Welcome to the Bachelor of Media, and to Southern Cross University! On behalf of all the Media staff, I'd like to welcome you to what we hope will be an exciting, engaging and challenging journey ahead.

The study and production of media is one of the most dynamic and energetic areas today. All around us we witness the constant change and development of media technologies and practices; with the rise and rise of the Internet, social media, mobile devices and user-generated content, media are embedded in almost every aspect of our lives, both work and play. Media production and analysis feeds multi-billion dollar industries such as the television industry, the film industry, the games industry, the design and advertising industry, and broadcast and online journalism. To be proficient in media – to be able to analyse and study its effects, and also to produce new media forms – is vital for anyone looking to play a part in the ongoing drama of cultural and economic development. And guiding you in this process will be a group of Media academics and professionals with a wealth of experience and wisdom to call on.

But university study is about more than just the focus of your degree. University is an opportunity to engage not only with key ideas and practices, but with peers and colleagues who will go on to shape the world you live in. The connections you make here – the friendships you forge, the networks you join, the workplaces you are exposed to – will be lifelong connections that you will return to as you navigate the often winding paths of employment and cultural activity.

I encourage you to make the most of your time at university, to say YES to the opportunities that come your way, to seek help when you need it, and to take charge of your learning and your future. I look forward to working with you in the coming years, and wish you the best of luck in your studies!

Dr Grayson Cooke
Course Coordinator, Bachelor of Media
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This course enrolment guide has been developed 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.

### What to do next

1. Visit the [Getting Started](#) website. This site contains the steps needed to:
   - gain access to [My Enrolment](#)
   - check student details
   - accept an offer
   - choose a payment option
   - gain access to [MySCU](#) and [SCU webmail](#).

2. Print or download this Course Enrolment Guide and retain it for reference throughout the duration of the course.

3. Choose units to study using the course structure and unit information provided in this Course Enrolment Guide. Remember to:
   - read this guide carefully as it will recommend units for enrolment in each study period
   - choose units for each Session or Trimester within the academic year and understand where those units fit into the course structure
   - consider using Session 3 (an optional study period) to spread study load, dedicate time to studying units that might need a concentrated effort, or fast track and complete studies earlier.

4. Enrol in units for the **whole year** using [My Enrolment](#).

   Enrolment for 2012 opens on 12 September 2011. Students will receive a notification advising that enrolment is open in their SCU Webmail account. Look out for this email and enrol early.

   SCU requires students to plan their studies in advance and enrol in units for the full academic year. Students self manage their enrolment online in My Enrolment and can change enrolled units, add more units or withdraw from units up until the start of each study period.

5. Check the census date for each unit using [My Enrolment](#) (select Current Enrolment under My Study Plans).

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

6. Access the School Student Centre and Unit Learning Site(s) in [MySCU](#).

   A Unit Learning Site is generated for every unit in which a student has an official enrolment. One week before the start of each study period, the Unit Learning Sites will open. Inside the
Unit Learning Site students will find the Unit Information Guide and Study Guide. It is very important students visit this site regularly – SCU recommends students visit every day during the study period.

7. Check the Class Timetable.
   Internal students will need to check the class timetable to find out when classes have been scheduled for the activities that have been planned for the on-campus units in which they are enrolled.

8. Register for on-campus classes online through My Enrolment:
   • Students who enrol in any on-campus units (internal mode), should attend the scheduled on campus classes for the activities listed in the class timetable.
   • Session students must check the class timetable to see whether they need to register into any classes. Classes fill up quickly so register early. Students will receive an email in their SCU Webmail account to advise when registration will open.
   • Trimester students do not register into classes as there is usually only one class to attend.
   • Distance education (university-wide; external mode) and online students do not need to attend classes and will find all the information to start studying in their Unit Learning Site(s).

9. Once students are admitted to their course, enrolled in units and registered into classes, they are ready to start studying. SCU recommends students now visit the Orientation website to find out about scheduled activities, sporting facilities, mentors, counselling services and lots more.

Need assistance?
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

For assistance with course structure and study plan advice, students should contact the School Student Liaison and Support Team. Contact details are listed at the end of Part One in this guide.

Welcome to SCU! We hope you enjoy your studies. Remember, staff are here to help, so don’t be afraid to contact us.

Important notice
A student’s course is governed by the Award Rules for the year in which they commenced study. It is important students become familiar with the Award Rules for their course, which can be found in the Student Handbook.

If a student is unable to adhere to the structure in place when study commenced, they must consult with a School Student Liaison Officer.

The information contained in this guide is correct at the date of publication. This guide is revised each year.
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.
2012 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>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 2012 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

Unit Availability Table

The information in the Unit Availability Table is derived from the Southern Cross University Schedule of Units and is correct at time of printing. The Schedule of Units lists, alphabetically by unit name, all units planned to be taught at SCU in a particular study period, including:

- the unit code
- the unit availability (eg: Lismore, Coffs Harbour, Gold Coast, External)
- any pre-requisite conditions of study and enrolment restrictions.

There is a Schedule of Units for each study period (session) and separate schedules for undergraduate and postgraduate units.

It is recommended students check the Schedule of Units prior to enrolling as availabilities are updated regularly.

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>
</tr>
</thead>
<tbody>
<tr>
<td>COM10295</td>
<td>Written Communication</td>
<td>anti-req COM00334, EDU10235</td>
<td>S1 &amp; S2</td>
<td>L, CH, THR, EXT (THR S1 only)</td>
</tr>
<tr>
<td>COM00439</td>
<td>Theory in Practice: Issues in Media Studies</td>
<td></td>
<td>S1 &amp; S3</td>
<td>L, CH, EXT (S3 EXT only – Quotas may apply)</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 &amp; S2</td>
<td>L, EXT (S2 EXT only)</td>
</tr>
<tr>
<td>COM10627</td>
<td>Telling Tales: Introduction to Digital Storytelling</td>
<td></td>
<td>S2</td>
<td>L, EXT (EXT Compulsory Residential School)</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 (S3 EXT only – Quotas may apply)</td>
</tr>
<tr>
<td>COM00446</td>
<td>The Big Picture: Global Media</td>
<td></td>
<td>S2 &amp; S3</td>
<td>CH (fortnightly), L, EXT (S3 EXT only-Quotas may apply)</td>
</tr>
<tr>
<td>COM00471</td>
<td>Professional Placement</td>
<td>Any 16 units</td>
<td>S2 &amp; S3</td>
<td>EXT</td>
</tr>
</tbody>
</table>
## Screen Major

<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>COM10112</td>
<td>From Page to Production: Essential Screen Skills</td>
<td>COM10627 or Any 6 units</td>
<td>S1</td>
<td>L, EXT (EXT Compulsory Residential School)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM01402</td>
<td>Act One: Screenwriting</td>
<td>Any 6 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 S2 &amp; S3</td>
<td>L (S2), EXT (S3 – Compulsory Residential School, Quotas may apply)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM10082</td>
<td>Reel Time: Cinema in a Social Context</td>
<td></td>
<td>S2</td>
<td>L, CH, EXT</td>
</tr>
</tbody>
</table>

**And choose two (2) units 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>COM00461</td>
<td>Making Radio: Production Essentials</td>
<td>Any 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00455</td>
<td>'Net Works: Online Media Design</td>
<td>Any 6 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 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10628</td>
<td>To Be Continued: Media Project</td>
<td>Any 6 units</td>
<td>S2</td>
<td>EXT</td>
</tr>
<tr>
<td>SOC10399</td>
<td>Philosophy on Screen: Film and Television</td>
<td></td>
<td>S2</td>
<td>CH, L &amp; EXT</td>
</tr>
</tbody>
</table>
## Journalism Major

<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>COM00481</td>
<td>The Fourth Estate: News Journalism</td>
<td>Any 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM10081</td>
<td>True Stories: Factual Media</td>
<td>Any 6 units</td>
<td>S1</td>
<td>L (fortnightly), 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>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>Quotas may apply</td>
<td>S1</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>S2</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00455</td>
<td>'Net Works: Online Media Design</td>
<td>Any 6 units</td>
<td>S2</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00461</td>
<td>Making Radio: Production Essentials</td>
<td>Any 6 units</td>
<td>S1</td>
<td>L, 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>COM10628</td>
<td>To Be Continued: Media Project</td>
<td>any 6 units</td>
<td>S2</td>
<td>EXT</td>
</tr>
<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 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
</tbody>
</table>
## Media Design Major

<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>ART00630</td>
<td>Design</td>
<td></td>
<td>S2</td>
<td>L, EXT</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 <em>Net Works: Online Animation</em></td>
<td>Any 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00455</td>
<td><em>Net Works: Online Media Design</em></td>
<td>Any 6 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>
<td>COM10627 or Any 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
</tbody>
</table>

