

2010 Course Enrolment Guide

School of Health & Human Sciences

Bachelor of Nursing

School of Health and Human Sciences
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Published September 2009
Updated May 2010

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How to use this guide

This course enrolment guide has been developed by the Faculty of Arts and Sciences to assist students with unit selection and to facilitate online enrolment. It is also a valuable resource containing easily referenced material that no student should be without.

- **Part One** sets out the University Award Rules and structure of the course. The Course Structure and Unit Availability Tables provide students with information regarding the study periods and location (Coffs Harbour, Lismore, Tweed, Gold Coast) where each of the units can be undertaken. The Unit Availability Table indicates if the units are available by distance education. A short description about the available Majors (If applicable to your course) and units is also provided.
- **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.

We encourage you to become familiar with the information in the guide and the resources available to you within the School and the University.

What to do next:

1. Print or download this guide onto your computer and retain it for reference throughout the duration of your degree/course.
2. Become familiar with the Award Rules and course structure requirements.
3. Choose the units you will study this year in each study period using the Course Structure and Unit Availability Tables.
4. Enrol in units for the **whole year** online through MyEnrolment at www.scu.edu.au/myenrolment
5. Register for your internal classes online through MyEnrolment at www.scu.edu.au/myenrolment once the Online Class Registration notification email from Student Services is sent to your SCU webmail account [not applicable to students studying by distance education].
6. If you require assistance with MyEnrolment visit the Student Enrolment and Support Services site at www.scu.edu.au/studentsservices or contact your School Student Liaison or Student Support Team.

Note:

As course structure changes may occur during any study period, it is important that all students retain a copy of the Course Enrolment Guide for the year in which they commenced study. If a student is unable to adhere to the structure in place when study commenced, they must consult with a School Student Liaison or Support Officer.

Course Enrolment Guides are revised each study period. Current guides can be downloaded from www.scu.edu.au/enrol

About the School

The School of Health & Human Sciences provides a comprehensive range of award programs in the field of health and human sciences, and aims to advance and disseminate knowledge through the conduct of scholarly research and the provision of quality professional development opportunities in the region. By choosing to study a Health & Human Science degree at Southern Cross University you will have the opportunity to be part of a growing industry, with options in nursing, psychology, behavioural science, natural and complementary medicine, exercise science and more.

The School works with professional associations to design and deliver courses and experiences that enable graduates to take up positions in the health and human sciences workforce. A strong focus of the School is to ensure that students undertake professional placements in the industry to enable them a practical understanding of their chosen field and the opportunity to work with professionals. As well as offering a learning environment that provides simulated experiences in specialty laboratories and advanced facilities, the courses offered by the School recognise the needs of students to study flexibly, with many courses and units designed to be available via external or online delivery.

The School has over 1800 students, taught by and supported by around 150 dedicated staff aiming to bring the highest quality learning experiences to our students.

Course and Enrolment Information

Course Overview

Bachelor of Nursing

Southern Cross University's Nursing degree provides a combination of coursework and clinical experiences to prepare you for a career in the health sector.

The degree is accredited by the NSW Nurses and Midwives Board, and provides the necessary qualification for graduates to be eligible to become a Registered Nurse within the NSW health sector. Graduates will also be eligible to apply for registration in other Australian states and New Zealand.

Clinical experience is gained at hospitals and health agencies throughout NSW and QLD, providing you with hands-on practical experience in a variety of areas including:

- Community health
- Surgical
- Aged care
- Mental health
- Medical
- Indigenous health
- Child health.

Learning resources include textbooks, specific journal collections on nursing and healthcare practices, books of readings, laboratory manuals, clinical portfolios, clinical reflective logs, online learning (for some units) and MySCU. Students experiencing learning difficulties or in need of learning support have free access to the University's Academic Skills Development Unit.

A variety of assessment methods is used including multiple choice examinations, short answer examinations, essay examinations, case studies, tutorial and workshop presentations, debates, written assignments and clinical skills testing. For each unit there are either 2 or 3 assessment items.

Nursing students at the Lismore and Coffs Harbour campuses access clinical and science laboratories, and healing rooms for teaching demonstrations of acupuncture and natural therapies. Students at Port Macquarie study within the facilities of Port Macquarie Base Hospital. Students have access to university computer laboratories for individual study purposes, and receive assistance from a designated student support team.

Important Information for Students

You may be aware that the University has moved to shortened semesters with different starting and finishing dates. The Bachelor of Nursing program does not have accreditation from the Nurses and Midwives Board to run our program in 12 week semesters, so the Department has permission from the Deputy Vice-Chancellor to run our program outside of the principal University teaching dates in 2010. However, the Nursing teaching dates will align with the official University calendar in 2011.

We have placed an outline of the Bachelor of Nursing program in the Student Centre for N&HCP at study.scu.edu.au. You can access the 2010 Bachelor of Nursing program by going to MySCU, clicking on the Student Information button within that site, and then downloading the attachment.

First semester 2010 commencement dates

- **First year units commence on 22 February.**
- **Second year units commence on 25 January.**
- **Third year unit classes commence on 8 February.**

Second semester 2010 commencement dates

- **First year units commence on 28 June.**
- **Second year units commence on 12 July.**
- **Third year units commence on 21 June.**

If you are doing cross years, e.g. 1st/2nd or 2nd/3rd, it may clash with your practicums. Seek advice from your Course Co-ordinator if you have any concerns.

Please note the following:

- You should regularly check the Student Centre for Nursing and Health Care Practices site within MySCU at study.scu.edu.au. Extremely important information is put on this site on a regular basis, such as the 2010 nursing calendar which is different to the rest of the University.
- 2010 online re-enrolment commences on Monday 14 September 2009. All students must enrol on or soon after this date. **You must enrol in 1st and 2nd semester units.**
- A new regulation has been introduced by the NSW Nurses and Midwives Board (NMB) regarding English language requirements before being eligible for Nurses registration. Please note, this applies to all Nursing students and it is your responsibility to find out the requirements from the NMB website.

It is essential you refer to the following website to ensure you will be eligible to register after completing the Bachelor of Nursing:

www.nmb.nsw.gov.au/More-Information/default.aspx#english

Pay particular attention as you may be required to complete either an IELTS or OET test.

