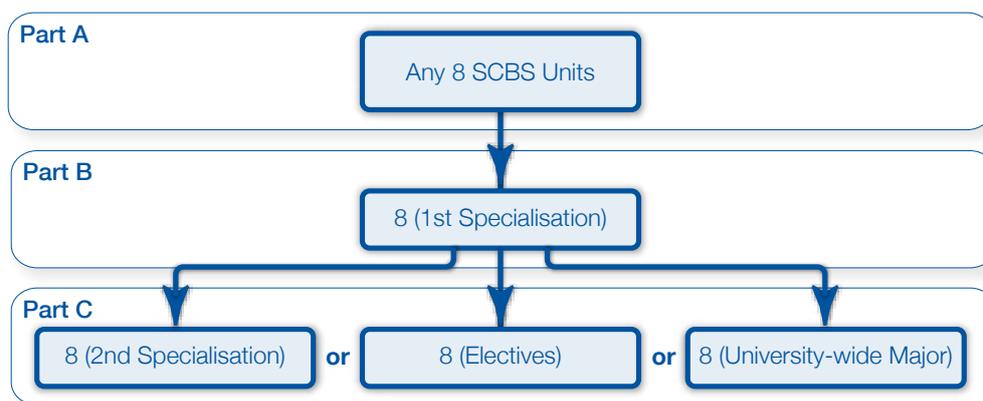
### 4.2 Advanced Standing - Associate Degree of Business Administration

Candidates who have successfully completed the requirements for the Associate Degree of Business Administration may be granted advanced standing by the SCBS School Board for up to sixteen (16) units in the BBA award.

## BBA course structure

The BBA program (Course Code 3001145) consists of twenty four (24) units comprising:

- eight (8) SCBS units (can be a BBA Specialisation or a combination of any Undergraduate units offered by the SCBS); **and**
- eight (8) Specialisation units from within any specialisation offered by SCU **and**
- eight (8) further units. These units can be Specialisation or Elective units or a University-Wide Major\*



**Diagram 1** BBA structure for new students

A University-Wide Major is a designated major sequence offered by SCU to all students, regardless of their degree and is not a Specialisation sequence within the BBA.

SCU offers [University-wide Majors](#) in Education; Indigenous Australians Studies; Law and Justice; Natural Medicine; Organisational Management; Sport Management; and Sustainability (refer to the [Student Handbook](#) for full details).

## Specialisation sequences

Specialisation sequences are available in the following eight (8) Business Administration disciplines:

- **Accounting**
- **Finance**
- **General Business**
- **Human Resource Management**
- **Information Systems**
- **International Business**
- **Management**
- **Marketing**

### BBA course accreditation and professional recognition

By studying a Human Resource Management specialisation, students are able to apply for membership to the:

- **The Australian Human Resources Institute**

## Specialisation structures

Requisite restrictions need to be considered when mapping study plans. You must consult the SOU for full requisite details, location and availability of units.

Session 1		Session 2	
<b>Accounting</b>			
ACC00152	Business Finance*	LAW00004	Company Law*
ACC00153	Business Information Systems*	ACC00106	Contemporary Issues in Accounting*
ACC00151	Financial Accounting*	ACC00145	Financial Reporting*
ACC00146	Management Accounting*	ACC00132	Taxation*
<b>Finance</b>			
ACC00152	Business Finance*	FIN00126	International Finance*
FIN10254	Financial Institutions, Instruments & Markets	FIN00115	Security Analysis & Portfolio Management
MAT10251	Statistical Analysis		
FIN10252	Financial Planning		
LAW01125	Stock Exchange & Finance Law		
ACC00151	Financial Accounting*		
<b>General Business</b>			
COM00207	Communication in Organisations	SOC10236	Applied Ethics & Sustainability*
LAW00150	Introduction to Business Law*	ACC10707	Accounting for Business*
MNG10247	Managing Organisations*	MKT00075	Marketing Principles*
MAT10251	Statistical Analysis*		
ECO10250	Economics for Decision Making*		
<b>Human Resource Management</b> (it is recommended that LAW00106 EEO & OH&S Law is also completed)			
MNG00116	Industrial Relations	LAW00104	Employment & Industrial Relations Law
MNG00320	Principles & Practice of HR Management*	MNG00311	International HR Management
SOC10245	Working in Organisations*	EDU01264	Staff Development & Training
		MNG00154	Staff Selection & Performance Management
		SOC10246	Work: Its Organisation & Remuneration
<b>Information Systems</b>			
CSC00235	Applications Development	ISY10212	Contemporary Issues in IT & Multimedia*
ACC00222	Computer Control Auditing & Security	CSC00240	Data Communications & Networks*
CSC00228	Database Systems I*	ISY10058	Electronic Commerce Systems*
ISY10209	Web Development I*	ISY00243	Systems Analysis & Design*
<b>International Business</b>			
LAW00124	International Business Law <i>N/A in 2012</i>	MKT00150	Global Marketing*
ECO00150	International Economics & Trade	FIN00126	International Finance*
MNG00313	International Management	MNG00311	International HR Management
MNG00316	Principles of International Business	MNG00114	Strategic Management*
<b>Management</b> (choose any eight from the following units)			
ACC00152	Business Finance*	MNG00314	Entrepreneurship & Innovation
MNG00313	International Management	MNG00166	Managing Change
BHS00156	Leadership	SOY00159	Project Management
MNG10253	Sustainable Business Management	MNG00114	Strategic Management*
SOC10245	Working in Organisations*	MNG00167	Supervision & Teamwork
<b>Marketing</b>			
MKT00102	Consumer Behaviour*	MKT00153	Advertising & Media Strategies
MKT00106	Marketing Research*	MKT00150	Global Marketing*
MKT00110	Retail Marketing	MKT00075	Marketing Principles*
MKT00152	Sales & Promotion Management	LAW00126	Competition & Consumer Law

\* These units are also available externally in Session 3.

## The Schedule of Units (SOU)

Published online, the SOU lists units that SCU plans to offer each session, in alphabetical order by unit name. It provides: unit code; school code; availability; study mode; non-standard credit points; requisites (pre, co and anti); and enrolment restrictions.

Units are not offered in every session so it is imperative to consult the Undergraduate SOU for current unit availability when selecting your course structure.

If a unit is listed in the SOU, it does not necessarily mean that it is offered at all locations. It is very important that you check the availability column to know where and how the unit is offered.

Please check the first three pages of the SOU for availability codes, school codes (SCBS code is 41) and definitions used throughout the SOU.

## School codes

On the second page of the SOU each school is allocated a numerical code which is used throughout the SOU to identify the school that owns the unit. SCBS code is 41. Our courses contain units which are owned by other schools. For any unit enquiry, students should contact the school that owns the unit.

## Requisites

If a proposed unit has a pre-requisite (pre-req), it means the pre-req must be completed prior to undertaking the proposed unit. A pre-req is usually a fundamental unit required before undertaking a more advanced unit. For example, Database Systems I has a pre-req of Systems Analysis and Design, therefore Systems Analysis and Design must be successfully completed before selecting Database Systems I.

If a proposed unit has a co-requisite (co-req), it means that the co-req can be completed concurrently with the proposed unit. They are usually units which complement each other and are useful to be studied at the same time. For example, Auditing can be studied concurrently with Company Law or Corporations Law.

If a proposed unit has an anti-requisite (anti-req) the proposed unit cannot be undertaken if the anti-req has been completed. They are usually units which are the same or similar in content. For example, Introduction to Business Law cannot be undertaken if Principles of Contract Law has been successfully completed.

## Requisite schedule

The following schedule details the BBA requisites by specialisation. (For further information regarding requisites see '[Schedule of Units](#)' later in Part One of this guide.)

# Accounting Specialisation

Session	Unit code Unit name	Pre-requisite/s
1	ACC00152 Business Finance	<b>(1+2+3+4) OR (5+6+7)</b> 1. ACC10707 Accounting for Business 2. MAT10251 Statistical Analysis 3. FIN10708 Finance & Investment for Business 4. 12 Credit Points 5. ACC10249 Financial Information for Decision Making 6. MAT10248 Quantitative Analysis for Business 7. 24 Credit Points
1	ACC00153 Business Information Systems	<b>(1+2)</b> 1. ACC00151 Financial Accounting 2. 36 Credit Points
1	ACC00151 Financial Accounting	<b>(1+4) OR (2+4) OR (3+4)</b> 1. ACC10707 Accounting for Business 2. ACC10249 Financial Information for Decision Making 3. ACC00150 Using Financial Information 4. 36 Credit Points
1	ACC00146 Management Accounting	<b>(1+2)</b> 1. ACC00151 Financial Accounting 2. 36 Credit Points
2	LAW00004 Company Law	<b>(1) or (2) or (3)</b> 1. LAW00131 Business Law 2. LAW00150 Introduction to Business Law 3. LAW10159 Principles of Contract Law
2	ACC00106 Contemporary Issues in Accounting	<b>(1+2)</b> 1. ACC00145 Financial Reporting 2. 132 Credit Points
2	ACC00145 Financial Reporting	<b>(1+2)</b> 1. ACC00151 Financial Accounting 2. 36 Credit Points
2	ACC00132 Taxation	<b>(1+7) OR (2+7) OR (3+7) OR (4+7) OR (5+7) OR (6+7)</b> 1. LAW00130 Introduction to Law and Contract 2. LAW10157 Australian Legal System 3. LAW00101 Legal Studies I 4. LAW00111 Legal Processes 5. LAW00150 Introduction to Business Law 6. ACC00151 Introduction to Accounting 7. 132 Credit Points

These pre-requisites are correct at the time of printing. Please check the SOU for confirmation of these pre-requisites.

## Finance Specialisation

Session	Unit code Unit name	Pre-requisite/s
1	ACC0152 Business Finance	<b>(1+2+3+4) OR (5+6+7)</b> 1. ACC10707 Accounting for Business 2. MAT10251 Statistical Analysis 3. FIN10708 Finance & Investment for Business 4. 12 Credit Points 5. ACC10249 Financial Information for Decision Making 6. MAT10248 Quantitative Analysis for Business 7. 24 Credit Points
1	FIN10254 Financial Institutions, Instruments & Markets	<b>(1+2+4) OR (3)</b> 1. ECO10250 Economics & Decision Making 2. FIN10708 Finance & Investment for Business 3. ACC00152 Business Finance 4. 24 Credit Points
1	FIN01252 Financial Planning	<b>(1+2) or 3</b> 1. FIN10254 Financial Institutions, Instruments & Markets 2. FIN10709 Foundations of Finance 3. ACC10249 Financial Information for Decision Making
1	ACC00151 Financial Accounting	<b>(1+2+4) OR (3)</b> 1. ACC10707 Accounting for Business 2. ACC10249 Financial Information for Decision Making 3. ACC00150 Using Financial Information 4. 36 Credit Points
2	FIN00126 International Finance	<b>(1+2+4) OR (3)</b> 1. ECO10250 Economics for Decision Making 2. FIN10708 Finance & Investment for Business 3. ACC00152 Business Finance 4. 24 Credit Points
2	FIN00115 Security Analysis & Portfolio Management	<b>(1) or (2)</b> 1. ACC00152 Business Finance 2. ACC00142 Accounting & Financial Management II
1	MAT10251 Statistical Analysis	Nil
1	LAW01125 Stock Exchange & Finance Law	<b>(1) OR (2) OR (3) OR (4)</b> 1. LAW00131 Business Law 2. LAW00503 Contract Law 3. LAW00150 Introduction to Business Law 4. LAW10159 Principles of Contract Law

These pre-requisites are correct at the time of printing. Please check the SOU for confirmation of these pre-requisites.