And choose two (2) units 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>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 6 units</td>
<td>S1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>ART10275</td>
<td>Digital Photography I</td>
<td>Quotas may apply</td>
<td>S1</td>
<td>L</td>
</tr>
<tr>
<td>ART10096</td>
<td>Digital Art and Design III</td>
<td>ART10095</td>
<td>S1</td>
<td>L</td>
</tr>
<tr>
<td>ART00456</td>
<td>Photography II</td>
<td>ART10275</td>
<td>S2</td>
<td>L</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>
## Media and Society Major

<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>COM10082</td>
<td>Reel Time: Cinema in a Social Context</td>
<td></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 6 units</td>
<td>S1</td>
<td>L, EXT</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>SOY10114</td>
<td>Arts Project</td>
<td>Any 20 units</td>
<td>S1 &amp; S2</td>
<td>EXT</td>
</tr>
<tr>
<td>SOC10399</td>
<td>Philosophy on Screen: Film and Television</td>
<td></td>
<td>S2</td>
<td>CH, L &amp; EXT</td>
</tr>
<tr>
<td>COM10081</td>
<td>True Stories: Factual Media</td>
<td>Any 6 units</td>
<td>S1</td>
<td>L (fortnightly), EXT</td>
</tr>
</tbody>
</table>

And choose two (2) units 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>S1 &amp; S3</td>
<td>CH, L &amp; EXT (S3 EXT only – Quotas may apply)</td>
</tr>
<tr>
<td>HUM00271</td>
<td>Subjects and Citizens</td>
<td></td>
<td>S2</td>
<td>CH, L &amp; EXT</td>
</tr>
<tr>
<td>HUM00272*</td>
<td>Space Place and Travel</td>
<td>HUM00270</td>
<td>S1</td>
<td>L, CH, EXT</td>
</tr>
<tr>
<td>HUM00274*</td>
<td>EcoCultural Studies</td>
<td></td>
<td>S1</td>
<td>Not Available 2012)</td>
</tr>
<tr>
<td>SOC10400*</td>
<td>Gender, Sexuality and Culture</td>
<td></td>
<td>S3</td>
<td>EXT (Quotas may apply)</td>
</tr>
<tr>
<td>COM00482</td>
<td>Hot Topics: Feature Journalism</td>
<td>COM00481</td>
<td>S2</td>
<td>L, EXT</td>
</tr>
</tbody>
</table>
Bachelor of Arts Part B majors (optional choice as a second major)

### Cultural Studies

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisite/s</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM00270</td>
<td>Introduction to Cultural Studies</td>
<td>1 &amp; 3</td>
<td>L, CH, EXT (S3 EXT only)</td>
<td></td>
</tr>
</tbody>
</table>

Students need to complete HUM00270 and then choose seven (7) units from the following:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisite/s</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM00272</td>
<td>Space, Place and Travel*</td>
<td>1</td>
<td>L, CH, EXT</td>
<td></td>
</tr>
<tr>
<td>HUM00273</td>
<td>Borderlands</td>
<td>2</td>
<td>L &amp; EXT</td>
<td></td>
</tr>
<tr>
<td>HUM00274</td>
<td>EcoCultural Studies*</td>
<td>HUM00270</td>
<td>1</td>
<td>Not offered 2012</td>
</tr>
<tr>
<td></td>
<td>recommended</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM00275</td>
<td>Cultural Studies Research Project</td>
<td>HUM00270 + 3</td>
<td>2</td>
<td>EXT</td>
</tr>
<tr>
<td></td>
<td>from units from major</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCI0400</td>
<td>Gender, Sexuality and Culture*</td>
<td>3</td>
<td>EXT</td>
<td></td>
</tr>
<tr>
<td>CUL00211</td>
<td>Perspectives on Australia</td>
<td>1</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>COM00439</td>
<td>Theory in Practice: Issues in Media Studies</td>
<td>1 &amp; 3</td>
<td>L, CH, EXT (S3 EXT only)</td>
<td></td>
</tr>
<tr>
<td>COM10082</td>
<td>Reel Time: Cinema in a Social Context</td>
<td>2</td>
<td>CH, L, EXT</td>
<td></td>
</tr>
</tbody>
</table>

### History

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisites</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS10016</td>
<td>Making History</td>
<td>1</td>
<td>L &amp; EXT</td>
<td></td>
</tr>
<tr>
<td>HIS10018</td>
<td>Writing Place: Landscapes, Memory, History</td>
<td>1</td>
<td>L &amp; EXT</td>
<td></td>
</tr>
<tr>
<td>CUL00420</td>
<td>History of Invasion of Aboriginal Nations</td>
<td>1</td>
<td>L &amp; EXT</td>
<td></td>
</tr>
<tr>
<td>HIS00235</td>
<td>Community History Research Project</td>
<td>3</td>
<td>EXT</td>
<td></td>
</tr>
<tr>
<td>HIS101725</td>
<td>US History: reconstruction to globalisation</td>
<td>2</td>
<td>L &amp; EXT</td>
<td></td>
</tr>
<tr>
<td>HIS10726</td>
<td>Australian Cultural History</td>
<td>2</td>
<td>CH, L &amp; EXT</td>
<td></td>
</tr>
<tr>
<td>MNG10526</td>
<td>Foundations of Visitor Interpretation</td>
<td>2</td>
<td>L &amp; EXT</td>
<td></td>
</tr>
<tr>
<td>COM00471</td>
<td>Professional Placement</td>
<td>16 Units</td>
<td>2 &amp; 3</td>
<td>EXT</td>
</tr>
<tr>
<td>BIO10492</td>
<td>Cultural Heritage Science</td>
<td>Check SOU</td>
<td>2</td>
<td>ONL</td>
</tr>
<tr>
<td>SOY10114</td>
<td>Arts Project</td>
<td>20 Units</td>
<td>1 &amp; 2</td>
<td>EXT</td>
</tr>
</tbody>
</table>
## Politics and Society

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisites</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL00401</td>
<td>Indigenous World Views</td>
<td>1 &amp; 2</td>
<td>CH, L, GC &amp; EXT</td>
<td></td>
</tr>
<tr>
<td>COM00471</td>
<td>Professional Placement</td>
<td>16 Units</td>
<td>2 &amp; 3</td>
<td>EXT</td>
</tr>
<tr>
<td>POL10244</td>
<td>Introduction to Politics</td>
<td>1 &amp; 3</td>
<td>CH, L, THR &amp; EXT (S3 EXT only)</td>
<td></td>
</tr>
<tr>
<td>POL00013</td>
<td>Global Social Movements</td>
<td>2</td>
<td>EXT</td>
<td></td>
</tr>
<tr>
<td>POL00005</td>
<td>Political Ideologies</td>
<td>1</td>
<td>L &amp; EXT</td>
<td></td>
</tr>
<tr>
<td>POL10023</td>
<td>Peace, War &amp; International Politics</td>
<td>1</td>
<td>EXT</td>
<td></td>
</tr>
<tr>
<td>SOC00118</td>
<td>Introduction to Sociology</td>
<td>1 &amp; 3</td>
<td>CH, L, THR &amp; EXT (S3 EXT only)</td>
<td></td>
</tr>
<tr>
<td>SOC10274</td>
<td>Non-Standard Lives: Work and Family in Australia</td>
<td>SOC00118</td>
<td>2</td>
<td>THR &amp; L (fortnightly campuses) &amp; both EXT</td>
</tr>
<tr>
<td>SOC00115</td>
<td>Global Inequality</td>
<td>SOC00118</td>
<td>2</td>
<td>L &amp; EXT</td>
</tr>
<tr>
<td>SOC10430</td>
<td>Religions and the State</td>
<td>2</td>
<td>EXT</td>
<td></td>
</tr>
<tr>
<td>BHS00161</td>
<td>Interpersonal Communication</td>
<td>1 &amp; 3</td>
<td>CH, L, THR &amp; EXT (S3 EXT only)</td>
<td></td>
</tr>
<tr>
<td>POL10024</td>
<td>Justice in World Politics</td>
<td>2</td>
<td>EXT</td>
<td></td>
</tr>
</tbody>
</table>
## Writing

