

# 2013 Course Enrolment Guide

School of Health & Human Sciences

Bachelor of Health Science

School of Health and Human Sciences  
Southern Cross University  
Email: [healthscience@scu.edu.au](mailto:healthscience@scu.edu.au)  
Web: [www.scu.edu.au/healthscience](http://www.scu.edu.au/healthscience)

Published September 2012  
CEG2013V1\_0912

# 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 and podiatry. 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 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**

# Contents

<b>How to use this guide</b> .....	iii
<b>Part One: Course and Enrolment Information</b> .....	1.1
Course overview.....	1.1
Bachelor of Health Science.....	1.1
Career Opportunities.....	1.1
Accreditation with professional bodies.....	1.1
Major Areas of Study.....	1.2
2013 Course Rules.....	1.3
Choose units to study.....	1.5
Course structure.....	1.5
Podiatry Major.....	1.5
Speech Pathology Major.....	1.7
Unit Availability Table.....	1.9
Enrol in units using My Enrolment.....	1.11
Access the Unit Learning Site(s) in MySCU.....	1.12
Register into classes.....	1.12
Orientation.....	1.12
Unit descriptions.....	1.13
Other important information.....	1.20
Clinical placements.....	1.20
Student responsibilities.....	1.20
Immunity / vaccination.....	1.20
Fitness for Practice Certificate.....	1.20
Uniforms / dress regulations and equipment.....	1.20
First Aid / CPR.....	1.21
Name badge requirements.....	1.21
School contacts.....	1.22
Student Liaison Team.....	1.22
Academic staff.....	1.22
<b>Part Two: Administrative and General Information</b> .....	2.1
Fees.....	2.1
Other related costs.....	2.3
Income support and the Three-Session Teaching Calendar.....	2.3
Advantages of studying in Session 3.....	2.4

Study load for International onshore students .....	2.4
Census dates .....	2.5
Commonwealth Assistance Notices (CAN).....	2.5
Final date to enrol in unit/s .....	2.6
Deferring studies .....	2.6
Advanced standing – recognition of prior work or study .....	2.6
Class timetabling .....	2.8
Class registration .....	2.8
Leave of absence .....	2.9
Variation to enrolment .....	2.9
Withdrawing from a course or unit .....	2.9
Cross-institutional studies .....	2.10
Course transfer.....	2.11
Further information about enrolment issues.....	2.11
MySCU.....	2.11
Textbooks .....	2.13
Study materials and Books of Readings.....	2.14
Turnitin.....	2.15
Orientation and transition .....	2.15
Beat The Stress Week .....	2.15
Student Health and Support Services .....	2.15
Indigenous Australian Student Support.....	2.16
University Library .....	2.16
Academic Skills Development .....	2.17
Services for distance education students.....	2.17
Information technology support .....	2.17
Early engagement and intervention support.....	2.18
Examinations .....	2.18
Special consideration/special examination.....	2.19
Grades and academic standing.....	2.20
Staying in touch with SCU .....	2.20
Complaints @ SCU.....	2.21
General information.....	2.22
Key dates for 2013.....	2.22
Useful University websites .....	2.23
Getting started .....	2.23
About the University.....	2.24
Schools and Colleges.....	2.24
Southern Cross University Orientation Program.....	2.25

# 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 2013 opens on 2 October 2012. 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.  
Census dates can be found in *My Enrolment* under *Study Plans* then *Current Enrolment Including Census Date*.
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 Health Science

The Bachelor of Health Science aims to educate students to become knowledgeable, skilled, empathetic, ethical and innovative professionals who are able to provide effective assessment and intervention for people of different ages, who exhibit health disorders. Students will have the choice of pursuing a major in either speech pathology or podiatry.

The course will enable students to develop an understanding of the theoretical and practical components of podiatry or speech pathology, with a focus on both general and specialist knowledge and skills. The curriculum shares components with existing SCU degrees such as the Bachelor of Occupational Therapy, Bachelor of Clinical Sciences and Bachelor of Sport and Exercise Science.

The course will be taught by dedicated professionals, both academic and clinical, with a wide range of work experience.

Students will complete approximately 1,000 hours of professional placement in various settings throughout the four years of study.

#### Career Opportunities

Depending on the major chosen, this course prepares graduates for entry into either professional podiatry practice or professional speech pathology practice (subject to course accreditation).

Podiatrists can work individually or as part of a team, in a wide range of settings, and with clients of all ages. The majority of podiatry employment is in private practice, but podiatrists have the opportunity to work in community health settings; hospitals; with specialised health teams such as diabetic care; to provide health promotion and education; to undertake research; and to work with children, athletes and older people. With further education and training, podiatrists can apply for membership of the Australasian College of Podiatric Surgeons to practice as a podiatric surgeon.

Speech Pathologists usually work in community settings, including private practice, community health centres, nursing homes, the client's own home, and in hospitals. They might work with interdisciplinary teams in acute or rehabilitation hospitals, in school classroom-based speech pathology intervention, training educators and parents to implement specialist programs, or with other specialists to assess speech and language disorders.

#### Accreditation with professional bodies

Southern Cross University will be seeking accreditation for this course from the Australian and New Zealand Podiatry Accreditation Council (ANZPAC) and from Speech Pathology Australia (the national professional and accrediting body).

## Major Areas of Study

Majors available are:

- **Podiatry:** a branch of health care devoted to the study, diagnosis and treatment of disorders of the foot, ankle and lower leg. Within the field of podiatry, practitioners can focus on many different specialty areas, including surgery, sports medicine, biomechanics, geriatrics, paediatrics, orthopaedics and primary care. This major prepares graduates for entry into professional podiatry practice.
- **Speech Pathology:** speech pathologists assess and treat communication and swallowing disorders in children and adults exhibiting acquired or congenital disorders of speech, fluency, voice, language and swallowing. This major prepares students for entry into professional speech pathology practice.

## 2013 Course Rules

The Award Rules for each course are published in the *Student Handbook*. Copies 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 [www.scu.edu.au/handbook](http://www.scu.edu.au/handbook)

Level of Award	Undergraduate Degree
Academic Organisational Unit	School of Health and Human Sciences
Campus	Gold Coast - Beachside
Course Mode	Internal
Duration	4 years F/T, 8 years P/T
Total Units	Equivalent to 32

### Specific Award Rules

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

#### 4.1 Qualification for Admission

- a. Bachelor of Health Science Major in Podiatry
  - i. Applicants who do not meet Rule 2.1(g) (i) must demonstrate English language proficiency by achieving an International English Language Testing System (IELTS) score of 7.0 in each subtest or equivalent as required by the Podiatry Board of Australia.
  - ii. An applicant who has completed a Certificate III qualification will not be admitted solely on the basis of this qualification.
- b. Bachelor of Health Science Major in Speech Pathology
  - i. English proficiency is a requirement for all students. Applicants who do not meet Rule 2.1(g)(i) must demonstrate English language proficiency by:
    - achieving an International English Language Testing System (IELTS) score of 7.5 (including a minimum of 8.0 in both speaking and listening modules and 7.0 in reading and writing); or
    - Achieving an International Second Language Proficiency Rating (ISLPR) score of at least 4+ in each of the four areas: speaking, listening, reading and writing.
  - ii. An applicant who has completed a Certificate III qualification will not be admitted solely on the basis of this qualification.

