Southern Cross UNIVERSITY

School of Health & Human Sciences

# 2011 Course Enrolment Guide

## School of Health & Human Sciences

## Bachelor of Exercise Science and Nutrition

School of Health and Human Sciences
Southern Cross University
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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 Exercise Science and Nutrition ..... 1.1

Career opportunities ..... 1.1

Professional recognition ..... 1.1

Major areas of study ..... 1.1

2011 Course Rules ..... 1.2

Course Structure ..... 1.3

Unit Availability Table ..... 1.4

Unit Descriptions ..... 1.6

Other Important Information ..... 1.9

Accreditation with professional bodies ..... 1.9

Field education ..... 1.9

Exercise Physiology Clinic ..... 1.9

Laboratories ..... 1.9

School Contacts ..... 1.11

Student Liaison Team ..... 1.11

Academic staff ..... 1.11

**Part Two: Administrative and General Information** ..... 2.1

Online enrolment ..... 2.1

Fees ..... 2.1

Other related costs ..... 2.3

Income support and the Three-Session Teaching Calendar ..... 2.3

Study load for International onshore students ..... 2.3

Census dates ..... 2.4

Commonwealth Assistance Notices (CAN) ..... 2.4

Final date to enrol in unit/s ..... 2.5

Deferring studies ..... 2.5

Advanced standing – recognition of prior work or study ..... 2.5

Class timetabling ..... 2.7

Class registration ..... 2.7

Leave of absence ..... 2.8

Variation to enrolment ..... 2.8
Withdrawing from a course or unit ..... 2.8
Cross-institutional studies ..... 2.9
Course transfer ..... 2.10
Further information about enrolment issues ..... 2.10
MySCU ..... 2.10
Textbooks ..... 2.12
Study materials and Books of Readings ..... 2.13
Turnitin ..... 2.14
Orientation and transition ..... 2.14
Beat the Stress Week ..... 2.14
Student support services ..... 2.14
University Library ..... 2.15
Academic Skills Development Unit ..... 2.16
Services for distance education students ..... 2.16
Information technology and technical support ..... 2.17
Early engagement and intervention support ..... 2.17
Examinations ..... 2.18
Special consideration/special examination ..... 2.18
Grades and academic standing ..... 2.19
Staying in touch with SCU ..... 2.20
Complaints @ SCU ..... 2.21
General Information ..... 2.22
Key Dates for 2011 ..... 2.22
Useful University Websites ..... 2.24
Getting started ..... 2.24
About the University ..... 2.25
Schools and Colleges ..... 2.25
Southern Cross University Orientation Program ..... 2.26

# 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, to facilitate online enrolment and provide advice about important contacts, resources and support services available. It is also a valuable resource containing easily referenced material that no student should be without.

- **Part One** contains course specific information and sets out the structure of the course, maps suggested or compulsory unit progressions and shows specialisation sequences per study period, if applicable.
- **Part Two** provides helpful information in relation to important dates, useful websites and relevant administrative information including the contact details of specialist staff within the University who are available to assist with specific enquiries.

## Getting started:

We encourage students to become familiar with the information in this guide and the resources available within the School and the University. We also suggest students refer to the Getting Started at SCU brochure (sent with each offer letter), which outlines the easy steps to online enrolment. Together, these documents will answer many questions and guide students through the enrolment process.

## What to do next:

1. Print or download this guide and retain it for reference throughout the duration of the degree/course.
2. Become familiar with the Award Rules and the course structure requirements (refer to the *Student Handbook* at www.scu.edu.au/handbook).
3. Choose units to study in each study period using the course structure and unit information provided.
4. Enrol in units for the **whole year** online in `My Enrolment' at www.scu.edu.au/myenrolment The new Southern Cross University three-session teaching calendar provides students with the flexibility to spread their study load over three sessions or to fast track and complete studies earlier. To ensure the University can plan classes and tutorials appropriately we strongly advise students to enrol in units for each study period at the commencement of the academic year. Please note, Session 3 is an optional study period.
5. Register for internal classes online through `My Enrolment' at www.scu.edu.au/myenrolment once the Online Class Registration notification is sent to student SCU webmail accounts [not applicable to University Wide (external) students studying by distance education].
6. For assistance with `My Enrolment' refer to the Demonstration Guides located on the Student Enrolment and Support Services site or contact Student Services on 1800 626 481 or email enrol@scu.edu.au.
7. Once enrolled in units, visit MySCU to become familiar with where the School's Student Centre and Learning Sites are located. Although students will have access to the School's Student Centre as soon as they are enrolled in units, access to learning sites will not be available until one week before the first day of the study period. While there, don't forget to download a copy of the **Unit Information Guide** and **Study Guide**.

## Important notice:

A student's course is governed by the Award Rules for the year in which they commenced study. It is important that first year students retain a copy of this Course Enrolment Guide for the duration of their Award (program/degree). 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.

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

# 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, midwifery, 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 practice learning 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 speciality laboratories and advanced facilities, the courses offered by the School recognise the needs of students to study flexibly, with many courses and units designed to be available via external or online delivery.

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

# Part One

# Course and Enrolment Information

## Course Overview

### Bachelor of Exercise Science and Nutrition

The Bachelor of Exercise Science and Nutrition could be described as the "wellness" degree. It is now well recognised that adopting a healthy lifestyle combining regular physical activity with good nutrition can reduce the risk of premature death or the onset of cardiovascular disease, some cancers, obesity and diabetes. Exercise science and nutrition together give a complete picture of the human body, from the chemical and biochemical aspects to the muscles and nervous system. As a result of the increased awareness of these links, employment opportunities in exercise science and related health fields have increased dramatically.

### Career opportunities

Some graduates work with special populations such as the aged, obese children, and people with disabilities. Others work in personal training with individual sportspeople or with sporting organisations. Some graduates prefer to work in the specialised area of cardiac rehabilitation. The course is designed to provide you with a wide variety of career choices in exercise and sport science, community and corporate fitness, and/or health and wellness. Some graduates will also choose to pursue further study at postgraduate level in dietetics and sports nutrition.

### Professional recognition

Graduates of this program may apply for membership to Exercise and Sport Science Australia (ESSA). This course may also meet the requirements for entry to postgraduate study in nutrition and dietetics.

### Major areas of study

The inter-relationship between exercise science and nutrition for health and human performance is a fundamental one, the importance of which is becoming increasingly recognised by health practitioners. This degree is designed for those students wanting to pursue a career in exercise science combined with a comprehensive understanding of biochemistry and nutrition.

# 2011 Course Rules

The Award Rules for each course are published in the *Student Handbook*. Hardcopies of the Handbook are available for purchase at the Coop Bookshop. An online version of the Handbook is available from the Southern Cross University website at 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: | 3 years |
| Total Units: | 24 |

## Specific Award Rules

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

### 4.1 Requirements for an Award

a. To be eligible for the award of Bachelor of Exercise Science and Nutrition a candidate shall successfully complete all twenty-four (24) units listed in the Schedule of Units attached to these Rules.

# Course Structure

This table maps out the unit progressions in the Bachelor of Exercise Science and Nutrition, which will assist you with your unit selection. Students must complete all units below to satisfy the requirements for the Bachelor of Exercise Science and Nutrition award.