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Pre-requisite/s</th>
<th>Session</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG00400</td>
<td>Introduction to Written Texts</td>
<td>1 &amp; 3</td>
<td></td>
<td>CH, L, EXT</td>
</tr>
<tr>
<td>ENG00410</td>
<td>Introduction to Creative Writing</td>
<td>2</td>
<td></td>
<td>CH, L, EXT</td>
</tr>
<tr>
<td></td>
<td><strong>And choose six (6) units from the following:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG00401</td>
<td>Issues and Themes in Contemporary Writing</td>
<td>ENG00400 Pre or Co-req ENG00410</td>
<td>2</td>
<td>L, EXT</td>
</tr>
<tr>
<td>ENG00403</td>
<td>Prose*</td>
<td>ENG00400 &amp; ENG00410</td>
<td>3</td>
<td>EXT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Quotas may apply)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG00411</td>
<td>Writing Genre*</td>
<td>ENG00400 &amp; ENG00410</td>
<td>1</td>
<td>L &amp; EXT</td>
</tr>
<tr>
<td>ENG00407</td>
<td>Writing for Performance*</td>
<td>ENG00400 &amp; ENG00410</td>
<td>3</td>
<td>EXT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Quotas may apply)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG00406</td>
<td>Theories of Text and Culture*</td>
<td>ENG00400 &amp; ENG00410</td>
<td>1</td>
<td>CH, L &amp; EXT</td>
</tr>
<tr>
<td>ENG10022</td>
<td>Writing from the Edge*</td>
<td>ENG00400 &amp; ENG00410</td>
<td>1</td>
<td>Not offered 2012</td>
</tr>
<tr>
<td>ENG10164</td>
<td>Auto/biography*</td>
<td>ENG00400 &amp; ENG00410</td>
<td>2</td>
<td>CH, L &amp; EXT</td>
</tr>
<tr>
<td>ENG00408</td>
<td>Writing Project</td>
<td>5 Writing units</td>
<td>2 &amp; 3</td>
<td>EXT</td>
</tr>
<tr>
<td>COM00481</td>
<td>The Fourth Estate: News Journalism</td>
<td>Any 6 units</td>
<td>1</td>
<td>L, EXT</td>
</tr>
<tr>
<td>COM00482</td>
<td>Hot Topics: Feature Journalism</td>
<td>COM00481</td>
<td>2</td>
<td>L, EXT</td>
</tr>
</tbody>
</table>

**Key**

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

**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 credit points 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. Please contact your Student Liaison Officer at isass@scu.edu.au or 02 6620 3831 to commence this process.

**More information**

To find out more about the units available to study at SCU during any study period visit the SCU Units Search. Here students will be able to search for units (subjects) by name, code, school or location. Once a unit or list of units has been retrieved, students can also see a description of the unit by clicking on the unit name. Remember, prior to enrolling in a unit check the Schedule of Units for any changes in availability and requisite requirements.

**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.

**Choose units to study**

Students should use the following sections of this Course Enrolment Guide to:

- make a decision regarding the units they wish to study for the whole year and enrol in these units in My Enrolment
- determine where those units fit into the course structure. Please note, it is much easier for students to enrol in their chosen units when they know what part of the course structure they belong to. For example, if a student has chosen to enrol in a unit that is part of a major, then when enrolling online, students must choose the major before they can choose the unit
- check the availability and requisite information of each unit using the Unit Availability Table and the SCU Schedule of Units
- the steps to enrol online are outlined in the section Enrol in Units using My Enrolment on page 1.16 of this guide.

**Important information**

Students should enrol in units for the **whole year** at least 1 month prior to Session 1.

**New** students should enrol in their units from 12 September 2011 or as soon as they have accepted their offer if received after this date and complete their Commonwealth Assistance Form online. **Continuing** students will receive notification in September that enrolments are open for the following year.

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.
First year unit progression - Session 1 commencing students

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>Full Time First Year Bachelor of Media</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session 1</strong></td>
</tr>
<tr>
<td>COM10295 Written Communication</td>
</tr>
<tr>
<td>COM00439 Theory in Practice: Issues in Media Studies</td>
</tr>
<tr>
<td>COM10110 Caught in the Web: Designing for the Digital Space</td>
</tr>
<tr>
<td>CUL00412 Indigenous Ways of Cultural Expression</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Screen Major:</th>
<th>COM10082 Reel Time: Cinema in a Social Context</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism Major:</td>
<td>ART10275 Digital Photography I</td>
</tr>
<tr>
<td>Media Design Major:</td>
<td>ART00630 Design*</td>
</tr>
<tr>
<td>Media Society Major:</td>
<td>COM10082 Reel Time: Cinema in a Social Context</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Part Time First Year Bachelor of Media</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session 1</strong></td>
</tr>
<tr>
<td>COM10295 Written Communication</td>
</tr>
<tr>
<td>COM00439 Theory in Practice: Issues in Media Studies</td>
</tr>
</tbody>
</table>

**Important**

- ART00630 is a pre-requisite for the remaining Digital Art and Design Units
- the decision on your 2nd Major choice will need to be made for enrolment for your 2nd year
- if you decide to undertake a 2nd Part B Major please advise the student liaison team by email to isass@scu.edu.au so your study plan can be appropriately amended.
Map your study plan – Session 1 commencing students

Use the table below to plan out your study for the duration of your degree. Simply use the Course Structure and Unit Availability Table to choose your units. Then list them under the appropriate session/year.

<table>
<thead>
<tr>
<th>Map your study plan</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bachelor of Media</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2012 Session 1</strong></td>
<td></td>
</tr>
<tr>
<td>COM10295 Written Communication</td>
<td>CORE</td>
</tr>
<tr>
<td>COM00439 Theory in Practice: Issues in Media Studies</td>
<td>CORE</td>
</tr>
<tr>
<td>COM10110 Caught in the Web: Designing for the Digital Space</td>
<td>CORE</td>
</tr>
<tr>
<td>CUL00412 Indigenous Ways of Cultural Expression</td>
<td>CORE</td>
</tr>
<tr>
<td><strong>2012 Session 2</strong></td>
<td></td>
</tr>
<tr>
<td>COM00446 The Big Picture: Global Media</td>
<td>CORE</td>
</tr>
<tr>
<td>COM10627 Telling Tales: Introduction to Digital Storytelling</td>
<td>CORE</td>
</tr>
<tr>
<td>COM10499 From Bard to Bart: Media and Popular Culture</td>
<td>CORE</td>
</tr>
<tr>
<td>1st Major Choice Unit refer to First Year Progression Table</td>
<td></td>
</tr>
<tr>
<td><strong>2013 Session 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2013 Session 2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2014 Session 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2014 Session 2</strong></td>
<td></td>
</tr>
<tr>
<td>COM00471 Professional Placement</td>
<td>CORE</td>
</tr>
</tbody>
</table>

This is available as an electronic document from the SASS student centre in MySCU or from your Student Liaison Officer at isass@scu.edu.au.
First year unit progression - Session 2 commencing students

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>Full Time First Year Bachelor of Media</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session 2</strong></td>
</tr>
<tr>
<td>COM10295  Written Communication</td>
</tr>
<tr>
<td>COM10627  Telling Tales: Introduction to Digital Storytelling</td>
</tr>
<tr>
<td>COM10499  From the Bard to Bart: Media and Popular Culture</td>
</tr>
<tr>
<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

<table>
<thead>
<tr>
<th>Screen Major:</th>
<th>COM10082  Reel Time: Cinema in a Social Context</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism Major:</td>
<td>ART10275  Digital Photography I</td>
</tr>
<tr>
<td>Media Design Major:</td>
<td>ART00630  Design</td>
</tr>
<tr>
<td>Media Society Major:</td>
<td>COM10082  Reel Time: Cinema in a Social Context</td>
</tr>
</tbody>
</table>

**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>
<thead>
<tr>
<th>Part Time First Year Bachelor of Media</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session 2</strong></td>
</tr>
<tr>
<td>COM10295  Written Communication</td>
</tr>
<tr>
<td>COM10627  Telling Tales: Introduction to Digital Storytelling</td>
</tr>
</tbody>
</table>

**Important**

- ART00630 is a prerequisite for the remaining Digital Art and Design Units
- the decision on your 2nd Major choice will need to be made for enrolment for your 2nd year
- if you decide to undertake a 2nd Part B Major please advise the student liaison team by email to isass@scu.edu.au so your study plan can be appropriately amended.
Map your study plan – Session 2 commencing students

Use the table below to plan out your study for the duration of your degree. Simply use the Course Structure and Unit Availability Table to choose your units. Then list them under the appropriate session/year.