#### 4.2 Requirements for an Award

- a. Bachelor of Health Science Major in Podiatry
 

To be eligible for the award of Bachelor of Health Science major in Podiatry a candidate shall successfully complete the equivalent of thirty two (32) units (or 384 credit points) comprising:

  - i. All units listed in Part A of the Schedule of Units attached to these Rules;
  - ii. The Podiatry major listed in Part B of the Schedule.
- b. Bachelor of Health Science Major in Speech Pathology
 

To be eligible for the award of Bachelor of Health Science major in Speech Pathology a candidate shall successfully complete the equivalent of thirty two (32) units (or 384 credit points) comprising:

  - i. All units listed in Part A of the Schedule of Units attached to these Rules;
  - ii. The Speech Pathology major listed in Part B of the Schedule; and
  - iii. Two (2) elective units from the University elective units.

### 4.3 Advanced Standing

- a. Candidates who have completed a Certificate III will not be granted any advanced standing solely on the basis of this qualification.
- b. Candidates who have completed the Bachelor of Clinical Science majoring in Podorthics and Foot Care may be granted advanced standing for up to sixteen (16) units towards the Bachelor of Health Science majoring in Podiatry.

### 4.4 Progression in clinic-based units

- a. Candidates are not permitted to have an extended period of more than 18 months between study of any two (2) clinic units.
- b. Candidates are not permitted to have an extended period of more than 18 months between study of a theory unit that relates specifically to a particular clinic unit.
- c. Subsequent to 4.4(a) and 4.4(b) above, candidates who have an interrupted study sequence of more than 18 months will be assessed on a case-by-case basis and may be required to undertake a specified supported professional experience placement to ensure clinic currency prior to continuation of the course.

## 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 1.11 of this guide.

## Course structure

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

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

**Part-time students** normally complete two units each study period. The units you should enrol in each year/session can be found in the following table.

**Due to the requisites in the course, it is suggested that students follow the unit progressions outlined in the following tables. If there is a reason students are unable to do so, please contact the Student Liaison Officer for advice (contact details at the end of Part One of this document).**

## Podiatry Major

### Full-time course structure

Year 1			
Session 1		Session 2	
BIO01302	Human Anatomy	BIO00307	Human Physiology
CMM10580	The Australian Health Care System	MAT00330	Research and Analysis in Health
BHS10581	Psychology and Sociology for Health Sciences	HLT10583	Communication Skills for Health Sciences
PDT10001	Introduction to Podiatry and Pedorthics	BIO10001	Functional Anatomy of the Lower Limbs and Foot and Ankle
Year 2			
Session 1		Session 2	
PDT20001	Internal Clinical Placement	PHA00315	Introductory Pharmacology
SCI20001	Physical Sciences in Health	PDT20003	Podiatric Anaesthesiology
PDT20002	Orthoses and Bracing	PDT20004	Lower Limb Assessment <i>(Double-Weighted Unit)</i>
BIO20002	Biomechanics of Gait		

Year 3			
Session 1		Session 2	
PDT30001	Management and Treatment of the High Risk Foot	HLT30001	Simulated and Actual Internal Clinics: Mixed Caseload
PDT30002	Lower Limb Medicine I	PDT30003	Lower Limb Medicine II
CUL00408	Health and Indigenous Australian Peoples	PDT30004	Foot and Ankle Surgery
PHA30001	Advanced Pharmacology for Podiatrists	HLT30002	Clinics in Multimodal Intervention: Internal
Year 4			
Session 1		Session 2	
HLT10599	Health Promotion and Primary Health Care <b>(Double-Weighted Unit)</b>	PDT40001	Advanced Fieldwork (Podiatry) <b>(Double-Weighted Unit)</b>
HLT40006	Diagnostic Intake Clinic: Advanced and Interdisciplinary Practice (Internal)	HLT10601	Transition to Professional Practice
HLT40005	Accountability and Clinical Reasoning	MNG00306	Small Business and Entrepreneurship for Allied Health, Fitness and Sport

### Part-time course structure

Year 1			
Session 1		Session 2	
BIO01302	Human Anatomy	BIO00307	Human Physiology
PDT10001	Introduction to Podiatry and Pedorthics	MAT00330	Research and Analysis in Health
Year 2			
Session 1		Session 2	
BHS10581	Psychology and Sociology for Health Sciences	HLT10583	Communication Skills for Health Sciences
CMM10580	The Australian Health Care System	BIO10001	Functional Anatomy of the Lower Limbs and Foot and Ankle
Year 3			
Session 1		Session 2	
PDT20002	Orthoses and Bracing	PDT20004	Lower Limb Assessment <b>(Double-Weighted Unit)</b>
BIO20002	Biomechanics of Gait		
Year 4			
Session 1		Session 2	
PDT20001	Internal Clinical Placement	PHA00315	Introductory Pharmacology
SCI20001	Physical Sciences in Health	PDT20003	Podiatric Anaesthesiology
Year 5			
Session 1		Session 2	
PHA30001	Advanced Pharmacology for Podiatrists	HLT30001	Simulated and Actual Internal Clinics: Mixed Caseload
PDT30002	Lower Limb Medicine I	PDT30003	Lower Limb Medicine II
Year 6			
Session 1		Session 2	
CUL00408	Health and Indigenous Australian Peoples	PDT30004	Ankle and Foot Surgery
PDT30001	Management and Treatment of the High Risk Foot	HLT30002	Clinics in Multimodal Intervention: Internal

Year 7			
Session 1		Session 2	
HLT10599	Health Promotion and Primary Health Care ( <i>Double-Weighted Unit</i> )	PDT40001	Advanced Fieldwork (Podiatry) ( <i>Double-Weighted Unit</i> )
Year 8			
Session 1		Session 2	
HLT40005 HLT40006	Accountability and Clinical Reasoning Diagnostic Intake Clinic: Advanced and Interdisciplinary Practice (Internal)	HLT10601 MNG00306	Transition to Professional Practice Small Business and Entrepreneurship for Allied Health, Fitness and Sport

## Speech Pathology Major

### Full-time course structure

Year 1			
Session 1		Session 2	
BIO01302	Human Anatomy	BIO00307	Human Physiology
CMM10580	The Australian Health Care System	MAT00330	Research and Analysis in Health
BHS10581	Psychology and Sociology for Health Sciences	HLT10583	Communication Skills for Health Sciences
SPT10001	Introduction to Speech Pathology Profession	SPT10002	Phonetics and Linguistics for Speech Pathology
Year 2			
Session 1		Session 2	
BIO20001	Anatomy, Physiology and Pathology of the Head and Neck	SPT20004	Neurology for Speech Pathology
CUL00408	Health and Indigenous Australian Peoples	SPT20005	Audiology for Speech Pathology Practice
SPT20002	Speech, Language and Literacy in Children: Theory and Practice	SPT20006	Paediatric Speech and Language Internal Clinic
SPT20003	Appraising and Applying Research Findings Across Disciplines	SPT20007	Working in Culturally and Linguistically Diverse Contexts and in Rural and Remote Settings
Year 3			
Session 1		Session 2	
SPT30001	Voice: Theory and Practice	SPT30004	Fluency: Theory and Practice
SPT30002	Speech and Swallowing in Adults and Children: Theory and Practice	HLT30002	Clinics in Multimodal Intervention: Internal
SPT30003	Language in Adults: Theory and Practice	HLT30001	Simulated and Actual Internal Clinics: Mixed Caseload
ELECTIVE		ELECTIVE	
Year 4			
Session 1		Session 2	
HLT10599	Health Promotion and Primary Health Care ( <i>Double-Weighted Unit</i> )	SPT40001	Assessment and Intervention of Communication and Swallowing for Adults: External Clinic ( <i>Double-Weighted Unit</i> )
HLT40005 HLT40006	Accountability and Clinical Reasoning Diagnostic Intake Clinic: Advanced and Interdisciplinary Practice: (Internal)	SPT40002	Assessment and Intervention of Communication and Swallowing for Children: External Clinic
		HLT10601	Transition to Professional Practice