## General Business Specialisation

Session	Unit code Unit name	Assumed Knowledge
1	COM00207 Communication in Organisations	Nil
1	LAW00150 Introduction to Business Law	BUS10699 Business Language and Learning Skills <b>AND</b> COM00207 Communication in Organisations
1	MAT10251 Statistical Analysis	MAT10706 Quantitative Methods with Economics
1	MNG10247 Managing Organisations	BUS10699 Business Language & Learning Skills <b>AND</b> COM00207 Communication in Organisations
1	ECO10250 Economics for Decision Making	MAT10706 Quantitative Methods with Economics
2	SOC10236 Applied Ethics & Sustainability	BUS10699 Business Language & Learning Skills <b>AND</b> COM00207 Communication in Organisations
2	MKT00075 Marketing Principles	BUS10699 Business Language & Learning Skills <b>AND</b> COM00207 Communication in Organisations
2	ACC10707 Accounting for Business	BUS10699 Business Language and Learning Skills

## Human Resource Management Specialisation

Session	Unit code Unit name	Pre-requisite/s
2	LAW00104 Employment & Industrial Relations Law	<b>(1) or (2) or (3) or (4)</b> 1. LAW00503 Contract Law 2. LAW00130 Introduction to Law & Contract 3. LAW00150 Introduction to Business Law 4. LAW10159 Principles of Contract Law
1	MNG00116 Industrial Relations	<b>(1+2) or (1+3)</b> 1. SOC10245 Working in Organisations 2. MNG00320 Principles & Practice of HRM 3. MNG01413 HRM in the Tourism & Hospitality Industry
1	MNG00320 Principles & Practice of HR Management	Nil
1	SOC10245 Working in Organisations	MNG10247 Managing Organisations <b>AND</b> 132 Credit Points
2	MNG00311 International Human Resource Management	<b>(1+2) or (1+3)</b> 1. SOC10245 Working in Organisations 2. MNG00320 Principles & Practice of HRM 3. MNG01413 HRM in the Tourism & Hospitality Industry
2	EDU01264 Staff Development & Training	Nil
2	MNG00154 Staff Selection & Performance Management	<b>(1+2) or (1+3)</b> 1. SOC10245 Working in Organisations 2. MNG00320 Principles & Practice of HRM 3. MNG01413 HRM in the Tourism & Hospitality Industry
2	SOC10246 Work: Its Organisation & Remuneration	<b>(1+2)</b> 1. SOC10245 Working in Organisations 2. MNG00320 Principles & Practice of HRM

These pre-requisites are correct at the time of printing. Please check the SOU for confirmation of these pre-requisites.

## Information Systems Specialisation

Session	Unit code Unit name	Pre-requisite/s
1	CSC00235 Applications Development	Nil
1	ACC00222 Computer Control, Auditing & Security	CSC00240 Data Communications & Networks <b>or</b> ISY00243 Systems Analysis & Design
1	CSC00228 Database Systems I	ISY00243 Systems Analysis & Design
1	ISY10209 Web Development I	Nil
2	ISY10212 Contemporary Issues in IT & Multimedia	Nil
2	CSC00240 Data Communications & Networks	Nil
2	ISY10058 Electronic Commerce Systems	ISY10209 Web Development I
2	ISY00243 Systems Analysis & Design	Nil

## International Business Specialisation

Session	Unit code Unit name	Pre-requisite/s
1	LAW00124 International Business Law	LAW00131 Business Law <b>or</b> LAW00503 Contract Law <b>or</b> LAW00150 Introduction to Business Law <b>or</b> LAW10159 Principles of Contract Law <b>or</b> ECO00312 International Trade
1	ECO00150 International Economics & Trade	<b>(1) or (2+3)</b> 1. ECO10250 Economics; 2. ECO00102 Applied Microeconomics; 3. MKT00101 Macroeconomics
1	MNG00313 International Management	MNG10247 Managing Organisations <b>AND</b> 36 Credit Points
1	MNG00316 Principles of International Business	MNG10247 Managing Organisations <b>AND</b> 36 Credit Points
2	MKT00150 Global Marketing	MKT00075 Marketing Principles <b>AND</b> 132 credit points
2	FIN00126 International Finance	<b>(1+2+3) or (4)</b> 1. ECO10250 Economics for Decision Making 2. FIN10708 Finance & Investment for Business 3. 24 credit points 4. ACC00152 Business Finance
2	MNG00311 International Human Resource Management	<b>(1+2) or (1+3)</b> 1. SOC10245 Working in Organisations 2. MNG00320 Principles & Practice of HRM 3. MNG01413 HRM in the Tourism & Hospitality Industry
2	MNG00114 Strategic Management	144 credit points

These pre-requisites are correct at the time of printing. Please check the SOU for confirmation of these pre-requisites.

## Management Specialisation

Session	Unit code Unit name	Pre-requisite/s
1	ACC00152 Business Finance	<b>(1+2+3+4) or (5+6+7)</b> 1. ACC10707 Accounting for Business 2. MAT10251 Statistical Analysis 3. FIN10708 Finance & Investment for Business 4. 12 Credit Points 5. ACC10249 Financial Information for Decision Making 6. MAT10248 Quantitative Analysis for Business 7. 24 Credit Points
1	MNG00313 International Management	MNG10247 Managing Organisations <b>AND</b> 36 credit points
1	BHS00156 Leadership	48 Credit Points
1	MNG10253 Sustainable Business Management	144 Credit Points
2	MNG00314 Entrepreneurship & Innovation	144 Credit Points
1	SOC10245 Working in Organisations	MNG10247 Managing Organisations <b>AND</b> 132 credit points
2	MNG00166 Managing Change	Nil
2	SOY00159 Project Management	Nil
2	MNG00114 Strategic Management	144 Credit Points
2	MNG00167 Supervision & Teamwork	Nil

## Marketing Specialisation

Session	Unit code Unit name	Pre-requisite/s
1	MKT00102 Consumer Behaviour	<b>(1+3) or (2+3)</b> 1. MKT00075 Marketing Principles 2. MKT00127 Introduction to Tourism & Hospitality Marketing 3. 36 Credit points
1	MKT00106 Marketing Research	<b>(1+2+4) or (2+3+4)</b> 1. MAT10251 Statistical Analysis 2. MKT00102 Consumer Behaviour 3. MAT10248 Quantitative Analysis for Business 4. 120 Credit Points
1	MKT00110 Retail Marketing	MKT00075 Marketing Principles
1	MKT00152 Sales & Promotion Management	MKT00075 Marketing Principles
2	MKT00153 Advertising & Media Strategies	MKT00075 Marketing Principles
2	MKT00150 Global Marketing	MKT00075 Marketing Principles <b>AND</b> 132 Credit Points
2	MKT00075 Marketing Principles	BUS10699 Business language & Learning Skills <b>AND</b> (COM00207 Communication in Organisations or equivalent)
2	LAW00126 Competition & Consumer Law	1. LAW00130 Business Law or 2. LAW00503 Contract Law or 3. LAW00150 Introduction to Business Law or 4. LAW1 0159 Principles of Contract Law

These pre-requisites are correct at the time of printing. Please check the SOU for confirmation of these pre-requisites.

## Bachelor of Business with Honours

The BBus (Honours) is a separate fourth year of study, following the successful completion of a BBus (or equivalent). Students may undertake the Honours program (Course Code 3507035) as a full-time load to complete in one year or on an equivalent part-time basis and complete in two years.

The Bachelor of Business (Honours) consists of the following eight (8) units:

- five (5) thesis units
- two (2) coursework seminar units
- one (1) research methods unit.

The mode of study is generally internal, however, external may be considered in special circumstances.

An Honours award provides graduates with a substantial competitive advantage in career options. The new opportunities, positive benefits and wider choice of employment makes the journey worthwhile. Beneficial academic career options and research alternatives are available to Honours graduates such as:

- entry to research Masters degree
- fast-tracking to a PhD
- potential for a postgraduate scholarship

Research topics can be selected from a range of discipline areas including:

- Accounting
- Economics
- Finance
- Human Resource Management
- Information Systems
- International Business
- Management
- Marketing

### Honours eligibility

To be eligible to apply for entry into the BBus(Honours), applicants must have an SCU undergraduate business award with a Course GPA of Credit (5.00) or above **or** the equivalent from another university.

For further information please contact the Student Support Team.

Phone: +61 2 6620 3835

Email: [honsadmin@scu.edu.au](mailto:honsadmin@scu.edu.au)

Freecall: 1800 111 890 (please ask to be connected to extension 73835.)

### Unit descriptions

Unit descriptions can be obtained using the [online Search Units](#) functionality and all unit descriptions are published in the [Student Handbook](#). Hard copies of the Handbook are available for purchase at the [Coop Bookshop](#).

### Unit availability

Not all units in your course will be offered in every study session. Unit availability may change from study period to study period and many units have requisites or enrolment restrictions, which are detailed in the University's [Schedule of Units](#) (SOU). See below for further information.

## Schedule of Units

Published online, the [Schedule of Units \(SOU\)](#) lists units that SCU plans to offer each Session, in alphabetical order by unit name. It provides: unit code; school code; availability; study mode; non-standard credit points; requisites (pre, co and anti); and enrolment restrictions.

Units are not offered in every Session so it is imperative to consult the Undergraduate SOU for current unit availability when planning your course structure.

If a unit is listed in the SOU, it does not necessarily mean that it is offered at all locations. It is very important that you check the availability column to know where and how the unit is offered.

Please check the first three pages of the SOU for availability codes, school codes (SCBS code is 41) and definitions used throughout the SOU.

## School codes

On the second page of the SOU each school is allocated a numerical code which is used throughout the SOU to identify the school that owns the unit. SCBS code is 41. Our courses contain units which are owned by other schools. For any unit enquiry, students should contact the school that owns the unit.

## Requisites

If a proposed unit has a pre-requisite (pre-req), it means the pre-req must be completed prior to undertaking the proposed unit. A pre-req is usually a fundamental unit or units and/or a certain number of Credit Points required before undertaking a more advanced unit. For example, **Database Systems I** has a pre-req of **Systems Analysis & Design**, therefore **Systems Analysis & Design** must be successfully completed before selecting **Database Systems I. ACC00153 Business Information Systems** has a pre-req of 96 Credit Points in any SCU unit, therefore a student must have successfully completed 8 SCU units before undertaking **ACC00153 Business Information Systems**.

If a proposed unit has a co-requisite (co-req), it means that the co-req can be completed concurrently with the proposed unit. They are usually units which complement each other and are useful to be studied at the same time. For example, **Auditing** can be studied concurrently with **Company Law** or **Corporations Law**.

If a proposed unit has an anti-requisite (anti-req) the proposed unit cannot be undertaken if the anti-req has been completed. They are usually units which are the same or similar in content. For example, **Introduction to Business Law** cannot be undertaken if **Principles of Contract Law** has been successfully completed.

## Study planning

It is extremely important to map a study plan early in your course to ensure that the units planned are viable in terms of availability, requisites being met and course requirements being satisfied.

The SOU and My Study Plan (located later in Part One of this guide) will assist students in preparing their study plan. When mapping a study plan, students should give due consideration to their aspirations and lifestyle which can influence the mode of study, the study load and the pace at which units will be completed. Students should manage their study sessions wisely so as to achieve their goals and ensure successful completion within the maximum study timeframe. The SCBS Student Support Team is available to check student's study plans if required.

## Study mode

The mode of study (internal, external, online) relates to the unit and not the student. As such, students can study a combination of modes in any study session. This is useful where timetable clashes, work commitments or personal changes occur. Once the study period has commenced however, a student should not alter the mode of study because they may find that they can withdraw from one mode but not be able to enrol in another. Regardless of the mode of study, all students require reliable access to a computer and the Internet.

## Study load

A student's study load can be either full time or part time and is not related or dependent on the study mode, however, the study load does have a bearing on unit selection and the pace of progression.

Each unit comprises approximately 150 learning hours per session, which represents 10 to 12 hours per week involving: face-to-face learning and consultation; workshops; tutorials; online discussions; research; assignment preparation, writing and referencing; exam preparation and attendance; and participation in 'Eluminate Live' sessions.

### Full-time study load

A typical full-time study load would consist of four units in Sessions 1 and 2 over a three year period, or three units in Sessions 1 and 2 over a four year period. This is an approximate total commitment of 30 to 46 hours per week. It is recommended that students who work full-time only undertake a part-time study load. Should a student take advantage of studying four units in Sessions 1, 2 and 3 they could complete their studies in a two year period. A fifth unit may also be taken in a study period but needs approval from the School, and a course Grade Point Average of Credit (5.00) or above.

