

# 2012 Course Enrolment Guide

School of Health & Human Sciences  
Bachelor of Sport and Exercise Science

School of Health and Human Sciences  
Southern Cross University  
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# Welcome

Welcome to the School of Health and Human Sciences.

It's my pleasure as the Dean of Health and the Head of School to welcome you in the various disciplines we offer within the School.

Our goal here is to improve the health, over the lifespan, of our people through the provision of quality education, research, and regional engagement working closely with the health and health science community.

It's a time of tremendous change within society, not just with regard to higher education, but also with regard to the healthcare industry and related sciences. All governments, across the globe, are beginning to think and change how they provide healthcare to the populations in which they serve. Their desire is to keep us healthier, for longer, rather than wait for us to become sick and need expensive services. In the near future, hospitals will become different in their orientation and the types of activity that they pursue will change. Superclinics are being developed to provide primary and community care, offering much more interdisciplinary care and learning in order to target chronic disease, ageing, and youth and children's issues in terms of healthcare provision. There is a stronger focus on encouraging healthier lifestyles. The impact on Schools, such as the School of Health and Human Sciences, is to ensure we produce knowledgeable, skilled practitioners and scientists who can help meet these challenges.

The School is divided into various discipline areas to help us meet these challenges. Each led by a discipline lead. There are a number of program areas across these disciplines, including nursing, osteopathy, nutrition, occupational therapy, exercise science, clinical exercise physiology, sport management, psychology, midwifery and various generic clinical pathways such as nutrition and remedial massage. The School offers under graduate and post graduate courses as well as continuing professional education programs. These program areas are expanding. In 2013 we plan to introduce programs in speech pathology, podiatry and physiotherapy. Also in partnership with the TAFE and VET sectors we will continue to develop new pathways within our Clinical Sciences degree e.g. Podorthics. An exciting development will be in the offering of an Associate Degree in Allied Health. This will be followed by a pathway in Ageing. The courses we offer are approved by various professional accreditation bodies and conform to legal requirements.

Most of our courses require work-based learning, so you will get out and meet real people with real issues thereby enabling you to be part of a healthcare team to resolved to promoting health, restoring health, preventing ill-health or helping people to adapt or seek a dignified death.

Getting your degree is a journey, it's not a destination. We're here to help you. It's a partnership between us. We are the first partnership in helping you to forge a career in your chosen field. A career which could take you far and wide over the next 40 years.

Professor Iain Graham  
**Dean of Health**  
**Head of School**  
**School of Health and Human Sciences**

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# 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 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 Officer.

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



## Course and Enrolment Information

### Course overview

#### Bachelor of Sport and Exercise Science

The Bachelor of Sport and Exercise Science developed out of a need to provide qualified professionals for employment in the sport, health fitness and rehabilitation areas. These areas are currently expanding and offer increased employment opportunities both in Australia and overseas. Field experience is a feature of the course which provides the opportunity to apply theory and knowledge in practical settings to develop a professional approach to your training and preparation as a sport manager, exercise scientist, or health and fitness consultant.

#### Career opportunities

Graduates can expect to find employment in a variety of sport, recreation, health and fitness related areas, with government and non-government agencies at the community, local, state and national levels.

##### Sport Management major

On completion of this program of study, you will be qualified to pursue a career in sport and recreation related agencies, as well as in the management of sport organisations, facilities, programs and events. Graduates are currently employed in diverse occupations:

- Fitness and health centre managers
- Administrators/Executive officers with national and state sporting associations
- Event managers/coordinators
- Sport facility managers
- Development officers with State Government departments for sport and recreation
- Local Government sport and recreation coordinators
- Development officers with regional and state sporting organisations
- Sport marketing and media officers
- Sports journalists

##### Exercise Science major

This major is designed to produce graduates who meet the professional requirements for registration with Exercise & Sport Science Australia (ESSA) as exercise scientists. Graduates may be employed in the private and public sectors. Exercise and sport scientists provide assessment, monitoring and program prescription for fitness and exercise for a diverse range of individuals and groups, from the general population through to elite athletes. Graduates are currently working in the following roles:

- Personal trainers and fitness consultants
- Health promotion specialists
- Rehabilitation consultants

- Development officers with amateur and professional sporting organisations
- Strength and conditioning coaches
- Program staff at sport and recreation centres
- Activity officers at leisure resorts
- Exercise physiologists (following further study) \*
- Secondary PDHPE teachers (following further study)
- Physiotherapists (following further study)

\* Having completed postgraduate qualifications (e.g. Masters of Clinical Exercise Physiology at SCU), ESSA accredited exercise physiologists work to improve the quality of life for patients who are living with chronic diseases and are also involved in the treatment and rehabilitation of injured workers, athletes, etc. They work with individuals on a personalised basis through referral from medical and allied health practitioners and through direct public contact.