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

**Part-time students** normally complete two units each study period. 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-requisite/s that must be studied before others. Please refer to the Unit Availability Table for pre-requisite/s units.

| **Year 1** | | | |
|---|---|---|---|
| **Session 1** | | **Session 2** | |
| CHE10700 | Chemistry for Health Sciences | HMS00202 | Principles & Practices of Sport & Exercise Science |
| BIO01302 | Human Anatomy | BIO00307 | Human Physiology |
| HEA00331 | Principles of Behaviour in Physical Activity | NUT00214 | Food and Nutrition in Health |
| BIO00207 | Mechanics for Movement | BIO00209 | Biomechanics and Kinesiology |
| **Year 2** | | | |
| **Session 1** | | **Session 2** | |
| CHE00002 | Biochemistry | NUT00215 | Life Cycle Nutrition and Diet Therapy |
| BIO00203 | Exercise Physiology | NUT00216 | Nutritional Pharmacology and Biochemistry |
| BIO10493 | Motor Control | BIO00204 | Advanced Exercise Physiology |
| BIO10494 | Human Growth, Development and Ageing | HEA00332 | Sport and Exercise Psychology |
| **Year 3** | | | |
| **Session 1** | | **Session 2** | |
| HMS00223 | Professional Preparation | NUT00333 | Sport and Exercise Nutrition |
| HMS00203 | Sports Conditioning and Training Methods | BIO10496 | Principles of Exercise Testing and Prescription (Exercise Physiology for Specific Populations) |
| BHS10495 | Advanced Sport and Exercise Psychology | MAT00330 | Research and Analysis in Health |
| BIO10497 | Applied Exercise Testing and Prescription (Exercise Prescription for Healthy Individuals) | HMS00328 | Motor Learning |

# 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

**Note:** All units in the schedule are compulsory and offered on an Internal (Lismore) only basis.

| Unit Code | Unit Name | Pre-requisite/s, Anti-requisite/s Co-requisite/s | Campus | Session | Study Year |
|---|---|---|---|---|---|
| BIO01302 | Human Anatomy | | L | 1 | 1st |
| HEA00331 | Principles of Behaviour in Physical Activity | | L | 1 | 1st |
| CHE10700 | Chemistry for Health Sciences | | L | 1 | 1st |
| BIO00207 | Mechanics for Movement | | L | 1 | 1st |
| BIO00307 | Human Physiology | | L | 2 | 1st |
| NUT00214 | Food and Nutrition in Health | | L, DE | 2 | 1st |
| HMS00202 | Principles and Practices in Sport and Exercise Science | | L | 2 | 1st |
| MAT00330 | Research and Analysis in Health | | L | 2 | 3rd |
| CHE00002 | Biochemistry | CHE10700, BIO01302, BIO00307 | L | 1 | 2nd |
| BIO00203 | Exercise Physiology | BIO00307 | L | 1 | 2nd |
| BIO10494 | Human Growth, Development and Ageing | BIO01302, BIO00307 | L | 1 | 2nd |
| BIO10493 | Motor Control | BIO01302, BIO00307 | L | 1 | 2nd |
| NUT00215 | Life Cycle Nutrition and Diet Therapy | NUT00216 (co-req), NUT00214, CHE00002, BIO00307 | L | 2 | 2nd |
| NUT00216 | Nutritional Pharmacology and Biochemistry | NUT00215 (co-req), NUT00214, CHE00002, BIO00307 | L | 2 | 2nd |
| BIO00209 | Biomechanics and Kinesiology | BIO01302 | L | 2 | 1st |
| HEA00332 | Sport and Exercise Psychology | HEA00331 | L | 2 | 2nd |
| HMS00223 | Professional Preparation | | L | 1 | 3rd |
| HMS00203 | Sports Conditioning and Training Methods | | L | 1 | 3rd |
| BIO00204 | Advanced Exercise Physiology | BIO00203 | L | 1 | 3rd |
| BHS10495 | Advanced Sport & Exercise Psychology | HEA00332 | L | 1 | 3rd |
| NUT00333 | Sport and Exercise Nutrition | NUT00214 or NUT00330, NUT00216 or BIO00326, BIO00203 | L | 2 | 3rd |
| BIO10496 | Principles of Exercise Testing and Prescription (Exercise Physiology for Specific Populations) | BIO00204 | L | 2 | 3rd |

| Unit Code | Unit Name | Pre-requisite/s, Anti-requisite/s Co-requisite/s | Campus | Session | Study Year |
|---|---|---|---|---|---|
| BIO10497 | Applied Exercise Testing and Prescription (Exercise Prescription for Healthy Individuals) | BIO00204 | L | 1 | 3rd |
| HMS00328 | Motor Learning | BIO10493 | L | 2 | 3rd |

## Key

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

## Definitions

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

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

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

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

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

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

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

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

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

# Unit Descriptions

## CHE10700 Chemistry for Health Sciences

Students are introduced to the basic concepts of general and organic chemistry with a special focus on the study of chemical properties, interactions and concepts that are relevant to natural products and human health. It includes study of chemical bonding, the periodic table, gases and solutions, acids and bases, chemical equilibrium, and organic functional groups. Laboratory classes provide students with experience in relevant basic techniques and methods.

## BIO01302 Human Anatomy

Examines cellular and tissue organisation, the integument, osteology, arthrology, myology, the nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems, and the sensory organs.

## HEA00331 Principles of Behaviour in Physical Activity

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

## BIO00207 Mechanics for Movement

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

## HMS00202 Principles and Practices of Sport and Exercise Science

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

## NUT00214 Food and Nutrition in Health

Provides an introduction to the food and nutrition sciences, applied nutrition, and the use of food as a medicine from a western perspective. Students will be given the opportunity to broaden their understanding of the role of food and nutrition on health and wellbeing within a holistic framework.

## MAT00330 Research and Analysis in Health

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

## BIO00307 Human Physiology

The areas to be examined will be cellular metabolism, muscle physiology, excitation of nervous tissues, regulation of the cardiovascular system, respiratory dynamics, kidney and body fluid homeostasis, the gastrointestinal tract, growth, metabolism, reproduction and immune defence.

## CHE00002 Biochemistry

*Pre-requisite/s: BIO01302 Human Anatomy, BIO00307 Human Physiology, CHE10700 Chemistry for Health Sciences*

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.

### BIO00203 Exercise Physiology

*Pre-requisite/s: BIO00307 Human Physiology*

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

### BIO10493 Motor Control

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

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

### BIO10494 Human Growth, Development and Ageing

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

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

### NUT00215 Life Cycle Nutrition and Diet Therapy

*Co-requisite/s: NUT00216 Nutritional Pharmacology and Biochemistry*
*Pre-requisite/s: NUT00214 Food and Nutrition in Health, BIO00307 Human Physiology*

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: NUT00214 Food and Nutrition in Health, BIO00307 Human Physiology, 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.

### 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.

### HEA00332 Sport and Exercise Psychology

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

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

### HMS00223 Professional Preparation

Equips students with a sound understanding of the employment market place and the needs of employers in the sport, fitness and recreation industry. Identifies communication strategies and

provides professional experiences which will assist students in securing and retaining a position in the industry.

### HMS00203 Sports Conditioning and Training Methods

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

### BIO00204 Advanced Exercise Physiology

*Pre-requisite/s: BIO00203 Exercise Physiology*

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

### BHS10495 Advanced Sport and Exercise Psychology

*Pre-requisite: HEA00332 Sport and Exercise Psychology*

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

### NUT00333 Sport and Exercise Nutrition

*Pre-requisite/s: NUT00214 Food and Nutrition in Health or NUT00330 Nutrition for Healthy Active Lifestyles, NUT00216 Nutritional Pharmacology and Biochemistry or BIO00326 Exercise Biochemistry and Drugs in Sport, BIO00203 Exercise Physiology*

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

### BIO10496 Principles of Exercise Testing and Prescription (Exercise Physiology for Specific Populations)

*Pre-requisite/s: BIO00204 Advanced Exercise Physiology*

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

### BIO10497 Applied Exercise Testing and Prescription (Exercise Prescription for Healthy Individuals)

*Pre-requisite/s: BIO00204 Advanced Exercise Physiology*

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

### HMS00328 Motor Learning

*Pre-requisite/s: BIO10493 Motor Control*

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

# Other Important Information

## Accreditation with professional bodies

Graduates of this program may apply for membership to Exercise and Sport Science Australia (ESSA). This course may also meet the requirements for entry to postgraduate study in nutrition and dietetics.

