

2011 Course Enrolment Guide

School of Health & Human Sciences
Bachelor of Nursing

School of Health and Human Sciences
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How to use this Guide

This course enrolment guide has been developed by the Faculty of Arts and Sciences to assist students with unit selection, 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.

Course and Enrolment Information

Course Overview

Bachelor of Nursing

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

The degree is accredited by the Nursing and Midwives Board of Australia, and provides the necessary qualification for graduates to be eligible to become a Registered Nurse. Graduates will also be eligible to apply for registration in Australia and New Zealand.

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

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

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

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

Nursing students at the Coffs Harbour, Lismore and Tweed Heads campuses access clinical and science laboratories. Students have access to university computer laboratories for individual study purposes, and receive assistance from a designated student support team.

Important Information for Students

You may be aware that the University has moved to shortened semesters with different starting and finishing dates. In 2011, the Nursing teaching dates will align with the official university calendar, however, clinical placements may occur between teaching sessions.

We have placed an outline of the Bachelor of Nursing program in the Student Centre for N&HCP at study.scu.edu.au. You can access the 2011 Bachelor of Nursing program by going to MySCU, clicking on the Student Information button within that site, and then downloading the attachment.

First session 2011 commencement dates

- **First and second year units commence on 21 February.**
- **Third year four week intensive classes commence on 14 February.**

Second session 2011 commencement dates

- **All units commence on 20 June.**

For more important dates please refer to the 2011 Clinical Nursing Program calendar.

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

Please note the following:

- You should regularly check the Student Centre for Nursing and Health Care Practices site within MySCU at study.scu.edu.au. Extremely important information is put on this site on a regular basis.
- 2011 online re-enrolment commences on Monday, 13 September 2010. All students must enrol on or soon after this date. **You must enrol in 1st and 2nd session units.**
- The Nursing and Midwifery Board of Australia sets out English language requirements eligibility for Nurses registration. Please note, this applies to all Nursing students and it is your responsibility to find out the requirements from <http://www.nursingmidwiferyboard.gov.au/en/Student-Registrations.aspx>.

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

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

- If you are planning to study the Bachelor of Nursing cross years (i.e. a mix of first and second or second and third year units) please seek advice from your Course Coordinator regarding the best mix of units to enrol in to avoid clashes between attendance requirements and/or classes and practicum. With advance planning all issues can be resolved!
- Students commencing the Bachelor of Nursing in 2011 with advanced standing should provide an academic transcript and unit statements to the Student Liaison Office as early as possible to avoid any confusion in relation to units to enrol in.
- Online class registration will apply to all 1st and 2nd year units.
- Students doing 3rd year units will be placed into groups, which will appear in the Student Centre for Nursing and Health Care Practices Information site in MySCU.
- Mid session and end of session exams will apply to some units and the exam dates may vary to the rest of the University.
- You must regularly check your SCU email address for any updates.
- Contact the Student Liaison Office or Course Co-ordinator if you have any concerns or need advice.
- The maximum time allowed for course completion is seven (7) years.

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. The most up to date version of the Handbook is available online from the Southern Cross University website at www.scu.edu.au/handbook

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

Level of Award:	Undergraduate Degree
Division:	Arts and Sciences
Academic Organisational Unit:	School of Health and Human Sciences
Campus:	Coffs Harbour, Lismore, Port Macquarie (continuing students only), Tweed Heads (first and second year units only available for 2011)
Course Mode:	Internal
Duration:	3 years full-time, 6 years part-time
Total Units:	24

Specific Award Rules

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

1.1 Admission to Candidature

- (a) Applicants for admission to candidature shall normally have satisfied the requirements prescribed in Rule 2.2 of the Rules Relating to Awards as deemed eligible for admission by the School Board and have obtained a level of achievement acceptable to the School Board; and
- (b) have an assessable level of English Language ability to the standard for Registration as a Nurse as set out by the relevant Australian Nursing Regulatory Authority, from time to time:
- (i) International applicants must be able to demonstrate proficiency of English deemed acceptable to the School Board, as set out by the relevant Nursing Regulatory Authority; and
 - (ii) have achieved a minimum score of 7 in an International English Language Test System (IELTS) on each of the individual bands of reading, writing, speaking and listening.

1.2 Requirements for an Award

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

- (a) all units listed in Part A of the Schedule of Units attached to these Rules; and
- (b) the unit listed in Part B of the Schedule of Units attached to these Rules.