### Part-time study load

A typical part-time study sequence would consist of two units in Sessions 1 and 2 over a six year period. Should a student take advantage of studying two units in Sessions 1, 2 and 3 they could complete their studies in a four year period. Given that a 24 unit degree must be completed within eight years, a student electing to study only one unit per session would need to study one unit in Sessions 1, 2 and 3.

## Candidature period guide

This is the time frame in which you must finish your degree.

A Double Degree (36 or 40 units) has a candidature period of 15 years.

A Bachelor Degree (24 units) has a candidature period of 8 years.

An Associate Degree (16 units) has a candidature period of 6 years.

A Diploma (8 units) has a candidature period of 3 years.

A Certificate (4 units) has a candidature period of 2 years.

## Information for specialisation selection

Specialisation sequence/s can be selected at any stage of the degree, provided that the required units are completed in order to satisfy course requirements for Graduation in the specified candidature period. It is recommended that full-time students commence their single specialisation in the second year and double specialisation or elective units in the third and final year as there may be pre-requisite enrolment restrictions in studying a second specialisation or elective units before completing the first specialisation.

Please note the following when mapping your study plan:

- The pre-requisite units for **MNG00311 International HRM** of **MNG00320 Principles and Practice of HRM** and **SOC10245 Working in Organisations** are **waived** for BBA students undertaking an International Business Specialisation. Please contact the Student Support Team if this is affecting enrolment.
- The pre-requisite unit for **FIN00126 International Finance** of **ACC00152 Business Finance** is **waived** for BBA students undertaking an International Business Specialisation. Please contact the Student Support Team if this is affecting enrolment.
- In the Information Systems specialisation **ISY00243 Systems Analysis & Design** is a prerequisite for **ACC00222 Computing Control, Auditing & Security** and **CSC00228 Database Systems I**. Students wishing to complete the Information Systems specialisation in a single year, who have previous study or experience in the area, may contact the BlnTech course co-ordinator Tim Comber ([tim.comber@scu.edu.au](mailto:tim.comber@scu.edu.au) or phone (02) 6659 3661 or Freecall 1800 111 890) for consideration of a waiver of the pre-requisite. If no previous knowledge exists, it is recommended that **ISY00243** be undertaken as an elective unit prior to **ACC00222** and **CSC00228**.
- Some specialisations may contain duplicated units where unit/s exist within both specialisations e.g. **MKT00075 Marketing Principles** is offered in both the Marketing and General Business specialisations. Students may select an elective unit in place of a duplicated unit.

## My Study Plan

SCU requires students to plan their studies in advance and enrol in all units for each study period for the full academic year. Students can change enrolled units, add more units or withdraw from units up until the start of each study period. My Study Plan, on the following page, has been included to allow students to map their study plans for each session in the academic year, thus achieving an overall study sequence and record to completion. Students should refer to the information in this guide and consult the SOU for unit availabilities.

The optional Session 3 can be used to the student's best advantage for:

- repeating failed units
- fast-tracking their course to complete studies earlier
- balancing study, work, family and social commitments throughout the year by spreading the annual full-time study load over three sessions.

If you would like further information on selection of majors and study options, please contact the Student Support Team or a Gold

## Year 1

<b>Session 1</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 2</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 3</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	(not compulsory) Unit name				

## Year 2

<b>Session 1</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 2</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 3</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	(not compulsory) Unit name				

Notes:

## Year 3

<b>Session 1</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 2</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 3</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	(not compulsory) Unit name				

## Year 4

<b>Session 1</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 2</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 3</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	(not compulsory) Unit name				

Notes:

## Year 5

<b>Session 1</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 2</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 3</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	(not compulsory) Unit name				

## Year 6

<b>Session 1</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 2</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 3</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	(not compulsory) Unit name				

Notes:

## Year 7

<b>Session 1</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 2</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 3</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	(not compulsory) Unit name				

## Year 8

<b>Session 1</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 2</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	Unit name				
<b>Session 3</b>		Adv Standing	Requisite done	Unit completed	Grade
Unit code	(not compulsory) Unit name				

Notes:

## Enrol in units using My Enrolment

Once students have chosen units to study and mapped their Study Plan they can enrol in those units for each study period for the **whole year** using My Enrolment.

To enrol in units:

Open [My Enrolment](#)

Within 'My Enrolment' select 'My Study Plans'.

Choose I want to ... Enrol in units from the links at the bottom of 'My Study Plans'.

- Students will be presented with the Enrolment: planned units page. Follow the steps described in 'My Enrolment'. Students will be asked to:
  - add a unit to their potential enrolment list
  - choose their preferred attendance mode for the unit
  - choose when and where they want to study the unit
  - confirm their choice.
- Before leaving 'My Study Plans', students should check the enrolment details and census dates for the units they intend to study. Go to 'Current Enrolment' on the left-hand menu bar to ensure each enrolled unit is recorded correctly.

### Important:

Each unit has a census date. It is each student's responsibility to know when the census date occurs for each of their enrolled units.

## Access your Unit Learning Site(s) in MySCU

A Unit Learning Site is generated for every unit in which a student has an official enrolment. The lecturer will use this site to communicate important information about the unit. It is very important that students visit this site regularly.

Inside Unit Learning Site(s) students will find the Unit Information Guide (UIG) and Study Guide (SG). The UIG will provide students with the details of assessments, the required textbooks and reading lists and information about the activities students are expected to undertake.

More information about 'MySCU' can be found in Part Two of this guide.

## Register into classes

Students enrolled in any on-campus units (internal mode), should attend the scheduled on-campus classes for the activities listed in the class timetable.

Distance education (external mode) students do not need to attend classes.

Students who need to register for **on-campus classes** should:

- check the class timetable. Go to the [timetables online search](#) facility
- check SCU Webmail – students will receive an email in their SCU Webmail account to advise when registration will open
- register into classes online using [My Enrolment](#). Select 'My Classes' (or classes from the header line menu). The units in which you are enrolled will be displayed.

## Orientation

Students should now visit the [Orientation](#) website.

## Other important information

### Student Assessment and Examination rules

Students must read Rule 3 Coursework Awards: Student Assessment and Examinations in the [Student Handbook](#) which provides assessment information including amendments to assessment requirements, special consideration and special examination, grade queries, appeals and academic misconduct including plagiarism. For further information see Examinations and Special consideration/special examination, in Part Two of this guide.

### Business Internships

Business Internships allow students to gain practical work experience.

The Internship units are taken as elective units as follows:

- **SOY00247 Business Internship** (24 credit points). Must be completed in a single session as a double-weighted unit **or**
- **SOY10097 Business Internship** (Part 1 of 2) 12 credit points; **and** **SOY10098 Business Internship** (Part 2 of 2) 12 credit points.  
Both the units SOY10097 and SOY10098 must be completed over two consecutive sessions as single-weighted units.

Enrolment in Business Internship units requires prior written approval from the School's Business Internship Coordinator. Students must ensure that they have elective units available in their study plan in order to undertake Business Internship units. Students may not request an internship for a position in which they are currently employed.

For more information, please visit the online Undergraduate SCBS Student Centre or contact the Student Support Team:

Phone: +61 2 6620 3835

Email: [studybusiness@scu.edu.au](mailto:studybusiness@scu.edu.au)

Freecall: 1800 111 890 (This Freecall number will be answered by the University Switchboard. Please ask to be connected to extension 73835.)

### Advanced standing - course specific requirements

A student may apply for [advanced standing](#) (AS) on the basis of previous successful studies completed in the last ten (10) years with SCU or another institution.

The maximum AS allowed is 50% of a given University award: i.e.

- twelve (12) units for a Bachelor degree
- eight (8) units for an Associate Degree
- four (4) units for a Diploma
- two (2) units for a Certificate.

SCU students who have successfully completed the requirements for the lower awards of Certificate, Diploma and Associate Degree will automatically be granted AS for the equivalent amount of units in that award. Course transfer students should contact the SCBS for advice.

All applications for AS must be accompanied by certified copies of Academic Transcripts. SCBS neither requests, nor is responsible for, original documentation. Detailed course and/or unit outlines will be requested if required. SCU students seeking AS for previous SCU studies do not need to provide Academic Transcripts.

Further general information about AS can be found in Part Two of this guide and in the SCU Handbook. More detailed information and application forms are available at the advanced standing website <http://www.scu.edu.au/advancedstanding/>

## Study materials for external students

External students can expect to receive study materials one to two weeks prior to the start of each study period, provided that they have enrolled in units well before the commencement date and their 'preferred' address listed in the student contact details in 'My Enrolment' is current.

Dispatch of study materials may be delayed if enrolment is completed or varied just prior to the study period commencement date. If study materials have not been received by the week prior to the study period commencement date, please contact the relevant School immediately.

External study materials generally consist of a CD containing a Study Guide and (optional) Book of Readings. Study materials are also available online from the 'MySCU' Unit Learning Site/s.

NOTE: No study materials are dispatched for Information Technology units. They are available online. (Refer to Part Two of this guide for further information regarding study materials and learning sites for external students).

### Online units

Online units are delivered exclusively online. They can be studied by both internal and external students. All study materials are delivered exclusively online via the Unit Learning Site. No study materials are dispatched for online units.

### Unit Information Guides

The Unit Information Guide (UIG) contains details of the aims, objectives and syllabus of the unit, prescribed textbooks, assessment tasks, due dates and Unit Assessor contacts and are ONLY AVAILABLE from the **Unit Learning Site**. They are not included in the external study materials CD. It is the student's responsibility to obtain their UIGs and read them thoroughly.

### Textbooks

Textbooks are not included in tuition fees and are thus not included in study materials sent to external students. Textbooks should be purchased separately from the University Co-operative Bookshop (see Textbooks later in Part Two of this guide) or borrowed from Library resources.

# Frequently asked questions

## 1. Are external students required to attend residential workshops?

**No** – not for SCBS undergraduate units, however units taught by other Schools might require compulsory residential workshop attendance. Optional workshops or online tutorial sessions could be offered by the Lecturers. Details are found in the UIG on the 'MySCU' Unit Learning Site/s.

## 2. Will I be required to complete assignments and/or examinations?

**Yes** – the SCBS undergraduate units have a combination of essays, reports, presentations, online discussion and assignments. The majority of units have a final examination.

Each unit's assessment tasks are found in the UIG and include due dates, marking criteria, referencing and rules in relation to late submission penalties and extensions.

The UIG is currently only available online at the Unit Learning Site via 'MySCU' (refer to 'MySCU Learning Sites' later in Part Two of this guide for further details).

## 3. What happens if I cannot submit an assignment by the due date?

Assignment due dates are established to assist students with the management of their study schedule, workload and other commitments. A 'percentage (%) of marks' penalty can apply to late submissions. e.g. a submission worth 20 marks could have 2 marks deducted for every 24 hours that the item is late. At the end of 10 days the item will receive zero (0) marks.

Students can apply for an extension if the lateness of the submission is due to circumstances beyond their control such as illness, family/compassionate circumstances, serious unforeseen events, deployment or elite sporting activities. Relevant supporting documentation must accompany assignment extension requests. SCBS extension policy for undergraduate units is located in each UIG.

**N.B.** General employment-related activities/issues and pressures arising from the demands of other units of study are not considered acceptable grounds for extensions (or special consideration).

## 4. Which CEG do I refer to when one is released each year?

You must retain the guide of the year you commenced your studies as this outlines the sequence you follow in order to satisfy course requirements. The Student Support Team will notify existing students of changes to course structures and provide information regarding the options/alternatives available.

## 5. Can I re-sit an examination?

SCBS may allow students the opportunity to re-sit an examination for SCBS owned first year units. This may not be the case for units owned by other SCU schools. Students do not apply for examination re-sits in the same way they apply for Special Examination or Special Consideration.

Eligible students are identified and contacted by the Student Support Team by post and/or SCU email. It is the student's responsibility to formally respond and accept the re-sit offer. Once the offer is accepted Student Services will notify external students of the examination date and venue. Internal students are required to go online and check their examination timetable via 'My Exams'.

## 6. What if I am unable to attend an exam?

It is important to note that once you take up the option to sit an exam you cannot then apply for a Special Exam. If you feel you were disadvantaged in some way in the exam you can apply for special consideration but this will not necessarily give you a passing grade. If in doubt contact the Student Support Team. There is more detailed information about 'Examinations' and 'Special consideration/ special examination' in Part 2 of this guide and in the Student Handbook.

