

2010 Course Enrolment Guide

School of Health & Human Sciences

Bachelor of Naturopathy

School of Health and Human Sciences
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Contents

How to use this guide	iii
About the School.....	iv
Part One Course and Enrolment Information	1.1
Course Overview.....	1.1
Bachelor of Naturopathy.....	1.1
Teaching and learning strategies.....	1.2
2010 Course Rules.....	1.3
Course Structure.....	1.4
Unit Availability Table.....	1.5
Part A.....	1.5
Part B.....	1.6
Unit Descriptions.....	1.8
Core units (compulsory).....	1.8
Part B units.....	1.11
Other Important Information.....	1.15
Careers Evening.....	1.15
Criminal Record Checks.....	1.15
Grand Rounds.....	1.15
Student Consultative Committee.....	1.15
Clinics.....	1.16
Laboratories.....	1.16
School Contacts.....	1.17
Student Support Team.....	1.17
Academic staff.....	1.18
Part Two Administrative and General Information	2.1
Online enrolment.....	2.1
Fees.....	2.1
Other related costs.....	2.3
Census dates.....	2.3
Advanced standing.....	2.3
Cross-institutional studies.....	2.4
Variation to enrolment.....	2.4
Class timetabling.....	2.5
Class registration.....	2.5

Staying in touch with SCU	2.5
Withdrawing from a course or unit	2.6
Leave of absence	2.6
Further information about enrolment issues.....	2.6
Orientation and transition	2.6
'Beat the Stress Week'	2.7
FirstYear@SCU – Support for first year students.....	2.7
Student support services	2.7
Textbooks	2.8
Study resources	2.8
MySCU.....	2.8
Online student centre	2.9
University Library	2.9
Academic Skills Development Unit	2.10
Services for distance education students.....	2.11
Information technology and technical support.....	2.11
Early engagement and intervention support.....	2.12
Examinations	2.12
Special consideration/special exam	2.12
Grades and academic standing.....	2.13
General Information	2.14
Key Dates for 2010	2.14
Useful University Websites	2.15
Getting started	2.15
About the University.....	2.16
Schools and Colleges.....	2.16
Southern Cross University Orientation Program.....	2.17

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 Naturopathy

The Bachelor of Naturopathy is a four year full-time course. It comprises 32 units of study and is available only in on-campus mode at the Lismore campus.

The overall aim of the course is to prepare naturopathy graduates who are competent to take their place in the workforce in independent, prime contact, clinical practice. Graduates of the course are eligible to seek professional membership of the relevant professional associations in Australia.

The course also aims to prepare students and practitioners for post-graduate studies and research. Postgraduate pathways exist for suitably qualified applicants through the Research Masters and PhD programmes of the University.

The curriculum has been constructed to provide a balance between naturopathic studies and supporting studies predominantly from the biomedical sciences.

The first year of the course contains foundation studies in the biological and chemical sciences, social sciences and naturopathy. The second year of the course introduces the mainstream naturopathy units and clinical practice units, while continuing core supporting studies in the biomedical sciences. The third year of the course continues the naturopathy units and clinical practice units, while the fourth year is largely spent in supervised clinical practice and includes a capstone unit in professional studies as well as clinical electives.

Definition of Naturopathy

Naturopathy applies traditional, empirical, biomedical and scientific knowledge to optimise health and to prevent and treat disease. The principles of naturopathy are: supporting the body's innate healing power; identifying and treating the causes of illness; treating the whole person; promoting optimum health and preventing disease; and educating and actively engaging patients in the management of their health. Naturopathy is underpinned by holistic considerations of human health – physical, mental, spiritual and environmental. The practice of naturopathy utilises a range of modalities that are congruent with these principles. These commonly include dietary and lifestyle advice, nutritional medicine, herbal medicine, tactile therapies and homœopathy.

The Natural and Complementary Medicine program offers the following modalities as part of the Bachelor of Naturopathy degree.

Phytotherapy/Herbal Medicine

Herbs have been used in all cultures at all times to stimulate health and to treat disease. At least a third of all modern pharmaceuticals derive from or are synthetic replicas of plant substances. Herbalists today base their practice on a combination of traditional empirical understanding and current research.

Herbal medicine can be employed in a variety of ways from simple teas to sophisticated extracts. In Australia, herbs dispensed by herbalists and natural therapists are usually in the form of tinctures, teas or tablets, often individually prescribed to a patient's requirements.

Within the Western herbal tradition, the aim of treatment is primarily to use herbs to return the body to health and balance. This approach has philosophical similarities with traditional medical systems in other parts of the world, in particular with Ayurveda in India and with Unani-Tibb, or Islamic medicine.

Nutrition

Nutrition is an evolving discipline concerned with more than just food and nutrients. Although nutrients from food sustain life, nutrition is concerned with interactions between living organisms and food. Physiological processes and the biological action of food within the body must be considered. Likewise, nutrition also includes psychosocial, cultural, spiritual, ecological, political and technological factors, all of which influence food choice. Nutrition plays a vital role in promoting health and well being, the prevention of lifestyle diseases as well as in the treatment of many health conditions. The curriculum is designed to provide students with a holistic philosophical framework and sound scientific knowledge so that graduates are able to safely utilise "foods as medicine" and nutritional supplements in naturopathic practice.

