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<td>Beat the Stress Week</td>
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<td>Information technology and technical support</td>
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<td>Early engagement and intervention support</td>
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<td>Examinations</td>
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<td>Staying in touch with SCU</td>
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<td>About the University</td>
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<td>Schools and Colleges</td>
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<tr>
<td>Southern Cross University Orientation Program</td>
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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 you to become familiar with the information in this guide and the resources available to you within the School and the University. We also suggest you refer to the Getting Started at SCU brochure (sent with your offer letter), which outlines the easy steps to online enrolment. Together, these documents will answer many of your questions and guide you through the enrolment process.

What to do next:
1. Print or download this guide and retain it for reference throughout the duration of your degree/course.
3. Choose the units you will 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 your internal classes online through `My Enrolment` at www.scu.edu.au/myenrolment once the Online Class Registration notification is sent to your SCU webmail account [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 your units, visit MySCU to become familiar with where your School's Student Centre and Learning Sites are located. Although you will have access to the School's Student Centre as soon as you are enrolled in units, you will not have access to your learning sites until the beginning of the study period or just prior. While there, don't forget to download a copy of your 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.
Welcome

The School of Arts and Social Sciences is a multidisciplinary and creative learning community that provides quality teaching and focussed research, which aims to equip graduates with the knowledge and skills for careers in rapidly changing and competitive regional, national and global environments.

Our mission is to provide a diverse range of programs which are informed by scholarly research and are of value to the community, in the fields of visual arts, contemporary music, arts, media, humanities, social sciences and ageing that develop graduates who are ethical, reflective and committed to lifelong learning.

The degrees offered by the School of Arts and Social Sciences include:

**Bachelor of Arts**
Pursue specialisations such as writing; cultural studies; history; and politics and society; and the freedom to engage with other subjects from the comprehensive range of study areas on offer across the University.

**Bachelor of Social Science**
Social Science interprets society and it’s institutions, providing an understanding of how people organise their lives, and the consequence of this activity. Specialise in community studies; government and policy studies; counselling; and social welfare.

**Bachelor of Contemporary Music**
Participate in a music industry environment and gain the practical experience and knowledge to help you succeed in the music industry. Specialise in performance, music industry and professional studies or music education.

**Bachelor of Media**
Develop critical and creative skills and knowledge in media production, theory, journalism, multimedia and digital literacy. Become technologically efficient, adaptable, entrepreneurial and ready for work in a range of professions as well as the new media industry and beyond.

**Bachelor of Visual Arts**
Gain a comprehensive grounding in practical and theoretical aspects of contemporary visual arts practice. Work in dedicated studios under the guidance of staff who are all practising artists.

**Bachelor of Ageing in the Community**
Develop skills in managing health and welfare services for older, community-living people. Learn to assess the need for community care and to facilitate the integration of aged services to enable older people to ‘age in place’ with dignity and respect.

**Master of Community Development (Emergency Management)**
This online degree grew out of a United Nations imperative to provide training for communities so they could proactively work to reduce the effects of disasters. The course is designed to enhance professional skills and knowledge to help communities cope with major emergencies and disasters.
Postgraduate – Research

Supervision is available for Postgraduate Studies by Research (Master and Doctorate levels) in many discipline areas.

The School delivers courses across Southern Cross University’s three east coast campuses in northern NSW, which are located at Lismore, Coffs Harbour and Tweed Gold Coast. Some courses are also offered by distance education. Our highly qualified academics are committed to supporting our students throughout their studies and our student support staff are available to assist with enquiries.

If you have any questions please don’t hesitate to contact the School on 6620 3831 or email isass@scu.edu.au
Course and Enrolment Information

Course Overview

By enrolling in a Bachelor of Media, you will learn to think critically and creatively about yourself, your workplace and your community in a national and global context. With a strong emphasis on both digital production and analysis, a Bachelor of Media prepares and equips you with a range of practical skills appropriate to an increasingly technological world. There is a strong focus on questions of ethics and diversity and we encourage you to find your own solutions to the many challenges facing communications professionals in the twenty-first century.

The Bachelor of Media is a work-oriented degree program with many possible career outcomes but it will also satisfy your interest in digital technology, creativity and experimentation. Its flexible structure means you can build a course of study specific to your needs and career path.

We want to make your journey through the degree as enjoyable as possible. Most students need extra support at some time and when you enrol in the Bachelor of Media you will have access to a wide range of support services: those offered through the University to all its students, as well as help from the academic and support staff.
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 University Co-op Bookshops. The most up to date version of the Handbook is available online from the Southern Cross University website at www.scu.edu.au/handbook.

<table>
<thead>
<tr>
<th>Level of Award:</th>
<th>Undergraduate Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty:</td>
<td>Arts and Sciences</td>
</tr>
<tr>
<td>Academic Organisational Unit:</td>
<td>School of Arts and Social Sciences</td>
</tr>
<tr>
<td>Campus:</td>
<td>Lismore, Coffs Harbour, Tweed, External</td>
</tr>
<tr>
<td>Course Mode:</td>
<td>Internal/External</td>
</tr>
<tr>
<td>Duration:</td>
<td>3 years</td>
</tr>
<tr>
<td>Total Units:</td>
<td>24</td>
</tr>
</tbody>
</table>

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

4.1 Requirements for an Award
To be eligible for the award of Bachelor of Media degree a candidate shall successfully complete not less than twenty-four (24) units comprising:

(i) all units listed in Part A of the Schedule of Units attached to these Rules;
(ii) one eight (8) unit specialist major listed in Part B of the Schedule;
(iii) another major from Part B of the Schedule; OR a University Wide major; OR eight (8) elective units OR an eight unit major from the Bachelor of Arts or Bachelor of Social Science (subject to Head of School approval).
Course Structure

To qualify for a Bachelor of Media you must complete:

- all Part A Core Units and
- one (1) eight (8) unit Part B Specialist Major and

You then need to select one of the five options below:

- a second Part B Major
- University Wide Major (refer to the 2011 Student Handbook)
- eight (8) Electives of your choice
- eight (8) unit Part B Bachelor of Arts Major
- eight (8) unit Part B Bachelor of Social Science Major

Course Structure and Unit Availability Table

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

Please Note: Students must check the Schedule of Units when planning their enrolment for each year and session.

Important Information

You should enrol in your units for the whole year at least 1 month prior to Session 1. If you are a continuing student, you will receive notification in September that enrolments are now open for the following year. New students should enrol in their units as soon as they have accepted their offer, and completed their Commonwealth Assistance Form online. If necessary, students may vary their enrolment up until the commencement of each session. Remember, late variations to enrolment may result in delays to your study.

Part A – Core Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-Req</th>
<th>Session</th>
<th>Availability</th>
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<tbody>
<tr>
<td>COM10295</td>
<td>Written Communication</td>
<td>anti-req</td>
<td>S1, S2 &amp; S3</td>
<td>L, CH, THR, EXT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(THR S1 only; S3 EXT only)</td>
</tr>
<tr>
<td>COM00439</td>
<td>Theory in Practice: Issues in Media Studies</td>
<td>COM00334, EDU10235</td>
<td>S1 &amp; S3</td>
<td>L, CH, EXT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>(S3 EXT only)</td>
</tr>
<tr>
<td>COM10110</td>
<td>Caught In a Web: Designing for the Digital Space</td>
<td></td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>CUL00412</td>
<td>Indigenous Ways of Cultural Expression</td>
<td></td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10627</td>
<td>Telling Tales: Introduction to Digital Storytelling</td>
<td></td>
<td>S2</td>
<td>L &amp; EXT</td>
</tr>
<tr>
<td>COM10499</td>
<td>From the Bard to Bart: Media and Popular Culture</td>
<td></td>
<td>S2 &amp; S3</td>
<td>L, EXT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(S3 EXT only)</td>
</tr>
<tr>
<td>COM00446</td>
<td>The Big Picture: Global Media</td>
<td></td>
<td>S2 &amp; S3</td>
<td>CH, L, EXT</td>
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<td></td>
<td></td>
<td></td>
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<td>(S3 EXT only)</td>
</tr>
<tr>
<td>COM00471</td>
<td>Professional Placement</td>
<td>Any 16 units</td>
<td>S2 &amp; S3</td>
<td>EXT</td>
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## Screen Major