## 7. Do I keep my UIGs after completing units?

It is strongly recommended that all UIGs be retained upon completion of units, particularly if you decide to further your studies and apply for advanced standing at a later date. You may need to supply this information to either SCU or other institutions as evidence of the units' requirements.

## School contacts

There are many staff that can provide advice and assistance to students as listed below:

### Academic advice and support

The Unit Assessor assigned to each unit is your first point of contact for academic matters and will provide guidance and assistance related to the unit's content, extension requests and grade allocation however is not permitted to provide specific answers in relation to assessment tasks or examinations. Unit Assessor contact details are located in the Unit Information Guide (UIG).

The Academic Skills Development Unit is available to provide assistance with academic writing style, referencing and plagiarism (refer to contact details listed under Academic Skills Development Unit in Part Two of this guide).

### General and administrative advice and support

The Student Support Team and Shared Services Advisors assist students with administrative matters related to their study plan, course structure, credit transfer, cross-institutional study, special consideration and examination etcetera.

Operating hours at all locations (other than Tweed Heads/Gold Coast) are 9:00am – 5:00pm Monday to Friday (eastern standard time). During daylight savings the Tweed Heads/Gold Coast locations operate on Queensland time from 8:00am – 5:00pm Monday to Friday.

#### Lismore and External students

Postal address	Phone and email	Location
Student Support Team Southern Cross Business School Southern Cross University 'R' Block PO Box 157 LISMORE NSW 2480	+61 2 6620 3835 Freecall *1800 111 890 <a href="mailto:studybusiness@scu.edu.au">studybusiness@scu.edu.au</a>	Level 2, R Block

#### Coffs Harbour

Postal address	Phone and email	Location
Student Support Officer Southern Cross Business School Southern Cross University 'M' Block Hogbin Drive COFFS HARBOUR NSW 2450	+61 2 6659 3209 Freecall *1800 111 890 <a href="mailto:studyit@scu.edu.au">studyit@scu.edu.au</a>	Ground floor, M Block, Room MG.39

#### Gold Coast-Beachside

Postal address	Phone and email	Location
Shared Services Advisor Southern Cross University Locked Mail Bag 4 COOLANGATTA QLD 4225	+61 7 5589 3001 Freecall *1800 111 890 <a href="mailto:gcsharedservices@scu.edu.au">gcsharedservices@scu.edu.au</a>	Level 1, Building A, Gold Coast Shared Services HUB (Southern Cross Drive, BILINGA)

\* The Freecall number is answered by the SCU switchboard. Please ask to be connected to the required extension e.g.  
Coff Harbour: 83209, or 8319  
Lismore: 73835  
Gold Coast-Beachside: 93001

# Part Two

## Administrative and General Information

This section of the guide is a summary of administrative and general information relevant to students and their studies. Wherever possible students will be directed to sources of further information and assistance. A comprehensive list of useful websites is located at the end of this guide.

### Fees

The cost of attending university will vary and much depends on your program of study. Expenses can generally be broken into three groups: study costs, living expenses and other expenses. This section focuses on study costs or fees and includes important information to remember when enrolling into units of study in a course.

At SCU a student is either a Commonwealth supported student or a fee-paying student, also known as a non-Commonwealth supported student.

Fee-paying students are required to pay full tuition fees for each unit of study.

### Undergraduate courses

The University offers very few undergraduate fee-paying courses. Generally, undergraduate courses are Commonwealth-supported for eligible students.

### Postgraduate courses

The majority of SCU fee-paying courses relate to postgraduate study and FEE-Help is available to eligible students.

### Commonwealth-supported students

A Commonwealth-supported place entitles all eligible students in an undergraduate degree (and some postgraduate degrees) to a Student Learning Entitlement (SLE), with access to seven years of equivalent full-time study. Every unit of study undertaken under Commonwealth support has a cost. The Commonwealth Government meets part of that cost and the student pays the other part. This student cost is called the Student Contribution Amount.

At SCU the Student Contribution varies and is determined by the units selected by each student, the discipline category or 'band' of the units studied and the year the student commenced their course of study or degree. To find out exactly which band(s) your unit/s of study belong to visit the University's [Fees and Financial Assistance website](#)

Before enrolling in units for the first time, new students must read the 'Information for Commonwealth Supported Students' booklet available from SCU Student Services or at [www.goingtouni.gov.au](http://www.goingtouni.gov.au)

Students complete the request for Commonwealth Support Form (and HECS-Help) from SCU. This is known as an electronic 'Commonwealth Assistance Form' (eCAF), which is completed and submitted electronically via 'My Enrolment'. The eCAF must be completed before enrolment into any units.

The deadline for finalising payment arrangements for each unit of study is the census date.

Commonwealth-supported students can pay for all or part of their Student Contribution upfront or defer payment to the Australian Tax Office (ATO) and repay it later through the Australian tax system when their income is above the nominated minimum threshold.

If the Student Contribution is paid on or before the census date a 10% discount applies for payment of \$500 or more.

### Domestic fee-paying students

A fee-paying student, also known as a non-Commonwealth supported student, is required to pay full tuition fees for each unit of study in a study period. Eligible fee-paying students can either:

- pay some or all of their tuition fees up front on or before two weeks prior to the start of the study period; and/or
- apply for an Australian Government FEE-HELP loan for some or all of their tuition fees by submitting a 'Request for FEE-HELP assistance form' (eCAF). The Australian Government will pay the amount of the loan to SCU on the student's behalf. A loan fee of 20% applies for undergraduate courses of study. There is no loan fee to a FEE-HELP loan for postgraduate study, enabling courses, units of study with Open Universities Australia and bridging study for overseas trained professionals.

The deadline for finalising payment arrangements via a FEE-Help loan is the census date.

To be eligible to receive a FEE-HELP loan the student must be an Australian citizen or holder of a Humanitarian visa. FEE-HELP is not available to New Zealand citizens or permanent residents.

Students, who wish to access a FEE-HELP loan, must read the 'FEE-HELP information booklet' available from Student Services or at [www.goingtouni.gov.au](http://www.goingtouni.gov.au). They must also complete and submit an eCAF via 'My Enrolment' and provide their Tax File Number.

Payment of a FEE-HELP loan is deferred to the Australian Tax Office (ATO) and is repaid later through the Australian tax system when the student's income is above the nominated minimum threshold.

### International on-shore and miscellaneous fee-paying students

International onshore students and miscellaneous fee-paying students are required to ensure that their fees are paid on or before two weeks prior to the start of the study period.

International tuition fee information, including information about unit withdrawal impacts, due dates for student fees and refund rules, is available from the International Office and the SCU [Fees and Financial Assistance website](#).

To contact the International Office:

Phone: +61 2 6620 3876

Email: [intoff@scu.edu.au](mailto:intoff@scu.edu.au)

### Remission of Student Contribution Amounts

Where extenuating circumstances exist, students may apply for a remission of the Student Contribution Amount by contacting Student Services.

## More information

For more information on University fees or Commonwealth-supported places go to the University's [Fees and Financial Assistance website](#) and [www.goingtouni.gov.au](http://www.goingtouni.gov.au)

To contact Student Services:

Phone: 1800 626 481

Email: [enrol@scu.edu.au](mailto:enrol@scu.edu.au)

## Other related costs

There are a number of other administrative fees that students may be required to pay at some time during their University life. These may include such things as textbooks, field trips, student services and amenities fee, penalty charges (sanctions) and costs associated with graduation etc.

For further information see Administrative Charges in the [Student Handbook](#).

## Income support and the Three-Session Teaching Calendar

The Southern Cross University three-session teaching calendar provides students with the flexibility to spread their full-time study load over three sessions, if they choose. This does not mean that students have to enrol in all three sessions to qualify for income support. There are many combinations of study that satisfy the eligibility criteria for income support. Students will still be able to study a full-time load over Session 1 and 2 and take Session 3 as a break. It is an optional study period. Schools will be offering units during Session 3 that will enable students to accelerate their learning or spread their study load. Please note, not all courses offer units in Session 3, students will need to check the Schedule of Units for that study period to see what is available to study.

Centrelink considers students to be full time if they are doing a HECS loading of at least 0.375 for each study period OR they are doing at least 75% of the full-time workload. At Southern Cross University one single weighted unit of study has a HECS loading of 0.125. Students need to demonstrate to Centrelink that they are studying at least 3 single-weighted units in each study period OR at least 6 single-weighted units over the full teaching year in order to be entitled to income support. Please note if a student is enrolled in less than 3 units in Session 1 and receiving income support payments, Centrelink will write to them and ask if they intend to be enrolled as a full-time student over the remainder of the teaching year. To prove to Centrelink a student will be studying full-time they will need to enrol in units over the remainder of the year and send that study plan advice to Centrelink. Students don't necessarily need to enrol in both the remaining sessions to make up a full-time study load.

There is no obligation to study in all three sessions of the Teaching Calendar.

Requirements regarding full-time study can be found on the Centrelink website at <http://www.centrelink.gov.au/>. Students should discuss their eligibility for income support with Centrelink's Youth and Student Services by telephoning 132490.

## Advantages of studying in Session 3

Session-based students are not obliged to study in Session 3; however there are advantages in doing so. Studying in Session 3 can help students to:

- fast track their studies
- dedicate time to studying a unit that might need a concentrated effort
- maintain their study momentum by undertaking a unit or units over the break between the end of Session 2 and commencement of Session 1 the following year
- catch up on failed units so that course progression and completion is not extended

- graduate sooner, if nearing course completion with 4 or less units to complete, consider studying these over session 3;
- negotiate a study plan with their School or College to align with Session 3 unit availabilities that suits individual goals and career aspirations
- redeem themselves from exclusion by enrolling in a Session 3 unit or units and achieving a GPA of 4 or above. (Not applicable to International Students studying in Australia).

To find out more about the units available to study during Session 3 visit the SCU [Units Search](#). Here students will be able to search for units (subjects) by name, code, school or campus. Once a unit or list of units has been retrieved, students can also see a description of the unit by clicking on the unit name.

**HINT:** Prior to enrolling in a unit remember to check the [Schedule of Units](#) for any requisite requirements.

## Study load for International onshore students

International onshore students must complete their course within the expected duration of study as specified by Standard 9 of the National Code of Practice 2007. This means Southern Cross University must monitor the workload of International onshore students to ensure they complete their course within the duration specified in their Confirmation of Enrolment (CoE) and do not exceed the allowable portion of online or distance learning. SCU will only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

International onshore students are required to complete eight (8) single-weighted units of study (1 EFTSL) each year, or pro-rata if a student commences after the first study period.

Students can study up to twenty-five percent (25%) of their course by online and/or distance learning. Approval to study online or by distance education must be sought from both the International Office and the relevant School using a 'Unit Approval Request' submitted through My Enrolment. Students undertaking a session or trimester based course must study at least one (1) unit that is not by distance or online in each mandatory study period.

### Students studying in sessions

International onshore students who undertake a session-based course must study a minimum of four (4) units in each of the mandatory sessions (Sessions 1 and 2) to satisfy full-time enrolment. In special circumstances this can be varied.

Students not studying four units in each of the two mandatory sessions (Sessions 1 and 2) are required to liaise with an International Student Advisor to map and sign their study plan for each year of study.

### Students studying in trimesters

International onshore students who undertake a trimester course in the *fast track* mode are required to enrol in four (4) units per study period. Students not undertaking the fast track path are required to enrol in three (3) units per study period. Where the *fast track* study mode is being undertaken it will be stated in the student's offer letter and Confirmation of Enrolment (CoE).

All trimesters are compulsory study periods; international onshore students must be enrolled in all study periods while on a student visa. Any variation to the required study load for trimester students must first be discussed with an International Student Advisor.

## More information

For more information go to Southern Cross University's [International Office website](#) or the Australian Government – Australian Education International website at [www.aei.gov.au/AEI](http://www.aei.gov.au/AEI)

To contact Southern Cross University's International Office:

Phone: +61 2 6620 3876  
Email: [intoff@scu.edu.au](mailto:intoff@scu.edu.au)

## Census dates

Each unit of study in a study period at SCU has a census date that is the day upon which a student's enrolment for unit(s) in the study period becomes fixed and final. After the census date a student cannot enrol or withdraw from units without significant financial and/or academic liability.