## Professional recognition

### Exercise Science major

Graduates who majored in Exercise Science may apply for membership to Exercise and Sport Science Australia (ESSA) for recognition of their qualification as an Exercise Scientist.

### Sport Management major

Graduates who majored in Sport Management may apply for associate membership of the Australian Institute of Sport Management, and membership of the Sport Management Association of Australia and New Zealand (SMAANZ).

## Major areas of study

The course offers major areas of study in either exercise science or sport management. This allows you to develop areas of particular interest relevant to your career goals and aspirations. Field experience provides the opportunity to apply theory and knowledge in practical settings and offers a professional approach to your training and preparation as a sport manager, exercise scientist, or health and fitness consultant.

## 2012 Course Rules

The Award Rules for each course are published in the *Student Handbook*. Hardcopies of the Handbook are available for purchase at the Coop Bookshop. An online version of the Handbook is available from the Southern Cross University website at: <http://www.scu.edu.au/handbook>

Level of Award	Undergraduate Degree
Academic Organisational Unit	School of Health and Human Sciences
Campus	Lismore
Course Mode	Internal
Duration	3 years
Total Units	24

### Specific Award Rules

See the University's Rules Relating to Awards, in conjunction with the Specific Award Rules listed below.

#### 4.1 Requirements for an Award

- a. To be eligible for the award of the Bachelor of Sport and Exercise Science a candidate shall successfully complete not less than twenty-four (24) units comprising:
  - i. all units listed in Part A of the Schedule of Units attached to these rules;
  - ii. all ten (10) units from one major sequence of units in Part B of the schedule, and;
  - iii. one (1) elective unit which may include units from Part C of the schedule.

#### 4.2 Advanced Standing

- a. Candidates who have completed the requirements for the Diploma of Sport Management (Surfing Studies) may be granted advanced standing of up to eight (8) units in the Bachelor of Sport and Exercise Science.
- b. Candidates who have completed the requirements for the Certificate in Sport Management (Surfing Studies) may be granted advanced standing of up to four (4) units in the Bachelor of Sport and Exercise Science.

## Choose units to study

Students should use the following sections of this Course Enrolment Guide to:

- make a decision regarding the units they wish to study for the whole year and enrol in these units in [My Enrolment](#)
- determine where those units fit into the course structure. Please note, it is much easier for students to enrol in their chosen units when they know what part of the course structure they belong to. For example, if a student has chosen to enrol in a unit that is part of a major, then when enrolling online, students must choose the major before they can choose the unit
- check the availability and requisite information of each unit using the Unit Availability Table and the SCU *Schedule of Units*
- the steps to enrol online are outlined in the section [Enrol in Units using My Enrolment](#) on page 1.10 of this guide.

## Course structure

The following tables map out the unit progressions in the Bachelor of Sport and Exercise Science, which will assist students with unit selection. Students must complete all units below to satisfy the requirements for the Bachelor of Sport and Exercise Science award.

**Full-time students** normally complete four units each study period. The units students should enrol in each year/session can be found in the following tables.

**Part-time students** normally complete two units each study period. It is up to the individual as to which two units to enrol in each session.

Please be aware that some units may have pre-requisites that must be studied before others. Please refer to the Unit Availability Table for pre-requisite units.