- If you are planning to study the Bachelor of Nursing cross years (i.e. a mix of first and second or second and third year units) please seek advice from your Course Coordinator regarding the best mix of units to enrol in to avoid clashes between attendance requirements and/or classes and practicum. With advance planning all issues can be resolved!
- Students commencing the Bachelor of Nursing in 2010 with advanced standing should provide an academic transcript and unit statements to the Student Liaison Office as early as possible to avoid any confusion in relation to units to enrol in.
- Online class registration will apply to all 1st and 2nd year units.
- Students doing 3rd year units will be placed into groups, which will appear in the Student Centre for Nursing and Health Care Practices Information site in MySCU.
- Mid semester and end of semester exams will apply to some units and the exam dates will vary to the rest of the University.
- You must regularly check your SCU email address for any updates.
- Contact the Student Liaison Office or Course Co-ordinator if you have any concerns or need advice.
- The maximum time allowed for course completion is eight (8) years.

2010 Course Rules

The Award Rules for each course are published in the *Student Handbook*. Hardcopies of the Handbook are available for purchase at the Coop Bookshop in the Plaza. The most up to date version of the Handbook is available online from the Southern Cross University website at www.scu.edu.au/handbook

The following course structure details may be subject to change. Please contact the University for confirmation of the structure before acting on this information.

Level of Award:	Undergraduate Degree
Division:	Arts and Sciences
Academic Organisational Unit:	School of Health and Human Sciences
Campus:	Coffs Harbour, Lismore, Port Macquarie, Tweed Heads (only first year units available for 2010)
Course Mode:	Internal
Duration:	3 years full-time, 6 years part-time
Total Units:	24

Specific Award Rules

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

1.1 Requirements for an Award

To be eligible for the award of Bachelor of Nursing, a candidate shall successfully complete not less than twenty-four (24) units comprising:

- (a) all units listed in Part A of the Schedule of Units attached to these Rules; and
- (b) the unit listed in Part B of the Schedule of Units attached to these Rules; or, with the approval of the Head of School, an equivalent unit.

1.2 Multiple fails in one clinical practice unit

A candidate who has twice been awarded a fail grade in a clinical nursing unit will either be:

- (a) excluded from the award; or
- (b) on approval of the Head of School be allowed to enrol for a third time in that unit

1.3 Advanced Standing

In exceptional circumstances a candidate may be granted advanced standing greater than 50 per cent by the Health and Human Sciences School Board, which shall notify the Academic Board of all instances.

Course Structure and Unit Availability

This table maps out the unit progressions in the Bachelor of Nursing, which will assist you with your unit selection.

The Bachelor of Nursing is quite a strict course structure, with units constrained by pre-requisite requirements. When studying part-time, you need to be mindful of completing pre-requisites for the Clinical Nursing units.

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

Part-time students normally complete two units each study period. Please be aware that some units, e.g. clinical units, may have co-requisites and/or pre-requisites that must be studied before others. Please refer to the Unit Availability Table for pre-requisite units.

Course structure – Students commencing Semester 1

Unit Code	Unit Name	Pre-reqs and co-reqs	Mode of study	Semester
Year 1				
NRS10452	Contexts of NP		Internal	1
NRS10451	Clinical Nursing I	NRS10462, NRS10452 (co-reqs)	Internal	1
BIO10061#	Applied Human Bioscience I		External	1
NRS10462	Community Health Nursing		Internal	1
CMM10464	Psychosocial Contexts of Health		Internal & Online	2
NRS10463	Clinical Nursing II	NRS10452 & NRS10451 (pre-reqs) NRS10453 (co-req)	Internal	2
BIO10062#	Applied Human Bioscience II		Internal* & External	2
NRS10453	Foundation Studies in Mental Health Nursing		Internal	2
Year 2				
NRS10455	Med-Surgical Nursing I		Internal	1
NRS10465	Clinical Nursing III	NRS10463 (pre-req) BIO10454, NRS10455 (co-reqs)	Internal	1
BIO10454	Cellular & Neuropathophysiology	BIO10061 & BIO10062 (pre-reqs)	Internal & Online	1
NRS10456	Family Health Nursing		Internal	1
CUL00408	Health & Indigenous Aust Peoples		Internal & External	2
NRS10466	Clinical Nursing IV	NRS10465 (pre-req) BIO10467, NRS10457 (co-reqs)	Internal	2
BIO10467	Systems Pathophysiology	BIO10061 & BIO10062 (pre-reqs)	Internal & Online	2
NRS10457	Med-Surgical Nursing II		Internal	2

Unit Code	Unit Name	Pre-reqs and co-reqs	Mode of study	Semester
Year 3				
CMM10469	Enquiry & Critique in Health		Online	1
NRS10468	Clinical Nursing V	NRS10466 (pre-req) NRS10458, & NRS10459 (co-reqs)	Internal	1
NRS10458	Med-Surgical Nursing III		Internal	1
NRS10459	Mental Health Assessment		Internal	1
CMM10471	Nursing & Health Promotion		Internal & Online	2
NRS10470	Clinical Nursing VI	NRS10466 (pre-req) NRS10460 (co-req)	Internal	2
NRS10460	Med-Surgical Nursing IV		Internal	2
NRS10461	Prep for Grad Practice		Internal & Online	2

* Lismore, Tweed Heads and Coffs Harbour campuses only

Course structure – Students commencing Semester 2 (mid-year)

Please note the mid-year intake only applies to students at Coffs Harbour and Lismore campuses.

Students commencing mid-year are eligible to enrol in the units listed in the table below. **Unless you have advanced standing for Clinical Nursing I and Contexts of Nursing Practice, you cannot enrol in Clinical Nursing II in Semester 2 as the unit has pre- and co-requisites.** Students requesting credit for previous study should make an appointment with the Student Liaison Officer to ensure their study plan is correct.

Unit Code	Unit Name	Location
CMM10464	Psychosocial Contexts of Health	Internal, Online
BIO10061#	Applied Human Bioscience 1	External*
NRS10453	Foundation Studies in Mental Health Nursing	Internal
CUL00408	Health & Indigenous Australian Peoples	Internal, External
BIO10062#	Applied Human Bioscience II	Internal, External*

These units will be replaced by alternative units in 2012 and will only be available externally in 2011. Students commencing these units in 2010 will need to have both units completed by the end of 2011.

Definitions

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

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

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

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

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

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

Unit Descriptions

NRS10452 Contexts of Nursing Practice

Introduces students to the contexts of the discipline of nursing. It is a teacher/student-focused interaction that intends that the student acquire critical thinking skills, ethical, legal, communication and interpersonal knowledge and skills in order to function safely and effectively in nursing and health care settings. Access to a computer and network is required in order to meet the requirements of the unit. There is no assumed prior knowledge required for students to undertake this unit.

NRS10462 Community Health Nursing

Introduces students to the Australian health care system and provides an introduction to community health. Primary health care and models of health that underpin community health are explained and the student learns how to apply this knowledge across the lifespan in community settings for individuals, groups and populations. There is a particular focus on the application of this knowledge to older people and people with a disability. There is no assumed prior knowledge required for students to undertake this unit.