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-Req</th>
<th>Session</th>
<th>Availability</th>
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</thead>
<tbody>
<tr>
<td>COM10112</td>
<td>From Page to Production: Essential Screen Skills</td>
<td></td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM01402</td>
<td>Act One: Screenwriting</td>
<td>Any 3 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00456</td>
<td>Cartoon 'Net Works: : Online Animation</td>
<td>Any 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>CAR10503</td>
<td>Arts Industry Studies</td>
<td>Any 16 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10113</td>
<td>Visions of Light: Crafting the Magic of Film</td>
<td>COM10112</td>
<td>S2</td>
<td>L</td>
</tr>
<tr>
<td>COM10082</td>
<td>Reel Time: Cinema in a Social Context</td>
<td>Any 3 units</td>
<td>S2</td>
<td>L, CH, EXT</td>
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And choose two (2) units from the following options:

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<th>Session</th>
<th>Availability</th>
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<tbody>
<tr>
<td>COM00461</td>
<td>Making Radio: Production Essentials</td>
<td></td>
<td>S1</td>
<td>L</td>
</tr>
<tr>
<td>COM00455</td>
<td>'Net Works: Online Media Design</td>
<td>Any 3 units</td>
<td>S2</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00447</td>
<td>The Rebirth of Frankenstein: Media and New Technologies Studies</td>
<td>Any 4 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10628</td>
<td>To Be Continued: Media Project</td>
<td>COM10627 + any 8 units</td>
<td>S2</td>
<td>EXT</td>
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<tr>
<td>COM10626</td>
<td>Once upon a Time: Media Genres</td>
<td>3 units</td>
<td></td>
<td>Not Available 2011</td>
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<tr>
<td>COM10625</td>
<td>This Sporting Life: Sports Media</td>
<td>6 units</td>
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# Journalism Major

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<th>Availability</th>
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<tr>
<td>COM00481</td>
<td>The Fourth Estate: News Journalism</td>
<td>Any 6 units</td>
<td>S1</td>
<td>L, EXT</td>
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<tr>
<td>COM10081</td>
<td>True Stories: Factual Media</td>
<td>Any 3 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>CAR10503</td>
<td>Arts Industry Studies</td>
<td>Any 16 units</td>
<td>S1</td>
<td>L, EXT</td>
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<tr>
<td>COM00482</td>
<td>Hot Topics: Feature Journalism</td>
<td>COM00481</td>
<td>S2</td>
<td>L, EXT</td>
</tr>
<tr>
<td>ART10275</td>
<td>Digital Photography I</td>
<td>S1 &amp; S2</td>
<td>L</td>
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<tr>
<td>COM00455</td>
<td>&quot;Net Works: Online Media Design</td>
<td>Any 3 units</td>
<td>S2</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00461</td>
<td>Making Radio: Production Essentials</td>
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<td>S1</td>
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And choose one (1) unit from the following options:

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<th>Availability</th>
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</thead>
<tbody>
<tr>
<td>COM10625</td>
<td>This Sporting Life: Sports Media</td>
<td>Any 6 units</td>
<td></td>
<td>Not Available 2011</td>
</tr>
<tr>
<td>COM10626</td>
<td>Once Upon a Time: Media Genres</td>
<td>Any 3 units</td>
<td></td>
<td>Not Available 2011</td>
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<tr>
<td>COM10628</td>
<td>To Be Continued: Media Project</td>
<td>COM10627 + any 8 units</td>
<td>S2</td>
<td>EXT</td>
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<tr>
<td>SOY10114</td>
<td>Arts Project</td>
<td>Any 20 units</td>
<td>S1 &amp; S2</td>
<td>EXT</td>
</tr>
<tr>
<td>COM00447</td>
<td>The Rebirth of Frankenstein: Media and New Technologies Studies</td>
<td>Any 4 units</td>
<td>S1</td>
<td>L, EXT</td>
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# Media Design Major

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<thead>
<tr>
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<th>Availability</th>
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<tbody>
<tr>
<td>ART00630</td>
<td>Design</td>
<td></td>
<td>S2</td>
<td>L</td>
</tr>
<tr>
<td>ART10094</td>
<td>Digital Art and Design I</td>
<td>ART00630</td>
<td>S1</td>
<td>L</td>
</tr>
<tr>
<td>COM00456</td>
<td>Cartoon &quot;Net Works: Online Animation&quot;</td>
<td>Any 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00455</td>
<td>&quot;Net Works: Online Media Design&quot;</td>
<td>Any 3 units</td>
<td>S2</td>
<td>L, EXT</td>
</tr>
<tr>
<td>CAR10503</td>
<td>Arts Industries Studies</td>
<td>Any 16 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10112</td>
<td>From Page to Production: Essential Screen Skills</td>
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<td>S1</td>
<td>L, EXT</td>
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And choose two (2) units from the following options:

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<tbody>
<tr>
<td>ART10095</td>
<td>Digital Art and Design II</td>
<td>ART10094</td>
<td>S2</td>
<td>L</td>
</tr>
<tr>
<td>COM01402</td>
<td>Act One: Screenwriting</td>
<td>Any 3 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>ART10275</td>
<td>Digital Photography I</td>
<td>S1 &amp; S2</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>SOY10114</td>
<td>Arts Project</td>
<td>Any 20 units</td>
<td>S1 &amp; S2</td>
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## Media and Society Major

<table>
<thead>
<tr>
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<th>Unit Name</th>
<th>Pre–Req</th>
<th>Session</th>
<th>Availability</th>
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<tbody>
<tr>
<td>COM10082</td>
<td>Reel Time: Cinema in a Social Context</td>
<td>Any 3 units</td>
<td>S2</td>
<td>L, CH, EXT</td>
</tr>
<tr>
<td>COM00447</td>
<td>The Rebirth of Frankenstein: Media and New Technologies Studies</td>
<td>Any 4 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10625</td>
<td>This Sporting Life: Sports Media</td>
<td>Any 6 units</td>
<td>Not Available</td>
<td>2011</td>
</tr>
<tr>
<td>COM00481</td>
<td>The Fourth Estate: News Journalism</td>
<td>Any 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00482</td>
<td>Hot Topics: Feature Journalism</td>
<td>COM00481</td>
<td>S2</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10626</td>
<td>Once Upon a Time: Media Genres</td>
<td>Any 3 units</td>
<td>Not Available</td>
<td>2011</td>
</tr>
<tr>
<td>SOY10114</td>
<td>Arts Project</td>
<td>Any 20 units</td>
<td>S1 &amp; S2</td>
<td>EXT</td>
</tr>
</tbody>
</table>

And choose one (1) unit from the following options:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre–Req</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAR10503</td>
<td>Arts Industry Studies</td>
<td>Any 16 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>CUL00210</td>
<td>Australia Asia and the World</td>
<td>S1 &amp; S3</td>
<td>CH, L &amp; EXT (S3 EXT only)</td>
<td></td>
</tr>
<tr>
<td>SOC10399</td>
<td>Philosophy on Screen: Film and Television</td>
<td>S2 &amp; S3</td>
<td>CH, L &amp; EXT (S3 EXT only)</td>
<td></td>
</tr>
<tr>
<td>HUM00271</td>
<td>Subjects and Citizens</td>
<td>S2</td>
<td>CH, L &amp; EXT</td>
<td></td>
</tr>
<tr>
<td>HUM00272*</td>
<td>Space Place and Travel</td>
<td>HUM00270</td>
<td>S1</td>
<td>Not Available 2011</td>
</tr>
<tr>
<td>HUM00274*</td>
<td>EcoCultural Studies</td>
<td>S1 &amp; S3</td>
<td>CH, L, EXT (S3 EXT only)</td>
<td></td>
</tr>
<tr>
<td>SOC10400*</td>
<td>Gender, Sexuality and Culture</td>
<td>S2</td>
<td>CH, L, EXT</td>
<td></td>
</tr>
</tbody>
</table>

### Key

- **L** Lismore Campus
- **CH** Coffs Harbour Campus
- **THR** Tweed Heads Riverside Campus
- **EXT** Distance Education (external)
- **THL** Tweed Heads Lakeside Campus
- **ONL** Online

### Definitions

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

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

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

**Biennial units** are units which are only offered every second year.

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

**Duplicate Units** - a unit can only count towards one major. Undertaking two Part B Majors will result in duplicate core units. The Course Coordinator will approve appropriate unit substitutions.