<table>
<thead>
<tr>
<th>Bachelor of Media</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2012 Session 2</strong></td>
<td></td>
</tr>
<tr>
<td>COM10295</td>
<td>Written Communication</td>
</tr>
<tr>
<td>COM10627</td>
<td>Telling Tales: Introduction to Digital Storytelling</td>
</tr>
<tr>
<td>COM10499</td>
<td>From Bard to Bart: Media and Popular Culture</td>
</tr>
<tr>
<td></td>
<td>1st Major Choice Unit refer to First Year Progression Table</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2013 Session 1</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>COM00439</td>
</tr>
<tr>
<td>COM10110</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2013 Session 2</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>COM00446</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2014 Session 1</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL00412</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2014 Session 2</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>COM00471</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2015 Session 1</strong></th>
</tr>
</thead>
</table>

This is available as an electronic document from the SASS student centre in MySCU or from your Student Liaison Officer at jsass@scu.edu.au.
Enrol in units using My Enrolment

Once students have chosen units to study they can enrol in those units using My Enrolment for each study period for the whole year.

While students can accept an early offer when received, enrolment for 2012 opens on 12 September 2011. Students will receive a notification advising that enrolment is open in their SCU Webmail account. Look out for this email and enrol early.

Remember, SCU requires students to plan their studies in advance and enrol in units for the full academic year (all study periods). Students can change enrolled units, add more units or withdraw from units up until the start of each study period.

To enrol in units:

- Open My Enrolment
- Within My Enrolment select My Study Plans.
- Choose I want to … Enrol in Unit from the links at the bottom of My Study Plans or go to Enrol in Unit on the left-hand menu bar.
- Students will be presented with the Enrolment: planned units page. Follow the steps described in My Enrolment. Students will be asked to:
  - add a unit to their potential enrolment list
  - choose their preferred attendance mode for the unit
  - choose when and where they want to study the unit
  - confirm their choice.
- Before leaving My Study Plans, students should check the enrolment details and census dates for the units they intend to study. Go to Current Enrolment on the left-hand menu bar to ensure each enrolled unit is recorded correctly.

Hint 1: Students need to enrol in all units for the full year, even if they are not sure that they will pass the requisites. If a student does not pass a requisite unit they will be automatically withdrawn from the unit and allowed to select another. The Schedule of Units is where a student should check for any pre-requisite units that must be studied in order to gain entry to another unit.

Hint 2: Remember to check the Key Dates published in Part Two of this guide for information about the last date to enrol online, the last date to withdraw without fail, exam periods etc.

Important
Each unit has a census date. It is each student’s responsibility to know when the census date occurs for each of their enrolled units.

Access the Unit Learning Site(s) in MySCU

A Unit Learning Site is generated for every unit in which a student has an official enrolment. The lecturer will use this site to communicate important information about the unit. It is very important students visit this site regularly.

Inside Unit Learning Site(s) students will find the Unit Information Guide and Study Guide. The Unit Information Guide will provide students with the details of assessments, the required textbooks and reading lists and information about the activities students are expected to undertake.

More information about MySCU can be found in Part Two of this guide.
Register into classes

Students enrolled in any on-campus units (internal mode), should attend the scheduled on-campus classes for the activities listed in the class timetable.

Distance education (university-wide; external mode) and online students do not need to attend classes.

Student who need to register for on-campus classes should:

• check the class timetable. Go to the timetables online search facility
• check SCU Webmail - students will receive an email in their SCU Webmail account to advise when registration will open
• register into classes online using My Enrolment. Select My Classes (or classes from the header line menu). The units in which you are enrolled will be displayed.

Orientation

SCU recommends students now visit the Orientation website to find out about scheduled activities, sporting facilities, mentors, counselling services and lots more.
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 major units

#### Part B - Media majors

**Screen**

**COM10112  From Page to Production: Essential Screen Skills**  
*Pre-requisite/s: COM10627 or any 6 units*

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 6 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
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
Pre-requisite/s: any 6 units
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 6 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 6 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.

COM10628  To Be Continued: Media Project
Pre-requisite/s: any 6 units
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 6 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 6 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  
*Pre-requisite/s: any 6 units*  
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 6 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.
COM10628 To Be Continued: Media Project

Pre-requisite/s: any 6 units

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 6 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.

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.

COM10112 From Page to Production: Essential Screen Skills

Pre-requisite/s: COM10627 or any 6 units

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 6 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.

ART10096  Digital Art and Design III  
Pre-requisite/s: ART10095 Digital Art and Design II  
Extends students’ experience in Digital Art and Design by allowing scope for an extended project and prepares students for professional involvement.

ART00456  Photography II  
Pre-requisite/s: ART10275 Digital Photography I  
Quotas may apply, subject to student demand.  
Builds on the curriculum of Digital Photography I, introducing advanced creative techniques and ideas for camera work, lighting and darkroom. Students are encouraged to use these in a context of their own choosing to complete a finished set of works. Also looks at the history and concepts for a variety of genres. (NB Quotas may apply, subject to student demand.)

Media and Society

COM10082  Reel Time: Cinema in a Social Context  
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.

COM00447  The Rebirth of Frankenstein: Media and New Technologies Studies  
Pre-requisite/s: any 6 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.
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 6 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.

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.

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.

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.

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**  
*Biennial unit.*  
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*  
*Biennial 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.

**Part B - Bachelor of Arts majors**  
(Can be selected as a second major refer to [Course Rules](#))

**Cultural Studies**

**HUM00270  Introduction to Cultural Studies**  
Introduces students to contemporary cultural studies. Students examine the value of knowledge and its relationship to cultural and everyday contexts. Through specific engagements with social, political and cultural understandings of identity, the unit focuses on power, place and ethics. Students are equipped with the necessary tools to critically engage in the complex world of the twenty first century.

**HUM00272  Space, Place and Travel**  
*Biennial unit.*  
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.
HUM00273  Borderlands
Surveying a wide range of popular and theoretical texts students will explore the shifting terrain of identity and culture, framed by cultural exchanges both within and outside the borders of the nation. These exchanges have been variously hostile, welcomed, policed, suppressed, acknowledged and subverted. The relation between cultural theory and cultural practice in borderlands will be addressed in an experiential project providing the opportunity for students to consider the present and their own presence in zones of the in-between.

HUM00274  EcoCultural Studies
Pre-requisite/s: HUM00270 recommended as pre or co-requisite. Biennial unit, not on offer in 2012.
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 regional cultural practices will be contextualised within the wider framework of national and international scholarship and concerns.

HUM00275  Cultural Studies Research Project
Pre-requisite/s: HUM00270 Introduction to Cultural Studies and three units in the cultural studies major.
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 Cultural Studies Major. Cultural study methods will be used to carry out a substantial research project. Research projects will be closely supervised and can be undertaken independently or as a group activity.

SOC10400  Gender, Sexuality and Culture
Biennial 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.

CUL00211  Perspectives on Australia
Students are introduced to Australia as concept and experience. Key ideas and aspects of the Australian experience are studied through Australian cultural studies, Indigenous studies, literature, media, history, sociology, political science, visual arts, music and environmental studies. Particular attention is paid to the significance of identity, place and culture in Australia and to the nature of historical and contemporary Australian social values.

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.

COM10082  Reel Time: Cinema in a Social Context
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.
History

HIS10016 Making History
Introduces students to research methods and styles of history-making. Debates within, and challenges to the discipline will be explored. A teacher/student interaction strategy will be employed which intends that students acquire the concepts of the discipline and have the opportunity to make history for themselves. Access to a computer and network will be essential for external students to meet the requirements of the unit.

HIS10018 Writing Place: Memory, Narrative, History
Examines the connection between people and place, community and identity in terms of how a sense of place is imagined and interpreted over time. Different ways of reading landscapes in visual and literary historical documents linking time and place will be introduced. Students will be encouraged to reflect on their practice as historians and their craft as writers to develop their own writing skills in the process of making history.

CUL00420 History of Invasion of Aboriginal Nations
Students will learn about the history and impact of European invasion, dispossession, colonisation, racism, government control and cultural oppression of Indigenous peoples. Students will also explore the political resistance of Aboriginal peoples to that construction of history.

HIS00235 Community History Research Project
Students undertake a piece of original research as part of a greater understanding of the professional historical work in partnership with a community partner. The research is closely supervised and is expected to result in both a piece of public scholarship and an account of the historiographical issues raised during its completion.

HIS10725 US History: reconstruction to globalisation
Beginning with Reconstruction in 1865, this unit takes a critical approach to the subject of American history through the examination of major changes in politics, economy and society. Students question, connect, source and argue to consider a range of perspectives on the history of modern America. This class involves weekly discussions that rely on a combination of secondary historical analyses and primary sources.

HIS10726 Australian Cultural History
Students study a wide range of interpretations of the history of culture in Australia and will use primary sources to explore some of the debates that arise from the study of history. Particular attention is paid to those areas that are seen as crucial to shaping contemporary Australia from World War I to the present.