## Students commencing in Session 1

Year 1 Session 1		Year 1 Session 2	
BIO01302	Human Anatomy	<b>Exercise Science</b>	
MNG00301	Sport Management Principles	BIO00307	Human Physiology
HEA00331	Principles of Behaviour in Physical Activity	HMS00202	Principles and Practices of Sport and Exercise Science
BIO00207	Mechanics for Movement	BIO00209	Biomechanics and Kinesiology
		MAT00330	Research and Analysis in Health
		<b>Sport Management</b>	
		BIO00307	Human Physiology
		HMS00202	Principles and Practices of Sport and Exercise Science
		MAT00330	Research and Analysis in Health
		MNG00307	Sports Policy and Planning
Year 2 Session 1		Year 2 Session 2	
<b>Exercise Science</b>		<b>Exercise Science</b>	
BIO00203	Exercise Physiology	HEA00332	Exercise Psychology
HMS00203	Sports Conditioning and Training Methods	HMS01202	Sport and the Law
BIO10493	Motor Control	BIO00204	Advanced Exercise Physiology
BIO10494	Human Growth, Development and Ageing	BIO00326	Exercise Biochemistry and Drugs in Sport
<b>Sport Management</b>		<b>Sport Management</b>	
BIO00203	Exercise Physiology	HEA00332	Exercise Psychology
HMS00203	Sports Conditioning and Training Methods	HMS01202	Sport and the Law
SOY00011	Sport Tourism I	MKT00205	Sport Promotion and Public Relations
FIN00320	Sport Economics and Finance	MKT00320	Sport Marketing
Year 3 Session 1		Year 3 Session 2	
<b>Exercise Science</b>		<b>Exercise Science</b>	
HMS00223	Professional Preparation	BIO00324	Applied Biomechanics
NUT00330	Nutrition for Health and Physical Activity	HMS00328	Motor Learning
BHS10495	Advanced Sport and Exercise Psychology	BIO10496	Exercise Physiology for Specific Populations
BIO10497	Exercise Prescription for Healthy Individuals	HMS00224 or HMS00220 or NUT00333 or MNG00306 or elective	
<b>Sport Management</b>		<b>Sport Management</b>	
HMS00223	Professional Preparation	MNG00306	Sport Business
NUT00330	Nutrition for Health and Physical Activity	HMS00225	Professional Practice in Sport and Exercise (A)
MNG00303	Sport Organisation Leadership	HMS00226	Professional Practice in Sport and Exercise (B)
MNG00305	Sport Facilities and Events	HMS00224 or HMS00220 or elective	

## Students commencing in Session 2

		Year 1 Session 2	
		BIO00307	Human Physiology
		HMS00202	Principles & Practices Of Sport & Ex. Science
		HMS01202	Sport and the Law
		MAT00330	Research and Analysis in Health
Year 2 Session 1		Year 2 Session 2	
Exercise Science		Exercise Science	
BIO01302	Human Anatomy	BIO00209	Biomechanics & Kinesiology
BIO00207	Mechanics for Movement	BIO00204	Advanced Exercise Physiology
BIO00203	Exercise Physiology	BIO00326	Exercise Biochemistry & Drugs in Sport
HEA00331	Principles of Behaviour in Phys. Act.	HEA00332	Exercise Psychology
Sport Management		Sport Management	
BIO01302	Human Anatomy	HEA00332	Exercise Psychology
MNG00301	Sport Management Principles	MKT00205	Sport Promotion & Public Relations
HEA00331	Principles of Behaviour in Phys. Act.	MKT00320	Sport Marketing
BIO00207	Mechanics for Movement	MNG00307	Sports Policy & Planning
Year 3 Session 1		Year 3 Session 2	
Exercise Science		Exercise Science	
HMS00203	Sports Conditioning & Training Methods	BIO00324	Applied Biomechanics
BIO10493	Motor Control	HMS00328	Motor Learning
BIO10494	Human Growth, Development & Ageing	BIO10496	Exercise Physiology for Specific Populations
BIO10497	Exercise Prescription for Healthy Individuals	HMS00224 or HMS00220 or NUT00333 or MNG00306 or elective	
Sport Management		Sport Management	
BIO00203	Exercise Physiology	MNG00306	Sport Business
HMS00223	Professional Preparation	HMS00225	Professional Practice in Sport & Exercise(A)
HMS00203	Sports Conditioning & Training Methods	HMS00226	Professional Practice in Sport & Exercise(B)
FIN00320	Sport Economics & Finance	HMS00224 or HMS00220 or elective	
Year 4 Session 1			
Exercise Science			
MNG00301	Sport Management Principles		
NUT00330	Nutrition for Health & Physical Activity		
BHS10495	Advanced Sport & Exercise Psychology		
HMS00223	Professional Preparation		
Sport Management			
SOY00011	Sport Tourism		
NUT00330	Nutrition for Health & Physical Activity		
MNG00303	Sport Organisation Leadership		
MNG00305	Sport Facilities & Events		

**Please note:** this course structure is still flexible and you should consult your Student Liaison Office for any advice on changes. Please contact 02 6626 9585 or [healthscience@scu.edu.au](mailto:healthscience@scu.edu.au)

## Unit Availability Table

The information in the Unit Availability Table is derived from the Southern Cross University *Schedule of Units* and is correct at time of printing. The *Schedule of Units* lists, alphabetically by unit name, all units planned to be taught at SCU in a particular study period, including:

- the unit code
- the unit availability (eg: Lismore, Coffs Harbour, Gold Coast, External)
- any pre-requisite conditions of study and enrolment restrictions.