## Field education

Students complete 150 hours of work experience as part of their study program.

## Exercise Physiology Clinic

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

## Laboratories

### Anatomy and Physiology Laboratory

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

### Cadaver Laboratory

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

### Chemistry Laboratory

This has been equipped to run both chemistry and biochemistry units, as well as more specialised units in botany, the extraction of natural products from plants, separation science and the formulation of plant extracts. Student of the Bachelor of Naturopathy, Bachelor of Clinical Sciences and Bachelor of Exercise Science and Nutrition will be taught in this facility.

### Computer Laboratory

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

### The Sports Hall

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

### Biochemistry Research Laboratory

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

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

## Sports Physiology Lab and Weights Room

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

# School Contacts

## Student Liaison Team

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

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

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

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

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

| Location | |
|---|---|
| Lismore | Z Block |

| Contact Details | | |
|---|---|---|
| Student Liaison Officer | Phone: 02 6626 9585<br>Fax: 02 6620 3022 | healthscience@scu.edu.au |

## Academic staff

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

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

| Course Coordinator | | | |
|---|---|---|---|
| Rosanne Coutts | B. Exercise Science and Nutrition | 02 6620 3235<br>rosanne.coutts@scu.edu.au | Lismore<br>P1.10 |

# 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 easy steps to online enrolment. Students can download a copy of Getting started at SCU from the Student Services website.

## Fees

The cost of attending university will vary and much depends on your program of study. Expenses can generally be broken into three groups: study costs, living expenses and other expenses. This section focuses on study costs or fees and includes important information to remember when enrolling into units of study in a course.

At SCU a student is either a Commonwealth supported student or a fee-paying student, also known as a non-Commonwealth supported student.

Fee-paying students are required to pay full tuition fees for each unit of study.

### Undergraduate courses

The University offers very few undergraduate fee-paying courses. Generally, undergraduate courses are Commonwealth-supported for eligible students.

### Postgraduate courses

The majority of SCU fee-paying courses relate to postgraduate study and FEE-Help is available to eligible students.

### Commonwealth-supported students

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

At SCU the Student Contribution varies and is determined by the units selected by each student, the discipline category or 'band' of the units studied and the year the student commenced their course of study or degree. To find out exactly which band(s) your unit/s of study belong to visit the University's Fees and Financial Assistance website

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

Students complete the request for Commonwealth Support Form (and HECS-Help) from SCU. This is known as an electronic 'Commonwealth Assistance Form' (eCAF), which is completed and submitted electronically via 'My Enrolment'. The eCAF must be completed before enrolment into any units.

The deadline for finalising payment arrangements for each unit of study is the census date.

Commonwealth-supported students can pay for all or part of their Student Contribution upfront or defer payment to the Australian Tax Office (ATO) and repay it later through the Australian tax system when their income is above the nominated minimum threshold.

If the Student Contribution is paid on or before the census date a 20% discount applies for payment of $500 or more.

## Domestic fee-paying students

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

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

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

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

Students, who wish to access a FEE-HELP loan, must read the 'FEE-HELP information booklet' available from Student Services or at www.gointouni.gov.au. They must also complete and submit an eCAF via 'My Enrolment' and provide their Tax File Number.

Payment of a FEE-HELP loan is deferred to the Australian Tax Office (ATO) and is repaid later through the Australian tax system when 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 the SCU Fees and Financial Assistance website.

To contact the International Office:

Phone: +61 2 6620 3876

Email: intoff@scu.edu.au

### Remission of Student Contribution Amounts

Where extenuating circumstances exist, students may apply for a remission of the Student Contribution Amount by contacting Student Services.

### More information

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

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*.

## Income support and the Three-Session Teaching Calendar

The new three-session teaching calendar provides students with the flexibility to spread their full-time study load over three sessions, if they choose. This does not mean that students have to enrol in all three sessions to qualify for income support. There are many combinations of study that satisfy the eligibility criteria for income support. Students will still be able to study a full-time load over Session 1 and 2 and take Session 3 as a break. It is an optional study period. Schools will be offering units during Session 3 that will enable students to accelerate their learning or spread their study load. Please note, not all courses offer units in Session 3, students will need to check the *Schedule of Units* for that study period to see what is available to study.

Centrelink considers students to be full-time if they are doing a HECS loading of at least 0.375 for each study period OR they are doing at least 75% of the full time workload. At Southern Cross University one single weighted unit of study has a HECS loading of 0.125. Students need to demonstrate to Centrelink that they are studying at least 3 single-weighted units in each study period OR at least 6 single weighted units over the full teaching year in order to be entitled to income support. Please note if a student is enrolled in less than 3 units in Session 1 and receiving income support payments, Centrelink will write to them and ask if they intend to be enrolled as a full-time student over the remainder of the teaching year. To prove to Centrelink a student will be studying full-time they will need to enrol in units over the remainder of the year and send that study plan advice to Centrelink. Students don't necessarily need to enrol in both the remaining sessions to make up a full-time study load.

There is no obligation to study in all three sessions of the Teaching Calendar.

Requirements regarding full-time study can be found on the Centrelink website at http://www.centrelink.gov.au/. Students should discuss their eligibility for income support with Centrelink's Youth and Student Services by telephoning 132490.

## Study load for International onshore students

International onshore students must complete their course within the expected duration of study as specified by Standard 9 of the National Code of Practice 2007. This means Southern Cross University must monitor the workload of International onshore students to ensure they complete their course within the duration specified in their Confirmation of Enrolment (CoE) and do not exceed the allowable portion of online or distance learning. SCU will only enable

students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

International onshore students are required to complete eight (8) single-weighted units of study (1 EFTSL) each year or pro-rata if a student commences in Sessions 2 or 3. Therefore, International onshore students must study a minimum of three (3) units (up to four (4) units) in each of the mandatory sessions (Sessions 1 and 2) to satisfy full-time enrolment. No session can contain less than three (3) units. If only the mandatory sessions (Sessions 1 and 2) are studied then four (4) units each session are required.

International onshore students can study up to twenty-five percent (25%) of their course by online and/or distance learning, but in each mandatory study period each student must study at least one unit that is not by distance or online. Approval must be sought from both the International Office and the relevant School using a `Unit Approval Request' submitted through My Enrolment.

International onshore students not studying four units in each of the two mandatory sessions (Sessions 1 and 2) are required to liaise with an International Student Advisor to map and sign their study plan for each year of study.

### More information

For more information go to Southern Cross University's International Office website or the Australian Government – Australian Education International website at www.aei.gov.au/AEI

To contact Southern Cross University's International Office:

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

## Census dates

Each unit of study in a study period at SCU has a census date that is the day upon which a student's enrolment for unit(s) in the study period becomes fixed and final. After the census date a student cannot enrol or withdraw from units without significant financial and/or academic liability.

If using the HECS-HELP or FEE-HELP Government loan schemes, the debt for units in the study period is deferred on the census date.

Census dates vary depending on the unit/s in which a student is enrolled. Therefore, it is important that students are aware of the census date for each enrolled unit for a particular study period.

To determine the actual census date for each unit of study, students must check My Enrolment:

- Log into My Enrolment
- Select *My Study Plans*
- From the menu to the left of the screen select *Current Enrolment*

Each unit in which a student is enrolled will be displayed with the census date clearly identified.