**Mode Of Study**

The Bachelor of Media is offered on the Lismore Campus, with external enrolment available for most units. Please be aware that some units may involve the compulsory attendance of residential workshops at our Lismore, Coffs Harbour or Tweed campuses or elsewhere, or other modes of converged delivery.

**First Year Unit Progression**

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

This degree has minimal structure to enable maximum flexibility. Thus students may choose their own program of study/majors in consultation with the student liaison staff.

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

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM10295 Written Communication</td>
<td>COM10627 Telling Tales: Introduction to Digital Storytelling</td>
</tr>
<tr>
<td>COM00439 Theory in Practice: Issues in Media Studies</td>
<td>COM10499 From the Bard to Bart: Media and Popular Culture</td>
</tr>
<tr>
<td>COM10110 Caught in the Web: Designing for the Digital Space</td>
<td>COM00446 The Big Picture: Global Media</td>
</tr>
<tr>
<td>CUL00412 Indigenous Ways of Cultural Expression</td>
<td>Part B Specialist Major Unit (refer to list below)</td>
</tr>
</tbody>
</table>

The fourth unit for Session 2 is dependent on your Part B Major Selection

| Screen Major: | COM10082 Reel Time: Cinema in a Social Context |
| Screen Major: | ART10275 Digital Photography I |
| Journalism Major: | ART00630 Design |
| Media Design Major: | COM10082 Reel Time: Cinema in a Social Context |
| Media Society Major: | |

**Part-time students** normally complete two units each study period. It is up to the individual as to which two units to enrol in each session. Please be aware that some units may have prerequisites that must be studied before others, and not all units are available in all sessions. Please refer to the table below as our recommendation.

<table>
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<td>COM10499 From the Bard to Bart: Media and Popular Culture</td>
</tr>
</tbody>
</table>
Major Descriptions

Screen Major
A major in Screen Studies allows students to creatively, critically and technically immerse themselves in the screen culture of the twenty-first century, across digital video, animation, online media and film studies. Students can choose from a range of units that focus on screenwriting, video production, film theory and analysis, gaining valuable industry experience and essential skills in emerging media forms.

Journalism Major
A major in Journalism Studies prepares students for a range of professional writing careers. Emphasis is given to quality content and analysis, situating journalism within a political and global framework, while also equipping students with basic technical and software skills that enable them to be new media practitioners in a rapidly evolving industry. The Journalism major also allows students to work in online and real world environments and prepare broadcast quality materials.

Media Design Major
A major in Media design equips students with key skills in graphic and multimedia design. It combines contemporary media theory with practical study that prepares students to address design issues from creative, commercial, technical and conceptual perspectives. Students work on real-world projects, both individually and collaboratively, applying design thinking and visual communication principles to find innovative design solutions. The demand for graduates with cross-media design skills is growing, and this major allows students to become competent practitioners in an ever-changing media environment.

Media and Society Major
Media is perhaps the most influential force in many people's lives. The Media and Society Major considers how, why and to what ends we communicate with one another, and provides students with the knowledge and skills to become media practitioners who are sound critical thinkers, collaborators and researchers in the era of media convergence. The central concern of this major is the critical analysis of media's influence on society and the individual. A wide variety of existing and emerging media forms are examined as elements of cultural and social processes, and students will become familiar with the roles that television, cinema, journalism, advertising, radio, online and cross-media forms play in shaping and reflecting contemporary life.

All four Media majors also include relevant professional placement and industry studies as well as the development of an exciting and innovative portfolio. These aspects of our degree are all designed to make students vocationally ready.
Unit Descriptions

Core Units (Compulsory)

COM10295  Written Communication
Anti-requisites: EDU10235 Learning and Communication OR COM00334 Learning Technologies and the Academy. Requires regular access to the Internet.

Introduces students to active practices of reading and writing, different forms of writing and critical reading strategies that will enable them to analyse and critique meanings in the written word. Reading and writing skills are introduced with a particular emphasis on critical thinking and essay writing as forms of academic practice.

COM00439  Theory in Practice: Issues in Media Studies
Introduces students to a range of theoretical perspectives and issues relevant to the production, distribution and reception of media in Australia and elsewhere. A critical approach to the study of media is promoted. A range of media (print, film, television, radio, internet, etc.) are contextualised within a broad cultural, political and historical framework. This will encompass an analysis of media practices and the use of media in everyday life. Special consideration is given to how we engage with media and what impact it has on our perceptions of ourselves and the world around us.

COM10110  Caught in a Web: Designing for the Digital Space
Introduces students to communications issues in delivering creative, professional media presentations, and develops an understanding of the desktop computer publishing tools and practices needed to present concepts in educational and workplace settings. Students acquire basic skills and knowledge in the principles of computerised images and text sourcing, layout, processing, storage and network distribution. They then apply these to the conceptualisation, construction and delivery of media presentations.

CUL00412  Indigenous Ways of Cultural Expression
The unit aims to explain the various roles of Indigenous Australian cultural expressions that have maintained Indigenous cultures in pre- and post-invasion Australian societies. The unit seeks to investigate the interaction between Indigenous and non-Indigenous expressions and to challenge dominant processes of Indigenous exploitation.

COM10499  From the Bard to Bart: Media and Popular Culture
This unit uses a range of popular culture forms such as TV, advertising, music video, Disney and Pixar animation, kinder culture, mainstream literature, film, and interpretations of Shakespeare, in order to examine how identities and ideologies are constructed and disseminated in society today. It will also explore the cult of celebrity, the role of genre and the power popular culture has to both uphold and challenge the status quo.

COM00446  The Big Picture: Global Media
Media industries, production processes and ways of communicating all interact internationally. This unit shows how media systems in Australia operate in a global context. Students study global events and confrontations, news and foreign correspondents, sports and press freedom in various media and regions of the world.

COM10627  Telling Tales: Introduction to Digital Storytelling
Requires regular access to the Internet.

Introduces students to the skills and concepts essential to the production of a range of contemporary media forms. Students produce short works individually and collaboratively in
print, audio, video and online media. The unit emphasises important storytelling principles and the production processes that are shared by all creative digital forms.

**COM00471 Professional Placement**  
*Pre-requisite/s: any 16 units*  
Students gain professional experience in public or commercial organisations to enable them to use their knowledge and skills acquired in the Media Communications course. Students undergo both workplace and course supervision thereby gaining an understanding of how their skills and knowledge can be applied in professional environments.

**Specialist Majors**

**Screen**

**COM10112 From Page to Production: Essential Screen Skills**  
Introduces students to the theory and practice of digital film production: research, scripting, budgeting, directing, producing, camera operating, lighting, sound recording and editing. Students will design and shoot a 30 second commercial.