## Part-time course structure

Year 1			
Session 1		Session 2	
BIO01302	Human Anatomy	BIO00307	Human Physiology
SPT10001	Introduction to Speech Pathology Profession	MAT00330	Research and Analysis in Health
Year 2			
Session 1		Session 2	
BHS10581	Psychology and Sociology for Health Sciences	HLT10583	Communication Skills for Health Sciences
CMM10580	The Australian Health Care System	SPT10002	Phonetics and Linguistics for Speech Pathology
Year 3			
Session 1		Session 2	
BIO20001	Anatomy, Physiology and Pathology of the Head and Neck	SPT20004	Neurology for Speech Pathology
SPT20002	Speech, Language and Literacy in Children: Theory and Practice	SPT20005	Audiology for Speech Pathology Practice
Year 4			
Session 1		Session 2	
CUL00408	Health and Indigenous Australian Peoples	SPT20006	Paediatric Speech and Language Internal Clinic
SPT20003	Appraising and Applying Research Findings Across Disciplines	SPT20007	Working in Culturally and Linguistically Diverse Contexts and in Rural and Remote Settings
Year 5			
Session 1		Session 2	
SPT30001	Voice: Theory and Practice	SPT30004	Fluency: Theory and Practice
SPT30002	Speech and Swallowing in Adults and Children: Theory and Practice	HLT30002	Clinics in Multimodal Intervention: Internal
Year 6			
Session 1		Session 2	
SPT30003	Language in Adults: Theory and Practice	HLT30001	Simulated and Actual Internal Clinics: Mixed Caseload
ELECTIVE		ELECTIVE	
Year 7			
Session 1		Session 2	
HLT10599	Health Promotion and Primary Health Care ( <i>Double-Weighted Unit</i> )	SPT40001	Assessment and Intervention of Communication and Swallowing for Adults: External Clinic ( <i>Double-Weighted Unit</i> )
Year 8			
Session 1		Session 2	
HLT40005	Accountability and Clinical Reasoning	SPT40002	Assessment and Intervention of Communication and Swallowing for Children: External Clinic
HLT40006	Diagnostic Intake Clinic: Advanced and Interdisciplinary Practice (Internal)	HLT10601	Transition to Professional Practice

# 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.

The units listed below are units that are on offer in 2013 and are listed alphabetically by unit name.

Unit Code	Unit Name	Pre-requisite/s, Anti-requisite/s Co-requisite/s	Campus	Session
<b>Part A – Core Units</b>				
BHS10581	Psychology and Sociology for Health Sciences	Nil	GCB	1
BIO01302	Human Anatomy	Nil	GCB	1
CMM10580	The Australian Health Care System	Nil	GCB, ONL	1
BIO00307	Human Physiology	Nil	GCB	2
HLT10583	Communication Skills for the Health Sciences	HLT10582 OR SPT10001 OR PDT10001	GCB	2
MAT00330	Research and Analysis in Health	Nil	GCB	2
CUL00408	Health and Indigenous Australian Peoples	Nil	EXT	1
HLT30001	Simulated and Actual Internal Clinics: Mixed Caseload	192 Credit Points, <b>AND</b> SPT30001; SPT30002 <b>OR</b> PDT30001; PDT40001 Co-reqs: SPT30004; HLT30002	GCB	2
HLT30002	Clinics in Multimodal Intervention: Internal	192 Credit Points, <b>AND</b> SPT30001; SPT30002 <b>OR</b> PDT30001; PDT40001 Co-reqs: SPT30004; HLT30001	GCB	2
HLT40005	Accountability and Clinical Reasoning	All Year 3 theory/Clinic Units Co-req: HLT40006	GCB	1
HLT10599	Health Promotion and Primary Health Care*	Admission in BHlthSc, CMM10580, BHS10581	GCB	1
HLT40006	Diagnostic Intake Clinic: Advanced and Interdisciplinary Practice (Internal)	288 Credit Points Co-req: HLT40005	GCB	1
HLT10601	Transition to Professional Practice	Admission in BHlthSc, 336 credit points	GCB	2
<b>Part B – Podiatry Major</b>				
PDT10001	Introduction to Podiatry and Pedorthics	Nil	GCB	1
BIO10001	Functional Anatomy of the Lower Limbs and Foot and Ankle	BIO01302	GCB	2
PDT20002	Orthoses and Bracing	BIO10001	GCB	1
PDT20001	Internal Clinical Placement	BIO01302, BIO00307	GCB	1

Unit Code	Unit Name	Pre-requisite/s, Anti-requisite/s Co-requisite/s	Campus	Session
SCI20001	Physical Sciences in Health	BIO01302, BIO00307	GCB	1
BIO20002	Biomechanics of Gait	BIO10001	GCB	1
PHA30001	Advanced Pharmacology for Podiatrists	PHA00315	GCB	1
PDT30004	Foot and Ankle Surgery	BIO10001	GCB	2
PDT20004	Lower Limb Assessment *	BIO10001	GCB	2
PHA00315	Introductory Pharmacology	BIO00307	ONL	2
PDT20003	Podiatric Anaesthesiology	PHA00315; BIO10001	GCB	2
PDT30002	Lower Limb Medicine I	PDT20004	GCB	1
PDT30001	Management and Treatment of the High Risk Foot	PDT30002	GCB	1
PDT30003	Lower Limb Medicine II	PDT30002	GCB	2
MNG00306	Small Business and Entrepreneurship for Allied Health, Fitness and Sport	Nil	ONL, GCB	2
PDT40001	Advanced Fieldwork (Podiatry)*	PDT30003; HLT30002; Admission in BHLthSc (Podiatry)	GCB	2
<b>Part B - Speech Pathology Major</b>				
SPT10001	Introduction to the Speech Pathology Profession	Nil	GCB	1
SPT10002	Phonetics and Linguistics for Speech Pathology	SPT10001	GCB	1
BIO20001	Anatomy, Physiology and Pathology of the Head and Neck	BIO01302, BIO00307	GCB	1
SPT20002	Speech, Language and Literacy in Children: Theory and Practice	SPT10001	GCB	1
SPT20003	Appraising and Applying Research Findings Across Disciplines	MAT00330; SPT20002	GCB	1
SPT20004	Neurology for Speech Pathology	BIO20001	GCB	2
SPT20005	Audiology for Speech Pathology Practice	BIO20001	GCB	2
SPT20006	Paediatric Speech and Language Internal Clinic	SPT20002 Co-req: SPT20005	GCB	2
SPT20007	Working in Culturally and Linguistically Diverse Contexts and in Rural and Remote Settings	CUL00408; SPT10002	GCB	2
SPT30001	Voice: Theory and Practice	SPT20004; SPT20006; SPT20003	GCB	1
SPT30002	Speech and Swallowing in Adults and Children: Theory and Practice	SPT20004; SPT20006; SPT20003	GCB	1
SPT30003	Language in Adults: Theory and Practice	SPT20004; SPT20006; SPT20003	GCB	1
SPT30004	Fluency: Theory and Practice	SPT20004; SPT20006; SPT20003	GCB	2
SPT40001	Assessment and Intervention of Communication and Swallowing for Adults: External Clinic*	All theory and clinic units to Year 4	GCB	2
SPT40002	Assessment and Intervention of Communication and Swallowing for Children: External Clinic	All theory and clinic units to Year 4	GCB	2
<b>Part C – Speech Pathology Major only</b>				
Any two Southern Cross University elective units.				