There is a *Schedule of Units* for each study period (trimester and session) and separate schedules for undergraduate and postgraduate units.

It is recommended students check the [Schedule of Units](#) prior to enrolling as availabilities are updated regularly.

### Part A – Core units (compulsory)

#### All students must complete

Unit Code	Unit Name	Pre-requisites, Anti-requisites and Co-requisites	Campus	Session	Study Year
BIO01302	Human Anatomy		L, THL	1, 3	1st
HEA00331	Principles of Behaviour in Physical Activity		L	1	1st
MNG00301	Sport Management Principles		L, THR, ONL	1	1st
BIO00207	Mechanics for Movement		L	1	1st
BIO00307	Human Physiology		L, THL, CH	2, 3	1st
HMS01202	Sport and the Law		ONL	2	1st
MAT00330	Research and Analysis in Health		L, THL	2	1st
HMS00202	Principles and Practices of Sport and Exercise Science		L	2	1st
BIO00203	Exercise Physiology	BIO00307	L	1	2nd
HEA00332	Exercise Psychology	HEA00331	L	2	2nd
HMS00203	Sports Conditioning and Training Methods		L	1	3rd
HMS00223	Professional Preparation		L	1, 2	3rd
NUT00330	Nutrition for Health and Physical Activity		L	1	3rd

## Part B – Exercise Science major

All of the following 10 units

Unit Code	Unit Name	Pre-requisites, Anti-requisites and Co-requisites	Campus	Session	Study Year
BIO10493	Motor Control	BIO01302, BIO00307	L, THL	1	2nd
BIO10494	Human Growth, Development and Ageing	BIO01302, BIO00307	L	1	2nd
BIO00209	Biomechanics and Kinesiology	BIO01302	L	2	1st
BIO00326	Exercise Biochemistry and Drugs in Sport	BIO00307	L	2	2nd
HMS00328	Motor Learning	BIO10493	L	2	3rd
BIO00204	Advanced Exercise Physiology	BIO00203	L	2	2nd
BHS10495	Advanced Sport and Exercise Psychology	HEA00332	L	1	3rd
BIO00324	Applied Biomechanics	BIO01302	L	2	3rd
BIO10496	Exercise Physiology for Specific Populations	BIO00204	L	2	3rd
BIO10497	Exercise Prescription for Healthy Individuals	BIO00204	L	1	3rd

## Part B – Sport Management major

All of the following 10 units

Unit Code	Unit Name	Pre-requisites, Anti-requisites and Co-requisites	Campus	Session	Study Year
FIN00320	Sport Economics and Finance		L	1	2nd
SOY0011	Sport Tourism I		L, ONL	1	2nd
MKT00205	Sport Promotion and Public Relations		L, ONL	2	2nd
MKT00320	Sport Marketing		L, ONL	2	2nd
MNG00307	Sports Policy and Planning		L, ONL	2	2nd
MNG00303	Sport Organisation Leadership		ONL	1	3rd
MNG00305	Sport Facilities and Events	MKT00205 or MKT00320	L, ONL	1	3rd
MNG00306	Sport Business		THR, ONL	2	3rd
HMS00225	Professional Practice in Sport and Exercise I	HMS00223	ONL	1, 2	3rd
HMS00226	Professional Practice in Sport and Exercise II	HMS00223	ONL	1, 2	3rd

## Part C – Elective units

Unit Code	Unit Name	Pre-requisites, Anti-requisites and Co-requisites	Campus	Session	Study Year
HMS00220	Graduating Seminar	MAT00330	L	2	3rd
HMS00224	Internship	HMS00223	L	2	3rd
SOY00011	Sport Tourism I		L, ONL	1	2nd or 3rd
NUT00333	Sport and Exercise Nutrition	NUT00214 or NUT00330, NUT00216 or BIO00326, BIO00203			This unit is not running in 2012

Students completing the Bachelor of Sport and Exercise Science with a major in Surfing Studies have usually completed the Diploma of Sport Management (Surfing Studies) first, and continue with their studies to upgrade to the Bachelor qualification.

### Key

CH	Coffs Harbour Campus	THL	Tweed Heads – Lakeside Campus
GCB	Gold Coast – Beachside Campus	THR	Tweed Heads – Riverside Campus
L	Lismore Campus	EXT	External (Distance Education)
		ONL	Online

### Definitions

**Internal** is a lecture-based course of study at a physical location e.g. Coffs Harbour, Lismore, Singapore, etc. Such a course may be web enhanced e.g. MySCU.