## Commonwealth Assistance Notices (CAN)

A Commonwealth Assistance Notice (CAN) is issued to all Commonwealth Supported, FEE-HELP and OS-HELP assisted students within twenty-eight (28) days past the census date for each unit of study. The CAN shows detailed enrolment information for each unit of study within the relevant study period including upfront student contribution amounts and/or amounts deferred via HECS-HELP, FEE-HELP or OS-HELP. The CAN is available by accessing My Enrolment (use the *My Finance* menu option). It is important to check all the information on your CAN within

fourteen (14) days of its release. If you believe the information on the CAN is incorrect, please make a request in writing to enrol@scu.edu.au to have your information corrected.

### More information

For more information on census dates or Commonwealth Assistance Notices go to the University's Fee and Financial Assistance website

## Final date to enrol in unit/s

The final date to enrol in unit/s online without approval is the end of Week 2 (Sunday) of each study period. Students wishing to enrol in unit/s after this date will require approval from the relevant School and should submit a Unit Approval Request through My Enrolment stating the reason for the late enrolment. Where approval is not granted, the relevant School will contact the student.

## Deferring studies

If you cannot commence studies in this academic year, then you need to defer to secure your place in the following year. But, if you can commence studies in Session 2 or Session 3 then you do not need to defer, you simply enrol in that study period.

Note, if your offer is for Session 3 and you are unable to commence study, deferment is the only option available as there are no remaining study periods.

Deferment will incur a non-refundable $100 fee.

Deferment is only available to applicants who have been made a Commonwealth Supported or Hotel School Employer Reserved offer. Deferment is not available for Bachelor of Education (Secondary) graduate entry, Bachelor of Laws graduate entry, Bachelor of Education (4th year upgrade) and all one year Honours courses. Deferment is also not available to continuing students (continuing students wishing to take a break from studies should refer to the section 'Leave of Absence').

Students can defer an offer to a course prior to accepting through My Enrolment. To defer an offer once a student has accepted, declined or enrolled in units, please send a request by email to defer@scu.edu.au

Students will be notified in writing of the outcome of their deferment request and payment options.

For more information about how to defer an offer please download the 'My Offers – Request to Defer your Offer' guide, which is located on the Student Services downloads page.

## Advanced standing – recognition of prior work or study

Students who have relevant professional experience or demonstrable expertise or have completed previous post-secondary study in the last ten years, including TAFE courses, this experience may be credited toward their university degree.

At Southern Cross University this is known as Advanced Standing and refers to Recognition of Prior Learning, Credit, Credit transfer or Credit for previous learning or study.

If a student applies for Advanced Standing and is successful, it may decrease the number of units they need to study and shorten the time it would otherwise take to complete their degree.

If students need to apply for advanced standing during their studies they should submit an application to their School or Shared Services Centre at least one month before the start of the relevant study period. All requests for advanced standing should be completed before the final study period. This will ensure that course completion and graduation are not unnecessarily delayed.

The amount and type of credit awarded will determine a student's study plan so we recommend that students apply for advanced standing at the same time as they apply for admission.

International students should apply to be pre-assessed for advanced standing (Credit Transfer) at the time of lodging their application for admission to the International Office.

Students should also check that the basis on which they are applying for advanced standing aligns with that stipulated for the course or the relevant School or College. Therefore, if applying for advanced standing solely on the basis of professional level experience it is important to check with the relevant School or College to ensure that applications for advanced standing are accepted on this basis.

If applying for advanced standing based on previous tertiary study, including study at TAFE, private providers or other universities, please attach the following:

- Transcript/s for completed or partially completed qualification/s (including failures and an explanation of the grading system)
- Detailed course and/or unit outline/s

and where applicable:

- Statement of Attainment for partially completed qualification/s OR Testamur/Certificate for completed qualification/s

Students who have previously been enrolled at Southern Cross University (SCU) will not generally need to submit their transcript of results but may need to supply copies of unit statements for units completed.

The documents submitted must be originals or certified copies of originals. Non-English documents must be submitted in the original language, accompanied by an authorised English translation. For further guidance download the Certification and Translation Guidelines, this is located on the Advanced Standing website.

To apply for Advanced Standing students should first download and complete the Advanced Standing Application Form.

Be sure to:

- read the form carefully
- print clearly and neatly, in English, using black pen, completing all relevant sections in full
- initial and date any change that you make to the form
- sign and date Part 3, DECLARATION
- photocopy the completed form for your records
- securely attach supporting documents to the form. Individual schools may have particular documents that will be required, if this is the case those documents will be noted in Part One of this guide.

Submit the Application for Advanced Standing together with supporting documents in person, by fax, post or email to the relevant School or College, or Shared Services Centre.

It may take from one to four weeks to process and assess an application, depending on the level of assessment complexity and whether complete information and sufficient supporting documents have been supplied.

Students will be notified of the outcome in writing. International students studying in Australia, who have applied and been granted advanced standing following the commencement of the course, are required by the Education Services for Overseas Students (ESOS) Act to acknowledge, in writing, acceptance of the advanced standing granted. The 'Advanced Standing Acceptance Declaration', supplied with the notification of advanced standing, must be signed, dated and returned to the SCU International Office within two calendar weeks of the date of the 'Advanced Standing Notification'. The International Office will then vary the period of study on an International student's Confirmation of Enrolment (CoE).

Students may query the outcome of their Application for Advanced Standing and may appeal any decision except academic judgement. Appeals will be dealt with in accordance with the Student Grievance Policy.

A student who has accepted advanced standing may at any time, apply in writing to the relevant School or College to rescind (withdraw, overturn or cancel) part or all of this credit. Requests to rescind credit will only be approved for sound academic reasons (e.g. the student wishes to undertake the unit, to change direction in their degree or undertake an approved exchange or study abroad program). Once credit has been rescinded, students will not automatically be re-granted that credit.

Any advanced standing granted or rescinded will affect a student's study plan and the units in which they will need to enrol to complete their course. For study plan and unit sequence advice contact the relevant School or College immediately. International students should consult their International Refund Policy ('Listed in your Acceptance of Offer Agreement') about the refund impacts this may have.

### More information

For more information go to Southern Cross University's Advanced Standing website.

## Class timetabling

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

Students can use the timetables online search facility to check class timetables for the following locations:

- Coffs Harbour
- Gold Coast – Beachside
- Lismore
- Port Macquarie
- Tweed Heads – Lakeside
- Tweed Heads – Riverside

Please continue to check timetables periodically as times may change.

## Class registration

Students who elect to enrol in units offered internally must register for classes online. Students will receive an email from Student Services advising when online class registration is open for each study period. All Schools/Colleges use online class registration and students must register for classes through My Enrolment. Please note some students do not register for classes, for example, distance education/external/university-wide students.

It is easier for students to register into their preferred class if they already know the class they wish to take. Therefore, we recommend students review the class timetables for their enrolled units prior to class registration opening and to have alternative classes selected in case their preferred class is already full. This will make online registration easier. Remember – you must be enrolled in the unit before you can register into classes.

There are very few classes that do not register online. However, if a unit has only one class scheduled (i.e. there is no choice about the days students can attend classes), then students will be automatically allocated to that class. Students will see they have been registered into the class when they look at their timetable in My Enrolment.

Where there is a choice of classes (usually for tutorials, workshops or Lab sessions), then students must register for classes online through My Enrolment (use the *My Classes* menu option).

Class registration opens progressively during the week for Schools/Colleges. Please note, units belong to each School; students should ensure that classes are open before they try to register. This is particularly important for students who are studying units across schools.

**HINT:** the earlier a student registers for classes once class registration opens the greater chance they have of gaining their first preference of class.