\* Double-weighted unit.

### Key

GCB	Gold Coast – Beachside Campus	ONL	Online
EXT	External (Distance Education)		

### Definitions

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

**External (EXT)** is an externally delivered course 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.

**Anti-requisite** means a specified unit that is deemed to have content that is too much in common with another unit, thereby prohibiting enrolment in the other unit either concurrently with the specified unit, or where the specified unit has been successfully completed.

**Co-requisite** means a unit which a candidate is normally required to enrol in concurrently with another specified unit.

**Pre-requisite** means a unit which a candidate must have successfully completed before enrolling in another specified unit.

**Elective unit** means a free choice unit drawn from anywhere within the University.

**Enrolment Restrictions** are the enrolment conditions for a particular unit or course that if relevant are found directly under any requisites for the relevant unit 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 2013 opens on 2 October 2012. 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

### BHS10581 - Psychology and Sociology for Health Sciences

Introduces areas of psychology and sociology relevant to health and wellbeing. Provides the theoretical underpinning required to achieve social literacy in the domains of health and wellbeing as well as an introduction to the principles and applications of psychology as they pertain to these areas.

### 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.

### BIO01302 - Human Anatomy

Examines cellular and tissue organisation, the integument, osteology, arthrology, myology, the nervous, endocrine, cardiovascular, lymphatic, 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.

### CMM10580 - The Australian Health Care System

Provides students with an overview of the Australian health care system and the factors which influence the way it functions.

### CUL00408 - Health and Indigenous Australian Peoples

Examines the conflicts between Indigenous healing practices and the mainstream health industry. The concepts of Indigenous wellbeing, spiritual integrity and community cohesion are explored, and the impact of invasion on the health status of Indigenous peoples is analysed from historic and contemporary points of view. Aims to provide students with understanding and awareness of the socio-economic issues and cultural sensitivities required for delivery of effective and appropriate care by health workers and allied personnel.

### HLT10583 - Communication Skills for Health Sciences

*Pre-requisites: HLT10582 Introduction to Occupational Therapy & Human Occupations OR SPT100001 Introduction to the Speech Pathology Profession OR PDT10001 Introduction to Podiatry and Pedorthics*

Introduces inter- and intrapersonal communication skills for clinical and academic contexts. This includes development of verbal and non-verbal communication skills suitable for clinical contexts, and academic communication skills (verbal and written). A range of communication theories are presented and basic counselling skills introduced. Cross cultural communication and the needs of clients with specific communication limitations will be examined.

Collaboration with other professionals including interpreters, trans-cultural workers and community representatives will be highlighted

### HLT10599 - Health Promotion and Primary Health Care\*

*Pre-requisites: Admission in BHLthSc, CMM10580 The Australian Health Care System, BHS10581 Psychology and Sociology for Health Sciences*

Introduces students to the theory and practice of health promotion and primary health care for community/population health, providing the foundation for planning, implementing and evaluating health, social and environmental change programs to prevent illness and promote health. The Fieldwork component of this double-weighted unit enables students to work with a community agency to address a community/ population health based issue identified in collaboration with the agency.

### HLT10601 - Transition to Professional Practice

*Pre-requisite: Admission in Bachelor of Health Science; 336 credit points (equivalent 28 units)*

Explores issues of leadership, management and professional development to facilitate the transition from student to competent beginning practitioner. The unit includes issues identified by students, and students will present to their peers, colleagues and invited guests in a conference format.

### 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.

### HLT30001 - Simulated and Actual Internal Clinics: Mixed Caseload

*Pre-requisites: 192 Credit Points, **AND** SPT30001 Voice: Theory and Practice; SPT30002 Speech and Swallowing in Adults and Children: Theory and Practice **OR** PDT30001 Management and treatment of the high risk foot; PDT40001 Advanced pharmacology for Podiatrists*

*Co-requisites: SPT30004 Fluency: Theory and Practice; HLT30002 Clinics in Multimodal Intervention*

The aim of this internal simulated and actual internal clinic unit is to provide students with the experience of working with a mixed caseload, and with clients exhibiting profiles, not previously encountered. Students practise clinical reasoning and apply profession specific and generic Allied Health profession skills to clients with a range of disorders.

### HLT30002 - Clinics in Multimodal Intervention: Internal

*Pre-requisites: 192 Credit Points, **AND** SPT30001 Voice: Theory and Practice; SPT30002 Speech and Swallowing in Adults and Children: Theory and Practice **OR** PDT30001 Management and treatment of the high risk foot; PDT40001 Advanced pharmacology for Podiatrists*

*Co-requisites: SPT30004 Fluency: Theory and Practice; HLT30001 Simulated and Actual Internal Clinic*

The aim of this unit is to provide student allied health practitioners with the opportunity to learn about the application of multi-modality to assist clients within intervention sessions. The inter-professional practice context in which this internal clinic practicum occurs, offers a myriad ways to incorporate multimodality and thereby show students how to innovate and enhance intervention.

### HLT40005 - Accountability and Clinical Reasoning

*Pre-requisites: All theory and Clinic Units from Year 3*

*Co-requisites: HLT40006 Diagnostic Intake Clinic: Advanced and Interdisciplinary Practice (Internal)*

Aims of this theory unit are to strengthen students' knowledge of accountability issues for health professional practice and to expand discipline-specific and inter-professional clinical reasoning. The unit addresses issues such as ethics and law in health practice and business, advocacy, human rights and health, capacity building, ethical reasoning and research ethics. Advanced clinical reasoning for various client profiles and contexts are also explored.

### HLT40006 - Diagnostic Intake Clinic: Advanced and Interdisciplinary Practice (Internal)

*Pre-requisites: 288 Credit Points*

*Co-requisite: HLT40005 Accountability and Clinical Reasoning*

The aims of this advanced practice internal clinic unit are to enable allied health students to engage with and contribute (within an inter-professional practice context) to the assessment, differential diagnostic and recommendation process for adult and child clients. Students learn to draw on profession specific skills to deal with a variety of health issues and problems.

## Part B - Podiatry Major

### PHA00315 - Introductory Pharmacology

*Pre-requisite: BIO00307 Human Physiology*

Employing a body systems approach the unit intends students acquire knowledge of pharmacological agents and their current use in the prevention and treatment of disease. The unit also provides students with foundation knowledge of the principles of safe medication management.

### MNG00306 - Small Business and Entrepreneurship for Allied Health, Fitness and Sport

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.

### PDT10001 - Introduction to Podiatry and Pedorthics

This unit aims to introduce students to the treatment modalities available to Podiatrists and Pedorthists and to the concepts of gait and mobility and their role in independent functioning. This will be contextualised within the history and development of the professions and the way that Podiatry and Pedorthics are situated in relation to other health professions.