NRS10453 Foundations in Mental Health Nursing

Introduces students to the role of the nurse in the care of clients with acute and long-term mental health problems and the care of their significant others. The unit consists of three modules covering prevention to recovery, with the application of pharmacotherapeutics to mental health problems, in a number of health care settings. The assumed prior knowledge required for this unit includes the objectives for Contexts of Nursing Practice.

NRS10459 Mental Health Assessment

This unit builds on the unit Foundations in Mental Health Nursing and encourages students to specialise in mental health nursing as a focus for nursing intervention and professional role and career development. The unit is focused on skill development and the application of theory to clinical practice using case scenarios (diagnostic sets), role plays and other purposeful activities. Students will be asked to apply knowledge learned in lectures to simulated situations in tutorials. The assumed prior knowledge required for this unit includes the objectives for all first and second year Bachelor of Nursing units.

NRS10455 Med-Surgical Nursing I

This is one of four units that develops knowledge, the nursing process and reflection towards evidence base practice in the care of the patient/client in the peri operative, pain management, infection control, skin and wound care, orthopaedic domains. The assumed prior knowledge required for this unit includes the objectives for all first year Bachelor of Nursing units.

NRS10457 Med-Surgical Nursing II

This is one of four units that develops knowledge, the nursing process and reflection towards evidence base practice in the care of the patient/client in the in the cardiovascular, respiratory, renal and fluid and electrolyte management domains. The assumed prior knowledge required for this unit includes the objectives for all first year Bachelor of Nursing units.

NRS10458 Med-Surgical Nursing III

This is one of four units that develops and integrates knowledge towards evidence base practice, the nursing process and reflective practice in the care of the patient/client in the reproductive, gastrointestinal, metabolic and domains endocrine domains. The assumed prior knowledge required for this unit includes the objectives for all first and second year Bachelor of Nursing units.

NRS10460 Med-Surgical Nursing IV

This is one of four units that develops and integrates knowledge towards evidence based practice, the nursing process and reflective practice skills in the care of the patient/client in the practice domains of haematology, lymphatic, neurology, sensorineural, acute trauma and end of life decisions. The assumed prior knowledge required for this unit includes the objectives for all first and second year BNurs units.

NRS10451 Clinical Nursing I

Co-requisite/s: NRS10452 Contexts of Nursing Practice, NRS10462 Community Health Nursing*

**Please note that if you are studying part time, these co-requisites become pre-requisites..*

This unit provides students with the opportunity to acquire and demonstrate foundation knowledge underpinning nursing skills and the nursing process. In addition knowledge and skills will be demonstrated in communication, record keeping, and numeracy. Students will be required to incorporate a degree of technical ability when demonstrate non- complex skills. There is no assumed prior knowledge required for students to undertake this unit.

NRS10463 Clinical Nursing II

Pre-requisite/s: NRS10451 Clinical Nursing I, NRS10452 Contexts of Nursing Practice

Co-requisite/s: NRS10453 Foundation Studies in Mental Health Nursing*

**Please note that if you are studying part time, these co-requisites become pre-requisites..*

This unit provides students with the opportunity to acquire and demonstrate foundation knowledge underpinning nursing skills in the following practice domains: skin integrity, elimination and health assessment. In addition knowledge and skills will be demonstrated in medication administration and numeracy. Students will be required to incorporate a degree of technical ability when demonstrating non-complex skills.

NRS10465 Clinical Nursing III

Pre-requisite/s: NRS10463 Clinical Nursing II

Co-requisite/s: NRS10455 Medical Surgical Nursing I, BIO10454 Cellular and Neuropathophysiology*

**Please note that if you are studying part time, these co-requisites become pre-requisites..*

This unit provides students with the opportunity to acquire and demonstrate intermediate level knowledge underpinning nursing skills in the following practice domains: peri-operative care, orthopaedic care, and pain management. In addition knowledge and skills will be demonstrated in intravenous care, and numeracy. Students will be required to incorporate problem solving and deliver moderately complex care.

NRS10466 Clinical Nursing IV

Pre-requisite/s: NRS10465 Clinical Nursing III

Co-requisite/s: NRS10457 Medical Surgical Nursing II, BIO10467 Systems Pathophysiology*

**Please note that if you are studying part time, these co-requisites become pre-requisites..*

This unit provides students with the opportunity to acquire and demonstrate intermediate level knowledge underpinning nursing skills in the following practice domains: cardio-vascular,

respiratory, renal, fluid and electrolyte management. In addition knowledge and skills will be demonstrated in numeracy. Students will be required to incorporate problem solving and deliver moderately complex care.

NRS10468 Clinical Nursing V

Pre-requisite/s: NRS10466 Clinical Nursing IV

Co-requisite/s:* NRS10458 Medical Surgical Nursing III, NRS10459 Mental Health Assessment

**Please note that if you are studying part time, these co-requisites become pre-requisites.*

This unit provides students with the opportunity to acquire and demonstrate integrated knowledge underpinning nursing skills in the following practice domains: reproductive, gastrointestinal, metabolic, endocrine and ear, nose and throat (ENT). In addition knowledge and skills will be demonstrated in numeracy related to complex care. Students will be required to apply reflective higher level skills and deliver care to patients with complex conditions.

NRS10470 Clinical Nursing VI

Co-requisite/s:* NRS10460 Medical Surgical Nursing IV

**Please note that if you are studying part time, these co-requisites become pre-requisites..*

This unit provides students with the opportunity to acquire and demonstrate integrated knowledge underpinning nursing skills in the following practice domains: haematology, lymphatic, neurological, sensorineural, and acute trauma. In addition knowledge and skills will be demonstrated in numeracy related to emergency and complex care. Students will be required to apply higher level reflective practice skills and deliver care to patients with complex conditions.

BIO10061 Applied Human Bioscience I

Introduces the study of the structure and function of the human body relevant to nurses in the health care setting. Provides an introduction to basic chemistry, and examines the structure and function of cells, tissues and organs in relation to the integument, the musculoskeletal and nervous systems. The unit will provide a foundation appreciation of the complementarity of structure and function, essential to the study of human anatomy and physiology.

BIO10062 Applied Human Bioscience II

Continues the study of human anatomy and physiology relevant to nurses in health care settings. Examines the structure and function of cells, tissues and organs in relation to the endocrine, cardiovascular, respiratory, renal, digestive and reproductive systems. The unit will develop an appreciation of the complementarity of structure and function at cellular, tissue and organ level. The assumed prior knowledge required for this unit includes the objectives for BIO10061 Applied Human Bioscience I.