For more information about class registration download the Student Services Demonstration Guides: My Classes – Registering in Classes and My Classes – Swapping Classes.

# Leave of absence

Students can apply for a Leave of Absence for up to one year (12 months) provided they have remained enrolled in at least one unit of study past a given census date. Students can apply for an extended Leave of Absence up to two years (24 months) upon approval from the relevant School.

Applications for Leave of Absence are submitted through My Enrolment.

Students who do not make application for a Leave of Absence will be automatically withdrawn from their course of study where no enrolment is evident after a certain period. Should the student wish to return to study at a later date, they will need to re-apply to the University either directly or via UAC/QTAC and either provide the same supporting documentation as the initial application or evidence of the SCU study prior to withdrawal.

International onshore students are only permitted six (6) months Leave of Absence. All International onshore students considering taking a Leave of Absence must first seek approval from the SCU International Office.

For further information please refer to *Rules Relating to Awards* in the *Student Handbook* (see Rule 2.7(a–f)).

# Variation to enrolment

A student may vary their original unit enrolment details through My Enrolment. Deadlines exist for enrolment variations and course and unit withdrawals. Changing the mode of study, for example internal (on-campus) to external study (distance education/university wide), and unit substitutions are enrolment variation requests and are subject to the same deadlines.

The dates by which a student must vary their enrolment are set out in the Principal Dates section of the *Student Handbook*. Enrolment variations after the prescribed dates can affect a student's academic record and financial liability.

International onshore students on a student visa are only permitted to study twenty-five (25) percent of their course by distance education (external/university wide). All International onshore students considering varying their enrolment to include external units must first seek approval from the SCU International Office.

# Withdrawing from a course or unit

After certain dates in the academic calendar have passed, withdrawing from a course or unit can have a serious impact on a student's financial liability and/or academic record.

## Withdrawing from unit/s without incurring a Student Contribution Amount

The final day to withdraw from unit/s without incurring a Student Contribution Amount (SCA) is the census date. Census dates vary depending on the unit/s in which a student is enrolled. Students can check the census date for each enrolled unit through My Enrolment. Each enrolled unit will be displayed with its census date clearly identified. Students who withdraw from unit/s after census date will incur a SCA.

### Withdrawing from unit/s without incurring a Fail grade

The final day to withdraw from unit/s without incurring a Fail grade is referred to as the `Withdrawal Without Failure' date. Withdrawal Without Failure will still incur a Student Contribution Amount as the final day to withdraw without incurring this debt is census date. Students who withdraw from unit/s after the Withdrawal Without Failure date will incur a Fail grade. To check the final day to withdraw without incurring a Fail grade go to the Key Dates on the Southern Cross University website.

### Fee-paying courses

If you are enrolled in a fee-paying course and you withdraw from your course or unit/s after the start of the study period you may be liable for a partial fee. Refer to the University Refund Policy set out in the Rules Relating to Student Fees and Charges in the *Student Handbook*.

It is the responsibility of each student to be aware of the relevant dates and consequences before withdrawing from a course or unit. Course or unit withdrawal can be done through My Enrolment.

Regulations relating to a course or unit withdrawal are also set out in the Enrolment Rules, which are printed in the Rules section of the *Student Handbook* (see Rules 2.6–2.8).

Students who require further information or assistance should contact Student Services on:

| | |
|---|---|
| Phone: | 1800 626 481 |
| Email: | stuadmin@scu.edu.au |

### International onshore students

International on-shore students should contact the International Office if they intend to withdraw from their course.

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

Further information about unit withdrawal impacts for International students are detailed at www.scu.edu.au/students/fees/index.php/14/

## Cross-institutional studies

It may be possible for SCU students to undertake a unit/s of study at another university and have the unit/s credited to their award (course, degree or program).

Students interested in applying for approval to study cross-institutionally at another institution should first discuss their intention with their school. The School may require the application be in writing and accompanied by the unit statement/s for the unit/s a student wishes to study.

Where the request is approved, the School will provide written approval, which will be required by the university that you wish to study at. It is the student's responsibility to organise enrolment at that university. As each university will have different requirements and deadlines, students will need to check these carefully.

On completion of cross-institutional study, the student will need to provide their School with their academic transcript, or a certified copy, attached to a completed Advanced Standing Application form to have the unit/s credited towards their SCU degree. To avoid delays with graduation, please make sure that all applications for advanced standing are submitted as soon as possible after the completion of cross-institutional study.

International onshore students on a student visa are only permitted to study twenty-five (25) percent of their course by distance education (external/university wide), which includes cross-institutional studies. All International onshore students considering undertaking a unit of study at another university must first seek approval from the SCU International Office.

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

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

Phone: 1800 626 481

Email: stuadmin@scu.edu.au

International onshore students should contact Southern Cross University's International Office:

Phone: +61 2 6620 3876

Email: intoff@scu.edu.au

# Course transfer

Students may transfer to another SCU course where they have remained enrolled in their current course past the census date in the previous study period. Students can apply to do so by one of two options:

- completing a new Direct Application for Admission form and select the 'Yes' box for the question "Is this an application for a Course Transfer?" or
- making application online through My Enrolment.

If you are seeking credit transfer (advanced standing) for units in the course that you are transferring to based on similar units you have studied in your current course, please complete an Advanced Standing Application form. You will not have to supply supporting documentation as a copy of your academic record will be accessed to ascertain your eligibility to course and credit transfer.

Students cannot transfer to another course at another University or Higher Education Institute. Instead you must withdraw from the SCU course using My Enrolment and make application to the new institute via their published application process.

Please note students wishing to exit from an SCU course with a lesser award should contact the relevant School or College for further information.

# Further information about enrolment issues

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

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

  Phone: 1800 626 481

  Email: enrol@scu.edu.au

# MySCU

The `MySCU' portal is a student's point of entry to a range of services and resources that are available online to support study and student life at Southern Cross University. The services and resources include online learning sites, support services and the University Library. MySCU is a student's `doorway' to unit materials and online activities.

MySCU contains two main sites on the home page: Information Sites and Learning Sites, where students can access resources and communication tools and links that are integral to their study throughout the study period. Contact details for teaching staff and information and messages specific to each unit are provided, together with grades and grading standards and the referencing requirements specific to an area of study.

Students should regularly check the following location in their browser:

http://study.scu.edu.au

This opens the MySCU student intranet page.

## MySCU Information Sites

MySCU `Information Sites' contain the Student Centres for each School and are typically online information forums specifically developed to support students studying units offered by a particular school. Following are examples of the information that may be contained within Student Centres under MySCU Information Sites:

- **Notice Board** contains important announcements posted in relation to administrative deadlines, re-enrolment, examinations, upcoming events and internship opportunities, as well as a range of other relevant details.
- **Important Information** about advanced standing, leave of absence, candidature extension and graduation together with links to other University sites such as Schedule of Units, principal dates, Student Handbook, special consideration and examination, maps, student classifieds and My Enrolment.
- **Textbooks and Timetables** link students to information about textbooks and timetables for classes and examinations.
- **Course Information** contains a link to the current course enrolment guides and relevant course related information.
- **Unit Assessor List** for units on offer in each study period.
- **Discussion Board** is an interactive forum that allows students to communicate with staff and/or network with other students.
- **Staff Contacts** lists School staff and their contact details.
- **Job Opportunities** provides students with information in relation to employment vacancies and where applicable opportunities for industry Scholarships.
- **Important Links** are provided to the University Co-op Bookshop, Schedule of Units, University Library, Student Services, Academic Skills Development Unit and Counselling Services.