1.3 Multiple fails in the units Clinical Nursing I, II, III, IV, V and VI

A candidate who has twice been awarded a fail grade in the same clinical nursing unit or been awarded a fail in two different Clinical Nursing units will either be:

- (a) excluded from the award; or
- (b) subject to adequately demonstrated grounds of appeal (consistent with University policy), may be permitted to conditionally re-enrol in a Clinical Nursing unit following approval by the Head of School.

1.4 Advanced Standing

- (a) candidates may be considered for advanced standing in the Bachelor of Nursing provided:
- (i) this complies with guidelines as set out by the relevant Australian Regulatory Authority relating to Credit for Prior Study in Courses Leading to Registration as a Nurse, (as those guidelines may exist from time to time); and
 - (ii) the academic content of that prior study is deemed by the School Board to be of an acceptable equivalence to units in the SCU Bachelor of Nursing course.
- (b) In exceptional circumstances a candidate may be granted advanced standing greater than 50 per cent plus two (2) by the School Board, which shall notify the Academic Board and the relevant Australian Nursing Regulatory Authority in all instances.

1.5 Duration

The maximum duration for completion of the award of 'Bachelor of Nursing' is seven (7) years in total, which includes any period of leave of absence.

Course Structure and Unit Availability

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

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

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

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

On-line units will be presented completely on-line through the University's MySCU site. Please access MySCU at <http://study.scu.edu.au>. The Unit Learning Site contains all of the study materials you will need to successfully complete the unit. However, students will receive a CD for CMM10471, Nursing and Health Promotion and a tutorial manual for BIO10467, Systems Pathophysiology.

BIO10061 and BIO10062 are being replaced by BIO10662 and BIO00307. You should complete either BIO10061 **AND** BIO10062 externally only **OR** BIO10662 **AND** BIO00307 internally. 2011 is the last year BIO10061 and BIO10062 will be offered.

Course structure – Students commencing Session 1

Unit Code	Unit Name	Pre-reqs and co-reqs	Mode of study	Session
Year 1				
NRS10452	Contexts of NP		Internal	1
NRS10451	Clinical Nursing I	NRS10462, NRS10452 (co-reqs)	Internal	1
BIO10662	Systemic Anatomy		Internal	1
NRS10462	Community Health Nursing		Internal	1
CMM10464	Psychosocial Contexts of Health		Internal Online	2 1 or 2
NRS10463	Clinical Nursing II	NRS10452 & NRS10451 (pre-reqs) NRS10453 (co-req)	Internal	2
BIO00307	Human Physiology		Internal	2
NRS10453	Foundation Studies in Mental Health Nursing		Internal	2
Year 2				
NRS10455	Med-Surgical Nursing I		Internal	1
NRS10465	Clinical Nursing III	NRS10463 (pre-req) BIO10454, NRS10455 (co-reqs)	Internal	1
BIO10454	Cellular & Neuropathophysiology	BIO10061 & BIO10062 (pre-reqs)	Internal Online	1 1 or 2
NRS10456	Family Health Nursing		Internal	1
CUL00408	Health & Indigenous Aust Peoples		Internal & External	2 1 or 2

Unit Code	Unit Name	Pre-reqs and co-reqs	Mode of study	Session
NRS10466	Clinical Nursing IV	NRS10465 (pre-req) BIO10467, NRS10457 (co-reqs)	Internal	1 or 2
BIO10467	Systems Pathophysiology	BIO10061 & BIO10062 (pre-reqs)	Internal Online	2 1 or 2
NRS10457	Med-Surgical Nursing II		Internal	2
Year 3				
CMM10469	Enquiry & Critique in Health		Online	1 or 2
NRS10468	Clinical Nursing V	NRS10466, BIO10467 (pre-req) NRS10458, NRS10459 (co-reqs)	Internal	1
NRS10458	Med-Surgical Nursing III		Internal	1
NRS10459	Mental Health Assessment	NRS10453 (pre-req)	Internal	1
CMM10471	Nursing & Health Promotion	NRS10462 (pre-req)	Internal Online	2 1 or 2
NRS10470	Clinical Nursing VI	NRS10466 (pre-req) NRS10460 (co-req)	Internal	2
NRS10460	Med-Surgical Nursing IV		Internal	2
NRS10461	Prep for Grad Practice	CMM10469, NRS10468, NRS10458, NRS10459 (pre-reqs)	Online	2