Homœopathy

In the late 18th Century, Samuel Hahnemann, a prominent German physician, perceived the need for a rational approach to health and healing which fully accounted for the holistic nature of the human being. Many other key figures throughout history (including Hippocrates and Paracelsus) had enunciated a principle of 'like cures like' – meaning that the therapeutic value of a substance can be deduced from a study of the symptoms which that substance is capable of producing when ingested by healthy human beings. In developing this principle further, Hahnemann wanted an approach that recognised in full the physical, mental, emotional and spiritual needs of the patient. He found that, through a process of serial dilution and succussion (energising by vigorous shaking), the curative properties of the substance were further developed, whilst the possibility of iatrogenic effects were reduced. Research into homœopathy continues unabated throughout the world, in an attempt to further understand its application. The School of Natural and Complementary Medicine at Southern Cross University stands at the forefront of this work to further understand and develop these homœopathic principles.

Tactile Therapy

Tactile therapy is concerned with treating patients through touch – this includes relaxation and therapeutic massage, as well as learning to communicate through touch whilst examining the patient and establishing a healing patient-practitioner relationship. These skills are learnt in Tactile Therapy units, and also as part of the clinical stream. Advanced Tactile Therapy units are offered as electives, and include lymphatic, sport/performance, hydrotherapy and myofascial techniques.

Clinical Studies

The course allows students to develop a range of clinical skills. In the third year units Clinical Studies 1 and Clinical Studies 2, some of this experience will be gained in the Student Clinic on-campus, and in various local hospital settings. The units will address a broad range of clinical and diagnostic skills. All experiences are supervised by appropriately qualified practitioners.

In the later Naturopathy Clinic units students will conduct supervised clinics in the on-campus Student Clinic in integrated naturopathic practice combining phytotherapy, nutrition, homœopathy and tactile therapies.

Teaching and learning strategies

Strategies for teaching and learning will encompass the use of lectures, tutorials, laboratories, fieldwork and directed studies as appropriate. A variety of assessment strategies will be used including essays, assignments, examinations, laboratory tests and reports, oral examinations, practical examinations and clinical reports.

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. An online version of the Handbook is available from the Southern Cross University website at www.scu.edu.au/handbook

Level of Award:	Undergraduate Degree
Faculty:	Arts and Sciences
Academic Organisational Unit:	School of Health and Human Sciences
Campus:	Lismore
Course Mode:	Internal
Duration:	4 years
Total Units:	32

Specific Award Rules

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

4.1 Requirements for an Award

- a. To be eligible for the award of the Bachelor of Naturopathy, a candidate shall successfully complete not less than thirty-two (32) units comprising:
 - i. all units in Part A of the Schedule of Units attached to these Rules;
 - ii. four (4) elective units, two of which must be units in Part B of the Schedule.

Course Structure

The below structure is organised to accommodate pre-requisite requirements. If you are not studying as a full time student, please be aware of the pre-requisites for units, and if you are unsure, please contact the Student Liaison Team for assistance with unit enrolment.

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

Part-time students normally complete two units each study period. It is up to the individual as to which two units to enrol in each session. Please be aware that some units may have pre-requisites that must be studied before others. Please refer to the Unit Availability Table for pre-requisite units.

Year 1			
Session 1		Session 2	
BIO01302	Human Anatomy	BIO00307	Human Physiology
HLT00259	Naturopathic Foundations	NUT00214	Food and Nutrition in Health
HLT00255	Introductory Homœopathy	HLT00257	History and Foundations of Herbal Medicine
CHE00102	Biological Chemistry I	CHE00103	Biological Chemistry II
Year 2			
Session 1		Session 2	
BIO00101	Physiological Pathology I	BIO00102	Physiological Pathology II
HLT10115	Relaxation and Therapeutic Massage	NUT00215	Life Cycle Nutrition and Diet Therapy
HLT00302	Medicinal Plants: Botany and Applications	NUT00216	Nutritional Pharm. & Biochemistry Option List B *
CHE00002	Biochemistry		
Year 3			
Session 1		Session 2	
HLT00274	Clinical Diagnosis I	HLT00275	Clinical Diagnosis II
HLT10118	Clinical Studies I	HLT10119	Clinical Studies II
NUT00217	Clinical Nutrition	CSL00231	Counselling Theory and Practice
HLT00303	Herbal Materia Medica	HLT00266	Pharmacognosy
Year 4			
Session 1		Session 2	
HLT10511	Clinical Practicum in Naturopathy I (double-weighted)	HLT10512	Clinical Practicum in Naturopathy II (double-weighted)
HLT00260	Professional Nat Studies	Option List B	
Elective 1 *		Elective 2 *	