**External (EXT)** is an externally delivered course of study with study guides and course materials delivered via the post or made available online. Also called distance education or study via correspondence. It is typically web enhanced.

**Online (ONL)** is a course of study delivered exclusively online. All material for the unit is delivered online via the web.

**Pre-requisite study package ('Pre')** means a study package (unit or course) which must have been completed with a grade of Pass or above before enrolling in another specified study package.

**Co-requisite study package ('Co')** means a study package (unit or course) in which a student must be concurrently enrolled (or have satisfactorily completed) prior to enrolment in another specified study package.

**Anti-requisite study package ('Anti')** means a study package (unit or course) that if satisfactorily completed will not allow enrolment in another specified study package, normally because they are equivalent or overlapping in content.

**Study Year** indicated in the Unit Availability Table relates to full-time study.

**Enrolment Restrictions** are the enrolment conditions for the particular study package (unit or course) that if relevant are found directly under any requisites for the relevant study package in the Unit Availability Table.

**Double-weighted units** are units which are equivalent to two single-weighted units. Single-weighted units are 12 credits point and double weighted units are 24 credit points in value.

## Enrol in units using My Enrolment

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

While students can accept an early offer when received, 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.

Remember, SCU requires students to plan their studies in advance and enrol in units for the full academic year (all study periods). Students can change enrolled units, add more units or withdraw from units up until the start of each study period.

To enrol in units:

- Open [My Enrolment](#)
- Within *My Enrolment* select *My Study Plans*.
- Choose I want to ... *Enrol in Unit* from the links at the bottom of *My Study Plans* or go to *Enrol in Unit* on the left-hand menu bar.
- 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.

**Hint 1:** Students need to enrol in all units for the full year, even if they are not sure that they will pass the requisites. If a student does not pass a requisite unit they will be automatically withdrawn from the unit and allowed to select another. The [Schedule of Units](#) is where a student should check for any pre-requisite units that must be studied in order to gain entry to another unit.

**Hint 2:** Remember to check the [Key Dates](#) published in Part Two of this guide for information about the last date to enrol online, the last date to withdraw without fail, exam periods etc.

### 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 the 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 students visit this site regularly.

Inside Unit Learning Site(s) students will find the **Unit Information Guide** and **Study Guide**. The Unit Information Guide 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 (university-wide; external mode) and online students do not need to attend classes.

Student 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

SCU recommends students now visit the [Orientation](#) website to find out about scheduled activities, sporting facilities, mentors, counselling services and lots more.

# Unit descriptions

## Part A – Core units (compulsory)

### BIO01302 Human Anatomy

Examines cellular and tissue organisation, the integument, osteology, arthrology, myology, the nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems, and the sensory organs. Students explore anatomical structures on human cadaveric specimens, models and computers to provide a basis for understanding the structure and function of the human body.

### HMS01202 Sport and the Law

This unit investigates the basic legal concepts involved in sport. The unit addresses the legal rights and responsibilities of sporting organisations and all those involved in sport, whether they are acting in a paid or voluntary capacity.

### MNG00301 Sport Management Principles

Introduces the fundamental principles and practices of management and administration including planning, organising, leadership and control in the context of sport and fitness organisations. Also develops an awareness of the roles and broad range of skills required of managers in such organisations.

### HEA00331 Principles of Behaviour in Physical Activity

Within the physical activity arena, this unit provides an understanding of behavioural theory as applied to individuals, groups and special populations. The fundamentals of human behaviour will provide a theoretical background on which to interpret an understanding of the psychological factors that underlie and sustain participation in performance based activities and exercise and health related domains.

### BIO00207 Mechanics for Movement

Provides an introduction to physical laws and the application of these laws to mechanics of motion.

### MAT00330 Research and Analysis in Health

This unit will provide students with an understanding of research methods and design so that they can be applied to the study of the science and management of sport and exercise. Students will analyse relevant statistical data and gain an understanding of the research process and ethical issues. Computing skills and appropriate software packages will be introduced that aid with report presentation and analysis.

### BIO00307 Human Physiology

The areas to be studied include basic cellular functions, the functions of the nervous and endocrine systems, muscle contraction, circulation, respiration, renal system and body fluid and electrolytes homeostasis, digestion and absorption, metabolism, reproduction, and defence mechanisms of the body.