### BIO10001 - Functional Anatomy of the Lower Limbs and Foot and Ankle

*Pre-requisite: BIO01302 Human Anatomy*

This unit aims to further develop the concepts of functional anatomy of the lower limbs and foot and ankle. Students will learn anatomical terminology and knowledge of the gross anatomy of the lower limbs and foot and ankle components of the musculoskeletal system.

### PDT20002 - Orthoses and Bracing

*Pre-requisites: BIO10001 Functional Anatomy of the Lower Limbs and Foot and Ankle*

This unit aims to introduce students to the concepts of orthotic and bracing therapy and their role in clinical practice. Students learn about the practice of orthotic and bracing therapy to optimise gait and mobility.

### PDT20004 - Lower Limb Assessment

*Pre-requisite: BIO10001 Functional Anatomy of the Lower Limbs and Foot and Ankle*

This unit aims to introduce students to the concepts of advanced assessment of the lower limb and gait and mobility. Students are introduced to the assessment modalities for patient diagnosis and management including diagnostic imaging.

### PDT30002 - Lower Limb Medicine I

*Pre-requisite: PDT20004 Lower Limb Assessment*

This unit aims to introduce students to lower limb medicine and the pathology behind common foot and ankle pathology. Students learn about common diseases and disorders, along with assessment and management skills.

### PDT30003 - Lower Limb Medicine II

*Pre-requisite PDT30002 Lower Limb Medicine I*

This unit aims to introduce students to the concepts of medicine as it pertains to advanced lower limb pathology. Within this framework, it will introduce the common and rare systemic and local pathology associated with clinical practice.

### PDT20001 - Internal Clinical Placement

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

This unit aims to introduce students to the concepts of direct patient care and their role in managing patients in a clinical setting. Students are introduced to the Podiatry profession in

a clinical setting, the associated roles and responsibilities of patient care and the common treatment modalities utilised. Students are subsequently introduced the concept of reflexive care.

### **PDT30001 - Management and Treatment of the High Risk Foot**

*Pre-requisite PDT30002 Lower Limb Medicine I*

This unit aims to introduce students to the concepts of the high risk foot as it pertains to advanced lower limb vascular and neurovascular disease. Students also learn about the common and rare systemic and local pathology associated with clinical Management and treatment of the high risk foot.

### **PDT20003 - Podiatric Anaesthesiology**

*Pre-requisites: PHA00315 Introductory Pharmacology; BIO10001 Functional Anatomy of the Lower Limbs and Foot and Ankle*

This unit introduces students to the concepts of podiatric anaesthesiology with specific focus on the safe and correct use of injectable anaesthetic agents. Students learn about the pharmacological modalities available to Podiatrists for use in practice.

### **SCI20001 - Physical Sciences in Health**

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

This unit aims to introduce students to the basic physical sciences that are applicable to podiatric practice, including biochemistry, physics and microbiology

### **PDT40001 - Advanced Fieldwork (Podiatry)\***

*Pre-requisites: PDT30003 Lower Limb Medicine II; HLT30002 Clinics in Multimodal Intervention; Enrolment in BHLthSc (Podiatry)*

This unit provides students with the opportunity to complete a 10 week (400 hr) Advanced Fieldwork (Podiatry Placement under the supervision of one or more podiatry clinicians. Students undertake learning experiences to consolidate and further develop professional behaviours and competencies, and integrate and apply theory and skills. The unit enables students to demonstrate clinical reasoning and reflective practice at more advanced and complex levels than in previous placements.

### **PHA30001 - Advanced Pharmacology for Podiatrists**

*Pre-requisite: PHA00315 Introductory Pharmacology*

This unit introduces advanced pharmacology and its relationship to podiatric disorders. It also provides a platform for students to begin to learn about the requirements to become an endorsed prescriber with the Podiatry Board of Australia

### **PDT30004 - Foot and Ankle Surgery**

*Pre-requisite: BIO10001 Functional Anatomy of the Lower Limbs and Foot and Ankle*

This unit aims to introduce students to the concepts of foot and ankle surgery as it pertains to the podiatry profession. Surgical treatment modalities are introduced including minor nail and skin procedures. The theory of advanced podiatric foot and ankle surgery is examined.

### **BIO20002 - Biomechanics of Gait**

*Pre-requisite: BIO10001 Functional Anatomy of the Lower Limbs and Foot and Ankle*

This unit is designed to provide basic biomechanics and an understanding of gait and mobility and provide a basis for the understanding of neural processes involved in the control of movement. Students will also learn how capture and interpret data recorded by biomechanical equipment, and how to apply this knowledge to the human locomotion system.

## Part B - Speech Pathology Major

### SPT10001 - Introduction to the Speech Pathology Profession

The aim of this unit is to provide an overview of the construct of communication, its purposes, alteration across the lifespan and use in different contexts. Essential characteristics of disorders of communication and swallowing and the associated impact are explored. Students examine the Scope of Practice (populations, services, purposes, approaches) in Speech Pathology and how this is situated in relation to other allied health professions. There is a one week clinic placement in Session 1.

### SPT10002 - Phonetics and Linguistics for Speech Pathology

*Pre-requisite: SPT10001 Introduction to the Speech Pathology Profession*

This unit provides students with the foundation phonetic and psycholinguistic knowledge and skills necessary for Speech Pathology clinical practice, particularly appraisal of speech, language and discourse differences and deficits. The unit facilitates development of skills in phonetic transcription and phonological analyses of speech and skills in applied analysis systems involving morphology, syntax, semantics, pragmatics and discourse.

### BIO20001 - Anatomy, Physiology and Pathology of the Head and Neck

*Pre-requisite: BIO01302 Human Anatomy; BIO00307 Human Physiology*

The aim of this unit is to extend student knowledge regarding structures and mechanisms integral to speech production (particularly respiration, phonation, articulation and resonance), speech reception (hearing and auditory processing) and swallowing. Nature and causes of disorders (e.g. genetic) and diseases (e.g. cancer), that impact on communication and swallowing processes, are also considered. Additionally, students learn how to conduct aspects of an orofacial examination.

### SPT20002 - Speech, Language and Literacy in Children: Theory and Practice

*Pre-requisite: SPT10001 Introduction to the Speech Pathology Profession*

The aims of this unit are to provide detailed information about children's speech, language and literacy, corresponding disorders and associated impacts. Students learn about protocols for conducting speech pathology appraisals and about principles and processes involved in planning and conducting tailored intervention and measuring communication outcomes for children (toddlers to teenagers). Information is also provided on service delivery models and clinical research.

### SPT20003 - Appraising and Applying Research Findings Across Disciplines

*Pre-requisites: MAT00330 Research and Analysis in Health; SPT20002 Speech, Language and Literacy in Children: Theory and Practice*

The aims of this unit are to enable students to learn how to evaluate and understand research findings and discover ways to use evidence-based principles (EBP) and resources for intervention planning. Different research paradigms are explored through appraising research literature from a range of disciplines. Students also consider notions such as balancing research evidence, client values and practitioner expertise.

### SPT20004 - Neurology for Speech Pathology

*Pre-requisite: BIO20001 Anatomy, Physiology and Pathology of the Head and Neck*

The aim of this unit is to introduce students to the neural mechanisms that underlie communication and swallowing and to relationships across Neuroscience, Neuropsychology and Speech Pathology. Students learn about the brain, cranial nerves and the motor and sensory systems involved in hearing, speech, language and swallowing. Information is also provided about neuropathology and symptoms associated with particular sites of lesion.