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

All students must complete

Unit Code	Unit Name	Pre-requisites, Anti-requisites & Co-requisites	Campus	Session
BIO01302	Human Anatomy		L	1
BIO00307	Human Physiology		L	2
NUT00214	Food and Nutrition in Health		L, DE	2
HLT00259	Naturopathy Foundations		L	1
HLT00255	Introductory Homœopathy	HLT00259 (co-req)	L	1
HLT00257	History and Foundations of Herbal Medicine	HLT00259	L	2
CHE00102	Biological Chemistry I		L	1
CHE00103	Biological Chemistry II	CHE00102	L	2
BIO00101	Physiological Pathology I	BIO01302, BIO00307	L	1
BIO00102	Physiological Pathology II	BIO00101	L	2
HLT10115	Relaxation and Therapeutic Massage	BIO01302, BIO00307	L	1
HLT00302	Medicinal Plants: Botany and Applications	HLT00257	L	1
CHE00002	Biochemistry	BIO01302, BIO00307, CHE00102, CHE00103	L	1
NUT00215	Life Cycle Nutrition and Diet Therapy	NUT00216 (co-req), NUT00214, CHE00002, BIO01302, BIO00307	L	2
NUT00216	Nutritional Pharmacology and Biochemistry	NUT00215 (co-req), NUT00214, CHE00002, BIO01302, BIO00307	L	2
HLT00274	Clinical Diagnosis I	HLT10118 (co-req), BIO00102	L	1
HLT00275	Clinical Diagnosis II	HLT10119 (co-req), HLT00274	L	2
HLT10118	Clinical Studies I	HLT00274 (co-req), BIO00102	L	1
HLT10119	Clinical Studies II	HLT00275 (co-req), HLT10118	L	2
NUT00217	Clinical Nutrition	NUT00215, NUT00216, BIO00102	L	1
HLT00303	Herbal Materia Medica	HLT00257, HLT00302	L	1
CSL00231	Counselling Theory & Practice		L, DE	2
HLT00266	Pharmacognosy	HLT00303, CHE00103, CHE00002, BIO00102	L	2
HLT00260	Professional Naturopathic Studies	HLT10511 (co-req)	L	1
HLT10511	Clinical Practicum in Naturopathy I (double-weight)	HLT00260 (co-req), HLT00255, HLT00275, HLT10119, HLT00266	L	1
HLT10512	Clinical Practicum in Naturopathy II (double-weight)	HLT10511, HLT00260	L	2

Part B

Two (2) electives must be chosen from this list

Unit Code	Unit Name	Pre-requisites, Anti-requisites & Co-requisites	Campus	Session
BIO00209	Biomechanics and Kinesiology	BIO01302	L	2
PHA00315	Introductory Pharmacology	BIO01302, BIO00307	L	1
HLT00256	Homœopathic Theory and Practice	HLT00255, HLT00259	L	2
HLT00263	Clinical Homœopathy	HLT00255, HLT00256	L	2
HLT10116	Advanced Therapeutic Massage: Lymphatic Technique and Physical Activity	BIO00307, HLT10115		Not available 2010
HLT10117	Advanced Therapeutic Massage: Myofascial Techniques	BIO00307, HLT10115	L	1
HLT00267	Clinical Herbal Medicine	HLT00257, HLT00302, HTL00303, HLT00266	L	1
HLT00420	Critical Reasoning and Research Methods in Natural Medicine		DE	Tri 1
HLT00416	Natural Medicine and the Aged		DE	Tri 2
HLT00417	Natural Medicine and Mental Health		DE	Tri 2
HLT00414	Natural Medicine and Reproduction		DE	Tri 3
HLT00415	Natural Medicine in Childhood and Adolescence		DE	Tri 3
BHS11001	Introduction to Psychology I		L, DE DE	1 2
BHS11002	Introduction to Psychology II		DE, L, CH, THR, DE	1 2
BHS30002	Abnormal Psychology	BHS11001, BHS11002	L, CH	1
BHS30003	Development Across the Lifespan		L, CH	2
BHS20007	Learning and Memory	BHS11001, BHS11002	L, CH, DE	1
MAT00330	Research and Analysis in Health		L	2
HLT00418	Independent Study in Natural Medicine	Seek supervisor for your topic of research	L	1, 2
NUT00333	Sport and Exercise Nutrition	NUT00214, NUT00216 or BIO00326, BIO00204	L	2
CMM10464	Psychosocial Contexts of Health		L, CH DE	2 1,2
CSL00416	Cultural and Spiritual Wellbeing		L	1
CUL00408	Health and Indigenous Australian Peoples		L, DE	2
CUL00401	Indigenous World-Views		L, DE, L, CH, THR, DE	1 2
CUL00409	The Mental Health of Australian Indigenous Peoples		L, DE	1
HEA10200	Trans- and Intergenerational Trauma		L, DE	2
HEA10201	The Biological Effects of Traumatic Stress		L, DE	2
HEA10202	The Story of Healing/Indigenous Healing		L, DE	1
MNG00301	Sport Management Principles		L	1
MNG00314	Entrepreneurship		L, THR, DE	2
PHA00315	Introductory Pharmacology	BIO01302, BIO00307	DE	2
SOY00419	Caring for Kuntri: Indigenous Environmental Management		L, DE	2

Key

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

Definitions

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

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

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

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

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

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

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.

