Southern Cross UNIVERSITY

School of Health & Human Sciences

2010 Course Enrolment Guide

School of Health & Human Sciences

Master of Public Health

School of Health and Human Sciences
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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/studentservices 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.

Part One

Course and Enrolment Information

Course Overview

Master of Public Health

The Master of Public Health prepares students to take on senior scientific or leadership roles in the public health and health care fields. The degree builds the skills necessary to carry out research into issues relating to population health and organisational change. Issues to be addressed can include effective public health systems, the development of health policy, assessment of community needs, planning for required health services and the construction of disease surveillance systems.

The research component in the course enables students to focus on issues relevant to their professional roles and workplace needs.

Career opportunities

Career paths are found in local, regional and national public health systems both in fairly stable systems such as those in Australia and also within emerging systems internationally.

Major areas of study

The coursework component of this program contains units on health and epidemiology, leadership in public health and evidence based practice. There are also two units of issues and methods in research and one coursework elective.

The research project makes up the other six units and is designed and carried out by the student under the supervision of university staff and associated public health professionals. These projects are often focused on issues relevant to the professional role of the student and the needs of their workplace.

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. An online version of the Handbook is available 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:	Postgraduate Degree
Division:	Business and Law; Arts and Sciences
Academic Organisational Unit:	School of Health and Human Services; Graduate College of Management
Campus:	Lismore
Course Mode:	Internal/Distance Education
Duration:	1.5 years
Total Units:	12

Progression from the Graduate Certificate to the Graduate Diploma to the Masters degree is permitted within the Rules.

Specific Award Rules

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

4.1 Admission to Candidature

As an alternative to Rule 2.3(a) of the University's *Rules Relating to Awards,* applicants for admission to candidature in the Master of Public Health may be selected where one or more of the following has been satisfied

i. have completed the Graduate Diploma or Graduate Certificate of Public Health Leadership at an academic standard deemed equivalent to Honours 2 Level 1; or

ii. can demonstrate academic or professional standing considered by the School Board to be equivalent to the requirements of Rule 2.3(a) or 4.1(i).

4.2 Requirements for an Award

To be eligible for the award of Master of Public Health a candidate shall successfully complete not less than twelve (12) units comprising:

i. all units three (3) listed in Part A of the Schedule of Units attached to these Rules; and

ii. two (2) units from Part B of the Schedule; and

iii. seven (7) units from Part C, comprising six (6) Research Project units and one other unit of the student's choice.

4.3 Advanced Standing

a. Candidates for the Master of Public Health who have completed the requirements of the Graduate Diploma of Public Health Leadership may be granted advanced standing for up to eight (8) units.

b. Candidates for the Master of Public Health who have completed the requirements of the Graduate Certificate of Public Health Leadership may be granted advanced standing for up to four (4) units.

Unit Availability Table

This information is derived from the *Schedule of Units* and is correct at the time of printing. For the most up to date version please visit www.scu.edu.au/scheduleofunits

Part A

Unit Code	Unit Title	Pre-requisite	Study Mode	Session
CMM00705	Health and Epidemiology	Nil	ONL	1 & 2
CMM03197	Leadership in Public Health	Nil	ONL/L	2
CMM03140	Evidence-Based Practice	Nil	ONL/L	2**

Part B

Unit code	Unit Title	Pre-requisite	Study Mode	Session
HEA00501	Issues and Methods in Research I	Nil	ONL	1 & 2
HEA00502	Issues and Methods in Research II	Nil	ONL	1 & 2

Part C

Unit Code	Unit Title	Pre-requisite	Study Mode	Session
CMM03141	Master of Public Health Research Project I	Nil	ONL/L	1 & 2
CMM03142	Master of Public Health Research Project II	Nil	ONL/L	1 & 2
CMM03143	Master of Public Health Research Project III	Nil	ONL/L	1 & 2
CMM03144	Master of Public Health Research Project IV	Nil	ONL/L	1 & 2
CMM03145	Master of Public Health Research Project V	Nil	ONL/L	1 & 2
CMM03146	Master of Public Health Research Project VI	Nil	ONL/L	1 & 2
MNG00755	Strategic Issues in Health Management	Nil	DE	1 & 2
MNG00724	Human Resource Management	Nil	THR, DE	Tri A
LAW00722	Health Law	Nil	DE	1
CMM03211	Health Promotion Strategies and Methods I: Theory and Core Strategies	Nil	ONL/L	1 & 2
CMM03212	Health Promotion Strategies and Methods II: Advanced Strategies and Planning	CMM03211	ONL/L	1 & 2
CMM03213	Social Marketing and the Media	CMM03211	ONL/L	1 & 2
CMM03214	Obesity, Weight Control and Metabolic Health Management	Nil	ONL/L	1 & 2

Key:

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

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.

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.