**COM01402 Act One: Screenwriting**  
*Pre-requisite/s: any 3 units*  
Students are introduced to the theory and practice of scriptwriting with introduction to the concepts of character, plot, dialogue, and script presentation. By being exposed to and analysing examples of scripts, the student will be able to select appropriate form and content as applied to radio, film, video, television, and multimedia.

**COM00456 Cartoon 'Net Works: Online Animation**  
*Pre-requisite/s: any 6 units*  
Develops students’ knowledge of the theory and practice of digital multimedia communication and production. Students apply previously learned skills in digital media by integrating text, still images, audio, video and animation, to the planning and development of a basic online animated production.

**CAR10503 Arts Industry Studies**  
*Pre-requisite/s: any 16 units; Anti-requisite/s: MUS00611 Music Business*  
Develops knowledge of project development, career building, and small business management practices pertinent to artists, music professionals, writers and media practitioners working within the creative industries.

**COM10113 Visions of Light: Crafting the Magic of Film**  
*Pre-requisite/s: COM10112 From Page to Production: Essential Screen Skills*  
Concentrates on the further development of advanced knowledge and skills, both practical and theoretical, in the pre-production, production and post-production of digital film. These skills and knowledge include research, scripting, producing, budgeting, directing performance, directing for impact, camera operating, lighting: colour, light and shade; continuity, sound design, shaping the edit, exhibition. Students will create and film a 6–8 min production.

**COM10082 Reel Time: Cinema in a Social Context**  
*Pre-requisite/s: any 3 units*  
Addresses film as a major communication medium in terms of its form, history and its social, cultural, economic and political contexts. By examining the production and reception of film
texts in their cultural contexts students are given an understanding of the place of film in everyday life – its passion, politics and pleasures.

**COM00461  Making Radio: Production Essentials**

Students are introduced to the essentials of radio production skills in the areas of Interviewing, editing, announcing and technical operations of the radio studio. Radio concepts and practice support the acquisition of effective radio communication, industry awareness, and sonic elements in media.

**COM00455  'Net Works: Online Media Design**

*Pre-requisite/s: any 3 units*

Introduces students to a critical understanding of the theory and practices of using digital communication techniques and processes to produce web-based convergent media productions. Students acquire skills in Web site design, construction and publishing with a focus on developing standards-compliant online media.

**COM00447  The Rebirth of Frankenstein: Media and New Technologies Studies**

*Pre-requisite/s: any 4 units*

Introduces students to the central role of new media technologies in the emerging globalised, convergent media environment, and explores key new media phenomena including user-generated content services, cross-media production and gameplay. It emphasises the changing relationships between new and established media forms, as well as the political, economic and cultural significance of these transformations.

**COM10625  This Sporting Life: Sports Media**

*Pre-requisite/s: any 6 units*

Discusses and debates a wide range of contemporary sport media theories and practices in national and global contexts. The unit aims to introduce histories and cultures of sports media alongside issues of gender, race, drugs, violence, celebrity, economics, globalisation and ethics. Sports media texts in various forms will be analysed to enable a grasp of forms, formats and audiences.

**COM10626  Once Upon a Time: Media Genres**

*Pre-requisite/s: any 3 units*

This unit explores a range of popular genres in the film and TV industry past and present. It examines why certain genres such as science fiction, fantasy, action, vampire and superhero and horror movies thrive, the emergence of the hybrid film, why the musical won't die and why certain films achieve cult status while others move straight to DVD. Using a range of narrative, audience, media, and genre theories, it will examine the social, psychological and cultural impact of specific stories, their structure, themes, popularity, casting, marketing and distribution and the power of endurance.

**COM10628  To Be Continued: Media Project**

*Prerequisite: COM 10627 Telling Tales: Introduction to Digital Storytelling + any 4 units and Course Coordinator written approval*

Students undertake a major media project, individually or in a team, and a critical evaluation of the outcome. The production will be publishable in an actual media context, whether as a print, online, radio or audiovisual product. Students will work with an appropriate supervisor in conjunction with the Unit Assessor. Students will be required to achieve progress goals towards completion of the project by the end of session.
Journalism

COM00481   The Fourth Estate: News Journalism
Pre-requisite/s: any 6 units
Introduces students to journalism. Students will be introduced to basic aspects of news writing, research and interviewing which may be applied across print, radio, television and emerging digital media such as the Internet. They will also gain a critical appreciation of legal, ethical and professional practice issues in contemporary journalism.

COM10081   True Stories: Factual Media
Pre-requisite/s: any 3 units
Examines a wide range of contemporary journalism theories and practices in Australia and Internationally. The cultural construction of news and its relationship to established and emerging media entertainment genres is critically discussed.

CAR10503   Arts Industry Studies
Pre-requisite/s: any 16 units
Develops knowledge of project development, career building, and small business management practices pertinent to artists, music professionals, writers and media practitioners working within the creative industries.

COM00482   Hot Topics: Feature Journalism
Pre-requisite/s: COM00481 The Fourth Estate: News Journalism
Completes students’ introduction to journalism as a contemporary cultural and media practice. Students will consolidate their skills in news gathering and writing, and be introduced to feature writing techniques. Students will also learn further research and interviewing skills, as well as gaining a critical understanding of key professional, legal and ethics issues relevant to journalism.

COM00455   ‘Net Works: Online Media Design
Pre-requisite/s: any 3 units
Introduces students to a critical understanding of the theory and practices of using digital communication techniques and processes to produce web-based convergent media productions. Students acquire skills in Web site design, construction and publishing with a focus on developing standards-compliant online media content.

COM00461   Making Radio: Production Essentials
Students are introduced to essentials of radio production skills in the areas of interviewing, editing, announcing and technical operations of the radio studio. Radio concepts and practice support the acquisition of effective radio communication, industry awareness, and sonic elements in media.

ART10275   Digital Photography 1
Quotas may apply
Introduces students to digital photographic techniques, concepts, materials, and processes. Students learn to understand and use the camera, lighting and software while completing a set of ungraded modules. Students may also choose an additional thematic project in which personal artistic and technical interests are explored.
SOY10114  Arts Project
Pre-requisite/s: any twenty (20) units.

Provides students with an opportunity to pursue in depth a topic of particular interest to them arising from theoretical or practical issues raised in earlier units of the Major being undertaken within their Bachelor degree. A supervisor chosen from their field of study will review progress towards a major project. Research/creative projects will be closely supervised by an interdisciplinary team chosen from the School and can be undertaken independently or as a group activity.

COM00447  The Rebirth of Frankenstein: Media and New Technologies Studies
Pre-requisite/s: any 4 units

Introduces students to the central role of new media technologies in the emerging globalised, convergent media environment, and explores key new media phenomena including user-generated content services, cross-media production and gameplay. It emphasises the changing relationships between new and established media forms, as well as the political, economic and cultural significance of these transformations.

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Discusses and debates a wide range of contemporary sport media theories and practices in national and global contexts. The unit aims to introduce histories and cultures of sports media alongside issues of gender, race, drugs, violence, celebrity, economics, globalisation and ethics. Sports media texts in various forms will be analysed to enable a grasp of forms, formats and audiences.

COM10626  Once Upon a Time: Media Genres
Pre-requisite/s: any 3 units

This unit explores a range of popular genres in the film and TV industry past and present. It examines why certain genres such as science fiction, fantasy, action, vampire and superhero and horror movies thrive, the emergence of the hybrid film, why the musical won't die and why certain films achieve cult status while others move straight to DVD. Using a range of narrative, audience, media, and genre theories, it will examine the social, psychological and cultural impact of specific stories, their structure, themes, popularity, casting, marketing and distribution and the power of endurance.

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Pre-requisite/s: COM10627 Telling Tales: Introduction to Digital Storytelling + any 4 units and Course Coordinator written approval

Students undertake a major media project, individually or in a team, and a critical evaluation of the outcome. The production will be publishable in an actual media context, whether as a print, online, radio or audiovisual product. Students will work with an appropriate supervisor in conjunction with the Unit Assessor. Students will be required to achieve progress goals towards completion of the project by the end of session.