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

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

Unit Descriptions

Core units (compulsory)

BIO01302 Human Anatomy

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

BIO00307 Human Physiology

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

NUT00214 Food and Nutrition in Health

Provides an overview of the evolution and contemporary use of food, food and nutritional science, applied nutrition, and the aetiology and prevention of nutrition related problems, to give a broad understanding of the role of food and nutrition on health and wellbeing. The role of food and nutrition within a naturopathic and sociological framework will also be explored.

NUT00215 Life Cycle Nutrition and Diet Therapy

Co-requisite/s: NUT00216 Nutritional Pharmacology and Biochemistry

Pre-requisite/s: BIO01302 Human Anatomy, BIO00307 Human Physiology, NUT00214 Food and Nutrition in Health, CHE00002 Biochemistry

Provides the knowledge and skills required in the preparation of dietary plans through a comprehensive and critical analysis of comparative diet therapy. In addition this unit will include an introduction to the principles of the nutrition care process, determination of altered nutrient requirements of individuals at various stages of the life cycle and in disease states. The use of standard diets and other nutrition education tools will also be discussed.

NUT00216 Nutritional Pharmacology and Biochemistry

Co-requisite/s: NUT00215 Life Cycle Nutrition and Diet Therapy

Pre-requisite/s: BIO01302 Human Anatomy, BIO00307 Human Physiology, NUT00214 Food and Nutrition in Health, CHE00002 Biochemistry

Provides students with knowledge of the biochemical roles of general classes of nutrients, emphasising the significance of essential amino acids, essential fatty acids, vitamins and minerals in human metabolism. An introduction to the clinical application of micronutrients will also be incorporated. Covers the critical assessment of scientific information and incorporates an introduction to biostatistics.

NUT00217 Clinical Nutrition

Pre-requisite/s: NUT00215 Life Cycle Nutrition and Diet Therapy, NUT00216 Nutritional Pharmacology and Biochemistry, BIO00101 Physiological Pathology I

Provides additional knowledge and critical skills in the use of nutrition therapy for specific conditions. Students will also gain skills in nutrition education and in promoting desirable nutrition behaviours in their clients. Integrates and builds on previous learning in nutrition and prepares students for clinical practice.

HLT00259 Naturopathic Foundations

Provides a comprehensive introduction to basic naturopathic principles and places the practice of naturopathy into its social, cultural and historical context. Covers a broad range of topics including the assumptions of the biomedical and holistic paradigms, the social context of disease and health care delivery, and naturopathic approaches to health care.

HLT00255 Introductory Homœopathy

Co-requisite/s: HLT00259 Naturopathic Foundations

Introduces students to the origins, theory and practice of homœopathy. Students will learn methods and approaches for analysing simple acute case histories and selecting homœopathic remedies. Study of the materia medica will commence, based on acute cases.

HLT00257 History and Foundations of Herbal Medicine

Pre-requisite/s: HLT00259 Naturopathic Foundations

A comprehensive introduction to herbal medicine, the study of plants as healing agents. Based on study of the western herbal tradition as it originated in ancient Greece. Covers the historical and philosophical framework of western herbal medicine, its language and modern application.

HLT00302 Medicinal Plants: Botany and Applications

Pre-requisite/s: HLT00257 History and Foundations of Herbal Medicine

Provides knowledge and practical skills in botany, plant identification and plant biology of medicinal plants relevant to naturopathy. Additionally, the unit provides students with basic skills in the manufacture and dispensing of herbal preparations and includes the study of the therapeutic applications of a select number of medicinal plants. The issues of intellectual property rights and medicinal plant conservation are discussed.

HLT00303 Herbal Materia Medica

Pre-requisite/s: HLT00257 History and Foundations of Herbal Medicine, HLT00302 Medicinal Plants: Botany and Applications

This unit provides knowledge of the herbal *materia medica*, the study of actions and indications of individual medicinal plants, and skills in the simple construction of herbal prescriptions. This is core knowledge for the practice of herbal medicine and at the completion of this unit students will have a basic understanding of most of the herbs used by practising herbalists in Australia.

HLT00266 Pharmacognosy

Pre-requisite/s: HLT00303 Herbal Materia Medica, CHE00103 Biological Chemistry II, CHE00002 Biochemistry, BIO00102 Physiological Pathology II

Provides students with knowledge of pharmacologically active constituents and medicinal plant pharmacology. Covers major groups of active constituents, pharmacodynamics, pharmacokinetics, and safety issues including herb-drug interactions. Includes the study of the therapeutic applications of a number of medicinal plants.

HLT10115 Relaxation and Therapeutic Massage

Pre-requisite/s: BIO01302 Human Anatomy, BIO00307 Human Physiology

Provides a comprehensive introduction to the history, principles, physiological basis and practice of western tactile therapy. Musculo-skeletal anatomy is continually reviewed throughout the session. The unit will include experiential learning of western massage techniques, with the emphasis on students achieving competence in assessing a patient and delivering a full-body relaxation and specific therapeutic massage.