## MySCU Learning Sites

`Learning Sites' contain vital information about the unit of study in which a student is currently enrolled and it is within these sites that students can obtain unit and assessment information, study materials and resources, including the Unit Information Guide and Study Guide. The Unit Information Guide is an important document as it contains details of the aims, objectives and syllabus of the unit, as well as the essential prescribed textbook (if applicable) and the assessment tasks with due dates. Students should obtain a copy of this guide once the unit learning site is activated.

It is strongly recommended that Unit Information Guides are kept upon completion of each unit. Should a student decide to further their studies or apply for advanced standing at a later date, they may be requested to supply this information to SCU or another institute as evidence of the unit requirements.

Through the Learning Sites students can also link to ElluminateLive! where lecturers may have real-time discussions with their students while they view PowerPoint slides, web sites, a whiteboard and shared applications – all of which are interactive.

Students will obtain access to MySCU Learning Sites one week prior to the commencement of the study period providing they are enrolled in that unit. Please note Learning Sites will be open to allow students to become familiar with the site and to download information but teaching and moderation of discussion boards will not occur until the first teaching day of the study period.

If the symbol is displayed to the left of the link to the Learning Site this means the site is not yet available. Where a student cannot see a particular unit listed under Learning Sites they should first check their enrolment status through My Enrolment. If it appears the student is not enrolled in that unit, they should either enrol in that unit or email a variation request to Student Services at enrol@scu.edu.au If a student is enrolled in a unit but still cannot see the Learning Site they should send an email to helpdesk@scu.edu.au

## Elluminate Live!

Elluminate Live! is web-based audio-conferencing software for real-time collaboration; a mix of a teletutorial and virtual classroom with additional features. Depending on the unit of study, the virtual environment can include recordable e-classroom sessions, enabling students and teachers the choice to actively engage with each other and their learning materials by communicating verbally via a headset or by typing on-screen. Elluminate Live! can contain information presented using Microsoft products such as: Word, Excel, PowerPoint or other databases e.g. the University's Student Management System. Elluminate Live! sessions can be pre-recorded or conducted live and recorded for future reference.

Students are encouraged to find out more by clicking the ElluminateLive! Help button within their MySCU Learning Site, or go to www.scu.edu.au/elluminate

## MySCU login details

Students can access their MySCU login details through My Enrolment. Once in My Enrolment students can click on the "MySCU Details" tab to find their MySCU username, SCU email address and login details. Following is an example of the login message a student will find there:

> *Listed below are the MySCU details we have recorded for you.*
>
> *Your MySCU and SCU email password is initially set to your date of birth in eight digit format – DDMMYYYY e.g. 15061989*
>
> *This password must be changed after you first log in – you can change your password in the 'Computing & IT' section of your MySCU welcome page.*
>
> *MySCU Username:* *jcitiz10*
>
> *SCU Email Address:* *j.citizen.10@scu.edu.au*

**HINT 1:** Commencing/first year students should check MySCU as soon as possible as it will assist their preparedness for university studies.

**HINT 2:** It is important students read and understand the information contained in the Unit Information Guide.

# Textbooks

Prescribed textbook details can be found on the University Co-op Bookshop website www.coop-bookshop.com.au and are also contained in your Unit Information Guide for each unit.

Approximately two to three weeks prior to each study period commencement students can check their prescribed textbook list on the University Co-op Bookshop website. Information regarding prices and availability can also be checked on this site.

Prescribed textbooks can be purchased from on campus Co-op Bookshops at Coffs Harbour, Lismore and Beachside, or online for delivery to residential addresses.

When searching for textbooks or ordering online students should use the text search facility. Go to the website and find `Text List Search' in the `Book Search' drop down menu at the top left. Enter the Southern Cross University campus, relevant study period and unit code/s. Searching

or ordering using the `Text List Search' will link automatically to the textbook information a Southern Cross University member of staff has given the University Coop Bookshop and will ensure that the correct books are selected.

Limited copies of required texts are placed on reserve in the University Library.

The University Co-op Bookshop contact details are:

**Lismore campus**

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

**Coffs Harbour campus**

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

**Beachside campus**

Online: www.coop-bookshop.com.au
Phone: +61 7 5599 4191
Fax: +617 5599 4568
Email: scubeachside@coop-bookshop.com.au

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

# Study materials and Books of Readings

## Distance education (university wide/external) students

Once enrolled, distance education students (external, university wide) will be sent study materials that include the Study Guide and Book of Readings, if applicable to a unit. Study materials will generally be provided on a CD. Hardcopies are only available upon request.

Copies of study materials are also available online. The Unit Information Guide and Study Guide are available on the MySCU Learning Site for each unit. The Book of Readings, if applicable to a unit, is available on the University Library eReadings website (for online viewing and saving). Some Study Guides and workbooks, if applicable, may also be available on eReadings.

Study materials will be forwarded to the 'preferred' address listed in the student contact details in My Enrolment under the *'My Details'* tab. Please ensure this address is kept up to date at all times.

Delays in receiving study materials may be experienced if you enrol (or vary your enrolment) only a few weeks before the study period commencement date. If study materials are not received by the commencement of the study period, students should immediately contact their School or College External Studies Dispatch Officer by email or telephone.

## Internal (on-campus) students

Internal (on-campus) students can obtain copies of study materials from the MySCU Learning Site for each unit. The Book of Readings, if applicable to a unit, is available on the university library eReadings website (for online viewing and saving).

Students can obtain printed copies using Rapidprint, which is a student print-on-demand system where printed copies of the study materials in eReadings can be purchased. Your SCU username and password is required.

### Students in correctional centres

If you are currently in a Correctional Centre, please advise the relevant School or College as soon as possible. We are aware that students in Correctional Centres may require Southern Cross University to make special arrangements to ensure access to study materials.

### Books of Readings

Books of Readings are often produced by Schools or Colleges to supplement textbooks and are available on the University Library eReadings website. In eReadings study materials are available for students to browse. Students can obtain printed copies using RapidPrint.

RapidPrint is a student print-on-demand system where printed copies of the study materials in eReadings can be purchased. Credit cards are accepted and any Australia Post charges are added to the cost of the order. Your SCU username and password is required. Distance education (university wide/external) students receive a copy of the Book of Readings in their study materials but are welcome to use the services of RapidPrint, if they wish.

#### More Information

For more information on RapidPrint or to access their printing services go to the SCU RapidPrint website.

Where a School has alternative arrangements in place regarding study materials and Books of Readings, students will find specific information in Part One of this guide.

## Turnitin

Many assignments at the University will be submitted (through MySCU) to Turnitin, a text-matching system that finds similarities between assignments and other documents such as web pages and academic journals.

Turnitin produces an 'Originality Report', a report identifying sections of text in the submitted assignment which match sections of text in these other documents. Turnitin at SCU is set up so that students can self-check their work before submitting a final copy of their assignment.

For further information, see the SCU Turnitin website.

## Orientation and transition

The orientation program at Southern Cross University is a four-week program welcoming first-year and returning students to SCU. The program offers essential information to help students start and recommence their university life. This essential information includes, course information sessions, academic support sessions and student support information. There is also a comprehensive sport and cultural program and 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 include, 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

## 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 support, 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 |
| Gold Coast and Tweed Heads: | +61 7 5506 9200 |
| Email: | counselling@scu.edu.au |
| After Hours: | 1300 369 968 (Mental Health Access Line) |

### Medical

| | |
|---|---|
| Lismore: | +61 2 6620 3943 |
| After Hours (Lismore): | +61 2 9963 3032 |

### Disability Support

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

### Chaplaincy

| | |
|---|---|
| Lismore: | +61 2 6620 3943 |
| Coffs Harbour (Anglican): | +61 2 6659 3263 |
| Coffs Harbour (Roman Catholic): | +61 2 6652 3222 |
| Gold Coast and Tweed Heads: | +61 2 6620 3943 |

### Student Mentoring

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

The Student Health and Support Services website will assist external students and students on all campuses to locate the services available either on campus or online. The website can be found at www.scu.edu.au/studentsupportservices

## 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 how the library can help students, visit the Southern Cross University Library website.