Media Design

ART00630  Design

Introduces the basic principles of two and three dimensional Design and, through a combination of practice and theory, provides a background to further study within a range of contemporary visual fields.
ART10094  Digital Art and Design I  
*Pre-requisite/s: ART00630 Design*
Introduces students to digitally produced images and to the associated hardware and software environments. Practical skills in image acquisition, image manipulation and image output are developed. Critical evaluative skills are developed through the production of a portfolio of work and through the analysis of contemporary visual design practice.

COM00456  Cartoon ‘Net Works: Online Animation  
*Pre-requisite/s: any 6 units*
Develops students’ knowledge of the theory and practice of digital multimedia communication and production. Students apply previously learned skills in digital media by integrating text, still images, audio, video and animation to the planning and development of a basic online animated production.

COM00455  ‘Net Works: Online Media Design  
*Pre-requisite/s: any 3 units*
Introduces students to a critical understanding of the theory and practices of using digital communication techniques and processes to produce web-based convergent media productions. Students acquire skills in Web site design, construction and publishing with a focus on developing standards-compliant online media.

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COM10112 From Page to Production: Essential Screen Skills  
Introduces students to the theory and practice of digital film production: research, scripting, budgeting, directing, producing, camera operating, lighting, sound recording and editing. Students will design and shoot a 30 second commercial.

ART10095  Digital Art and Design II  
*Pre-requisite/s: ART10094 Digital Art and Design I*
Develops the practical skills and critical understanding of digital imaging through the production of a portfolio. Explores the design concepts associated with contemporary publications with an emphasis on the use of typography.

ART10275  Digital Photography 1  
*Quotas may apply*
Introduces students to digital photographic techniques, concepts, materials, and processes. Students learn to understand and use the camera, lighting and software while completing a set of ungraded modules. Students may also choose an additional thematic project in which personal artistic and technical interests are explored.

COM01402  Act One: Screenwriting  
*Pre-requisite/s: any 3 units*
Students are introduced to the theory and practice of scriptwriting with introduction to the concepts of character, plot, dialogue, and script presentation. By being exposed to and
analysing examples of scripts, the student will be able to select appropriate form and content as applied to radio, film, video, television, and multimedia.

**Media and Society**

**COM10082  Reel Time: Cinema in a Social Context**  
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**COM00482  Hot Topics: Feature Journalism**  
*Pre-requisite/s: COM00481 The Fourth Estate: News Journalism*

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audience, media and genre theories, it will examine the social, psychological and cultural impact of specific stories, their structure, themes, popularity, casting, marketing and distribution and the power of endurance.

**SOY10114 Arts Project**  
*Pre-requisite/s: any twenty (20) units.*

Provides students with an opportunity to pursue in depth a topic of particular interest to them arising from theoretical or practical issues raised in earlier units of the Major being undertaken within their Bachelor degree. A supervisor chosen from their field of study will review progress towards a major project. Research/creative projects will be closely supervised by an interdisciplinary team chosen from the School and can be undertaken independently or as a group activity.

**CAR10503 Arts Industry Studies**  
*Pre-requisite/s: any 16 units; Anti-requisite/s: MUS00611 Music Business*

Develops knowledge of project development, career building, and small business management practices pertinent to artists, music professionals, writers and media practitioners working within the creative industries.

**CUL00210 Australia Asia and the World**

Australia, Asia and the World introduces students to a study of the historical, cultural, social and political implications of Australia in a globally interconnected world. Through an emphasis on contextual and cultural literacy, students orient themselves as citizens of the world.

**SOC10399 Philosophy on Screen: Film and Television**

Introduces students to key ideas and discussions in philosophy through applying cultural analysis in the study of film and television. Students will identify and critically engage with philosophical debates in contemporary contexts and the media. Access to a computer network and DVD player will be necessary to complete the requirements of the unit.

**HUM00271 Subjects and Citizens**

Drawing on recent developments in cultural theory, and contemporary socio-cultural conditions, students are introduced to a variety of discourses and institutions in which cultural and civil subjects are formed and governed and contested. The intermeshing layers of the local, national and global will be considered as a series of negotiations within the context of particular machineries of power. Specific institutional settings will be used to examine the political conflicts at stake, in concrete contexts and for particular groups of people.

**HUM00272 Space Place and Travel**  
*Pre-requisite/s: HUM00270 Introduction to Cultural Studies*

Introduces students to a range of theories about social space and its relationship to gender and sexuality. This will encompass interpretations which construct space as narrative, space as “power-geometry”, and space as flow – as a series of movements and transactions over time and place. The ways in which social spaces are memorialised and territorialised will be explored. A localised exploration of places and spaces will be undertaken.

**HUM00274 EcoCultural Studies**  
*This unit is offered once every two years.*

Draws on contemporary cultural theories which will engage students in the development of an interactive theory of nature and culture, cutting across a number of the traditional disciplines of knowledge: science, social sciences and the humanities. Detailed readings of cultural practices...
will be contextualised within the wider framework of national and International scholarship and concerns.

**SOC10400 Gender, Sexuality and Culture**

*Pre-requisite/s:* Students will find it beneficial to have successfully completed HUM00270 Introduction to Cultural Studies

*Bi annual unit*

Introduces students to the relationship between gender, sexuality and culture. It adopts a cultural studies approach to understanding the debates and issues surrounding gender and sexuality through a focus on identity, socio-legal contexts, media, place, culture and power.
Other Important Information

Textbook List
This is available in the Student Centre (SASS). All text lists will be displayed on the University Co-op Bookshop website from early January 2011 at www.coop-bookshop.com.au. You will be able to check your text lists, prices and availability from this site.

SASS Student Centre Site
This is the main School site where enrolment information, support material, textbook lists, course information, forms and spare coversheets are located. Students should check the site on a regular basis.

To find the Student Centre go to your MySCU homepage http://study.scu.edu.au
Below the heading Information Sites click on link to Student Centre – School of Arts and Social Sciences (SASS).

Occupational Health and Safety
It is your responsibility to familiarise yourself with the following occupational health and safety information.

These notes cover
• general safety
• main types of hazards, their effect and management
• high-risk groups
• the role you can play and the responsibilities you have.

University Policy
It is University policy that:
• covered footwear is worn at all time in the studios
• smoking, eating and drinking are not permitted in any enclosed area of the University at any time.
• pets are not permitted on campus
• children of students are not permitted in laboratories, workshops, studios, lecture and tutorial rooms, except on formally arranged visits
• outside these areas children should be supervised by parents, who are at all times responsible for their children’s behaviour while on campus.

Hazards: Their effect and their control
Hazards you may encounter can be:
• physical
• chemical
• biological
• psychological.

In many instances multiple hazards are present.

We will pay particular attention to chemicals and physical hazards.
Physical hazards
In many ways these are the most obvious hazards. The following physical hazards are most common in our situation:

- electrical
- noise & vibration
- manual hazards.

1. Electrical hazards
Electricity travels in closed circuits and electric shock occurs when you become part of the circuit. For this to happen, electricity must enter the body at one point and leave at another. The major source of electric shock is faulty equipment. The severity of the electric shock depends on the strength of the current and the length of the exposure. The severity is also influenced by degree of moisture. Effects range from a slight tingling to death and may include symptoms such as muscular spasms, respiratory and cardiac arrest, and burns.

To guard against electrical hazards:
- prevent leads from dragging through wet areas
- ensure all equipment is well maintained – all equipment should be regularly tested by a qualified person – ours is. Any of your electrical equipment that you bring in for your own use must be given to a technician to check before it is used in the building.
- check lead for damages before connecting equipment
- never touch live parts of equipment
- WORK IN DRY AREAS, or if area is damp wear rubber footwear or stand on wooden boards.