CHE00102 Biological Chemistry I

Students are introduced to basic aspects of chemistry, which are treated from a biomedical point of view. Emphasis is given to aspects of chemistry that are relevant to further curricular disciplines such as organic chemistry, biochemistry, nutrition and phytotherapy. Provides the students with basic skills in the manufacture and dispensing of herbal preparations. Lectures are complemented with tutorial and laboratory sessions.

CHE00103 Biological Chemistry II

Pre-requisite/s: CHE00102 Biological Chemistry I

Introduces basic aspects of organic chemistry through study of the structure-function relationship of organic compounds, the interaction of organic compounds with solvents, and analysis of functional groups. There is a special focus on the chemical analysis of natural products found in plants and the manufacture of herbal preparations. Lectures are complemented with tutorial sessions and laboratory classes that provide students with experience in relevant basic techniques and methods.

CHE00002 Biochemistry

Pre-requisite/s: BIO01302 Human Anatomy, BIO00307 Human Physiology, CHE00102 Biological Chemistry I, CHE00103 Biological Chemistry II

Provides an overview of general biochemistry to enable students to understand the overall role of chemical reactions in biological systems and biochemical aspects of human disease. Covers basic chemical organisation of the body, bioenergetics, selected metabolic pathways, and methods of separation and characterisation of molecules of biological interest.

BIO00101 Physiological Pathology I

Pre-requisite/s: BIO01302 Human Anatomy, BIO00307 Human Physiology

Provides an overview of the pathophysiology of various disease states of the immune, integumentary, gastrointestinal, respiratory and endocrine systems. Places a focus on understanding disease processes from the cellular level through to the levels of organ and system emphasising microbiological and pharmacological principles, which underlie many treatment regimes.

BIO00102 Physiological Pathology II

Pre-requisite/s: BIO00101 Physiological Pathology I

Provides an overview of the pathophysiology of various disease states of the cardiovascular, renal, reproductive, locomotor and nervous systems. Places a focus on understanding disease processes from the cellular level through to the levels of organ and system emphasising microbiological and pharmacological principles, which underlie many treatment regimes.

HLT00274 Clinical Diagnosis I

Pre-requisite/s: BIO00102 Physiological Pathology II

Co-requisite/s: HLT10118 Clinical Studies I

A comprehensive introduction to clinical diagnosis, an essential component of naturopathic clinical practice. Provides skills in critical thinking, understanding of the common manifestations of disease and a systematic approach to reaching a clinical diagnosis based upon a reasoned judgment of the presentation. The material will be presented in a problem-based format.

HLT00275 Clinical Diagnosis II

Pre-requisite/s: HLT00274 Clinical Diagnosis I

Co-requisite/s: HLT10119 Clinical Studies II

Builds on the unit Clinical Diagnosis I. Continues the problem-based learning approach to diagnosis by analysis of problems based on body systems. The primary aim of this unit is to develop critical analytical skills as the core component of clinical reasoning.

HLT10118 Clinical Studies I

Pre-requisite/s: BIO00102 Physiological Pathology II

Co-requisite/s: HLT00274 Clinical Diagnosis I

Provides a comprehensive introduction to clinical skills required in the holistic assessment of the individual. Emphasis is on cue recognition of physical signs of unwellness and disease. Practical methods for clinical management of common problems will be studied, supported by both internal and external supervised clinical placements.

HLT10119 Clinical Studies II

Pre-requisite/s: HLT10118 Clinical Studies I

Co-requisite/s: HLT00275 Clinical Diagnosis II

Develops the clinical skills required in the holistic assessment of the individual. Emphasis is on cue recognition of physical signs of unwellness and disease. Practical methods for the management of common problems encountered in clinical practice will also be studied, and both internal and external supervised clinical placements will support the student learning.

HLT00260 Professional Naturopathic Studies

Integrates the various components of naturopathic clinical practice to allow final year students the ability to synthesise them prior to graduation and independent clinical practice. Includes consideration of legal, ethical and professional issues.

HLT10511 Clinical Practicum in Naturopathy 1

This unit provides students with supervised clinical experience in integrated naturopathic practice combining phytotherapy, nutrition, homoeopathy and tactile therapies within a student clinic. Within this supervised environment, the student clinician will be responsible for case planning and management.

HLT10512 Clinical Practicum in Naturopathy 2

This unit aims to build on previous experience and to provide students with continued supervised clinical experience in integrated naturopathic practice combining phytotherapy, nutrition homoeopathy and tactile therapies within a student clinic.

CSL00231 Counselling Theory and Practice

This unit provides an overview of the role of the counsellor within an Australian context, and shows how research, personal self-awareness and skill development contribute to the development of the therapeutic relationship in counselling.