Library services and resources include:

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

Southern Cross University Library contact details are:

**Lismore campus (located in Block A)**

| | |
|---|---|
| Freecall: | 1800 659 460 or +61 2 6620 3752 |
| Fax: | +61 2 6622 0093 |
| Email: | libdesk@scu.edu.au |

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

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

**Gold Coast, Tweed campuses (located at Gold Coast Campus)**

| | |
|---|---|
| Phone: | +61 7 5589 3100 |
| Fax: | +61 7 5589 3702 |
| Email: | goldcoastlibrary@scu.edu.au |

# Academic Skills Development Unit

The Academic Skills Development Unit (ASDU) provides educational support to the staff and students at Southern Cross University. The support aims to improve the quality of students' learning by developing their skills in:

- critical thinking and analysis
- academic language and literacy
- numeracy
- study skills
- time management

ASDU staff are available at the Lismore, Coffs Harbour, and Gold Coast & Tweed Heads Campuses and online via the ASDU website.

Students can:

- explore the ASDU website for information on:
  - Academic skills
  - Numeracy resources
  - Workshops (both online and face-to-face)
  - Drop in sessions (both online and face-to-face)
- obtain a copy of the CD 'What is expected of me at university?' by emailing academicskills@scu.edu.au
- form a small group and email academicskills@scu.edu.au to organise a group session on a particular topic

Academic Skills Development Unit contact details are:

| | |
|---|---|
| Website: | www.scu.edu.au/academicskills/ |
| Email: | academicskills@scu.edu.au (domestic students) |
| | intoff@scu.edu.au (international students) |
| | rmunro@academic.scbit.edu.au (SCBIT Students) |
| Phone: | +61 2 6620 3386 (domestic students) |
| | +61 2 6620 3876 (international students) |

# Services for distance education students

Distance education students (external, university-wide) can access all Southern Cross University services in-person at any one of the SCU campus locations. Distance education students can also access SCU information and services via the SCU website, telephone, email, instant messaging, SCU Connect and MySCU.

The University has also established a Student Services freecall number for external students – 1800 111 890.

# Information technology 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, My Enrolment 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 to early engagement and intervention support for students. Part 3 of Academic Policy relates to student retention and standing and focuses on the first-year experience and to improving student retention and student success, which includes enhancing preparedness for study, enhancing the first year experience, ensuring a quality curriculum and authentic, engaging assessment with timely feedback and clear expectations about standards. Southern Cross University has also implemented formal early interventions and strategies to assist students' better academic performance, where necessary.

Early engagement and intervention support includes:

- Appropriate orientation to the social and academic culture of the University.
- Information about the various forms of assistance and student support services available to students.
- Targeted intervention and support for those students who have not engaged with their studies or do not pass early assessment items. For example, most Schools or Colleges will require students to undertake an early online orientation assessment or activity that is associated with at least one core unit during the first year. Students who do not participate or struggle with the activity will be contacted and offered appropriate assistance and support to develop the necessary skills to successfully undertake their studies.
- Opportunities within each course to participate in community-building activities such as peer mentoring schemes.
- Tracking student progress through the allocation of academic standings based on a student's Grade Point Average (GPA) and implementing appropriate intervention procedures, academic support and learning assistance activities to students who require support.

Students should become familiar with Academic Policy Part 3, Student retention and standing, which can be accessed through My Enrolment by selecting 'Grades' under *'MyGrades'*.

If further information is required please contact your School or College.

# Examinations

Final examinations are held at the end of each study period. Not all units require examinations so students should carefully check the assessment requirements of all the units in which they are enrolled. Examination dates are detailed in the Southern Cross University Teaching Calendar.

Examinations are held in many cities and towns throughout Australia and in some countries overseas. If a student is living within 120km of an established Exam Centre they are expected to attend that centre. Examinations can be arranged outside of Australia, however they attract a fee.

Distance education students (external, university wide) are required to select an Examination Centre through My Enrolment when they select their first units of study. Distance education students will receive a letter from the Examinations and Progression Unit, Student Services detailing the exam timetable, the exam location, the exam supervisor and any special instructions regarding the centre. Distance education students should ensure that they check their examination centre immediately. Changes to an examination centre can be made in My Enrolment. Select the 'Change External Exam Centre Details' link under 'My Details'. Changes less than three (3) weeks prior to the commencement of an examination period attract an additional administrative charge. If a student is unable to select a suitable Examination Centre they should contact the Examinations and Progression Team.

Students who need to sit an examination at an overseas location must contact the Examinations and Progression Team to make the required arrangements.

All students will receive two emails to their SCU email regarding the examination timetable. The first is to notify that the 'Draft Exam Timetable' is available. The second is to notify that the 'Final Exam Timetable' is available. The 'Draft Exam Timetable' and the 'Final Exam Timetable' are published on the SCU website and in My Enrolment. To view, select 'Exam Timetable' under *'My Exams'*. Please read all information carefully and follow all instructions.

It is a student's responsibility to check their Final Exam Timetable, exam centre details and to complete all required examinations. Details will not be given out by telephone. Misreading an examination timetable is not grounds for special consideration or a special examination.

Student Services must be notified immediately if you cannot attend an examination at a nominated external examination centre.

The University's rules governing Student Assessment and Examinations are set out in the Rules section of the *Student Handbook*.

For assistance please contact the Examinations and Progression Unit:

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

# Special consideration/special examination

The Student Assessment and Examination rules provide for students to be granted a special examination or special consideration in appropriate circumstances.

A student may apply for special consideration to vary the deadline for an assignment assessment task (extension). This does not apply to an end of unit examination.

Where a student completes an assessment task (examination or assignment) and they believe their preparation or performance was adversely affected by health, compassionate circumstances, serious unforeseen personal events, selection in State, national or international sporting or cultural events or attendance at Defence Forces activities, the student may apply for special consideration regarding the marking of the assessment.

If a student is unable to sit for an examination due to medical or other exceptional circumstances they may apply for a special examination by completing an Application for Special Consideration and submitting it to the relevant School or College. Except in exceptional

circumstances, a special examination will not be granted once a student sits for an examination. Misreading the exam timetable is not grounds for a special examination.

An application form for Special Consideration is available from the Student Centre, from your School or College and on the Student Services website. All applications for special consideration/special examination **must** be accompanied by supporting documentation and/or corroborative evidence as follows:

### Health grounds

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

### Compassionate circumstances

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

### State, National or International sporting or cultural events

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

## Grades and academic standing

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

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 allocated an academic standing of 'Seek Help' or 'Must Get Help' will be advised by:

- a notification posted within My Enrolment – My Grades; and
- an email issued to their SCU email account.

The `Seek Help' email notification provides students with a weblink to various sources of academic assistance and they are encouraged to seek and use these resources during their next study period.

A student with a `Must Get Help' academic standing will be given a weblink to sources of academic assistance and informed that they must urgently contact their Course Co-ordinator. They will also be advised that two consecutive 'Must Get Help' standings will result in automatic exclusion from the University. A student with this standing must consult with the Course Coordinator about subsequent unit selection prior to re-enrolling and/or commencing the next study period.

Both `Seek Help' and `Must Get Help' students are advised that if they have outstanding grade results that are likely to increase their GPA, they should delay making contact with the University until those grades are finalised.

Students who receive an academic standing of `Excluded' will be advised by:

- a notification posted within My Enrolment – My Grades; and
- an email to their SCU email account; and
- a letter to the 'preferred' address recorded in the Student Management System.