Definitions

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

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

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

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

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

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

Unit Descriptions

NRS10452 Contexts of Nursing Practice

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

NRS10462 Community Health Nursing

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

NRS10453 Foundations in Mental Health Nursing

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

NRS10459 Mental Health Assessment

Pre-requisite: NRS10453 Foundation Studies in Mental Health Nursing

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

NRS10455 Med-Surgical Nursing I

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

NRS10457 Med-Surgical Nursing II

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

NRS10458 Med-Surgical Nursing III

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

NRS10460 Med-Surgical Nursing IV

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

NRS10451 Clinical Nursing I

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

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

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

NRS10463 Clinical Nursing II

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

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

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

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

NRS10465 Clinical Nursing III

Pre-requisite/s: NRS10463 Clinical Nursing II

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

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

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

NRS10466 Clinical Nursing IV

Pre-requisite/s: NRS10465 Clinical Nursing III

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

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

This unit provides students with the opportunity to acquire and demonstrate intermediate level knowledge underpinning nursing skills in the following practice domains: cardio-vascular, respiratory, renal, fluid and electrolyte management. In addition knowledge and skills will be demonstrated in numeracy. Students will be required to incorporate problem solving and deliver moderately complex care.

NRS10468 Clinical Nursing V

Pre-requisite/s: NRS10466 Clinical Nursing IV

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

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

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

NRS10470 Clinical Nursing VI

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

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

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

BIO10662 Systemic Anatomy

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

BIO00307 Human Physiology

Pre-requisites: BIO10662

Studies the physiological mechanisms of the human body and follows on from Systemic Anatomy. The areas to be studied include basic cellular functions, muscle contraction, circulation, respiration, renal system and body fluid and electrolytes homeostasis, digestion and absorption, metabolism, reproduction, and defence mechanisms of the body.

BIO10454 Cellular and Neuropathophysiology

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

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

BIO10467 Systems Pathophysiology

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

Focuses on pathophysiology at the level of the organs. A variety of disorders of the respiratory, cardiovascular, haematological, renal, endocrine, digestive and reproductive systems will be discussed with an emphasis on the causal relationships between aetiology, pathophysiology and clinical manifestations, and the pharmacological therapy used to manage these disorders. The assumed prior knowledge required for this unit includes the objectives for Applied Human Bioscience I and II and Cellular and Neuropathophysiology.

CMM10464 Psychosocial Contexts of Health

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

CMM10469 Enquiry and Critique

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

CMM10471 Nursing and Health Promotion

Pre-requisite: NRS10462 Community Health Nursing

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

NRS10456 Family Health Nursing

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

CUL00408 Health and Australian Indigenous Peoples

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

NRS10461 Preparation for Graduate Nursing Practice

Pre-requisites: CMM10469 Enquiry & Critique, NRS10468 Clinical Nursing V, NRS10458 Medical-surgical Nursing III, NRS10459 Mental Health Assessment and Intervention

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

Other Important Information

Clinical Placements

Student responsibilities

A number of Southern Cross University's health undergraduate courses **require** students to undertake Clinical Placements in NSW and/or Queensland Health facilities. Clinical Placements may not always fall during teaching sessions, and may be undertaken during University breaks; placements are arranged across a wide geographical area. Students may be placed outside their local area for practicum and need to make plans in advance to cater for personal responsibilities which includes dependents.

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

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

Students who do not intend to enrol in a clinical unit should contact the Clinical Placement Unit to request these documents by emailing clinical@scu.edu.au or phoning 02 6620 3017.

Immunity / Vaccination

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

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

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

Fitness for Practice Certificate

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

Uniforms / Dress Regulations and Equipment

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

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

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

Name badge requirements

You must wear an identification badge when on clinical placement. You will need to have complied with a number of statutory checks and provide the Clinical Placement Unit with a Medical Fitness Certificate before this badge can be issued. More information on this process will be provided at your course information session in O week.