BIO10454 Cellular and Neuropathophysiology

Pre-requisites: BIO10061 Applied Human Bioscience I, BIO10062 Applied Human Bioscience II

This unit focuses on the body's cellular level responses to disease and to the disease processes that originate from cellular malfunction. In addition, aspects of pharmacological principles of drug action will be considered. The assumed prior knowledge required for this unit includes the objectives for BIO10061 Applied Human Bioscience I and BIO10062 Applied Human Bioscience II.

BIO10467 Systems Pathophysiology

Pre-requisites: BIO1006 Applied Human Bioscience I, BIO10062 Applied Human Bioscience II

Focuses on pathophysiology at the level of the organs. A variety of disorders of the respiratory, cardiovascular, haematological, renal, endocrine, digestive and reproductive systems will be discussed with an emphasis on the causal relationships between aetiology, pathophysiology

and clinical manifestations, and the pharmacological therapy used to manage these disorders. The assumed prior knowledge required for this unit includes the objectives for Applied Human Bioscience I and II and Cellular and Neuropathophysiology.

CMM10464 Psychosocial Contexts of Health

Introduces students to the dominant meta narratives of health and illness, enabling them to develop a holistic understanding of health and provides them with foundation concepts which will be explored in greater depth later in their studies. There is no assumed prior knowledge required for students to undertake this unit.

CMM10469 Enquiry and Critique

Provides students with an overview of research-based and critique-based enquiry methods in contemporary health care practices. There is no assumed prior knowledge required for students to undertake this unit.

CMM10471 Nursing and Health Promotion

To provide students with skills in the development, implementation and evaluation of health promotion strategies for individuals, groups and communities. It addresses the concepts underpinning health promotion, critiques the various approaches and allows students to develop a health promotion proposal within the context of nursing practice. The assumed prior knowledge required for this unit includes the objectives for all first and second year Bachelor of Nursing units.

NRS10456 Family Health Nursing

Introduces students to the role of the nurse in the care of maternal clients, paediatric clients, and the family members of clients who come in contact with the health care system. The unit consists of three modules focused on each of the client groups, and emphasises the development of problem-solving skills in relation to the personal needs of these clients so that their health is promoted. The assumed prior knowledge required for this unit includes the objectives for all first year Bachelor of Nursing units.

CUL00408 Health and Australian Indigenous Peoples

This unit examines the health status of Australian Indigenous People in a pre and post-invasion context and explores the delivery of culturally appropriate health care. There is no assumed prior knowledge required for students to undertake this unit.

NRS10461 Preparation for Graduate Nursing Practice

Synthesizes knowledge, clinical skills and nursing competencies in relation to complex patient management scenarios in one of Medical-Surgical, Mental Health, Aged Care, Community Health, Maternal and Child, Paediatric, Indigenous Health or Disability contexts. The assumed prior knowledge required for students to undertake this unit includes Bachelor of Nursing units up to and including Clinical Nursing V.

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. Students may be placed outside their local area for practicum and need to make plans in advance to cater for personal responsibilities which includes dependents.

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.

For **Bachelor of Nursing** students, these requirements are as follows:

Working With Children Check

All students will need to meet the requirements of **both** NSW and Queensland Health facilities by signing a *Prohibited Employment Declaration* form (NSW), **and** undergoing a *Working With Children* check and applying for a *Blue Card* (Qld).

National Police Record Check

Students will need to undergo a criminal record check. Students may not be able to undertake placements if they have a criminal history that will preclude them from doing so.

Students should complete these **three** forms **ASAP** and submit them to their local Clinical Placement Coordinator for processing.

Forms can be downloaded at <http://www.scu.edu.au/schools/hahs/index.php/37/> or collected from one of the Clinical Placement Coordinators. Details as follows:

Coffs Harbour campus:	Lismore campus:	Tweed Gold Coast campus:
Melinda Russell Room M.1.31a Ph: 02 6659 3914	Paul Wardrop Room Z2.22 Ph: 02 6620 3302	Susan Riordan Room F102 (Lakeside) Ph: 07 5506 9402

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

Females	Males
White blouse with University logo	White shirt with University logo
Navy blue culottes/skirt/shorts	Navy blue shorts or trousers
Navy blue slacks may be worn in winter	
Stockings (optional) or white socks	
Closed in leather shoes – black, brown or navy	
Jumper/cardigan – navy, red or white (not worn while on duty)	

When attending Clinical Practicum, dress must be neat, tidy and professional. In order to avoid embarrassment, uniforms must allow freedom of movement when undertaking activities such as bending and lifting. All culottes, skirts/shorts (if permitted) must be worn knee length.

- **Watches:** Purchase a nurse's fob watch with a sweep second hand. This can be attached to your uniform. Other watches are not suitable.
- **Casual Clothing:** A small number of facilities require that you wear non uniform clothes whilst on placement. These must be neat and clean at all times. You should not wear jeans, T-shirts, short-legged shorts, board shorts, mini skirts or revealing clothing, sandals or high heels.
- **Religious Considerations:** If you have religious beliefs about dress you may wear a long sleeve skivvy under your uniform but must roll up your sleeves when performing an aseptic procedure. A white or navy scarf may be worn.
- **Special Considerations:** Students who are unsure if they are required to wear a uniform due to pregnancy or any other conditions must check with the Clinical Placement Coordinator. Maternity and larger size uniforms are available to purchase.
- **Hair:** In order to adhere to Infection Control Guidelines, hair must be neat and tidy and worn off the shoulders. Long hair should be tied up; long pony-tails are not acceptable.
- **Fingernails:** Fingernails should be clean, short and without nail polish.
- **Jewellery:** The only jewellery that may be worn is a wedding ring and a pair of plain studs or small sleeper earrings. Facial studs and other types of jewellery are not permitted. Check Health facility policy/guidelines.
- **Other:** A red, black and green ball-point pen and small notepad are essential. A small calculator, scissors and stethoscope are advisable. Put your name on all items.

Name badge requirements

You must wear an 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 before this badge can be issued. More information on this process will be provided at your course information session in O week.

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: 9am – 5pm Monday to Friday.