If using the HECS-HELP or FEE-HELP Government loan schemes, the debt for units in the study period is deferred on the census date.

Census dates vary depending on the unit/s in which a student is enrolled. Therefore, it is important that students are aware of the census date for each enrolled unit for a particular study period.

To determine the actual census date for each unit of study, students must check My Enrolment:

- log into My Enrolment
- select *My Study Plans*
- from the menu to the left of the screen select *Current Enrolment*.

Each unit in which a student is enrolled will be displayed with the census date clearly identified.

## Commonwealth Assistance Notices (CAN)

A Commonwealth Assistance Notice (CAN) is issued to all Commonwealth Supported, FEE-HELP and OS-HELP assisted students within twenty-eight (28) days past the census date for each unit of study. The CAN shows detailed enrolment information for each unit of study within the relevant study period including upfront student contribution amounts and/or amounts deferred via HECS-HELP, FEE-HELP or OS-HELP. The CAN is available by accessing My Enrolment (use the *My Finance* menu option). It is important to check all the information on your CAN within fourteen (14) days of its release. If you believe the information on the CAN is incorrect, please make a request in writing to [enrol@scu.edu.au](mailto:enrol@scu.edu.au) to have your information corrected.

### More information

For more information on census dates or Commonwealth Assistance Notices go to the University's [Fee and Financial Assistance website](#).

## Final date to enrol in unit/s

The final date to enrol in unit/s online without approval is the end of Week 2 (Sunday) of each study period. Students wishing to enrol in unit/s after this date will require approval from the relevant School and should submit a Unit Approval Request through My Enrolment stating the reason for the late enrolment. Where approval is not granted, the relevant School will contact the student.

## Deferring studies

If you cannot commence studies in this academic year, then you need to defer to secure your place in the following year. But, if you can commence studies in Session 2 or Session 3 then you do not need to defer, you simply enrol in that study period.

Note, if your offer is for Session 3 and you are unable to commence study, deferment is the only option available as there are no remaining study periods.

Deferment will incur a non-refundable \$100 fee.

Deferment is only available to applicants who have been made a Commonwealth Supported or Hotel School Employer Reserved offer. Deferment is not available for Bachelor of Education (Secondary) graduate entry, Bachelor of Laws graduate entry, Bachelor of Education (4<sup>th</sup> year upgrade) and all one year Honours courses. Deferment is also not available to continuing students (continuing students wishing to take a break from studies should refer to the section 'Leave of Absence').

Students can defer an offer to a course prior to accepting through My Enrolment. To defer an offer once a student has accepted, declined or enrolled in units, please send a request by email to [defer@scu.edu.au](mailto:defer@scu.edu.au)

Students will be notified in writing of the outcome of their deferment request and payment options.

For more information about how to defer an offer please download the '[My Offers – Request to Defer your Offer](#)' guide, which is located on the Student Services downloads page.

## Advanced standing – recognition of prior work or study

At Southern Cross University a student's previous work or study experience may help them cut months off their degree.

Students who have completed tertiary study elsewhere, for example TAFE or university, or had work experience at a professional level during the past 10 years, may be eligible for Advanced Standing.

Advanced Standing is also known as Credit for previous study, Exemption, Recognition of Prior Learning (RPL) or Credit transfer.

The amount and type of credit awarded will determine a student's study plan so we recommend, where possible, students apply for advanced standing at the same time as they apply for admission.

International students should apply to be pre-assessed for advanced standing (Credit Transfer) at the time of lodging their application for admission to the International Office.

Students wishing to apply for advanced standing during their studies should submit an application to their School or Shared Services Centre at least one month before the start of the relevant study period. All requests for advanced standing must be completed before the final study period. This will ensure that course completion and graduation are not unnecessarily delayed.

Students should also check that the basis on which they are applying for advanced standing aligns with that stipulated for the course or the relevant School or College. Therefore, if applying for advanced standing solely on the basis of professional level experience it is important to check with the relevant School or College to ensure that applications for advanced standing are accepted on this basis.

If applying for advanced standing based on previous tertiary study, including study at TAFE, private providers or other universities, please attach the following:

- Transcript/s for completed or partially completed qualification/s (including failures and an explanation of the grading system)
- Detailed course and/or unit outline/s

and where applicable:

- Statement of Attainment for partially completed qualification/s OR Testamur/Certificate for completed qualification/s.

Students who have previously been enrolled at Southern Cross University (SCU) will not generally need to submit their transcript of results but may need to supply copies of unit statements for units completed.

The documents submitted must be originals or certified copies of originals. Non-English documents must be submitted in the original language, accompanied by an authorised English translation. For further guidance download the Certification and Translation Guidelines, this is located on the [Advanced Standing website](#).

To apply for Advanced Standing students should first download and complete the [Advanced Standing Application Form](#).

Be sure to:

- read the form carefully
- print clearly and neatly, in English, using black pen, completing all relevant sections in full
- initial and date any change that you make to the form
- sign and date Part 3, DECLARATION
- photocopy the completed form for your records
- securely attach supporting documents to the form. Individual schools may have particular documents that will be required, if this is the case those documents will be noted in Part One of this guide.

Submit the Application for Advanced Standing together with supporting documents to the relevant School or College, or Shared Services Centre.

It may take from one to four weeks to process and assess an application, depending on the level of assessment complexity and whether complete information and sufficient supporting documents have been supplied.

Students will be notified of the outcome in writing. International students studying in Australia, who have applied and been granted advanced standing following the commencement of the course, are required by the Education Services for Overseas Students (ESOS) Act to acknowledge, in writing, acceptance of the advanced standing granted. The 'Advanced Standing Acceptance Declaration', supplied with the notification of advanced standing, must be signed, dated and returned to the SCU International Office within two calendar weeks of the date of the 'Advanced Standing Notification'. The International Office will then vary the period of study on an International student's Confirmation of Enrolment (CoE).

Students may query the outcome of their Application for Advanced Standing and may appeal any decision except academic judgement. Appeals will be dealt with in accordance with the Student Grievance Policy.

A student who has accepted advanced standing may at any time, apply in writing to the relevant School or College to rescind (withdraw, overturn or cancel) part or all of this credit. Requests to rescind credit will only be approved for sound academic reasons (e.g. the student wishes to undertake the unit, to change direction in their degree or undertake an approved exchange or study abroad program). Once credit has been rescinded, students will not automatically be re-granted that credit.

Any advanced standing granted or rescinded will affect a student's study plan and the units in which they will need to enrol to complete their course. For study plan and unit sequence advice contact the relevant School or College. International students should consult their International Refund Policy ('Listed in your Acceptance of Offer Agreement') about the refund impacts this may have.

### [Advanced Standing Search Website](#)

The Southern Cross University (SCU) [Advanced Standing Search](#) allows you to see how much advanced standing you may be granted for your previous studies.

### [More information](#)

For more information go to Southern Cross University's [Advanced Standing website](#).

## Class timetabling

Information about class timetables is available from the University's [Class and Exam Timetables](#) website. This represents the most up-to-date timetable information for SCU on-campus students and does not apply to external studies.

Students can use the timetables online search facility to check class timetables for the following locations:

- Coffs Harbour
- Gold Coast–Beachside
- Lismore
- Port Macquarie
- Tweed Heads–Lakeside
- Tweed Heads–Riverside.

Please continue to check timetables periodically as times may change.

## Class registration

Students who elect to enrol in units offered internally must register for classes online. Students will receive an email from Student Services advising when online class registration is open for each study period. All Schools/Colleges use online class registration and students must register for classes through My Enrolment. Please note some students do not register for classes, for example, distance education/external/university-wide students.

It is easier for students to register into their preferred class if they already know the class they wish to take. Therefore, we recommend students review the class timetables for their enrolled units prior to class registration opening and to have alternative classes selected in case their preferred class is already full. This will make online registration easier. Remember – you must be enrolled in the unit before you can register into classes.

There are very few classes that do not register online. However, if a unit has only one class scheduled (i.e. there is no choice about the days students can attend classes), then students will be automatically allocated to that class. Students will see they have been registered into the class when they look at their timetable in My Enrolment.

Where there is a choice of classes (usually for tutorials, workshops or Lab sessions), then students must register for classes online through My Enrolment (use the *My Classes* menu option).

Class registration opens progressively during the week for Schools/Colleges. Please note, units belong to each School; students should ensure that classes are open before they try to register. This is particularly important for students who are studying units across schools.

**HINT:** the earlier a student registers for classes once class registration opens the greater chance they have of gaining their first preference of class.

For more information about class registration download the Student Services Demonstration Guides: [My Classes – Registering in Classes](#).

## Leave of absence

Students can apply for a Leave of Absence for up to one year (12 months) provided they have remained enrolled in at least one unit of study past a given census date. Students can apply for an extended Leave of Absence up to two years (24 months) upon approval from the relevant School.

Applications for Leave of Absence are submitted through My Enrolment.

Students who do not make application for a Leave of Absence will be automatically withdrawn from their course of study where no enrolment is evident after a certain period. Should the

student wish to return to study at a later date, they will need to re-apply to the University either directly or via UAC/QTAC and either provide the same supporting documentation as the initial application or evidence of the SCU study prior to withdrawal.

International onshore students are only permitted six (6) months Leave of Absence. All International onshore students considering taking a Leave of Absence must first seek approval from the SCU International Office.

For further information please refer to Rules Relating to Awards in the Student Handbook (see Rule 2.7(a–f)).

## Variation to enrolment

A student may vary their original unit enrolment details through My Enrolment. Deadlines exist for enrolment variations and course and unit withdrawals. Changing the mode of study, for example internal (on-campus) to external study (distance education/university wide), and unit substitutions are enrolment variation requests and are subject to the same deadlines.

The dates by which a student must vary their enrolment are set out in the Principal Dates section of the Student Handbook. Enrolment variations after the prescribed dates can affect a student's academic record and financial liability.

International onshore students on a student visa are only permitted to study twenty-five (25) percent of their course by distance education (external/university wide). All International onshore students considering varying their enrolment to include external units must first seek approval from the SCU International Office.

## Withdrawing from a course or unit

After certain dates in the academic calendar have passed, withdrawing from a course or unit can have a serious impact on a student's financial liability and/or academic record.

### Withdrawing from unit/s without incurring a Student Contribution Amount

The final day to withdraw from unit/s without incurring a Student Contribution Amount (SCA) is the census date. Census dates vary depending on the unit/s in which a student is enrolled. Students can check the census date for each enrolled unit through My Enrolment. Each enrolled unit will be displayed with its census date clearly identified. Students who withdraw from unit/s after census date will incur a SCA.

### Withdrawing from unit/s without incurring a Fail grade

The final day to withdraw from unit/s without incurring a Fail grade is referred to as the 'Withdrawal Without Failure' date. Withdrawal Without Failure will still incur a Student Contribution Amount as the final day to withdraw without incurring this debt is census date. Students who withdraw from unit/s after the Withdrawal Without Failure date will incur a Fail grade. To check the final day to withdraw without incurring a Fail grade go to the [Key Dates](#) published at the end of this guide.

### Fee-paying courses

If you are enrolled in a fee-paying course and you withdraw from your course or unit/s after the start of the study period you may be liable for a partial fee. Refer to the University Refund Policy set out in the Rules Relating to Student Fees and Charges in the Student Handbook.

It is the responsibility of each student to be aware of the relevant dates and consequences before withdrawing from a course or unit. Course or unit withdrawal can be done through My Enrolment.

Regulations relating to a course or unit withdrawal are also set out in the Enrolment Rules, which are printed in the Rules section of the Student Handbook (see Rules 2.6–2.8).

Students who require further information or assistance should contact Student Services on:

Phone: 1800 626 481  
Email: [enrol@scu.edu.au](mailto:enrol@scu.edu.au)

### International on-shore students

International on-shore students should contact the International Office if they intend to withdraw from their course.

Phone: +61 2 6620 3876  
Email: [intoff@scu.edu.au](mailto:intoff@scu.edu.au)

Further information about unit withdrawal impacts for International students are detailed at [www.scu.edu.au/students/fees/index.php/14/](http://www.scu.edu.au/students/fees/index.php/14/)

## Cross-institutional studies

It may be possible for SCU students to undertake a unit/s of study at another university and have the unit/s credited to their award (course, degree or program).