Part B units

HLT00267 Clinical Herbal Medicine

Pre-requisite/s: HLT00257 History and Foundations of Herbal Medicine, HLT00302 Medicinal Plants: Botany and Applications, HLT00303 Herbal materia Medica, HLT00266 Pharmacognosy

Further consolidates understanding of the principles and practice of herbal medicine. Study of the materia medica will continue, with specific reference to clinical application of herbs. Major issues in contemporary herbal practice will be addressed, and the philosophical underpinning of contemporary practice will be exercised. Students will learn to integrate herbal remedies into naturopathic practice.

HLT00418 Independent Study in Natural Medicine

Provides students with an opportunity to undertake an in-depth study of a particular topic of their choice in the area of natural and complementary medicine.

HLT00256 Homœopathic Theory and Practice

Pre-requisite/s: HLT00259 Naturopathic Foundations, HLT00255 Introductory Homœopathy

Involves intensive study of the theory of chronic disease and of case-taking, prescription, case-management of complex cases involving long established illness and multiple conditions. Laboratory based practicum sessions will continue to explore the notion that 'like cures like'. Study of homœopathic materia medica will continue throughout the unit.

HLT00263 Clinical Homœopathy

Pre-requisite/s: HLT00255 Introductory Homœopathy, HLT00256 Homœopathic Theory and Practice

Further consolidates understanding of the principles and practice of homœopathy and study of the materia medica. Will assist the student to further integrate homœopathic principles with naturopathic practice.

HLT10116 Advanced Therapeutic Massage: Lymphatic Technique and Physical Activity

Pre-requisite/s: BIO01302 Human Anatomy, BIO00307 Human Physiology, HLT10115 Relaxation and Therapeutic Massage

Enhances the tactile therapies skills of the students to an advanced level enabling the treatment of more complex cases. A range of advanced techniques are taught, including lymphatic and systems treatment for naturopaths. The theoretical and practical applications of sports and performance management in tactile therapies are taught, with supervised clinical practicum supporting the learning.

HLT10117 Advanced Therapeutic Massage: Myofascial Techniques

Pre-requisite/s: BIO00307 Human Physiology, HLT10115 Relaxation and Therapeutic Massage

Develops skills in the management and treatment of patients with pain by myofascial techniques and electrotherapeutics. Enhances the skills of body mind techniques, postural education and exercise prescription to enable treatment of more complex cases, demonstrated in Clinical Practicum. Facilitates the development of research skills in tactile therapies.

HLT00420 Critical Reasoning and Research Methods in Natural Medicine

Provides a comprehensive introduction to critical reasoning within the context of contemporary natural medicine practice and an overview of the appropriate application and limitations in research methods in natural medicine.

BHS11001 Introduction to Psychology I

Introduces the acquisition of behaviours and cognitive abilities through the study of learning, development and intelligence. Learning involves the study of eliciting stimuli, reward and punishment. Developmental psychology is concerned with change in behaviour and cognition over the lifespan. The two areas converge in the study of intelligence.

BHS11002 Introduction to Psychology II

Introduces three areas concerned with the study of the person in a societal context: social psychology (especially the role of attitudes and their relationship with behaviour); the central features and development of personality; and the study of psychological disorders and their causes (abnormal psychology).

BHS3002 Abnormal Psychology

Pre-requisite/s: BHS11001 Introduction to Psychology I, BHS11002 Introduction to Psychology II

Explores the nature of causes of emotion and the broad psychological disorders, including mood disorders, anxiety disorders, schizophrenia, eating disorders, and substance-related disorders. The unit will focus on basic issues in the study of abnormal behaviour such as

classification and diagnosis. The causes of disorders will be considered from an environmental and biochemical perspective. The unit will also involve an introduction to the evidence-based treatment of various psychological disorders.

BHS30003 Development across the Lifespan

Provides an overview of human development from conception, through childhood, adolescence, adulthood, and old age. Introduces students to the scientific study of physical, cognitive, and social development applying to human lifespan development. Biological, social and psychological factors which influence the course of human development are considered.

BHS20007 Learning and Memory

Pre-requisite/s: BHS11001 Introduction to Psychology I, BHS11002 Introduction to Psychology II

Covers learning and memory in an integrated fashion. Learning and memory are concerned with understanding the processes by which behaviour is acquired through experience and expressed in later performance. Topics will include basic principles of behaviour change, learning and addictive behaviours, information processing account of memory, the role of implicit memory and learning, and the effects of aging on learning and memory.

CUL00408 Health and Indigenous Australian Peoples

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

CSL00416 Cultural and Spiritual Wellbeing

Introduces students to concepts of spirituality as an integrating life force in a holistic paradigm. A cross-cultural perspective of spiritual practices, beliefs and expressions is explored, in particular, the role of others in resourcing and facilitating Spiritual Care. Students are expected to analyse their own concepts of spiritual well-being and develop a practical management plan for delivery of Spiritual Care to a specific group.

CUL00401 Indigenous World-Views

Introduces students to the dynamics, diversity, richness and fluidity of Indigenous cultures and social practices. Through examining spirituality, customary lore, teaching, custodianship, reciprocal economics, care for country and people, the unit challenges contemporary concepts of gender and relationships, individuality and community, history and the Dreamtime.