Coffs Harbour	M Block
Lismore	Z Block
Tweed Heads	Lakeside

Student Liaison Officers	Contact Details	Location
Gemma Canning	02 6620 3310 gemma.canning@scu.edu.au	Lismore Z Block
Danielle Conlan	02 6659 3349 danielle.conlan@scu.edu.au	Coffs Harbour M Block
Therese Conlon	02 6659 3301 therese.conlon@scu.edu.au	Coffs Harbour M Block
Vickki King (Postgraduate)	02 6620 3020 vickki-king@scu.edu.au	Lismore Z Block
Shani Miller	07 5506 9401 shani.miller@scu.edu.au	Tweed Heads (Lakeside)
Fran Page-de Mars	02 6620 3383 fran.page-demars@scu.edu.au	Lismore Z Block
Renee Parker	07 5506 9251 renee.parker@scu.edu.au	Tweed Heads (Lakeside)
Michelle Southall	02 6620 3642 michelle.southall@scu.edu.au	Lismore Z Block
Karen Symonds (Postgraduate)	02 6620 3513 karen.symonds@scu.edu.au	Lismore Z Block

Student Liaison Officers	Contact Details	Location
Lorraine Waller	02 66593377 lorraine.waller@scu.edu.au	Coffs Harbour M Block

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. Please familiarise yourself with the name of your Unit Assessor during each semester by referring to www.scu.edu.au, click on MySCU and click on the unit in your learning site.

Course Coordinator			
Marie Hutchinson	Bachelor of Nursing	02 6620 3646 marie.hutchinson@scu.edu.au	Coffs Harbour, Lismore, Port Macquarie & Tweed Heads (Lakeside) campuses

Clinical Placements			
Janie Petersen	Director - Clinical Practice Based Learning	02 6659 3651 janie.petersen@scu.edu.au	Coffs Harbour
Paul Wardrop	Coordinator	02 6620 3302 paul.wardrop@scu.edu.au	Lismore
Melinda Russell	Coordinator	02 6659 3914 melinda.russell@scu.edu.au	Coffs Harbour
Susan Riordan	Coordinator	07 5506 9402 sue.riordan@scu.edu.au	Tweed Heads (Lakeside)

Technical/Laboratory Team			
Jan Murphy		02 6620 3660 jan.murphy@scu.edu.au	Lismore
Kerrie Cutler		02 6659 3907 kerrie.cutler@scu.edu.au	Coffs Harbour

As academic staff may be in class when you call, voicemail is often in use. Please leave your name and return number, and details of when you will be available. Alternately, you can call the Student Liaison team who may be able to be of assistance.

Part Two

Administrative and General Information

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

Online enrolment

To assist students to enrol online Students Services have developed an easy reference guide called 'Getting started at SCU'. This guide outlines the nine easy steps to online enrolment. Students can download a copy of 'Getting started at SCU' at www.scu.edu.au/enrol/index.php/3.

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.

The University offers very few Undergraduate fee-paying courses; the majority of SCU fee-paying courses are available for postgraduate study.

Commonwealth-supported students

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

At SCU the Student Contribution varies and is determined by the units selected by the students, 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 Website (located at the end of this guide).

Before enrolling in units for the first time, new students must read the 'Information for Commonwealth supported students booklet' available from SCU Student Services or at www.goingtouni.gov.au

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 'MyEnrolment'.

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 20% discount applies for payment of \$500 or more.

Domestic fee paying students

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

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

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

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

Students, who wish to access a FEE-HELP loan, must read the 'FEE-HELP information booklet' available from Student Services or at www.goingtouni.gov.au. They must also complete and submit an eCAF via 'MyEnrolment' 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 their income is above the nominated minimum threshold.

International on-shore and miscellaneous fee paying students

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

International tuition fee information, including information about unit withdrawal impacts, due dates for student fees and refund rules, is available from the International Office and Fees websites (located at the end of this guide).

To contact the International Office:

Phone: +61 2 6620 3876
Email: intoff@scu.edu.au

More information

For more information on University fees or Commonwealth supported places go to the University's Fee website and www.goingtouni.gov.au

To contact Student Services:

Phone: 1800 626 481
Email: enrol@scu.edu.au

Other related costs

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

For further information see Administrative Charges in the *Student Handbook*.

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 may differ for different units within a study period. Therefore, it is important that students are aware of the census date for each enrolled unit for a particular study period.

To check the census date applicable to a unit within a study period, go to 'MyEnrolment' and select 'Current Enrolment' from the menu item called 'My Study Plans'. Each unit in which a student is enrolled will be displayed with the census date clearly identified.

Advanced standing

Southern Cross University *Academic Policy* allows for the granting of advanced standing, credit transfer and recognition of prior learning (RPL) as mechanisms for recognising the prior learning and professional experience and/or the prior formal education of students enrolling in SCU award courses.

There are two ways in which a student may be granted credit towards a qualification at SCU:

Recognition of prior learning (RPL) – a process that recognises a person's non formal learning; and

Credit transfer from prior formal studies – a process where prior formal studies is used to claim access to, or the award of credit in, a course of study at SCU.

A student may apply for advanced standing at any time from the date of their application. However, all applications for advanced standing must be made prior to the commencement of a student's last study period. All applications for advanced standing must be accompanied by supporting documentation, examples include:

- Statement of Attainment for a partially completed qualification
- Certification of a previous qualification or award
- Transcript displaying grades relevant to a completed qualification or award
- A detailed Course Outline and/or relevant Unit Statements for previously completed qualifications or awards

Where an application is submitted on the basis of non-formal learning:

- Cover letter stating why advanced standing should be granted
- Up to date Curriculum Vitae/Resume
- Duty Statements and Performance Reviews listing key performance and achievements
- Records of workplace training in a diary or professional development register
- Detailed third party reports/statement of service from current and previous employers or trainers (this is not a reference and should detail length of service, full or part time capacity and list primary responsibilities and duties)

- Confirmation of relevant unpaid or volunteer experience (list years of full time experience or equivalent part-time)
- Work samples e.g., creative portfolio or project evidence

HINT: if commencing/first year students intend to submit an application for Advanced Standing they should do so prior to the commencement of the study period as approved advanced standing may affect a student's study plan planned unit enrolment and course progression.

Students will be notified in writing of the decision regarding their advanced standing application.

An application form for Advanced Standing is available from the University's Document Downloads website (located at the end of this guide).

For further information please contact your School/College Student Liaison or Support Team.

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) you wish 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.

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

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

Phone:	1800 626 481
Email:	stusadmin@scu.edu.au

Variation to enrolment

A student may vary their original unit enrolment details through 'MyEnrolment'. Please note that deadlines exist for enrolment variation and course/unit withdrawals. These dates are set out in the Principal Dates section of the *Student Handbook* and can affect a student's academic record and financial liability.

Please Note: 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 – refer to the section in this guide 'Withdrawing From a Course or Unit'.

Class timetabling

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

Please continue to check timetables periodically as times may change. Coffs Harbour campus timetable enquiries should be directed to the relevant School/College.

Class registration

Students will receive an email from Student Services advising when class registration is open. Students can then register for classes through 'MyEnrolment' by clicking on 'Timetable/Class Registration' under the menu 'My Classes'. Students may also swap classes using 'MyEnrolment'.