### HMS00202 Principles and Practices of Sport and Exercise Science

Deals with the basic principles related to communication and personal interrelationships. Introduces coaching and skill acquisition principles.

### BIO00203 Exercise Physiology

*Pre-requisite: BIO00307 Human Physiology*

Examines the physiological responses of the body to various exercise stresses and the adaptations which occur within the body as a result of repeated exposure to these stresses.

### HMS00203 Sports Conditioning and Training Methods

Focuses on the practical application of training methods for sport. In particular, emphasis is placed on designing, organising and presenting “yearly” training programmes for a variety of sports.

### HEA00332 Exercise Psychology

*Pre-requisite: HEA00331 Principles of Behaviour in Physical Activity*

This unit provides students with an introduction to Sport Psychology as a theoretical and applied discipline. A major focus is the development of practical skills and interventions that can be applied in sport and exercise settings to positively influence the behaviour, performance, and level of participation of individual participants or groups. A variety of methods will be used to engage students with a broad knowledge and understanding of the complexities and dynamics that exist in the realm of sport and exercise.

### NUT00330 Nutrition for Health and Physical Activity

Provides the student with the knowledge, attitudes and skills related to achieving better health through proper nutrition. Additionally, it develops an understanding of social and cultural influences on dietary habits and the dietary needs of physically active persons.

### HMS00223 Professional Preparation

Equips students with a sound understanding of the employment market place and the needs of employers in the sport, fitness and recreation industry. Identifies communication strategies and provides professional experiences which will assist students in securing and retaining a position in the industry.

## Part B – Exercise Science major

### BIO10493 Motor Control

*Pre-requisites: BIO01302 Human Anatomy, BIO00307 Human Physiology*

Provides students with the knowledge basis for the understanding of neural processes involved in the control of movement and of issues involved in cerebral organisation of goal directed movement. It also provides background to neurological and movement disorders.

### BIO10494 Human Growth, Development and Ageing

*Pre-requisites: BIO01302 Human Anatomy, BIO00307 Human Physiology*

Provides an understanding of how age, gender and developmental stages influence an individual's exercise capacity and motivation to participate in regular physical activity and how physical activity may influence growth and development. Adaptations to specific training programs across the lifespan will also be covered.

### BIO00209 Biomechanics and Kinesiology

*Pre-requisite: BIO01302 Human Anatomy*

Designed to provide detailed study of the muscular, skeletal and nervous systems in relation to their function in human movement and body mechanics. Emphasis is on the structure and function of the human body related to age and abnormality in sport and physical activity.

### BIO00326 Exercise Biochemistry and Drugs in Sport

*Pre-requisite: BIO00307 Human Physiology*

Covers the basic chemical organisation of the body, bioenergetics, aspects of biosynthetic pathways, basic principles of drug action, drug metabolism and pharmacokinetics and an overview of the major classes of drugs with a particular emphasis on drugs that are used and abused by athletes.

### HMS00328 Motor Learning

*Pre-requisite: BIO10493 Motor Control*

This unit is designed to introduce students to the major concepts related to the theory and application of motor learning and to develop their ability to structure and present effective learning situations in human movement.

### BIO00204 Advanced Exercise Physiology

*Pre-requisite: BIO00203 Exercise Physiology*

An extension of Exercise Physiology with a major emphasis on muscular, metabolic and thermoregulatory changes during exercise.

### BHS10495 Advanced Sport and Exercise Psychology

*Pre-requisite: HEA00332 Sport and Exercise Psychology*

Sport and exercise psychology concentrates on understanding how humans function in the sport and exercise arena. Utilising a variety of learning opportunities and experiences ranging from formal teaching to more activity-based and experiential learning, students will apply knowledge of the psychological intervention techniques used to enhance performance, learning and adherence in sport and exercise. Application of the techniques to both individual and group situations are considered as well as interventions for special populations, with emphasis on real-life projects and applications.

### BIO00324 Applied Biomechanics

*Pre-requisites: BIO01302 Human Anatomy, BIO00209 Biomechanics and Kinesiology*

This unit introduces the student to qualitative and quantitative methods for analysing human movement. There will be a strong emphasis on learning practical skills for the analysis of human movement including ethical aspects of research with humans. Students will apply the principles of biomechanics in an analysis and reporting of selected human movements including gait.

### BIO10496 Exercise Physiology for Specific Populations

*Pre-requisite: BIO00204 Advanced Exercise Physiology*

This unit examines the principles and objectives of an effective exercise assessment program. Program design is studied in detail in relation to different populations. Aspects of consultation, interview and testing techniques, health education and counselling will be studied with an emphasis on developing practical skills.