MNG10526 Foundations of Visitor Interpretation
Visitor Interpretation is the professional practice of communicating with visitors in recreational and tourism settings such as protected natural areas, museums, zoos, art galleries and other natural and cultural heritage settings. The unit provides an overview of interpretation; an understanding of the key theories of communication and representation that underpin it; survey of interpretive methods such as signage, brochures, tour guiding; and an examination of its social, cultural, political and managerial implications. Students will have an opportunity to design and critique specific interpretive approaches.

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.

**BIO10492  Cultural Heritage Science**

*Anti-requisite/s HIS0201 Cultural heritage Conservation, SOC10186 Indigenous Environmental Management*

Cultural heritage conservation embraces the areas of cultural history, applied science, technology and management required to assess, manage and conserve both prehistoric and historical human heritage material (artefacts, sites, landscapes and knowledge). The unit is both theoretically and practically based, and introduces the principles and methods of heritage management, conservation and education. It concentrates on theoretical underpinnings, legislation and public administration and management of heritage, archaeological and historical investigation, conservation and management, and heritage education.

**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. Projects can be undertaken independently or as a group activity.

**Politics and Society**

**CUL00401  Indigenous World Views**

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

**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.

**POL10244  Introduction to Politics**

Provides students with a sound understanding of the institutions and processes of government and politics in Australia. Emphasises critical thinking through the opportunity to develop and present coherent and persuasive arguments both orally and in writing on important political questions. Develops technological skills through online participation and debate.

**POL00013  Global Social Movements**

Explores notions of power and ethics, which underpin political action and social movements, providing an opportunity to examine the dynamics that create social change. Contemporary social movements are examined so that students can evaluate their significance and assess the value of social movements to their own lives.

**POL00005  Political Ideologies**

Examines the range of political ideologies within Western political thought. In particular, it explores the dynamic of the political spectrum from the Right to the Centre and to the Left. Critically evaluates Fascism, Nazism, Conservatism, Liberalism, Democratic Socialism, Communism and Anarchism. Also explores the impact of ideological shifts toward green, feminist and anti-racist theories.
POL10023  Peace, War and International Politics
Overviews Australian and global responses to peace and war in current international politics. Examines Australia's relationships with neighbouring countries in terms of responses to rights, regional conflict, trade and security. Explores the broad political context surrounding global issues of peace, war and international relations relating to aid, justice, national conflict, defence, peace-keeping and pluralist identities.

SOC00118  Introduction to Sociology
Provides an overview of concepts and traditions in sociology, as well as using critical thinking to explore social issues. It moves from the early work of classical sociologists to contemporary theorists. The unit focuses on enduring topics of social concern in Australia, for example work, family, health, sport and information technology.

SOC10274  Non-Standard Lives: Work and Family in Australia
Pre-requisite/s: SOC00118
Anti-requisite/s: SOC00117 and SOC01122
Examines the connections between work and its various guises and the contemporary family in the context of late modernity. It profiles the family and the labour market, provides underpinning theoretical approaches and examines work/family issues and relationships, and their implications from a sociological perspective.

SOC00115  Global Inequality
Pre-requisite/s: SOC00118
Invites students to explore the notions of globalisation and social inequality by using a variety of sociological theories, and to question the structures that maintain those inequalities. Specific inequalities such as the distribution of wealth and problems surrounding age, gender and religion are examined, as are policies designed to produce social change.

SOC10430  Religions and the State
Introduces students to key theoretical approaches to the sociological study of religion. Particularly the unit focuses on the relationships between religious and political worldviews underlying contemporary social issues such as terrorism, abortion and homosexuality. Students will explore the history, main social teachings and beliefs of Judaism, Christianity or Islam as a basis for examining contemporary religious fundamentalisms.

POL10024  Justice in World Politics
Examines ideas on justice, and their political implications, at community, national and international level. Theories and approaches on rights, justice, tolerance, liberty and equality, identity and oppression, citizenship, pluralism and democratic dialogue are critically considered in modern life Context facilitates a philosophical evaluation of differing political approaches to justice.

BHS00161  Interpersonal Communication
Introduces students to communication theories, techniques and processes. Students will develop an understanding of the role of culture, race, gender and power and the influence of the media in interpersonal communication. Also provides an opportunity for students to improve some of their fundamental communication skills.

Writing
ENG00400  Introduction to Written Texts
Introduces students to contemporary literary and cultural theories which will engage them in the central questions about the place of writing in culture. The genres of poetry, drama, fiction and non-fiction, as well as popular genres, are studied in relation to their cultural significances and their participation in cultural formation.
ENG00410 Introduction to Creative Writing
Introduces students to the main skills areas of creative writing practice. Students will explore a range of narrative structures and techniques through writing and reading creative and critical work. Students will also gain experience in the practice of self-editing and redrafting using workshop techniques.

ENG00406 Theories of Text and Culture
Pre-requisite/s: ENG00400 Introduction to Written Texts and ENG00410 Introduction to Creative Writing. Biennial unit.
Students are guided through the major contemporary theoretical debates about the relationship between written texts and the production of cultural and social meanings. Students will do a detailed study of the theories of Postmodernism, Post-colonialism and Feminism. Requires access to a computer network.

ENG00401 Issues and Themes in Contemporary Writing
Pre-requisite/s: ENG00400 Introduction to Written Texts
Pre or Co-requisite/s: ENG00410 Introduction to Creative Writing
Students are introduced to a number of contemporary written texts. Major issues and themes are identified and a number of critical methods are exploited. Particular attention is paid to those issues and themes which can be seen as having special relevance to post-colonial societies. There is an emphasis on Australian writing.

ENG00403 Prose
Pre-requisite/s: ENG00400 Introduction to Written Texts AND ENG00410 Introduction to Creative Writing. Biennial unit.
Introduces students to a range of different writing strategies and techniques for creative prose through practical work and a range of readings. Students also develop drafting and self-editing skills.

ENG00407 Writing for Performance
Pre-requisite/s: ENG00400 Introduction to Written Texts and ENG00410 Introduction to Creative Writing. Biennial unit.
Designed to give students a practical and experiential introduction to a broad range of performance writing practices, dramaturgy techniques and theories of performance. Students will be given an opportunity to develop their writing based on a practical experience of methods, approaches and styles relating to writing for live performance.

ENG00411 Writing Genre
Pre-requisite/s: ENG00400 Introduction to Written Texts AND ENG00410 Introduction to Creative Writing. Biennial unit not offered 2011.
Introduces students to a range of popular and literary genres and encourages them to study these genres in both practical and critical ways. Students will work creatively and critically with the aesthetic conventions, textual strategies, ideologies and histories of a range of genres.

ENG10022 Writing From the Edge
Pre-requisite/s: ENG00400 Introduction to Written Texts and ENG00410 Introduction to Creative Writing. Biennial unit, not offered 2012.
Introduces students to the theories and practices involved in a comprehensive range of innovative and experimental writing techniques used in fiction, non-fiction, poetry and writing for performance. Students will be encouraged to experiment with and make practical use of the aesthetic conventions and textual strategies discussed in the course in their own writing.
**ENG10164 Auto/biography**  
*Pre-requisite/s: ENG00400 Introduction to Written Texts and ENG00410 Introduction to Creative Writing. Biennial unit.*  
Introduces students to the study and practice of auto/biography. Will explore a range of texts of the genres and those contemporary theories of the subject which are so pertinent to the writing and reading of auto/biography. Students will have the opportunity to write an auto/biographical piece.

**ENG00408 Writing Project**  
*Pre-requisite/s: 5 writing units*  
Students undertake a major project of writing and will engage in critical practices which are alert to the relationship between writing and cultural production. The result will be a creative writing project with an exegesis, written during the session.

**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.

**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.
Other important information

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:

Articulation pathways

Southern Cross University policy allows for the granting of advanced standing for previous post-secondary study (normally completed within the last ten years). It is important to apply for advanced standing as early as possible in your studies as the amount of advanced standing you are granted may affect which units you need enrol in. However please note your application can not be processed until you have accepted your offer into to the course.

Articulation Pathways are formal Advanced Standing arrangements between SCU and education providers in Australia and overseas. Please visit the Advanced Standing Search website to search for the Advanced Standing that you may be eligible to recieve. If you have an award/qualification that is not listed in the Advanced Standing Search, please refer to the Advanced Standing section in part 2 of this guide.

Professional placement

Professional Placement is a capstone unit undertaken in a student’s final year. It is designed to help you understand how specific types of workplaces operate as work environments within industries, and to conceptualise and develop your potential role(s) in them.

This unit is largely comprised of a placement in an appropriate establishment for at least 70 hours. While the placement is an important part of this unit of study, you are also required to do some course-work as part of the study program. The course-work is designed to inform your understanding of workplaces and your potential role as a professional.