CUL00409 The Mental Health of Australian Indigenous Peoples

Explores aspects of Indigenous mental and spiritual care in relation to terms, definitions and diagnoses used in the area of Australia's mental health services. Personal, social, and political issues impacting on the psychological wellbeing of Indigenous people will be examined with special emphasis on appropriate health worker responses to recognised mental illnesses, trauma, substance and physical abuse patterns within Indigenous families, communities and mainstream society.

CMM10464 Psychosocial Contexts of Health

Introduces students to the dominant metanarratives 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.

HEA10200 Trans- and Intergenerational Trauma

Introduces and develops critical analysis of the themes: World populations – violence – trauma and health. Students will consider human societies, violence in wars, colonisations and natural disasters; the anthropology of violence in relationship to trauma; the trauma in violence and transgenerational aspects of trauma. A public health model in working with individuals, families and communities for recovery from trauma will be examined.

HEA10201 The Biological Effects of Traumatic Stress

Blends both the theoretical and conceptual foundations of traumatic stress syndromes at four interrelated levels: biological, psychological, socio-interpersonal and cultural. The delivery of this unit will include lectures and group activities to ensure that the relationship between healthy creative adaptation and trauma recovery educational approaches can be understood.

HEA10202 The Story of Healing/Indigenous Healing

Healing legacies are contained in the stories of healing from western, eastern, classical and contemporary Indigenous healing practices, giving meaning to the root of the word *heal* from the anglo-saxon *haelan*, meaning to be, or to become whole. To be whole means to understand the vital energies between physical, emotional, mental and spiritual/metaphysical well-being, embedding healing processes in the functions of the word *educare* – *to bring forth, to draw out from to show the way, to rear up the children*. The unit gives power to the stories that progress healing education.

SOY00419 Caring for Kuntri: Indigenous Environment Management

Caring for Kuntri focuses on contemporary issues surrounding Indigenous peoples' rights and responsibilities to care for and manage what is commonly referred to as the "environment". Will have an opportunity to examine the historical processes that have led to the current social, political and legal issues surrounding these rights and responsibilities. Government policy and process as it relates to the environment and Indigenous cultural heritage will be critically analysed. A diverse range of Indigenous voices will be presented as a means of highlighting the current priorities and directions that Indigenous people are taking in regards to Caring for Kuntri. Will be encouraged to reflect on the role of social justice and human rights advocacy as an effective and important process within environmental management systems.

MAT00330 Research and Analysis in Health

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

MNG00301 Sport Management Principles

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

MNG00314 Entrepreneurship

Introduces students to the concepts of entrepreneurship, the new venture creation process, and the entrepreneurial environment. To provide students with an understanding of the entrepreneurs and their entrepreneurial behaviour, several entrepreneurship theories and their applications will also be examined and discussed.

PHA00315 Introductory Pharmacology

Pre-requisite/s: BIO01302 Human Anatomy, BIO00307 Human Physiology

The focus is on the principles of drug action, receptor theory, pharmacodynamics and pharmacokinetics. Takes a systems approach in discussing pharmacotherapeutic agents, focusing on drugs in current clinical use in Australia, as well as new therapeutic agents. Will also introduce the student to toxicology, again with reference to agents used in Australia.

BIO00209 Biomechanics and Kinesiology

Pre-requisite/s: BIO01302 Human Anatomy

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

NUT00333 Sport and Exercise Nutrition

Pre-requisite/s: NUT00214 Food and Nutrition in Health, BIO00326 Exercise Biochemistry and Drugs in Sport or NUT00216 Nutritional Pharmacology and Biochemistry, BIO00204 Advanced Exercise Physiology

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

Other Important Information

Careers Evening

Every 2nd year the Natural and Complementary Medicine program holds a Careers Evening where some of our graduates and affiliates come along and talk about where the Degree has taken them professionally. Every other year we have a panel discussion about Career Options for Bachelor of Naturopathy students.

Criminal Record Checks

The NSW Department of Health require criminal record checks be carried out on all persons including university staff and students who require access in any capacity to facilities operated by the Department of Health. Criminal record checks will be conducted in the second year of enrolment. This is a confidential process. A clearance slip is issued by the Department of Health.

Grand Rounds

Most Wednesdays at 12.00–1.00pm our 4th year students present case studies. These are a great opportunity to help students focus and remain determined to get through the next exam or assignment. All Bachelor of Naturopathy students and staff are welcome to attend. Check the timetable for the venue.

Student Consultative Committee

Jacinta Arellano is the Student Consultative Committee (SCC) Coordinator. The SCC deals with the concerns of students and is an avenue for developing student-staff relationships. Two students from each year represent their year.