2011 Clinical Placement Dates

SOUTHERN CROSS UNIVERSITY CLINICAL NURSING PROGRAM 2011

Session	Week	Uni Calendar	First Year	Second Year	Third Year	Practicum		
Session 1 16 February - 4 June	14/02/2011	O Week	O Week		CN5 Intensive 1			
	21/02/2011	1	1	1	CN5 Intensive 2			
	28/02/2011	2	2	2	CN5 Intensive 3			
	7/03/2011	3	3	3	CN5 Intensive 4			
	14/03/2011	4	4	4				
	21/03/2011	5	5	5	3rd Year 468111 14 Mar - 21 Apr 5.8 weeks	3rd Year 468111 14 Mar - 21 Apr 5.8 weeks		
	28/03/2011	6	6	6				
	4/04/2011	Study	Study week	7				
	11/04/2011	8	8	8				
	18/04/2011	9	9	9				
	25/04/2011	10	10	10				
	2/05/2011	11	11	2nd Year 465111 2 May - 13 May 2 weeks		2nd Year 465111 2 May - 13 May 2 weeks	2/5 Public Hol in QLD	
	9/05/2011	12	12	2nd Year 465121 16 May - 27 May 2 weeks		2nd Year 465121 16 May - 27 May 2 weeks		
	16/05/2011	13	13	Study/Exam	Study/Exam	Study/Exam	Study/Exam	ALL 1ST YEAR EXAMS START THURSDAY 26/05/2011
	23/05/2011	Exam	1st Year 451111 30 May - 3 Jun 1 week	Exam	Exam	Exam	Exam	ALL 2ND YEAR EXAMS START MONDAY 30/05/2011
	30/05/2011	Exam	1st Year 451121 6 Jun - 10 Jun 1 week				1st Year 451121 6 Jun - 10 Jun 1 week	
6/06/2011							13/6 Queen's Bday Hol	
Session 2 15 June - 1 October	13/06/2011	O Week	O Week					
	20/06/2011	1	1	1	CN6 Intensive 1			
	27/06/2011	2	2	2	CN6 Intensive 2			
	4/07/2011	3	3	3	CN6 Intensive 3			
	11/07/2011	4	4	4	CN6 Intensive 4			
	18/07/2011	5	5	5				
	25/07/2011	6	6	6	3rd Year 470211 18 Jul - 26 Aug 6 weeks	3rd Year 470211 18 Jul - 26 Aug 6 weeks		
	1/08/2011	Study	Study week	7				
	8/08/2011	8	8	8				
	15/08/2011	9	9	9				
	22/08/2011	10	10	10				
	29/08/2011	11	11	11				
	5/09/2011	12	12	12				
	12/09/2011	13	13	13				
19/09/2011	Study/Exam	Study/Exam	Study/Exam	Study/Exam	Study/Exam	Study/Exam	ALL 1ST YEAR EXAMS START THURSDAY 22/09/2011	
26/09/2011	Exam	1st Year 463211 26 Sep - 7 Oct 1.8 weeks	Exam	Exam	Exam	Exam		
3/10/2011							3/10 NSW Labour Day Hol	
Session 3 12 October - 4 February	10/10/2011	O Week	1st Year 463221 10 Oct - 21 Oct 2 weeks				1st Year 463221 10 Oct - 21 Oct 2 weeks	
	17/10/2011	1						
	24/10/2011	2		2nd Year 466211		2nd Year 466211		
	31/10/2011	3		24 Oct - 18 Nov 4 weeks		24 Oct - 18 Nov 4 weeks		
	7/11/2011	4						
	14/11/2011	5		2nd Year 466221		2nd Year 466221		
	21/11/2011	6		21 Nov - 16 Dec 4 weeks		21 Nov - 16 Dec 4 weeks		
	28/11/2011	7						
	5/12/2011	8						
	12/12/2011	9						
19/12/2011	Study							
26/12/2011	Recess							

Important Dates:

23/3/2011 - 1/4/2011 Mid-Session 1 Exams for 1st and 2nd Year students
8/8/2011 - 12/8/2011 Mid-Session 2 Exams for 1st and 2nd Year students

Public Holidays

26/1/2011 Australia Day	3/10/2011 NSW Labour Day
22/4/2011 Easter Friday	26/12/2011 Christmas Public Hol
25/4/2011 ANZAC Day	27/12/2011 Boxing Day
26/4/2011 "Easter Monday"	2/1/2012 New Year Public Hol
2/5/2011 QLD Labour Day	26/1/2012 Australia Day
13/6/2011 Queen's Birthday	

School Contacts

Student Liaison Team

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

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

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

Location: Student Liaison Staff are located on each campus.

Hours: 9am – 5pm Monday to Friday.