This unit is designed to encourage and assist your skills in self-management. This means that contact hours with teaching staff are minimal and mostly conducted via online discussion.

The onus is on you to take the initiative in setting up the placement and managing both the placement and your unit assignments. Some assistance with finding a placement may be provided, for example, where employers have approached SCU requesting a student for placement.

SCUgies

At the end of Session 2 each year the Bachelor of Media program holds a fun Media Showcase and Awards night – The SCUgies.

It is a great night featuring student works in Animation, Video Production, Print and TV Journalism, Radio Features and much more. We welcome all students who have studied any Media unit in 2012 to attend this evening; It is a fun social event to celebrate the end of the year with your peers and the BMedia Team.

Software and hardware requirements

Students in the Bachelor of Media may from time to time require various hardware and software to support their studies.

Although internal students will have access to computer labs, all students are encouraged to own a computer. This could be a Mac or a PC, however, students are advised that most instruction for media production units will take place on a Mac. Broadband internet access is also advisable, where possible.

Students may also need access to other audio-visual hardware depending on major and study mode (internal or external), for example, a digital audio recorder, a still camera, or a digital video camera.
Software used in Media production units encompasses a range of industry standard software: media design units use the Adobe Creative Suite of software there are a range of discounted student packages of this software available from the Co-op Bookshop. Screen production units use Apple's Final Cut Studio.

Extra curricular opportunities
The School of Arts and Social Sciences, specifically the media program, collaborates with organisations and events to provide ‘real life’ experiences as extracurricular activities. In the past this has included students writing music journalism for the Northern Star entertainment section Pulse, filming music student performance in the multicam tv studio for their weekly concert performance, blogging from Bluesfest and the Byron Bay Writers Festival.

Information on such events is sent to students via their SCU Webmail account generally from isass@scu.edu.au or the relevant staff member coordinating the event.

Work experience
While you are enrolled in units for your Bachelor of Media Degree, it is possible to be approved to undertake volunteer work experience at a relevant organisation and be covered for insurance reasons by Southern Cross University.

If you like to apply for approved work experience you will need to contact the student liaison team by email on isass@scu.edu.au and request a School of Arts and Social Sciences Work Experience Approval Form. Once you have completed this form and returned it to the student liaison officer your request will be assessed by the Head of School.

Textbook list
Approximately two to three weeks prior to the start of each session, textbooks will be displayed on the Co-op Bookshop website at www.coop-bookshop.com.au.

Students will be able to check the required textbooks, prices and availability from this site. It is important to note that the prescribed textbook details can also be found within your Unit Information Guide for each unit.

For further details on how to order please see information within Part 2 of this guide on page 2.13.

Key dates
Key date information for all Sessions can be found within part two of this guide on page 2.22.

SASS Student Centre Site
This is the main School site where enrolment information, support material, 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).

After hours access (AHA)
Availability
• Studio access, during Session 1 and Session 2, outside the normal teaching hours.
• Weekdays 6 pm–10 pm and weekends 9 am–10 pm is available.
• AHA is currently not available during Session 3 of the teaching calendar.
• Access to studio areas outside of teaching weeks need to be negotiated with staff and application forms are available from your technical staff.

Conditions
• Occupational Health and Safety is a fundamental and intrinsic part of AHA.
• Applicants will need to be familiar with all relevant OH&S matters. These include: evacuation procedure, materials handling, equipment certification, and the ‘buddy system’.
• The buddy system: You will need to have at least one ‘buddy’ with you at all times after hours:
  D block: for individual music practice there must be a person within eye contact at all times, either in the same room or across from you.
  V block: your buddy must be booked for the same studio or work area.
• Prior certification is required to book studios and work spaces.

All booking details regarding building access procedures, occupational health and safety matters and ‘how to book’ will be provided at an information session.

Bookings and access
• Booking are made online for AHA through link – http://artsbooking.scu.edu.au
• Access to the exterior doors of V and D blocks is via the swipe reader using your student card.
• Entry to individual studio areas can be either swipe or key.
• Swipe access will allow entry only if you are booked in.
• If it is a keyed door, Security will unlock specific doors - as per bookings.

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 3.14 of the Southern Cross University, Student Handbook at 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/

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 a 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 liaison 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: 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 residential requirements?
A: Yes, some units may require attendance at a residential. Students would be notified of further details upon enrolment. Please note that accommodation and travel is the responsibility of the student.

Q: Is it possible to complete some of my study at an Overseas Institution?
A: Yes SCU has arrangements with numerous overseas universities. If you would like to take up this opportunity please contact the International Office by email at studyabroad@scu.edu.au.

Q: What are my opportunities to undertake further study after completing my Bachelor degree?
A: Students who graduate from a bachelor degree and meet the requirements can apply for an Honours Degree which is a one year research focused degree. Generally you require at least a credit average over the course of your degree.

Honours is an excellent way to hone your skills in a particular area of interest and it is a pathway to postgraduate study, ie Masters and PhD. Adding Honours to your undergraduate degree can be useful for a range of reasons. It satisfies that urge to develop a deep understanding of a topic that is important to you. You can also gain an edge for vocational positions as it demonstrates your ability to successfully carry out a research project, and Honours is often a requirement for gaining entry into graduate programs such as the Public Service graduate program. Finally, Honours is the best pathway to doing a PhD.
School Contacts

Student Liaison Team

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

Staff in the Student Liaison Team can provide students 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: 9 am – 5 pm Monday to Friday.

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<thead>
<tr>
<th>Campus</th>
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<th>Contact Details</th>
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<tbody>
<tr>
<td><strong>Enquiries for All Programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School of Arts &amp; Social Sciences Reception</td>
<td>Lismore, B Block, Level 3</td>
<td>Telephone: 02 6620 3831</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:isass@scu.edu.au">isass@scu.edu.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 02 6622 1683</td>
</tr>
<tr>
<td><strong>Media Student Liaison Officer</strong></td>
<td>D Block, Level 2</td>
<td></td>
</tr>
<tr>
<td>Coffs Harbour Campus</td>
<td>M Block, Ground Floor</td>
<td>Fax: 02 6659 3103</td>
</tr>
</tbody>
</table>

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 students a high level of friendly, efficient and professional service. We welcome feedback from students if our service does not meet student expectations. Similarly, if our service exceeds 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. Students should familiarise themselves with the name of their Course Coordinator.

- **Unit Assessors** have responsibility for the overall coordination, development, review and administration of a unit. Students should familiarise themselves with the name of their Unit Assessor.

- **Lecturers and Tutors** have responsibility for conducting lectures and tutorials/workshops.

### Course Co-ordinator - Bachelor of Media

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Grayson Cooke</td>
<td>02 6620 3839</td>
<td><a href="mailto:grayson.cooke@scu.edu.au">grayson.cooke@scu.edu.au</a></td>
<td>Lismore Room: D2.12</td>
</tr>
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### Lecturers/Unit Assessors

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>A/Prof Karen Brooks</td>
<td>On Extended Leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Grayson Cooke</td>
<td>02 6620 3839</td>
<td><a href="mailto:grayson.cooke@scu.edu.au">grayson.cooke@scu.edu.au</a></td>
<td>Lismore Room: D2.12</td>
</tr>
<tr>
<td>Dr Rebecca Coyle</td>
<td>02 6620 3905</td>
<td><a href="mailto:rebecca.coyle@scu.edu.au">rebecca.coyle@scu.edu.au</a></td>
<td>Lismore Room: V2.01</td>
</tr>
<tr>
<td>Hilary Gallagher</td>
<td>07 5506 9379</td>
<td><a href="mailto:hilary.gallagher@scu.edu.au">hilary.gallagher@scu.edu.au</a></td>
<td>Tweed Riverside Room: 3.15</td>
</tr>
<tr>
<td>Andrew Jones</td>
<td>02 6620 3164</td>
<td><a href="mailto:andrew.jones@scu.edu.au">andrew.jones@scu.edu.au</a></td>
<td>Lismore Room: D2.10</td>
</tr>
<tr>
<td>Dr Lisa Milner</td>
<td>02 6659 3916</td>
<td><a href="mailto:lisa.milner@scu.edu.au">lisa.milner@scu.edu.au</a></td>
<td>Coffs Harbour Room: MG.9</td>
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### Technical Services

### Technical Service Staff

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<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Ian Slade</td>
<td>Media Liaison</td>
<td>02 6620 3865</td>
<td><a href="mailto:ian.slade@scu.edu.au">ian.slade@scu.edu.au</a></td>
</tr>
</tbody>
</table>
Part Two

Administrative and General Information

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

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 10% 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 the student’s 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 Southern Cross University 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.