Please note: some students do not register for classes, for example, external/university wide students.

It is advisable for students to 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.

A student may be required to attend one or more activities to meet the requirements of a particular enrolled unit. Registration into a class for each activity is necessary (such as a lecture, tutorial, practical, workshop or lab session).

Where an activity is scheduled more than once, a student may have a choice of class attendance and will need to select their preferred class. HINT: the earlier a student registers for classes, the greater chance they have of gaining their first preference of class.

For activities where only one class exists a student may have already been registered.

For more information about class registration please visit www.scu.edu.au/services/student-services/index.php/dds/ and download the student support documentation: My Classes – Registering in Classes; and My Classes – Swapping Classes.

Staying in touch with SCU

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

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

The University encourages the use of electronic mail (e-mail) to enhance communications and the sharing of knowledge and ideas. University e-mail services are intended to allow greater efficiency and support teaching, learning, research and administration activities. The University student e-mail 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 e-mail to a private e-mail address is permitted.

Forwarding instructions are detailed in MyEnrolment 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 E-mail Accounts*.

Withdrawing from a course or unit

A student may withdraw from their course or unit(s) through MyEnrolment.

After certain dates in the academic calendar have passed (census date, final date for withdrawal without failure), withdrawing from a unit can have a serious impact on a student's financial liability and/or academic record. It is the responsibility of a student to be aware of these dates and consequences before withdrawing from a course or unit.

Regulations relating to a course or unit withdrawal are set out in the Enrolment Rules, which are printed in the Rules section of the *Student Handbook* (see Rules 2.6–2.8). Students should be familiar with these rules.

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*.

Unit withdrawal impacts for International students are detailed at www.scu.edu.au/students/fees/index.php/14/ 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

All other students who require further information or assistance should contact Student Services on:

Phone: 1800 626 481

Email: stuadmin@scu.edu.au

Leave of absence

To be eligible to take a leave of absence for up to 12 months a student must have remained enrolled in at least one unit of study past a census date. Please refer to Rules Relating to Awards in the *Student Handbook* (see Rule 2.7(a–f)).

An application for leave is submitted through MyEnrolment.

A leave of absence for a further 12 months may be taken with written approval from the Head of School/College.

Further information about enrolment issues

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

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

Phone: 1800 626 481

Email: enrol@scu.edu.au

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 opportunities to meet other students and staff in a supportive environment.

To find out more go to www.scu.edu.au/orientation

'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 www.scu.edu.au/orientation

FirstYear@SCU – Support for first year students

Southern Cross University understands that the transition to University life and culture can be a challenging experience particularly for first time or first year students. Southern Cross University has developed a website to assist students successfully make the transition from their previous educational experience to learning within a higher education environment. The FirstYear@SCU website contains a wealth of information, resources and support services designed to enhance a student's experience during their first year at SCU. Students can access the First Year@SCU site at: www.scu.edu.au/firstyear

Student support services

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

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
Tweed, Gold Coast	+61 2 6620 3943
Email	counselling@scu.edu.au
After Hours	1300 369 968 (Mental Health Access Line)

Medical

Lismore	+61 2 6620 3943
Coffs Harbour	+61 2 6659 3263

Disability Support

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

Chaplaincy

Lismore, Tweed, Gold Coast & Coffs Harbour	+61 2 6620 3943
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Student Mentoring

Lismore, Tweed, Gold Coast	+61 2 6620 3419
Email	rob.cumings@scu.edu.au
Coffs Harbour & Distance Education	+61 2 6659 3643
Email	jo.mason@scu.edu.au

For more information visit www.scu.edu.au/studentsupportservices

Textbooks

Textbook lists are included in all unit statements and on the Co-op Bookshop's website. Textbooks can be purchased from the Co-op Bookshop. Limited copies of required texts are also held in the University Library. Books of Readings are sometimes produced by Schools/Colleges to either supplement or replace textbooks and are also available in the University Library.

The Co-Op Bookshop contact details are:

Lismore campus

Phone: +61 2 6621 4484
 Fax: +61 2 6622 2960
 Email: lismore@coop-bookshop.com.au

Coffs Harbour campus

Phone: +61 2 6659 3225
 Fax: +61 2 6659 3226
 Email: coffs@coop-bookshop.com.au

Tweed campus

Phone: +61 7 5536 8566

For further information visit the website: www.coop-bookshop.com.au

Study resources

Distance education students

Distance education students (external, university wide) will be forwarded the relevant study materials for external units, including study guides and books of readings, either on CD or in hard copy. These will be forwarded to the 'courier' address listed in the student contact details. Please ensure that this address is kept up to date at all times. Study materials are also available on-line in MySCU.

If study materials are not received by the commencement of the study period, the student should immediately contact their School/College's External Studies Dispatch Officer by email or telephone.

Internal (on-campus) students

Internal (on-campus) students are required to access the Book of Readings for each unit and may also be required to obtain a copy of the unit Study Guide' (where applicable). These documents can be accessed electronically from the eReserve website. Some material will not be available to view online due to copyright restrictions.

To access eReserve, visit ereserve.scu.edu.au

Study materials can be printed as required through RapidPrint at rapidprint.scu.edu.au. Your SCU username and password is required.

MySCU

'MySCU' is a student's personalised learning portal giving access to a unit 'Learning Site' for each enrolled unit.

It is important that students log into MySCU regularly as these learning sites will be a primary source of information throughout the study period. Through these sites students can access unit and assessment information, study materials and resources, including the Study Guide and Unit Information Guide. They also contain on-line assessment activities, Elluminate sessions, notice boards, on-line discussions, blogs and wikis. MySCU facilitates communication between other students and the Unit Assessor.

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

To access MySCU:

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

Username: John citizen

Password: D.O.B (ddmmyyyy)

(N.B. When you first log in you will be asked to change your password.) Remember your new one!

Links are provided to:

- MyEnrolment
- Timetables
- Webmail
- Library
- Academic Skills Development Unit

If a student is unable to gain access to a particular unit site they should check their enrolment status through MyEnrolment.

Online student centre

Most Schools/Colleges have a 'Student Centre' site (similar to a unit learning site) where School and course information, announcements, enrolment information, referencing guidelines, support materials, textbook lists, forms and coversheets can be accessed.

To find out if the School/College has a Student Centre, go to MySCU:

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

Enter student Username

Enter 'MySCU' Password

Scroll down to the heading 'Information Sites', click on the appropriate link

Where applicable, students should check this site on a regular basis.

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.

To discover what library services are available, online resources and the various ways to get help download the Library Guide to Website Services. Distance education students can also download the Distance Education Services Brochure (website: <http://www.scu.edu.au/library>).