Students interested in applying for approval to study cross-institutionally at another institution should first discuss their intention with their school. The School may require the application be in writing and accompanied by the unit statement/s for the unit/s a student wishes to study.

Where the request is approved, the School will provide written approval, which will be required by the university that you wish to study at. It is the student's responsibility to organise enrolment at that university. As each university will have different requirements and deadlines, students will need to check these carefully.

On completion of cross-institutional study, the student will need to provide their School with their academic transcript, or a certified copy, attached to a completed Advanced Standing Application form to have the unit/s credited towards their SCU degree. To avoid delays with graduation, please make sure that all applications for advanced standing are submitted as soon as possible after the completion of cross-institutional study.

International on-shore students on a student visa are only permitted to study twenty-five (25) percent of their course by distance education (external/university wide), which includes cross-institutional studies. All International on-shore students considering undertaking a unit of study at another university must first seek approval from the SCU International Office.

Students studying at other universities may apply to study cross-institutionally at SCU. Application is made direct to SCU using the University's Direct Application form. Normal admission deadlines apply.

For more information about cross-institutional study please contact Student Services:

Phone: 1800 626 481  
Email: [stadmin@scu.edu.au](mailto:stadmin@scu.edu.au)

International onshore students should contact Southern Cross University's International Office:

Phone: +61 2 6620 3876  
Email: [intoff@scu.edu.au](mailto:intoff@scu.edu.au)

## Course transfer

If you are currently admitted to a course at Southern Cross University you may apply for a course transfer to study a different Southern Cross University course. Students can apply to do so by making application online through My Enrolment.

If you are seeking credit transfer (advanced standing) for units in the course that you are transferring to based on similar units you have studied in your current course, please complete an Advanced Standing Application form. You will not have to supply supporting documentation as a copy of your academic record will be accessed to ascertain your eligibility to course and credit transfer.

Students cannot transfer to another course at another University or Higher Education Institute. Instead you must withdraw from the SCU course using My Enrolment and make application to the new institute via their published application process.

Please note students wishing to exit from an SCU course with a lesser award should contact the relevant School or College for further information.

## Further information about enrolment issues

Further information or assistance regarding enrolment issues is available by consulting:

- the relevant course and unit entries in the Student Handbook
- the relevant Enrolment Rules in the Rules section of the Student Handbook
- the School or College Student Liaison or Support Team
- a Student Services Enrolment Officer:

Phone: 1800 626 481

Email: [enrol@scu.edu.au](mailto:enrol@scu.edu.au)

## MySCU

The 'MySCU' portal is a student's point of entry to a range of services and resources that are available online to support study and student life at Southern Cross University. The services and resources include online learning sites, support services and the University Library. MySCU is a student's 'doorway' to unit materials and online activities.

MySCU contains two main sites on the home page: Information Sites and Learning Sites, where students can access resources and communication tools and links that are integral to their study throughout the study period. Contact details for teaching staff and information and messages specific to each unit are provided, together with grades and grading standards and the referencing requirements specific to an area of study.

Students should regularly check the following location in their browser:

<http://study.scu.edu.au>

This opens the MySCU student intranet page.

### MySCU Information Sites

MySCU 'Information Sites' contain the Student Centres for each School and are typically online information forums specifically developed to support students studying units offered by a particular school. Following are examples of the information that may be contained within Student Centres under MySCU Information Sites:

- **Notice Board** contains important announcements posted in relation to administrative deadlines, re-enrolment, examinations, upcoming events and internship opportunities, as well as a range of other relevant details.
- **Important Information** about advanced standing, leave of absence, candidature extension and graduation together with links to other University sites such as Schedule of Units, principal dates, Student Handbook, special consideration and examination, maps, student classifieds and My Enrolment.

- **Textbooks and Timetables** link students to information about textbooks and timetables for classes and examinations.
- **Course Information** contains a link to the current course enrolment guides and relevant course related information.
- **Unit Assessor List** for units on offer in each study period.
- **Discussion Board** is an interactive forum that allows students to communicate with staff and/or network with other students.
- **Staff Contacts** lists School staff and their contact details.
- **Job Opportunities** provides students with information in relation to employment vacancies and where applicable opportunities for industry scholarships.
- **Important Links** are provided to the University Co-op Bookshop, Schedule of Units, University Library, Student Services, Academic Skills Development Unit and Counselling Services.

## MySCU Learning Sites

A unit 'Learning Site' is a central place to access information, learning resources and activities for each unit of study in which a student is currently enrolled. Within these sites students access essential information on study requirements including the Unit Information Guide, content (that can be presented as text and multimedia formats) and participate in learning activities, such as, online sessions and assessment tasks and interact with teaching staff and fellow students.

The Unit Information Guide is important for study as it contains details of the aims, objectives and syllabus of the unit, details of essential readings and textbooks (if applicable) and due dates for assessment tasks.

Through Learning Sites students may be provided with access to interactive communication tools to share ideas and content with your teachers and fellow students. For example, students may have access to discussion forums, blogs and wikis, email, instant messaging, recordings of lectures and online class sessions via Collaborate (formerly Elluminate) with live audio, video, text chat and shared, interactive content (e.g. PowerPoint presentations, Excel spreadsheets).

Collaborate is used in many SCU units (both on-campus and external units). To use audio in Collaborate live sessions, students are advised to use a headset with a microphone. Students are encouraged to find out more by clicking the Collaborate Live! Help button within the Learning Site, or go to the [Collaborate site](#).

Students will obtain access to MySCU Learning Sites one week prior to the commencement of the study period providing they are enrolled in that unit. Please note Learning Sites will be open to allow students to become familiar with the site and to download information but teaching and online interaction will not occur until the first teaching day of the study period.

If the symbol  is displayed to the left of the link to the Learning Site this means the site is not yet available. Where a student cannot see a particular unit listed under Learning Sites they should first check their enrolment status through My Enrolment. If it appears the student is not enrolled in that unit, they should either enrol in that unit or email a variation request to Student Services at [enrol@scu.edu.au](mailto:enrol@scu.edu.au). If a student is enrolled in a unit but still cannot see the Learning Site they should send an email to [helpdesk@scu.edu.au](mailto:helpdesk@scu.edu.au)

## MySCU login details

Students can access their MySCU login details through My Enrolment. Once in My Enrolment students can click on the 'MySCU Details' tab to find their MySCU username, SCU email address and login details. Following is an example of the login message a student will find there:

Listed below are the MySCU details we have recorded for you.

Your MySCU and SCU email password is initially set to your date of birth in eight digit format – DDMMYYYY e.g. 15061989

This password **MUST** be changed after your first login – you can change your password by accessing the following link:

<http://study.scu.edu.au/it/index.php/2/>

or by navigating to the 'Computing & IT' section of your MySCU welcome page.

**HINT 1:** Commencing/first year students should check MySCU as soon as possible as it will assist their preparedness for university studies.

**HINT 2:** It is important students read and understand the information contained in the Unit Information Guide.

## Textbooks

Prescribed textbook details can be found on the University Co-op Bookshop website [www.coop-bookshop.com.au](http://www.coop-bookshop.com.au) and are also contained in your Unit Information Guide for each unit.

Approximately two to three weeks prior to each study period commencement students can check their prescribed textbook list on the University Co-op Bookshop website. Information regarding prices and availability can also be checked on this site.

Prescribed textbooks can be purchased from on-campus Co-op Bookshops at Coffs Harbour, Lismore and Beachside, or online for delivery to residential addresses.

When searching for textbooks or ordering online students should use the text search facility. Go to the website and find 'Text List Search' in the 'Book Search' drop down menu at the top left. Enter the Southern Cross University campus, relevant study period and unit code/s. Searching or ordering using the 'Text List Search' will link automatically to the textbook information a Southern Cross University member of staff has given the University Coop Bookshop and will ensure that the correct books are selected.

Limited copies of required texts are placed on reserve in the University Library.

The University Co-op Bookshop contact details are:

### Lismore campus

Online: [www.coop-bookshop.com.au](http://www.coop-bookshop.com.au)  
 Phone: +61 2 6621 4484  
 Fax: +61 2 6622 2960  
 Email: [lismore@coop-bookshop.com.au](mailto:lismore@coop-bookshop.com.au)

### Coffs Harbour campus

Online: [www.coop-bookshop.com.au](http://www.coop-bookshop.com.au)  
 Phone: +61 2 6659 3225  
 Fax: +61 2 6659 3226  
 Email: [coffs@coop-bookshop.com.au](mailto:coffs@coop-bookshop.com.au)

### Beachside campus

Online: [www.coop-bookshop.com.au](http://www.coop-bookshop.com.au)  
 Phone: +61 7 5599 4191  
 Fax: +61 7 5599 4568  
 Email: [scubeachside@coop-bookshop.com.au](mailto:scubeachside@coop-bookshop.com.au)

For further information visit the website: [www.coop-bookshop.com.au](http://www.coop-bookshop.com.au)

## Study materials and Books of Readings

### Distance education (university-wide/external) students

Once enrolled, distance education students (external, university-wide) will be sent study materials that include the Study Guide and Book of Readings, if applicable to a unit. Study materials will generally be provided on a CD. Hardcopies are only available upon request.

Copies of study materials are also available online. The Unit Information Guide and Study Guide are available on the MySCU Learning Site for each unit. The Book of Readings, if applicable to a unit, is available on the University Library [eReadings](#) website (for online viewing and saving). Some Study Guides and workbooks, if applicable, may also be available on eReadings.

Study materials will be forwarded to the 'preferred' address listed in the student contact details in My Enrolment under the 'My Details' tab. Please ensure this address is kept up to date at all times.

Delays in receiving study materials may be experienced if you enrol (or vary your enrolment) only a few weeks before the study period commencement date. If study materials are not received one week before the commencement of the study period, students should immediately contact their School or College External Studies Dispatch Officer by email or telephone.

### Internal (on-campus) students

Internal (on-campus) students can obtain copies of study materials from the MySCU Learning Site for each unit. The Book of Readings, if applicable to a unit, is available on the university library [eReadings](#) website (for online viewing and saving).

Students can obtain printed copies using Rapidprint, which is a student print-on-demand system where printed copies of the study materials in eReadings can be purchased. Your SCU username and password is required.

### Students in Correctional Centres

If you are currently in a Correctional Centre, please advise the relevant School or College as soon as possible. We are aware that students in Correctional Centres may require Southern Cross University to make special arrangements to ensure access to study materials.

### Books of Readings

Books of Readings are often produced by Schools or Colleges to supplement textbooks and are available on the University Library [eReadings](#) website. In eReadings study materials are available for students to browse. Students can obtain printed copies using RapidPrint.

RapidPrint is a student print-on-demand system where printed copies of the study materials in eReadings can be purchased. Credit cards are accepted and any Australia Post charges are added to the cost of the order. Your SCU username and password is required. Distance education (university wide/external) students receive a copy of the Book of Readings in their study materials but are welcome to use the services of RapidPrint, if they wish.

### More information

For more information on RapidPrint or to access their printing services go to the SCU [RapidPrint](#) website.

### School specific arrangements

Where a School has alternative arrangements in place regarding study materials and Books of Readings, students will find specific information in Part One of this guide.

## Turnitin

Many assignments at the University will be submitted (through MySCU) to Turnitin, a text-matching system that finds similarities between assignments and other documents such as web pages and academic journals.

Turnitin produces an 'Originality Report', a report identifying sections of text in the submitted assignment which match sections of text in these other documents. Turnitin at SCU is set up so that students can self-check their work before submitting a final copy of their assignment.

For further information, see the SCU [Turnitin](#) website.

## Orientation and transition

The orientation program at Southern Cross University is a four-week program welcoming first-year and returning students to SCU. The program offers essential information to help students start and recommence their university life. This essential information includes course information sessions, academic support sessions and student support information. There is also a comprehensive sport and cultural program and there are opportunities to meet other students and staff in a supportive environment.

To find out more go to the SCU [Orientation](#) website.