### BIO10497 Exercise Prescription for Healthy Individuals

*Pre-requisite: BIO00204 Advanced Exercise Physiology*

This unit provides the student with the opportunity to apply the principles and objectives of an effective exercise assessment program. Program design is studied in detail in relation to different populations. Aspects of consultation, interview and testing techniques, health education and counselling will be studied with an emphasis on developing practical skills.

## Part B – Sport Management major

### MNG00303 Sport Organisation and Leadership

Focuses on personnel issues in sport – specifically on understanding and managing individuals, groups and teams in organisational settings.

### MKT00205 Sport Promotion and Public Relations

This unit focuses on developing practical skills that will help the student to establish and maintain mutual lines of communication, understanding, acceptance and cooperation between a sporting/fitness organisation and its many publics.

### MKT00320 Sport Marketing

This unit introduces students to the basic concepts and functions of marketing with particular emphasis on the marketing mix in the sporting environment. The unit also develops sports sponsorship as a viable marketing tool.

### MNG00307 Sports Policy and Planning

Equips students with the skills to prepare sports policy statements, implement sport development plans and undertake sport projects within the sport management environment.

### SOY00011 Sport Tourism I

This unit provides students with a theoretical and practical overview of sport tourism with examples from Australia and other countries. It looks at the historical development of sport tourism, provides conceptual frameworks and introduces students to sport tourism models and business practices that outline the symbiotic relationship between sport and tourism.

### MNG00305 Sport Facilities and Events

*Pre-requisite: MKT00205 Sport Promotion and Public Relations or MKT00320 Sport Marketing*

Is a practical, professional workshop in the process of interpreting, organising and delivering recreation programmes and services. Concentrates on programme and event planning, leadership and evaluation.

### FIN00320 Sport Economics and Finance

Demonstrates how the principles of financial management can be used to manage profitability in a sport and recreation organisation. Emphasis will be placed on financial planning, management and evaluating the performance of a sports business.

### MNG00306 Sport Business

Develops an understanding of the entrepreneurial function in the sport/fitness industry, techniques for locating new ventures and undertaking feasibility studies, and provides students with the opportunity to develop and present a business plan related to a sporting/fitness enterprise.

### HMS00225–6 Professional Practice in Sport and Exercise I and II

*Pre-requisite: HMS00223 Professional Preparation*

Students will actively seek and undertake an 8 week internship with community and/or private enterprise organisations in order to obtain practical on the job experience while providing a beneficial and worthwhile opportunity for that host organisation.

## Part C – Electives

### HMS00220 Graduating Seminar

*Pre-requisite: MAT00330 Research and Analysis in Health*

Involves the student conducting and presenting the results of a limited research project in his/her major area of study within the Bachelor of Human Movement Science programme.

### HMS00224 Internship

*Pre-requisite: HMS00223 Professional Preparation*

Students will actively seek and undertake a 4 week internship with community and/or private enterprise organisations, in order to obtain practical on the job experience while providing a beneficial and worthwhile opportunity for that host organisation.

### SOY00011 Sport Tourism I

This unit provides students with a theoretical and practical overview of sport tourism with examples from Australia and other countries. It looks at the historical development of sport

tourism, provides conceptual frameworks and introduces students to sport tourism models and business practices that outline the symbiotic relationship between sport and tourism.

### **NUT00333 Sport and Exercise Nutrition**

*Pre-requisites: NUT00214 Food and Nutrition in Health or NUT00330 Nutrition for Health and Physical Activity, NUT00216 Nutritional Pharmacology and Biochemistry or BIO00326 Exercise Biochemistry and Drugs in Sport, and BIO00203 Exercise Physiology*

Provides a comprehensive overview of nutritional science and its relationship to sport and exercise performance. Enables students to gain skills in nutrition counselling and education when related to exercise.

## Other important information

### Accreditation with professional bodies

Graduates who completed the Exercise Science major may apply for membership to Exercise and Sport Science Australia (ESSA).

Graduates who completed the Sport Management major may apply for associate membership of the Australian Institute of Sport Management, and membership of the Sport Management Association of Australia and New Zealand (SMAANZ).

### Field education

Field experience is a feature of the course which provides the opportunity to apply theory and knowledge in practical settings to develop a professional approach to your training and preparation as a sport manager, exercise scientist, or health and fitness consultant.