Advantages of studying in Session 3
Session-based students are not obliged to study in Session 3; however there are advantages in doing so. Studying in Session 3 can help students to:

• fast track their studies
• dedicate time to studying a unit that might need a concentrated effort
• maintain their study momentum by undertaking a unit or units over the break between the end of Session 2 and commencement of Session 1 the following year
• catch up on failed units so that course progression and completion is not extended
• graduate sooner, if nearing course completion with 4 or less units to complete, consider studying these over session 3;
• negotiate a study plan with their School or College to align with Session 3 unit availabilities that suits individual goals and career aspirations
• redeem themselves from exclusion by enrolling in a Session 3 unit or units and achieving a GPA of 4 or above. (Not applicable to International Students studying in Australia).

To find out more about the units available to study during Session 3 visit the SCU Units Search. Here students will be able to search for units (subjects) by name, code, school or campus. Once a unit or list of units has been retrieved, students can also see a description of the unit by clicking on the unit name.

**HINT:** Prior to enrolling in a unit remember to check the [Schedule of Units](#) for any requisite requirements.

### 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 after the first study period.

Students can study up to twenty-five percent (25%) of their course by online and/or distance learning. Approval to study online or by distance education must be sought from both the International Office and the relevant School using a 'Unit Approval Request' submitted through My Enrolment. Students undertaking a session or trimester based course must study at least one (1) unit that is not by distance or online in each mandatory study period.

#### Students studying in sessions

International onshore students who undertake a session-based course must study a minimum of four (4) units in each of the mandatory sessions (Sessions 1 and 2) to satisfy full-time enrolment. In special circumstances this can be varied.

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.

#### Students studying in trimesters

International onshore students who undertake a trimester course in the fast track mode are required to enrol in four (4) units per study period. Students not undertaking the fast track path are required to enrol in three (3) units per study period. Where the fast track study mode is being undertaken it will be stated in the student’s offer letter and Confirmation of Enrolment (CoE).

All trimesters are compulsory study periods; international onshore students must be enrolled in all study periods while on a student visa. Any variation to the required study load for trimester students must first be discussed with an International Student Advisor.

### 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](http://www.aei.gov.au/AEI)
To contact Southern Cross University’s International Office:
Phone: +61 2 6620 3876
Email: intoff@scu.edu.au

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

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

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

To determine the actual census date for each unit of study, students must check My Enrolment:
• log into My Enrolment
• select My Study Plans
• from the menu to the left of the screen select Current Enrolment.

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

Commonwealth Assistance Notices (CAN)
A Commonwealth Assistance Notice (CAN) is issued to all Commonwealth Supported, FEE-HELP and OS-HELP assisted students within twenty-eight (28) days past the census date for each unit of study. The CAN shows detailed enrolment information for each unit of study within the relevant study period including upfront student contribution amounts and/or amounts deferred via HECS-HELP, FEE-HELP or OS-HELP. The CAN is available by accessing My Enrolment (use the My Finance menu option). It is important to check all the information on your CAN within fourteen (14) days of its release. If you believe the information on the CAN is incorrect, please make a request in writing to enrol@scu.edu.au to have your information corrected.

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

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

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

Note, if your offer is for Session 3 and you are unable to commence study, deferment is the only option available as there are no remaining study periods.
Deferment will incur a non-refundable $100 fee.
Deferment is only available to applicants who have been made a Commonwealth Supported or Hotel School Employer Reserved offer. Deferment is not available for Bachelor of Education (Secondary) graduate entry, Bachelor of Laws graduate entry, Bachelor of Education (4th year upgrade) and all one year Honours courses. Deferment is also not available to continuing students (continuing students wishing to take a break from studies should refer to the section ‘Leave of Absence’).

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

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

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

Advanced standing – recognition of prior work or study

At Southern Cross University a student’s previous work or study experience may help them cut months off their degree.

Students who have completed tertiary study elsewhere, for example TAFE or university, or had work experience at a professional level during the past 10 years, may be eligible for Advanced Standing.

Advanced Standing is also known as Credit for previous study, Exemption, Recognition of Prior Learning (RPL) or Credit transfer.

The amount and type of credit awarded will determine a student’s study plan so we recommend, where possible, 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 wishing to apply for advanced standing during their studies 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 must be completed before the final study period. This will ensure that course completion and graduation are not unnecessarily delayed.

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 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. International students should consult their International Refund Policy (‘Listed in your Acceptance of Offer Agreement’) about the refund impacts this may have.

Advanced Standing Search Website
The Southern Cross University (SCU) Advanced Standing Search allows you to see how much advanced standing you may be granted for your previous studies.

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](#).

Leave of absence

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

Applications for Leave of Absence are submitted through My Enrolment.

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

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

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

**Variation to enrolment**

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

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

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

**Withdrawing from a course or unit**

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

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

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

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

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

**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: enrol@scu.edu.au

**International on-shore 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 on-shore 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 on-shore 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

### Course transfer

If you are currently admitted to a course at Southern Cross University you may apply for a course transfer to study a different Southern Cross University course. Students can apply to do so by 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**

A unit ‘Learning Site’ is a central place to access information, learning resources and activities for each unit of study in which a student is currently enrolled. Within these sites students access essential information on study requirements including the Unit Information Guide, content (that can be presented as text and multimedia formats) and participate in learning activities, such as, online sessions and assessment tasks and interact with teaching staff and fellow students.

The Unit Information Guide is important for study as it contains details of the aims, objectives and syllabus of the unit, details of essential readings and textbooks (if applicable) and due dates for assessment tasks.

Through Learning Sites students may be provided with access to interactive communication tools to share ideas and content with your teachers and fellow students. For example, students may have access to discussion forums, blogs and wikis, email, instant messaging, recordings of lectures and online class sessions via Elluminate with live audio, video, text chat and shared, interactive content (e.g. PowerPoint presentations, Excel spreadsheets).

Elluminate is used in many SCU units (both on-campus and external units). To use audio in Elluminate live sessions, students are advised to use a headset with a microphone. Students are encouraged to find out more by clicking the Elluminate Live! Help button within the Learning Site, or go to [www.scu.edu.au/elluminate](http://www.scu.edu.au/elluminate).

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 online interaction 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.

**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 your first login – you can change your password by accessing the following link:_


_or by navigating to the ‘Computing & IT’ section of your MySCU welcome page._
**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](http://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)

### 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 one week before 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.

**School specific arrangements**

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 there are opportunities to meet other students and staff in a supportive environment.

To find out more go to the SCU Orientation website.

Beat The Stress Week

‘Beat The Stress Week’ is an integral part of the Southern Cross University Orientation Program. It showcases support services and associated staff and puts a face to a name. The Beat The Stress Week program includes a festival day, clubs and society’s day, informative sessions and workshops, entertainment and much more.

To find out more go to the SCU Orientation website.

Student Health and Support Services

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

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

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
Indigenous Australian Student Support

Indigenous Australian Student Support (IASS) provides an extensive service to all Indigenous Australian peoples who are studying at Southern Cross University. The aim of IASS is to provide the highest quality support to Indigenous students within a culturally safe and welcoming atmosphere. The IASS team is made up of a number of specialist staff who are dedicated to supporting Indigenous Australian students throughout their University experience. As a whole, the team is dedicated to developing a sense of scholarship, community and growth amongst staff and students. IASS provides a space for students to get together at an informal social level as well as tutorial rooms and a computer lab for Indigenous Australian student’s use. At IASS we welcome Indigenous Australian students, families and local community to drop in and share our space. We acknowledge and respect all Indigenous Australian Elders and encourage them to be part of our support strategies. Their contribution, like yours, is of vital importance to all our learning journeys.

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.

Students should visit the Southern Cross University Library website to discover the range of services, online resources and various sources of assistance available.

Library services and resources include:

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

Southern Cross University Library contact details are:

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

Freecall: 1800 659 460 or +61 2 6620 3752

Fax: +61 2 6622 0093

Email: libdesk@scu.edu.au

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

Phone: +61 2 6659 3232

Fax: +61 2 6659 3234

Email: coffslibrary@scu.edu.au

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

Phone: +61 7 5589 3100

Fax: +61 7 5589 3702

Email: goldcoastlibrary@scu.edu.au

Academic Skills Development Unit

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

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

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

Students can:
• explore the ASDU website for information on:
  - Academic skills
  - Numeracy resources
  - Workshops (both online and face-to-face)
  - Drop in sessions (both online and face-to-face)
• 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 and international students)
        intoff@scu.edu.au (international 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 support

Information Technology Services (ITS) provides a range of services, information and support to students. Services include computer accounts (access to MySCU, MyEnrolment), internet access, email and calendaring, and computing lab facilities. Information on these services is available online through the MySCU portal (study.scu.edu.au) or SCU Connect (scu.edu.au/scuconnect). SCU Connect is the online point of contact for accessing information on all ITS services and resources. Additionally, general information relating to IT services and facilities can be found at scu.edu.au/it.