## Beat The Stress Week

'Beat The Stress Week' is an integral part of the Southern Cross University Orientation Program. It showcases support services and associated staff and puts a face to a name. The Beat The Stress Week program includes a festival day, clubs and society's day, informative sessions and workshops, entertainment and much more.

To find out more go to the SCU [Orientation](#) website.

## Student Health and Support Services

Southern Cross University Student Health and Support Services (SHSS) offer a range of services to encourage academic success and increase a student's enjoyment of study and university life. SHSS provides students with personal assistance including counselling, medical and dental services, disability and equity services, and pastoral care.

The Student Health and Support Services website will assist external students and students on all campuses to locate the services available either on campus or online. The website can be found at [www.scu.edu.au/studentsupportservices](http://www.scu.edu.au/studentsupportservices)

The contact details for Student Health and Support Services are:

### Counselling

Lismore & Distance Education students:	+61 2 6620 3943
Coffs Harbour:	+61 2 6659 3263
Gold Coast and Tweed Heads:	+61 7 5506 9200
Email:	<a href="mailto:counselling@scu.edu.au">counselling@scu.edu.au</a>
After Hours:	1300 369 968 (Mental Health Access Line)

### Medical

Lismore:	+61 2 6620 3943
After Hours (Lismore):	+61 2 9963 3032

### Disability Support

Lismore, Tweed, Gold Coast & Distance Ed:	+61 2 6620 3943
Coffs Harbour:	+61 2 6659 3263

### Chaplaincy

Lismore:	+61 2 6620 3943
Coffs Harbour (Anglican):	+61 2 6659 3263
Coffs Harbour (Roman Catholic):	+61 2 6652 3222
Gold Coast and Tweed Heads:	+61 2 6620 3943

### Student Mentoring

All enquiries:	+61 2 6620 3422
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## Indigenous Australian Student Support

Indigenous Australian Student Support (IASS) provides an extensive service to all Indigenous Australian peoples who are studying at Southern Cross University. The aim of IASS is to provide the highest quality support to Indigenous students within a culturally safe and welcoming atmosphere. The IASS team is made up of a number of specialist staff who are dedicated to supporting Indigenous Australian students throughout their University experience. As a whole, the team is dedicated to developing a sense of scholarship, community and growth amongst staff and students. IASS provides a space for students to get together at an informal social level as well as tutorial rooms and a computer lab for Indigenous Australian student's use. At IASS we welcome Indigenous Australian students, families and local community to drop in and share our space. We acknowledge and respect all Indigenous Australian Elders and encourage them to be part of our support strategies. Their contribution, like yours, is of vital importance to all our learning journeys.

## University Library

The Library provides a wide range of services, print and electronic resources to support students in their study and assessment tasks, including distance education students and students with special needs.

Students should visit the Southern Cross University [Library](#) website to discover the range of services, online resources and various sources of assistance available.

Library services and resources include:

- **Getting Help:** librarian assistance, finding information, referencing, EndNote and copyright
- **Online Resources:** catalogue, databases, Ebooks, eReadings, journals, past examination papers, and search tools
- **Library Services:** borrowing, document supply and podcasts
- **SCU Library Guides:** subject guides.

Southern Cross University Library contact details are:

#### Lismore campus (located in Block A)

Freecall:	1800 659 460 or +61 2 6620 3752
Fax:	+61 2 6622 0093
Email:	<a href="mailto:libdesk@scu.edu.au">libdesk@scu.edu.au</a>

#### Coffs Harbour campus (located in Block E1)

Phone:	+61 2 6659 3232
Fax:	+61 2 6659 3234
Email:	<a href="mailto:coffslibrary@scu.edu.au">coffslibrary@scu.edu.au</a>

**Gold Coast, Tweed campuses (located at Gold Coast Campus)**

Phone: +61 7 5589 3100  
 Fax: +61 7 5589 3702  
 Email: [goldcoastlibrary@scu.edu.au](mailto:goldcoastlibrary@scu.edu.au)

## Academic Skills Development Unit

The Academic Skills Development Unit (ASDU) provides educational support to the staff and students at Southern Cross University. The support aims to improve the quality of students' learning by developing their skills in:

- critical thinking and analysis
- academic language and literacy
- numeracy
- study skills
- time management

ASDU staff are available at the Lismore, Coffs Harbour, and Gold Coast & Tweed Heads Campuses and online via the ASDU website.

Students can:

- explore the ASDU website for information on:
  - Academic skills
  - Numeracy resources
  - Workshops (both online and face-to-face)
  - Drop in sessions (both online and face-to-face)
- form a small group and email [academicskills@scu.edu.au](mailto:academicskills@scu.edu.au) to organise a group session on a particular topic

Academic Skills Development Unit contact details are:

Website: [www.scu.edu.au/academicskills/](http://www.scu.edu.au/academicskills/)  
 Email: [academicskills@scu.edu.au](mailto:academicskills@scu.edu.au) (domestic and international students)  
[intoff@scu.edu.au](mailto:intoff@scu.edu.au) (international students)  
 Phone: +61 2 6620 3386 (domestic students)  
 +61 2 6620 3876 (international students)

## Services for distance education students

Distance education students (external, university-wide) can access all Southern Cross University services in-person at any one of the SCU campus locations. Distance education students can also access SCU information and services via the SCU website, telephone, email, instant messaging, SCU Connect and MySCU.

The University has also established a Student Services freecall number for external students – 1800 111 890.

## Information technology support

Information Technology Services (ITS) provides a range of services, information and support to students. Services include computer accounts (access to MySCU, MyEnrolment), internet access, email and calendaring, and computing lab facilities. Information on these services is available online through the MySCU portal ([study.scu.edu.au](http://study.scu.edu.au)) or SCU Connect ([scu.edu.au/scuconnect](http://scu.edu.au/scuconnect)). SCU Connect is the online point of contact for accessing information on all ITS services and resources. Additionally, general information relating to IT services and facilities can be found at [scu.edu.au/it](http://scu.edu.au/it).

**IT Support:** Students needing IT assistance can contact the ITS Helpdesk online through the MySCU portal (under the Computing & IT tab) and logging a call.

Alternatively, students can phone for assistance between the hours 9 am – 5 pm weekdays on:

Freecall: 1800 111 890

Or directly:

Lismore, Tweed Heads and Gold Coast campuses students	Coffs Harbour campus students
Phone: +61 2 6620 3698 Email: <a href="mailto:helpdesk@scu.edu.au">helpdesk@scu.edu.au</a>	Phone: +61 2 6659 3080 Email: <a href="mailto:chec.helpdesk@scu.edu.au">chec.helpdesk@scu.edu.au</a> Website: <a href="http://checit.scu.edu.au">checit.scu.edu.au</a>

## Early engagement and intervention support

Southern Cross University has a whole-of-university approach to early engagement and intervention support for students. Part 3 of Academic Policy relates to student retention and standing and focuses on the first-year experience and to improving student retention and student success, which includes enhancing preparedness for study, enhancing the first year experience, ensuring a quality curriculum and authentic, engaging assessment with timely feedback and clear expectations about standards. Southern Cross University has also implemented formal early interventions and strategies to assist students' better academic performance, where necessary.

Early engagement and intervention support includes:

- appropriate orientation to the social and academic culture of the University
- information about the various forms of assistance and student support services available to students
- targeted intervention and support for those students who have not engaged with their studies or do not pass early assessment items. For example, most Schools or Colleges will require students to undertake an early online orientation assessment or activity that is associated with at least one core unit during the first year. Students who do not participate or struggle with the activity will be contacted and offered appropriate assistance and support to develop the necessary skills to successfully undertake their studies
- opportunities within each course to participate in community-building activities such as peer mentoring schemes
- tracking student progress through the allocation of academic standings based on a student's Grade Point Average (GPA) and implementing appropriate intervention procedures, academic support and learning assistance activities to students who require support.

Students should become familiar with Academic Policy Part 3, Student retention and standing, which can be accessed through My Enrolment by selecting 'Grades' under 'MyGrades.'

If further information is required please contact your School or College.

## Examinations

Final examinations are held at the end of each study period. Not all units require examinations so students should carefully check the assessment requirements of all the units in which they are enrolled. Examination dates are detailed in the [Southern Cross University Teaching Calendar](#).

Examinations are held in many cities and towns throughout Australia and in some countries overseas. If a student is living within 120km of an established Exam Centre they are expected to attend that centre. Examinations can be arranged outside of Australia, however they attract a fee.

Distance education students (external, university-wide) are required to select an Examination Centre through My Enrolment when they select their first units of study. Distance education students will receive a letter from the Examinations and Progression Unit, Student Services detailing the exam timetable, the exam location, the exam supervisor and any special instructions regarding the centre. Distance education students should ensure that they check their examination centre and special instructions immediately. Changes to an examination centre can be made in My Enrolment. Select the 'Change External Exam Centre Details' link under 'My Details'. Changes less than three (3) weeks prior to the commencement of an examination period attract an additional administrative charge. If a student is unable to select a suitable Examination Centre they should contact the Examinations and Progression Team.

Students who need to sit an examination at an overseas location must contact the Examinations and Progression Team to make the required arrangements. These arrangements need to be made no later than six (6) weeks before the commencement of the exam period.

All students will receive two emails to their SCU email regarding the examination timetable. The first is to notify that the 'Draft Exam Timetable' is available. The second is to notify that the 'Final Exam Timetable' is available. The 'Draft Exam Timetable' and the 'Final Exam Timetable' are published on the SCU website and in My Enrolment. To view, select 'Exam Timetable' under 'My Exams'. Please read all information carefully and follow all instructions.

It is a student's responsibility to check their Final Exam Timetable, exam centre details and to complete all required examinations. Details will not be given out by telephone. Misreading an examination timetable is not grounds for special consideration or a special examination.

Student Services must be notified immediately if you cannot attend an examination at a nominated external examination centre.

The University's rules governing Student Assessment and Examinations are set out in the Rules section of the Student Handbook.

For assistance please contact the Examinations and Progression Unit:

Phone: +61 2 6620 3431 or 1800 626 481

Email: [ssexams@scu.edu.au](mailto:ssexams@scu.edu.au)

## Special consideration/special examination

The Student Assessment and Examination rules provide for students to be granted a special examination or special consideration in appropriate circumstances.

A student may apply for special consideration to vary the deadline for an assignment assessment task (extension). This does not apply to an end of unit examination.

Where a student completes an assessment task (examination or assignment) and they believe their preparation or performance was adversely affected by health, compassionate circumstances, serious unforeseen personal events, selection in State, national or international sporting or cultural events or attendance at Defence Forces activities, the student may apply for special consideration regarding the marking of the assessment.

If a student is unable to sit for an examination due to medical or other exceptional circumstances they may apply for a special examination by completing an Application for Special Consideration and submitting it to the relevant School or College. Except in exceptional circumstances, a special examination will not be granted once a student sits for an examination. Misreading the exam timetable is not grounds for a special examination.

An application form for Special Consideration is available from the Student Centre, from your School or College and on the Student Services website. All applications for special consideration/special examination **must** be accompanied by supporting documentation and/or corroborative evidence as follows:

### Health grounds

- A health certificate from a registered health practitioner that must include the date of consultation and a specific statement of effect of medical complaint and/or treatment on your ability to complete any relevant task.

### Compassionate circumstances

- Factual details of the circumstances or event and corroborative evidence that may support your claim e.g. health certificate, newspaper death notice.

### State, National or International sporting or cultural events

- A statement signed by an authorised officer of the appropriate organisation which validates a conflict with the University's timetable.

## Grades and academic standing

At the end of each study period upon the release of grades a student can check their grades for each unit, print a copy of their grades and identify their academic standing for that study period. Students can access their grades and academic standing in My Enrolment by selecting 'My Grades.'

### Student academic progress

Student academic progress will be reviewed using University Policy and Rules that relate to course progression including professional experience components of courses and specific Award Rules. Southern Cross University Academic Policy outlines the requirements for satisfactory academic progress including academic standings and students should become familiar with their responsibilities under this policy.

Students who have been excluded because of unsatisfactory course progress will be informed they have been excluded and advised of their re-enrolment and appeal rights, which are set out in detail under Rule 2.10 in the Rules Relating to Awards.

International onshore students who receive notification that they have not met satisfactory course progress requirements or have been excluded are advised they must contact the International Student Advisor at their campus.