### SPT20005 - Audiology for Speech Pathology Practice

*Pre-requisite: BIO20001 Anatomy, Physiology and Pathology of the Head and Neck*

The aim of this unit is to increase student knowledge of structures and mechanisms involved in hearing loss and the potential impact on speech, language and other sequelae. Students learn about intervention strategies for hearing loss and for central auditory processing disorder (CAPD). Students also learn how to conduct an audiological screening evaluation and how, to whom, and when to refer.

### SPT20006 - Paediatric Speech and Language Internal Clinic

*Pre-requisite: SPT20002 Speech, Language and Literacy in Children: Theory and Practice*

*Co-requisite: SPT20005 Audiology for Speech Pathology Practice*

Aims of the unit are to facilitate application of knowledge, skills and attitudes to a lived clinical practice experience within a supervised internal clinic; students providing actual clinical services for children with speech, language and pre-literacy problems. With guidance, students appraise children's communication, formulate and implement intervention plans, measure and document outcomes, involve caregivers and engage in reflective practice. Students are involved in a half day of internal clinic each week in Session 2 of Year 2.

### SPT20007 - Working in Culturally and Linguistically Diverse Contexts and in Rural and Remote Settings

*Pre-requisites: CUL00408 Health and Indigenous Australian Peoples; SPT10002 Phonetics and Linguistics for Speech Pathology*

The aim of this unit is to strengthen students' intercultural competence and global perspective. Students explore ways to adapt profession specific assessment and intervention practices (and generic skills) for culturally and linguistically diverse (CALD) contexts. An additional aim is to enhance students' knowledge about factors that contribute to working effectively as health professionals in rural and remote settings.

### SPT30001 - Voice: Theory and Practice

*Pre-requisites: SPT20004 Neurology for Speech Pathology; SPT20006 Paediatric Speech and Language Internal Clinic; SPT20003 Appraising and Applying Research Findings across Disciplines*

The aim of this unit is to increase students' knowledge of mechanisms underlying voice disorders, perceptual characteristics, aetiologies and sequelae. The unit covers case history taking, perceptual and instrumental evaluation of voice, intervention strategies for adults and children (including counselling), preventative and inter-disciplinary practice, outcome measurement and the referral process. The unit also deals with laryngectomy rehabilitation.

### SPT30002 - Speech and Swallowing in Adults and Children: Theory and Practice

*Pre-requisites: SPT20004 Neurology for Speech Pathology; SPT20006 Paediatric Speech and Language Internal Clinic; SPT20003 Appraising and Applying Research Findings across Disciplines*

The aim of this unit is to increase students' knowledge and pre-clinical skills for appraising and providing intervention for adults and children with motor speech or swallowing disorders (as a result of conditions such as stroke, multiple sclerosis or cerebral palsy). Students learn about mechanisms underlying dysphagia, dysarthria and dyspraxia of speech, associated symptoms and related assessment and intervention options.

### SPT30003 - Language in Adults: Theory and Practice

*Pre-requisites: SPT20004 Neurology for Speech Pathology; SPT20006 Paediatric Speech and Language Internal Clinic; SPT20003 Appraising and Applying Research Findings across Disciplines*

The aim of this unit is to increase students' knowledge concerning characteristics, aetiology and consequences of adult neurogenic communication disorders. Students are provided with a theoretical knowledge base pertaining to frameworks for describing aphasia and associated appraisal and intervention strategies. Communication disorders associated with traumatic brain injury and right hemisphere damage are explored. Students also learn about intervention strategies that involve family and inter-professional teams.

### SPT30004 - Fluency: Theory and Practice

*Pre-requisites: SPT20004 Neurology for Speech Pathology; SPT20006 Paediatric Speech and Language Internal Clinic; SPT20003 Appraising and Applying Research Findings across Disciplines*

The aim of this unit is to increase students' understanding of characteristics of speech fluency, dysfluency and stuttering in adults and children. Students learn about widespread ramifications potentially linked to stuttering. Students develop knowledge and skills for assessing and providing intervention strategies that reduce stuttering behaviours and decrease associated negative attitudes about speaking.

### SPT40001 - Assessment and Intervention of Communication and Swallowing for Adults: External Clinic\*

*Pre-requisites: All theory and clinic units to Year 4*

Assists students integrate knowledge, skills and attitudes and reach entry level competency in providing assessment, planning intervention, managing speech pathology services and documenting outcomes for adults with speech, language, voice, fluency or swallowing disorders. Students consolidate required knowledge, skills and attitudes during a supervised external clinic placement.

### SPT40002 - Assessment and Intervention of Communication and Swallowing for Children: External Clinic

*Pre-requisites: All theory and clinic units from Year 1 to 4*

Assists students integrate knowledge, skills and attitudes and reach entry level competency in providing assessment, planning intervention, managing speech pathology services and documenting outcomes for children with speech, language, voice, fluency or swallowing disorders. Students consolidate required knowledge, skills and attitudes during a supervised external clinic placement

\* Double-weighted units.

# Other important information

## Clinical placements

### Student responsibilities

A number of Southern Cross University's health undergraduate courses **require** students to undertake Clinical Placements in NSW and/or Queensland Health facilities. Clinical Placements may not always fall during teaching sessions, and may be undertaken during University breaks; placements are arranged across a wide geographical area.

There are a number of specific requirements which must be addressed before any student undertakes a placement and students who do not fulfil the requirements will not be able to undertake Clinical Placements and will therefore be unable to complete their chosen course of study.

The Clinical Placement Unit will send full details and supporting documents to all students who enrol in a program with a clinical component.

### Immunity / vaccination

Students undertaking placements in NSW and Queensland must comply with the New South Wales Policy Directive for Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases and the Queensland Health Policy for Immunisation of Health Care Workers. It may take several months to complete a full course of vaccinations, so you will need to contact your GP at least six months in advance of the commencement of your clinical placements in order to arrange timely vaccinations.

If requested by NSW or Qld Health, you will need to provide evidence of vaccination / immunity in relation to:

- Hepatitis B (vaccination will take up to 6 months for a series of 3 injections; you will also need to undertake a blood test to confirm sero-conversion)
- Diphtheria, Tetanus and Pertussis
- Measles / Mumps / Rubella
- Varicella Zoster virus (Chicken Pox)
- Tuberculosis screening

### Fitness for Practice Certificate

You must provide a certificate from your General Practitioner or doctor located on campus that will identify that you are medically fit to participate in fieldwork. Students will also be responsible for disclosing chronic health problems that might impede their performance on placements. Some chronic health problems (e.g. injuries, skin allergies) can be seriously exacerbated in some environments and can affect the safety of students or patients.

### Uniforms / dress regulations and equipment

It is expected, unless otherwise specified, that students will wear a uniform during clinical placement. The dress code is as follows:

- navy blue long pants, culottes, dress shorts (i.e. shorts must be to the knees) or modest length skirt
- white polo shirt or white blouse with SCU logo
- closed in flat shoes (navy or black).

Should a uniform not be appropriate to the setting, then students are advised to be mindful of the following dress standards:

- clothing should be neat, tidy and modest
- clothing should be more anonymous than excessively individual
- not so casual as to imply disrespect for patients / clients or centre (e.g. brief shorts/skirts, midriffs or revealing clothes are not acceptable).