### Exercise Physiology Clinic

The Department of Exercise Science and Sport Management also help members of the public with guided exercise programs. Patients are referred to the School of Health and Human Sciences Exercise Physiology Clinic to see either Rosanne Coutts by their local GP. Rosanne is an Accredited Exercise Physiologist and is a Member of the Exercise and Sport Science Australia (ESSA). We help patients with Chronic Fatigue Syndrome, Hypertension, Diabetes, Osteoporosis and other chronic conditions with individualised exercise prescription. We also perform health and fitness assessments for insurance providers and individuals who need to know their fitness status for training or for health.

## Laboratories

### Anatomy and Physiology Laboratory

This is utilised by students enrolled in programs offered by the School of Health and Human Sciences, including Nursing, Exercise Science, Clinical Science and Naturopathy. A range of medical and diagnostic equipment and interactive software is available to provide students with hands-on learning experience in preparation for entry into nursing and allied health professions. Equipment includes life sized anatomical models, microscopes, histological slides and dissection equipment.

### Cadaver Laboratory

This is the only lab of its type in Australia located outside a major metropolitan area. Students of Sport & Exercise Science, Exercise Science & Nutrition, Clinical Sciences, Naturopathy and Occupational Therapy access this special lab to facilitate an in depth understanding of muscles and movement.

### Computer Laboratory

The School has its own 30 station computer laboratory that is used for Anatomy, Pathology and other units as required. This room can be used for practice at times when not in use for lectures. Please see Technical staff for times.

### The Sports Hall

This is an exercise and recreation facility designed to host sporting activities and facilitate the study of human movement and sports science.

### Biochemistry Research Laboratory

This lab is equipped to perform a range of physical and chemical analysis in support of research within the School of Health and Human Sciences. A number of research projects in the fields

of Natural Product Chemistry, Drugs in Sport and Exercise Physiology are currently being run through this lab.

### Sports Physiology Lab and Weights Room

These labs are an integral part of the the Exercise Science degrees. The 'hands on' practical experience includes the use of gas analysers, exercise bikes and treadmills, force plates and 3D cameras and timing equipment. Field testing is an important aspect of the practical sessions.

# School contacts

## Student Liaison Team

The Student Liaison Team aims to provide students with a high level of friendly, efficient and professional service and can be used as the first point of contact for enquiries students may have regarding their course. If the Student Liaison Team does not have the answer to a question, they will be able to refer students to the relevant area within the University or to the appropriate staff member.

Staff in the Student Liaison Team can provide students with assistance during the course of your studies in relation to the following types of enquiries:

- enrolment advice
- course structure and planning
- unit selection
- assignment administration
- advanced standing
- special consideration
- general course administration
- support for Distance Education students.

**Location:** Student Liaison Staff are located on the Lismore campus in Z Block.

**Hours:** 9 am – 5 pm Monday to Friday.

Location		
Lismore	Z Block, Level 1	

  

Contact Details		
Student Liaison Officer	Phone: 02 6626 9585	<a href="mailto:healthscience@scu.edu.au">healthscience@scu.edu.au</a>
	Fax: 02 6620 3022	

## Academic staff

Academic staff are available to discuss any questions or issues you may have regarding specific unit or course content.

- **Course Coordinators** have responsibility for the overall coordination, development, review and administration of a course. Students should familiarise themselves with the name of their Course Coordinator.
- **Unit Assessors** have responsibility for the overall coordination, development, review and administration of a unit. Not all unit assessors are listed below. Students should familiarise themselves with the name of their Unit Assessor during each session.
- **Lecturers and Tutors** have responsibility for conducting lectures and tutorials/workshops.

Course Coordinator		Contact Details	Campus
Ray Booker	B. Sport and Exercise Science	02 6620 3760 <a href="mailto:ray.booker@scu.edu.au">ray.booker@scu.edu.au</a>	Lismore Room: P1.57



# 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: [stusadmin@scu.edu.au](mailto:stusadmin@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 Elluminate with live audio, video, text chat and shared, interactive content (e.g. PowerPoint presentations, Excel spreadsheets).

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

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: +617 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: [libdesk@scu.edu.au](mailto:libdesk@scu.edu.au)

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

Phone: +61 2 6659 3232

Fax: +61 2 6659 3234

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

### **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/studentsservices">www.scu.edu.au/services/studentsservices</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/studentsservices">www.scu.edu.au/studentsservices</a>
Student Support Services	<a href="http://www.scu.edu.au/studentssupportservices">www.scu.edu.au/studentssupportservices</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

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>

## Schools and Colleges

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)