2. Noise and vibration
Noise has two characteristics:
- intensity (or loudness)
- frequency (or pitch).

Hearing is damaged by sudden, very loud noises (like explosions) but more commonly damage is caused by prolonged exposure to high levels of noise.

**In the studios there are signs where hearing protection must be worn. Note that some people are more susceptible to noise than others. Individual ear protection (ear plugs or ear muffs) should be worn.**

Vibration is often associated with noise and can adversely affect comfort and safety. It can also increase the risk of hearing loss. Vibration can cause numbness (‘white finger’, ‘dead finger’). Very prolonged exposure can cause permanent numbness, swelling and in some cases gangrene.

3. Manual hazards
This is any task which involves people physically moving objects, with or without mechanical aids. Lifting, pushing, pulling, carrying, sliding, wheeling, stacking. Injuries are caused by over-exertion, repeated exertion or both.

A load is hazardous to lift if it:
- is too heavy
- has moving parts
- is difficult to grip or control
- is poorly positioned away from the body
- is hot or cold
- contains dangerous substances.
The Legislation
The *Occupational Health & Safety Act 1983* is administered and enforced by the Workcover Authority of NSW.

It places **the responsibility on employers to maintain a safe work environment**, which complies with all legal requirements, **and on employees (which includes students)** to comply with the legislation, and take reasonable care of themselves and others.

It is enforced by regular inspection and imposition of fines, and/or closure orders. On-the-spot fines can be imposed on the institution and/or individuals within it. Ignorance of OHS matters cannot prevent us from being charged for an act which has endangered ourselves or others.

Equipment Faults
If there is anything wrong with any of the equipment in the room/studio, fill out a Student Technical Request Form available at D1.10 when you bring the key back. This will be passed on to our technical staff. If you don’t report it, we might not know that it needs fixing!

Leave equipment as you found it. Normalise desks in recording studios. Be considerate!

Helpful Hints
As a student in the School of Arts and Social Sciences you are important to us and we aim to assist you with your learning experience. We have developed the following standards of service to support you:

Tutor Details
Your tutors are there to answer any questions you may have about the unit or the assignments. You will find their details are in the Unit Information Guide and online in the MySCU Blackboard Learning Site under Staff Details. If your tutor is a part-time or casual employee, the best way is to contact them by email. All SCU email accounts for tutors are in the following format: firstname.lastname@scu.edu.au, e.g. jane.smith@scu.edu.au

Assessments
Your assessment tasks will generally be marked within 2 weeks of the date they are received by the Unit Assessor or tutor. For external assessments please note that unless you live locally, posting both ways can add up to 10 days to the process.

You will receive comments on your assessments that explain the grade awarded. There will generally be comments within your assessments where relevant, unless they have been graded as a Distinction or High Distinction, when there might be little to comment on except the quality of your work.

If you unsatisfied with the marking of your assessment, you can contact your Unit Assessor and ask for it to be remarked by another staff member as per rule 3.13 of the Southern Cross University, Student Handbook at [www.scu.edu.au/handbook](http://www.scu.edu.au/handbook). You will need to submit an unmarked copy of the assessment together with the marked original. The second grade will be recorded as your result whether it is higher or lower than the first.

Extensions
If you would like to request an extension for an assessment task you will need to complete an “Application for Special Consideration” which will be assessed by your Unit Assessor. Special consideration forms can be downloaded from [http://www.scu.edu.au/services/studentservices/index.php/dds/](http://www.scu.edu.au/services/studentservices/index.php/dds/)
Please ensure you attach your supporting documentation (i.e. medical certificates) to your application. It is also advisable to contact your tutor or Unit Assessor to discuss your request for an extension.

**Assessment Resubmission Policy**

The School of Arts and Social Sciences has agreed that there is academic value in offering new students, whose assessments do not meet the required pass standard, the opportunity to rework and resubmit an assessment. The value to the students is that it will assist them to develop their academic skills and gain a better understanding of how to complete subsequent units successfully.

**Core Units**

The opportunity to rework and resubmit an assessment will be offered to students in core units as well as BA foundational units marked by BA staff. This offer will be made on the first assessment that has been assessed as a Fail. Students are to accept this offer within five (5) working days of receiving it, otherwise the assessment will attract a Fail grade. Please note the submission date is to be negotiated with the Unit Assessor, and reworked and resubmitted assessments should be emailed to the Unit Assessor or the person who marked the assessment.

**Other Units**

In units apart from core units and the BA foundational units as identified, if students receive a Fail grade on an assessment and believe there are exceptional circumstances that affected the completion of the assessment, they may submit a ‘Special Consideration to Resubmit an Assessment’ application form. These circumstances should be supported by evidence as detailed on the application form. The completed application form should be emailed to the Unit Assessor with confirmation by hard copy sent later.

**Number of Resubmits in Unit**

There will be only one resubmit opportunity per unit.
Frequently Asked Questions

Q: I am working full time or have a lot of commitments I can't avoid in my personal life. How many units should I enrol in per session?
A: The School recommends that students allow 10 hours per week per unit that they enrol in. If you have full-time family or work commitments, we would encourage you to commence with no more than two units. If you are able to manage two units it is possible to increase your study load to three or four units in later sessions.

Similarly, if you know you are going to have a busy session outside of university you may like to consider studying only one unit for that session. However, you should be aware of the time limits allowed for the completion of your course under the University Rules (see limits below).

It is important to keep in mind that employment related problems and the pressure arising from the demands of other units of study are generally not considered to be acceptable grounds for an extension or requests for special consideration. However, if you are experiencing difficulties then you should contact your unit assessor to discuss whether or not the policy applies to your situation.

Q: How long am I allowed to complete my course?
A: For the Bachelor of Media – normally not more than 8 years.

Q: I am an internal student. Can I enrol in external units?
A: Yes, as an internal student you may study any combination of internal and external units. However, you should note that you may need Course Co-ordinator approval to vary your study mode once you are enrolled. It may be necessary for you to study as an external student for some units, if lectures or workshops on your timetable clash with other units or with commitments outside of the University.

Q: What is the “Unit Information Guide”?
A: When you begin each unit of study, you will receive a Unit Information Guide. It is a very important document and you must read it! The Unit Information (referred to as the Unit Statement in the University Rules) provides you with contact details for the staff involved in the unit, the unit’s learning objectives, the texts or other materials that you are expected to purchase to complete the unit, the assignment and assessment details, including the due dates for assignments, the criteria that will be used to mark your assignments, and the rules related to completing assignments.

Q: What do I do if I fail a pre-requisite unit?
A: If you fail a unit which is the pre-requisite unit for another unit, you will need to study that unit again before you will be permitted to enrol in that unit which it is the pre-requisite for.

Q: What do I do if one of my lecture/tutorials on my timetable clashes with another unit?
A: If you have a class which clashes with another on your timetable, you may need to change your enrolment to another unit or study one of the units by distance education (if possible). If you have difficulty finding an alternative unit, please contact the SASS student support team.

Q: Who can I contact when I need help in the units I am studying?
A: Each unit has a Unit Assessor who has responsibility for administering the unit and providing academic support to those studying it. The name and contact details of your Unit Assessor are set out in each Unit Information Guide. The Unit Assessor will help you with your questions about the unit as well as granting extensions and discussion of your marks.
However, school policy does not allow staff to discuss your answers or proposed answers to assessment tasks before you submit them. This is because assignments are the vehicle by which students are assessed in relation to their knowledge of the unit content. This means that your Unit Assessor will be able to answer your questions about the topics you are studying but will not be able to provide individual help when you are preparing an assignment for assessment.

Q: Do I need my own computer?
A: No you don’t strictly speaking; however, a computer would be an advantage as all units require computer access. We have several labs that you can use if you study on-campus. External students (off-campus) will find studying much easier and some units require you to have access to a computer with internet connection, and/or to take part in online tutorials. Also MySCU, our online learning environment, will be easier for you to access on your own computer. Please note that all media units require you to submit assignments in word processed form.