An `Excluded' student will be informed they have been excluded for one study period and advised of their re-enrolment and appeal rights, which are set out in detail under Rule 2.10 in the Rules Relating to Awards.

International onshore students who receive an academic standing of 'Must Get Help' or `Excluded' are advised they must contact the International Student Advisor at their campus.

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

Students may query the grade awarded for any unit by first contacting their Unit Assessor to discuss the matter. The Unit Assessor will provide advice regarding the process, which is specified under Rule 3.14 Query of Final Grade in the Rules Relating to Awards.

# Staying in touch with SCU

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

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

The University encourages the use of electronic mail (email) to enhance communications and the sharing of knowledge and ideas. University email services are intended to allow greater efficiency and support teaching, learning, research and administration activities. The University student email address is viewed and used as the University's primary form of written communication with students. Students should access their SCU webmail weekly (even during University vacation periods) as changes to enrolment details, all-student notices and important reminders relating to University studies are sent to student SCU email accounts. Forwarding of SCU student email to a private email address is permitted. Forwarding instructions are detailed in My Enrolment under 'Email Forwards' – click on the 'Webmail Forward' link.

For further information please refer to the IT&TS *Email Policy, 2.2.1. Access and Availability – Student Email Accounts*.

## MySCU and webmail login details

Students can access their MySCU and email login details through My Enrolment. Once in My Enrolment students can click on the "MySCU Details" tab to find their MySCU username, SCU email address and login details. Following is an example of the login message a student will find there:

> *Listed below are the MySCU details we have recorded for you.*
>
> *Your MySCU and SCU email password is initially set to your date of birth in eight digit format – DDMMYYYY e.g. 15061989*
>
> *This password must be changed after you first log in – you can change your password in the 'Computing & IT' section of your MySCU welcome page.*
>
> *MySCU Username:* *jcitiz10*
>
> *SCU Email Address:* *j.citizen.10@scu.edu.au*

# Complaints @ SCU

The University has a commitment to seeking feedback from students and staff, and acknowledges the right of students, staff or members of the public to complain if they are dissatisfied.

The University has established a Complaints Management Framework to provide for the timely and fair resolution to complaints. The Framework will help students to decide how to proceed with a complaint or concern.

Students are encouraged to make a complaint informally, as many complaints can be sorted out with the staff member directly responsible. However, if a complaint submitted informally is not resolved, then students should set out their complaint in writing to the nominated officer.

For further information about how to submit a complaint please refer to:

Complaints @ SCU

Complaints Management Framework

Sources of advice at SCU

Nominated Complaints Officers

# General Information

## Key Dates for 2011

| | Session 1, 2011 | Trimester A, 2011 |
|---|---|---|
| Orientation and transition starts | Wednesday, 16 February | |
| Studies commence | Monday, 21 February | Monday, 17 January |
| Beat the Stress Week (showcasing Support Services) | Monday, 7 March – Friday, 11 March | |
| Last date to enrol online | Sunday, 6 March | Sunday, 30 January |
| Census date | Check your census date in My Enrolment | Check your census date in My Enrolment |
| Study break | Monday 4 April – Friday 8 April | |
| Study break | Monday 23 May – Wednesday 25 May | |
| Last withdrawal without fail | Saturday, 30 April | Saturday, 26 March |
| Exam period | Tuesday, 26 May – Saturday, 4 June | Monday, 18 April – Friday, 29 April |
| Grade publication | Saturday, 18 June | Monday, 9 May |
| Inter-session or inter-trimester break | Monday, 6 June – Friday, 17 June | Monday, 2 May – Friday, 6 May |
| | **Session 2, 2011** | **Trimester B, 2011** |
| Orientation and transition starts | Wednesday, 15 June | |
| Studies commence | Monday, 20 June | Monday, 9 May |
| Beat the Stress Week (showcasing Support Services) | Monday, 4 July – Friday 8 July | |
| Last date to enrol online | Sunday, 3 July | Sunday, 22 May |
| Census date | Check your census date in My Enrolment | Check your census date in My Enrolment |
| Last withdrawal without fail | Saturday, 27 August | Saturday, 16 July |
| Study break | Monday, 1 August – Friday, 5 August | |
| Study break | Monday, 19 September – Wednesday, 21 September | |
| Exam period | Thursday, 22 September – Saturday, 1 October | Monday, 8 August – Friday, 19 August |
| Grade publication | Saturday, 15 October | Monday, 29 August |
| Inter-session or inter-trimester break | Monday, 3 October – Friday, 14 October | Monday, 22 August – Friday 26 August |

| | Session 3, 2011–2012 | Trimester C, 2011 |
|---|---|---|
| Orientation and transition starts | Wednesday, 12 October | |
| Studies commence | Monday, 17 October | Monday, 29 August |
| Beat the Stress Week (showcasing Support Services) | Monday, 31 October – Friday, 4 November | |
| Last date to enrol online | Sunday, 30 October | Sunday, 11 September |
| Census date | Check your census date in My Enrolment | Check your census date in My Enrolment |
| Last withdrawal without fail | Saturday, 24 December | Saturday, 5 November |
| Study break | Monday, 19 December – Friday, 23 December | |
| Recess | Monday, 26 December – Friday, 30 December | |
| Study break | Monday, 23 January – Wednesday, 25 January | |
| Exam period | Friday, 27 January – Saturday, 4 February | Monday, 28 November – Friday, 9 December |
| Grade publication | Saturday, 12 February | Monday, 9 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<br>www.scu.edu.au/enrol/index.php/3 |
| Academic Skills Development Unit | www.scu.edu.au/academicskills |
| Accommodation | www.scu.edu.au/accommodation |
| Campus maps | www.scu.edu.au/about/maps |
| Key dates | www.scu.edu.au/services/studentservices |
| Change your password | www.scu.edu.au/changepassword |
| eReadings | www.scu.edu.au/library |
| Fees and financial assistance 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 onshore students – document downloads | www.scu.edu.au/international/office/index.php/dds |
| Library | www.scu.edu.au/library |
| My Enrolment | www.scu.edu.au/myenrolment |
| MySCU | http://study.scu.edu.au |
| Orientation and transition | www.scu.edu.au/orientation |
| Policy and information –Academic Standings and Appeals | www.scu.edu.au/governance/academicboard |
| Principal teaching dates | www.scu.edu.au/about/dates |
| RapidPrint | http://rapidprint.scu.edu.au |
| Schedule of units | www.scu.edu.au/scheduleofunits |
| SCU Connect | www.scu.edu.au/scuconnect |
| Student associations | www.scu.edu.au/studentassociations |
| Student Mentoring Program | www.scu.edu.au/equity/index.php/3/ |
| Student Handbook | www.scu.edu.au/handbook |
| Student life [OASIS] | www.scu.edu.au/studentlife |
| Student Services | www.scu.edu.au/studentservices |
| Student Support Services | www.scu.edu.au/studentsupportservices |
| Test your browser | www.scu.edu.au/help/browser |

| | |
|---|---|
| Textbooks | www.coop-bookshop.com.au |
| Timetables | www.scu.edu.au/timetables |
| Turnitin | http://study.scu.edu.au/turnitin |
| 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

Welcome to our new and returning students.

The orientation program provides important orientation sessions such as:

- Essential course information sessions,
- Academic skills development sessions,
- Library and campus tours, and
- IT essentials.

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.

Start by going to:

***www.scu.edu.au/orientation***

and get all your orientation information – we welcome you to SCU!

Southern Cross UNIVERSITY

osca

Office of Sport & Cultural Activities

***www.scu.edu.au/orientation***

SCU3272