Clinics

Acupuncture Clinic

Dr Viv Griffiths is a qualified Acupuncturist and Registered Nurse who conducts a private Acupuncture clinic on Campus located in Z Block within the School of Health and Human Sciences. Viv attempts to understand the individual from both a western and eastern perspective throughout her consultations. She is currently Co-ordinator and Lecturer of the Masters of Acupuncture program within the University. Viv's acupuncture experience has been consolidated with further studies in Beijing, Shanghai and Taiwan. The clinic is perceived as a teaching clinic and students from the Masters program utilize the clinic under Dr Viv Griffiths' supervision in order to meet their 600 clinical hours. The clinic operates on Monday and Thursday. Most health rebates are available. If you wish to make an appointment you will need to contact reception on 02 66269131.

Natural Medicine Clinic

The University's Natural and Complementary Medicine program is dedicated to improving the health and well-being of Australia's communities by providing high-quality natural medicine services in the form of a professional, natural medicine clinic. Our Clinic is essential to assisting students in understanding a particular aspect of healthcare that we believe is most important of all; compassion for the people we serve as health practitioners. The Natural Medicine Clinic has two purposes, to:

1. Provide a professional and caring natural medicine health service to the general public; and
2. Train students in applying naturopathic skills in assessment and treatment.

Our clinic provides health care services in herbs, nutritional advice and supplementation, therapeutic massage and homoeopathy. Your practitioner will be a senior naturopathic student who is closely supervised by a fully qualified naturopathic practitioner. Together, we will help you make decisions about your health care, offer you advice and identify appropriate treatments. Our practitioners have been trained to give you quality holistic consultation and care.

Location: 6 Industry Drive (next to McKee's Engineering),
Lismore NSW 2480 Australia (currently at this address).
A new clinic is being built on Lismore campus for 2010.

Telephone: (02) 6626 9131

Laboratories

Anatomy and Physiology Laboratory

This is a 50 seat lab which is utilised by all Naturopathy, Exercise Science & Sports Management, Nursing and Clinical Science students enrolled in Anatomy and/or Physiology. It is well equipped with models, posters, microscopic specimens, animal specimens for dissection and equipment for the study of anatomy and physiology.

Cadaver Laboratory

This lab will be used by any student enrolled to study Anatomy, Clinical Sciences and Osteopathy. This is a new purpose built lab for the demonstration of cadaver specimens. It is equipped with an IP camera so that specimens can be displayed on a large screen.

Chemistry Laboratory

This is a 50 seat lab which is used by Naturopathy, Exercise Science & Sports Management students. It is well equipped for any tertiary level chemistry studies.

Computer Laboratory

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

Massage Laboratory

This lab is utilised by Naturopathy and Clinical Science students for practical based studies. It is equipped with hydraulic massage tables and diagnostic equipment used in the assessment of clients.

School Contacts

Student Support Team

The Student Support 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 Support 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 Support 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 Support/Liaison Staff are located on each campus.

Hours: 9am – 5pm Monday to Friday.

Email: healthscience@scu.edu.au

Lismore	Coffs Harbour
Z Block	M Block
02 6626 9585	02 6659 3301

Academic staff

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

- **Course Coordinators** have responsibility for the overall coordination, development, review and administration of a course. Please familiarise yourself with the name of your Course Coordinator.
- **Unit Assessors** have responsibility for the overall coordination, development, review and administration of a unit. Not all unit assessors are listed below. Please familiarise yourself with the name of your Unit Assessor during each session.

Course Co-ordinator

Sue Evans	Bachelor of Naturopathy.	02 6620 3854	Lismore
		sue.evans@scu.edu.au	Room: Z2.03

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.scbrit.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;

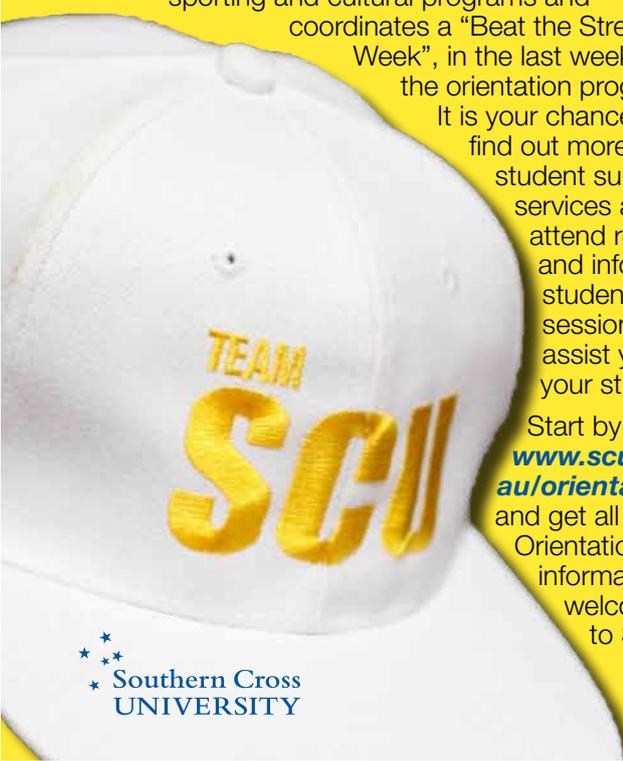
- essential course information sessions,
- academic skills development sessions,
- library and campus tours and
- IT essentials.

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