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

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

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

**** dependent on sufficient number of enrolments**

Unit Descriptions

Part A – Compulsory units

CMM00705 Health and Epidemiology

Addresses current health needs in Australian society from the perspective of epidemiological and other research findings. These findings are then used to consider the development of an appropriate health care agenda.

CMM03197 Leadership in Public Health

Introduces student to principles and practices of leadership in the context of health services delivery systems, particularly population health promotion and disease prevention programs carried out by government agencies.

CMM03140 Evidence-Based Practice

Introduces students to an evidence based approach to clinical and public health practice. Students are taught how to frame a relevant clinical or public health question, search and appraise the available evidence, and use this to develop appropriate responses in day-to-day practice and policy setting.

Part B

HEA00501 Issues and Methods in Research 1

Provides an overview of current theory and issues in research practice. The major philosophical perspectives of health research are examined from historical and social contexts. A critical analysis of empiricist, interpretive and critical approaches to health research will be the focus of this unit within a general qualitative research framework.

HEA00502 Issues and Methods in Research II

Provides an in-depth examination of the research process and a broad range of research methodologies applicable to health research. The methodological approaches covered in this unit will be derived from the empiricist, interpretive and critical paradigms of research within a quantitative research framework.

Part C

CMM03141–6 Master of Public Health Research Project I – VI

The MPH thesis consists of an approved program of supervised research study agreed to by the MPH coordinator and an approved supervisor. There is no formal syllabus for the research component of the MPH, however candidates are expected to proceed in accordance with an approved research plan and preliminary literature review.

MNG00724 Human Resource Management

Discusses issues relating to the acquisition and maintenance of resources in the current organisational context of rapid change. Topics considered include job analysis and design, human resource planning, health and safety, selection and recruitment including equal employment opportunity considerations, career planning, performance appraisal, remuneration, training and development and global international HRM issues.

MNG00755 Strategic Issues in Health Management

Examines health issues from strategic management and planning perspectives. Factors from the external environment such as the locus of power and control, economic, ethical and social influences will be critically applied to contemporary health services management issues. Critical examination of factors from the internal environment which impact on health services management will include organisational culture, professional workforce mix, planning and management within multi-disciplinary organisations. Selected health issues will be used to exemplify the principles of strategic management.

LAW00722 Health Law

Commences with an introduction to the Australian legal system, its origins, basic concepts and legal processes. Following this introduction, students will examine the major legal concepts which impact upon health managers such as Consent, Negligence, Death and Dying and Patients' Rights. Relevant Health Acts will also be examined in detail.

CMM03211 Health Promotion Strategies and Methods I: Theory and Core Strategies

Introduces students to the practice of health promotion for both public health and clinical purposes. While the basics of behaviour theory relevant to health promotion are considered, students are expected to develop practical skills in strategy selection and apply these from the outset. Students begin the process of learning skills in applying core strategies focusing on one-on-one and group work, to the broader public health field of social marketing.

CMM03212 Health Promotion Strategies and Methods II: Advanced Strategies and Planning

Continues the student's progression into strategy use for applied health promotion, using population-based strategies and planning. Approaches for working in communities and dealing with environmental issues are covered as well as applied models of planning and the progression through these. At the end of this strategies and methods unit, students can begin to apply both high risk and population approaches to prevention and health promotion.

CMM03213 Social Marketing and the Media

Expands on the summary version of social marketing covered in Health Promotion Strategies and Methods I. It allows the student to develop skills in marketing that are appropriate to the advancement of the social good. It includes knowledge of formative research, media use and selection, target segmentation and program development to develop social marketing as an 'umbrella' for other health promotion programs.

CMM03214 Obesity, Weight Control and Metabolic Health Management

Provides students with state-of-the-art knowledge about the development of overweight and obesity, its relationship to metabolic disorders (particularly type 2 diabetes), and evidence-based ways of dealing with this. The unit follows National Clinical Guidelines for Weight Control and Obesity Management as well as ways of dealing with the National guidelines at a public health level

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, you will be referred 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.

Staff Name	Role	Contact Details	Location
Student Liaison Reception		02 6626 9585 healthscience@scu.edu.au	Lismore Campus
Vickki King	Student Liaison Officer	02 6620 3020 vickki.king@scu.edu.au	Lismore Campus
Karen Symonds	Student Liaison Officer	02 6620 3513 karen.symonds@scu.edu.au	Lismore Campus

Academic staff

Academic staff are available to discuss any questions or issues you may have regarding the 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, this information will be sent out with your study materials and on the blackboard site.

Course Coordinator		
Professor Sandra Speedy	02 6620 3674	sandra.speedy@scu.edu.au

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.gointouni.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:	stuadmin@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/studentservices/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

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/studentservices
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/studentservices
Student Support Services	www.scu.edu.au/studentsupportservices
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

SCU2943

OSCA
Office of Sport & Cultural Activities

www.scu.edu.au/orientation