Q: Can I do work experience in a Media workplace?
A: Yes, you are required to undertake 70 to 100 hours in a workplace in our upper level core unit called COM00471 Professional Placement. You can do a placement locally or further afield, and in session time (e.g. one day per week) or in the session breaks. You are also encouraged to organise your own work experience while you are studying – this way you make lots of contacts and apply what you learn to the workplace. There are plenty of media organisations in the Northern Rivers area that welcome voluntary input. You can also learn a lot about how to produce media content by involving yourself in local or community media organisations.

Q: I need to print proof of my enrolment. Where can I locate this?
A: You can print an Enrolment Transaction Advice within My Enrolment within My Study Plans – Current Enrolment; the last option on this screen is View and/or Print my proof of enrolment. Once this option has been selected, your screen will refresh while the report is being generated (this may take a few minutes). When it is completed you will see a box with a green tick with "Your Enrolment Transaction Advice report has been generated. To view select 'View My Report' from the 'I Want To...' section below." This will then open as a printable PDF document which can be used to provide information both to Centrelink and Employers.

Q: Do any BMedia units have weekend residential requirements?
A: Yes, some units may require attendance at a weekend residential. Students would be notified of further details upon enrolment. Please note that accommodation and travel is the responsibility of the student.
School Contacts

Student Liaison Team

The Liaison Support Team aims to provide you with a high level of friendly, efficient and professional service and can be used as the first point of contact for enquiries you may have regarding your course. If the Student 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.

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<thead>
<tr>
<th>Campus</th>
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<th>Contact Details</th>
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<tr>
<td>Enquiries for All Programs</td>
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<tr>
<td>School of Arts &amp; Social Sciences Reception</td>
<td>Lismore</td>
<td>Telephone: 02 6620 3831</td>
</tr>
<tr>
<td>Coffs Harbour Campus</td>
<td>M Block, Ground Floor</td>
<td>Fax: 02 6659 3103</td>
</tr>
<tr>
<td>Lismore Campus</td>
<td>B Block, Level 3</td>
<td>Fax: 02 6622 1683</td>
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Emailing your enquiries

Please note: Students should email isass@scu.edu.au with any undergraduate course specific enquiries. Include your Full Name, Student ID Number and the degree name in the subject line.

Our student liaison team aims to give you a high level of friendly, efficient and professional service. We welcome feedback from students if our service does not meet your expectations. Similarly, if our service exceeds your expectations, we would love to hear about that also!
Academic staff

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

- **Course Coordinators** have responsibility for the overall coordination, development, review and administration of a course. Please familiarise yourself with the name of your Course Coordinator.
- **Unit Assessors** have responsibility for the overall coordination, development, review and administration of a unit. Please familiarise yourself with the name of your Unit Assessor.
- **Lecturers and Tutors** have responsibility for conducting lectures and tutorials/workshops.

<table>
<thead>
<tr>
<th>Course Co-ordinator - Bachelor of Media</th>
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<tbody>
<tr>
<td>Dr Grayson Cooke</td>
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<tr>
<td>02 6620 3839</td>
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<tr>
<td><a href="mailto:grayson.cooke@scu.edu.au">grayson.cooke@scu.edu.au</a></td>
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<tr>
<td>Lismore</td>
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<tr>
<th>Lecturers/Unit Assessors</th>
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<tr>
<td>A/Prof Karen Brooks</td>
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<tr>
<td>02 6620 3366</td>
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<tr>
<td><a href="mailto:karen.brooks@scu.edu.au">karen.brooks@scu.edu.au</a></td>
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<tr>
<td>Dr Grayson Cooke</td>
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<tr>
<td>02 6620 3839</td>
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<tr>
<td><a href="mailto:grayson.cooke@scu.edu.au">grayson.cooke@scu.edu.au</a></td>
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<td>Lismore</td>
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<td>Room: D2.24</td>
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<tr>
<td>Dr Rebecca Coyle</td>
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<tr>
<td>02 6620 3905</td>
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<tr>
<td><a href="mailto:rebecca.coyle@scu.edu.au">rebecca.coyle@scu.edu.au</a></td>
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<td>Lismore</td>
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<td>Room: D2.12</td>
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<tr>
<td>Andrew Jones</td>
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<tr>
<td>02 6620 3164</td>
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<tr>
<td><a href="mailto:andrew.jones@scu.edu.au">andrew.jones@scu.edu.au</a></td>
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<tr>
<td>Lismore</td>
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<tr>
<td>Room: D2.10</td>
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<tr>
<td>Dr Lisa Milner</td>
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<tr>
<td>02 6659 3916</td>
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<tr>
<td><a href="mailto:lisa.milner@scu.edu.au">lisa.milner@scu.edu.au</a></td>
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<tr>
<td>Coffs Harbour</td>
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Technical Services

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<th>Technical Service Staff</th>
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<tr>
<td>Technical Coordinator</td>
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<tr>
<td>Alan Hughes</td>
</tr>
<tr>
<td>02 6620 3893</td>
</tr>
<tr>
<td><a href="mailto:alan.hughes@scu.edu.au">alan.hughes@scu.edu.au</a></td>
</tr>
<tr>
<td>Media Facilities Officer</td>
</tr>
<tr>
<td>Ian Slade</td>
</tr>
<tr>
<td>02 6620 3865</td>
</tr>
<tr>
<td><a href="mailto:ian.slade@scu.edu.au">ian.slade@scu.edu.au</a></td>
</tr>
<tr>
<td>Technical Officer - Media</td>
</tr>
<tr>
<td>Rodney Douglass</td>
</tr>
<tr>
<td>02 6620 3893</td>
</tr>
<tr>
<td><a href="mailto:rodney.douglas@scu.edu.au">rodney.douglas@scu.edu.au</a></td>
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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

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**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.

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**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.

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**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.
Withdraw from unit/s without incurring a Fail grade

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

Fee-paying courses

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

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

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

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

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

International onshore students

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

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

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

Cross-institutional studies

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

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

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

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

International onshore students on a student visa are only permitted to study twenty-five (25) percent of their course by distance education (external/university wide), which includes cross-institutional studies. All International onshore students considering undertaking a unit of study at another university must first seek approval from the SCU International Office.
Students studying at other universities may apply to study cross-institutionally at SCU. Application is made direct to SCU using the University’s Direct Application form. Normal admission deadlines apply.

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

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

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

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

Course transfer

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

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

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

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

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

Further information about enrolment issues

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

- the relevant course and unit entries in the Student Handbook
- the relevant Enrolment Rules in the Rules section of the Student Handbook
- the School or College Student Liaison or Support Team
- a Student Services Enrolment Officer:
  Phone: 1800 626 481
  Email: enrol@scu.edu.au

MySCU

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

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

http://study.scu.edu.au

This opens the MySCU student intranet page.

MySCU Information Sites

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

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

MySCU Learning Sites

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

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

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

Students will obtain access to MySCU Learning Sites one week prior to the commencement of the study period providing they are enrolled in that unit. Please note Learning Sites will be open to allow students to become familiar with the site and to download information but teaching and moderation of discussion boards will not occur until the first teaching day of the study period.
If the symbol 🍀 is displayed to the left of the link to the Learning Site this means the site is not yet available. Where a student cannot see a particular unit listed under Learning Sites they should first check their enrolment status through My Enrolment. If it appears the student is not enrolled in that unit, they should either enrol in that unit or email a variation request to Student Services at enrol@scu.edu.au. If a student is enrolled in a unit but still cannot see the Learning Site they should send an email to helpdesk@scu.edu.au.