Campus	Location	Telephone	Email
Coffs Harbour	M Block	02 6659 3628	healthscience@scu.edu.au
Lismore	Z Block	02 6626 9585	healthscience@scu.edu.au
Tweed Heads	Lakeside	07 5506 9401	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. Please familiarise yourself with the name of your Unit Assessor during each semester by referring to www.scu.edu.au, click on MySCU and click on the unit in your learning site.

Course Coordinator			
Marie Hutchinson	Bachelor of Nursing	02 6620 3646 marie.hutchinson@scu.edu.au	Coffs Harbour, Lismore, Port Macquarie & Tweed Heads (Lakeside) campuses
Stephen Van Vorst	Deputy Course Coordinator (Student Matters)	07 5506 9408 stephen.vanvorst@scu.edu.au	All campuses

Clinical Placements			
Janie Brown	Director - Clinical Practice Based Learning	02 6659 3651 janie.brown@scu.edu.au	Coffs Harbour
Paul Wardrop	Coordinator	02 6620 3302 paul.wardrop@scu.edu.au	Lismore
Melinda Russell	Coordinator	02 6659 3914 melinda.russell@scu.edu.au	Coffs Harbour
Susan Riordan	Coordinator	07 5506 9402 sue.riordan@scu.edu.au	Tweed Heads (Lakeside)
Technical/Laboratory Team			
Jan Murphy		02 6620 3660 jan.murphy@scu.edu.au	Lismore
Kerrie Cutler		02 6659 3907 kerrie.cutler@scu.edu.au	Coffs Harbour
TBA		07 5506 9411	Tweed Heads (Lakeside)

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

Part Two

Administrative and General Information

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

Online enrolment

To assist students to enrol online Students Services have developed an easy reference guide called 'Getting started at SCU'. This guide outlines the 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.goingtouni.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

Illuminate Live!

Illuminate 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. Illuminate Live! can contain information presented using Microsoft products such as: Word, Excel, PowerPoint or other databases e.g. the University's Student Management System. Illuminate Live! sessions can be pre-recorded or conducted live and recorded for future reference.

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

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
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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.scbite.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 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/studentsservices
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/studentsservices
Student Support Services	www.scu.edu.au/studentssupportservices
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:

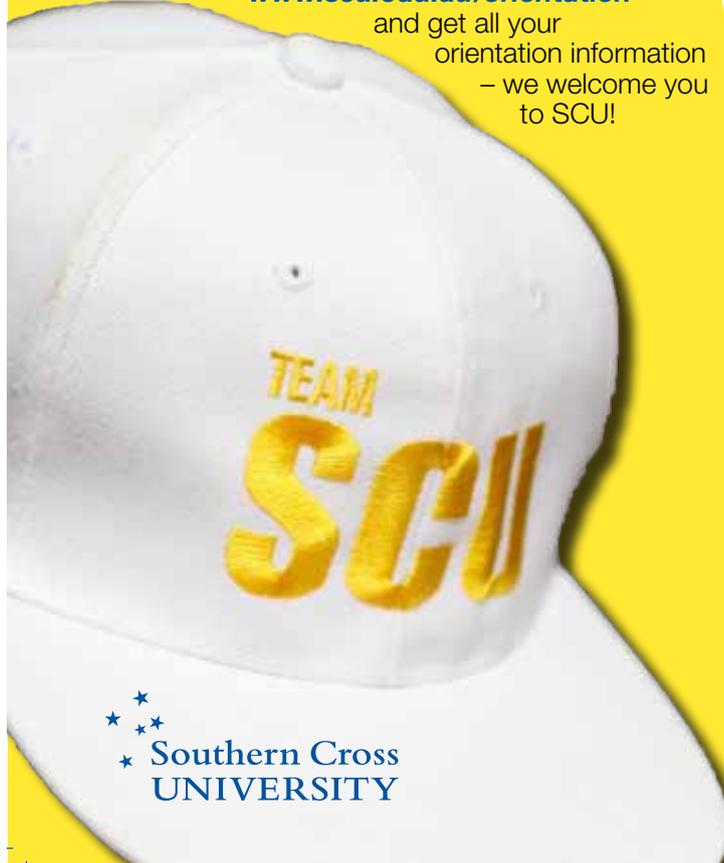
- Essential course information sessions,
- Academic skills development sessions,
- Library and campus tours, and
- IT essentials.

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!



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www.scu.edu.au/orientation

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