For example: if working with children, then t-shirts, pants or shorts may be the most practical dress, if working in a mining setting long pants, long sleeved shirts and steel capped boots may be required, if working in a private practice long pants / skirt may be appropriate.

Please note the following suggestions:

- clothes must be clean and ironed
- shoes must be clean and polished
- hair must be clean and tied back if long
- nails must be clean and short and no jewelry is to be worn other than a wedding band and single small ear studs
- body piercings and tattoos must be covered
- absolutely no hipsters, short skirts or short shorts are allowed
- shirts should be long enough so that no skin shows when arms are fully extended above head or when squatting or bending over
- in cold weather plain navy or black vests or jumpers may be worn. Leggings are not acceptable.

## First Aid / CPR

Students will be required to provide a copy of a certificate of completion of a nationally accredited Apply First Aid (Senior First Aid) course which includes the Perform CPR component. It is expected you will continue your CPR and First Aid competency throughout your course. Your Clinical Placement Coordinator will be able to provide advice regarding appropriate courses in your area.

## Name badge requirements

You must wear a clinical identification badge when on clinical placement. You will need to have complied with a number of statutory checks and provide the Clinical Placement Unit with a Medical Fitness Certificate, Blue Card and Criminal Record check approval number before this badge can be issued. Student ID badges are issued from the main Gold Coast/Tweed Heads reception with all appropriate information provided.

# School contacts

## Student Liaison Team

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

Staff in the Student Liaison Team can provide you 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 each campus.

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

Campus	Location	Contact Details
Gold Coast - Beachside Campus	A block, Level 1, Shared Services Hub	TBA <a href="mailto:gcsharedservices@scu.edu.au">gcsharedservices@scu.edu.au</a>

The designated Student Liaison Officer for the Bachelor of Health Science is located at the Gold Coast - Beachside campus, contact details listed above.

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

Course Coordinator – Bachelor of Health Science	
TBA	Gold Coast - Beachside Campus Room: TBA

Unit assessor, lecturer and tutor details will be made available through unit materials each session.

# 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

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.studyassist.gov.au](http://www.studyassist.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 25% 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.studyassist.gov.au](http://www.studyassist.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.

## Services and Amenities Fee

During 2011, the Commonwealth Government passed legislation that enables Universities to levy an annual capped Services and Amenities Fee to students starting in 2012. In 2013, the capped fee is \$273 per student. The Higher Education Legislation Amendment (Student Services and Amenities) Bill 2011 clearly outlines the ways in which these funds can be used by Universities and focuses on essential student services that will support and enrich the student experience.

Eligible students are able to defer their Services and Amenities Fee (SAAF) to the Australian Taxation Office (ATO) by completing a 'Request for SA-HELP Assistance' eCAF in My Enrolment. To be eligible for the SA-HELP loan scheme the student must be an Australian citizen or holder of a Humanitarian visa. SA-HELP is not available to New Zealand citizens or permanent residents. The deadline for finalising payment arrangements via the SA-HELP loan is census date of the study period in which the fee is charged.

Students who wish to access a SA-HELP loan must read the 'SA-HELP information booklet' available from Student Services or at [www.studyassist.gov.au](http://www.studyassist.gov.au) and complete and submit the SA-HELP eCAF with a valid Tax File number through My Enrolment.

For more information about the Services and Amenities fee, what it will be used for, fee schedules, payment details, loan schemes available for eligible students and Frequently Asked Questions, please go to the [Services and Amenities Fee](#) website.

## 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.studyassist.gov.au](http://www.studyassist.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, 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 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 6 single-weighted units over the full teaching calendar/year in order to be entitled to income support.

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

**Please note**, not all courses offer units in Session 3.

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 study load 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 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 the International Office 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 are required to enrol in four (4) units per study period or in certain courses they are required to enrol in three (3) units per study period.

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](http://www.aei.gov.au)

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

Students who cannot commence studies in this academic year can defer their studies and secure their place in the following year. However, if a student can commence studies in Session 2 or Session 3 they do not need to defer, they simply enrol in that study period, except for students enrolling into the Bachelor of Psychological Science (Hons) or the Post Graduate Diploma of Psychology who must commence study in Session 1.

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), Bachelor of Psychological Science (Hons), Post Graduate Diploma of Psychology 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).

Requests to defer an offer to a course must be submitted by the census date. Southern Cross University does not charge a deferment fee.

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 under Student Support Material.

## 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 teaching calendar [Key Dates](#) published on the SCU Student Services website.

### 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.

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.

**Please note**, not all courses allow students to undertake cross-institutional study.

For more information please contact your School Student Liaison Officer (contact details in Part One of this guide) or 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 relevant 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

MySCU is a student's point of entry to a range of online services and resources that support study and student life. The portal includes **Unit Learning Sites** and **Information Sites** where students can access resources, communication tools and useful links that are integral to their studies.

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 School Student Centres:

- **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.

- **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** - links students to information about textbooks and timetables for classes and examinations.
- **Course Information** contains links to current course enrolment guides and relevant course related information.
- **Unit Assessor List** for units on offer in each study period.
- **Discussion Board** - 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 also provided to the University Co-op Bookshop, Schedule of Units, University Library, Student Services, Academic Skills Development 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) as well as 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 **Blackboard Collaborate** with live audio, video, text chat and shared, interactive content (e.g. PowerPoint presentations, Excel spreadsheets).

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)

## Blackboard Collaborate

The web-based program **Blackboard Collaborate** delivers advanced on-line learning environments for students and lecturers to communicate and collaborate through virtual meeting spaces and classrooms. They can share files, presentations, and applications. If the session is recorded, students can view it afterwards. Blackboard Collaborate is used in many SCU units (both on-campus and external). To use audio in Blackboard Collaborate sessions, students are advised to use a headset with a microphone.

## MySCU login details

To access MySCU students will need their account details.

### New students

A student's letter of offer provides the information needed to log in to My Enrolment. Please note, new students will need to log in to My Enrolment to access their MySCU account details.

After logging in students should ensure that they click on the MySCU Details tab and record their username and password. This section provides students with access to their study portal. It is separate to My Enrolment.

### Continuing students

Continuing student should use their existing username and password. If a student has forgotten their password they should contact the IT Service Desk:

Phone: +61 2 6620 3698

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

### Changing your password

Students can change their password by accessing the following link:

[www.scu.edu.au/changepassword](http://www.scu.edu.au/changepassword). It is important that students change their passwords regularly.

**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

Copies of study materials are 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.

Delays in obtaining 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 available 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.

Students can obtain printed copies of study materials 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.

Hardcopies of study materials are usually only available upon request.

### 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/studentssupportservices](http://www.scu.edu.au/studentssupportservices)

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 5589 3001
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 & Distance Education students:	+61 2 6620 3943
Coffs Harbour:	+61 2 6659 3263
Gold Coast and Tweed Heads:	+61 7 5589 3001

## Chaplaincy

Lismore:	+61 2 6620 3943
Coffs Harbour	+61 2 6652 3263
Gold Coast and Tweed Heads:	+61 7 5589 3001

## Student Mentoring

All enquiries:	+61 2 6620 3422
----------------	-----------------

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

## University Library

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

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

Library services and resources include:

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

Southern Cross University Library contact details are:

### Lismore campus (located in Block A)

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

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

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

### Gold Coast and Tweed Heads (located at Gold Coast Campus)

Phone:	+61 7 5589 3100
Fax:	+61 7 5589 3702
Email:	<a href="mailto:goldcoastlibrary@scu.edu.au">goldcoastlibrary@scu.edu.au</a>

## Academic Skills Development

Academic Skills Development (ASD) at Southern Cross University provides educational support to students, staff and the university as a whole. The team's primary role is to improve the quality of learning by developing students' academic language, learning, critical thinking and numeracy skills as well as providing strategies for effective study.