Library services and resources include:

- **Getting Help:** librarian assistance, finding information, referencing, EndNote and Copyright.
- **Online Resources:** catalogue, databases, journals, electronic books, past examination papers, search tools, useful websites, eReserve, ePublications and Theses
- **Library Services:** borrowing, document supply and podcasts
- **Subject Guides:** subject guides and database guides.

Southern Cross University Library contact details are:

Lismore campus

Freecall: 1800 659 460 or 6620 3752
 Fax: +61 2 6620 3875
 Email: libdesk@scu.edu.au

Coffs Harbour campus

Phone: +61 2 6659 3232
 Fax: +61 2 6659 3234
 Email: coffslibrary@scu.edu.au

Tweed, Gold Coast campuses

Phone: +61 7 5506 9205
 Fax: +61 7 5506 9332
 Email: goldcoastlibrary@scu.edu.au

Academic Skills Development Unit

The Academic Skills Development Unit provides educational support by developing students' critical thinking, academic language and learning skills as well as providing strategies for effective study and time management.

The Academic Skills Development Unit offers a free SCU service to support on-campus and distance education students. On-campus students can make an appointment to see one of the Academic Skills Development Unit staff and/or to attend workshops. Academic Skills Development Unit staff work with distance education students on an individual basis via the telephone, fax or email.

The Academic Skills Development Unit provides:

- Academic Skills CD: developed by and available from the Academic Skills Development Unit. This CD, titled '*What's Expected of Me at University?*' helps students understand and develop the academic skills required to succeed at university.
- Topic specific workshops: effective reading, referencing, writing paragraphs and essays, maths and science. Workshops are also available via podcasts or Elluminate. The Academic Skills Development Unit Calendar is available at www.scu.edu.au/academicskills
- Individual consultations: analysing assignment questions, assignment writing, assignment review, preparing for exams, reading, note-taking and time management.

Specific learning assistance for International Students is also provided through the Academic Skills Development Unit at Southern Cross University. International students who need to consult with an Academic Skills adviser should contact Susan Fryer at Lismore and Tweed campuses academicskills-intlis@scu.edu.au or academicskills-inttgc@scu.edu.au, and Clare Heesom at Coffs Harbour academicskills-intcoffs@scu.edu.au. Students may self-refer or be referred by lecturers.

International students at SCBIT are supported by Rhonda Munro rmunro@academic.scbit.edu.au

International students at Coffs Harbour, Lismore and Tweed Heads are also encouraged to attend generic and discipline specific workshops advertised on the ASDU website and the International Office blackboards.

The contact details for Academic Skills Development are:

Lismore Campus in the Library, Level 3

Phone: +61 2 6620 3386
 Email: academicskills@scu.edu.au

Coffs Harbour Campus

Phone: +61 2 6659 3323
 Email: academicskills-coffs@scu.edu.au

Tweed Heads Campus

Phone: +61 7 5506 9200
 Email: academicskills-tgc@scu.edu.au

International Office

Phone: +61 2 6620 3876
 Email: intoff@scu.edu.au

For further information visit the website: www.scu.edu.au/academicskills

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 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 and technical support

Information Technology and Technical Support (IT&TS) provide technology, Internet connectivity and information systems services, training and support to students to support teaching, learning, research and administrative activities.

These services include:

- **SCU Connect** provides staff and students with access to a range of computing services including internet access, dial-up (modem) access, email, on-campus computing labs, website support, and online services, including MySCU, MyEnrolment and Webmail.
- **IT Support:** The helpdesk allows students to log a call for assistance as well as view open and archived calls.

The contact details for IT&TS are:

Freecall: 1800 111 890, 9am–5pm weekdays (the call will be directed to the relevant Helpdesk).

Lismore, Tweed Heads and Gold Coast campuses

Phone: +61 2 6620 3698
 Email: helpdesk@scu.edu.au
 Website: www.scu.edu.au/it

Coffs Harbour campus

Phone: +61 2 6659 3080
 Email: chec.helpdesk@scu.edu.au
 Website: <http://checit.scu.edu.au>

Early engagement and intervention support

Southern Cross University has a whole-of-university approach and *Academic Policy* dedicated to improving student retention and supporting students to successfully complete their studies.

Students should familiarise themselves with this policy, in particular Part 3, Student retention and standing. Students can access this policy via a policy link in MyEnrolment by selecting 'Grades' under 'MyGrades'.

Most Schools/Colleges undertake an early on-line orientation assessment or activity that is associated with at least one core unit during the first year. Students enrolled in this unit are required to participate in this on-line assessment as advised in the Unit Information Guide. If further information is required please contact your School/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.

Exams 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) 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 immediately. Changes to an examination centre are made in MyEnrolment. Select the 'Change External Exam Centre Details' link under 'My Details'. Changes less than four (4) weeks prior to the commencement of an examination period attract an additional administrative charge.

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. Please read all information carefully and follow all instructions.

The 'Draft Exam Timetable' and the 'Final Exam Timetable' are published on the SCU website and in MyEnrolment. To view, select 'Exam Timetable' under 'My Exams'.

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.

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 Progressions Unit:

Phone:	+61 2 6620 3431 or 1800 626 481
Email:	exams@scu.edu.au

Special consideration/special exam

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 medical or other extenuating circumstances, 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. 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/College and on the Student Services website. All applications for special consideration/special exam must be accompanied by supporting documentation and/or corroborative evidence as follows:

Health grounds

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

Compassionate circumstances

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

State, National or International sporting or cultural events

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

Grades and academic standing

At the end of each study period upon the release of grades a student can check their grades for each unit, print a copy of their grades and identify their academic standing for that study period.

There are four categories of standing:

GPA 3.0 or above: The student will commence their studies in this category, and once they have obtained final grades in units will then obtain a GPA for that study period.

Seek Help: The student has a GPA greater than or equal to 2.50 and below 3.00 in their units for that study period.

Must Get Help: The student has a GPA below 2.50 in their units for that study period.

Excluded: The student has obtained a GPA below 2.50 in their units for two consecutive study periods.

Students can access their grades and academic standing in MyEnrolment by selecting 'My Grades'. Here they will also find a link to the relevant policy – *Academic Policy, Part 3, Student retention and standing*.