**Elluminate Live!**

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

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

**MySCU login details**

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

*Listed below are the MySCU details we have recorded for you.*

*Your MySCU and SCU email password is initially set to your date of birth in eight digit format – DDMMYYYY e.g. 15061989*

*This password must be changed after you first log in – you can change your password in the ‘Computing & IT’ section of your MySCU welcome page.*

**MySCU Username:** jcitiz10  
**SCU Email Address:** j.citizen.10@scu.edu.au

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

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

**Textbooks**

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

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

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

When searching for textbooks or ordering online students should use the text search facility. Go to the website and find ‘Text List Search’ in the ‘Book Search’ drop down menu at the top left. Enter the Southern Cross University campus, relevant study period and unit code/s. Searching
or ordering using the ‘Text List Search’ will link automatically to the textbook information a Southern Cross University member of staff has given the University Coop Bookshop and will ensure that the correct books are selected.

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

The University Co-op Bookshop contact details are:

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

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

**Beachside campus**
- Phone: +61 7 5599 4191
- Fax: +61 7 5599 4568
- Email: scubeachside@ coop-bookshop.com.au

For further information visit the website: [www.coop-bookshop.com.au](http://www.coop-bookshop.com.au)

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**Study materials and Books of Readings**

**Distance education (university wide/external) students**

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

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

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

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

**Internal (on-campus) students**

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

Students can obtain printed copies using Rapidprint, which is a student print-on-demand system where printed copies of the study materials in eReadings can be purchased. Your SCU username and password is required.
Students in correctional centres
If you are currently in a Correctional Centre, please advise the relevant School or College as soon as possible. We are aware that students in Correctional Centres may require Southern Cross University to make special arrangements to ensure access to study materials.

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

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

More Information
For more information on RapidPrint or to access their printing services go to the SCU RapidPrint website.
Where a School has alternative arrangements in place regarding study materials and Books of Readings, students will find specific information in Part One of this guide.

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

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

Orientation and transition
The orientation program at Southern Cross University is a four-week program welcoming first-year and returning students to SCU. The program offers essential information to help students start and recommence their university life. This essential information includes, course information sessions, academic support sessions and student support information. There is also a comprehensive sport and cultural program and opportunities to meet other students and staff in a supportive environment.
To find out more go to www.scu.edu.au/orientation

Beat the Stress Week
‘Beat the Stress Week’ is an integral part of the Southern Cross University Orientation Program. It showcases support services and associated staff and puts a face to a name. The Beat the Stress Week program include, a festival day, clubs and society’s day, informative sessions and workshops, entertainment and much more.
To find out more go to www.scu.edu.au/orientation

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

The contact details for Student Health and Support Services are:

**Counselling**
- Lismore & Distance Education students: +61 2 6620 3943
- Coffs Harbour: +61 2 6659 3263
- Gold Coast and Tweed Heads: +61 7 5506 9200
- Email: counselling@scu.edu.au
- After Hours: 1300 369 968 (Mental Health Access Line)

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

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

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

**Student Mentoring**
- All enquiries: +61 2 6620 3422

The Student Health and Support Services website will assist external students and students on all campuses to locate the services available either on campus or online. The website can be found at [www.scu.edu.au/studentsupportservices](http://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](http://library.scu.edu.au) 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
Academic Skills Development Unit
The Academic Skills Development Unit (ASDU) provides educational support to the staff and students at Southern Cross University. The support aims to improve the quality of students’ learning by developing their skills in:

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

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

Students can:

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

Academic Skills Development Unit contact details are:

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

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

The University has also established a Student Services freecall number for external students – 1800 111 890.
**Information technology and technical support**

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

These services include:

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

The contact details for IT&TS are:

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

**Lismore, Tweed Heads and Gold Coast campuses**

Phone: 61 2 6620 3698

Email: helpdesk@scu.edu.au

Website: [www.scu.edu.au/it](http://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](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

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<td>Wednesday, 16 February</td>
<td>Monday, 17 January</td>
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<tr>
<td>Studies commence</td>
<td>Monday, 21 February</td>
<td>Monday, 17 January</td>
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<tr>
<td>Beat the Stress Week (showcasing Support Services)</td>
<td>Monday, 7 March – Friday, 11 March</td>
<td></td>
</tr>
<tr>
<td>Last date to enrol online</td>
<td>Sunday, 6 March</td>
<td>Sunday, 30 January</td>
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<tr>
<td>Census date</td>
<td>Check your census date in My Enrolment</td>
<td>Check your census date in My Enrolment</td>
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<tr>
<td>Study break</td>
<td>Monday 4 April – Friday 8 April</td>
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</tr>
<tr>
<td>Study break</td>
<td>Monday 23 May – Wednesday 25 May</td>
<td></td>
</tr>
<tr>
<td>Last withdrawal without fail</td>
<td>Saturday, 30 April</td>
<td>Saturday, 26 March</td>
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<tr>
<td>Exam period</td>
<td>Tuesday, 26 May – Saturday, 4 June</td>
<td>Monday, 18 April – Friday, 29 April</td>
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<tr>
<td>Grade publication</td>
<td>Saturday, 18 June</td>
<td>Monday, 9 May</td>
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<tr>
<td>Inter-session or inter-trimester break</td>
<td>Monday, 6 June – Friday, 17 June</td>
<td>Monday, 2 May – Friday, 6 May</td>
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<td>Wednesday, 15 June</td>
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<tr>
<td>Studies commence</td>
<td>Monday, 20 June</td>
<td>Monday, 9 May</td>
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<tr>
<td>Beat the Stress Week (showcasing Support Services)</td>
<td>Monday, 4 July – Friday 8 July</td>
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<tr>
<td>Last date to enrol online</td>
<td>Sunday, 3 July</td>
<td>Sunday, 22 May</td>
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<td>Census date</td>
<td>Check your census date in My Enrolment</td>
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<tr>
<td>Last withdrawal without fail</td>
<td>Saturday, 27 August</td>
<td>Saturday, 16 July</td>
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<tr>
<td>Study break</td>
<td>Monday, 1 August – Friday, 5 August</td>
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<tr>
<td>Study break</td>
<td>Monday, 19 September – Wednesday, 21 September</td>
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<td>Exam period</td>
<td>Thursday, 22 September – Saturday, 1 October</td>
<td>Monday, 8 August – Friday, 19 August</td>
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<td>Grade publication</td>
<td>Saturday, 15 October</td>
<td>Monday, 29 August</td>
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<tr>
<td>Inter-session or inter-trimester break</td>
<td>Monday, 3 October – Friday, 14 October</td>
<td>Monday, 22 August – Friday 26 August</td>
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<tr>
<td>Orientation and transition starts</td>
<td>Wednesday, 12 October</td>
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<tr>
<td>Studies commence</td>
<td>Monday, 17 October</td>
<td>Monday, 29 August</td>
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<tr>
<td>Beat the Stress Week</td>
<td>Monday, 31 October –</td>
<td>Monday, 31 October –</td>
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<tr>
<td>(showcasing Support Services)</td>
<td>Friday, 4 November</td>
<td>Friday, 4 November</td>
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<td>Last date to enrol online</td>
<td>Sunday, 30 October</td>
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<td>Census date</td>
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<tr>
<td>Last withdrawal without fail</td>
<td>Saturday, 24 December</td>
<td>Saturday, 5 November</td>
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<td>Monday, 19 December –</td>
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<td>Recess</td>
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<td></td>
<td>Friday, 30 December</td>
<td>Friday, 30 December</td>
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<tr>
<td>Study break</td>
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<td></td>
<td>Wednesday, 25 January</td>
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<tr>
<td>Exam period</td>
<td>Friday, 27 January –</td>
<td>Monday, 28 November –</td>
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<tr>
<td></td>
<td>Saturday, 4 February</td>
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<tr>
<td>Grade publication</td>
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For further enquires please telephone 1800 626 481
## Useful University Websites

### Getting started

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**About the University**

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**Schools and Colleges**

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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!