Further information about course progress requirements can be found in the Southern Cross University [Academic Policy, Part 3, Student retention and standing](#) and the Rules Relating to Awards in the [Student Handbook](#).

### Querying a grade

Students may query the grade awarded for any unit by first contacting their Unit Assessor to discuss the matter. The Unit Assessor will provide advice regarding the process, which is specified under [Rule 3.15 Query of Final Grade](#) in the Southern Cross University Rules Relating to Awards.

Students have a responsibility to adhere to the University Rules, which are published in the [Student Handbook](#). Students should also refer to the Rules for guidance on University process and applicable timeframes. Further advice and support can be obtained by contacting the relevant School or College Student Liaison and Support Team.

## Staying in touch with SCU

Students should ensure that they keep their contact details up to date in 'My Enrolment', including work, home and mobile telephone numbers and residential, postal and delivery addresses.

Students should also regularly access 'MySCU', (the University's online learning portal). Most lecturers make use of MySCU for announcements to all students regarding unit-related matters, to answer individual or commonly asked questions and to offer assistance, tips or feedback with assignments. In MySCU students can also participate in discussion groups, upload assignments, access study materials and participate in online assessments.

The University encourages the use of electronic mail (email) to enhance communications and the sharing of knowledge and ideas. University email services are intended to allow greater efficiency and support teaching, learning, research and administration activities. The University student email address is viewed and used as the University's primary form of written communication with students. Students should access their SCU webmail weekly (even during University vacation periods) as changes to enrolment details, all-student notices and important reminders relating to University studies are sent to student SCU email accounts. Forwarding of SCU student email to a private email address is permitted. Forwarding instructions are detailed in My Enrolment under 'Email Forwards' – click on the 'Webmail Forward' link.

For further information please refer to the IT&TS *Email Policy, 2.2.1. Access and Availability – Student Email Accounts*.

## MySCU and webmail login details

Students can access their MySCU login details through My Enrolment. Once in My Enrolment students can click on the 'MySCU Details' tab to find their MySCU username, SCU email address and login details. Following is an example of the login message a student will find there:

*Listed below are the MySCU details we have recorded for you.*

*Your MySCU and SCU email password is initially set to your date of birth in eight digit format – DDMMYYYY e.g. 15061989*

*This password MUST be changed after your first login – you can change your password by accessing the following link:*

<http://study.scu.edu.au/it/index.php/2/>

*or by navigating to the 'Computing & IT' section of your MySCU welcome page.*

## Complaints @ SCU

The University has a commitment to seeking feedback from students and staff, and acknowledges the right of students, staff or members of the public to complain if they are dissatisfied.

The University has established a Complaints Management Framework to provide for the timely and fair resolution to complaints. The Framework will help students to decide how to proceed with a complaint or concern.

Students are encouraged to make a complaint informally, as many complaints can be sorted out with the staff member directly responsible. However, if a complaint submitted informally is not resolved, then students should set out their complaint in writing to the nominated officer.

For further information about how to submit a complaint please refer to:

[Complaints @ SCU](#)

[Complaints Management Framework](#)

[Sources of advice at SCU](#)

[Nominated Complaints Officers](#)

# General information

## Key dates for 2012

	Session 1 2012	Trimester A 2012
Orientation and transition starts	Wednesday 15 February	
Studies commence	Monday 20 February	Monday 16 January
Beat The Stress Week (showcasing Support Services)	Monday 5 March – Friday 9 March	
Last date to enrol online	Monday 5 March	Monday 30 January
Census date	Check your census date in <a href="#">My Enrolment</a>	Check your census date in <a href="#">My Enrolment</a>
Study break	Monday 2 April – Friday 6 April	
Study break	Monday 21 May – Wednesday 23 May	
Last withdrawal without fail	Saturday 28 April	Friday 24 February
Exam period	Thursday 24 May – Saturday 2 June	Monday 16 April – Friday 27 April
Grade publication	Saturday 16 June	Monday 7 May
Inter-session or inter-trimester break	Monday 4 June – Friday 15 June	Monday 30 April – Friday 4 May
	Session 2 2012	Trimester B 2012
Orientation and transition starts	Wednesday 13 June	
Studies commence	Monday 18 June	Monday 7 May
Beat The Stress Week (showcasing Support Services)	Monday 2 July – Friday 6 July	
Last date to enrol online	Monday 2 July	Monday 21 May
Census date	Check your census date in <a href="#">My Enrolment</a>	Check your census date in <a href="#">My Enrolment</a>
Last withdrawal without fail	Saturday 25 August	Saturday 14 July
Study break	Monday 30 July – Friday 3 August	
Study break	Monday 17 September – Wednesday 19 September	
Exam period	Thursday 20 September – Saturday 29 September	Monday 6 August – Friday 17 August
Grade publication	Saturday 13 October	Monday 27 August
Inter-session or inter-trimester break	Monday 1 October – Friday 12 October	Monday 20 August – Friday 24 August

	Session 3 2012–2013	Trimester C 2012
Orientation and transition starts	Wednesday 10 October	
Studies commence	Monday 15 October	Monday 27 August
Beat The Stress Week (showcasing Support Services)	Monday 29 October – Friday 2 November	
Last date to enrol online	Monday 29 October	Monday 10 September
Census date	Check your census date in <a href="#">My Enrolment</a>	Check your census date in <a href="#">My Enrolment</a>
Last withdrawal without fail	Saturday 22 December	Saturday 3 November
Study break	Monday 17 December – Friday 21 December	
Recess	Monday 24 December – Monday 31 December	
Study break	Monday 21 January – Wednesday 23 January	
Exam period	Thursday 24 January – Saturday 2 February	Monday 26 November – Friday 7 December
Grade publication	Monday 11 February	Monday 7 January 2013

The SCU **2012 Session and Trimester Teaching Dates Calendar** outlines each week in the study period and its corresponding dates. Use the following link and under *Important Dates* select *2012 Session/Trimester Teaching Dates*. A two page calendar will appear. The first page contains Session dates, the second page contains Trimester dates. Use the scroll bar to the right of the screen to access the second page.

[2012 Session and Trimester Teaching Dates Calendar](#)

For further enquires please telephone 1800 626 481.

# Useful University websites

## Getting started

Getting Started Website	<a href="http://www.scu.edu.au/gettingstarted">www.scu.edu.au/gettingstarted</a>
Academic Skills Development Unit	<a href="http://www.scu.edu.au/academicskills">www.scu.edu.au/academicskills</a>
Accommodation	<a href="http://www.scu.edu.au/accommodation">www.scu.edu.au/accommodation</a>
Campus maps	<a href="http://www.scu.edu.au/about/maps">www.scu.edu.au/about/maps</a>
Key dates	<a href="http://www.scu.edu.au/services/student-services">www.scu.edu.au/services/student-services</a>
Change your password	<a href="http://www.scu.edu.au/changepassword">www.scu.edu.au/changepassword</a>
eReadings	<a href="http://www.scu.edu.au/library">www.scu.edu.au/library</a>
Fees and financial assistance information	<a href="http://www.scu.edu.au/fees">www.scu.edu.au/fees</a>
Fees and financial assistance – document downloads	<a href="http://www.scu.edu.au/students/fees/index.php/dds">www.scu.edu.au/students/fees/index.php/dds</a>
First year student support	<a href="http://www.scu.edu.au/students/firstyear">www.scu.edu.au/students/firstyear</a>
Future students – document downloads	<a href="http://www.scu.edu.au/students/prospective/index.php/dds">http://www.scu.edu.au/students/prospective/index.php/dds</a>
International students – unit withdrawal impacts	<a href="http://www.scu.edu.au/students/fees/index.php/14/">www.scu.edu.au/students/fees/index.php/14/</a>
International onshore students – document downloads	<a href="http://www.scu.edu.au/international/office/index.php/dds">www.scu.edu.au/international/office/index.php/dds</a>
Library	<a href="http://www.scu.edu.au/library">www.scu.edu.au/library</a>
My Enrolment	<a href="http://www.scu.edu.au/myenrolment">www.scu.edu.au/myenrolment</a>
MySCU	<a href="http://study.scu.edu.au">http://study.scu.edu.au</a>
Orientation and transition	<a href="http://www.scu.edu.au/orientation">www.scu.edu.au/orientation</a>
Policy and information – Academic Standings and Appeals	<a href="http://www.scu.edu.au/governance/academicboard">www.scu.edu.au/governance/academicboard</a>
Principal teaching dates	<a href="http://www.scu.edu.au/about/dates">www.scu.edu.au/about/dates</a>
RapidPrint	<a href="http://rapidprint.scu.edu.au">http://rapidprint.scu.edu.au</a>
Schedule of units	<a href="http://www.scu.edu.au/scheduleofunits">www.scu.edu.au/scheduleofunits</a>
SCU Connect	<a href="http://www.scu.edu.au/scuconnect">www.scu.edu.au/scuconnect</a>
Student associations	<a href="http://www.scu.edu.au/studentassociations">www.scu.edu.au/studentassociations</a>
Student Mentoring Program	<a href="http://www.scu.edu.au/equity/index.php/3/">www.scu.edu.au/equity/index.php/3/</a>
Student Handbook	<a href="http://www.scu.edu.au/handbook">www.scu.edu.au/handbook</a>
Student life [OASIS]	<a href="http://www.scu.edu.au/studentlife">www.scu.edu.au/studentlife</a>
Student Services	<a href="http://www.scu.edu.au/student-services">www.scu.edu.au/student-services</a>
Student Support Services	<a href="http://www.scu.edu.au/student-support-services">www.scu.edu.au/student-support-services</a>
Test your browser	<a href="http://www.scu.edu.au/help/browser">www.scu.edu.au/help/browser</a>
Textbooks	<a href="http://www.coop-bookshop.com.au">www.coop-bookshop.com.au</a>
Timetables	<a href="http://www.scu.edu.au/timetables">www.scu.edu.au/timetables</a>
Turnitin	<a href="http://study.scu.edu.au/turnitin">http://study.scu.edu.au/turnitin</a>
Webmail	<a href="http://webmail.scu.edu.au">http://webmail.scu.edu.au</a>

## About the University

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About the University	<a href="http://www.scu.edu.au/about">www.scu.edu.au/about</a>
General contact details	<a href="http://www.scu.edu.au/contact">www.scu.edu.au/contact</a>
International Office	<a href="http://www.scu.edu.au/international">www.scu.edu.au/international</a>
Virtual tour	<a href="http://www.scu.edu.au/virtualtour">www.scu.edu.au/virtualtour</a>

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## Schools and Colleges

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Arts and Social Sciences	<a href="http://www.scu.edu.au/sass">www.scu.edu.au/sass</a>
Education	<a href="http://www.scu.edu.au/education">www.scu.edu.au/education</a>
Environmental Science and Management	<a href="http://www.scu.edu.au/enviroscience">www.scu.edu.au/enviroscience</a>
Gnibi – College of Indigenous Australian Peoples	<a href="http://www.scu.edu.au/gnibi">www.scu.edu.au/gnibi</a>
Health and Human Sciences	<a href="http://www.scu.edu.au/healthscience">www.scu.edu.au/healthscience</a>
Law and Justice	<a href="http://www.scu.edu.au/law">www.scu.edu.au/law</a>
Southern Cross Business School	<a href="http://www.scu.edu.au/business-school">www.scu.edu.au/business-school</a>
Tourism and Hospitality Management	<a href="http://www.scu.edu.au/tourism">www.scu.edu.au/tourism</a>
The Hotel School Sydney	<a href="http://www.hotelschool.scu.edu.au">www.hotelschool.scu.edu.au</a>

# Southern Cross University Orientation Program



## GET STARTED @ SCU

Welcome to our new and returning students.

The orientation program provides important orientation sessions such as:

- Essential course information sessions;
- Academic skills development sessions;
- Library and campus tours; and
- IT essentials.

Student Services and the SCU student associations also offer a variety of social, sporting and cultural programs.

Start by going to: [www.scu.edu.au/orientation](http://www.scu.edu.au/orientation)  
and get all your orientation information  
– we welcome you  
to SCU!



[www.scu.edu.au/orientation](http://www.scu.edu.au/orientation)