General Information

Key Dates for 2010

	Session 1, 2010	Trimester A, 2010
Orientation and transition	Monday, 15 February – Friday, 19 February	
Commence date	Monday, 22 February	Monday, 18 January
Beat the Stress Week (showcasing Support Services)	Monday, 8 March– Friday, 12 March	
Census Date	Tuesday, 16 March	Tuesday, 9 February
Last withdrawal without fail	Thursday, 29 April	Saturday, 27 March
Exam period	Monday, 24 May – Friday, 4 June	Monday, 19 April – Friday, 30 April
Grade publication	Monday, 21 June	Monday, 10 May
	Session 2, 2010	Trimester B, 2010
Orientation and transition	Monday, 21 June – Friday, 25 June	
Commence date	Monday, 28 June	Monday, 10 May
Beat the Stress Week (showcasing Support Services)	Monday, 12 July – Friday, 16 July	
Census date	Tuesday, 20 July	Tuesday, 1 June
Last withdrawal without fail	Saturday, 4 September	Saturday, 17 July
Exam period	Monday, 27 September – Monday, 11 October	Monday, 9 August – Friday, 20 August
Grade publication	Monday, 25 October	Monday, 30 August
	Session 3, 2010–2011	Trimester C, 2010
Orientation and transition	Monday, 25 October – Friday, 29 October	
Commence date	Monday, 1 November	Monday, 30 August
Census date	Tuesday, 23 November	Tuesday, 21 September
Last withdrawal without fail	Thursday, 6 January	Saturday, 6 November
Exam period	Monday, 7 February – Friday, 11 February	Monday, 29 November – Friday, 10 December
Grade publication	Monday, 21 February	Monday, 17 January

For further enquires please telephone 1800 626 481

Useful University Websites

Getting started

New and re-enrolling student information – ‘Getting Started at SCU’ brochure	www.scu.edu.au/enrol www.scu.edu.au/enrol/index.php/3
Academic Skills Development Unit	www.scu.edu.au/academicskills
Accommodation	www.scu.edu.au/accommodation
Administrative charges	www.scu.edu.au/docs/handbook/index.php/36/
Campus maps	www.scu.edu.au/about/maps
Key dates	www.scu.edu.au/services/student-services
Change your password	www.scu.edu.au/changepassword
eReserve	ereserve.scu.edu.au
Fee information	www.scu.edu.au/fees
Fees and financial assistance – document downloads	www.scu.edu.au/students/fees/index.php/dds
First year student support	www.scu.edu.au/students/firstyear
Future students – document downloads	http://www.scu.edu.au/students/prospective/index.php/dds
International students – unit withdrawal impacts	www.scu.edu.au/students/fees/index.php/14/
International on-shore students – document downloads	www.scu.edu.au/international/office/index.php/dds
Library	www.scu.edu.au/library
MyEnrolment	www.scu.edu.au/myenrolment
MySCU	http://study.scu.edu.au
Orientation and transition	www.scu.edu.au/orientation
Policy – Student retention and standing	www.scu.edu.au/governance/academicboard/policy/index.php/8/
Principal teaching dates	www.scu.edu.au/about/dates
RapidPrint	rapidprint.scu.edu.au
Schedule of units	www.scu.edu.au/scheduleofunits
SCU Connect	www.scu.edu.au/scuconnect
Student associations	www.scu.edu.au/studentassociations
Student Mentoring Program	www.scu.edu.au/equity/index.php/3/
Student Handbook	www.scu.edu.au/handbook
Student life [OASIS]	www.scu.edu.au/studentlife
Student Services	www.scu.edu.au/student-services
Student Support Services	www.scu.edu.au/student-support-services
Test your browser	www.scu.edu.au/help/browser
Textbooks	www.coop-bookshop.com.au
Timetables	www.scu.edu.au/timetables
Webmail	http://webmail.scu.edu.au

About the University

About the University	www.scu.edu.au/about
Academic faculties	www.scu.edu.au/about/index.php/15/
General contact details	www.scu.edu.au/contact
International Office	www.scu.edu.au/international
Virtual tour	www.scu.edu.au/virtualtour

Schools and Colleges

Arts and Social Sciences	www.scu.edu.au/sass
Commerce and Management	www.scu.edu.au/business
Education	www.scu.edu.au/education
Environmental Science and Management	www.scu.edu.au/enviroscience
Gnibi – College of Indigenous Australian Peoples	www.scu.edu.au/gnibi
Graduate College of Management	www.scu.edu.au/gcm
Graduate Research College	www.scu.edu.au/research/college
Health and Human Sciences	www.scu.edu.au/healthscience
Law and Justice	www.scu.edu.au/law
Tourism and Hospitality Management	www.scu.edu.au/tourism
The Hotel School Sydney	www.hotelschool.scu.edu.au

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 provides new and returning students with the must have knowledge to start university life. The program includes important orientation sessions such as;

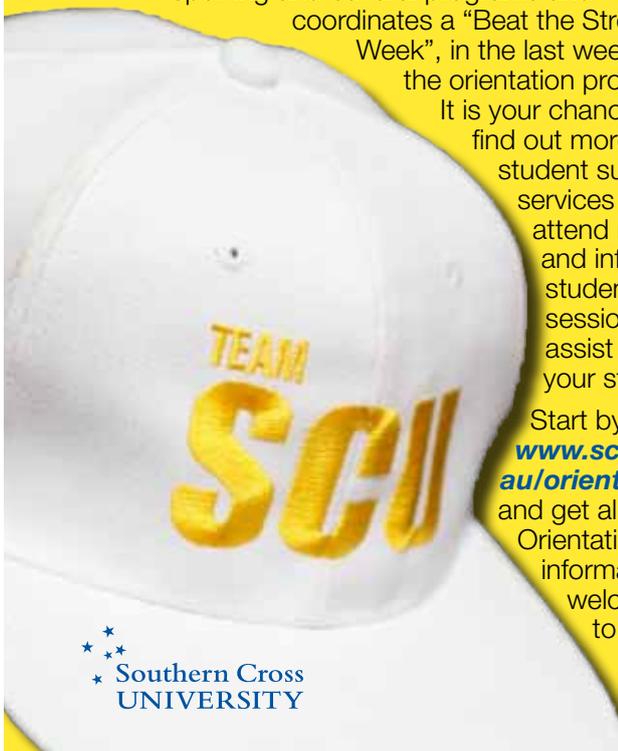
- essential course information sessions,
- academic skills development sessions,
- library and campus tours and
- IT essentials.

The Office of Sport and Cultural Activities, (OSCA), in conjunction with the SCU Student Associations, also offer a variety of social, sporting and cultural programs and

coordinates a “Beat the Stress Week”, in the last week of the orientation program.

It is your chance to find out more about student support services and attend relevant and informative student support sessions to assist you in your studies.

Start by going to www.scu.edu.au/orientation and get all your Orientation information – we welcome you to SCU!




Southern Cross
UNIVERSITY



www.scu.edu.au/orientation

SCU2943