Academic Skills Development supports internal and external students at all levels of study and have developed a range of resources and support services for students to access. To view these services go to [Academic Skills Development](#) website.

Staff are based across three campuses at Lismore, Coffs Harbour and Gold Coast/Tweed Heads.

ASD 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)

### Lismore campus (located in Block A, 3rd Floor)

Phone: +61 2 6620 33386

Fax: +61 2 6620 3523

### Coffs Harbour campus (located in Building MLG.9)

Phone: +61 2 6659 3323

Fax: +61 2 6659 3051

### Gold Coast and Tweed Heads (Riverside location)

Phone: +61 7 5506 9219

Fax: +61 7 5506 9363

## 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 and Gold Coast students	Coffs Harbour 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.

For further information refer to the [SCU Policy Library - Students](#) or contact the relevant 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 (including impacts of religious fasting; compassionate circumstances; religious observances or celebrations; serious unforeseen personal events; selection in State, national or international sporting or cultural events; rendering genuine and unforeseen emergency service in a professional or voluntary capacity; or rendering any service (including undertaking training) in the Defence Reserves, 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 , or religious observances or celebrations

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

### Rendering genuine and unforeseen emergency service in a professional or voluntary capacity, or rendering any service (including undertaking training) in the Defence Reserves

- A statement signed by an authorised officer of the appropriate organisation which details the nature of the service rendered, and 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 - refer to [SCU Policy Library - Students](#), 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.

The University encourages the use of 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

To access most technology services (MySCU, MyEnrolment, webmail etc), students will need their account details.

### New students

A student's letter of offer provides the information needed to log in to My Enrolment.

After logging in students should ensure that they click on the MySCU Details tab and record their username and password. This section provides students with access to their study portal. It is separate to My Enrolment.

### Continuing students

Continuing student should use their existing username and password. If a student has forgotten their password they should contact the IT Service Desk:

Phone: +61 2 6620 3698

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

## 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](#)

# General information

## Key dates for 2013

2013 SESSIONS	Session 1, 2013	Session 2, 2013	Session 3, 2013-2014
Online Enrolment Opens	Tuesday, 2 October 2012	Tuesday, 2 October 2012	Tuesday, 2 October 2012
Orientation Starts	Wednesday 13th February	Wednesday 12th June	Wednesday 9th October
Studies Commence	Monday 18th February	Monday 17th June	Monday 14th October
Last date to enrol online	Refer to the 2013 <a href="#">Teaching Calendar</a>		
Census date	Check your census date in <a href="#">My Enrolment</a>		
Study break	Friday 29th March – Friday 5th April	Monday 29th July – Friday 2nd August	Monday 16th December – Wednesday 1st January, 2014
Last Date to Withdraw Without Fail	Refer to the 2013 <a href="#">Teaching Calendar</a>		
Study break	Monday 20th May – Wednesday 22nd May	Monday 16th August – Wednesday 18th August	Monday 20th January, 2014 – Wednesday 22nd January, 2014
Exam period	Thursday 23rd May – Saturday 1st June	Thursday 19th September – Saturday 28th September	Thursday 23rd January, 2014 – Saturday 1st Feb, 2014
Inter-Session Break	Monday 3rd June – Friday 14th June	Monday 30th September – Friday 11th October	Monday 3rd February, 2014 – Friday 14th February, 2014
Grade Publication	Refer to the 2013 <a href="#">Teaching Calendar</a>		

2013 TRIMESTERS	Trimester A, 2013	Trimester B, 2013	Trimester C, 2013
Online Enrolment Opens	Refer to the 2013 <a href="#">Teaching Calendar</a>		
Studies commence	Monday 21st January	Monday 13th May	Monday 2nd September
Last date to enrol online	Refer to the 2013 <a href="#">Teaching Calendar</a>		
Census date	Check your census date in <a href="#">My Enrolment</a>		
Last Date to Withdraw without fail	Refer to the 2013 <a href="#">Teaching Calendar</a>		
Exam Period	Monday 22nd April – Friday 3rd May	Monday 12th August	Monday 2nd December – Friday 13th December
Inter-Trimester Break	Monday 6th May – Friday 10th May	Monday 26th August – Friday 30th August	Monday 16th December – Friday 17th January, 2014
Grade publication	Refer to the 2013 <a href="#">Teaching Calendar</a>		

The SCU **2013 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 *2013 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.

[2013 Session and Trimester Teaching Dates Calendar](#)

For further enquires please telephone 1800 626 481.

# Useful University websites

## Getting started

Getting Started Website	<a href="http://www.scu.edu.au/gettingstarted">www.scu.edu.au/gettingstarted</a>
Academic Skills Development Unit	<a href="http://www.scu.edu.au/academicskills">www.scu.edu.au/academicskills</a>
Accommodation	<a href="http://www.scu.edu.au/accommodation">www.scu.edu.au/accommodation</a>
Campus maps	<a href="http://www.scu.edu.au/about/maps">www.scu.edu.au/about/maps</a>
Key dates	<a href="http://www.scu.edu.au/services/student-services/index.php">http://www.scu.edu.au/services/student-services/index.php</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/fees/index.php/dds">http://www.scu.edu.au/fees/index.php/dds</a>
First year student support	<a href="http://www.scu.edu.au/firstyear/">http://www.scu.edu.au/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/fees/index.php/5">http://www.scu.edu.au/fees/index.php/5</a>
International onshore students	<a href="http://www.scu.edu.au/international/iss/">http://www.scu.edu.au/international/iss/</a>
Library	<a href="http://www.scu.edu.au/library/">http://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/policy/">http://www.scu.edu.au/policy/</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/it/">http://www.scu.edu.au/it/</a>
Student representation	<a href="http://www.scu.edu.au/services/oasis/index.php/2/">http://www.scu.edu.au/services/oasis/index.php/2/</a>
Student Mentoring Program	<a href="http://www.scu.edu.au/equity/index.php/3/">http://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/services/oasis/">http://www.scu.edu.au/services/oasis/</a>
Student Services	<a href="http://www.scu.edu.au/student-services/">http://www.scu.edu.au/student-services/</a>
Student Support Services	<a href="http://www.scu.edu.au/services/support-services/">http://www.scu.edu.au/services/support-services/</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>
Environment, Science and Engineering	<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>
SCU College	<a href="http://scucollege.scu.edu.au/">http://scucollege.scu.edu.au/</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



## ALL WELCOME!

The Orientation Program at Southern Cross University marks the beginning of university life for our new students and a big welcome back to our returning students.

The Orientation Program, **Get Started**, provides new and returning students with the 'must have' knowledge to start university life. The program includes important orientation sessions such as:

- essential course information sessions
- academic skills development sessions
- library and campus tours
- IT essentials.

UniLife, in conjunction with student groups, also offers a variety of social, sporting and cultural programs and coordinates a "Get Connected Week", in the last week of the orientation program. It is your chance to meet other students and make valuable networks and form study groups.

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



## SCU.EDU.AU/ORIENTATION