IT Support: Students needing IT assistance can contact the ITS Helpdesk online through the MySCU portal (under the Computing & IT tab) and logging a call.
Alternatively, students can phone for assistance between the hours 9 am – 5 pm weekdays on:
Freecall: 1800 111 890
Or directly:

<table>
<thead>
<tr>
<th>Lismore, Tweed Heads and Gold Coast campuses students</th>
<th>Coffs Harbour campus students</th>
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<tr>
<td>Phone: +61 2 6620 3698</td>
<td>Phone: +61 2 6659 3080</td>
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<tr>
<td>Email: <a href="mailto:helpdesk@scu.edu.au">helpdesk@scu.edu.au</a></td>
<td>Email: <a href="mailto:chec.helpdesk@scu.edu.au">chec.helpdesk@scu.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Website: checit.scu.edu.au</td>
</tr>
</tbody>
</table>
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 and special instructions 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. These arrangements need to be made no later than six (6) weeks before the commencement of the exam period.

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: ssexams@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. Students can access their grades and academic standing in My Enrolment by selecting ‘My Grades’.

**Student academic progress**

Student academic progress will be reviewed using University Policy and Rules that relate to course progression including professional experience components of courses and specific Award Rules.
Southern Cross University Academic Policy outlines the requirements for satisfactory academic progress including academic standings and students should become familiar with their responsibilities under this policy.

Students who have been excluded because of unsatisfactory course progress will be informed they have been excluded 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 notification that they have not met satisfactory course progress requirements or have been excluded are advised they must contact the International Student Advisor at their campus.

Further information about course progress requirements can be found in the Southern Cross University Academic Policy, Part 3, Student retention and standing and the Rules Relating to Awards in the Student Handbook.

Querying a grade

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 3.15 Query of Final Grade in the Southern Cross University Rules Relating to Awards.

Students have a responsibility to adhere to the University Rules, which are published in the Student Handbook. Students should also refer to the Rules for guidance on University process and applicable timeframes. Further advice and support can be obtained by contacting the relevant School or College Student Liaison and Support Team.

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 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 your first login – you can change your password by accessing the following link:

or by navigating to the ‘Computing & IT’ section of your MySCU welcome page.

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 2012

<table>
<thead>
<tr>
<th>Event</th>
<th>Session 1 2012</th>
<th>Trimester A 2012</th>
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<tbody>
<tr>
<td>Orientation and transition starts</td>
<td>Wednesday 15 February</td>
<td></td>
</tr>
<tr>
<td>Studies commence</td>
<td>Monday 20 February</td>
<td>Monday 16 January</td>
</tr>
<tr>
<td>Beat The Stress Week (showcasing Support Services)</td>
<td>Monday 5 March – Friday 9 March</td>
<td></td>
</tr>
<tr>
<td>Last date to enrol online</td>
<td>Monday 5 March</td>
<td>Monday 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 2 April – Friday 6 April</td>
<td></td>
</tr>
<tr>
<td>Study break</td>
<td>Monday 21 May – Wednesday 23 May</td>
<td></td>
</tr>
<tr>
<td>Last withdrawal without fail</td>
<td>Saturday 28 April</td>
<td>Friday 24 February</td>
</tr>
<tr>
<td>Exam period</td>
<td>Thursday 24 May – Saturday 2 June</td>
<td>Monday 16 April – Friday 27 April</td>
</tr>
<tr>
<td>Grade publication</td>
<td>Saturday 16 June</td>
<td>Monday 7 May</td>
</tr>
<tr>
<td>Inter-session or inter-trimester break</td>
<td>Monday 4 June – Friday 15 June</td>
<td>Monday 30 April – Friday 4 May</td>
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<tr>
<th>Event</th>
<th>Session 2 2012</th>
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<tbody>
<tr>
<td>Orientation and transition starts</td>
<td>Wednesday 13 June</td>
<td></td>
</tr>
<tr>
<td>Studies commence</td>
<td>Monday 18 June</td>
<td>Monday 7 May</td>
</tr>
<tr>
<td>Beat The Stress Week (showcasing Support Services)</td>
<td>Monday 2 July – Friday 6 July</td>
<td></td>
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<tr>
<td>Last date to enrol online</td>
<td>Monday 2 July</td>
<td>Monday 21 May</td>
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<td>Census date</td>
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<tr>
<td>Last withdrawal without fail</td>
<td>Saturday 25 August</td>
<td>Saturday 14 July</td>
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<tr>
<td>Study break</td>
<td>Monday 30 July – Friday 3 August</td>
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<tr>
<td>Study break</td>
<td>Monday 17 September – Wednesday 19 September</td>
<td></td>
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<tr>
<td>Exam period</td>
<td>Thursday 20 September – Saturday 29 September</td>
<td>Monday 6 August – Friday 17 August</td>
</tr>
<tr>
<td>Grade publication</td>
<td>Saturday 13 October</td>
<td>Monday 27 August</td>
</tr>
<tr>
<td>Inter-session or inter-trimester break</td>
<td>Monday 1 October – Friday 12 October</td>
<td>Monday 20 August – Friday 24 August</td>
</tr>
<tr>
<td>Event</td>
<td>Session 3 2012–2013</td>
<td>Trimester C 2012</td>
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<tr>
<td>Orientation and transition starts</td>
<td>Wednesday 10 October</td>
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<tr>
<td>Studies commence</td>
<td>Monday 15 October</td>
<td>Monday 27 August</td>
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<tr>
<td>Beat The Stress Week</td>
<td>Monday 29 October – Friday 2 November</td>
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<tr>
<td>Beat The Stress Week (showcasing Support Services)</td>
<td>Monday 29 October – Friday 2 November</td>
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<td>Last date to enrol online</td>
<td>Monday 29 October</td>
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<td>Check your census date in My Enrolment</td>
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<tr>
<td>Last withdrawal without fail</td>
<td>Saturday 22 December</td>
<td>Saturday 3 November</td>
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<tr>
<td>Study break</td>
<td>Monday 17 December – Friday 21 December</td>
<td></td>
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<td>Recess</td>
<td>Monday 24 December – Monday 31 December</td>
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<tr>
<td>Study break</td>
<td>Monday 21 January – Wednesday 23 January</td>
<td></td>
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<tr>
<td>Exam period</td>
<td>Thursday 24 January – Saturday 2 February</td>
<td>Monday 26 November – Friday 7 December</td>
</tr>
<tr>
<td>Grade publication</td>
<td>Monday 11 February</td>
<td>Monday 7 January 2013</td>
</tr>
</tbody>
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The SCU 2012 Session and Trimester Teaching Dates Calendar outlines each week in the study period and its corresponding dates. Use the following link and under Important Dates select 2012 Session/Trimester Teaching Dates. A two page calendar will appear. The first page contains Session dates, the second page contains Trimester dates. Use the scroll bar to the right of the screen to access the second page.

2012 Session and Trimester Teaching Dates Calendar

For further enquires please telephone 1800 626 481.
Useful University websites

Getting started

<table>
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<tr>
<th><strong>Getting Started Website</strong></th>
<th><a href="http://www.scu.edu.au/gettingstarted">www.scu.edu.au/gettingstarted</a></th>
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Textbooks  www.coop-bookshop.com.au
Timetables  www.scu.edu.au/timetables
Turnitin  http://study.scu.edu.au/turnitin
Webmail  http://webmail.scu.edu.au

About the University

About the University  www.scu.edu.au/about
General contact details  www.scu.edu.au/contact
International Office  www.scu.edu.au/international
Virtual tour  www.scu.edu.au/virtualtour

Schools and Colleges

Arts and Social Sciences  www.scu.edu.au/sass
Education  www.scu.edu.au/education
Environmental Science and Management  www.scu.edu.au/enviroscience
Gnibi – College of Indigenous Australian Peoples  www.scu.edu.au/gnibi
Health and Human Sciences  www.scu.edu.au/healthscience
Law and Justice  www.scu.edu.au/law
Tourism and Hospitality Management  www.scu.edu.au/tourism
The Hotel School Sydney  www.hotelschool.scu.edu.au
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.

Student Services and the SCU student associations also offer a variety of social, sporting and cultural programs.

Start by going to: [www.scu.edu.au/orientation](http://www.scu.edu.au/orientation) and get all your orientation information – we welcome you to SCU!